



## MEMORANDUM ORDER

No: 28

Series of 2023

**SUBJECT: GUIDELINES IN THE MANAGEMENT OF PAPER RECORDS OF THE BUREAU OF ANIMAL INDUSTRY (BAI)**

**WHEREAS**, Republic Act No. 9470 s. 2007 “National Archives of the Philippines Act of 2007” mandates all government offices to manage their public records in accordance thereof to ensure that full and accurate records of the affairs of the government are maintained and preserved;

**WHEREAS**, Republic Act No. 10173 s.2012 “Data Privacy Act” provides that personal information controller must implement reasonable and appropriate organizational, physical and technical measures intended for the protection of personal information against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing. Further Heads of Agencies are responsible for ensuring security of all sensitive personal information in their organization;

**WHEREAS**, NAP General Circular No. 1 s. 2009 provides the rules and regulations for the compliance of all government agencies in the management of public records and archival administration, directing them to establish and maintain an active continuing program covering the creation of public records up to its disposal;

**WHEREAS**, NAP General Circular No. 2 s. 2009 provides the guidelines in the disposal or destruction of valueless records following the prescribed General Records Disposition Schedule for public records common to all government offices.;

**NOW THEREFORE**, in view of the foregoing, the following guidelines are hereby issued for the information, guidance and compliance of all Bureau of Animal Industry (BAI) personnel:

### SECTION 1. COVERAGE

This guideline covers the maintenance and control of active/current paper records by all BAI Divisions, Stations and Administrative Offices/Units and the transfer of non-current/inactive/valueless records from their respective offices to the BAI – Records Section either for storage and their subsequent disposition OR to process its immediate disposal.

### SECTION 2. DEFINITION OF TERMS

- a. **Active records** - are absolutely needed in day to day operations of the agency. Such records include those that deal with completed business but which may be used as reference in continuing agency transactions.
- b. **General Records Disposition Schedule (GRDS)** – the listing of records common to all government agencies that serves as reference for identifying retention period prior to disposal of valueless records.
- c. **Non-current Records** – deal with completed transactions / business which are no longer needed for action or reference in continuing operations but are of research or archival value to the agency and its constituents.



- d. **Non-records** – documents in computers such as drafts, reference and convenience files or extra copies may be purged anytime without authorization from NAP. [https://nationalarchives.gov.ph/wp-content/uploads/2021/08/ERM-Policy\\_1628243555.pdf](https://nationalarchives.gov.ph/wp-content/uploads/2021/08/ERM-Policy_1628243555.pdf)
- e. **Records** - refers to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored as the case may be:
- In written form or any material;
  - On film, negative, tape or other medium so as to be capable of being reproduced; and
  - By means of any recording device or process, computer or other electronic device or process.
- f. **Records Custodian** – refers to any agency employee with responsibilities over a particular set of records. A Records Custodian must keep the Records Officer informed of any issues regarding the records in their custody.
- g. **Records Disposition** – actions taken regarding public records after they are no longer needed in the conduct of current agency business and have surpassed their prescribed retention period.
- h. **Records Disposition Schedule (RDS)** – refers to the listing of records series showing for each records series the period of time it is to remain in the office area, in the storage (inactive) area and its preservation or destruction.
- i. **Records Inventory** - a description list of the record holdings of an agency. It is usually done by records series.
- j. **Retention Period** - refers to the specific period of time established and approved by the NAP as the life span of records, after which they are deemed ready for permanent storage or destruction.
- k. **Time Value** - refers to the specific period of usefulness of the records.  
**Permanent** – these records have administrative, legal, research, historical or archival significance and are worthy of preservation.  
**Temporary Records** – can be disposed of when they have served the purpose for which these records were created or when action on them have been accomplished or terminated.
- l. **Utility Value** – this concerns the nature of usefulness of the records to the agency's operations. Temporary or permanent records are further appraised on the basis of their usefulness, these are:

**Administrative Value** – records of this value serve as administrative tools to accomplish the mission of the organization (Directives and Issuances, Office Methods and Procedures, Correspondence, Reports).

**Archival Value** - refers to the historical or research significance of records or documents which may be derived from records such as the creation and development of an agency, its policies and procedures that could be used as basis of research.



(Records dealing with agency development, organization, functions, policies, standard operating procedures).

