



**LBP RESOURCES  
AND DEVELOPMENT  
CORPORATION**

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**CONSTRUCTION  
MANAGEMENT DEPARTMENT  
MANUAL**

**Chapter 12: Records Disposition  
Schedule**

**Class Code: D**

Reference Code:

**OM-CMD-12.0**

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**RECORDS DISPOSITION SCHEDULE**

ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	RETENTION PERIOD			DISPOSITION AUTHORITY/ REMARKS
		ACTIVE	STORAGE	TOTAL	
I	Works Engineering	5 years	10 years	15 years	Dispose 15 years after completion of the work
	1. Site Inspection report				
	2. Plans and Specifications				
	3. Shop Drawings				
	4. Budgetary Cost				
	5. Estimates Including Scope of Works				
	6. Notice of Award/Notice to Proceed				
	7. Accomplishment Reports (PIUR)				
	8. Change Orders/Additional Works				
	9. Request for Change Orders/ Contract Time Extension				
	10. Certificate of Project Completion				
	11. Certificate of Completion of Punchlists				
	12. As-Built Plans				
	13. Turn-over and Acceptance				
II	Permits				
	1. Building/Electrical/Sanitary/ Mechanical Permits		Permanent		For Management Reference
	2. Fire Safety Inspection Certificate		Permanent		
	3. Certificate of Final Electrical Inspection		Permanent		
	4. Occupancy Permit		Permanent		
III	Cost and Quantity Surveying				Dispose 15 years after completion of the work
	1. Update of Material Cost				
	2. Update of Labor Cost				
	3. Current Price Indices				
IV	Other project Documents:				
	1. Project Folders				
	a. Renovation	5 years		5 years	Dispose 10 years after completion of the work
	b. Construction	5 years	10 years	15 years	Dispose 15 years after completion of the work
	2. Construction Logbook	5 years		5 years	Dispose 10 years after completion of the work
	3. Test Results (Rebars and Concrete Cylinders)	5 years	10 years		
	4. Photos/Pictures	5 years		5 years	
	5. Letters and Correspondences	5 years		5 years	

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