

# On Building Records Retention and Disposition – Philippine Experience on Establishing Guideline and Schedules

**Lulu J. del Mar**  
**Donna Lyn G. Labangon**

**De La Salle University**  
**Manila, Philippines**

# QUICK FACTS:

## De La Salle University

2401 Taft Avenue, Manila  
1004 Philippines

- ▶ Founded: 1911 by the Brothers of Christian Schools
- ▶ Type: Private, Catholic University
- ▶ Academic Calendar: Three (3) terms per year
- ▶ Programs Offered: Doctoral, Master's, Bachelor's, Diploma, Certificate
- ▶ Colleges and Schools: Eight (8)
- ▶ Academic Departments: Thirty Six (36)
- ▶ Research Centers: Eleven (11)
- ▶ Teaching Academic Staff: 1,121
- ▶ Undergraduate Students: 13, 861
- ▶ Graduate Students: 4,661

▶ (DATA as of February 2017) <http://www.dlsu.edu.ph/inside/>

# QUICK FACTS: De La Salle University Libraries





# The Learning Commons

5th >



- Chill at the 5th
- Preservation Room
- Technical Services (Acquisitions and Cataloging)

6th >



- Acquisitions (Receiving)
- Café@thelibrary
- CyberSpace
- Director's Office
- Exhibit Area
- Information Desk
- Instructional Media Services
- Library Lobby
- Systems Services

7th ✓



- ADB Collection - UNESCO Collection - ILO Collection
- Circulation Collection
- Computer workstations for use of electronic resources
- Discussion Rooms (7A-7F)/Meeting Room (HSH701)
- Individual Viewing Rooms (7G and 7H)
- Indoor/Outdoor Reading Areas and Indoor Gardens
- Maps and Globes
- Photocopying Station
- Reference Collection

7th mezzanine ✓



- Circulation Collection

Find Your Way Around

11th ✓



- Archives Collection

10th >



- Filipiniana Collection
- Discussion Rooms (10A - 10H)
- Quiet Room

12th >



- Discussion Rooms (12A - 12H)
- Archives Collection
- Quiet Room
- Computers for e-Theses

13th



- American Studies Resource Center (ASRC)
- Audio Visual Room
- EDC Multipurpose Room
- European Documentation Centre (EDC)
- Ortigas Seminar Room
- Special Collections

< 9th



- Indoor/Outdoor Reading Areas and Indoor Gardens
- Discussion Rooms (9A - 9H)

< 8th mezzanine



< 8th



- Circulation Collection
- Discussion Rooms (8A - 8H)

# QUICK FACTS:

## De La Salle University Archives

- ▶ Established, July 3, 1968 by Br. H. Gabriel Connon
- ▶ 1973 - The College Archivist housed the collection in the old Library.
- ▶ 1975 - District Archives was transferred to the Provincial House in Greenhills.
- ▶ 1989 - Separation of Archives from Library was approved by Br. Andrew Gonzales, FSC.
- ▶ 2013 - Archives was transferred to its present location - 11<sup>th</sup> and 12<sup>th</sup> floor of the Learning Commons.



# On Records Management...

R.A. 9470

- National Archives of the Philippines Act of 2007.
- Establishment of Archives as a separate unit to plan, formulate and implement a records management and archival administration program.

R.A 10066

- National Cultural Heritage Act of 2009.
- Calls for protection, preservation, conservation and promotion of all forms of heritage, whether tangible or intangible.

ISO 15489-  
1:2016

- Presented records management policies and procedures to ensure appropriate attention and protection is given to all records.

## WHAT WE WANT TO ACHIEVE?

- ▶ Enable the different sectors in the academic community to develop an understanding on the importance of records and their role in the University's history.
- ▶ Create a proposed records and retention disposal schedule for proper management of records.

## HOW TO DO IT?

- ▶ Assessment of the current status of the DLSU Archives.



# HOW TO DO IT?

- ▶ Conduct a University-wide records management training workshop.
  - ▶ July 22-23, 2016; 65 participants
  - ▶ September 23-24, 2016; 77 participants

# HOW TO DO IT?

- ▶ Conduct a University-wide records management training workshop.
  - ▶ Raise awareness on the role of the Archives as custodian of institution's memory;
  - ▶ Develop an understanding on the importance of records and their role in the University's history;
  - ▶ Identify the records being created by Departments/ Offices;
  - ▶ Propose a records and retention disposal schedule (RRDS);
  - ▶ Propose a Transfer Policy for the Archives.

