## STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- 1. Personal Files
- 2. Policy Manuals
- 3. Circulars/ Office Order
- 4. Files Pertaining to subject
- 5. Reservation Roster and Registers
- 6. Files pertaining to Loans and Advances
- 7. Files Pertaining to ACRs