



July 27, 2017

**Memorandum Circular No. 1**

Series of 2017

**T O :** All Unit/Office Heads and Staff Incharge of Records

**R E :** **Disposition of Records**

As mandated by Republic Act No. 9470, the National Archives of the Philippines (NAP) has formulated a uniform guideline in the disposal or destruction of valueless records (NAP General Circular No. 2, s. 2009) which provides among others, that no record shall be destroyed without having first secured authority from the National Archives of the Philippines.

In determining valueless records, please find the attached copies of VSU Records Disposition Schedule (RDS) and General Records Disposition Schedule (GRDS) issued by the National Archives of the Philippines (NAP). Please check therefore the specific and authorized retention periods for each record series based on RDS/GRDS. Records should not be disposed earlier than the period indicated for each record series although records may be retained for longer periods if deemed necessary.

In order to unclog your files with already valueless records, please submit to the Records Office a listing of all valueless records found in your respective units using the attached format, NAP Form No. 3, Request for Authority to Dispose of Records, for submission to the Office of the National Archives of the Philippines (NAP). You will be informed by the Records Office once the Request for Authority to Dispose of Records will be approved for final disposal.

For your information and guidance.

**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

*cc: Records Office & Archives Center*

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>		<b>AGENCY NAME:</b>	
<b>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</b>		<b>ADDRESS:</b>	
<b>DATE:</b>		<b>TELEPHONE NUMBER:</b>	
<b>GRDS/ RDS ITEM NO.</b>	<b>RECORDS SERIES TITLE AND DESCRIPTION</b>	<b>PERIOD COVERED</b>	<b>RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)</b>
<b>LOCATION OF RECORDS:</b>		<b>VOLUME IN CUBIC METER:</b>	
<b>PREPARED BY: (Name and Signature)</b>		<b>POSITION:</b>	
<b>CERTIFIED AND PREPARED BY:</b>			
<p>This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases</p>			
<p>_____ Name and Signature of Agency Head or Duly Authorized Representative</p>			