



Republic of the Philippines  
City Government of Muntinlupa  
CITY OF MUNTINLUPA  
Office of the City Mayor



**EXECUTIVE ORDER NO. 13**  
Series of 2018

**PROVIDING FOR THE ESTABLISHMENT OF THE  
MUNTINLUPA CITY RECORDS MANAGEMENT POLICY**

**WHEREAS**, Section 374 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that "(e)very local government unit shall provide for the establishment of an archival system to ensure the safety and protection of all government property, public documents or records such as records of births, marriages, property inventory, land assessments, land ownership, tax payments, tax accounts, and business permits, and such other records or documents or public interest in the various departments and offices of the provincial, city, or municipal government concerned;"

**WHEREAS**, Article 32 of Rule 20 of the Implementing Rules and Regulations of Republic Act No. 9470, otherwise known as the National Archives of the Philippines Act of 2007, provides that: "Upon the effectivity of these Rules, every Local Government Unit should establish an archival system to ensure the safety and protection of all public documents and records, xxx";

**WHEREAS**, Article III, Rule 3 (3.1) of National Archives of the Philippines General Circular No. 1, dated January 9, 2009, provides for the establishment of a Records and Archives Management Program that shall establish and maintain an active continuing program directed to the application of efficient and economical records management methods relating to the creation, utilization, maintenance, retention, preservation and disposal of public records;

**WHEREAS**, the City Government of Muntinlupa underscores the importance of public records in its operation, and, henceforth, undertakes that records, documents and other forms of information of activities and decisions of all offices are managed, preserved and retained for specific periods. Therefore, there is a need to have a clear City Records Management Policy that will instill legal responsibility and accountability to all concern officials and employees of the City Government;

**WHEREAS**, the Vision Statement of the City Government of Muntinlupa provides that the City shall be "under the rule of transparent, caring and accountable leadership;"

**WHEREAS**, concomitant with the aforesaid Vision Statement, the Records Management Office and the Muntinlupa City Records Management Improvement Committee, in partnership with the National Archives of the Philippines, undertook a continuing



ISO 9001:2008 CERTIFIED

CERT. CODE : QMS0708041506KA-001

**YAN ANG TAMA YAN ANG MUNTINLUPA!**







Republic of the Philippines  
City Government of Muntinlupa  
CITY OF MUNTINLUPA  
Office of the City Mayor



capability building and orientation training on records management and records keeping to all Heads of Offices, Administrative Officers and Records Officers and such other employees designated as Records Custodians by their respective offices;

**NOW, THEREFORE, I, ATTY. JAIME R. FRESNEDI**, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby decree and ordain that:

**Section 1.** Purpose.

The purpose of this Records Management Policy (RMP, *for brevity*) is to provide a framework and systematic approach in the management of records by all offices of the City Government of Muntinlupa (CGM, *for brevity*) in order to ensure that full and accurate records of all their activities and decisions are created, managed, retained or disposed of appropriately, in accordance with current laws and issuances in records management and records keeping.

**Section 2.** Coverage.

This Records Management Policy shall be applied and shall be complied with by all Muntinlupa City Officials and Employees in the performance of their respective official functions as mandated by their respective offices.

**Section 3.** Ownership of Records.

All records, irrespective of format, i.e. paper or electronic, including e-mails and other records, created or recovered by employees in the course of their duties, are the property of the City Government and are subject to its overall control.

Officials and employees having custody of public records, at the expiration of his or her office or employment, shall deliver all records to their successors (*Rule 36, Article 57, IRR of RA No. 9470*).

**Section 4.** Records as a Resource.

The City recognizes records as vital assets which contain information that:

- a. Provides evidence on its activities, actions, consultations and decisions;
- b. Contributes to the smooth operations of its programs by making the information needed for decision making and operations readily available;





Republic of the Philippines  
City Government of Muntinlupa  
CITY OF MUNTINLUPA  
Office of the City Mayor



- c. Helps deliver services and relevant information to its citizenry in an efficient, fair and equitable manner;
- d. Protects the rights of the City, its employees and its client citizenry;
- e. Supports and documents historical and other research; and
- f. Provides continuity in the event of a disaster.

