



Bureau of Corrections

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BUC-STO-PR-002

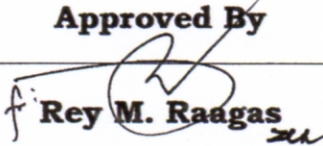
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0

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CONTROL OF RECORDS PROCEDURE

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REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Rey M. Raagas

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1. PURPOSE

This procedure defines the requirements for the identification, storage, protection, retrieval, retention time and disposition of controlled quality records.

2. SCOPE

“Quality records” are those records which provide evidence of [BuCor] having met – or not met – requirements. This may include requirements related to inspection requirements, purchasing requirements, contractual requirements, etc. The full listing of records affected by this procedure is given in the table at the end of this procedure.

Records outside of this scope do not require control, but may be controlled at the discretion of management.

3. DEFINITION OF TERMS

Record	<ul style="list-style-type: none"> • A document stating results achieved or providing evidence of activities • Records can be used document traceability and to provide evidence of verification, preventive action, and corrective action. Generally records need not be under revision control (Control of Document procedure) • Records may use different media, including paper, magnetic, electronic or optical computer disc, photograph or a combination thereof.
Active Records	<ul style="list-style-type: none"> • Records that are currently being maintained, used and controlled. These records are normally kept in desk/workstation drawers or nearby filing cabinets, shelves or racks for easy access and retrieval.
Inactive Records	<ul style="list-style-type: none"> • Records that are very rarely or no longer referred to, and which must be transferred to a cheaper place (e.g. the Agency’s Records Center). These records have already served their purpose but must be kept just the same for legal requirements or some compelling reasons. They are only destroyed the moment their retention periods have expired.
Obsolete Records	<ul style="list-style-type: none"> • Records whose retention periods have expired and which are no longer needed.

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File	<ul style="list-style-type: none"> A cabinet with records in it; a folder containing records; a collection of papers involving a specific name or topic; a class of records in a separate group or series of filing drawers
Filing System	<ul style="list-style-type: none"> A plan for identifying, arranging and finding records. Filing systems may be alphabetical, numerical, chronological, or functional subject-alphabetic classification system.
Records Masterlist	<ul style="list-style-type: none"> A list that identifies the records needed and maintained for the QMS.
Records Disposition Schedule	<ul style="list-style-type: none"> A listing of records series by organization showing, for each record series, the period of time it is to remain in the office area, in the storage (inactive) area, and its preservation or destruction.
Retention Period	<ul style="list-style-type: none"> 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 storage or destruction. Period of time when records must be kept, usually stated in terms of number of months or years, but sometimes expressed as contingent upon the occurrence of an event such as employee termination, closure, project completion, etc.

4. RESPONSIBILITIES

QMR	<ul style="list-style-type: none"> Reviews and approves the records retention schedule for records pertaining to mandatory procedures on control of documents, control of records, internal audit, corrective action and preventive action.
Document Controller	<ul style="list-style-type: none"> Ensures that the controls provided in this procedure are effectively implemented throughout the Agency. Maintains the Central Records Retention Schedule.
Records Custodian/ Records Officer	<ul style="list-style-type: none"> Classifies records needed by his function or process; recommends retention periods for these records. Maintains active files needed by his function or process; turns-over inactive records to the Records Center, as needed; disposes obsolete records in



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	<p>his area.</p> <ul style="list-style-type: none"> • Maintains the inactive records turned over to the Records Center; disposes obsolete records in the Records Center. • Maintains the Record Center’s Records Masterlist.
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5. PROCEDURE DETAILS

Activity	Person Responsible	Details/ Functions	References
<pre> graph TD Start([Start]) --> A[Collection, Identification and File] A --> B[Storage and Protection] B --> C[Retention and Disposal] C --> End([End]) </pre>	Records Officer/ Records Custodian	<ul style="list-style-type: none"> • Receiving and Recording • Date and Time stamping • Scanning • Checking the completeness • Reproduction Dissemination 	<ul style="list-style-type: none"> • Quality Records Matrix
	Records Officer/ Records Custodian	<ul style="list-style-type: none"> • Identifies the records series and determine the record value and retention period. • Filing using FSACS 	<ul style="list-style-type: none"> • BuCor Approved Records Disposition Schedule • RA 9470 • BuCor RDS
	Records Officer/ Records Custodian Director	<ul style="list-style-type: none"> • Disposal of valueless records 	<ul style="list-style-type: none"> • RA 9470 • BuCor RDS

6. GUIDELINES

6.1. Collection and Identification

6.1.1. BuCor maintains records that are needed to provide evidence of conformity to requirements and of the effective operation of the quality management system. The records

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are identified in the table below, along with the controls for each record type.

6.2. Storage and Protection

- 6.2.1. Storage methods are indicated in the table below, for each record type.
- 6.2.2. Softcopy records and data are stored on the computers; in all cases, computer files are subject to backup.
- 6.2.3. Hardcopy records are stored in suitable cabinets that prevent damage or deterioration.

6.3. Retention and Disposal

- 6.3.1. Records shall be maintained a minimum of two (2) years active and one (1) year storage, unless otherwise indicated below or as defined by customer, statutory or regulatory requirements.
- 6.3.2. Training records and other records pertaining to employees must be retained in conformity with General Records Disposition Schedule, RA 9470.
- 6.3.3. Records that are discarded after retention shall be disposed through sale.
- 6.3.4. When, in case, archived records are stored offsite or in another location, these shall be stored in a controlled environment that also protects them from damage or deterioration.
- 6.3.5. As required by customer contract or regulatory requirements, quality records shall be made readily available for review by the requesting authority. Such review is limited to those records applicable to the customer or regulatory authority, and shall not allow for the accidental or intentional release of confidential information to an unauthorized party.