

[LTO MEMORANDUM CIRCULAR NO. AHS-2009-1103, January 19, 2009]

UNIFORM GUIDELINES FOR THE DISPOSAL OF VALUELESS RECORDS

OBJECTIVE:

To ensure that guidelines and procedures are followed in the disposal of valueless or unnecessary records.

SCOPE:

This guideline covers all record material that have reached the prescribed retention periods or usefulness to the Land Transportation Office (LTO) or the government as a whole.

CREATION OF DISPOSAL COMMITTEE:

The Assistant Secretary/Regional Director shall create a CO/RO Records Disposal Committee (RDC) which shall be responsible for the scheduling and disposition of all valueless or unnecessary records within the Land Transportation Office.

Pursuant to Executive Order No. 309 dated March 8, 1996 and IRR of Commission on Audit-Policy Training and Technical Assistance Facility (COA-PTTAF) Manual on Disposal, the prescribed composition of the CO/RO Records Disposal Committee shall be as follows:

Chairman-	Executive Director/Assistant Regional Director
Members-	Chief, Administrative Division Chief, Property Section Records Officer or Records Custodian Representative from the Management Committee

The RDC shall also be responsible for the Committee's technical and administrative matters as well as the safekeeping and systematic filing of Committee documents and records.

DETAILS:

1. Disposal Planning

The Records Disposal Committee (RDC) shall periodically inform the Management Committee once a year, to submit their inventory of records for disposal based on the approved LTO Records Disposition Schedule (RDS).

2. Request for Authorization