



# CENTRAL LUZON STATE UNIVERSITY

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## Office of the University President

202

Memorandum No.: 01-17-2017 ( 02)

**TO:** 4 VPs, DEANS, DIRECTORS, HEADS OF OFFICES/UNITS,  
UNIT DOCUMENT CONTROLLERS

**FROM:** The University President

**SUBJECT:** SUBMISSION OF A MASTER LIST OF RECORDS

**DATE:** January 17, 2017

The Stage 1 Audit which is part of the activities for our ISO 9001:2008 certification was conducted on November 16-17, 2016. Among the findings during the said audit is the need for CLSU to review the controls on the identified quality records per delivery unit.

The review must include:

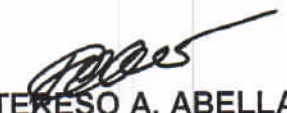
1. The identification of quality records per delivery unit. Quality records refer to any document (hard and e-copy) that are needed and are generated in the performance of the unit's activities; and
2. The submission of a Master List of Records using the attached format to the University Document Controller/Records Office on or before **January 31, 2017**.

The format of the said list and the sample accomplished form is hereto attached for your reference and guidance. E-copy of the form can likewise be downloaded from the CLSU website.

Please address your queries/clarifications to **Dr. Angelita V. Seeping**, Chair of the Records Management Improvement Committee (RMIC) and Deputy Quality Management Representative (DQMR).

2170-3  
1/25/17

Cc: Dr. AV Seeping  
Records

  
TERESO A. ABELLA  
University President



Republic of the Philippines  
**CENTRAL LUZON STATE UNIVERSITY**  
Science city of Muñoz, Nueva Ecija

## MASTER LIST OF RECORDS

College/Office: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

RECORDS SERIES TITLE AND DESCRIPTION	LOCATION	RETENTION PERIOD	DISPOSITION



Republic of the Philippines  
**CENTRAL LUZON STATE UNIVERSITY**  
Science City of Muñoz, Nueva Ecija

**MASTER LIST OF RECORDS**

College/Office: **Human Resource Development Office** Department/Unit: \_\_\_\_\_

<b>RECORDS SERIES TITLE AND DESCRIPTION</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>	<b>DISPOSITION</b>
Academic Records of Faculty and Staff Scholars under the CHED Scholarship Program	File Holder 1	One (1) year after service contract had been served	Shredding
Academic Records of Faculty and Staff Scholars under the DOST Scholarship Program	File Holder 2	One (1) year after service contract had been served	Shredding
Academic Records of Faculty and Staff Scholars with International Scholarships	File Holder 3	One (1) year after service contract had been served	Shredding
Academic Records of Faculty and Staff Scholars under the CLSU-Faculty and Staff Development Program (FSDP)	File Holder 4.a, 4.b, 4.c	One (1) year after service contract had been served.	Shredding
<ul style="list-style-type: none"><li>• Quality Manual</li><li>• University Code</li><li>• HRD Guidelines</li></ul>	File Holder 5	Until a new version is issued. One (1) copy is retained at the Records Section for reference.	Shredding
Strategic Plan	File Holder 5	Permanent	Shredding



<b>RECORDS SERIES TITLE AND DESCRIPTION</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>	<b>DISPOSITION</b>
Operational Plan	File Holder 5	Two (2) years after implemented. One (1) copy is retained at the Records Section for reference.	Shredding
IPCR/DPCR	File Holder 5	One (1) year after implemented.	Shredding
Five-Year Personnel Development Program	File Holder 5	Two (2) years after updated.	Shredding
Customer Feedback Summary Report	File Holder 6	One (1) year	Shredding
Final/Temporary Clearance of Scholars with Monetary Obligation	File Holder 6	One (1) year	Shredding
Travel Authority	File Holder 6	One (1) year	Shredding
Travel Reports	File Holder 6	Two (2) years	Shredding
APP/PPMP	File Holder 7	Three (3) years	Shredding
Accomplishment Reports	File Holder 8	Two (2) years after incorporated in the Annual Report	Shredding
Procedures	File Holder 9	Until a new version is issued. One (1) copy is retained at the Records Section for reference.	Shredding
Filled Out Feedback Forms	File Holder 11	One (1) year	Shredding