

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapang Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY:		Visayas State University ADDRESS: Visca, Baybay City, Leyte 6521-A			ORGANIZATIONAL UNIT:			TELEPHONE No.	
		Visayas State University					College of Forestry and Environmental Science			565 0600 local 1109	
							PERSON-IN-CHARGE OF FILES			DATE PREPARED: January 7, 2022	
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE	UTILITY VALUE	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	
OP MEMO CIRCULAR	2019-2021	0.00520	Left side cabinet, 3 rd layer, 2 nd data filer	As need arises	Office of the President, QAC, Records Office and other In-campus offices	P	Adm.	Permanent			
OP MEMORANDUM	2019-2021	0.00232	Left side cabinet, 3 rd layer, 2 nd data filer	As need arises	Office of the President, QAC, Records Office and other In-campus offices	P	Adm.	Permanent			
CFES NOTICE OF MEETINGS	2019-2021	0.00020	Left side cabinet, 3 rd layer, 5 th data filer	As need arises	DFS, ITEEM	P	Adm.	Permanent			