NATIONAL ARCHIVES OF THE PHILIPPINES

Pambansang Sinupan ng Pilipinas

GENERAL RECORDS DISPOSITION SCHEDULE common to all Government Agencies

ITEM YUMBER	RECORDS SERIES TITLE AND DESCRIPTION	
	AND DEGUIGE IOM	AUTHORIZED RETENTION PERIOD
	ADMINISTRATIVE and MANAGEMENT RECORDS	
1	Acknowledgment Receipts	To be filed with appropriate records series
2	Brochures/Leaflets/Phamplets (About or by the agency)	1 year provided 1 copy is retained for
3	Calendars/Schedules of Activities or Events	reference 1 year
4	Certificates of Appearance/Clearances	
5	Certifications	1 year
6	Charts	1 year
	Functional	PERMANENT
	Organizational	
7	Correspondences Non-routine	
	Routine	To be filed with appropriate records series 2 years after acted upon
8	Delivery Receipts	2 years
9	Directories of Employees/Officials	2 years after superseded
10	Feasibility Studies	
		PERMANENT if implemented, otherwise dispose after 5 years from date of record
11	Gate Passes	6 months
12	Inquiries	2 years after acted upon
13	Issuances	
	issued by or for the head of agency documenting policies/functions/	PERMANENT
	programs of the agency	
	Issued by or for the head of agency	2 years after superseded
ŀ	reflecting mutinary information or instruction	
14	Lists	1 unun alla-
	Associations Committees	1 year after updated
	Cooperatives	

cont. 14	Lists	
ì	_	
	Donors	1 year after updated
	Mailing	
· 1	Transmittal	
	Others	To be filed with appropriate records series
15	Logbooks	
	Incoming/Outgoing Correspondences Visitors	2 years after date of last entry
	Ordinary	
j	VIP	2 years after date of last entry
	Others	PERMANENT
	001015	2 years after date of last entry
16	Manuals	
17	M ()	PERMANENT
- '' - }·	Meetings/Proceedings Files	
1	Agenda	1 100-
1	Minutes	1 year
	Board/Executive Committee	DEBMANIEN
1.	Staff	PERMANENT 1 year
	Notices	1 year
	0 7.	i year
18	Official Gazettes	PERMANENT
19	Permits	
		1 year after renewed/expired
20	Plans	
	Action/Work	
.		3 years after implemented
	Others	
		PERMANENT if implemented, otherwise
		dispose 5 years from date of record
21	Press Releases (About or by the agency)	·
		PERMANENT
22	Programs	
	Work	3 years
		o years
	Others	PERMANENT # :
		PERMANENT if implemented, otherwise
ļ		dispose 5 years from date of record
23	Proposals	DEDIAA I Marin IV.
,		PERMANENT if implemented, otherwise
		dispose 5 years from date of record
24	Publications (Record Set)	DEDMANIPART
		PERMANENT
25	Reorganization Records	DEDMANENT
		PERMANENT
26	Reports	
	Annual/Special	DEGLIANCE
1	Others	PERMANENT
		2 years after incorporated in the Annual Report

ITEM Number	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
27	Requests	2 years after acted upon
28	Slips Locator	1 year
	Permission	
	Routing	
29	Speeches (Record Set)	DEDMANITATION
30	Standard Operating Procedures (SOP)	PERMANENT
31	Telegrams	PERMANENT
		1 year after acted upon
32	Trip Tickets	1 year
	BUDGET RECORDS	
33	Allatina	
33	Allotment Files	
[Advices of Allotment (AA)	3 years
	Agency Budget Matrixes	3 years
	Allotment Release Orders	3 years
	General (GARO)	·
	Special (SARO)	
	Obligation Request/Slips (ALOBS)	3 years
1	Plan of Work and Requests for Allotment	3 years
	Capital Outlay (RAOCO)	10 years
	Financial Expenses (RAOFE)	
.	Maintenance & Other Operating	
•	Expenses (RAOMO)	
	Personal Services (RAOPS)	
	Requests for Obligation of Allotmont (POA)	3
	Statements of Allotment, Obligations &	3 years
	Balances (SAOB)	o years
	Statements of Appropriations, Allotment & Advice (SAAA)	3 уевгъ
34	Annual Budgets	
- 1	- Dougoto	3 years
35	Budget Estimates including Analysis Sheets	
	and Estimates of Income	3 years
36	Rudget Evpandit	
	Budget Expenditures Programs	5 years
	Sources of Financing	
37	Rudget lesugnoss /Th	a la companya di salah s
7.	Budget Issuances (Those used as authority for agency transactions)	10 years
38	Budget Sheet Analysis	
•	e mention of the control of the cont	3 years

