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REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO DE ORO

## QUALITY MANAGEMENT SYSTEM

### RETENTION OF DOCUMENTED INFORMATION PROCEDURE

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#### 1.0 PURPOSE

This documented information aims to define and provide controls needed on the use, maintenance and disposal of retained inactive documented information.

#### 2.0 SCOPE

This procedure applies to all retained documented information needed for the implementation of DDO-QMS as indicated in the Documented Information Disposal Schedule Matrix.

#### 3.0 POLICY

It is the policy of the PLGU-DDO to ensure that pertinent documented information are established, organized, maintained and disposed properly in accordance with the guidelines provided on retention of documented information.

#### 4.0 DEFINITION OF TERMS

**4.1 Retained Inactive Documented Information-** refers to documented information in written form or any material- whether on film, negative, tape or other medium capable of being reproduced: of by means of any recording device or process, computer or other electronic device. This covers what ISO 9001:2015 "records".

**4.2 Retention Period-** refers to the length of time/period a specific documented information/record should be kept or disposed.

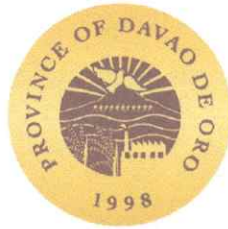
**4.3 Disposition Method-** refers to the manner of disposing records whether by destroying or deleting.

**4.4 Document Custodian-** designated individual from each department held responsible for the collection, maintenance, filing and safekeeping of documented information/records.

**4.5 Documented Information/Records Disposition Schedule-** listing of records with its retention period and corresponding disposition method.

#### 5.0 RESPONSIBILITIES

**5.1 Document Controller-** ensures that the data and information



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provided sufficient as required in the relevant documented or form.

5.2 **Document Originator/Process Owner**- prepares and submits DIRF to initiate or revise a particular documented information.

5.3 **Document/Record Custodian** - responsible for the proper collection, storage, protection, retrieval, retention and disposition of relevant or active documented information/records.

## 6.0 PROPERTIES OF DOCUMENTED INFORMATION

6.1 Documented information are legible, identifiable and easily retrievable.

6.2 Documented information can be in the form of any type of media such as hard copy or electronic files.

6.3 All documented information are reviewed and/or approved prior to use.

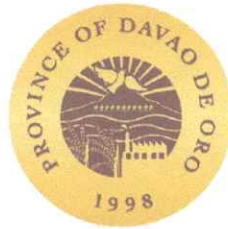
6.4 Documented information indicate the person/s who authorizes its use.

## 7.0 PROCEDURE DETAILS

Key Activities	Responsibilities
Collection and identification	Document Custodian/Document Controller
Review and/or approval of documented information, as appropriate	Concerned Designated Officer
Storage and Protection	Document Custodian/Document Controller
Retrieval and Retention	Document Custodian/Document Controller
Disposition of inactive documented information	Document Custodian/Document Controller

### 7.1 COLLECTION AND IDENTIFICATION

7.1.1 All offices of the Provincial Government maintain their



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documented information in accordance with the PLGU-DDO's documented information management system.

- 7.1.2 Documented information are identifiable through any type of media such as hard copy or electronic file.
- 7.1.3 Every Process Owner is responsible for the creation, collection and identification of all documented information related to his/her project/program and which shall constitute a folio. Each folio shall constitute administrative and technical files in separate folders.

#### 7.2 REVIEW AND APPROVAL OF DOCUMENTED INFORMATION

- 7.2.1 The Process Owner ensures that process related QMS documented information are legible and contain sufficient information and duly approved by the department head.
- 7.2.2 The Document Originator ensures that all QMS documented information are properly reviewed and approved by the concerned Department Head for process related documented information and Quality Management Representative for DdO QMS documented information.

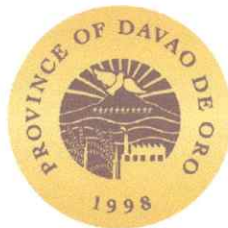
#### 7.3 STORAGE AND PROTECTION

- 7.3.1 Documented information are kept in appropriate locations to minimize physical deterioration, damage and loss. As such, records may be protected in accordance with the following:
- Use of expanded folders, protective sheets and/or ring/file binders;
  - Stored in shelves or steel cabinets to prevent from deterioration;
  - Regular back-up of e-files; and,
  - Access restriction, through password.

#### 7.4 RETRIEVAL AND RETENTION

- 7.4.1 To ensure easy retrieval, filing cabinets, shelves, boxes, folders and envelopes are labelled according to the





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established filing system. Likewise, a Documented Information Disposition Schedule is maintained.

7.4.2 Document controller shall retrieve the obsolete controlled copies from the document custodian (earliest obsolete controlled copy shall be retrieved by the document controller for disposal and the latest obsolete controlled copy shall be released back to the document custodian with "Obsolete" stamp in red ink) prior to the distribution of the current version of the document. Both the document controller and document custodian shall keep the latest obsolete versions of the documents. All obsolete documented information in "Master Copy" shall be kept by the Document Controller to keep history of knowledge within the 3-year Certification period.

7.4.3 Documented Information, borrowed by other offices or workgroups are traced using logbooks or log sheets.

## 8.0 MAINTENANCE AND DISPOSITION OF INACTIVE DOCUMENTED INFORMATION

8.1 Inactive documented information/records are disposed by destroying or deleting, if electronic files. Earliest obsolete "Controlled copies" shall be retrieved and disposed by the document controller upon the issuance of the current version of the document, only Obsolete Master Copy will be kept.

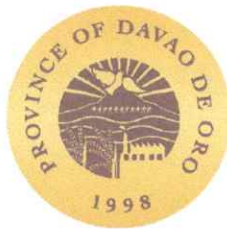
8.2 Maintenance and disposal are done in accordance with the Records Disposition Schedule.

8.3 A request for Authority to Dispose Records shall be accomplished and approved prior to the actual disposal of documented information/records.

## 9.0 REFERENCES:

9.1 RA 9470 National Archives of the Philippines Act

9.2 ISO 9001:2015 Clause 7.5 Documented Information



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