

NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas		AGENCY: VISAYAS STATE UNIVERSITY		ORGANIZATIONAL UNIT: SCIENCE		DEPT. OF SOIL		TELEPHONE NO.:
CORDS INVENTORY AND APPRAISAL		ADDRESS: VISCA, PANGASUGAN, BAYBAY CITY,		PERSON IN - CHARGE OF FILES: JOSEROSE CAPRICHIO		DATE PREPARED: Dec 31, 2021		
RECORDS SERIES TITLE and DESCRIPTION		VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION VALUE	TIME T/P	UTILITY VALUE Adm. / F / L / Arc	RETENTION PERIOD
RECORDS SERIES TITLE and DESCRIPTION	PERIOD COVERED						Active	Storage
ADMINISTRATIVE AND MANAGEMENT RECORDS								
CORRESPONDENCE								
Routine (FM - VSU- 03)	January 1 - December 31, 2021	0.0000008	Shelf 1	As need arises	Concerned offices	T	Adm	2 years
								2 years
MEETINGS/PROCEEDINGS FILES								
Notices (Faculty Meeting - FM - QAC - 30)	January 1 - December 31, 2021	0.0000008	Shelf 1	As need arises	DSS	T	Adm	1 year
								1 year
Attendance Sheet (Faculty Meeting - FM - QAC - 29)	January 1 - December 31, 2021	0.0000008	Shelf 1	As need arises	QAC , DSS	T	Adm	1 year
								1 year
Minutes (Faculty Meeting - FM - QAC - 05)	January 1 - December 31, 2021	0.0000008	Shelf 1	As need arises	QAC , DSS	T	Adm	1 year
								1 year
PLANS AND PROGRAMS								
Matrix (FM - QAC - 07)	January 1 - December 31, 2021	0.0000008	Shelf 1	As need arises	QAC	P	Adm	P
								P
REPORTS								
Official Travel	January 1 - December 31, 2021	0.0000008	Shelf 1	As need arises	ODAHRD	T	Adm	2 years
								2 years
SUPPLY AND PROPERTY MANAGEMENT SERVICES								