	<b>BUREAU OF ANIMAL INDUSTRY</b>	
	<b>GENERAL PROCEDURES</b>	
	<i>Document Name:</i>	GP BAI-05
<b>CONTROL OF RECORDS</b>		Rev. No.: 04 <i>January 27, 2023</i> Page:1/5

### 1.0 Objective

- To ensure that all records required by ISO 9001:2015 and that of BAI is properly identified, stored, protected, easily retrieved and appropriately disposed.

### 2.0 Scope

- This documented procedure covers all activities starting with the identification of record up to its disposal.

### 3.0 Definition of Terms


- Record is a document which furnishes objective evidence of activities performed or results achieved.
- Obsolete Documents are controlled documents which have reached the expiry date or have been superseded.

### 4.0 Records

- R-BAI-95 Obsolete Copies of Original Documents
- R-BAI-36 List of Disposed Records File
- PL BAI-17 Masterlist of Record – General
- *PL BAI-41 Masterlist of Electronic Records - General*


### 5.0 References

- ED BAI-01 PNS ISO 9001:2015 Quality Management Systems- Requirements
- ED BAI-08 Rules and Regulations Governing the Management of Public Records and Archives Administration

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## 6.0 Process


FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Identify Record</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Concerned Process Owner	<ul style="list-style-type: none"> <li>Records may include but not limited to logbooks, filled-out forms, minutes of meetings, reports, communications (incoming &amp; outgoing), obsolete copies of controlled documents including those of external documents, <i>and electronic records</i>.</li> <li>Only obsolete copies of original documents are retained as record and are stamped OBSOLETE in every page in red ink and documents of the copy holders crossed.</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Indicate Code</div> <div style="text-align: center; margin-top: 10px;">↓</div>	DCO/DDC/SDC	<ul style="list-style-type: none"> <li>Code record according to the structure : R-XXXX-YY Where : R – record XXXX – Division/Section/Unit YY - Running Number  <i>ER – electronic record</i> <i>XXXX – Division/Section/Unit</i> <i>YY - Running Number</i></li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Determine Parameters for Retention &amp; Disposal</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Concerned Process Owner	<ul style="list-style-type: none"> <li>Parameters include               <ul style="list-style-type: none"> <li>Retention Period</li> <li>Means of Disposal</li> <li>Storage Area</li> <li>Accountability</li> </ul> </li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Prepare/Update Master List of Records</div> <div style="text-align: center; margin-top: 10px;">↓</div>	DCO/DDC/SDC	<ul style="list-style-type: none"> <li>Masterlist of Records <i>and electronic records</i> are prepared per process area and contains the following information:               <ul style="list-style-type: none"> <li>Record Code</li> <li>Record Description</li> <li>Record Location</li> <li>Retention Period</li> <li>Means of Disposal</li> <li>Accountability</li> </ul> </li> </ul>

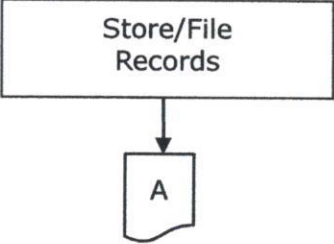
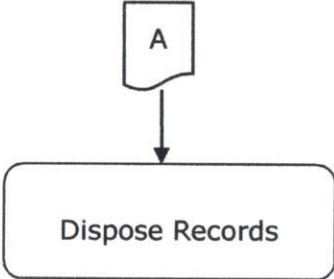
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<ul style="list-style-type: none"> <li>○ Accreditation Certificates, Permits, Licenses</li> <li>○ Test Results</li> </ul>		<ul style="list-style-type: none"> <li>○ 3 years</li> <li>○ 3 years</li> </ul>	
<b>4. Personnel Records</b> <ul style="list-style-type: none"> <li>○ 201 File</li> <li>○ Training Records</li> </ul>	Human Resource Section	Lifetime (Government Archives Guidelines) ○ 15 years after separated from service/retired	—  Shredding/ Sale
<b>5. Administrative Records</b> <ul style="list-style-type: none"> <li>○ Issuances on documenting policies and functions</li> </ul>	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> <li>○ Permanent</li> </ul>	
<b>6. Legal Records</b> <ul style="list-style-type: none"> <li>○ Complaints/Protests</li> <li>○ MOA</li> </ul>	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> <li>○ 5 years after settled</li> <li>○ Permanent</li> </ul>	Shredding/ Sale
<b>7. Procurement and Supply Records</b> <ul style="list-style-type: none"> <li>○ PPMP</li> <li>○ MR</li> </ul>	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> <li>○ 2 years</li> <li>○ 1 year after equipment had been returned/transferred</li> </ul>	Shredding/ Sale
<b>8. Inventories of Equipment/Supplies</b>	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> <li>○ 1 year after updated</li> </ul>	Shredding/ Sale
<b>9. Reports of Waste Materials</b>	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> <li>○ 5 years</li> <li>○ Stored electronically</li> </ul>	Shredding/ Sale
<b>10. Obsolete Documents</b>	DCO	<ul style="list-style-type: none"> <li>○ 2 years</li> </ul>	Shredding/ Sale
<b>11. Electronic Records</b>	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> <li>○ Same retention period as their paper equivalent</li> </ul>	Deletion

Back-up of records is maintained in hard copy and follows the laboratory's procedures on storage and disposal of records.

In case of records stored electronically, documents are converted to Portable Document Format (PDF) and password protected and a back-up copy is made and recorded in CD's. Records can only be made available to the requesting party upon submission of written request and approval of the DC.


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	Concerned Process Owner	
	Concerned Personnel/DC	<ul style="list-style-type: none"> <li>• Use GF BAI-36 for List of Disposed Records.</li> <li>• After the retention period, records are archived for another year.</li> </ul>



7.0 Retention of records is based on General Records Disposition Schedule Series of 2009.

- Active files are maintained based on the classification of records/documents and archived for maximum retention period of five (5) years. However, there are records that are maintained for more than five years depending on its use and relevance. List of all disposed records is forwarded to the Central Records Section of the Bureau.

Type of Record/Document	Location	Retention Period	Disposal
1. System Documents <ul style="list-style-type: none"> <li>○ Quality Manual</li> <li>○ Procedures Manual</li> <li>○ Master Lists</li> <li>○ Plans</li> </ul>	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> <li>○ 2 years/Upon updated or revised</li> </ul>	Shredding/Sale
2. System Records <ul style="list-style-type: none"> <li>○ Audit Reports</li> <li>○ Logbooks</li> <li>○ External Documents References</li> <li>○ Equipment Manual</li> </ul>	AFVDBCD, AHWD, LRDD, NVQSD, VLD, Admin. Sections	<ul style="list-style-type: none"> <li>○ 2 years</li> <li>○ Up to the last page</li> <li>○ Permanent/upon update</li> <li>○ 2 years after equipment have been disposed</li> </ul>	Shredding/Sale  Shredding/Sale  Shredding/Sale
3. Technical/Regulatory Records <ul style="list-style-type: none"> <li>○ Production Reports</li> </ul>	AFVDBCD, AHWD, LRDD, NVQSD, VLD,	<ul style="list-style-type: none"> <li>○ 5 years</li> </ul>	Shredding/Sale

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When mistakes occur in records each mistake is crossed out, not erased or deleted and the correct value entered alongside. The date of alteration should be indicated and duly signed by the person making the correction.

Prepared by:	Approved by:
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