

## 2. Retrieval of Documents

The Records Management Section keeps the records of incoming and outgoing communications for the Offices of the Provincial Governor and Provincial Administrator, and retrieves any document from the file as requested.

<b>Office or Division:</b>	PADO-Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All Possible Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Slip (1 Original Copy)		PADO – Admin Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out request slip	1. Approve the request slip	None	1 Minute	<i>Records Officer I and/or Administrative Officer IV</i>
	1.1. Locate/ Retrieve the requested document		5-15 Minutes	<i>Records Officer I and/or Administrative Officer IV</i>
<b>TOTAL:</b>		<b>None</b>	<b>16 Minutes</b>	