

<p><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b></p> <p><b>RECORDS DISPOSITION SCHEDULE</b></p>	<p><b>1. AGENCY NAME:</b></p> <p style="text-align: center;"><b>DEPARTMENT OF ENERGY</b></p>
	<p><b>2. ADDRESS:</b></p> <p style="text-align: center;">Energy Center, Rizal Drive, Bonifacio Global City, Taguig, Metro Manila</p>

<p><b>3. SCHEDULE NO.</b></p> <p style="text-align: center;">1</p>	<p><b>4. DATE PREPARED</b></p>
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5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>OFFICE OF THE SECRETARY RECORDS</b>				
	<b>CONSUMER WELFARE AND PROMOTION OFFICE</b>				
1	COMPLAINTS	2 years		2 years	After acted upon / settled
2	CONSUMER WELFARE MONTH ACTIVITIES FILES Event Programs Speaker Profiles	1 year		1 year	
3	DIRECTORIES OF ENERGY STAKEHOLDERS	1 year		1 year	After updated
4	ENERGY RELATED EDUCATIONAL MATERIALS Brochures / Leaflets / Pamphlets / Posters	1 year		1 year	
5	SPEECHES		PERMANENT		
	<b>INTERNAL AUDIT OFFICE</b>				
6	AUDIT FILES				
	Audit Reports				
	External				
	Electricity Sales Audit of Power Plants / Generation Companies	5 years	5 years	10 years	
	Financial Audit of Completed Projects under ER 1-94				
	Internal				
	Fuel Consumption				
	Performance Evaluation of Annually Contracted Services				
	Performance Evaluation of DOE Offices				
	Audit Working Paper	3 years	2 years	5 years	
	Letter of Engagement	2 years		2 years	
	Monitoring Sheets	1 year		1 year	
	Status of Projects Administered by DOE, NPC and IPP				
	Summary of Deferred Contributions under ER 1-94				
7	AUDIT PROCEDURES / GUIDELINES		PERMANENT		

**RELEASED**

JAN 25 2015

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**IMPORTANT:** Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the Executive Director."

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>INVESTMENT PROMOTION OFFICE</b>				
8	<b>ENDORSEMENTS</b> Board of Investment Certificate of Indorsement Energy Project Financial & Technical Details Department of Justice Certificate of Indorsement List of Foreign Employees Project Profile	2 years		2 years	
9	<b>ENERGY COMPANY PROFILES</b>	1 year		1 year	
10	<b>ENERGY INVESTMENT KITS</b>	1 year		1 year	
11	<b>ENERGY INVESTMENT PROMOTION FILES</b> Feedback Invitation	1 year		1 year	
12	<b>ENERGY INVESTORS' GUIDEBOOK</b>	1 year		1 year	
	<b>ENERGY RESOURCES DEVELOPMENT BUREAU RECORDS</b>				
	<b>PETROLEUM RESOURCES AND DEVELOPMENT DIVISION</b>				
13	<b>AEROMAGNETIC MAPS</b>		PERMANENT		
14	<b>ANALYSIS/STUDIES</b> Petrographic Analysis/ Study Reservoir Fluid Study Source Rock Analysis and Ingenous Petrology of Sidewell Core Well Testing Analysis and Interpretation		PERMANENT		
15	<b>APPLICATIONS FOR PETROLEUM SERVICE CONTRACTS</b> Approved Disapproved	3 years 3 years	2 years	5 years 3 years	To be filed with appropriate records series
16	<b>CHARTS</b> Data Summary Log Micropaleontological Analysis Palynological Analysis		PERMANENT		
17	<b>DRILLING FILES</b> Daily Bulletin Formation Test Data Montage	1 year	PERMANENT PERMANENT	1 year	