# HOW TO DO IT?

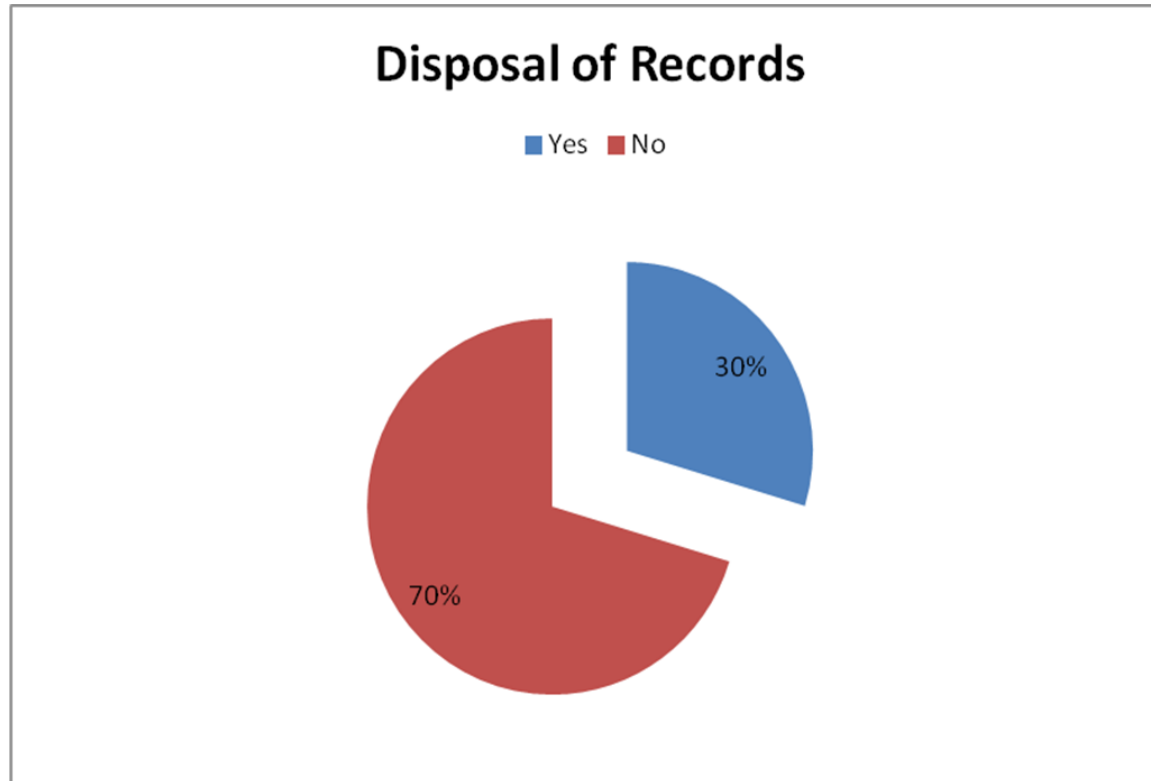
- ▶ Conduct a University-wide records management training workshop.
  - ▶ Key resource speakers -
    - ▶ Philippine Records Management Association, Inc.;
    - ▶ National Commission for the Culture and the Arts - National Committee on Archives.