**Fiscal Value** - those which serve as tools in discharging the financial obligations of the agency (Payrolls, Vouchers, Official Receipts, Budget Estimates).

**Legal Value** - those which state legal decisions and opinions, either of a permanent or temporary character. These records generally give protection to the civil, legal, property and other rights of the citizens (Land Titles, Contracts and Claims).

- m. **Valueless Records** - refers to all records that have reached the prescribed retention periods and outlived the usefulness to the agency or the government as a whole.

## SECTION 2. MAINTENANCE AND CONTROL OF ACTIVE/CURRENT RECORDS

- a. The head of each Division, Stations and Administrative Offices/Units shall set-up and maintain a repository of all current and active records of its sections/units. The location of repository is preferably a separate room and must be properly ventilated, secured from unauthorized access or loss and safe from pests, water damage, fire hazard and other elements. Equipment necessary for the preservation of records must be provided in the repository area such as but not limited to, dehumidifier and fire extinguisher;
- b. A records custodian shall be nominated by respective Division's Section and Administrative Offices/Unit heads and endorsed to the Office of Director for issuance of a Special Order. The duties and responsibilities are as follows:
  - b.1 The sorting, classifying, filing of current and active records relevant to their functions in a uniform manner following the ISO GP-BAI-03: Coding of Controlled Documents
  - b.2 Ensure security of active/current records from unauthorized access/ loss, damage/destruction due to fire, flood, dust, excessive heat and dampness, and preserving the originality and reliability of AHWD documents during its retention period;
  - b.3 Conduct inventory and appraisal of records using the prescribed form (NAP Form No. 1) as an initial step in developing the Records Disposition Schedule and in preparation for the transfer of non-current records to the BAI - Records Section storage facility;
  - b.4 Keep and preserve a logbook of all relevant communications and transactions;
- c. A Division Records Custodian (DRC) is also designated to oversee activities of Section/Unit records custodian and monitor their compliance. Other duties are as follows:
  - c.1 Collate and consolidate the Section/Unit inventory reports and review retention period of all Section/Unit files (active / inactive / current/ non-current);
  - c.2 When necessary, recommend and facilitate the transfer of records to the BAI Records Section in accordance with the retention periods under NAP General Circular No. 2 s. 2009, General Records Disposition Schedule (GRDS);





- d. The total retention period for frontline services records (paper and electronic forms) of Animal Feeds Veterinary Drugs and Biologics Control Division (AFVDBCD), Animal Health and Welfare Division (AHWD), and National Veterinary Quarantine Services Divisions (NVQSD) records are attached as **ANNEX A, B and C**, respectively.
- e. The total retention period for other BAI records shall follow NAP General Circular No. 2 s. 2009, General Records Disposition Schedule (GRDS);
- f. The records shall be kept at the Division/Station/Administrative Office/Unit repository for the prescribed total retention period (**COLUMN F**). Afterwards, the Section Document Custodian may prepare inactive/non-current/valueless records for disposal and submit them to the Division Document Custodian for endorsement to the BAI Records Section for appropriate action.

### Section 3. DISPOSITION OF RECORDS

- a. The designated Section/Unit record custodians shall conduct inventory and appraisal of all physical records using NAP Form No. 1 (Records Inventory and Appraisal) for the following purposes:
  - a.1 Identify valueless records for disposal;
  - a.2 Identify temporary records to be retained for specific period of time and permanent or archival records to be transferred to Archives
  - a.3 To verify and locate records;
  - a.4 To determine the volume of record holdings;
  - a.5 To evaluate the age of records; and
  - a.6 To determine the present and future needs of the division in terms of personnel, floor space, and equipment.
- b. Drafts, reference and convenience files or extra copies of documents are considered non-records and may be disposed without authorization from NAP provided it is appropriately shredded.
- c. Appraising of records must be performed according to time value (permanent or temporary) or utility value (administrative, fiscal, legal and archival).
- d. Computation as to volume of inventoried records shall be expressed in cubic meters. The formula to obtain volume in cubic meters is  $L \times H \times W$  in meters (volume of records stored in open shelves). Indicate if the bulk of records can be counted by sacks, box, bundle, or wherever the records are stored (filing cabinet, etc.).
- e. To request for transfer of non-current/inactive/valueless records to the central storage, the Section/Unit custodian shall complete NAP Form No.3 and submit to the Division Records Custodian together with NAP Form No.1.
- f. Upon receipt, the DRC shall inspect and evaluate the documents and if in order, the request shall be submitted to the BAI – Records Section for approval. The DRC shall coordinate with said office for the schedule or date of the actual transfer of records to their records center.
- g. The Section/Unit custodian shall pack all records in boxes to be transferred to the Records Section for storage. The box shall be properly labeled for identification to facilitate easy retrieval of files. The label should be placed at the side of the box.





