



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

**GUIDELINES ON NATIONAL INVENTORY
OF RECORDS**

ARTICLE I
**LEGAL BASIS, COVERAGE AND ADMINISTRATIVE
PROVISIONS**

Rule 1. RATIONALE

The National Archives of the Philippines (NAP) shall examine, identify and formulate policies regarding the records of government agencies. It shall classify and preserve those which are of permanent or enduring historical value. It shall advise on the creation, maintenance, storage, use and disposition of such records.

Article III Section 15 of Republic Act No. 9470 states that all government offices shall conduct an inventory of their public records and shall be mandated to keep the following data in their respective registry:

- (a) All public records under its custody;
- (b) All public records transferred to the NAP;
- (c) Public records disposed of with authority (Section 18 and 19 of R.A. 9470);
- (d) Data of deferred transfer of records (Section 21 of R.A. 9470); and
- (e) A public access register that contains information on:

- (1) Restrictions on public access to public records imposed under Section 31(g) of R.A. 9470;
- (2) Prohibitions imposed under Section 36 of R.A. 9470 on public access to public archives or protected records under the control of the Executive Director;
- (3) The grounds for the prohibitions and restrictions stipulated under Section 36 and 37 of R.A. 9470; and
- (4) The conditions agreed on under Section 23 of R.A. 9470 as to public access for protected records transferred to the control of the Executive Director of NAP.

Rule 2. PURPOSE

The State through the National Archives of the Philippines shall pursue, conserve, and document Filipino culture, history and governance in order to preserve the country's national identities and cultural memories. With the national inventory of records, all public records shall be listed, conserved and protected. Such records will be systematically managed to ensure preservation of historically valuable materials, to provide access to vital information, and to promote the efficient and economical operation of the government. More importantly, this inventory will identify archival records which otherwise may go unnoticed.

Rule 3. OBJECTIVES

In accordance with the provisions of Republic Act No. 9470, the objectives of the national inventory of records are as follows:

1. To establish a Public Access Registry for all record holdings of the government including those from some private institutions.
2. To gather information on an agency's records management profile including information about its records officers/custodians, contact numbers and the like which would determine accountability in ensuring that the full range of records documenting the affairs of the government are maintained and preserved.
3. To create a list of record holdings of respective government agencies/institutions.
4. To update and establish General Records Disposition Schedules as well as Records Disposition Schedule for national offices, Local Government Units, state universities and colleges, government hospitals, and water districts.
5. To assist government agencies in establishing records management plan/manual.
6. To provide the basis for a National Records Management Information System on policies, rules, regulations, guidelines and procedures.

Rule 4. SCOPE AND COVERAGE

The inventory shall cover all public records created, received and maintained in all branches of the government, whether national or local, constitutional offices, government owned controlled corporations, government financial institutions, state/local universities and colleges, Philippine embassies, consulates and other Philippine offices abroad. As needed, it shall also cover private archival collections.

ARTICLE II ACCESS TO INFORMATION AND MANNER OF INVENTORY

Rule 5. PUBLIC ACCESS TO INFORMATION

1. The inventory of public records will be posted in the NAP website and will be circularized to all government agencies to make it accessible and available to the public.
2. This inventory ensures full public accessibility to record holdings **except for**:
 - a. those records which must be kept secret in the interest of national security or the conduct of foreign affairs;
 - b. records which would put the life and safety of an individual in imminent danger and the disclosure of which would invade personal privacy;
 - c. records which fall within the parameters of established privilege or recognized exceptions as may be provided by law or settled policy or jurisprudence;
3. Restricted records should still be listed in the inventory along with all information regarding the appropriate restrictions.

Rule 6. USEFULNESS OF INFORMATION TO THE PUBLIC

This inventory aims to assist researchers and other members of the public interested in specific records holdings in government agencies.

The inventory shall promote the awareness that government offices must keep records according to their prescribed disposition period and that the general public can access such records provided no restrictions have been indicated.

Rule 7. STEPS/PROCEDURES IN THE CONDUCT OF INVENTORY:

1. The Records Officer/Custodian of the concerned government office shall conduct the physical inventory of records. He or she shall:

Step 1. Identify all records by records series title or record series name.

Step 2. Identify the location of each record series.

Step 3. Approximate the volume of each record series by cubic meter.

