

**[BFD BUREAU CIRCULAR NO. 9, S. 2000,
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RECORDS FILING, RETRIEVAL/BORROWING AND DISPOSAL

For efficient records management system and to provide systematic records filing and keeping, the following procedures and regulations are hereby implemented for the guidance of all concerned:

A. RECORDS RETRIEVAL/BORROWING

1. The Borrower shall fill up a Requisition Slip to be provided by the Records Section. It must be duly signed by the Chief of Division and/or his/her authorized representative. Otherwise the Records Section will not consider said request.
2. Borrower will be served on a "FIRST-COME-FIRST-SERVED" basis.
3. Only the designated Records Custodians are allowed to look for the requested files/documents in the Central Records Room.
4. Requested product files/documents (for evaluation) shall be released every Monday.
5. Only the Evaluators follow-up (for annotation, amendment, etc.) for the requested files/document shall be entertained. Strictly "NO FOLLOW UP" from the Company Representative.
6. Before the release of the files/documents, the borrower shall fill up the Charge-Out Card.
7. The Borrower and the Chief of the Division concerned shall be held liable for the loss or release of any confidential or prohibitive information contained in the records/files.

B. RECORDS FOR FILING/RECORDING

1. The authorized Records Custodian of the Division shall return borrowed files to the Central Records Room every Thursday from 9:00 a.m. to 3:00 p.m. if possible, Product Services Division shall return product files one (1) week after date of receipt.
2. Records Section will receive files/documents (for filing purposes) every Friday only from 9:00 a.m. to 3:00 p.m.
3. Except for Product Services Division (PSD), other Division which borrowed the file specifically the product shall return the same to Records Section within three