Budgetary Ceilings Cash Allocation Ceilings/Notices of Cash Allocation 3 years 1 year Certifications of Funds Availability 1 year General Appropriations Acts 3 years 43 Organizational Performance Indicator Framework (OPIF) Permanent Physical Reports of Operations 3 years Special/Supplemental Budgets 3 years 45 Special/Supplemental Budgets 3 years FINANCIAL AND ACCOUNTING RECORDS 47 Abstracts Deliy Collections Deposits and Trust Funds General Collections Sub-Vouchers 48 Advices Checks Issued & Canceted Remittance 49 Annual Statements of Accounts Psyable Permanent 50 Auditor's Contract Cards 51 Authorities for Allowances 52 Authorities for Allowances 53 Authorities for Allowances 54 Authorities for Allowances 55 Authorities for Allowances 56 Years 57 Years 58 Years 59 Years 50 Years 50 Years 10 Years 10 Years after expired 10 Years 10 Years 10 Years 10 Years 10 Years 11 Years 11 Years 12 Years 13 Years 14 Years 15 Years 15 Years 16 Years 17 Years 18 Years 19 Years 10 Years 10 Years 10 Years 10 Years 10 Years 10 Years	ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
40 Cash Allocation Cellings/Notices of Cash Allocation 41 Certifications of Funds Availability 42 General Appropriations Acts 43 Organizational Performance Indicator Framswork (OPIF) 44 Physical Reports of Operations 45 Special/Supplemental Budgets 46 Work and Financial Plans 47 Abstracts 48 Daily Collections 49 Deposits and Trust Funds 49 General Collections 5 years 48 Advices 49 Annual Statements of Accounts Payable 49 Annual Statements of Accounts Payable 50 Authorities for Allowances 51 Authorities for Allowances 52 Authoritzations 63 Bank Silps 63 Bank Silps 64 Deposits 64 Deposits 65 Pents 65 Pents 65 Pents 66 Performance 67 Pents 68 Pents 69 Performance 60 Pents 69 Permanent 60 Pents 60 Permanent 60 Pents 60 Pents 60 Pents 60 Pents 61 Pents 62 Pents 63 Pents 64 Pents 65 Pents 66 Pents 67 Pents 68 Pents 69 Pents 69 Permanent	30	Rudgelon, C. III.	
41 Certifications of Funds Aveilability 42 General Appropriations Acts 43 Organizational Performance Indicator Framework (OPIF) 44 Physical Reports of Operations 45 Special/Supplemental Budgets 46 Work and Financial Plans 47 Abstracts 48 Deliy Collections 49 Deposits and Trust Funds 48 Checks Issued & Cancelled 49 Remittance 49 Annual Statements of Accounts Payable 50 Authorities for Allowences 51 Authorities for Allowences 52 Authorities for Allowences 53 Bank Silps 54 Deposits 63 Bank Silps 55 Deposits 65 Remittance 65 Performance 65 Perf		-	3 years
42 General Appropriations Acts 43 Organizational Performance Indicator Framework (OPIF) 44 Physical Reports of Operations 45 Special/Supplemental Budgets 46 Work and Financial Plans 47 Abstracts 48 Deliy Collections 49 Deposits and Trust Funds 49 Checks Issued & Cancelled 49 Remittance 49 Annual Statements of Accounts Payable 50 Auditor's Contract Cards 51 Auditorities for Allowances 52 Authorities for Allowances 53 Bank Slips 54 Deposits 75 Permanent 76 Deposits 77 Deposits 78 Deposits 79 Deposits 79 Deposits 79 Deposits 70 Dep	40	Cash Allocation Ceilings/Notices of Cash Allocation	3 years
42 General Appropriations Acts 43 Organizational Performance Indicator Framework (OPIF) 44 Physical Reports of Operations 45 Special/Supplemental Budgets 46 Work and Financial Plans 47 Abstracts 48 Daily Collections 49 Deposits and Trust Funds 48 General Collections 5 years 5 years 2 years 48 Advices Checks Issued & Cancelled Remittance 49 Annual Statements of Accounts Payable Auditor's Contract Cards 50 Auditor's Contract Cards 51 Authorities for Allowances 52 Authorities for Allowances 53 Authorities of Equipment/Property Transfer of Fund Travel Others 54 Blils 65 Bank Slips Deposits Remittances 66 Performework (OPIF) Permanent 3 years 5 years 5 years 5 years 5 years 6 years 6 years 6 years 6 years 6 years 6 years 7 years 7 years 10 years 11 year after expired 11 year after expired	41	Certifications of Funds Availability	1 year
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Remittance Annual Statements of Accounts Payable Auditor's Contract Cards Authorities for Allowances Authorizations Overtime Purchase of Equipment/Property Transfer of Fund Travel Others Bank Slips Deposits Remittances Authorizations 1 year after expired 10 years 11 year after expired	48		
Annual Statements of Accounts Payable Auditor's Contract Cards Authorities for Allowances Authorizations Overtime Purchase of Equipment/Property Transfer of Fund Travel Others Bank Slips Deposits Remittances 10 years 2 years after terminated 1 year after expired	1	Checks Issued & Cancelled	4 vears
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3 years Authorities for Allowances 2 years after terminated 1 year after expired Purchase of Equipment/Property Transfer of Fund Travel Others Bank Slips Deposits Remittances 10 years	49	Annual Statements of Accounts Payable	PERMANENT
51 Authorities for Allowances 52 Authorizations Overtime Purchase of Equipment/Property Transfer of Fund Travel Others 53 Bank Slips Deposits Remittences 54 Bills	50	Auditor's Contract Cards	3 years
52 Authorizations Overtime Purchase of Equipment/Property Transfer of Fund Travel Others 53 Bank Slips Deposits Remittances 54 Rills	51	Authorities for Allowances	
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Transfer of Fund Travel Others Bank Slips Deposits Remittances 10 years		Overtime	1 year after expired
Travel Others Bank Slips Deposits Remittances 10 years		Transfer of Equipment/Property Transfer of Fund	
53 Bank Slips Deposits Remittances 54 Bills		Travel	
Deposits Remittances 54 Rills		Others	
Remittances 54 Rills	53	•	10 years
54 Rills		· · · · · · · · · · · · · · · · · · ·	
Bills 10 years after settled		Remittances	
) and allest	54	Bills	10 years after settled
			- Varia mine dorffied