Step 4. Fill up the National Inventory Form as follows:

a. Record Series Title and Description

The entry for 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.

b. Period Covered/Inclusive Dates

Indicates the period covered by the record series from the earliest to the latest year when the records were created/received by the government agency.

c. 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)

d. 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 other form.

e. Restriction

The records restriction should be included. 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.

f. Location of Records

The location of records should be specified with such designations as office area, offsite or in NAP.

g. Time Value

With regard to 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.

h. 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 about the suggested retention period.

Step 5. Upon completion of the inventory of records, the properly filled up inventory form should be signed by the person who conducted the inventory and by her or his immediate supervisor.

Step 6. The accomplished inventory of records should be submitted to the National Archives of the Philippines for review and evaluation.

2. The NAP shall collate and prepare a summary/terminal report and, if necessary, conduct phone verification or ocular visits and inspections for those records found incompletely described especially if these are archival records.
3. The NAP shall produce a Public Access Registry which it shall circulate through publication.
4. The inventory of records shall be updated every year by the concerned government office and shall be submitted during the records management audit of the NAP.

ARTICLE III
MISCELLANEOUS PROVISIONS

Rule 8. REPEALING CLAUSE

All orders, rules and regulations or part thereof, which are inconsistent herewith are hereby repealed or amended accordingly.

Rule 9. EFFECTIVITY

This Circular shall take effect fifteen (15) days after its publication in the Official Gazette.

GLOSSARY

1. *Archival Value* – refers to the value attached to records that remain useful for the three branches of the government; legislative, judiciary, executive, including constitutional offices, and the general public because those records make government accountable to its citizens; provide evidence about public policies and programs; protect or verify individuals' rights and entitlements; and provide information about the important people, issues, places, and events that make up the story of Philippines' history.
2. *Disposal* – refers to the act of selling, landfill, or any other way of discarding valueless records in accordance with the provisions of R.A. 9470
3. *Document* – refers to recorded information regardless of medium or characteristics. Commonly used interchangeably with "records." (see 11)
4. *Government Agency/ Office* – refers to any public office, department, bureau, agency, and instrumentality, whether pertaining to the national government or local government unit.
5. *Inventory* – refers to a descriptive listing of the records holding by records series indicating its specific location, inclusive date and volume in cubic meter; conduct of related activities to locate, identify, describe, count, and measure all records in the office and storage areas including all loose and bound papers, microforms, optical disks, and magnetic tapes and disks.

6. *National Archives* – refers to the National Archives of the Philippines, which is established and strengthened under R.A. 9470.
7. *Open Access Records* – refer to public records that have not been prohibited for public access.
8. *Public Access Registry* – refers to public access register containing prohibition and restriction on the unauthorized disclosure and access of information in any public records.
9. *Private Archives/Collections* – refer to records belonging to private individuals and/or entities which are of archival value.
10. *Public Archives* – refer to public records that are under the custody and control of the Executive Director of NAP.
11. *Public Records* – refer to records or classes of records, in any form, in whole or in part, created or received by a government agency in the conduct of its affairs and which have been retained by that government agency or its successors as evidence or because of the information contained therein.
12. *Records* – refer to recorded information produced or received in the initiation, conduct or completion of an institutional or individual activity and that comprises content, context and structure sufficient to provide evidence of the activity. (As defined by International Council on Archives)
13. *Records Custodian* – refers to any agency employee with responsibilities over a particular set of records. A records custodian must keep

the Records Officer informed of any issues regarding the records in his/her custody.

14. *Records Management* – refers to the managerial activities involved with respect to records creation, records maintenance and use, transmission, retention, and records disposition in order to achieve adequate and proper documentation of policies and transactions of government for its efficient, effective and economical operation.
15. *Records Management Audit* – refers to the periodic inspection of the records holdings of government offices, whether national or local for purposes of identifying and incorporating records series that are not yet included in the agency RDS.
16. *Records Office* – refers to an organizational unit responsible for planning, developing, prescribing, disseminating and enforcing policies, rules and regulations and coordinating agency-wide records management program.
17. *Records Officer* – refers to the employee responsible for overseeing the records management program and providing guidance on adequate and proper recordkeeping.
18. *Records Series* – refers to a group of related records arranged under a single unit, label or kept together as a unit because the records deal with a particular subject, result from the same activity or have a related special form.
19. *Restricted Access Records* – refers to records which access has been restricted because there exists a legal impediment and/or standard or

advice issued by the ED that requires such public records to be withheld from public access.

20. *Retention Period* – refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent/archiving or destruction.