



RECORDS RETENTION MATRIX

OFFICE/SECTION/UNIT	Parole and Probation Administration Central Office					
RECORD TITLE	RETENTION PERIOD				DISPOSAL PERIOD	
	Active Period	Location/ Storage	Inactive Period	Location / Storage	Disposal Schedule	Disposal Method
<u>ADMINISTRATIVE AND MANAGEMENT RECORDS</u>						
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	1 year	Personnel	-	-	After 1 year	Shredding/selling
Leave of Absence and Supporting	1 year	-	-	-	After 1 year	Shredding/selling
Promotion w/ supporting document	1 year	-	-	-	After 1 year	Shredding/selling
Relief of Accountability	5 year	-	-	-	5 years after separated/retired	Shredding/selling
Retirement/Resignation	1 year	-	-	-	After 1 year	Shredding/selling
AUTHORIZATION TO COLLECT SALARY	2 years	Cash	-	-	After 2 years	Shredding/selling
BIDS AND AWARDS COMMITTEE FILES	5 years	GSS/Property	-	-	After contract of winner had been terminated/settled , others dispose after 1 year	Shredding/selling
Abstract/Quotation						
Contract						
Invitation						
Minutes						
Pre/Post Qualification						
Publication						
Resolution						
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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PAROLE AND PROBATION ADMINISTRATION

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CERTIFICATES						
Appearance	1 year	Personnel	-	-	After 1 year	Shredding/selling
Loading for Poster Meter	3 years	Records	-	-	After 3 years	Shredding/selling
Warranty	1 year	Property	-	-	After 1 year	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						
PHOTOGRAPHS OF PPA ACTIVIITES AND TRAININGS/SEMINARS	PERMANENT	PIO/ Training Unit/ CSD	-	-	Other copies dispose after 3 years	Shredding/selling
PLANTILLA OF PERSONNEL	PERMANENT	Personnel	-	-	Other copies dispose after 3 years	Disposal Not allowed
POSITION ALLOCATION LISTS	3 years	-do-	-	-	After 3 years	Shredding/selling
POSITION CLASSIFICATIONS AND PAY PLANS	2 years	Personnel	3 years	-	5 years after superseded	Shredding/selling
PRESS RELEASES (ABOUT THE AGENCY)	PERMANENT	PIO	-	-	Other copies dispose after 3 years	Disposal not allowed
PROGRAM EVALUATIONS	2 years	Planning	3 years	-	5 years after evaluated	Shredding/selling
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
Accomplishments Annual	PERMANENT	Planning	-	-	-	Disposal Not allowed
Monthly	2years	Planning/	-	-	2 years after	Shredding/selling

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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 ASSETS, 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
<u>CASE MANAGEMENT RECORDS</u>						
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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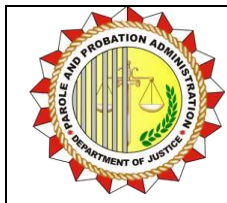
Transfer Warrant of Arrest Withdrawal Manifestation/Motion Master list of Probationer Post Sentence Investigation Report						
CASELOAD REMINDERS	2 years	CMRD	3 years	-	After 5 years	Shredding/selling
CLIENTS PROFILE	5 years	CMRD	-	-	After 5 years	Shredding/selling
PERMIT TO TRAVEL (PROBATIONERS)	5 years	CMRD	-	-	After 5 years	Shredding/selling
PSYCHOLOGICAL TEST RESULT OF CLIENT	2 years	CMRD	3 years		After 5 years	Shredding/selling
REQUESTS FOR RECORDS 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	5 years	CMRD	-	-	-	Shredding/selling
Areas of jurisdiction	-	-	-	-	After superseded	
Drug Monitoring Case	-	-	-	-	After settled	
Juvenile in conflict with the Law (JICL)	-	-	-	-	After settled	
<u>CASE MANAGEMENT UNIT/FIELD OFFICES 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	1 year	-do-	-	-	1 year after superseded	Shredding/selling
Petitioners Interview						
Probation Order						
Post Sentence Investigation (Submitted to Court)						
Terminated Case						
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	PERMANENT	CMRD/ Regional/ Field Office	-	-	For CMRD	Disposal not allowed
Application for Probation Decision						
Information Manifestation			-	-	For field & Regional Offices dispose 5 years after termination of Probation period	Shredding/selling
Motion to Modify Probation						
Motion to Revoke, Set Aside and Terminate						
Notice of Court Hearing/ Appearance						
Orders						
Denial						
Disqualification						
Termination						
To conduct Investigation						
Transfer						

