

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>  <b>RECORDS INVENTORY AND APPRAISAL</b>		AGENCY				ORGANIZATIONAL UNIT			TELEPHONE NO.:		
		ADDRESS				PERSON-IN-CHARGE OF FILES			DATE PREPARED		
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T / P	UTILITY VALUE Adm / F / L / Arc	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	

**LEGEND:**  
 TIME VALUE: **T** - Temporary      **P** - Permanent  
 UTILITY VALUE: **Adm** - Administrative    **F** - Fiscal      **L** - Legal      **Arc** - Archival

**PREPARED BY:**

**ASSISTED BY:**

**APPROVED BY:**

\_\_\_\_\_ Name and Position

\_\_\_\_\_ NAP Records Management Analyst

\_\_\_\_\_ Chief of the Division/Department