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	Alstein
:	- Total miles	AUTHORIZED RETENTION PERIOD
55	Bonding Files	
	Action	·
	Applications/Requests	3 years
	Fidelity/Surety Bond	3 years
	Indemnity for Issue of Due Warrant	5 years after expired/terminated
		3 years
56	Books of Final Entry	DEDUCATION
Ī	General Ledgers	PERMANENT
,	Subsidiary Ledgers	
57	De tour	· ·
3/	Books of Original Entry	DEDLANGE
	Cash Disbursement Journals	PERMANENT
.	Cash Journals	
1	Cash Receipts Journals	
1	Check Disbursement Journals	
j	General Journals	
	Journals of Analysis of Obligation	
1	Journals of Bill Rendered	
1	Journals of Check Issued	
-	Journals of Collection and Deposit	
	Journals of Disbursement by Disbursion	
- 1	Officer	
58	Cook Flanco	
	Cash Flow Charts	PERMANENT
59	Certificates	A service of the serv
	Settlement and Balances	
		10 years provided post-audited, finally
	Shortages	settled and not involved in any case
	-	10 years after seitled
60	Claims	•
	Insurance	10 years after settled
	Health Benefits	
	Hospitai	
61 (Checks and Check Stubs	
	and and anew amps	10 years provided post-audited, finally
•		settled and not involved in any case
62	Daily Cash Flow	Case
1	Daily Castl LiOM	3 years
63	Daily Statement of College	
•	Daily Statement of Collections	5 years
64	Expense Ledgers	
	- Anna rendera	PERMANENT
65 F	Financial Statements	
~ '		PERMANENT
	Balance Sheets	
1	Income Statements	
}	Statements of Cash Flows (Annual)	
	Statements of Operation	
ì		

