

OFFICE/SECTION/UNIT	Parole and	Probation Adm	ninistration	Central Of	fice	
		RETENTION	PERIOD		DISPOSAI	PERIOD
RECORD TITLE	Active Period	Location/ Storage	Inactive Period	Location / Storage	Disposal Schedule	Disposal Method
ADMINISTRATIVE AND MANAGEMENT RECORDS						
ACKNOWLEDGEMENT RECEIPTS	To be filed with appropriate records series	Records and Mail Section Room	-	-	-	Shredding/selling
ANNUAL OPERATIONAL PLANS	PERMANENT	-	-	-	-	Shredding/selling
ANNUAL PROCUREMENT PLANS / PROGRAMS	3 years	-do-	-	-	After 3 years	Shredding/selling
APPLICATIONS Employment Leave of Absence and Supporting	1 year 1 year	Personnel -	-	-	After 1 year After 1 year	Shredding/selling Shredding/selling
Promotion w/ supporting document	1 year	-	-	-	After 1 year	Shredding/selling
Relief of Accountability	5 year	-	-	-	5 years after	Shredding/selling
Retirement/Resignation	1 year	-	-	-	separated/retired After 1 year	Shredding/selling
AUTHORIZATION TO COLLECT SALARY	2 years	Cash	-	-	After 2 years	Shredding/selling
BIDS AND AWARDS COMMITTEE FILES Abstract/Quotation Contract Invitation Minutes Pre/Post Qualification Publication Resolution	5 years	GSS/Property	-	-	After contract of winner had been terminated/settled , others dispose after 1 year	Shredding/selling
BILLS	5 years	GSS	-	-	After 5 years	Shredding/selling
CANVASS OF PRICES	5 years	Property	-	-	After 5 years	Shredding/selling
CAREER EXECUTIVE SERVICES PERFORMANCE RATINGS	1 year	Personnel	-	-	After 1 year	Shredding/selling



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CERTIFICATES Appearance Loading for Poster Meter Warranty	1 year 3 years 1 year	Personnel Records Property	- -	- - -	After 1 year After 3 years After 1 year	Shredding/selling Shredding/selling Shredding/selling
CHECKLISTS OF REPORTS	2 years	Records	3 years	-	After 5 years	Shredding/selling
CIVIL SERVICE COMMISSION REPORTS AND PUBLICATIONS	3 years	Personnel	-	-	After 3 years	Shredding/selling
CLEARANCES	1 year	Personnel	-	-	After 1 year	Shredding/selling
CORRESPONDENCES Non – routine	To be filed with appropriate records series	Divisions/Units	-	-	-	Shredding/selling
Routine	2 years	Divisions/Units	-	-	2 years after acted upon	Shredding/selling
DAILY TIME RECORDS	1 year	Personnel	-	-	1 year after data had been posted in the leave cards and post-audited	Shredding/selling
DELIVERY RECEIPTS	2 years	Property	-	-	After 2 years	Shredding/selling
DIRECTIVES/ ISSUANCES Issued by or for the head of the agency documenting policies/ functions/programs of the agency	PERMANENT	Records	-	-	-	Disposal not allowed
Issued by or for the head of the agency reflecting routine information or instruction	2 years	Records	-	-	After 2 years	Shredding/selling
DIRECTORIES OF EMPLOYEES/OFFICIALS	2 years	Personnel	-	-	After superseded	Shredding/selling
EQUIPMENT LEDGER CARDS	2 years	Property	-	-	After equipment had been returned/disposed	Shredding/selling
INDICES Issuance of Memoranda	PERMANENT	Records	-	-	-	Not allowed
Special Order (Individual Personnel)	5 years	Records	10 years	-	15 years after retired/separated	Shredding/selling
INVENTORY AND INSPECTION REPORTS OF UNSERVICEABLE EQUIPMENT	1 year	Property	-	-	1 year after property had been disposed	Shredding/selling
INVENTORY CUSTODIAN SLIPS	1 year	Property	-	-	1 year after	Shredding/selling



