

**PROCEDURAL/INSTRUCTIONAL GUIDE:**

- (1) **NAME OF OFFICE**  
The office where the inventory is being undertaken.
- (2) **DEPARTMENT/DIVISION**  
The department/division of the office.
- (3) **SECTION/UNIT**  
The administrative or operating section/unit of the office.
- (4) **TELEPHONE NUMBER & (5) EMAIL ADDRESS**  
The contact number of the person/employee in charge of files. Email address must be the official electronic mail of the office.
- (6) **ADDRESS**  
Indicate the specific address of the office such as floor number, building, street, city/municipality and province.
- (7) **PERSON IN CHARGE OF FILES**  
The person/employee having control or custody of the records/files/documents.
- (8) **DATE PREPARED**  
The date when the inventory of records had been accomplished.
- (9) **RECORDS SERIES TITLE AND DESCRIPTION**  
The entry of record series title shall be properly filled out. If the record is a substantive record or a record with archival value or one which could not be found in the General Records Disposition Schedule (GRDS), a brief description or definition of the records shall be noted in the remark column. (e.g. for substantive record: Batch Control Sheets – are lists of taxpayers). Include other records that may not be in the records series enumerated above.
- (10) **PERIOD COVERED/ INCLUSIVE DATES**  
Indicate the period covered by the record series from the earliest to the latest year when the records are created/received by the government agency. (e.g. 1990 – 2011). Note gaps.
- (11) **VOLUME**  
The mass of the records should be computed and expressed in cubic meters. The formula for volume in cubic meters: Volume = length x width x height (in meters). In case the bulk of the records could be counted by sacks, box, bundles or wherever the records are stored, then it should be indicated in the inventory list. (e.g. 2 cu.m. – 50 bundles)
- (12) **RECORDS MEDIUM**  
The medium of the records should be specified - whether the records are in paper format, microfilm, electronic, cd/dvd, maps, drawings, computer printout or in any forms. (e.g. for Notarial records: Paper & microfilm)
- (13) **RESTRICTION**  
Records are to be classified as open access or restricted access records. If the government office has no guidelines pertaining to the restrictions of its record holdings, all records of that office are considered open access. Restricted records shall be classified as confidential, restricted, secret and top secret records. (e.g. for 201 Files: Confidential)
- (14) **LOCATION OF RECORDS**  
The location of records should be specified with such designations as office area, offsite or in NAP. (e.g. Room 617 Vault 1 Cabinet 2a)
- (15) **TIME VALUE**  
Records shall be categorized as temporary or permanent records. Temporary records have a specific retention period and may be disposed of. Permanent records may not be disposed of as these should be retained for safekeeping. (e.g. for Vouchers: Temporary; Check Register: Permanent)
- (16) **RETENTION PERIOD**  
If the time value of the records is temporary, the specific retention period should be indicated and checked against the GRDS, Agency RDS or against any other guidelines pertaining to the disposition of the specific record series. When the records' time value is permanent, there will be no limit to its retention period. If the records had no approved retention period, the Records Officer/Custodian shall make an appropriate proposal to the NAP and approved by the supervisor about the suggested retention period. (e.g. for Vouchers that have approved retention period: 10 years; Batch Control Sheets that has no approved retention period: Suggested – 10 years)
- (17) **REMARKS**  
State a brief description/explanation/history of the records series if not found in the Agency RDS/GRDS.