

4. Archives

Service Information: CGSD ensures that full and accurate records of the affairs of the units/departments of City Government of San Juan are maintained, preserved and accessible when needed.

Office or Division:		CITY GENERAL SERVICE DEPARTMENT		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All Departments and offices of the City Government of San Juan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Letter signed by the requesting department head to be approved by Administrator should be forwarded to CGSD. 		<ul style="list-style-type: none"> Department Office concern Office of the Administrator City General Services Department 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client shall prepare a request letter for archiving and/or retrieval of documents to be forwarded to GSD office.	1. For approval of City Administrator		5 minutes	City Administrator's Office at 3rd Floor New City Hall
2. All request letter shall be approved by the City General Services Officer	2. All Request letter whether for archiving or for retrieval shall be approved by Head of CGSD		5 minutes	City General Services Department at Lower Ground Floor New City Hall
3. All request for archiving can be received only by CGSD if properly labelled while all request for retrieval will be received by CGSD and subject for file recovery within 30 minutes.	3. To ensure that all requests are provided on time.		30 minutes	City General Services Department at Lower Ground Floor New City Hall

END OF TRANSACTION: Transaction time: 40 minutes