|  |  |  |  |
| --- | --- | --- | --- |
| **NATIONAL ARCHIVES OF THE PHILIPPINES***Pambansang Sinupan ng Pilipinas***RECORDS INVENTORY AND APPRAISAL** | **AGENCY** | **ORGANIZATIONAL UNIT** | **TELEPHONE NO.:** |
| **ADDRESS** | **PERSON-IN-CHARGE OF FILES** | **DATE PREPARED** |
| **RECORDS SERIES TITLE & DESCRIPTION** | **PERIOD COVERED** | **VOLUME IN CUBIC METER** | **LOCATION OF RECORDS** | **FREQUENCY OF USE** | **DUPLICATION** | **TIME VALUE****T / P** | **UTILITY VALUE****Adm / F / L / Arc** | **RETENTION PERIOD** | **DISPOSITION PROVISION** |
| **Active** | **Storage** | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |  |

**LEGEND:**

|  |  |  |
| --- | --- | --- |
| TIME VALUE: **T** - Temporary | **P** - Permanent |  |
| UTILITY VALUE: **Adm** - Administrative | **F** - Fiscal | **L** - Legal | **Arc** - Archival |

PREPARED BY: ASSISTED BY: APPROVED BY:

Name and Position NAP Records Management Analyst Chief of the Division/Department