ITEM IUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
66	Indices of Payments	
	Creditors	
	•	5 years
	Employees	15 years after retired/separated
I	Sundry Payments by Checks/Warrants	PERMANENT
67	Journal Entry Vouchers	(CUMMINEIA)
	Souther Clin A Adricuetz	12 years provided post-audited, finally
		settled and not involved in any case
68	Lists of Remittances	1
1	Loans	PERMANENT
1	Premiums	
69	Logbooks of General Funds	
		3 years after date of last entry
70	Monthly Settlements of Monthly Subsidiary	· ·
].	Ledger Balance	2 years
-,		
71	Notices	3.422
ŀ	Disallowances	3 years after settled
	Suspensions	
72	Official Cash Books	
	Onition Cash Books	PERMANENT
73	Official Cash Books for Bank Cash Book	
	Sank Cash Book	PERMANENT
74	Official Receipts	
		10 years provided post-audited, finally
<u>.</u>		settled and not involved in any case
75	Orders of Payment	
		10 years
76	Payrolls	10 100
- 1		10 years provided post-audited, finally
77	B	settled and not involved in any case
"	Payroll Payment Slips/Pay Slips	10 years
78	Ounds I in	10 10010
"	Quarterly Statements of Charges to Accounts Payable	10 years
	rayable	
79	Registry Books of Checks Released	
		PERMANENT
80	Registers	DEDMANICALE
	Checks/Warrants	PERMANENT
	Checks/Warrants Control	
	•	
81	Reliefs from Accountability	10 years provided a constant
	Decisions	10 years provided a copy is filed with 201 files
	Requests	wo i nigo
82	Reports	
	Accountabilities for Accountable Forms Cash Disbursements	3 years after cash had been examined
	Cash Examinations	10 years
1		3 years provided post-audited, finally
	•	settled and not involved in any case

ITEM Number	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
cont. 82	Reports	
	Collecting & Disbursing Officers	
Ī	Checks Issued & Cancelled	10 years provided post-audited, finally
	Collections & Deposits	settled and not involved in any case
ŀ	Disbursements	
}		
į	Daily Cash Reports	3 years
• [Liquidations	10 years
	Monthly income	10 years
	Overdrafts and Misuse of Trust Funds	5 years after case had been settled or
	Petty Cash Replenishments	terminated
		10 years provided post-audited, finally settled and not involved in any case
83	Schedules of Accounts Receivables	3 years
84	Statements	
	Accounts	
1	Current	
	• • •	3 years
	Payable	10 years
	Receivable	PERMANENT
	Common Funds	10 years
	Financial Conditions	10 years
i	Profits and Losses	PERMANENT
	Reconciliations	10 years
85	Summaries of Unliquidated Obligations and Accounts Payable	10 years
86	Sundry Payments	10 years
87	T	10 years
	Treasury Checking Accounts of Agency (TCAA)	10 years
88	Treasury Drafts	10 years
89	Treasury Warrants	10 years provided post-audited, finally
90	Td-In I	settled and not involved in any case
80	Trial Balances and Supporting Schedules	The state of the s
• }	Cumulative Results of Operations-Unappropriated Final Annual Trial Balances	PERMANENT
1	Accounting's Copy	10 years after Annual Financial Report
		had been will be the Report
[Auditor's Copy	had been published PERMANENT
	Regional Office Copy	10 years after Annual Financial Report
	Monthly/Quarterly Trial Balances	had been published 2 years after consolidated in the Annual
1	Preliminary Trial Balances	Financial Report
	Accounting's Copy	40
	and a copy	10 years after Annual Financial Report
	Auditor's Copy	had been published
	Regional Office"s Copy	PERMANENT
	Confliction of Coby	10 years after Annual Financial Report
	•	had been published