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- h. The BAI Records Section Officer shall supervise the segregation of valueless records and is responsible for their safekeeping until their actual disposal.
- i. The mode of disposal of inactive/non-current/valueless records is through SALE by the BAI Records Section upon receipt of approved Authority to Dispose of Records from NAP Executive Director.

#### **Section 4. OFFENSES AND PENALTIES FOR VIOLATION OF RA 9470 AND RA 10173**

Disposal of AHWD records during the prescribed retention period and/or in a manner other than the procedures provided in the above sections constitutes a violation of RA 9470. The specific provisions of this law shall apply, to wit:

**SECTION 40. OFFENSES.** — A person who, willfully or negligently, damages a public record or disposes of or destroys a public record other than in accordance with the provisions of this Act or contravenes or fails to comply with any provision of this Act or any regulations made under this Act shall be deemed to have committed an offense.

#### **SECTION 41. PENALTIES FOR VIOLATIONS.**

(a) Any public officer committing any of the unlawful acts or omissions mandated under this Act shall be punished by a fine of not less than Five hundred thousand pesos (P500,000.00) but not exceeding One million pesos (P1,000,000.00) or be imprisoned for not less than five years but not more than fifteen (15) years and/or both fine and imprisonment at the discretion of the court without prejudice to the filing of administrative charges that would result to such public officer's perpetual disqualification from public office, and forfeiture, in favor of the government, of his salary and other lawful income.

(b) The violation of the provision of Section 44 proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public officer, even if no criminal prosecution is instituted against him;

(c) A person convicted of an offense under Section 44 may, in addition to any penalty imposed for violation, be prohibited by order of the court from having access to the National Archives for any period that the court deems appropriate.

Further, the following penalties as per RA 10173 may be imputed upon offenders for improper disposal of documents:

**SEC. 27. IMPROPER DISPOSAL OF PERSONAL INFORMATION AND SENSITIVE PERSONAL INFORMATION.** – (a) The improper disposal of personal information shall be penalized by imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.



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(b) The improper disposal of sensitive personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

This **ORDER** shall take effect immediately and shall remain in force until revoked in writing.

Done this 16th of November 2023.

**ARLENE ASTERIA V. VYTIACO, DVM**  
Officer-in-Charge of the Bureau of Animal Industry



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**ANNEX A. ANIMAL FEEDS VETERINARY DRUGS AND BIOLOGICS CONTROL DIVISION (AFVDBCD)**

A Item No	B Records Series Title & Description	C Authorized Retention Period	D Record Title	E Document Validity	F Active/Current Records Total Retention Period at AFVDBCD repository
5	Certifications	1 year after expired	Certificate of Product Registration (CFPR) - feeds and feed products, manufacturers and importers	New: 1 yr Renewal: 1 yr	2 yrs 2 yrs
			Certificate of Product Registration (CPR) - veterinary products	New: 1 yr Renewal: 2 yrs	2 yrs 3 yrs
			Export Commodity Clearance (ECC)	60 days	1 yr & 60 days
			Certificate of Free Sale (CFS)	One Time Use for Export	1 yr from used date
			CERTIFICATION	One Time Use	1 yr from used date
19	Permits	1 year after renewed or expired	BAI License to Operate (LTO) for Animal Feed Establishments:	New: 1 yr Renewal: 1 yr	2 yrs 2 yrs
			<ul style="list-style-type: none"> <li>▪ Commercial Mixed Feed Manufacturer</li> <li>▪ Commercial Feed Trader</li> <li>▪ Toll Manufacturer</li> <li>▪ Feed Ingredient Manufacturer</li> <li>▪ Non-Commercial Mixed Feed Manufacturer</li> <li>▪ Feed Importer</li> <li>▪ Feed Exporter</li> <li>▪ Feed Indentor</li> <li>▪ Feed Supplier</li> <li>▪ Feed Repacker</li> <li>▪ Feed Dealer</li> <li>▪ Feed Distributor</li> </ul>		