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5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>Notices</b> Intention to Abandon Well Intention to Drill <b>Plans/Programs</b> Prognosis Registered Sub-contracts Agreement with Service Contractors	2 years		2 years	After acted upon
18	<b>MANUALS/PROCEDURES</b> Drilling Emergency Response Seismic		PERMANENT		Other copies can be disposed of 2 years after updated.
19	<b>PETROLEUM SERVICE CONTRACTS</b>		PERMANENT		
20	<b>PETROLEUM SERVICE CONTRACTOR FILES</b> Acknowledgement Letter Performance Bond Request for Sub Phase Extension	3 years	2 years	5 years	After renewed / cancelled / expired
21	<b>PROJECT PROPOSALS FROM APPLYING AND CURRENT SERVICE CONTRACTORS</b>		PERMANENT		If implemented, otherwise, dispose after 5 years
22	<b>REPORTS</b> Biostatigraphy Interval Core Description Drillship Satellite Positioning Evaluation Geological Evaluation Hydrocarbon Potential Final Well Completion Formation Testing Service Gas and Water Analysis Production Progress		PERMANENT PERMANENT 3 years   2 years   5 years PERMANENT  PERMANENT PERMANENT PERMANENT PERMANENT		
23	<b>SURVEYS</b> Drilling Seismic Velocity Survey Well Velocity Survey and Calibrated Log Data Seismic Marine Mammal Navigation Observation Logs  <b>COAL AND NUCLEAR MINERAL RESOURCES DEVELOPMENT DIVISION</b>		PERMANENT		
24	<b>APPLICATIONS FOR COAL OPERATING CONTRACTS</b> Approved  Disapproved	3 years  3 years	2 years	5 years  3 years	To be filed with appropriate records series

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5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
25	<b>COAL OPERATING CONTRACTS (COC)</b> Development / Production Exploration Sub-contract with COC Holders		PERMANENT PERMANENT		
26	<b>COAL OPERATING CONTRACT HOLDER FILES</b> Accident Investigation Performance Bond Progress / Accomplishment Safety Monitoring	3 years	2 years	5 years	After renewed / cancelled / expired
27	<b>COAL PROJECT RECORDS</b>		PERMANENT		If implemented, otherwise, dispose after 5 years from date of record
28	<b>ENDORSEMENTS TO THE PHILIPPINE NATIONAL POLICE (PNP)</b> Foreman's Blaster's Permit Possess and Purchase Explosives	2 years	2 years	4 years	
29	<b>PERMITS</b> Export/Import Coal Safety Engineer/Inspector Small Scale Coal Mining	3 years	2 years	5 years	After renewed / expired
30	<b>REPORTS</b> Annual Coal Potential Area Evaluation Mine Performance Evaluation Production of COC Holders/ Small Scale Permittees (Monthly)		PERMANENT PERMANENT		
		3 years 3 years	2 years 2 years	5 years 5 years	After incorporated in the Annual Report
	<b>RENEWABLE ENERGY MANAGEMENT BUREAU RECORDS</b>				
	<b>SOLAR AND WIND ENERGY MANAGEMENT DIVISION</b>				
31	<b>AFFILIATED RENEWABLE ENERGY CENTER (AREC) FILES</b> Memorandum of Agreement and Amendments Memorandum of Undertaking Technical/Financial Reports Annual Quarterly		PERMANENT PERMANENT PERMANENT		
		2 years		2 years	After consolidated in the Annual Report
32	<b>APPLICATIONS FOR SOLAR / WIND ENERGY SERVICE CONTRACT</b> Approved Disapproved	3 years 3 years	2 years	5 years 3 years	To be filed with appropriate records series

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5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
33	<b>ACCREDITATION FILES</b> Manufacturers, Fabricators and Suppliers of RE (Renewable Energy) Equipment and Components	3 years	2 years	5 years	
34	<b>DEVELOPER FILES</b> Annual/Quarterly Progress Certificate of Registration Performance Bond Reportorial Requirements of Service Contract	3 years	2 years	5 years	After renewed / cancelled / expired
35	<b>FIELD REPORTS</b> Assessment (Viability / Feasibility) Physical Inspection (Site Assessment) Monitoring Technical Assistance	2 years		2 years	
36	<b>SOLAR AND WIND ENERGY PROGRAM</b>				
	Reports				
	Narrative				
	Quarterly/Semestral	2 years		2 years	After consolidated in the Annual Report.
	Status	2 years		2 years	
	Technical	2 years		2 years	
37	<b>RESEARCH AND DEVELOPMENT FILES</b> Research Papers/Studies				
38	<b>RURAL ELECTRIFICATION PROJECTS</b>				
	Project Accomplishment/Completion	5 years	5 years	10 years	
	Commercialization				
	Promotion				
	Technology				
	Survey of Rural Energy Household Level	3 years	2 years	5 years	After encoded in the database
39	<b>SOLAR / WIND ENERGY SERVICE CONTRACTS</b>	5 years	5 years	10 years	After expired / terminated
	<b>BIOMASS ENERGY MANAGEMENT DIVISION</b>				
40	<b>ACCREDITATION FILES</b> Biofuels Manufacturers / Suppliers of RE Equipment	3 years	2 years	5 years	RELEASED JAN 20 2013 10/6 12/13/05
41	<b>APPLICATIONS FOR REGISTRATION FOR OWN USE</b>				
	Approved	3 years	2 years	5 years	To be filed with appropriate records series
	Disapproved	3 years		3 years	

