



# **PROGRAM OF ACTIVITIES**

## **DAY 1: June 07, 2023**

08:00 AM - 10:30 AM	ARRIVAL AND REGISTRATION
10:30 AM - 12:00 NN	REMINDERS AND ORIENTATION
12:00 NN - 01:00 PM	LUNCH
01:00 PM - 04:30 PM	PRELIMINARIES   LECTURE (FIRST SESSION)

## **DAY 2: June 08, 2023**

06:00 AM - 8:00 AM	BREAKFAST
08:00 AM - 08:30 AM	ICEBREAKER   PRAYER   RECAP
08:30 AM - 12:00 NN	LECTURE (SECOND SESSION)   WORKSHOP
12:00 NN - 01:30 PM	LUNCH   GAMES
01:30 PM - 04:30 PM	LECTURE (THIRD SESSION)   WORKSHOP

## **DAY 3: June 09, 2023**

06:00 AM - 8:00 AM	BREAKFAST
08:00 AM - 08:30 AM	ICEBREAKER   PRAYER   RECAP
08:30 AM - 11:00 AM	LECTURE (FOURTH SESSION)   WORKSHOP
11:00 AM - 11:30 AM	CLOSING REMARKS   AWARDING OF CERTIFICATES   SOLIDARITY SONG
12:00 NN - ONWARDS	LUNCH   HOME SWEET HOME

### **TAKE NOTE:**



"In order to participate in the **games** and **discussions**, it is mandatory to use **Discord** as the platform for communication. This will allow us to ensure fair play and provide a fun and enjoyable experience for everyone."

To download, scan the following:



Apple Users



Android Users



*"Time waits for no one, so be punctual and seize the day."*



# **SCHEDULE OF TOPICS**

**DAY 1: June 07, 2023**

## **FIRST SESSION: BASICS OF RECORDS MANAGEMENT**

- WHAT IS RECORDS MANAGEMENT?
- FUNCTIONS AND OBJECTIVES OF RECORDS MANAGEMENT
- COMMON PROBLEMS ENCOUNTERED IN MANAGING RECORDS
- WHY IMPLEMENT PROPER RECORDS MANAGEMENT
- WHAT ARE RECORDS? NON-RECORDS?
- WHY DO WE NEED TO KEEP RECORDS?
- RECORDS LIFE-CYCLE CONCEPT
- PHASES OF RECORDS MANAGEMENT
- FUNDAMENTAL ACTIVITIES OF RECORDS MANAGEMENT
- GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES
- RA 9470 SALIENT FEATURES

## **SECOND SESSION: RECORDS DISPOSITION PROGRAM**

- WHAT IS A RECORDS DISPOSITION PROGRAM (RDP)?
- OBJECTIVES OF RDP
- BENEFITS OF HAVING A RECORDS DISPOSITION PROGRAM
- RECORDS DISPOSITION PROGRAM REQUIREMENTS
- RECORDS DISPOSITION PROGRAM ACTIVITIES
  - o RECORDS INVENTORY
  - o RECORDS APPRAISAL
  - o ESTABLISHMENT OF RETENTION PERIODS
  - o DEVELOPMENT OF RECORDS DISPOSITION SCHEDULE
- WORKSHOP

**DAY 2: June 08, 2023**

## **THIRD SESSION: RECORDS DISPOSAL | RECORDS TRANSFER**

- WHAT IS RECORDS DISPOSAL?
- WHAT ARE VALUELESS RECORDS?
- METHODS OF DISPOSAL
- PRINCIPLES OF DESTRUCTION
- RECORDS DISPOSAL PROCEDURE (IN ACCORDANCE WITH THE PROVISIONS OF RA 9470)
- OFFENSES AND PENALTIES (RA 9470)
- WHAT IS RECORDS TRANSFER?
- TRANSFERRING RECORDS –
  - o TO THE AGENCY STORAGE AREA/RECORDS CENTER OF NAP FOR FURTHER RETENTION
  - o TO THE AGENCY ARCHIVES/ARCHIVES OF NAP FOR PERMANENT PRESERVATION
- PREPARATION FOR TRANSFER

**DAY 3: June 09, 2023**

## **FOURTH SESSION: ARCHIVES PRESERVATION**

- WHAT IS PRESERVATION?
- RELATED FUNCTIONS OF PRESERVATION
- FACTORS CAUSING RECORDS DETERIORATION
- PAPER PRESERVATION MEASURES

