



2. 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.

Office or Division:	RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	The Bureaucracy; All City Constituencies, with concern			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter- requests with valid reason/ endorsement (1 original and 2 photocopies)		The Bureaucracy; All City Constituencies, with concern		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits authenticated letter-requests ● Personal (submit at receiving area of Records Management & Control Division) E-mail (send to gsd@quezoncity.gov.ph)	1.1. Checks availability of 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 -
TOTAL		None	34 minutes	