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		Active	Storage	Total	
42	BIOMASS RENEWABLE ENERGY OPERATING CONTRACTS (BREOC)	5 years	5 years	10 years	After expired / terminated
43	POSITION PAPERS / COMMENTS (Biofuels / Biomass) Enacted Law Proposed Bills (House / Senate)	PERMANENT			Other supporting documents can be disposed of after 5 years
44	PROJECT PROPOSALS	PERMANENT			If implemented, otherwise, dispose after 5 years from date of record
45	REPORTS Annual Monitoring Monthly / Quarterly Resource Assessment	PERMANENT			
		2 years		2 years	
		2 years		2 years	
		3 years	2 years	5 years	
46	RESOLUTIONS OF NATIONAL BIOFUELS BOARD (NBB)	PERMANENT			
	<b>ENERGY UTILIZATION MANAGEMENT BUREAU RECORDS</b>				
	<b>ENERGY EFFICIENCY AND CONSERVATION DIVISION</b>				
47	NATIONAL ENERGY EFFICIENCY AND CONSERVATION PROGRAM (NEECP)	PERMANENT			If implemented, otherwise dispose after 5 years from date of record
48	REPORTS Boiler Efficiency Test Daily Fuel and Steam Energy Audit and Feedback Energy Consumption Annual Monthly / Quarterly Energy Monitoring	2 years		2 years	
		2 years		2 years	
		PERMANENT			
		PERMANENT			
		5 years		5 years	
		5 years		5 years	
49	REQUESTS FOR ENERGY AUDIT	1 year		1 year	After acted upon
50	TECHNICAL INQUIRIES ON ENERGY CONSERVATION EQUIPMENT	2 years		2 years	
51	TECHNOLOGY PROMOTION AND ASSESSMENT Annual Conservation Program Monitoring and Evaluation Report on Energy Consumption of Industries Quarterly Energy Consumption Validation of Reports Submitted	5 years		5 years	
		PERMANENT			
		5 years		5 years	
		2 years		2 years	After validated

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5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION</b>				
52	ACCOMPLISHMENT REPORTS	5 years		5 years	After incorporated in the Phil. Energy Plan
53	ALTERNATIVE FUEL ACCREDITATION FILES	3 years	2 years	5 years	After renewed / terminated
54	COMPANY PROFILES	2 years		2 years	
55	EMERGING TECHNOLOGY FILES Assessment of New Technology Materials on Emerging Technologies Presentation Materials on Emerging Technologies	3 years	2 years	5 years	
56	FEASIBILITY STUDIES ON NEW TECHNOLOGIES	3 years	2 years	5 years	
57	LISTS Auto-Liquefied Petroleum Gas (LPG) Service Stations Auto-LPG Taxi Fleets Compressed National Gas (CNG) Bus Operators	3 years	2 years	5 years	After updated
58	MINUTES OF MEETINGS Project Review Committee Technical Planning and Review Committee Technical Working Group	3 years	2 years	5 years	
59	PROGRAMS Auto-LPG Clean Development Mechanism Electric Vehicles Natural Gas Vehicle Program for Public Transport (NGVPPT)	PERMANENT			If implemented, otherwise, dispose after 5 years from date of record.
60	SURVEYS OF REGISTERED VEHICLE/EQUIPMENT USERS BY BARANGAY/MUNICIPALITY PROVINCE/REGION	1 year		1 year	After data have been tabulated and encoded in the database
	<b>OIL INDUSTRY MANAGEMENT BUREAU RECORDS</b>				
	<b>OIL INDUSTRY COMPETITION AND MONITORING DIVISION</b>				
61	ACCREDITATION TO THE FUEL BIOETHANOL PROGRAM Application Certificate of Accreditation	3 years	2 years	5 years	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center; margin: 0;">RELEASED</p> <p style="text-align: center; margin: 0;">2013</p> <p style="text-align: center; margin: 0;">RLO/13/65</p> </div>
62	ACKNOWLEDGEMENT OF NOTICE TO IMPORT / EXPORT OIL WITH SUPPORTING DOCUMENTS	2 years		2 years	

