NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupang Pilipinas

RECORDS INVENTORY AND APPRAISAL

AGENCY: Visayas State University

ADDRESS: Visca, Baybay City, Leyte

ORGANIZATIONAL UNIT: ECO-FARMI

PERSON-IN-CHARGE OF FILES: Vanessa May B. Milan

TELEPHO...

DATE PR...
Januar...

DISP...
PRO...

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 Active	RETENTION PERIOD Storage	RETENTION PERIOD Total	DISP... PRO...
(FM-OOP-01) OP Memorandum	January 4, 2021- December 6, 2021	0.0002870	White, File Shelving Cabinet	As the need arises	OVPAA, OVPAF, OVPPRGAS, OVPREI, OVPSAS, OUS, ODF/BUDGET, ODHRM/RSPP RO/ Deans, Director, CASL, OHIA, Accounting, COA, Cash, Registrar, Records	T	Admin	2 years		2 years	Land Fi...
(FM-OOP-02) OP Memo Circular	January 4, 2021 – December 20, 2021	0.001188	White, File Shelving Cabinet	As the need arises	OP	T	Admin	2 years		2 years	Land F...
(FM-VSU-02) Memorandum Circular	January 5, 2021 – September 27, 2021	0.000099	White, File Shelving Cabinet	As the need arises	OP, OVPREI, QAC. OVPROLE, OVPRGEA, FMO	T	Admin	2 years		2 years	Land F...
Incoming Communication	January 29, 2021 – Decembe	0.0001981	White, File Shelving Cabinet	As the need arises	None	T	Admin	1 year		1 year	Land F...

Out-going Communication	r 13, 2021								1 year		After A
	January 4, 2021 – Decembe r 6, 2021	0.0001111	White, File Shelving Cabinet	As the need arises	Personal file	T	Admin	1 year		
Notice of Meeting	August 6, 2021 – Decembe r 13, 2021	0.000099	White, File Shelving Cabinet	As the need arises	Personal file	T	Admin	1 year	1 year	After A

LEGEND:

TIME VALUE	T – Temporary	P – Permanent	
UTILITY VALUE:	Admn. – Administrative	F – Fiscal	L – Legal	Arc. – Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

Vanessa May B. Milan, dDRC
Name and Position

NAP Records Management Analyst

Chief of the Division / Department