# FINDINGS

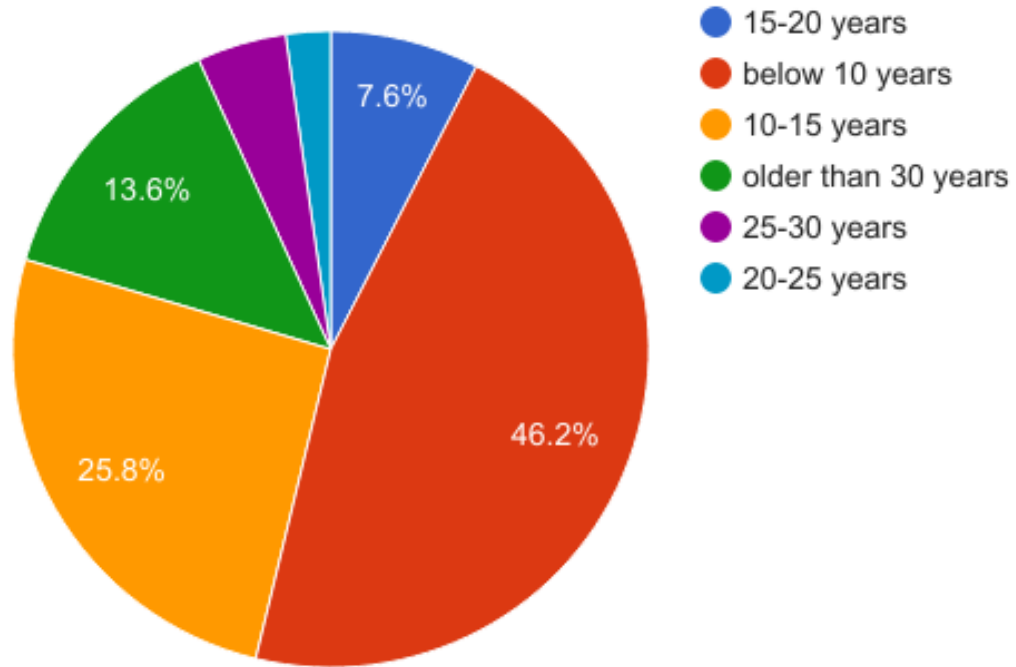
- ▶ In brief, the DLSU Archives has in its holdings:
  - ▶ Documents: over 11,000 (in boxes)/ approx. 5,500 linear feet
  - ▶ Records: over 62,000 (bound in volumes)
  - ▶ Memorabilia, paintings and artifacts: over 400 (objects)
- ▶ Records/materials are transferred to Archives without proper appraisal.

# FINDINGS – Records Management Practice



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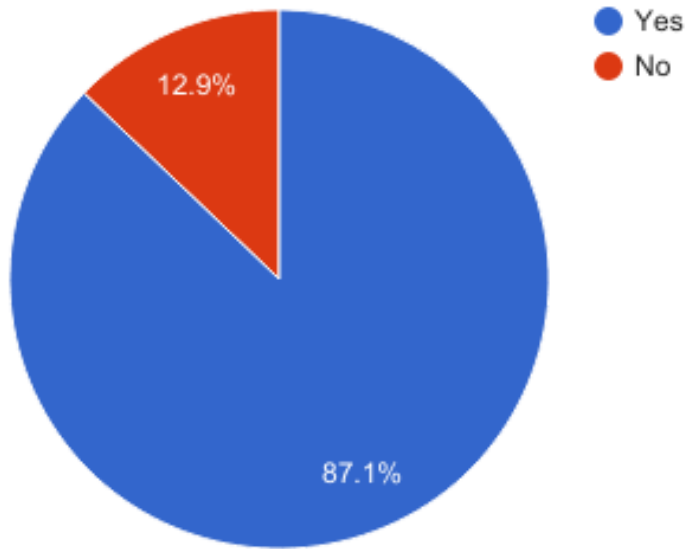
**Age of Records**