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INVENTORY OF EQUIPMENT AND SUPPLIES	1 year	Property	-	-	1 year after updated	Shredding/selling
INVOICES ON DELIVERIES AND RECEIPTS	5 years	Property	-	-	After 5 years	Shredding/selling
LEDGER CARDS FOR EMPLOYEE'S ACCOUNTABILITIES	5 years	Cash/FMD	10 years	-	15 years after retired/separated	Shredding/selling
LOGBOOKS Attendance	1 year	Divisions/Units	-	-	1 year after last entry	Shredding/selling
Incoming/Outgoing Communication	2 years	Divisions/Units	-	-	2 years after last entry	Shredding/selling
Visitors Ordinary	1 year	Divisions/Units	-	-	1 year after last entry	Shredding/selling
VIP	PERMANENT	Divisions/Units	-	-	-	Disposal Not allowed
MANUALS (ABOUT THE AGENCY)	PERMANENT	PIO/Planning	-	-	-	Disposal not allowed
					Other copies dispose after 2 years	Shredding/selling
MEMORANDUM RECEIPTS OF EQUIPMENT	1 year	Property	-	-	1 year after equipment had been returned	Shredding/selling
MINUTES OF MEETINGS Assembly	2 years	Secretariat	-	-	After 2 years	Shredding/selling
Case Hearing	3 years	Legal/ Secretariat	4 years	-	7 years after case had been settled/decided	Shredding/selling
Committees (Grievances, BIDS and Awards)	3 years	Secretariat	-	-	3 years after settled	Shredding/selling
NEWSLETTERS	2 years	PIO	-	-	After 2 years	Shredding/selling
PERFORMANCE RATINGS/CARDS	5 years	Personnel	-	-	After 5 years	Shredding/selling
PERSONNEL FOLDER (201 FILES) Appointments Acceptance of Resignation	5 years	Personnel	10 years	-	15 years after retirement/ Separated	Shredding/selling /turn over to the employee

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Approval of Retirement Award						
Benefit/Gratuity						
Certificates						
Eligibility						
Rural Service						
Trainings and Seminars						
attended						
Change of Marital Status/Name						
Clearance (Latest)						
Designation/Detail						
Medical/Dental Report						
Notice of Salary Adjustment						
Oath of Office						
Personal Data Sheet (latest)						
Position Description						
Psychological Test Result						
Reinstatement						
Service Record (updated)						
Statement of Duty &						
Responsibility						
Responsibility						
PHOTOGRAPHS OF PPA	PERMANENT	PIO/ Training	-	-	Other copies	Shredding/selling
ACTIVIITES AND		Unit/ CSD			dispose after 3	on county, sening
TRAININGS/SEMINARS					years	
					yeard	
PLANTILLA OF PERSONNEL	PERMANENT	Personnel	-	-	Other copies	Disposal
					dispose after 3	Not allowed
					years	
					/	
POSITION ALLOCATION LISTS	3 years	-do-	-	-	After 3 years	Shredding/selling
POSITION CLASSIFICATIONS AND	2 years	Personnel	3 years	-	5 years after	Shredding/selling
PAY PLANS					superseded	
PRESS RELEASES (ABOUT THE	PERMANENT	PIO	-	-	Other copies	Disposal not
AGENCY)					dispose after 3	allowed
					years	
PROGRAM EVALUATIONS	2 years	Planning	3 years	-	5 years after	Shredding/selling
					evaluated	
PURCHASE ORDERS	4 years	Property	-	-	After 4 years	Shredding/selling
PURCHASE REQUESTS	1 year	-do-	-	-	After 1 year	Shredding/selling
REPORTS						
Absences and Undertime	1 year	Personnel	-	-	After 1 year	Shredding/selling
A second below such						
Accomplishments		Diamain				Dispessed No.4
Annual	PERMANENT	Planning	-	-	-	Disposal Not
						allowed
Monthly	Quarc	Planning/			2 years after	Shredding/selling
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ROBATION 40	PAROLE AND PROBATION ADMINISTRATION	Document Code	OTA-PWI-006
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		Field/Units			inclusion in the Annual Report	
Program Supplies and Material Issued Waste Material	2years 1 year 2 years	-do- Property Property	- -	3 years - -	After 5 years After 1 year After 2 years	Shredding/selling Shredding/selling Shredding/selling
REQUESTS Job Order Pre-repair Travel	1 year	Property/ GSS/Personnel	-	-	After 1 year	Shredding/selling
REQUISITION AND ISSUE SLIPS/VOUCHERS	1 year	Property/FMD	-	-	After 1 year	Shredding/selling
STANDARD OPERATING PROCEDURES	PERMANENT	Planning/PIO	-	-	Other copies dispose after 3 years	Disposal not allowed
STATEMENT OF ASSESTS, LIABILITIES AND NETWORK	5 years	Personnel	5 years	-	After 10 years	Shredding/ selling/turn over to concerned personnel
STOCK CARDS ON SUPPLIES	3 years	Property	-	-	After 3 years	Shredding/selling
SUCCESS STORIES OF PROBATIONERS	PERMANENT	CMRD/ Planning	-	-	-	Disposal not allowed
SUMMARY OF SUPPLIES AND MATERIALS ISSUED	3 years	Property	-	-	3 years after	Shredding/selling
TERMINAL LEAVE RECORDS	5 years	Personnel	10 years	-	15 years after retired/separated	Shredding/selling /turn over to the employee
TRANSMITTAL LISTS	2 years	Records	3 years	-	After 5 years	Shredding/selling
TRIP TICKETS	1 year	GSS/Admin	-		After 1 year	Shredding/selling
CASE MANAGEMENT RECORDS						
CASELOAD RECORDS Court Orders Conduct of Post Sentence Investigation (PSI) Denial Disqualification Grant Recall Revocation Termination	PERMANENT	CMRD	-	-	- Other copies dispose after 3 years	Disposal Not allowed Other copies will be disposed through Shredding/selling

