

UP DILIMAN RECORDS MANAGEMENT POLICY

Records Management: Every institution's key to sound operations and decision making, and responsible fulfillment of its functions



WHY?

The Policy is promulgated to ensure, among others, the proper management of records and the protection of the confidentiality of information stored therein

WHAT IS RECORDS MANAGEMENT?

Records Management refers to the managerial activities involved with respect to records creation, maintenance and use, transmission, retention, and disposition to achieve adequate and proper documentation of policies and transactions in an organization



WHAT ARE RECORDS?

Records are information maintained by an office, whether in its original form or not, including documents containign personal information, seals, texts, images, sound, speeches, or data compiled in any form.





WHAT ARE DOCUMENTS?

Documents are forms, templates, records, lists, tables, reports, invoice, issuances, receipts, or other documents containing the personal information of individuals


THE RECORDS LIFECYCLE

The lifecycle of a record has five (5) stages, with each stage composed of distinct events:

- 1. Creation;*
- 2. Storage and Transmission;*
- 3. Use and distribution;*
- 4. Retention;*
- 5. Disposal and Destruction*



STAGE 1: CREATION



This refers to the stage wherein the records are created and collected, captured, and classified, coded, and indexed



Create, Collect, Capture, Classify, Code and Index

The Creation stage has distinct events: Creation, Collection, Capture, Classification, Coding, and Indexing.

In evaluating the need to create a record, one must look into the document's operational and organizational value.

Classification requires the physical and intellectual arrangement of the records according to a particular scheme.



STAGE 2: STORAGE AND TRANSMISSION

This refers to the stage wherein the records are stored or transferred to the proper storage devices and/or locations



Proper storage and handling

Remember to provide a secure storage space (whether it is a secure cabinet or in a cloud) for your unit/office's records.

Should there be a need to physically transfer the records from one point to another, ensure that there will be no unauthorized access to the same



STAGE 3: USE AND DISTRIBUTION

This refers to the stage wherein the records are stored or transferred to the proper storage devices and/or locations

Units and offices are responsible for keeping their records safe from destruction, unauthorized use and access, loss, and theft.

In determining the authorized personnel to access the records, reference to the UP Diliman Data Classification Policy may be made.

STAGE 4: RETENTION

This refers to the stage wherein records are, after undergoing inventory and appraisal, retained by an office or unit



Inventory

Records inventory involves the listing of all the records created, received, and maintained by a unit or office, its location, usage, and other pertinent information



STAGE 5: DISPOSAL AND DESTRUCTION

This refers to the stage wherein records are, after undergoing inventory and appraisal, are disposed or destroyed by an office or unit.

Should an office or unit opt to dispose their records through destruction (e.g., shredding, pulping, etc), it must ensure that the record and its contents can no longer be reconstituted.

PLANNING TO CONDUCT AN INVENTORY?

Your unit or office may begin by listing down all the records that you have (Leave Forms? Vouchers? Form5s?, etc)

How old are these records?

Where are these records stored?



SOURCE: UP DILIMAN DATA PROTECTION
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