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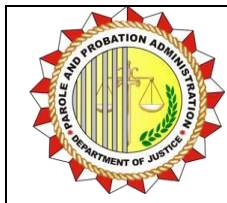
Revocation Set Aside Warrant of Arrest/ Recommitment Withdrawn Quarterly Progress Report of Home Visit	5 years	-do-	-	-	5 years after termination of probation period	Shredding/selling
Violation (Probationers)	5 years	-do-	-	-	5 years after release of court order	Shredding/selling
WAIVER/COMMITMENT	5 years	-do-	-	-	5 years after termination of probation period	Shredding/selling
<u>COMMUNITY SERVICES RECORDS</u>						
APPOINTMENTS OF VOLUNTEER PROBATION AIDEDS	3 years	CSD/CSU	-	-	3 years after termination of appointment	Shredding/selling
DIRECTORIES ON COMMUNITY RESOURCES	1 year	-do-	-	-	1 year after updated	Shredding/selling
GUIDELINES ON COMMUNITY SERVICES	3 years	-do-	-	-	3 years after superseded	Shredding/selling
MASTERLISTS OF VOLUNTEERS Probation Aides Probation Organization	PERMANENT	CSD	-	-	-	Disposal not allowed
PROGRAM/PROJECT FILES Feasibility studies Proposal Rehabilitation	PERMANENT	CSD	-	-	If implemented, otherwise dispose after 5 years	Disposal not allowed Shredding/selling
REPORTS Accomplishment Community Service(Monitoring) Narrative Restorative Justice Statistical Tree Planting Activities	3 years	CSD	-	-	3 years after consolidated in the Annual Report	Shredding/selling
REQUESTS FOR FINANCIAL ASSISTANCE	3 years	CSD	-	-	3 years after acted Upon	Shredding/selling
SURVEY QUESTIONNAIRES AND	3 years	CSD	-	-		Shredding/selling

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RESEARCH MATERIALS ON COMMUNITY SERVICES					3 years after evaluated	
<u>FINANCIAL MANAGEMENT RECORDS</u>						
ABSTRACTS						
Daily Collections	5 years	FMD	-	-		Shredding/selling
Deposits and Trust Funds	5 years	-do-	-	-	After 5 years	Shredding/selling
General Collections	5 years	-do-	-	-	-do-	Shredding/selling
Sub-Vouchers	2 years	-do-	-	-	-do-	Shredding/selling
ADVICES						
Checks Issued & Cancelled	4 years	-do-	-	-		Shredding/selling
Remittances	3 years	-do-	7 years	-	After 4 years After 10 years	Shredding/selling
ALLOTMENTS & OBLIGATIONS FILES						
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 (GARO)					After 3 years	
Special Allotment Release Order (SARO)						
Obligation Request/Slip (ALOBS)	3 years	-do-	-	-	After 3 years	Shredding/selling
Plan of Work and Request for Allotment	3 years	-do-	-	-	After 3 years	Shredding/selling
Registries of Allotment & Obligations (RAO)	5 years	-do-	5 years		After 10 years	Shredding/selling
Capital Outlay (RAOCO)						
Financial Expenses (RAOFE)						
Maintenance & Other						
Operating Expense (RAOMO)						
Personal Service (RAOPS)						
Request for Obligation of Allotment (ROA)	3 years	FMD	-	-	After 3 years	Shredding/selling
Statements of Allotment, Obligations & Balances (SAOB)	3 years	-do-	-	-	After 3 years	Shredding/selling
Statements of Appropriations, Allotment & Advice (SAAA)	3 years	-do-	-	-	After 3 years	Shredding/selling
ANNUAL STATEMENTS OF ACCOUNTS PAYABLE	PERMANENT	FMD	-	-	-	Disposal not allowed
AUDITOR'S CONTRACT CARDS	5 years	-do-	-	-	After 5 years	Shredding/selling
AUDIT REPORTS	PERMANENT	FMD	-	-	-	Disposal not allowed