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Transfor						
Transfer Warrant of Arrest Withdrawal Manifestation/Motion Master list of Probationer Post Sentence Investigation Report						
CASELOAD REMINDERS	2 years	CMRD	3 years	-	After 5 years	Shredding/selling
CLIENTS PROFILE	5 years	CMRD	-	-	After 5 years	Shredding/selling
PERMIT TO TRAVEL (PROBATIONERS)	5 years	CMRD	-	-	After 5 years	Shredding/selling
PSYCHOLOGICAL TEST RESULT OF CLIENT	2 years	CMRD	3 years		After 5 years	Shredding/selling
REQUESTS FOR RECRODS CHECK	2 years	CMRD	3 years		After 5 years; Field Office- Dispose 1 year after acted upon	Shredding/selling
RESULTS OF RECORDS CHECK (RESPONSE TO QUERIES)	2 years	CMRD	3 years		After 5 years	Shredding/selling
REPORTS Caseload	PERMANENT	CMRD	-	-	-	Disposal not allowed
			-	-	Field Office- Dispose 3 years after termination of probation period	Shredding/selling
Special Case Areas of jurisdiction Drug Monitoring Case Juvenile in conflict with the Law (JICL)	5 years - - -	CMRD - - -		-	- After superseded After settled After settled	Shredding/selling
<u>CASE MANAGEMENT</u> <u>UNIT/FIELD OFFICES</u> <u>RECORDS</u>						
INDIVIDUAL CASE FOLDERS OF CLIENTS	5 years	Regional/Field Office	-	-	5 years after termination of probation period	Shredding/selling
INSPECTION CHECKLISTS (ROUTINE MATTERS OF THE FIELD OFFICE)	3 years	-do-	-	-	After 3 years	Shredding/selling
INSTRUCTIONS TO	5 years	-do-	-		5 years after termination of	Shredding/selling



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PROBATIONERS					probation period	
INVENTORY OF CASES	2 years	Regional/Field Office	-	-	2 years after updated	Shredding/selling
INVESTIGATION/SUPERVISION FILES						
Caseload Report	3 years	-do-	-	-	3 years after termination of probation period	Shredding/selling
Docket Book	5 years	-do-	5 years	-	10 years after date of last entry	Shredding/selling
LISTS Petitioners Interview Probation Order Post Sentence Investigation (Submitted to Court) Terminated Case	1 year	-do-	-	-	1 year after superseded	Shredding/selling
MOTIONS TO REVOKE/TERMINATE	5 years	-do-	-	-	5 years after termination of probation period	Shredding/selling
OATH OF UNDERTAKING	5 years	-do-	-	-	5 years after termination of probation period	Shredding/selling
RELEASE ON RECOGNIZANCE (CUSTODIAL UNDERTAKING)	5 years	-do-	-	-	5 years after termination of probation period	Shredding/selling
REPORTS						
Infraction	5 years	-do-	-	-	5 years after termination of probation period	Shredding/selling
Post Sentence Investigations Application for Probation Decision Information	PERMANENT	CMRD/ Regional/ Field Office	-	-	For CMRD	Disposal not allowed
Manifestation Motion to Modify Probation Motion to Revoke, Set Aside and Terminate Notice of Court Hearing/ Appearance Orders Denial Disqualification Termination To conduct Investigation Transfer			-	-	For field & Regional Offices dispose 5 years after termination of Probation period	Shredding/selling