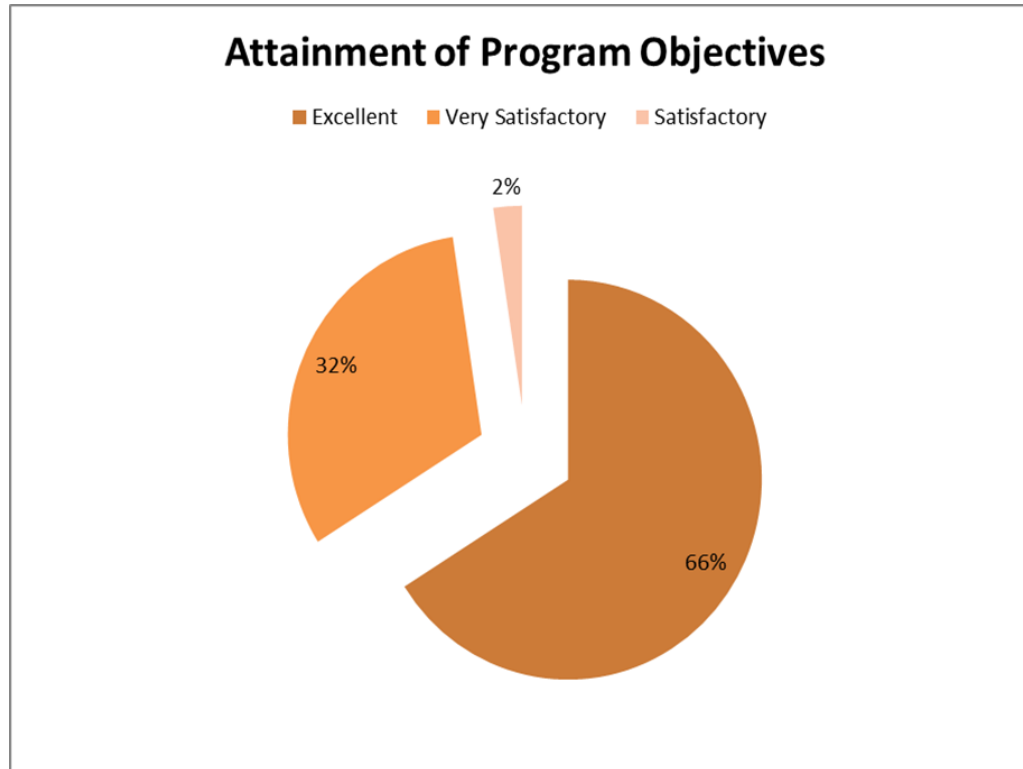


# FINDINGS – Records Management Practice

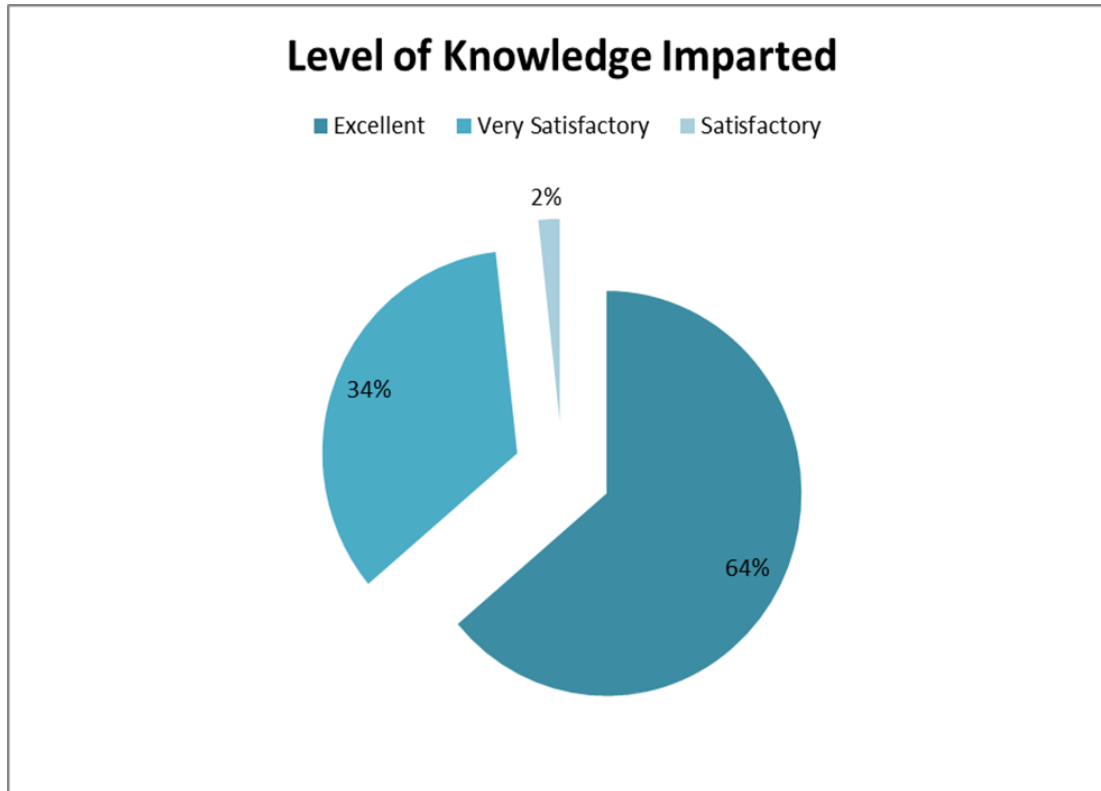
**Presence of Record Managers in DLSU Offices**



