

NATIONAL ARCHIVES OF THE PHILIPPINES		1. AGENCY NAME:		VISAYAS STATE UNIVERSITY	
Pambansang Sinupan ng Pilipinas		2. Address:		Brgy. Pangasugan, Visca, Baybay City, Leyte	
RECORDS DISPOSITION SCHEDULE					
3. Schedule No.		4. Date Prepared:		January 6, 2022	
5. Item No.	6. Records Series Title and Description	7. Retention Period			8. Remarks
		Active	Storage	Total	
	BOARD OF REGENTS(BOR) SECRETARY/UNIVERSITY SECRETARY				
1	RESOLUTIONS	PERMANENT			Other copies dispose after four(4) years.
	University Academic Council				
	University Administrative Council				
	Board of Regents				
	University Industry Council				
2	COMMUNICATIONS	2 years		2 years	After superseded.
	OP Communications				
	CHED Communications				
	Private/Government Agencies Communications				
3	LEGAL DECISIONS	PERMANENT			
4	MINUTES/PROCEEDINGS FILES	PERMANENT			Other copies dispose after one year.
	Academic Council				
	Administrative Council				
	Board of Regents				
	Board of Regents (Finance Committee)				
	Executive Committee				
	Research and Extension Council				
5	ORDERS/ISSUANCES				
	Documenting Policies/Functions/Programs	PERMANENT			
	Reflecting routinary information or instruction	2 years		2 years	After superseded
	OFFICE OF THE PRESIDENT				
6	ACCOMPLISHMENT REPORTS				
	Annual	PERMANENT			
	Daily/Weekly/Monthly/Quarterly/Semestral	2 years		2 years	
7	CERTIFICATE OF APPEARANCE	1 year		1 year	
8	CORRESPONDENCES/COMMUNICATIONS				
	External Invitations	2 years		2 years	
	Non-Routine	PERMANENT			
	Routine	2 years		2 years	After acted upon.
9	INQUIRIES	2 years		2 years	After acted upon.
10	LISTS	1 year		1 year	After updated.
	Donors				
	Mails				
	Transmittals				
11	LOGBOOKS				
	Attendance	2 years		2 years	After date of the last entry.
	Communications (Incoming/Outgoing)	2 years		2 years	After date of the last entry.
	Visitors				
	Very Important Persons (VIPs)	PERMANENT			
	Vouchers	5 years	5 years	10 years	After date of the last entry.