



Process Title: Control of Records

Document Number

DOJ-QM-PMS04-006

Objective: To ensure that all records generated by the quality management system either internal and/or external are properly retained and are readily available for use by those who need them

Revision

1

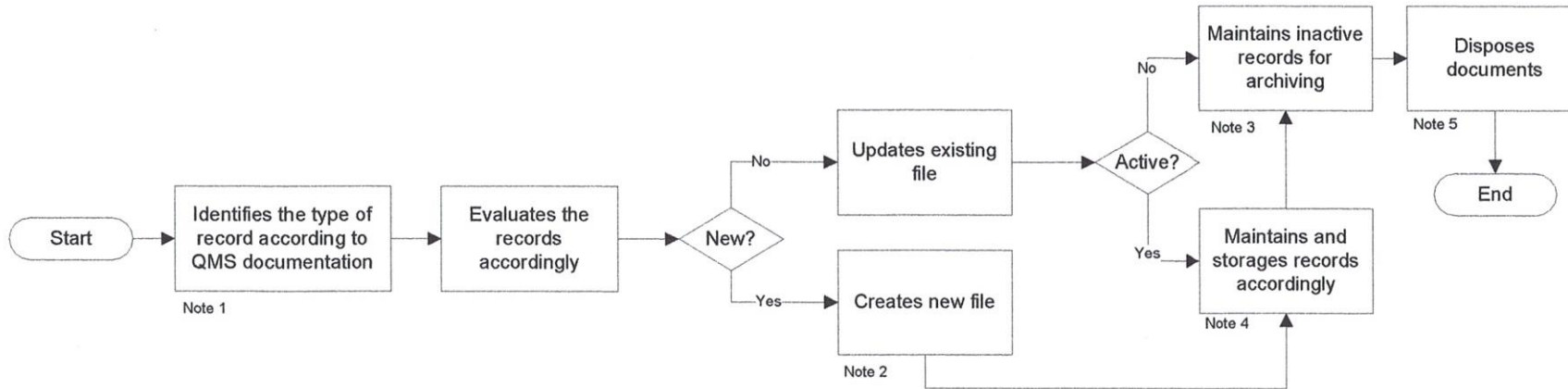
Effective Date

02 SEP 2019

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Forms

Documents Control Officer / Documents and Records Custodians



WORK INSTRUCTIONS

Note 1

- 1. All records shall be legible, true, correct, accurate and complete.
- 2. Records may include but not limited to :
 - a. Appointment Paper
 - b. Department Issuances and Memos
 - c. Reports and Minutes
 - d. Logbooks and/or receiving and outgoing of documents
 - e. DOJ policies, procedures and guidelines that are relevant to the programs, activities and services of DOJ
 - f. External documents such as copies of laws and regulations, and other requirements applicable to the operations and processes of DOJ

Note 2

- 1. Creates and labels file as needed.
- 2. Maintain hard copy for easy retrieval.
- 3. Maintains files of active and inactive records in conjunction with his function or process.
- 4. Maintains list of internal and external records.

Note 3

Records selected for permanent preservation and not in regular use should be clearly marked for archiving and shall be transferred or secured in a storage area. The archiving of records shall be governed by R.A. 9146 (The National Archives of the Philippines Act).

Note 4

- 1. Each Services, Division, Section and Units shall be responsible for the storage and keeping of their own records.
- 2. Filing cabinets, racks, shelves, box files, folders, file binders, dividers, envelopes (among others) shall be provided to organize records.
- 3. Designated storage rooms, and/or vaults are reserved for important and confidential records.
- 4. Digitized copy should be backed-up periodically to avoid loss of data.
- 5. Storage of digitized copy may include but not limited to, internal/external hard drives, flash drives, whichever available.
- 6. Records shall be kept in a place where it can be protected from physical deterioration, damage, and loss due to environmental conditions and for easy retrieval.

Note 5

Disposal of records shall be made in accordance with R.A. 9146 (The National Archives of the Philippines Act)

References

- 1. List of Internal and External Records
- 2. R.A. 9146 (The National Archives of the Philippines Act)

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