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		Active	Storage	Total	
63	APPLICATIONS FOR REGISTRATION TO ENGAGE IN THE OIL BUSINESS Full-compliant Non-compliant		PERMANENT		
		3 years		3 years	
64	COMPANY PROFILE OF OIL INDUSTRIES	2 years		2 years	After updated
65	PETROLEUM PRODUCTS PRICE UPDATES Adjustment Notice		PERMANENT		
66	REPORTS Oil Statistical Petroleum Products Inventory (Weekly/Monthly)	2 years		2 years	Consolidated reports are permanent
67	REQUESTS FOR THE ISSUANCE OF DOE ENDORSEMENT BOI Registration / Incentive Availment SEC Registration to Engage In Business	2 years		2 years	After acted upon
<b>OIL INDUSTRY STANDARDS AND MONITORING DIVISION</b>					
68	ACKNOWLEDGEMENT OF NOTICE TO IMPORT WITH SUPPORTING DOCUMENTS Additives Lubes Specialty Products	2 years		2 years	
69	APPLICATIONS FOR REGISTRATION WITH SUPPORTING DOCUMENTS Import Additives, Lubes and Specialty Products Engage in Used Oil Recycling Full-compliant Non-compliant	2 years		2 years	
			PERMANENT		
		3 years		3 years	
70	DEPOT PROFILES	2 years		2 years	
71	FUEL ADDITIVES ACCREDITATION / REGISTRATION FILES Application Certificate Permanent Provisional Memorandum of Approval	3 years	2 years	5 years	
			PERMANENT		
		3 years	2 years	5 years	
			PERMANENT		
72	PHILIPPINE NATIONAL STANDARDS (PNS) Petroleum Product Process and Facilities		PERMANENT		
73	PNS DELIBERATION FILES Comments on National Circulation Minutes of the Meeting Notices of Meeting	3 years		3 years	After approval / promulgation of the standards