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Probation Aides Probation OrganizationPERMANENTCSDIf implemented, otherwise disposeDisposal not allowedPROGRAM/PROJECT FILES Feasibility studies Proposal RehabilitationPERMANENTCSDIf implemented, otherwise disposeDisposal not allowedREPORTS Accomplishment Community Service(Monitoring) Narrative Restorative Justice statistical Tree Planting Activities3 yearsCSD3 years after consolidated in the Annual ReportShredding/sellingREQUESTS FOR FINANCIAL3 yearsCSD3 years after consolidated in the Annual ReportShredding/selling			000				D : 1
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PROGRAM/PROJECT FILES Feasibility studies Proposal RehabilitationPERMANENTCSDIf implemented, otherwise dispose after 5 yearsDisposal not allowedREPORTS Accomplishment Community Service(Monitoring) Narrative Restorative Justice Statistical Tree Planting Activities3 yearsCSD3 years after consolidated in the Annual ReportShredding/sellingREQUESTS FOR FINANCIAL ASSISTANCE3 yearsCSD3 years after consolidated in the Annual ReportShredding/selling							allowed
Feasibility studies Proposal RehabilitationImage: Second Sec	Frobation organization						
Feasibility studies Proposal RehabilitationImage: Second Sec							
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Rehabilitationotherwise dispose after 5 yearsShredding/sellingREPORTS Accomplishment Community Service(Monitoring) Narrative Restorative Justice Statistical Tree Planting Activities3 yearsCSD3 years after consolidated in the Annual ReportShredding/sellingREQUESTS FOR FINANCIAL ASSISTANCE3 yearsCSD3 years after consolidated in the Annual ReportShredding/selling							allowed
REPORTS Accomplishment Community Service(Monitoring) Narrative Restorative Justice Statistical Tree Planting Activities3 yearsCSDafter 5 yearsShredding/sellingREQUESTS FOR FINANCIAL ASSISTANCE3 yearsCSD3 years after consolidated in the Annual ReportShredding/selling							
REPORTS Accomplishment Community Service(Monitoring) Narrative Statistical Tree Planting Activities3 yearsCSD3 years after consolidated in the Annual ReportShredding/sellingREQUESTS FOR FINANCIAL ASSISTANCE3 yearsCSD3 years after acted uponShredding/selling	Rehabilitation			-	-		Shredding/selling
Accomplishment Community Service(Monitoring) Narrative Restorative Justice Statistical Tree Planting ActivitiesAccomplishment consolidated in the Annual ReportREQUESTS FOR FINANCIAL ASSISTANCE3 yearsCSD3 years after acted UponShredding/selling						after 5 years	
Accomplishment Community Service(Monitoring) Narrative Restorative Justice Statistical Tree Planting ActivitiesAccomplishment consolidated in the Annual ReportREQUESTS FOR FINANCIAL ASSISTANCE3 yearsCSD3 years after acted UponShredding/selling							
Accomplishment Community Service(Monitoring) Narrative Restorative Justice Statistical Tree Planting ActivitiesAccomplishment consolidated in the Annual ReportREQUESTS FOR FINANCIAL ASSISTANCE3 yearsCSD3 years after acted UponShredding/selling	REPORTS	3 vears	CSD	-	-	3 vears after	Shredding/selling
Community Service(Monitoring) Narrative Restorative Justice Statistical Tree Planting ActivitiesImage: Section of the Annual ReportImage: Section of the Annual ReportREQUESTS FOR FINANCIAL ASSISTANCE3 yearsCSD3 years after acted UponShredding/selling		5 years					Sin caanig, sching
Narrative Restorative Justice Statistical Tree Planting ActivitiesNarrative Image: Statistical Tree Planting ActivitiesNarrative Image: Statistical Statistical Tree Planting ActivitiesNarrative Image: Statistical Statistical Tree Planting ActivitiesNarrative Image: Statistical Statistical Statistical Tree Planting ActivitiesNarrative Image: Statistical Statistical Tree Planting ActivitiesNarrative Image: Statistical Statistical Statistical Statistical Tree Planting ActivitiesNarrative Image: Statistical <br< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></br<>							
Statistical Tree Planting Activities 3 years CSD - 3 years after acted Upon Shredding/selling	Narrative						
Tree Planting Activities 3 years CSD - 3 years after acted Upon Shredding/selling							
REQUESTS FOR FINANCIAL 3 years CSD - - 3 years after acted Upon Shredding/selling							
ASSISTANCE acted Upon	Tree Planting Activities						
ASSISTANCE acted Upon		3 10255				3 voars offer	Shrodding/colling
Upon		5 years		-	-		Sineuung/seining
SURVEY QUESTIONNAIRES AND 3 years CSD Shredding/selling	SURVEY QUESTIONNAIRES AND	3 years	CSD	-	-		Shredding/selling