91. Vouchers, including Sitis, involces & Other Supporting Documents Disbursements Journals Petty Cash Reimbursement Expense Receipts Travelling Expenses Petty Cash Replacement Program for Non-Eligibles Petty	item Number	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
Disbursements Journals Petry Cash Reimbursement Expense Receipts Travelling Expenses Withholding Tax Certificatee HUMAN RESOURCEPERSONEL MANAGEMENT RECORDS Annual Summary Reports for Replacement Program for Non-Eligibles Applications Employment; Leeve of Absence and Supporting Documents Relief of Accountability Refirement/Resignation Attendance Monitoring Sheets Authorities/Requests to Creets or Fill Vacant Positions Employment Residency Service Others Comparative Data Matrix of Employees Disby Timp Records / Employee Interview Records Handwriting Specimens/Signature Employee Interview Records Handwriting Specimens/Signature 15 years 1 year 2 years after vacant positions had been poseed by leeve cards and post-audited 1 year 1 year 1 year 2 years 1 year	91	Vouchers including Bills I	
Disbursements Journals Petry Cash Reimbursement Expense Receipts Travelling Expenses Withholding Tax Certificates HUMAN RESOURGETERSONNE, MANAGEMENT RECORDS Annual Summary Reports for Replacement Program for Non-Eligibles Applications Employment ; Leave of Absence and Supporting Documents Relief of Accountability Retirement/Resignation Attendance Monitoring Sheets Authorities/Requests to Creete or Fill Vacant Positions Employment Residency Service Others Certifications Employment Residency Service Others Comparative Data Matrix of Employees Dishy Timp Records f Leave Credit Cards Lless of Eligibles/Non-Eligibles Leave Credit Cards Lless of Eligibles/Non-Eligibles Logbooks Arrival & Departure of Employees Altendance Cleanage at Insured Insurance Section/Division/Section/Unit. At other copies dispose after 1 year. 1 year 1 year 1 year 1 year 1 year 1 year 2 years after recorded in the leave cards 5 years after recorded in the leave cards 1 year 1 year 1 year 2 years after vacant positions had been filled up 1 year 2 years 2 years 1 year 1 year 1 year 2 years 1 year after data had been posted by Leave cards and poet-auxiling 1 year 1 year 2 years 2 years 1 year 1 year 1 year 1 year 2 years 2 years 1 year 2 years 2 years 1 year 1 year 1 year 1 year 2 years 2 years 2 years 1 year 1 year 1 year 2 years 2 years 2 years 2 years 1 year 1 year 2 years 2 years 2 years 2 years 3 year after vacant positions had been posted by Leave cards and poet-auxiling 1 year 1 year 2 years 2 years 2 years 2 years 2 years 3 year after data had been posted by Leave cards and poet-auxiling 1 year 2 years after data had been posted by Leave cards and poet-auxiling 1 year 1 year 2 years 3 years 3 years 4 year 1 year 1 year 2 years 2 years 2 years 3 years 3 years 4 year 1 year 1 year 1 year 2 years 2 years 2 years 3 years 4 year 1 year 1 year	.	Supporting Doggerson	10 years provided post-surfited finely.
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101 Handwriting Specimens/Signature PERMANENT 102 103 Leave Credit Cards 104 Lists of Eligibles/Non-Eligibles 105 Legbooks Arrival & Departure of Employees Attendance 106 Attendance 107 Attendance 108 Attendance 109 Attendance	100	-	souve cards and post-audited
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104 Lists of Eligibles/Non-Eligibles 1 year after updated 1 year after updated 2 years after date of last entry 1 year provided leave and undertimes are posted in the leave card	103	Leave Credit Cards	15 years after senarated/retired
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1 year provided leave and undertimes Clearances insued Clearances insued	1.	Aftendance	2 years after date of last entry
Clearances inmod	•	- maximatina	1 year provided leave and undertimes
CHESKERICS ISSUED	1	Clanmana	are posted in the leave card
↓ ¥ ¥\$818 Bitter Catio at least autor			2 years after date of last entry

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
106	Madical Certificates in Sure	
	Medical Certificates in Support of Absence on Account of Illness/Maternity	3 years after absences had been recorded in leave cards
107	Membership Files	
	GSIS	15 years after separated/retired
	Pag-ibig	
	PhilHealth	
108		
109	Performance Files .	
i	Appraisal	1 year
	Evaluation	1 year
	Rating Cards	5 years
	Target Worksheeter	1 year
110	Demolari	1 you
ן טיי	Permissions to Engage in Business/Private Practice/Teach	2 years after expired
111	Personal Data Sheets (Curriculum Vitae/Resume)	Tunar after sure and
112		1 year after superseded
	Personnel Folders (201 Files) Appointments	. 15 years after separated/retired
		a Paralisa (appliad)
	Acceptance of Resignation Approval of Retirement	
.	Awards	
	Benefit/Gratuity	
	Certificates	
1	Eligibility	
	Rural Service	
1	Training/Seminar Attended	
	Change of Marital Status/Name	
	Clearance (latest)	
1	Designations/Details	
.	Oaths of Office	
	Personal Data Sheet (latest)	
	Position Descriptions	
	Reinstatements	, , ,
1	Service Records (updated)]
1	Statements of Duties and Responsibilities	
113	Plantilla of Personnel	
113	riantilia of Personnel	PERMANENT while other copies dispose
		after 3 years
114	Position Allocation Lists	
		3 years
115	Position Classifications and Pay Plans	5 years after superseded
116	Recommendations/Referrals	
		1 year after acted upon
1		
1		