**Section 5. Records Management System.**

A Records Management System is a planned and coordinated set of policies, procedures, people, systems and activities that are required to manage records.

**5.1 Objectives of the Records Management System**

- a. Ensure that the City has the physical and electronic records it needs to support and enhance on-going business operations, meet accountability requirements and community expectations;
- b. Ensure records are managed efficiently and can be easily accessed and used for as long as they are required;
- c. Ensure records are stored as cost-effectively as possible, and, when no longer required, they are disposed of in a timely and efficient manner;
- d. Ensure compliance with all laws and issuances concerning recordkeeping and good records management practices; and
- e. Identify and protect records of enduring value for historical value and research.

**5.2 Elements of the Records Management System**

- a. Creation and Capture.

Staff members should ensure that they create official records of all decisions and actions made in the course of their official functions or business. For example, if business is transacted by telephone, the notes of the key points in the conversation should be documented. Official meetings should include the taking of minutes.



ISO 9001:2008 CERTIFIED  
CERT. CODE : QMS0708041506KA-001

**YAN ANG TAMA YAN ANG MUNTINLUPA!**







Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



All in-coming electronic records should be stored in the relevant electronic folder on the shared drive of the office computer system.

In-coming paper records must be date stamped, scanned, given an appropriate file name/title and placed in the appropriate electronic folder of the shared drive.

All official out-going letters, faxes, should be dated, scanned and stored in the relevant electronic folder on the shared drive computer system.

Whenever new data bases and automated systems are being designed, the Head of Office or Administrative Officer should be consulted to determine what records should be created and captured by the system and the recordkeeping rules and tools that need to be accommodated.

b. Storage.

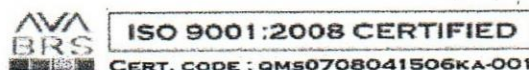
Current hardcopy records should be stored in designated storage areas for current records of the office with access restrictions as outlined in Rule 44, Article 73 of the IRR of Republic Act No. 9470.

Records no longer in use for official purposes that are still required to be retained in accordance with the *NAP General Records Disposition Schedule (Common to Local Government Units), Series of 2011*, and *Local Records Disposition Schedule, Series of 1992, as amended Series of 2017* should be forwarded to RMO offsite storage (see attached *Records Management Work Flow Chart, Annex "A"*).

Electronic records may either be retained online (on servers) or offline (on CD Roms, magnetic disks or other removable media). Records of archival value should be retained online wherever possible and managed in accordance with Rule 22, Article 35 of the IRR of Republic Act No. 9470.

If vital records are stored on removable media, copies should be made and sent to RMO in line with the *Disaster Response and Recovery of Records Plan (See attached Annex "B")*. Removable media should be forwarded to *RMO offsite storage* when rarely or no longer used for official purposes.

Records, which by their nature and characteristics, have enduring value and selected for permanent preservation may be forwarded to RMO for maintenance and preservation.



**YAN ANG TAMA YAN ANG MUNTINLUPA!**







Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



c. Maintenance and Use.

The second stage in the records' life cycle involves the storage, retrieval and handling thereof during the course of business in the office. The location of each record needs to be recorded and updated at every movement thereof.

This ensures that records, as assets, can be accounted for in the same way that the other assets of the office are accounted for. Staff members should update the records management software/file register or notify the Department Head or the Administrative Officer when passing records on to another officer.

Digital records should be replicated when new storage devices and media are being installed or when degradation is detected.

d. Disposal.

Records whose authorized retention periods (i) have expired, or (ii) are no longer needed for every day operations or frequent reference, or (iii) can no longer satisfy the requirements of the office should be disposed of appropriately.

All City Offices shall coordinate with the RMO to effect a centralized disposal of their valueless or unnecessary records, and for its appropriate evaluation and examination.

Unauthorized destruction or disposal of records or information may result in criminal prosecution and/or disciplinary action and where applicable, liability or damages and losses incurred by the government (*Rule 68, Article 124 and 125 of the IRR of Republic Act No. 9470*).

Paper or electronic records shall not be destroyed where litigation or audit investigations are pending or in process.

e. Transfer.

Non-current archival records should be systematically transferred to RMO storage for permanent preservation.

