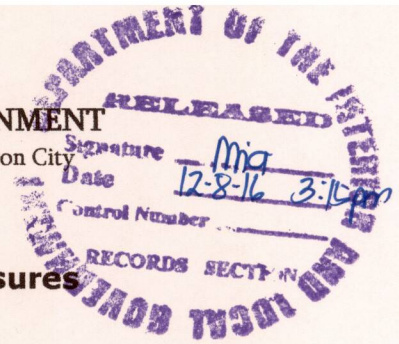




Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



Guidelines on Records Recovery and Disposal Measures

Memorandum Circular No. 2016-175
December 8, 2016

1.0 Background

- 1.1. Typhoon Lawin recently hit Northern Luzon which had caused damaged to properties including government records in the said areas particularly in Tuguegarao and Ilocos Norte.
- 1.2. The mandate of the National Archives of the Philippines is to assist agencies in calamities, emergencies and disasters to protect and salvage vital government records and archives affected by the said catastrophe

2.0 Purpose

The purpose of the policy is to provide guidance to all government agencies on the proper procedures to be undertaken in the recovery stage after a disaster.

3.0 Scope/Coverage

All Provincial Governors, City and Municipal Mayors, Punong Barangays, DILG Regional Directors, ARMM Regional Governor, and all others concerned.

4.0 Policy Content and Guidelines

- 4.1 The following are the guidelines to facilitate systematic records recovery after disaster:
 - Undertake work that will not endanger human lives. Proceed only when everything is safe and secured.
 - Check existing or remaining records against the agency's inventory of records.
 - Vital records must be prioritized for recovery.
 - Ensure safe handling in the retrieval of records, relocation destinations, transportation arrangements and documentation procedures.
 - Salvage operations include packing and removing records from affected areas; digging up of records, securing against theft, water, insect infestation and other processes.
 - Air dry water damaged records away from sunlight. Do not dry water damaged records under the sun. UV rays from the sunlight will cause fading of what is written or printed on paper documents. If electricity is available, use electric fan but don't point this directly at the records.
 - Carefully remove and dust using soft brush or other suitable instrument. Do not attempt to separate papers which are stuck together.

- Coordinate with NAP for technical assistance on appropriate restoration. Do not attempt to perform restoration activities on records without first consulting with NAP as this may unintentionally do more damage to the records.
 - Non-paper materials such as photographic, magnetic and other electronic media require specialized technique of restoration so coordinate with NAP for possible rehabilitation measures.
 - Documentation including photography of all procedures must be made for reporting purposes.
 - Records damaged by water or other elements can be disposed of only after securing Authority from NAP.
- 4.3 Disposal of damaged permanent records and damaged permanent public records that have not yet passed their prescribed retention periods shall be considered for authorized disposal only upon submission to NAP of the following requirements:
- Official Report which contains information of the non-usability and extent of damage to the public records; photo documentation and information on what other agency records series can the data of information of the damaged public record be found;
 - Request for authority to Dispose of Records in 3 copies and properly filled out with specific records series periods covered and volume of the damaged public records approved and signed by the agency official concerned;
 - Certification that the said damaged public records that are subject of audit were post-audited and finally settled; and If expediency demands and upon the order of the Executive Director, an official assessment from NAP representative who shall conduct an actual physical inspection and evaluation of the damaged records may be requested. A report of this assessment maybe appended to a request for an Authority to Dispose
 - A person who willfully or negligently damages a public record or disposes of or destroys a public record in violation of RA 9470 shall be deemed to have committed an offense.

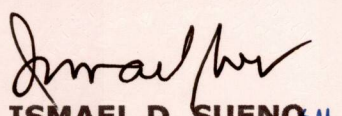
5.0 References

- 5.1 Letter from Executive Director Victorino Mapa Manalo, C.E.S.E, National Archives of the Philippines.
- 5.2 Memorandum Circular 001, s. 2014, entitled, " Guidelines on Records Recovery and Disposal Measures"

6.0 Effectivity

This Memorandum Circular shall take effect immediately.

7.0 Approving Authority


ISMAEL D. SUENO
 Secretary



8.0 Feedback

For related queries, kindly contact the National Archives of the Philippines at Tel Nos. (02) 525-1828 or at thru their website: www.nationalarchives.gov.ph or thru their email: phinatarch@yahoo.com