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RESEARCH MATERIALS ON					3 years after	
COMMUNITY SERVICES					evaluated	
ETNANCTAL MANACEMENT						
FINANCIAL MANAGEMENT						
RECORDS						
ABSTRACTS						
Daily Collections	5 years	FMD	-	-		Shredding/selling
Deposits and Trust Funds	5 years	-d0-	-	-	After 5 years	Shredding/selling
General Collections	5 years	-do-			-do-	Shredding/selling
Sub-Vouchers	2 years	-do-			-do-	Shredding/selling
Sub-vouchers	z years	-00-	-	-		Shredding/Selling
					-do-	
ADVICES						
Checks Issued & Cancelled	4 years	-do-	-	-		Shredding/selling
Remittances	3 years	-do-	7 years	-	After 4 years	Shredding/selling
	,		,		After 10 years	5, 5
ALLOTMENTS & OBLIGATIONS						
FILES						
	2 1/00-10	do				Chrodding / calling
Advice of Allotment	3 years	-do-	-	-		Shredding/selling
Agency Budget Matrix (ABM)	3 years	-do-	-	-	After 3 years	Shredding/selling
Allotment Release Orders	3 years	-do-	-	-	After 3 years	Shredding/selling
General Allotment Release				-	After 3 years	
(GARO)					,	
Special Allotment Release						
Order (SARO)	2					Charactelia a facilita a
Obligation Request/Slip	3 years	-do-	-	-		Shredding/selling
(ALOBS)					After 3 years	
Plan of Work and Request for	3 years	-do-	-	-		Shredding/selling
Allotment					After 3 years	
Registries of Allotment	5 years	-do-	5 years			Shredding/selling
&Obligations (RAO)	- ,		- ,		After 10 years	J
Capital Outlay (RAOCO)						
Capital Outlay (RAOCO)						
Financial Expenses (RAOFE)						
Maintenance & Other						
Operating Expense (RAOMO)						
Personal Service (RAOPS)						
Request for Obligation of	3 years	FMD	-	-		Shredding/selling
Allotment	S years	1110			After 3 years	Shi caang, sening
					After 3 years	
(ROA)						
Statements of Allotment,	3 years	-do-	-	-		Shredding/selling
Obligations & Balances (SAOB)					After 3 years	
Statements of Appropriations,	3 years	-do-	-	-		Shredding/selling
Allotment & Advice (SAAA)	- ,				After 3 years	g, coming
		EMD				Disposal not
ANNUAL SATEMENTS OF	PERMANENT	FMD	-	-		Disposal not
ACCOUNTS PAYABLE					-	allowed
AUDITOR'S CONTRACT CARDS	5 years	-do-	-	-		Shredding/selling
					After 5 years	
AUDIT REPORTS	PERMANENT	FMD	-	-	, -	Disposal not
		=			-	allowed
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AUTHORIZATIONS Overtime Purchase of Equipment/Property Transfer of Fund	1 year	FMD/Cash	-	-	1 year after expired	Shredding/selling
Travel BANK SLIPS Deposits Remittances	3 years	Cash	7 years	-	After 10 years	Shredding/selling
Withdrawal	3 years	Cash	7 years	-		Shredding/selling
BONDING FILES			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		10 years after finally settled	
Action	3 years	FMD/Cash	-	-		Shredding/selling
Applications/Requests	3 years	-do-	-		3 years After	Shi cuung/sching
Fidelity/Surety Bond	5 years	-do-	-	-	expired/ terminated	
Indemnity for Issue of Due Warrant	3 years	-do-	-	-	5 years after expired/terminate d	Shredding/selling
BOOKS OF FINAL ENTRY General Ledgers Subsidiary Ledgers	PERMANENT	FMD	-	-	-	Disposal not allowed
BOOKS OF ORIGINAL ENTRY Cash disbursement Journals Cash Journals Cash Receipts Journals Check Disbursement Journals General Journals Journals of Analysis of Obligation Journals of Bill Rendered Journals of Collection and Deposit Journals of Disbursement by Disbursing Officer	PERMANENT	FMD	_	-	-	Disposal not allowed
BUDGET FILES Annual Appropriation	3 years	FMD	-	-	After 3 years	Shredding/selling
Monitoring Realignment						
CASH RECEIPT JOURNALS (CASH FLOW CHARTS)	PERMANENT	FMD	-	-	-	Disposal not allowed
FINANCIAL STATEMENTS Balance Sheets	PERMANENT	FMD	-	-		Disposal not allowed

