



Republic of the Philippines  
Quezon City  
**OFFICE OF THE MAYOR**

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**EXECUTIVE ORDER NO. 10**  
Series of 2022

**RECONSTITUTING THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE  
(RMIC)**

Pursuant to the provisions of the RA No. 9470, otherwise known as the National Archives of the Philippines Act of 2007 and its Implementing Rules and Regulations, to better effect the coordination in the management of government records and public archives.

**NOW THEREFORE, I, MA. JOSEFINA G. BELMONTE**, Mayor of Quezon City, by powers vested in me by law, the Quezon City Records Management Improvement Committee (RMIC) is hereby reconstituted.

**SECTION 1. COMPOSITION.**

Chairperson	:	City Administrator
Vice Chairperson:		City Treasurer
Secretary	:	Chief, Records Division, City General Services Department
Members	:	All Executive Department Heads

**SECTION 2. OBJECTIVES.** The Records Committee activities are aimed to:

- Improve and develop better coordination in the management of City records;
- Relieved heads of department/offices, records officers or its equivalent from records accountability;
- Declog records storage from voluminous files/records that are considered unnecessary or serves its purpose;
- Avoid unnecessary continuing carrying/inventory costs; and
- Free up and maximize available space for the local government.

**SECTION 3. FUNCTIONS AND DUTIES.** The Committee shall perform the following functions:

- Formulate policies for the effective, efficient and economical implementation of the City's Records Disposition Program;
- Implement a systematic records management program in all phases of records management, i.e. creation, maintenance and disposition;
- Oversee the inventory, analysis and evaluation of records;
- Identification and preservation of documents which are continuing value that require permanent retention and records of temporary value which may be promptly disposed of at the expiration of pre-determined periods;
- Determine the retention periods of the agency's records and formulate the Records Disposition Schedule subject to the approval of the National Archives of the Philippines (NAP);

- f. Secure authority from the NAP for the disposal of valueless records and/or transfer of archival records;
- g. Take custody of valueless records authorized/approved by NAP until their actual disposal;
- h. Oversee the actual disposal of records and/or transfer of archival records to NAP and maintain all documents pertaining thereto;
- i. 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.


A Sub-Committee, composed of Section Chiefs/Heads/Officers-in-Charge, may be created. The Sub-Committee shall be responsible for the inventory, initial study and appraisal of the records found in their respective sections; and also recommend to the RMIC the retention period inherent in their respective sections.

The Committee Secretariat shall handle all the committee's technical and administrative matters as well as the safekeeping and systematic filing of the Committee's documents and records.

This Order amends and/or supersedes Office Order No. 2019-11 (S. 2019) dated 11 January 2019.

**SECTION 4. EFFECTIVITY.** This Order shall take effect immediately.

DONE 13 April 2022, Quezon City.

  
MA. JOSEFINA G. BELMONTE  
Mayor