

**[ LTO MEMORANDUM CIRCULAR NO. AHS-2009-1112, January 21, 2009 ]**

**STORAGE, PRESERVATION AND DISPOSAL OF LTO RECORDS**

In line with the report of the CIPI Audit Team during the ISO Surveillance Audit held last 27 October 2008 on the storage and preservation of driver licenses, it has been observed that LTO Memorandum Circular No. ARL-524-2004 is not being implemented particularly the transmittal of unclaimed card-type drivers licenses to the Regional Office.

In this connection, all Licensing Centers/District Offices/Extension Offices/DLRC's are hereby directed to strictly comply with Memorandum Circular No. ARL-524-2004 requiring transmittal of all unclaimed/expired driver licenses beyond six (6) months to the Regional Office. These transmitted unclaimed/expired driver licenses should be disposed of by Records Disposal Committee based on the newly approved LTO Records Disposition Schedule attached to the 3<sup>rd</sup> level documentation of the Quality Management System Manual.

With regard to the storage and preservation of records, all supporting documents for new/renewal of driver's license and permits that are already scanned and stored in the LTO-IT database and have reached more than two (2) years retention period shall be transferred to the Regional Office in order to declog the records area of the field offices. The Records Officer and/or designated Records Custodian at the regional office shall be responsible for the safekeeping of the license and permit records transferred from the field offices until its disposal is authorized.

All records which are due for disposal shall be disposed of in accordance with the newly approved LTO Records Disposition Schedule.

Adopted: 21 Jan. 2009

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