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Income Statements Statements of Cash Flows					-	
(Annual) Statements of Operations						
LISTS OF REMITTANCES Loans Premiums	PERMANENT	FMD	-	-	-	Disposal not allowed
NOTICES Disallowances Suspensions	3 years	FMD	-	-	3 years after	Shredding/selling
RELIEFS FROM ACCOUNTABILITY Decisions Requests	5 years	FMD	5 years	-	settled After 10 years,	Shredding/selling
VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING	5 years	FMD	5 years	-	Provided a copy is Filed with 201 File	Shredding/selling
DOCUMENTS Disbursements Journals Petty Cash Reimbursement Expense Receipts Traveling Expenses					Dispose after 10 years, provided Post-audited, finally settled & not involved in any case for COA & Accounting Office. All other	
WITHOLDING TAX CERTIFICATES	4 years	FMD	-	-	copies dispose after 1 year	Shredding/selling
LEGAL AND INSPECTION RECORDS					After 4 years	
ADMINISTRATIVE CASES	3 years	Legal Division	-	4 years	7 years after finally settled. DECISIONS & other Documentary evidence presented in the protection Of the civil, legal property & other rights of citizens should be retained	Disposal not allowed
AFFIDAVITS	2 years	-do-	-	-	PERMANENTLY	Shredding/selling
APPEALS Absolute Pardon Parole/Probation	5 years	-do-	-	-	2 years after purpose had been served 5 years after	Shredding/selling
BOOKS/CASE DIGESTS/CASE	PERMANENT	-do-	-	-	appeal is granted/ disapproved	Disposal not



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JOUIRNALS						allowed
CASE HEARINGS Tape Recording	3 years	-do-	4 years	-	-	Shredding/selling
Transcription CLAIMS (BENEFITS)	5 years	-do-	5 years	-	7 years after settled/decided	Shredding/selling
CONTRACTS	2 years	Legal Division	3 years	-	10 years after claims had been settled & annotated	Shredding/selling
]					5 years after contract had been expired and finally settled	
INSPECTIONS AND AUDIT REPORTS	3 years	-do-	3 years	-		Shredding/selling
MEMORANDUM OF AGREEMENT (MOA)	PERMANENT	-do-	-	-	After 6 years	Disposal not allowed
OPINION ON CASES ISSUED BY DOJ AND PROBATION ADMINISTRATION	PERMANENT	-do-	-	-	-	Disposal not allowed
PD 968 SUBSEQUENT/PROPOSED AMENDMENTS	2 years	-do-	-	-		Shredding/selling
SPECIAL POWER OF ATTORNEY	3 years	-do-	-	-	2 years after adaption of amendments	Shredding/selling
SUMMONS	-	-do-	-	-	3 years after purpose has been served To be filed with appropriate cases	To be filed with appropriate cases
RECORDS						Shredding/selling
BOARD OF PARDON AND PAROLE RESOLUTIONS Absolute Pardon Canceled Discharge on Parole Confirmation of Approved Transfer Of residence Death Noted Deferred Absolute Pardon Confirmation of Approved Transfer of Residence Recommitment	5 years	Technical Service Div.	-	-	5 years after termination of parole supervision	



