	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
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CONTROL OF RECORDS		Rev. No.: 03 February 08, 2021 Page:1/4

1.0 Objective

- To ensure that all records required by ISO 9001:2015 and that of BAI is properly identified, stored, protected, easily retrieved and appropriately disposed.

2.0 Scope

- This documented procedure covers all activities starting with the identification of record up to its disposal.

3.0 Definition of Terms

- Record is a document which furnishes objective evidence of activities performed or results achieved.
- Obsolete Documents are controlled documents which have reached the expiry date or have been superseded.

4.0 Records

- R-BAI-95 Obsolete Copies of Original Documents
- R-BAI-36 List of Disposed Records File
- PL BAI-17 Masterlist of Record - General

5.0 References

- ED BAI-01 PNS ISO 9001:2015 Quality Management Systems- Requirements
- ED BAI-08 Rules and Regulations Governing the Management of Public Records and Archives Administration



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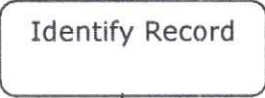
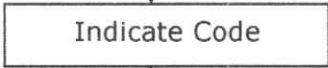
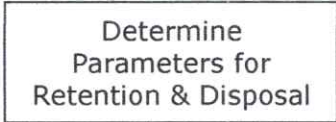
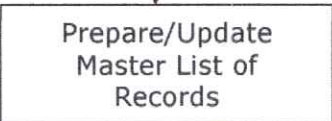


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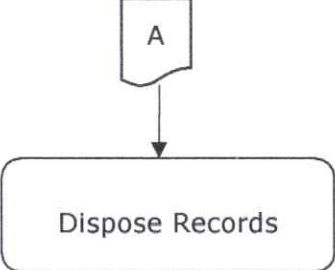
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6.0 Process

FLOW	RESPONSIBILITY	DETAILS
	<p align="center">Concerned Process Owner</p>	<ul style="list-style-type: none"> Records may include but not limited to logbooks, filled-out forms, minutes of meetings, reports, communications (incoming & outgoing), obsolete copies of controlled documents including those of external documents. Only obsolete copies of original documents are retained as record and are stamped OBSOLETE in every page in red ink and documents of the copy holders crossed.
	<p align="center">DCO/DDC/SDC</p>	<ul style="list-style-type: none"> Code record according to the structure : R-XXXX-YY Where : R – record XXXX – Division/Section/ Unit YY - Running Number
	<p align="center">Concerned Process Owner</p>	<ul style="list-style-type: none"> Parameters include <ul style="list-style-type: none"> Retention Period Means of Disposal Storage Area Accountability
	<p align="center">DCO/DDC/SDC</p>	<ul style="list-style-type: none"> Masterlist of Records is prepared per process area and contains the following information: <ul style="list-style-type: none"> Record Code Record Description Record Location Retention Period Means of Disposal Accountability
 	<p align="center">Concerned Process Owner</p>	

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	Concerned Personnel/DC	<ul style="list-style-type: none"> • Use GF BAI-36 for List of Disposed Records. • After the retention period, records are archived for another year.
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7.0 Retention of records is based on General Records Disposition Schedule Series of 2009.

- Active files are maintained based on the classification of records/documents and archived for maximum retention period of five (5) years. However, there are records that are maintained for more than five years depending on its use and relevance. List of all disposed records is forwarded to the Central Records Section of the Bureau.

Type of Record/Document	Location	Retention Period	Disposal
1. System Documents <ul style="list-style-type: none"> ○ Quality Manual ○ Procedures Manual ○ Master Lists ○ Plans 	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	} ○ 2 years/Upon updated or revised	Shred
2. System Records <ul style="list-style-type: none"> ○ Audit Reports ○ Logbooks ○ External Documents References ○ Equipment Manual 	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> ○ 2 years ○ Up to the last page ○ Permanent/upon update ○ 2 years after equipment have been disposed 	Shred Shred Shred
3. Technical/Regulatory Records <ul style="list-style-type: none"> ○ Production Reports ○ Accreditation Certificates, Permits, Licenses ○ Test Results 	AFVDBCD, AHWD, LRDD, NVQSD, VLD,	<ul style="list-style-type: none"> ○ 5 years ○ 3 years ○ 3 years 	Shred

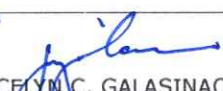
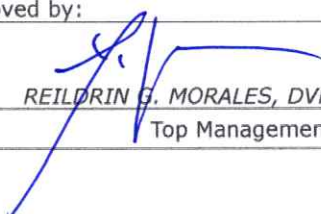
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4. Personnel Records ○ 201 File ○ Training Records	Human Resource Section	Lifetime (Government Archives Guidelines) ○ 15 years after separated from service/retired	– Shred
5. Administrative Records ○ Issuances on documenting policies and functions	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	○ Permanent	
6. Legal Records ○ Complaints/Protests ○ MOA	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	○ 5 years after settled ○ Permanent	Shred
7. Procurement and Supply Records ○ PPM ○ MR	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	○ 2 years ○ 1 year after equipment had been returned/transferred	Shred
8. Inventories of Equipment/Supplies	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	○ 1 year after updated	Shred
9. Reports of Waste Materials	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	○ 5 years ○ Stored electronically	Shred
10. Obsolete Documents	DCO	○ 2 years	Shred

Back-up of records is maintained in hard copy and follows the laboratory's procedures on storage and disposal of records.

In case of records stored electronically, documents are converted to Portable Document Format (PDF) and password protected and a back-up copy is made and recorded in CD's. Records can only be made available to the requesting party upon submission of written request and approval of the DC.

When mistakes occur in records each mistake is crossed out, not erased or deleted and the correct value entered alongside. The date of alteration should be indicated and duly signed by the person making the correction.

Prepared by:	Approved by:
 JOCELYN C. GALASINAO Document Control Officer	 REILDRIN G. MORALES, DVM, MVPHMgt. Top Management