To reduce agency files, all non-current records or records that deal with completed transaction and are no longer needed in the day-to-day agency operations may be transferred to RMO offsite storage area.



ISO 9001:2008 CERTIFIED

CERT. CODE : QMS0708041506KA-001

**YAN ANG TAMA YAN ANG MUNTINLUPA!**







Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



In the event of administrative change (Rule 36, Article 57 of the IRR of Republic Act No. 9470), for instance, expiration of term of office or employment, or the transfer of functions from one office to another, the Department Head or its Administrative Officer shall advise staff members on *Transfer Procedures for Records (See Annex "C")*.

- f. Records shall be made available to all authorized staff members who require access for business purposes.

Rule 25, Article 39 of the IRR of Republic Act No. 9470 requires all offices to conduct regular inventory of their public records and mandated to keep the following data in their respective registry: xxx (e) a *Public Access Register* that contains information on:

- i. Restrictions on public access to public records imposed under Section 31 (g) of Republic Act No. 9470;
- ii. Prohibitions imposed under Section 36 of Republic Act No. 9470 on public access to public archives or protect records under the control of the Executive Director;
- iii. The grounds for the prohibitions and restrictions stipulated under Sections 36 and 37 of Republic Act No. 9470;
- iv. The conditions agreed upon under Section 23 of Republic Act No. 9470 as prerequisites to public access for protected records transferred to the control of the Executive Director.

**Section 6.** Records Management Responsibilities

a. City Government Department Heads.

All Department Heads shall have the following duties and responsibilities:

- i. Ensure the full adoption and implementation of the policy;
- ii. Monitor and evaluate the outcome and impact of the policy implementation; and
- iii. Provide feedback for policy review and updating.

b. Administrative Officers or Records Officers/Custodians

- i. Ensure that records are created and managed and complies with the policy;



**YAN ANG TAMAYAN ANG MUNTINLUPA!**







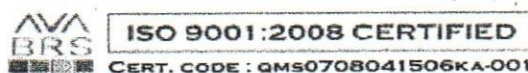
Republic of the Philippines  
City Government of Muntinlupa  
CITY OF MUNTINLUPA  
Office of the City Mayor



- ii. Ensure that staff are trained in how to create and manage records;
  - iii. Carry out the disposition of records under their control in accordance with LRDS/GRDS.
  - iv. Disseminate and inform the staff about the policy; and
  - v. Coordinate records management training for staff.
- c. Staff
- i. Comply with the Records Management Policy and Procedures and implement the policy; and
  - ii. Create records needed, record decisions and actions taken, and document all activities of the Office for which he/she is responsible.
- d. Muntinlupa City Records Management Improvement Committee
- i. Formulate records management policies and procedures for Records Management Program;
  - ii. Maintain, monitor and oversee compliance by all offices and departments to the city policy;
  - iii. Conduct periodic inspection and inventory of all public records holding of each city office and department in conformity with Section 15 of RA 9470.

## Section 7. Compliance with the Records Management Policy

- 7.1 Any employee who fails and/or refuses to discharge any duties detailed in this Policy and the associated procedures and instructions will be required to explain such failure and/or refusal in a disciplinary hearing. Disciplinary actions may result in dismissal. A claim of ignorance as to the existence and/or application of the Policy shall not be a ground for justification of non-compliance;
- 7.2 Any uncertainty as to the provisions of this Policy or any duty detailed provision herein will be directed to the Muntinlupa City Records Management Improvement Committee; and
- 7.3 Adherence to the Records Management Policy will annually be reviewed.



**YAN ANG TAMA YAN ANG MUNTINLUPA!**





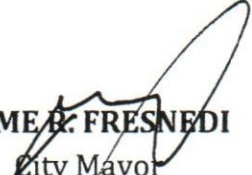
Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



**Section 8. Effectivity**

This Executive Order shall take effect upon its approval, and shall remain in full force until revoked, rescinded, amended or superseded accordingly.

**DONE AND EXECUTED** on this 31 day of May 2018 in the City of Muntinlupa.

  
**JAIME B. FRESNEDI**  
City Mayor



**ISO 9001:2008 CERTIFIED**  
CERT. CODE : QMS0708041506KA-001

**YAN ANG TAMA YAN ANG MUNTINLUPA!**