# FINDINGS – Records Management Workshop

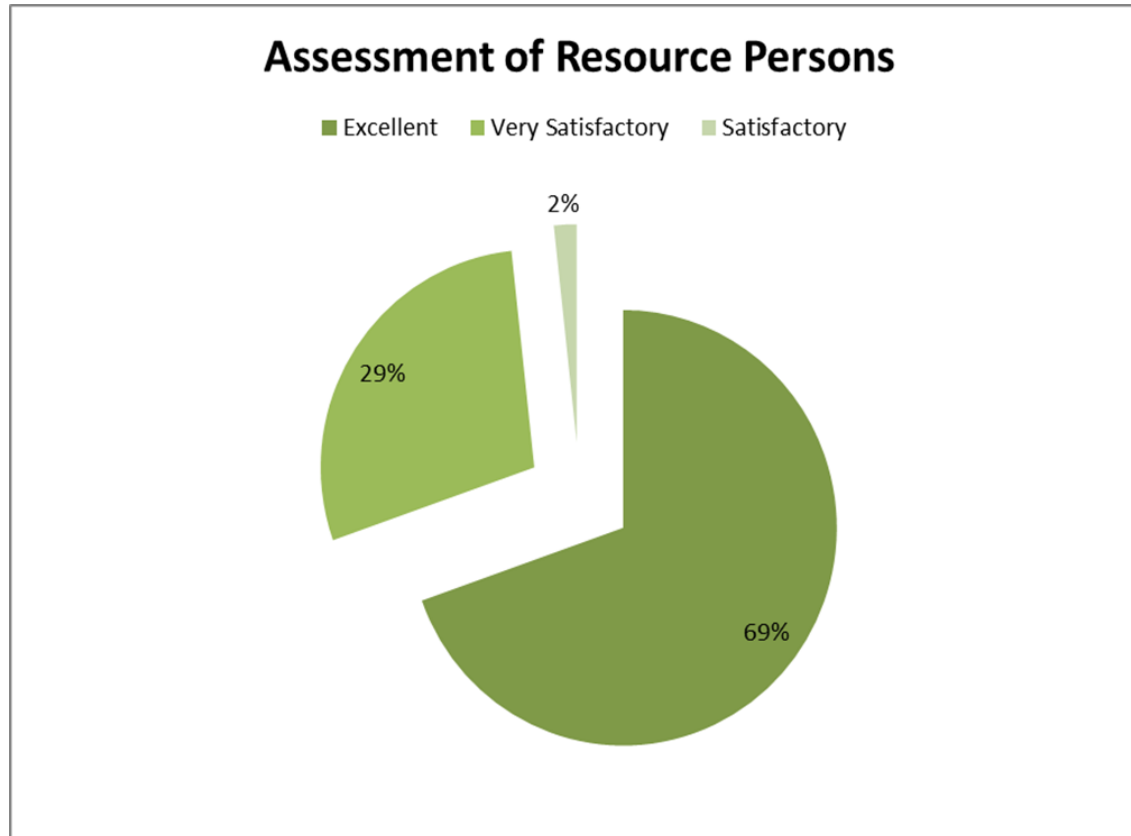


# FINDINGS – Records Management Workshop

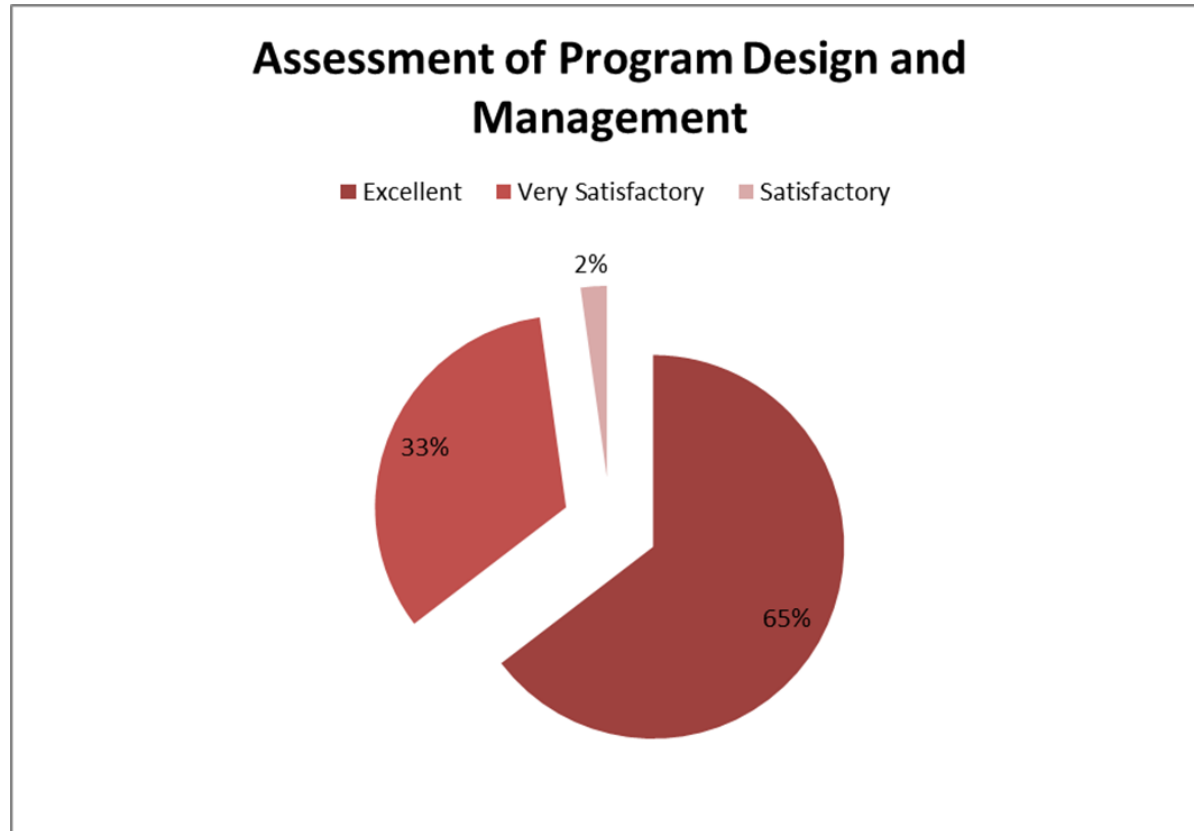




# FINDINGS – Records Management Workshop



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# FINDINGS

- ▶ “More workshop / training regarding to records management and archives.”
- ▶ “Thanks for coming up with this kind of training/workshop. I hope you can come up for the restoration seminar.”
- ▶ “I could only hope that these could be relayed to other offices in all De La Salle institutions. Esp. DLSZ.”
- ▶ “Help us in proper managing of office records. Very helpful in organizing our records from permanent to disposal of records. Congratulations to the organizers.”
- ▶ “There should be a follow-up seminar after 6 mos. to ensure the application on what we have learned in the training workshop. Thanks for the good job.”
- ▶ “It should be a mandatory training to all staff.”



# Proposed Records Retention and Disposition Schedule



“Table 1. Partial Records Retention and Disposition Schedule”

No.	RECORD NAME	Retention Period
	<b><u>ADMINISTRATIVE RECORDS</u></b>	
	Action Work Plans (and similar)	3 years after implemented
	Attendance report	
	- seminars	1-2 years
	- recollection / retreat	
	- outreach attendance	
	Audio Recordings	
	- Oral history	<b>Permanent</b>
	Calendar of activities	1-3 years
	Certificates	
	- Accreditations	<b>Permanent</b>
