



MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 3RD REGULAR MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON JULY 22, 2021 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

PRESENT:

Vice Chairperson - Dr. Michelle Aguilar-Ong College President

Members -

Dr. Imelda DP. Soriano	Representative, ALCU-National
Ms. Rebecca Q. Lising	President, MCC Faculty Association
Mr. Niel P. Rigdao	President, MCC Alumni Association
Mr. John Khyle David B. Villanueva	President, MCC Student Council

Secretary of the Meeting -

Atty. Charmaine P. Lansangan-Venturina

ABSENT:

<i>Chairperson</i> - Hon. Crisostomo C. Garbo	Mayor, Mabalacat City, Pampanga
Hon. Krizzanel C. Garbo	Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga

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RESOLUTION NO. 39
Series of 2021

APPROVAL OF THE QUALITY ASSURANCE AND ARCHIVES POLICY FOR INSTITUTIONAL FILE NAMING CONVENTION AND RECORDS KEEPING SYSTEM



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WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

WHEREAS, Article II section 7 (a), of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod of Mabalacat City empowers the Board of Trustees to promulgate sound policies in accordance with the declared state policies on higher education as well as with the policies, standards and thrusts of the CHED to be implemented in the College;

WHEREAS, Section 2 of Republic Act No.9470 provides that all public records with enduring value, held by government offices, including, but not limited to, all branches of government, constitutional offices, local government units (LGUs), government-owned and -controlled corporations (GOCCs), state universities and colleges, Philippine embassies, consulates and other Philippine offices abroad shall be transferred to a permanent government repository for proper management, control and regulation of record disposition;

WHEREAS, to comply with the requirements of RA 9470, an act to strengthen the system of management and administration of archival records, establishing for the purpose the national archives of the Philippines, and for other purposes, MCC shall give utmost priority for the safeguard, protection and preservation of its documents and records;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolves, that the Board of Trustees approved, as it hereby approves, the following policy:

INSTITUTIONAL FILE NAMING CONVENTION AND RECORDS KEEPING SYSTEM POLICY

I. Background

The Republic Act 9470 or the National Archives of the Philippines Act of 2007 was promulgated to be followed by all government agencies and was made for better coordination in the management of all government records and public archives. This includes the creation, general protection, use, storage and disposition of public records (National Archives of the Philippines, 2009, p. 1715). In its Implementing Rules and Regulations, it required the establishment of a Records and Archives Management Program that called for, among others, the creation and monitoring of records of "all final



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official acts, decisions, transactions or contracts pertaining to their functions". All agencies were tasked to develop a uniform filing system in order to maintain and control these records (National Archives of the Philippines, 2009, p. 1719).

Also, Article III, Section 15 of the same act states that "all government offices shall regularly conduct an inventory of their public records." Through the conduct of an inventory, the institution will be able to establish systematic records keeping and promote awareness to its departments and units "of the importance and relevance of records and archives as significant aspects of Philippine cultural heritage" (NAP Guidelines on National Inventory of Records, 2012, p.2)

The College integrates quality in all its activities as part of its thrust to achieve its vision and mission. Part of the ISO 9001:2015 Quality Management Systems requirements states that when an organization creates documented information, it should have an adequate and appropriate identification and description so that its use, protection and control can be ensured (International Organization for Standardization, 2015).

II. Definition of Terms

As per National Archives General Circular No.1 of 2009, the following terms are defined as such:

1. Access - refers to the granting of permission to:

- a. Use the reference service of an archives institution;
- b. Examine and study individual archives and records or collections held by archives;
- c. Extract information from archives and records for research or publication.

2. Archives - shall refer to:

- a. Public records, papers, periodicals, books or other items, articles or materials, whether in the form of electronic, audio-visual, or print, which by their nature and characteristics have enduring value, that have been selected for permanent preservation;



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- b. The place (building/room/storage area) where archival materials are kept and preserved; and,
- c. An organization (or part of an organization) whose main function is to select, collect and preserve archival records and make such records available for public use.
3. Document – refers to recorded information regardless of medium or characteristics; frequently used interchangeably with “records”.
4. File – refers to:
- a. A folder containing records;
 - b. A collection of records involving a specific name or topic;
 - c. A class of records in a separate group or serious of file drawers; or
 - d. The operation involved in arranging records in a systematic order.
5. Preservation – refers to all actions taken to retard deterioration of, or prevent damage to, cultural materials and controlling the environment and conditions of use may include treatment to maintain materials as nearly as possible in an unchanging state.
6. Public Records – refer to a record or classes of records, in any form, in whole or in part, created and received, whether before or after the effectivity of RA 9470, by a government agency in the conduct of its affairs, and have been retained by that government agency or its successors as evidence or because of the information contained therein.



