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Office of the President

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MEMORANDUM NO. 66

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T O: All Concerned

R E: Creation of Records Management Improvement Committee

Pursuant to paragraph 2.4, Article III of DECS Department Order No. 13-B s. of 1988 prescribing Rules and Regulations governing the Disposition of Government Records, a Records Management Improvement Committee is hereby created to be composed of the following:

Chief Administrative Officer	-	Chairperson
Head, Records Office	-	Vice Chairperson
Head, ICU	-	Member
Head, HRMDO	-	Member
Head, Accounting Office	-	Member
Head, Registrar Office	-	Member
Head of Unit of concerned office	-	Member

The Committee shall perform the following functions:

1. Be responsible for the systematic records management program of the university.
2. Identify and preserve documents which are of the continuing value.
3. Determine the retention period of the Agency's records and make Records Disposition Schedule subject to the approval of this office for recommendation to the Records Management and Archives Office, Manila;
4. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and

5. Establish depository of records in each unit for the storage of records that are no longer needed by the agency but which are not yet ready for disposal or a program to transfer the records to the Records Management and Archives Office.

For compliance.


PACIENCIA P. MILAN
President 

cc: Mr. S. P. Sedrome
Records Office