

## Processing of Personal Data

Data subjects must be informed that their personal data is or will be collected and processed. They have the right to access their own personal data; correct any inaccuracy and error in their personal data; right to suspend or block; and destruct their personal data; provided that it is outside the retention period policy of the DOST-ITDI.

### A. Data Collection

The DOST-ITDI collects personal information from its applicants, employees and customers. Collection of the DOST-ITDI employee's profile starts in the submission of documents during the application for vacant position. In availing the technical services, the DOST-ITDI collects personal information from customers. Refer to **Annex A – The DOST-ITDI Forms that Collect Personal Information**

### B. Use of Data

The DOST-ITDI collects information from its employee for profiling purposes. Employee profile is use to manage the DOST-ITDI Human Resources, process employee's payroll and benefits and for future references. Information collected from customer will be used for MOA, MOU, identification of request for technical services, use of facilities and request for training.

### C. Storage and Retention of Data

Document	Format / Medium	Retention Period
The DOST-ITDI employee's record 201 files	Hard and soft copies	The DOST-ITDI follows the guidelines provided by the National Archives of the Philippines and the retention period stated in the DOST-ITDI ISO 9001:2015 and ISO/IEC 17025 Policy Manual
PMISD Project Monitoring Files	Hard and soft copies	
NMD, STD and TSD Customer Profile	Hard and soft copies	

### D. Disposal of Data

Data shall be disposed after the retention period (employees no longer connected with the DOST-ITDI through retirement, resignation or dismissal; unaccepted job applicants; end of MOA or MOU with customers; and TSR Form and Technical Service Report). Refer to **Annex J – Retention and Disposal Procedure of ITDI Documents**.

**ANNEX J – National Archive of the  
Philippines Memorandum Circular No. 001  
s. 2014 – Guidelines on Records Recovery  
and Disposal Measures**



## National Archives of the Philippines

REPUBLIC OF THE PHILIPPINES  
NATIONAL ARCHIVES OF THE  
PHILIPPINES

PAMBANSANG SINUPAN NG PILIPINAS  
NLP Building, T.M. Kalaw Street, Ermita,  
Manila 1000

Tel. Nos. 525-1828/522-8418/400-4971/521-6830  
Website [www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph)/E-mail:  
[phinatarch@yahoo.com](mailto:phinatarch@yahoo.com)

### MEMORANDUM CIRCULAR No. 001 s. 2014

To : ALL HEADS OF DEPARTMENTS,  
AGENCIES AND INSTRUMENTALITIES  
OF THE NATIONAL GOVERNMENT,  
INCLUDING GOVERNMENT-OWNED  
AND CONTROLLED CORPORATIONS,  
GOVERNMENT FINANCIAL IN-  
STITUTIONS, CONSTITUTIONAL  
OFFICES, LOCAL GOVERNMENT  
UNITS, STATE/LOCAL COLLEGES  
AND UNIVERSITIES, GOVERNMENT  
HOSPITALS AND WATER DISTRICTS

SUBJECT : GUIDELINES ON RECORDS  
RECOVERY AND DISPOSAL  
MEASURES

#### I. Background

This Memorandum Circular aims to provide guidance to all government agencies on the proper procedures to be undertaken in the recovery stage after a disaster.

This Memorandum Circular is prepared pursuant to Article II, Sec. 9(i) of Republic Act No. 9470 which authorizes the National Archives of the Philippines (NAP) to establish and implement government-wide program on public records and archives counter disaster planning.

#### II. Guidelines

The following are the guidelines to facilitate systematic records recovery after disaster:

A. Only undertake work that will not endanger human lives. Proceed only when everything is safe and secured.

B. Check existing/remaining records against the agency's inventory of records;

C. Vital records must be prioritized for recovery;

D. Ensure safe handling in the retrieval of records, relocation destination, transportation arrangements and documentation procedures;

E. Salvage operations include packing and removing records from affected areas; digging up of records, securing against theft, water, insect infestation, and other processes;

F. Air-dry water damaged records away from sunlight. Do not dry water damaged records under the sun. UV rays from sunlight will cause fading of what is written/printed on paper documents. If electricity is available, use electric fans but don't point these directly at the records.

G. Carefully remove dirt and dust using soft brush or other suitable instrument. Do not attempt to separate papers which are stuck together.

H. Coordinate with NAP for technical assistance on appropriate restoration. Do not attempt to perform restoration activities on the records without first consulting NAP. This may unintentionally do more damage to the records.

I. Non-paper materials such as photographic, magnetic and other electronic media require specialized techniques of restoration. Please coordinate with NAP for possible rehabilitation measures.

J. Documentation including photography of all procedures must be made for reporting purposes.



K. Records damaged by water or other elements can be disposed of only after securing Authority from NAP.

L. Rule 13 of NAP General Circular No. 2 states that disposal of damaged permanent public records and damaged public records that have not yet passed their prescribed retention periods shall be considered for authorized disposal only upon submission to NAP of the following requirements:

1. Official Report which contains information of the non-usability and extent of damage of records as well as causes of the damage to the public records; photo documentation and information on what other agency records series can the data or information of the damaged public records be found;

2. Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly filled-out with the specific records series, period covered and volume of the damaged public records, approved and signed by agency officials concerned;

3. Certification that the said damaged public records that are subject of audit were post-audited and finally settled and/or the records involved in a case or investigation were finally decided upon or settled; and,

4. If expediency demands and upon the order of the Executive Director, an official assessment by a NAP Representative who shall conduct an actual physical inspection and evaluation of the damaged records may be requested. A report of this assessment may be appended to a request for an Authority to Dispose.

M. Article V, Rule 14 of NAP General Circular No. 2 stipulates that a person who, wilfully or negligently damages a public record or disposes of or destroys a public record in violation of the provisions of R.A. 9470 or contravenes or fails to comply with any provision of said Act and its IRR shall be deemed to have committed an offense.

### III. Directive

All heads of the departments, agencies, and instrumentalities of the National Government, including GOCCs, GFIs, Constitutional Offices, LGUs, SUCs, Government Hospitals and Water Districts affected by earthquake and typhoon Yolanda are enjoined to implement the guidelines stated herein for records recovery and proper disposal of records.

This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 15th day of January in the year of our Lord, Two Thousand and Fourteen.

(Sgd.) VICTORINO MAPA MANALO  
Executive Director