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7. Records – refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored, as the case may be:

- a. In written form on any material;
- b. On film, negative, tape, or other medium so as to be capable of being reproduced; or
- c. By means of any recording device or process, computer, or other electronic device or process.

8. Records Management – refers to the managerial activities involved with respect to the records creation, records maintenance and use, transmission, retention, and records disposition in order to achieve adequate and proper documentation of policies and transactions of government for its efficient, effective and economical operation.

9. Records Office – refers to an organizational unit responsible for planning, developing, prescribing, disseminating and enforcing policies, rules and regulations and coordinating agency-wide records management program.

10. Retention Period – refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent/archiving or destruction.

III. Objectives

The objectives of this policy include the following:

1. To be able to satisfy the requirements of RA 9470;
2. To standardize records and archives management of the College;
3. To easily recognize the source and identity of documents the College produces;
4. To achieve ease of access and efficiency when searching for files;
5. To be able to identify control measures to be used with regards to the file concerned;



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6. To be able to make a proper inventory of documents generated by the different units;
7. To easily identify files that need to be transferred to the records office;
8. To ensure file integrity and discourage file name editing during records accession.
9. To preserve records that have permanent or historical value in the archives of the College.
10. To identify records that should be requested to be disposed after their retention period.
11. To give emphasis of each unit's responsibility and accountability of records created and received.

IV. Applicability

This policy should cover all employees in all units of every office of this College in naming all records created and files received from external sources. It likewise includes all offices in conducting the inventory of the said records.

V. Guidelines

1. All digital files created and received from external sources shall be named according to the following file naming conventions:

[UNITNAME]-[DescriptionOfFile]-[YYYYMMDD].[ext]

[UNITNAME]-[DescriptionOfFile]-[ver###].[ext]

[UNITNAME]-[DescriptionOfFile]-[No.###,s.YYYY].[ext]

[UNITNAME]-[DescriptionOfFile]-[#stSem,AYYYYY-YY].[ext]

where:

- a. The [UNITNAME] is the first section of the filename and shall be an identifiable acronym of the unit where the document was created. It shall consist of at least two (2) letters with a maximum of five (5) letters and shall be written in uppercase.

Ex: IASTE, OP, HRMO, QAA



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b. The [DescriptionOfFile] section shall include a short description of the file that may include the subject matter, content, author, or recipient of the document. It shall be written using camel case, i.e. the first letter of the word or section is capitalized and there are no spaces, dashes, or underscores between words.

Ex: ObsNoteForRecordsSection, MercadoMADiplomaMM

c. The last section of the file name can include any of the following: the date of the document or the date it was created, its version number, its number and series, the academic year of the document, or any combination of the four. The numbering in a series should start with a numeral with a minimum of three (3) digits (ideally, 001) but additional digits can be added once the series reaches the maximum value.

Ex: 20210701 for a file created on July 1, 2021;

- ver.003 for a third iteration of a file;
- No.005,s.2021 for the fifth document in a series of documents;
- 2ndSem,AY2021-22 for a particular academic year.
- ver.003-AY2021-22 for a third version of a document of a particular academic year.
- 20210701-ver.003-No.005,s.2021 for a third iteration of the fifth document in a series of documents dated July 1, 2021.

d. Each section of the file name will be separated by a dash (-).

2. The naming of folders is not affected by this convention but it is recommended that we use a short, descriptive word or phrase that can be easily remembered.
3. All electronic data storage devices should be electronically and physically labeled with the name of the office using it. It is the responsibility of the office to safeguard it from misuse, loss or damage.



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4. Each unit must have a person in-charge of all the documents created, released, and received.
5. The person in-charge of the documents shall conduct an up-to-date inventory of the documents of their unit supervised by the head of the office.
6. In conducting the records inventory, the form released by the National Archives of the Philippines will be used.

