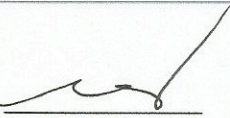


Procedure No:	ADM-LCIS-PROC-0001
Procedure Title:	Archive Acquisition Procedure
Related Policy:	LCIS-ADM-POL-0001
Date of Issuance:	S.Y, 2011-2012
Effectivity:	S.Y. 2011-2012
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Office of Origin: (Procedure Expert)	Letran Center for Intramuros Studies (LCIS)
"Supersedes" Notification:	
Procedure Description:	This procedure details the archive acquisition process implemented by the LCIS.
Areas of Responsibility:	LCIS
Procedure Details:	<p>Donation</p> <p>Step 1. The donor submits the artifact, photographs, sound and film recording and written records to the Director of the LCIS.</p> <p>Step 2. The LCIS staff receives and records the donation.</p> <p>Step 3. The donor will be given a deed of acknowledgement and a certificate of appreciation from the Colegio.</p> <p>Purchases</p> <p>Step 1. The LCIS will recommend through letter to the Office of the Rector for approval the purchase of a book, artifact or a work of art, which it deems worthy to be part of the LCIS collection.</p> <p>Step 2. The Rector and President shall review the submitted request.</p> <p>Step 3. The approved request shall be returned to the LCIS Director for requisition to the Financial Affairs Division.</p>
Procedure Approval Authority:	 Ms. Ofelia Legaspi
References:	
Definition:	
Help Page:	

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