



RECORDS MANAGEMENT MANUAL

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**MANUAL
ISSUANCE NO. 2
ISO 9001:2015**

Section 2.0
PROCEDURES

Effectivity Date:
June 1, 2019

Subsection: 2.06
RECORDS DISPOSAL

Revision No.
2

Code : **CG-4.2.4-006**

Customer : All Departments

Objective : To provide the users on how to dispose obsolete records from the inactive records area.

Scope : This procedure covers the disposal procedure of obsolete records with disposal method of "Pulping / Shredding"

Reference : None

Procedure Details :

ACTIVITY	PERSON RESPONSIBLE
<p>A. DISPOSAL METHOD IS "PULPING" AFTER RECORD IS SUPERSEDED OR HAS SERVED ITS PURPOSE</p> <p>* Disposes records immediately by destruction method like throwing away.</p>	Records Custodian
<p>B. DISPOSAL METHOD IS "SHRED"</p> <p>* Disposes records by shredding.</p>	Records Custodian
<p>1.0 Once record has served its inactive period already, gets a copy of and accomplishes the Records Turn-Over Schedule and Disposal Authorization Form</p>	Records Custodian
<p>2.0 Submits the form to his/her manager for approval.</p>	Records Custodian

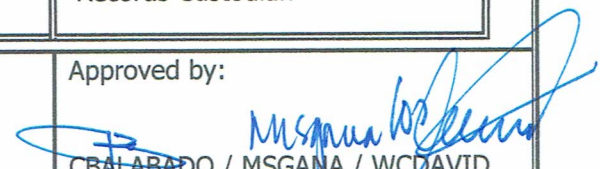
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<p>Note: If upon review of the Department Manager it is deemed that there is a need to extend the inactive storage period of the record(s), returns the form to the Records Custodian for voiding.</p> <p>2.1 Coordinates with the Document Controller for any need to revise declared retention periods in the Records Management Manual to effect changes in the subsequent labeling and filing of the record/record series.</p> <p>3.0 Once approved, submits the approved form to the Records Coordinator.</p> <p>4.0 Receives and checks the approved Records Turn-Over Schedule and Disposal Authorization Form</p> <p>5.0 Schedules, coordinates with the concerned department(s), and implements the applicable disposal method for the records/files contained in the form(s).</p> <p>6.0 Fills-out the remaining portion of the form once disposal method has already been implemented.</p> <p>7.0 Returns the fully accomplished Records Turn-Over Schedule and Disposal Authorization Form to the Records Custodian for filing.</p>	<p>Records Custodian</p> <p>Records Custodian</p> <p>Records Coordinator</p> <p>Records Coordinator</p> <p>Records Coordinator</p>

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