**FORMAT NO. 1 FOR ARCH FILE**

Header

Office/Unit Name

Font Size: 9

Reference Code

Font Size: 14

**Note 1:** Font Style should be in Calibri (body) then make your text Bold

**Note 2:** For confidential records, the font color of reference code is “**RED**” otherwise “**BLUE**”

Primary Subject

Font size: 14

**Note 3:** For confidential records, the font color of Primary Subject is “**RED**” otherwise “**BLUE**”

Secondary Subject

Font size: 14

Tertiary Subject

Font size: 14

Contents

Font size: 14

Period Covered

Font size: 16

Retention Period

Font size: 12

**Records Management Office (RMO)**

**RMO-ADM-32-IC.1**

**CORRESPONDENCES**

**Incoming Communication (External)**

**1.1 CHED**

**2023**

**Retention Period: 2 years**

F-DRC-005

Rev. 1 01/23/2023

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**Note 4:** In case there are number of records filed in the arch filer, only the secondary subject will

 be reflected in the label and then “Table of Contents” shall be provided to reflect the

 content of the arch file.

**FORMAT NO. 2 FOR ACCESS FILER**



**Records Management Office (RMO)**

**RMO-ADM-32-IC.2**

**CORRESPONDENCES**

**Incoming Communication**

**(Internal)**

 **2.1 Office of the President (OP)**

 **2.2 Vice President for Academic**

 **Affairs (VPAA)**

 **2.3 Vice President for**

 **Administration and Finance**

 **(VPAF)**

 **2.4 Vice President for Executive**

 **Operations and Auxiliary**

 **Services (VPEOAS)**

 **2.5 Vice President for Research,**

 **Innovation and Extension**

 **(VPRIE)**

**2023**

**Retention Period: 2 years**

F-DRC-005

Rev. 1 01/23/2023

**Note 1:** Font Style should be in Calibri (body) then make your text Bold

Header

Office/Unit Name

Font Size: 14

Reference Code

Font Size: 18

Secondary Subject

Font size: 18

**Note 2:** For confidential records, the font color of reference code is “**RED**” otherwise “**BLUE**”

Tertiary Subject

Font size: 18

Primary Subject

Font size: 18

Contents

Font size: 12

**Note 3:** For confidential records, the font color of Primary Subject is “**RED**” otherwise “**BLUE**”

**Note 4:** Proper indention of the subjects must be observed and the number before the subject is based on the RMT

Period Covered

Font size: 24

Retention Period

Font size: 12