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RECORDS UNIT

Records Unit's main responsibilities include the following: records creation, records maintenance and use, transmission, retention, and records disposition. The Records Unit's primary purpose is to achieve adequate and proper documentation of policies and transactions of ICAB for its efficient, effective, and economical operation.

1. GENERAL POLICIES ON RECORDS AND DOCUMENTS CONTROL

- 1.1 ICAB shall adopt a centralized control with decentralized files plan.
- 1.2 All units of the ICAB shall coordinate their records activities by observing uniform procedures and policies in the creation, classification, maintenance, retention and disposition of documents and records.
- 1.3 The Records Unit shall assume leadership in the management of ICAB documents and records.
- 1.4 All ICAB officials and employees shall be responsible for the protection of records of the agency.
- 1.5 Records Officer shall be the primary custodian of all records and shall oversee the records management of the agency.
- 1.6 ICAB shall maintain and administer a system which shall handle mailing operations and messenger services. All mails, correspondence, documents in any form shall be processed through the Records Unit.
- 1.7 All incoming and outgoing communications and documents in any form shall be recorded in logbooks (ICA Clearance; Adoption Applications; PPRs; ACA; Adoption Decree, Check Payments; Board Resolutions; Certificates) and ICAB database (Outgoing Courier Domestic and International; Incoming Communications – electronic mails, regular mail, courier).
- 1.8 The Records Officer or a designated officer is the only authorized personnel to issue certified true copy of ICAB documents.
- 1.9 Classification of records and documents shall be based on files classification scheme. ICAB active files shall be classified, arranged and filed according to Subject-Alphabetic Classification Scheme to prevent inconsistency in the classification of records and for easy retrieval of the same. Inactive and closed files shall be filed per year it was finalized and shall be identified by Subject e.g. with adoption decree, withdrawn; disapproved; relative adoption cases.