REVENUE MEMORANDUM ORDER NO. 23-2004 issued on May 27, 2004 prescribes the policies and guidelines for selective data restoration and adhoc run for data archiving and purging activities.

All Integrated Tax Systems (ITS) data that have reached the minimum required three-year age period shall be archived/purged annually, preferably on the year-end long vacation period.

In case the planned activities for data archiving/purging will coincide with the end-of-year collection rush schedules, archiving/purging activities shall immediately be re-scheduled on the next available long vacation period.

An adhoc run for data archiving/purging may be allowed only upon submission/satisfaction of the following form/conditions by the concerned requesting office/Revenue Data Centers (RDCs):

a. Data Archiving/Purging/Restoration Request Form duly accomplished by the requesting office/approved by the concerned RDC Head, DCIR-Information Systems Group (ISG) and DCIR-Operations Group

b. Not enough available disk space

c. Unsuccessful annual purging

Restoration of archived data shall be allowed only upon submission of duly accomplished/approved Data Archiving/Purging and Restoration Request Form. Archived data may be restored to facilitate investigation on the taxpayer with an existing tax case and may be requested by Revenue District Offices and other concerned Operations Group personnel, if necessary and approved by DCIR-Operations Group.

TIN List shall be executed by National Office and RDC Operators upon accomplishment and submission of Data Archiving/Purging and Restoration Request Form. The request form shall be submitted by the RDC to Systems Maintenance and Support Division-Information Systems Development Service on the 3rd week of November.

Pre-archiving/purging and post-archiving/purging activities shall be performed by the concerned ISG/RDO offices and personnel on the schedules specified in the Order.

All ISG personnel involved shall refer to the latest/updated version of Data Archiving and Purging manual for the detailed procedures, functional/technical specifications, technical architecture, database design and module definition relative to archiving/purging and restoration. Said manual shall be maintained and revised accordingly, after procedural changes and enhancements are communicated by all concerned ISG offices to the Security Management Division.