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- *Feed Retailer*

License to Operate (LTO) for Veterinary Drugs and Products (VDAP)	New: 1 yr Renewal: 2 yrs	<b>2 yrs</b> <b>3 yrs</b>
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- *VDAP Manufacturer*
- *VDAP Trader*
- *VDAP Distributor-Importer*
- *VDAP Distributor-Exporter*
- *VDAP Distributor-Wholesaler*
- *VDAP Outlet*

**ANNEX B. ANIMAL HEALTH AND WELFARE DIVISION (AHWD)**

A Item No	B Records Series Title & Description	C Authorized Retention Period	D Record Title	E Document Validity	F Active/Current Records Total Retention Period at AHWD repository
5	Certifications	1 year after expired	Animal Disease Monitoring Compliance Hatchery	6 mos.	<b>1 yr &amp; 6 mos.</b>
			Free Status-Avian Influenza	1 yr Maximum 6 mos. <sup>1</sup>	<b>2 yrs</b> <b>1 yr &amp; 6 mos.</b>
			Certificate of Free Status - African Swine Fever (CFS-ASF)	From Red/Pink/Yellow Zones: 3 mos From Green Zone: 6 mos	<b>1 yr &amp; 3 mos</b> <b>1 yr &amp; 6 mos</b>
			Recognition of Active Surveillance - African Swine Fever (RAS-ASF)	From Red/Pink/Yellow Zones: 3 mos From Green Zone: 6 mos	<b>1 yr &amp; 3 mos</b> <b>1 yr &amp; 6 mos</b>

<sup>1</sup> Based on DA Memorandum Circular No. 43 s.2022







			Certification of Loan Release	1 yr	2 yrs
			Public-Private Audit	1 yr	2 yrs
			Application for the Movement of Swine-Related Commodities to Other Higher-Colored ASF Zones		
			Swine Breeder Farm	2 yrs	3 yrs
			Beef cattle Breeder Farm	New: 2 yrs	3 yrs
				Renewal: 1 yr	2 yrs
			Game fowl Breeder Farm	3 yrs	4 yrs
			Small Ruminants Breeder Farm	3 yrs	4 yrs
			Good Animal Husbandry Practices	New: 1 yr	2 yrs
				Renewal: 2 yrs	3 yrs
19	Permits	1 year after renewed or expired	BAI License to Operate Livestock & Poultry Handlers	New: 1 yr	2 yrs
				Renewal: 3 yrs	4 yrs
			Livestock & Poultry Transport Carrier	1 yr	2 yrs
			Animal Event Organizer	Per day	1 yr
				New: 1 yr	2 yrs
				Renewal: 3 yrs	4 yrs
			Animal Event Veterinarian	1 yr	2 yrs
			Animal Research	2 yrs	3 yrs





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**ANNEX C. NATIONAL VETERINARY QUARANTINE SERVICES DIVISION (NVQSD)**

A Item No	B Records Series Title & Description	C Authorized Retention Period	D Record Title	E Document Validity	F Active/Current Records Total Retention Period at NVQSD repository
5	Certifications	1 year after expired	Accreditation of Importers and Exporters of Live Animals Accreditation of Importers of Animal Products and Animal By-Products Accreditation of Exporters of Animal Products and Animal By-Products Certificate of Cooked Processed Meat	2 years      dependent on Certificate of Product Registration (CPR) issued by FDA per importation	3 years      1 year  1 year
19	Permits	1 year after renews/expired	ASF, AI and BSE-Free Certificate for Accredited Importers Sanitary Phytosanitary Import Clearance (SPSIC) For Live Animals (tagged and cleared at	1 month    60 days	1 year and 1 month    1 year and 60 days



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airports and seaports)		
Sanitary	90 days	<b>1 year and 90 days</b>
Phytosanitary		
Import Clearance (SPSIC) For Animal Products and Animal By-Products (tagged and cleared at airports and seaports)		
Veterinary Health Certificate/International Veterinary Certificate	10 days	<b>1 year</b>
Veterinary Quarantine Clearance	10 days	<b>1 year</b>
Commodity Clearance Certificate	10 days	<b>1 year</b>
Online Local Shipping Permit	7 days	<b>1 year and 7 days</b>



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