L	1					Chrodding (colling
CONFIRMATION/AUTBHORITY TO	5 years	-do-	-	-		Shredding/selling
TRAVEL					E	
ABROAD (Parolees & Pardonees)					5 years after termination of	Shredding/selling
DISCHARGE ON PAROLE AND	5 years	-do-	-	-	parole supervision	5. 5
CERTIFICATE OF FINAL RELEASE AND DISCHARGE					5 years after	
		4.			termination of	Disposal not
MASTERLISTS OF PAROLEES/PARDONEES	PERMANENT	-do-	-	-	parole supervision	allowed
	E voere	da			-	Shredding/selling
PERTINENT DOCUMENTS REGARDING PRISONERS IN LOCAL	5 years	-do-	-	-		
JAILS					5 years after termination of	
					parole supervision	Shredding/selling
REPORTS Arrival	5 years	-do-	-	-		
Death					5 years after	
Progress Summary					termination of parole supervision	
Violation						
REQUESTS	5 years	-do-	_	-		Shredding/selling
Case Verification	b years					
Certificates Non-Appeal					5 years after termination of	
No Pending Case					parole supervision	
Community Acceptability of Parolees/Pardonees						
Community Interview						
Coordination with Warden Pertinent document of prisoner						
Confined						
Program of Payment of Indemnity, Where to Reside						
(PPECIR)Transfer of Residence						
(Parolees/Pardonees)						
RESULTS	Ever	Technical				Shredding
Case Verification	5 years	Service Div.		-		
Certificates Non-Appeal					5 years after termination of	
No Pending Case					parole supervision	
Community Acceptability of Parolees/Pardonees						
Community Interview						
Program of Payment of Indemnity, Where to Reside						
(PPECIR)						
TRAINING RECORDS						Shredding/selling
L	1	<u> </u>	1	1	<u> </u>	Shi cuung/sening



	-		T			1
EVALUATION SHEETS OF	3 years	Training Unit	-	-		
RESOURCE SPEAKERS					3 years after data had been	Shredding/selling
EXAMINATION PAPERS OF PARTICIPANTS	1 year	-do-	-	-	evaluated	
MASTERLISTS Client	PERMANENT	-do-	-	-	1 year after evaluated	Disposal not allowed
Index Cards for list of Training of PPA Employee Program of Instruction					-	
/Schedule Successful Participant /Graduate Training Conducted/Coordinated						
PERSONAL DATASHEETS/TRAINING	1 year	-do-	-	-		Shredding/selling
INFORMATION SHEETS OF PARTICIPANTS					1 year after incorporated in the Master List	Shredding/selling
PRE/POST TEST REACTION PAPERS	1 year	-do-	-	-		
PROCEEDINGS/DOCUMENTATIONS OF TRAININGS CONDUCTED	PERMANENT	-do-	-	-	1 year after evaluated	Disposal not allowed
					-	Disposal not
SUMMARY EVALUATIONS Participant Resource Speaker	PERMANENT	-do-	-	-	-	Allowed
SURVEY QUESTIONNAIRES ON TRAINING	1 year	-do-	-	-		Shredding/selling
TRAINING MANUALS	PERMANENT	-do-	-	-	1 years after evaluated	Disposal not allowed
TRAINING PARTICIPANTS OUTPUT	2 years	-do-	-	-	-	Shredding/selling
TRAINING REPORTS	2 years	Training Unit	-	-	Dispose after 2 years	Shredding/selling
					Dispose 2 years after incorporated	Discontract
TRAINING POSTERS/LEAFLETS/COMICS	PERMANENT	-do-	-	-	in the Annual Report	Disposal not allowed
					-	Shredding/selling
					Other copies dispose after one (1) year	

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