

NATIONAL ARCHIVES OF THE PHILIPPINES		AGENCY:		ORGANIZATIONAL UNIT:		TELEPHONE NO.:					
Pambansang Sinupan ng Pilipinas		VISAYAS STATE UNIVERSITY		DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY		NA					
		ADDRESS: VISCA, PANGASUGAN, BAYBAY CITY, LEYTE		PERSON IN - CHARGE OF FILES: PEARL P. VISTAL - dDRC LEILANI M. VALDEVIESO - Asst. dDRC		DATE PREPARED: January 25, 2022					
RECORDS INVENTORY AND APPRAISAL											
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPPLICATION	TIME VALUE T/P	UTILITY VALUE Adm. / F / L / Arc	RETENTION PERIOD		DISPOSITION PROVISION	
ADMINISTRATIVE AND MANAGEMENT RECORDS								Active	Storage	Total	
CORRESPONDENCE											
Routine- OP Memos -(FM - OOP - 02)	January 2, 2021 - December 2021	0.0000060	Shelf 2.A	As need arises	Concerned offices	T	Adm	1 year		1 year	Landfill after acted upon
Routine - OVPAA Memos (FM-VSU-01)	January 2, 2021-December 31, 2021	0.0000015	Shelf 2.A	As need arises	OP	T	Adm	1 year		1 year	Landfill after acted upon
Communications (outgoing/incoming) - (FM-VSU-03)	January 2, 2021-December 31, 2021	0.0000088	Shelf 1.A	As need arises	Concerned Offices	T	Adm	1 year		1 year	Landfill after acted upon
MEETINGS/PROCEEDINGS FILES											
Notices of Faculty Meeting -(FM -VSU-05)	January 2, 2021 December 31,2021	0.0000008	Shelf 2.A	As need arises	DFST Faculty	T	Adm	1 year		1 year	Landfill after acted upon
Attendance Sheet- Faculty Meeting, Trainings/Seminars/Webinars Conducted (FM - VSU-07)	January 2, 2021-December 31, 2021	0.0000011	Shelf 1.A	As need arises	Dept. Head & Dept. Secretary	T	Adm	1 year		1 year	Landfill after acted upon
Minutes of Faculty Meeting -(FM - VSU -09)	January 2, 2021 December 31, 2021	0.0000008	Shelf 1.A	As need arises	Dept. Head & Dept. Secretary	T	Adm	1 year		1 year	Landfill after acted upon
PLANS AND PROGRAMS											