

CONSTRUCTION INDUSTRY ARBITRATION COMMISSION

4/F Jupiter I Building, 56 Jupiter Street, Bel-Air Village, Makati City
Telephone No. 897-0853 / Telefax: 897-9313



RESOLUTION NO. 04-2006
Prescribing Policy Guidelines for the
Management of Case Documents

WHEREAS, the Construction Industry Arbitration Commission (CIAC) was created in 1985 and started its operations by accepting cases in 1989;

WHEREAS, being an adjudication body, CIAC is reposed with the fiduciary task of keeping in custody of all sensitive files filed by parties to cases filed with it, and to protect their confidentiality;

WHEREAS, over the years of its operations, CIAC has accumulated voluminous case files which occupy substantial portion of the CIAC's rented office space;

WHEREAS, at some point in time, it is reasonably certain that a particular case will no longer be revisited and will have to be disposed;

WHEREAS, in order to [1] insure the confidentiality of the case documents, [2] provide for an efficient retrieval system thereof, and [3] manage the limited office space available for CIAC, there is a need for clear policy guidelines on the handling, archiving and disposal of such case documents;

WHEREAS, Section 6 and 21 of Executive Order No. 1008 empowers the Construction Industry Arbitration Commission (CIAC) "to enunciate policies and prescribe rules and procedures for construction arbitration" and "to formulate necessary rules and procedures for construction arbitration"

NOW THEREFORE, we the undersigned Commissioners by virtue of the powers vested in us by law do hereby resolve as it is hereby resolved to APPROVE the POLICY GUIDELINES for MANAGEMENT of CASE DOCUMENTS, attached as Annex A hereof which shall form part of this Resolution and shall become effective immediately upon its approval.

UNANIMOUSLY APPROVED.

Done in the City of Makati, Philippines, this 19th day of January 2006.

THE COMMISSION


SEDFREY A. ORDONEZ
Chairman


ISAAC S. DAVID
Member


SAMSON C. LAZO
Member