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5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
74	<b>POSITION PAPERS / COMMENTS (Standards)</b> Enacted Law Proposed Bills (House / Senate)	PERMANENT			Other supporting documents can be disposed of 5 years after the law has been amended
75	<b>REPORTS</b> Monitoring Denaturing of Bio-ethanol Petroleum Product Quality Monitoring Sampling and Inspection of Facilities Statistical (Lubes, Additives and Biofuels)	2 years		2 years	Consolidated Reports are permanent
76	<b>REQUESTS FOR THE ISSUANCE OF DOE ENDORSEMENT</b> SEC Registration to Engage in Business	2 years		2 years	After acted upon
<b>RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION</b>					
77	<b>CASES</b> Decisions/Orders/Resolutions Liquid Petroleum Products Case Folders Liquified Petroleum Gas Case Folders	2 years		2 years	Original copies filed and maintained by the Legal Services
78	<b>INDUSTRY PLAYERS FILES</b> Registration to Engage in the LPP / LPG Retailing Business with Certificate of Compliance (COC) / Standards Compliance Certificate (SCC) and Supporting Documents	5 years	5 years	10 years	After termination of dealership agreement except for records which are transferable to the new dealer.
79	<b>PETROLEUM PRODUCT PRICE MONITORING TABLES</b>	3 years		3 years	Consolidated records are permanent
80	<b>POSITION PAPERS/COMMENTS (Retailing)</b> Enacted Laws Proposed Bills (House / Senate)	PERMANENT			Other supporting documents can be disposed of 5 years after the law has been amended
81	<b>PROGRAMS</b> Gasoline Station Training and Loan Fund (GSTLF) Memorandum of Agreement (MOA) Oil Deregulation Management	PERMANENT			If implemented, otherwise, dispose after 5 years from date of record
82	<b>REPORTS</b> Calibration Field Inspection	3 years	2 years	5 years	
83	<b>REQUESTS FOR THE ISSUANCE OF DOE ENDORSEMENT</b> SEC Registration to Engage in Business	2 years		2 years	After acted upon
<b>NATURAL GAS MANAGEMENT DIVISION</b>					
84	<b>GUIDELINES ON NATURAL GAS</b>	PERMANENT			<div style="border: 1px solid black; padding: 5px;"> <p>RELEASED JAN 25 2013</p> <p>1/20/11 2/16/11</p> </div>
85	<b>NATURAL GAS INFRASTRUCTURE / FACILITIES AND SUPPLY FILES</b>	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	Application to Construct, Operate, Maintain, Rehabilitate, Expand and Modify (COMREM) Natural Gas Infrastructure / Facilities and Gas Supply Evaluation Memorandum of Agreement / Understanding Permit Reportorial Requirements Safety Inspection/ Supervision				
86	<b>NATURAL GAS PROGRAMS</b> Capacity Building Expanded Use of Natural Gas Infrastructure Development Market Development Supply Expansion			PERMANENT	If implemented, otherwise, dispose after 5 years from date of record
87	<b>NATURAL GAS PROJECTS</b> Feasibility Studies Master Plan Memorandum of Agreement Memorandum of Understanding Technical Assistance Terms of Reference			PERMANENT	If implemented, otherwise, dispose after 5 years from date of record
88	<b>POSITION PAPERS / COMMENTS (Natural Gas)</b> Enacted Law Proposed Bills (House / Senate)			PERMANENT	Other supporting documents can be disposed of 5 years after the law has been amended
89	<b>PROCEEDINGS / MINUTES OF THE MEETINGS</b> Bilateral International Cooperation Steering Committee Technical Working Group			PERMANENT PERMANENT PERMANENT	
		3 years	4 years	7 years	
90	<b>REPORTS</b> Natural Gas Monitoring Average Gas Price Gas Power Plant Daily Operation Gas Situationer Annual Semestral  Natural Gas Utilization	3 years	4 years	7 years	
				PERMANENT	
		3 years	2 years	5 years	After consolidated in the Annual Report
		3 years	2 years	5 years	
91	<b>TECHNICAL REFERENCE MATERIALS</b>	5 years	5 years	10 years	
92	<b>TECHNICAL STANDARDS</b> Ancillary Facility Distribution Code Distribution Related Facility Supply Code Transmission Code			PERMANENT	

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5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>INFORMATION TECHNOLOGY AND MANAGEMENT SERVICES RECORDS</b>				
	<b>INFORMATION TECHNOLOGY DIVISION</b>				
93	COMPUTER AND NETWORK/ INTERNET USAGE POLICIES			PERMANENT	
94	INFORMATION / DATABASE SYSTEM SERVICE				
	Inventory List of IS / DB System	1 year		1 year	
	System Development			PERMANENT	
	Application Systems Design				
	Business Rules / Operating Procedures				
	Project Notification / Status Report (E-mail)				
	Sample Outputs / Reports				
	Systems / Database Program Source Codes				
	Terms of Reference (TOR)				
	System User's / Administrator's Manual			PERMANENT	
95	NETWORK SERVICES FILES				
	Certification of Internet Services	1 year		1 year	
	Contract of DOE-Internet Service Provider (ISP)	5 years		5 years	After renewed / terminated and finally settled
	DOE Network Diagram	1 year		1 year	After superseded
	Inventory of DOE LAN ICT equipment	1 year		1 year	After superseded
	LAN Advisories	1 year		1 year	
	Network User's / Administrator's Manual			PERMANENT	
	Request for Network Services	1 year		1 year	
	Terms of Reference (TOR) for ISP	1 year		1 year	After service is bidded out successfully
96	REQUESTS	2 years		2 years	After acted upon
	Application Development / Web Page / Web Posting System and Network Services / System Development				
97	WEB SERVICES FILES				
	Certification / Notification of Postings (E-mail)	1 year		1 year	
	<b>INFORMATION SERVICES DIVISION</b>				
98	AREA SURVEY RETURNS			PERMANENT	
	Maps				
	Technical Description				
99	COMPUTER MAINTENANCE SERVICE AGREEMENTS	5 years		5 years	After terminated
100	EVENT DOCUMENTATION ACTIVITIES FILES			PERMANENT	
	Photo/Still Images				
	Video				
101	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) TECHNICAL SPECIFICATIONS	2 year		2 years	After updated

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