



#### **4. PROVISION / FAST TRACKING OF COPY/IES OF DOCUMENTS, LETTERS AND OTHER FORMS OF CORRESPONDENCE**

Provides available copy/ies on file of requested documents, reproduce, and properly authorized for release by the approving authority. This involves requisition and charge-out procedures in issuing RMCD files / records safe kept and maintain in our records storage / facility.

<b>Office or Division:</b>	<b>RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government, G2C – Government to Citizen			
<b>Who may avail:</b>	The Bureaucracy; All City Constituencies, with concern			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter- requests with valid reason/ endorsement (1 original and 2 photocopies)		The Bureaucracy; All City Constituencies, with concern		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits authenticated letter-requests  • Personal (submit at receiving area of Records Management & Control Division)  E-mail (send to <a href="mailto:gsd@quezoncity.gov.ph">gsd@quezoncity.gov.ph</a> )	1.1. Checks availability document / letter / communication for reproduction	None	30 minutes	Staff, Records Storage Section (RSS) Records Management and Control Division (RMCD)
	1.2. Approves release of requested document/s	None	2 minutes	Chief, RMCD & City Govt. Dep't. Head III
2. Receives requested copy of document/s	2.1. Releases to applicant/client	None	2 minutes	Releasing Staff Current Records & Mails Section, RMCD  -
<b>TOTAL</b>		<b>None</b>	<b>34 minutes</b>	