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
117	Reports	Takinot / Enico
.	Examinations	
	Personnel Actions	2 years
	r disolitidi Aciions	PERMANENT
118	Requests	
1		1 year after acted upon/cleared
. [Accumulated Leave Credits	- and sponsoidied
	Approval on Promotions	
ŀ	Bonding Officials/Employees Changes of Status	
	Reinstatements	
1	Transfers	
	ranslers	
119	Salan, Clandard or a	
	Salary Standardization Records	5 years after superseded
120	Stoffing Flau	- Capologogg
	Staffing Patterns	PERMANENT
121	Service Cards	
·-·	OBIAICE CRIDS	PERMANENT
122	Statements of A	
'	Statements of Assets and Liabilities	10 years
	I ECAL PROPERTY	
	LEGAL RECORDS	
123	Administrative Cases	
	Carmistrative Cases	7 years after finally settled except
		Decisions which are Permanent
124	Affidayiis	J. Strikeling
	, mentio	1 year after purpose had been served
125	Articles of Incorporation/By-Laws	
		PERMANENT
126	Complaints/Protests	
	Totals	5 years after settled
127	Contracts	
		5 years after renewed/terminated and/or
.		finally settled
128	Decisions	
.		PERMANENT
129	Deeds	
	Donation	PERMANENT
l	Sale	
130	Legal Opinions	DEDALAMENT
1		PERMANENT
131	Memoranda of Agreement/Understanding	DEDLIANCE
		PERMANENT
132	Petitions	
		5 years after settled
133	Resolutions	
		PERMANENT
134	Special Powers of Attorney	
*		1 year after purpose had been served
		1

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
135	Subpoenas	
100		3 years or to be filed with appropriate
į	Ad Testificandum	Case
	Duces Tecum	
	PROCUREMENT AND SUPPLY RECORDS	
136	Acknowledgment Receipts for Equipment (ARE)	1 vent after and an
	Memorandum Receipts of Equipment (Main	1 year after equipment had been returned
	Semi-Expendable and Non-Expandable Properties	
137	Annual Procurements	
1	Plans	3 years
ŀ	Programs	
138	Blds and Awards Committee Files	
- 1	Abstracts	5 years after contract of winner had
	Invitations	been terminated/settled, others dispose
	Minutes	after 1 year
İ	Pre/Post Qualifications	
	Publications	
	Resolutions	
139	Bills of Lading	
		2 years after delivery had been accepted
140	Bin Cards/Stock Cards on Supplies	3 years after date of last entry
141	Canvass of Prices	
		10 years if attached to vouchers,
142	Endowski	Otherwise, dispose after 2 years
172	Equipment Ledger Cards	2 years after equipment had been disposed
143	Inventory and Inspection Reports of Unserviceable	4
	Properties	1 year after property had been disposed
144	Inventories of Equipment/Supplies	1 von alle d
145		1 year after updated
140	Inventory Tag Cards	1 year after updated
146	Invoices / Receipts	2 years after to
	Accountable Forms	3 years after issuance of clearance had
	Properties/Transfer of Properties	been terminated/after property had been returned
147	Invoices of Delivery on Supply Open-End	
	Order Contracts	5 years
148	Job Orders	A
446	that to a second	1 year
149	Lists of Supplies Under Suply Open-End	5 years
150	Monthly Reports of Supplies and Materials issued	1 year

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
151	Property Cards	PERMANENT
152	Purchase Orders	4 years
153	Purchase Requests	1 year
154	Queries on Prices of Articles, Additional Funds to Meet Quotations	1 year
155	Reports of Waste Materials	2 years
156	Requisition and issue Slips/Requisition issue Vouchers	1 year or file with appropriate records
157	Shipping and Packing Lists on Items Purchased	1 year
158	Suppliers Identification Certificates with Procurement	2 years after renewed
159	Supplies Adjustment Sheets	1 year after post-audited
160	Supplies Availability Inquiries	1 year
161	Supplies Ledger Cards	5 years
162	Supplies Purchase Journals	5 years
	TRAINING RECORDS	
163	Celendars	1 year after superseded
164	Course Designs/Outlines/Syllabi	1 year after superseded
165	Masterlists Participants Seminars Conducted/Coordinated	PERMANENT
166	Resource Speaker Profiles	4
167	Schedules of Training/Seminar	1 year after superseded
188	Survey Evaluation Questionnaires	1 year after superseded
169	Training Handouts	1 year after data had been evaluated 1 year after superseded
170	Training Programs/Plans	3 years after superseded
171	Training Reports	2 years
172	Workshop Results	1 year