VI. Procedures

Institutional File Naming Convention

1. Files are labeled using the new uniform file naming convention.
2. Files are saved to a folder labeled accordingly.
3. Folders are saved to the hard drive provided to the office that is intended for records and archival purposes.

Inventory

The following are the steps adopted by the College's Quality Assurance and Archives Office from the Guidelines of the National Archives of the Philippines in conducting the Inventory of Records:

1. Identify all records named according to the uniform file naming convention.
2. Identify the location of each record series including records not properly placed in the designated storage areas.
3. Approximate the volume of each record by cubic meter.
4. Fill up the National Inventory Form (see attached).
 - 1) Name of Office
The office where the inventory is being undertaken.
 - 2) Department



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The department of the office

3) Section/Unit

The administrative or operating section/unit of the office

4) Telephone Number

The contact number of the person/employee in charge of files.

5) E-mail Address

It must be the official electronic mail of the office.

6) Address

The specific location of the office where the floor number, building, street, city/municipality and province are indicated.

7) Person In-Charge of Files

The person/employee having control or custody of the records/files/documents.

8) Date Prepared

The date when the inventory of records was accomplished/finalized.

9) Record Series Title and Description

The entry for record series title shall be properly filled out. If the record is a substantive record or a record with an archival value or one which could not be found in the General Records Disposition Schedule (GRDS), a brief description or definition of the records shall be noted in the remarks column.

10) Period Covered/Inclusive Dates

Indicates the period covered by the record series from the earliest to the latest year when the records were created/received by the department/unit.

11) Volume

The mass of the records should be computed and expressed in cubic meters.

The formula for volume in cubic meters:

$$\text{Volume} = \text{length} \times \text{width} \times \text{height (in meters)}$$

12) Records Medium

The physical material in or on which information may be recorded such as paper, film, magnetic tape, electronic disk, hard drive, etc.

13) Restriction



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Records are to be classified as open access or restricted access records. If the government office has no guidelines pertaining to the restrictions of its records holdings, all records of that office are considered open access. Restricted records shall be classified as confidential, secret, and top-secret records.

14) Location of Records

The location of Records should be specified with such designations as office area, offsite, or in the archives.

15) Time Value

Records shall be categorized as temporary or permanent records. Temporary records have a specific retention period and may be disposed of. Permanent records may not be disposed of as these should be retained for safekeeping.

16) Retention Period

If the time of the records is temporary, the specific retention period should be indicated and checked against the GRDS, Agency RDS or against any other guidelines pertaining to the disposition of the specific record series. When the records' time value is permanent, there will be no limit to its retention period. If the

records had no approved retention period, the Records Officer/Custodian shall make an appropriate proposal to the NAP about the suggested retention period.

17) Remarks

A brief description/explanation/history of the records series indicated in the inventory if not found in the Agency RDS/GRDS.

5. Upon completion of the inventory of records, the properly filled up inventory form should be signed by the person who conducted the inventory and by his/her immediate supervisor.
6. The accomplished inventory of records should be submitted to the Quality Assurance and Archives Office of the College for review and evaluation.



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- Should the head of the office or the person in-charge of the office's documents resign, is terminated, transferred, or replaced from his/her post, he/she should turn over the files together with the properly accomplished inventory to his/her successor. In this regard, it is further proposed that the Archives Office be included in an outgoing employee's Clearance Form.

VII. References

International Organization for Standardization. (2015). *Quality management systems – Requirements* (ISO Standard No. 9001:2015).

National Archives of the Philippines. (2009). *NAP General Circular No. 1*. (Official Gazette). <https://nationalarchives.gov.ph/wp-content/uploads/2015/06/NAP-Gen.-Circular-1-2-and-GRDS-2009.pdf>

National Archives of the Philippines. (2012). *NAP Guidelines on National Inventory of Records*.

<https://nationalarchives.gov.ph/wp-content/uploads/2015/06/NAP-Circular-4-Guidelines-on-National-Inventory-of-Records.pdf>

RESOLVED FURTHER, That a copy of this resolution be furnished to the concerned offices.

APPROVED this 22 day of July 2021.

Approved by:


HON. CRISOSTOMO C. GARBO
Chairperson, Mayor of the LGU of Mabalacat City



Republic of the Philippines
Province of Pampanga
Mabalacat City





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NAMING CONVENTION AND RECORDS KEEPING
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Start Here,
Be Successful *Anywhere!*

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