UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING





AACCUP LEVEL 1 ACCREDITATION

AREA X
ADMINISTRATION

S.1. The institution has a system of record keeping.

	UNIVERSITY OF SOUTHERN MINDANAO				
	RECORDS MANAGEMENT PROCEDURE				
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EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
August 17, 2020	Ø	New	Newly established in accordance to the Quality Management System requirements	ALL	MARGIE B. GALANG

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1.0 PURPOSE

The procedure on the Records Management ensures a systematic Receiving system for accurate recording of incoming communications, request and other pertinent documents within and outside the University. This procedure further ensures the safety forwarding from one office to another until it is approve by the top management, then returned back towards the Records and Management Office for Releasing to the concern offices or recipient client.

2.0 SCOPE

This procedure shall apply to all offices of the University to facilitate the accurate and easier way of tracing the status and the exact office that holds the documents, request, communications and other pertinent papers that are very important in the operation of the University.

3.0 DEFINITION OF TERMS

3.0 Record's Office is responsible for the receiving, barcoding, forwarding and releasing of communications, request, documents and other pertinent papers for processing of concern offices in the University.
3.1 Receiving is the act of accepting submitted communications, request, documents, and other pertinent papers.
3.2 Barcoding is a process of recording using a numbering system to establish the proper sequencing of recording.
3.3 Barcoding slip is a piece of paper bearing the sequence number of recording of the document submitted
3.4 Releasing is the act of returning/ giving out the communications, request, documents and other pertinent papers.

4.0 REFERENCES

4.1 USM QMS Manual (USM-QMS-002-Rev.3.2020.02.18)
4.2 USM Code

5.0 RESPONSIBILITY AND AUTHORITY

5.1. The receiving in-charge for Communications and Request shall be responsible for the receiving, barcoding, releasing in the system of communications, requests, documents and other pertinent papers before it will be forwarded to the next office where the document shall be processed for approval. E.g. T.O, J.O & others
5.2 The receiving in-charge for finance-related documents and pertinent papers shall be responsible for the receiving, barcoding and releasing of finance related documents and pertinent papers. E.g. vouchers, PRs, POs, BAC documents and others.

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6.0 PROCEDURE DETAILS

6.1. Non-Financial Documents and Correspondence

6.1.1 Requisitioner prepares and submits documents to the Records Staff in-charge of receiving non-financial documents.
6.1.2 Records Staff attaches to the document a barcoded slip indicating the tracking number for reference before forwarding to the next approving office, example:
6.1.2.a HRMDO- request for Travel Order, Job Order and hiring request and application letter.
6.1.2.b FMS/ Accounting Office- request for travel support
6.1.2.c Office of the President- external and internal communication

6.2. Finance-Related Request

6.2.1. Requisitioner prepares and submits to the Records staff in-charge in the receiving of the financial related documents like Vouchers, Purchase Request, Purchase Order, Abstract of Quotations or Bids, BAC Resolutions, and other related documents to the in-charge of the finance related documents.
6.2.1.a FMS/Accounting Office-Vouchers
6.2.1.b BAC- Purchase Requests
6.2.1.c Other finance-elated pertinent documents.

7.0 RECORDS RETENTION AND DISPOSAL

7.1 Records retention and disposal of this procedure shall be determined by the following offices according to the applicable rules set by appropriate government agencies:
7.1.1 HRMDO- personnel records and documents
7.1.2 ARO- students' records
7.1.3 FMS/Accounting Office- University's Financial Records
7.1.4 Board Secretary- University's documents and contracts

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