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AUTHORIZATIONS Overtime Purchase of Equipment/Property Transfer of Fund Travel	1 year	FMD/Cash	-	-	1 year after expired	Shredding/selling
BANK SLIPS Deposits Remittances Withdrawal	3 years	Cash	7 years	-	After 10 years	Shredding/selling
BILLS	3 years	Cash	7 years	-	10 years after finally settled	Shredding/selling
BONDING FILES Action	3 years	FMD/Cash	-	-	3 years After expired/ terminated	Shredding/selling
Applications/Requests	3 years	-do-	-	-		
Fidelity/Surety Bond	5 years	-do-	-	-		
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 check Issued Journal of Collection and Deposit Journals of Disbursement by Disbursing Officer	PERMANENT	FMD	-	-	-	Disposal not allowed
BUDGET FILES Annual Appropriation Monitoring Realignment	3 years	FMD	-	-	After 3 years	Shredding/selling
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 settled	Shredding/selling
RELIEFS FROM ACCOUNTABILITY Decisions Requests	5 years	FMD	5 years	-	After 10 years, Provided a copy is Filed with 201 File	Shredding/selling
VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS Disbursements Journals Petty Cash Reimbursement Expense Receipts Traveling Expenses	5 years	FMD	5 years	-	Dispose after 10 years, provided Post-audited, finally settled & not involved in any case for COA & Accounting Office. All other copies dispose after 1 year	Shredding/selling
WITHHOLDING TAX CERTIFICATES	4 years	FMD	-	-	After 4 years	Shredding/selling
<u>LEGAL AND INSPECTION RECORDS</u>						
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 PERMANENTLY	Disposal not allowed
AFFIDAVITS	2 years	-do-	-	-	2 years after purpose had been served	Shredding/selling
APPEALS Absolute Pardon Parole/Probation	5 years	-do-	-	-	5 years after appeal is granted/ disapproved	Shredding/selling
BOOKS/CASE DIGESTS/CASE	PERMANENT	-do-	-	-		Disposal not

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JOURNALS						allowed
CASE HEARINGS Tape Recording Transcription	3 years	-do-	4 years	-	-	Shredding/selling
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	
<u>TECHNICAL SERVICE RECORDS</u>						
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	Shredding/selling

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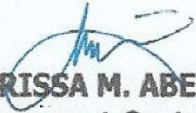
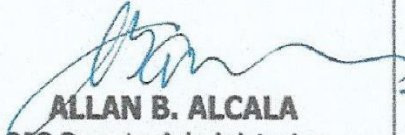

CONFIRMATION/AUTHORITY TO TRAVEL ABROAD (Parolees & Pardonees)	5 years	-do-	-	-		Shredding/selling
DISCHARGE ON PAROLE AND CERTIFICATE OF FINAL RELEASE AND DISCHARGE	5 years	-do-	-	-	5 years after termination of parole supervision	Shredding/selling
MASTERLISTS OF PAROLEES/PARDONEES	PERMANENT	-do-	-	-	5 years after termination of parole supervision	Disposal not allowed
PERTINENT DOCUMENTS REGARDING PRISONERS IN LOCAL JAILS	5 years	-do-	-	-	-	Shredding/selling
REPORTS Arrival Death Progress Summary Violation	5 years	-do-	-	-	5 years after termination of parole supervision	Shredding/selling
REQUESTS Case Verification Certificates Non-Appeal No Pending Case 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)	5 years	-do-	-	-	5 years after termination of parole supervision	Shredding/selling
RESULTS Case Verification Certificates Non-Appeal No Pending Case Community Acceptability of Parolees/Pardonees Community Interview Program of Payment of Indemnity, Where to Reside (PPECIR)	5 years	Technical Service Div.	-	-	5 years after termination of parole supervision	Shredding
<u>TRAINING RECORDS</u>						Shredding/selling

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

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