



### 33. Records Control Procedure

To ensure that quality records, both soft and hard copies are maintained.

<b>Office or Division:</b>		Administrative Services Department		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail:</b>		All Balanga Water District Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Identify externally generated documents (EGD) received by the company.	None	10 minutes	<i>Records Owner</i>
None	2. The Document Controller shall register the externally document in the External Documents Master List and stamp it with "MASTER COPY" 2.1 The external document registered shall then be reproduced according to the number of copy holders reflected in the distribution list.	None	30 minutes	<i>Document Controller</i>
None	3. Copies of the external document shall be distributed to the copyholders indicated in the distribution list and sign with date to indicated they have already received their copies.	None	10 minutes	<i>Document Controller</i>
<b>Total:</b>		None	50 minutes	