



CENTRAL LUZON STATE UNIVERSITY

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Office of the University President

MB

Memorandum No.: 01-16-2017 (01)

TO: ALL CONCERNED PERSONNEL

FROM: The University President

SUBJECT: CREATION OF THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)

DATE: January 16, 2017

In the interest of public service and better implementation of CLSU's records management program, a Records Management Improvement Committee (RMIC) is hereby constituted as follows:

Chair: DR. ANGELITA V. SEEPING *per final*

Vice Chair: ENGR. ADORABLE P. PINEDA

Secretariat: MS. SOFIA D. LORENZO
MR. KERWIN C. GAPULTOS
MR. MARVIN T. VALENTIN *Amorfa*

Members: All DU Heads *Melba*

The RMIC shall have the following functions and responsibilities:

1. Formulate policies of effective, efficient, and economical implementation of the Records Disposition Program;
2. Ensure the systematic records management program in all phases;
3. Oversee the inventory, analysis and evaluation of records;
4. Identify and preserve the documents which are of continuing value and requiring permanent retention and records of temporary value which may be promptly disposed of at the expiration of pre-determined periods;
5. Determine the retention periods of CLSU's records and formulate the Records Disposition Schedule subject to the approval of the National Archives of the Philippines (NAP);
6. Secure authority from the NAP for the disposal of valueless records and/or transfer or archival records;
7. Take charge of the custody of valueless records until their disposal is authorized;
8. Oversee the actual disposal of records and/or transfer of archival records to NAP and maintain all documents pertaining thereto;
9. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
10. Establish a depository space/area for the storage of records that are no longer needed by the agency but which are not yet ready for disposal.

This shall take effect immediately.

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Cc: 4 VPs *1/25/17*
Records

[Signature]
TERESO A. ABELLA
University President