



RETRIEVAL OF OFFICIAL DOCUMENTS

It is a process of obtaining data from the record database and/or filing system based on the request of DOJ personnel or other authorized persons.

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|-----------------------------|---|
| Office or Division: | Administrative Service – Records Management Section (RMS) |
| Classification: | Simple |
| Type of Transaction: | Government-to-Government (G2G) |
| Who may avail: | DOJ Personnel/Other Authorized Persons |

CHECKLIST OF DOCUMENTARY REQUIREMENTS

| Document | No. of Copy(ies) | Where to Secure |
|--|------------------|-----------------------------|
| 1. Request/Retrieval Form (RMS Form No. 1) | 1 | RMS Office/Frontline Window |

PROCEDURES

| Client Steps | Agency Actions | Fees to be paid | Processing Time | Person Responsible |
|---|------------------------------------|-----------------|-------------------|--------------------|
| 1. Fill-out and submit the Request/Retrieval Form (RMS Form No. 1) | Checks the documentary requirement | None | 2 minutes | Receiving staff |
| | Retrieves the requested document/s | None | 15 minutes | Records Officer |
| | Photocopy the requested document/s | None | 2 minutes | Records Officer |
| 2. Receives the requested document and signs the Request/Retrieval Form for acknowledgement receipt | Release the request document | None | 3 minutes | Releasing Staff |
| TOTAL: | | | 22 minutes | |

Note: A longer period not exceeding three (3) days shall be allowed in exceptional circumstances such retrieval of requested documents from offsite