

Eddie Baza Calvo
Governor

GSA

GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

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Ray Tenorio
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Acting Director

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Deputy Director

February 15, 2011

GENERAL SERVICES AGENCY CIRCULAR NO.: 2011- 001

TO: All Line Department/Agency Heads

FROM: Chief Procurement Officer

SUBJECT: Records Management Division and the Records Storage Center

Hafa Adai! Please be advised that effective immediately, the General Services Agency (GSA), division of the Department of Administration, is responsible for anything pertaining to the Records Management Division and the Records Storage Center (i.e.: Records Transfer, Records Retention and Storage, Records Retrieval, Requests for Records Disposal Authorization, Destruction of Records, etc.).

You may contact the GSA office at 475-1710 for further information or concerns regarding the subject matter.

Dangkolo na Si Yu'os Ma'ase' for your attention and full cooperation.


CLAUDIA S. ACFALLE

COMMITTED TO EXCELLENCE