

**Storage of Digitized Records and  
Re-organization of Returned Hard/Paper Copies of Records**

- per Year
  - Administrative
    - per Office
      - per Date (format MMDDYY)
  - Annual Procurement Plan (APP)
    - per Date (MMDDYY)
  - Big Tickets Projects
    - per Project Number/per Project Title
      - RTA
        - per Annex (arranged as mentioned in the RTA)
          - per Date (MMDDYY)
      - NOA
        - per Date (MMDDYY)
      - Contract/PO/MOA
        - per Date (MMDDYY)
      - NTP
        - per Date (MMDDYY)
      - Other Documents
        - per Date (MMDDYY)
  - Finance
    - per Process/Service/Program/Project/Activity
      - per Date (MMDDYY)
  - Others
    - per Date (MMDDYY)
  - Alternative Method of Procurement (AMP) Projects
    - per Project Number/per Project Title
      - RTA
        - per Annex (arranged as mentioned in the RTA)
          - per Date (MMDDYY)
      - NOA
        - per Date (MMDDYY)
      - Contract/PO/MOA
        - per Date (MMDDYY)
      - NTP
        - per Date (MMDDYY)
      - Other Documents
        - per Date (MMDDYY)
- Personnel
  - per Name of Personnel (format Surname, First Name)
    - per Type of Document
      - per Date (MMDDYY)
- Forms
  - per Office
    - per Type of Form
      - per Date (MMDDYY)
- References
  - per Office
    - per Date (MMDDYY)