	- Recognitions	<b>Permanent</b>
	- Incorporation	<b>Permanent</b>
	- Concessionaires Health Charts	10 years
	- Membership Organizations (AUN/ALU)	<b>Permanent</b>

# Proposed Records Retention and Disposition Schedule

Circulars	<b>Permanent</b>
Correspondence	<b>Permanent</b>
Forms and other information materials <ul style="list-style-type: none"><li>- Brochures/Leaflets/Pamphlets</li><li>- Admission forms / requirements</li></ul>	1-3 years 1 year 6 months
<b><u>RESEARCH PROJECTS</u></b>	
Research materials <ul style="list-style-type: none"><li>- Questionnaires</li><li>- Photo documentation</li></ul>	-3 years <b>PERMANENT if IMPLEMENTED</b>
Research Project Contracts	<b>Permanent</b>
Research Proposals <ul style="list-style-type: none"><li>- Research Team Contracts</li><li>- Documents required to be part of the research team</li><li>- Feasibility / Research studies</li><li>- Work modules / workbooks</li></ul>	1-3 years <b>PERMANENT if implemented</b>

# RECOMMENDATIONS

- ▶ A series of session on records management should be mapped out each academic year.

# RECOMMENDATIONS

- Offices/ Departments should assign and identify a permanent key person/position designated as records officer who will be responsible for records management at their area of responsibility.



# RECOMMENDATIONS

- ▶ A Technical Working Committee is suggested to be created to enable further review of the proposed scheme of records retention and disposal schedule.

*Thank you*