



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

OF.M 2020-12-02
DEPED MALAYBALAY CITY DIVISION
RECEIVED
DATE: 01 2020 TIME: 2:35
BY: _____

OFFICE MEMORANDUM

TO : Asst. Schools Division Superintendent
Chief Education Supervisors and Staff (CID and SGOD)
Unit Heads
All Others Concerned
This Division

FROM: VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

DATE: December 1, 2020

SUBJECT: SUBMISSION OF INVENTORY OF RECORDS AS OF NOVEMBER 30, 2020

1. In order to update the Inventory of Records of the Division Office pursuant to the implementation of the RA No. 9470, otherwise known as *The National Archives Act of 2007*, this Office hereby directs all concerned to furnish the Records Unit *Inventory of Records* kept by their respective offices.
2. Records inventory and appraisal are conducted to identify, locate, and determine the volume, age and value of agency records which will be vital factors in their final disposition.
3. Each division (CID, SGOD, OSDS) shall prepare a consolidated report using the enclosed *NAP Form 1: Records Inventory and Appraisal* and submit to the Records Unit on or before December 15, 2020.
4. Queries relative to this can be relayed to Florabelle R. Porras, AO-IV of the Records Unit.

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapan ng Pilipinas</i> 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

PREPARED BY:

APPROVED BY:

Name and Position

Chief of the Division/Department

CONVERSION TABLE: VARIOUS RECORDS FORMATS TO CUBIC FEET EQUIVALENTS

TYPE	SIZE	VOLUME	CUBIC FEET
Sheets of Paper	Letter-size	3000	= 1.00
Records Storage Box	Standard	10"x 12"x 15" =	1.00
Records Storage Box	Large/Letter-size	10"x 12"x 36" =	2.00
Records Storage Box	Large/Legal-size	10"x 15"x 36" =	2.50
Standard File Cabinet	Letter 8 ½"x11"	1 full drawer =	1.50
	Legal 8 ½"x14"	1 full drawer =	2.00
Lateral File Cabinet	Letter 8 ½"x11"	1 full drawer =	3.25
	Legal 8 ½"x14"	1 full drawer =	4.00
Shelf Files (15"x36")	Letter 8 ½"x11"	1 full shelf =	3.0
	Legal 8 ½"x14"	1 full shelf =	3.40
Open Shelving	Letter 8 ½"x11"	36" long =	2.4
	Legal 8 ½"x14"	36" long =	3.0
Microfilm	16mm x 100'	90 reels =	1.00
	35mm x 100'	44 reels =	1.00
Index Cards	3"x 5"	12,000 cards =	1.00
	4"x 6"	6,000 cards =	1.00
	5"x 8"	4,800 cards =	1.00
Computer Print-outs	21"x 15"	10 inch stack =	1.00

General Formula

To convert measurements into Cubic Feet, use the following formula:

1. Measure (in inches) and then multiply the item's Length x Width x Height
2. Divide the total by 1728 = CUBIC FEET per item.

**One cubic foot of records weighs about 30 lbs. dry & >50 lbs. if wet.
One ton of records equals 70 cubic feet.

1 Cubic foot (ft³) is equal to 0.0283168466 cubic meter (m³). To convert cubic feet to cubic meters, multiply the cubic foot value by 0.0283168466 or divide by 35.3146667.