



3. DISPOSAL OF VALUELESS RECORD

This is empowering the CGSD to enforce policies on Quezon City Government records management and administration. The requesting office/department shall accomplish the NAP Form No. 3 (Request for Authority to Dispose of Records) in three (3) sets/copies, properly filled-up, approved and signed by the head of agency concerned. This involved the review and evaluation of all requests for authority to dispose of the City' valueless unnecessary records as against the approved RRDS, for final approval of the National Archives of the Philippines (NAP), thereby facilitating actual disposal with COA, Requesting Agency/End-Users and NAP's Accredited Buyer. Proceeds are remitted to the City's Treasury Department.

Office or Division:	RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Local Government Offices/Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request letter (1 original and 2 photocopies) Three (3) copies of Request for Authority to Dispose Records (NAP Form No. 3) signed by the head of agency 		Quezon City Local Government Offices/Departments		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter and three (3) copies of NAP Form No. 3	1.1. Receives, logs, and scans Reviews if included in the RRDS	None	10 minutes	Receiving Staff Records Management and Control Division (RMCD) – Records Officer & Chief, RMCD
2. Wait for action taken / release of endorsement letter addressed to NAP	2.1. Forwards letter to Department Head with recommendation as to RRDS compliance	None	1 hour	RMCD Records Officer, Division Chief City Govt. Dep't. Head III



	Signs the endorsement letter addressed to NAP			
	2.2. Endorses to National Archives of the Philippines for final evaluation and approval and issuance of authority to dispose	None	14 days	Records Officer RMCD
3. Transfers valueless records to RMCD storage	3.1. Transfer of valueless records with accompanying NAP approved authority to dispose, from requesting department to RMCD storage	None	30 minutes	RMCD staff and Representative/s Requesting Dept./Office
4. Witness the conduct of city-wide disposal of valueless records	4.1. Conducts city-wide disposal of valueless records	None	3 hours	RMCD staff and Representatives from: 1. Commission on Audit 2. Requesting Dept./Office 3. National Archives of the Philippines
	TOTAL	None	14 days, 4 hours and 40 minutes (Excluding NAP processing of approval to dispose records)	