

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinumpan ng Pilipinas</i>				AGENCY: VISAYAS STATE UNIVERSITY		ORGANIZATIONAL UNIT ADVANCED RESEARCH AND INNOVATION CENTER				TELEPHONE No.	
RECORDS INVENTORY AND APPRAISAL				ADDRESS: Visca, Baybay City, Leyte		PERSON-IN-CHARGE OF FILES Angelica D. Valida (dDRC)				DATE PREPARED: December 31, 2022	
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T / P	UTILITY VALUE Adm. / F / L / Arc	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	
INTERNAL RECORDS											
FM-OOP-01 Memorandum	June 01, 2020 – December 31, 2022	0.001828024	Data Filer B	As the need arises	Originator, other depts.	T	Adm.	2 years		2 years	Land fill
FM-OOP-02 Memorandum Circular	June 01, 2020 – December 31, 2022	0.000550964	Data Filer B	As the need arises	Originator, other depts.	T	Adm.	2 years		2 years	Land fill
FM-OOP-05 Op Communication	June 01, 2020 – December 31, 2022	0.000151052	Data Filer B	As the need arises	Originator, other depts.	T	Adm.	2 years		2 years	Land fill
FM-OOP-07 Authority to Travel	August 31, 2022 – December 31, 2022	0.0000006361	Data Filer B	As the need arises	Originator, other depts.	T	Adm.	1 year		1 year	Land fill
FM-VSU-01 Memorandum	August 17, 2022 – December 31, 2022	0.0000006361	Data Filer B	As the need arises	Faculty	P	Arc.	Permanent			
FM-VSU-02 Memorandum Circular	May 11, 2022 – December 31, 2022	0.000019083	Data Filer B	As the need arises	Other depts.	P	Arc.	Permanent			
FM-VSU-03 Communication (Outgoing)	June 01, 2020 – December 31, 2022	0.000966785	Data Filer B	As the need arises	Other depts.	T	Adm.	2 years		2 years	Land fill
FM-VSU-03 Communication (Incoming)	June 01, 2020 – December 31, 2022	0.000470627	Data Filer B	As the need arises	Other depts.	T	Adm.	2 years		2 years	Land fill
FM-VSU-04 Certification	June 01, 2020 – December 31, 2022	0.000100908	Data Filer B	As the need arises	Office of the Vice President for Academic Affairs	T	Adm.	2 years		2 years	Land fill
FM-VSU-05 Notice of Meeting (Outgoing)	June 01, 2020 – December 31, 2022	0.000227012	Data Filer B	As the need arises	Faculty	T	Adm.	1 year		1 year	Land fill
FM-VSU-05 Notice of Meeting	January 28, 2022 – December 31, 2022	0.000076332	Data Filer B	As the need arises	Faculty	T	Adm.	1 year		1 year	Land fill