



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2024-01-032
DEPED MALAYBALAY CITY DIVISION
RELEASED
JAN 16 2024 Time: 8:57
By: [Signature]

DIVISION MEMORANDUM

No. 032, s. 2024

TO : Asst. Schools Division Superintendent
Chief Education Supervisors and Staff (CID and SGOD)
OSDS Unit Heads
Public Elementary and Secondary School Heads
School Administrative Officers II
School Registrar/Records In-charge
This Division

FROM : [Signature] ALIENA S. DAJAY, Ph.D., CESE
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

DATE: January 15, 2024

SUBJECT: **ANNUAL INVENTORY AND APPRAISAL OF RECORDS**

1. In order to update the Records Inventory of the Division pursuant to the implementation of RA No. 9470, otherwise known as *The National Archives Act of 2007*, this Office will conduct *Records Inventory and Appraisal* as of December 31, 2023.
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. All concerned are instructed to accomplish the attached *NAP Form 1: Records Inventory and Appraisal* in excel file and submit to the Records Unit of this Office on or before February 23, 2023.
4. Retention periods of records are indicated in the *DepED Records Disposition Schedule (GRDS) and NAP General Records Disposition Schedule (GRDS)* common to all government offices which can be accessed at <http://tinyurl.com/annualrecordsinventoryCY2023>. In case there are records which are not included in the RDS, all concerned may include it in the list of inventory form.
5. Queries relative to this can be relayed to the Records Unit through FB messenger *MC Deped Recrds* or email address at records.malaybalay@deped.gov.ph.

Enclosures: *NAP Form 1*
Volume of Records formula

Copy furnished: Records Unit



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: malaybalay.city@deped.gov.ph

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan 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	
<i>see attached DepEd & NAP GRDS for reference</i>		<i>see attached sample</i>	<i>office area-shelf, cabinet or storage room-shelf, box</i>	<i>daily, weekly, monthly, yearly or as needed</i>	<i>name of office within SDO/ School where duplicate of record is also kept</i>	<i>temporary or permanent (refer to RDS)</i>	<i>administrative (help agency perform its current work), fiscal (financial transaction, obligations of agency), legal (evidence of legally enforceable rights & obligations of gov't) or archival (reflect historical event, policies that could be used as basis of research)</i>	<i>refer to RDS</i>	<i>refer to RDS</i>	<i>refer to RDS</i>	<i>refer to RDS</i>

LEGEND:

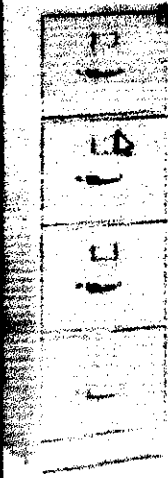
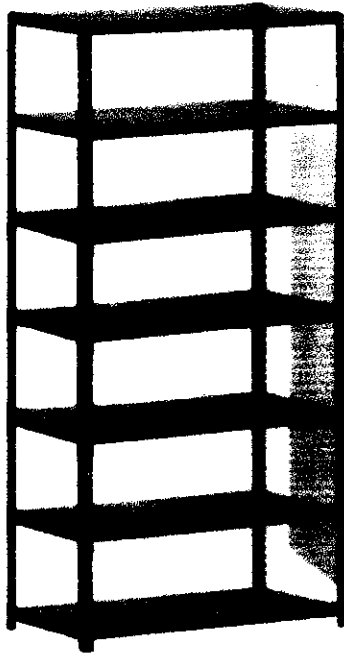
TIME VALUE:	T - Temporary	P - Permanent	
UTILITY VALUE:	Adm - Administrative	F - Fiscal	L - Legal Arc - Archival

PREPARED BY: _____
 Records Incharge / AO-II

Reviewed by: _____
 Division Chief / School Head

Approved by: _____
 Schools Division Superintendent

Volume of Records



• = 0.056 cu.m.



• = 0.224 cu.m.



• = length x width x height



Volume = Length x Width x Height (Convert to meter)

Sack: Volume in cubic meter = approximate total kilos x 0.0028

Folder: Volume in cubic meter = No. of folders divided by 0.056 cu.m.

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.**