



Announcement No. 37, s. 2014

## ANNOUNCEMENT

- TO : ALL HEADS OF CONSTITUTIONAL BODIES, NATIONAL GOVERNMENT AGENCIES (NGAs), LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS (GOCCs), AND STATE UNIVERSITIES AND COLLEGES (SUCs)**
- SUBJECT : Seminar-Workshop on “Enforcing Records Retention and Disposition Authority”**

The Philippine Records Management Association, Inc. will hold a live-out seminar-workshop on ***“Enforcing Records Retention and Disposition Authority”*** on September 9-11, 2014 at the Citystate Tower Hotel, Ermita, Manila.

The course aims to assist the records management professionals to develop, implement and maintain, with accurate rules and regulations, a detailed records disposition authority and in due course, alleviate their fears in getting rid of records. Attached are the Program of Activities and Registration Form.

All concerned government employees are encouraged to participate in this seminar-workshop.

For more information, you may contact the Philippine Records Management Association, Inc. at telefax no. (049) 536-2546 or email: [prma\\_manila@yahoo.com.ph](mailto:prma_manila@yahoo.com.ph) or log on at <http://philrecordsmanagement.blogspot.com>.

  
**FRANCISCO T. DUQUE III, MD, MSc**  
Chairman

JUL 10 2014

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



# Philippine Records Management Association, Inc.

Seminar-workshop on

## “ENFORCING RECORDS RETENTION AND DISPOSITION AUTHORITY”

Citystate Tower Hotel, Ermita, Manila

9-11 Sep 2014

### PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00 AM	Registration		
	Opening Ceremonies		
9:30 AM	SEMINAR MECHANICS LEVELLING OF EXPECTATIONS	4.0 BUILDING RECORDS APPRAISAL SYSTEMS	Output Presentation Draft RDA
10:00 AM		<b>C O F F E E B R E A K</b>	
10:30 AM	1.0 INTRODUCTION TO ISO 15489 <ul style="list-style-type: none"> <li>• ISO and RM</li> <li>• Elements and Principles</li> </ul>	WORKSHOP EXERCISE 1 Records Appraisal and Inventory	6.0 GUIDELINES ON THE DISPOSAL OF VALUELESS RECORDS <ul style="list-style-type: none"> <li>• Destroying Records</li> </ul>
12:00 NN		<b>L U N C H B R E A K</b>	
1:30 PM	2.0 DEFENSIBLE DISPOSITION	5.0 PREPARING RECORDS RETENTION AND DISPOSITION SCHEDULE (RRDS) <ul style="list-style-type: none"> <li>• Forms</li> <li>• Policy</li> </ul>	PRMA SNAP-CHAT ON RIM ISSUES
3:00 PM	<b>C O F F E E B R E A K</b>		
3:30 PM	3.0 RECORDS RETENTION AND DISPOSITION AUTHORITY <ul style="list-style-type: none"> <li>• Purposes and Benefits</li> <li>• Classes of RDA Types</li> <li>• Retention Scheduling</li> <li>• Considerations and Decisions</li> <li>• The RDA Process</li> </ul>	WORKSHOP EXERCISE 2 Drafting Records Retention and Disposition Schedule	INTEGRATION AND DISTRIBUTION OF CERTIFICATES
5:00 PM	<b>A D J O U R N M E N T</b>		

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