

NATIONAL ARCHIVES OF THE PHILIPPINES RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME: DEPARTMENT OF ENERGY			
		2. ADDRESS: Energy Center, Rizal Drive, Bonifacio Global City, Taguig, Metro Manila			
3. SCHEDULE NO. 1		4. DATE PREPARED			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	OFFICE OF THE SECRETARY RECORDS				
	CONSUMER WELFARE AND PROMOTION OFFICE				
1	COMPLAINTS	2 years		2 years	After acted upon / settled
2	CONSUMER WELFARE MONTH ACTIVITIES FILES Event Programs Speaker Profiles	1 year		1 year	
3	DIRECTORIES OF ENERGY STAKEHOLDERS	1 year		1 year	After updated
4	ENERGY RELATED EDUCATIONAL MATERIALS Brochures / Leaflets / Pamphlets / Posters	1 year		1 year	
5	SPEECHES	PERMANENT			
	INTERNAL AUDIT OFFICE				
6	AUDIT FILES				
	External				
	Electricity Sales Audit of Power Plants / Generation Companies	5 years	5 years	10 years	
	Financial Audit of Completed Projects under ER 1-94				
	Internal				
	Fuel Consumption				
	Performance Evaluation of Annually Contracted Services				
	Performance Evaluation of DOE Offices				
	Audit Working Paper	3 years	2 years	5 years	
	Letter of Engagement	2 years		2 years	
	Monitoring Sheets	1 year		1 year	
	Status of Projects Administered by DOE, NPC and IPP				
	Summary of Deferred Contributions under ER 1-94				
7	AUDIT PROCEDURES / GUIDELINES	PERMANENT			

RELEASED
 JAN 25 2015
 RLC
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IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the Executive Director."