DATA ARCHIVING/PURGING & RESTORATION REQUEST FORM

Application System: □ ITS: □ eApplications: □ Others: __________

REQUESTER INFORMATION

Requested by (sign over printed name) ___________________________ Telephone No. __________________ Date/Time Requested ___________________________

Approved by (sign over printed name) ___________________________ Telephone No. __________________ Date Needed ___________________________

(DCIR, OG) ___________________________ (DCIR, ISG) ___________________________

DETAILS OF REQUEST

CHECK TYPE: □ Archive & Purge □ Restore

PROJECT/ACTIVITY NAME: ___________________________

IMPACT TO PRODUCTION: ___________________________

REQUEST INFORMATION

TIN Application/Table Name Approximate No. of Records

<table>
<thead>
<tr>
<th>File Size</th>
<th>Tape Name/Label</th>
<th>Date of Purging</th>
</tr>
</thead>
</table>

PERFORM IN

□ Restoration Server
 Specify name of server: ____________

□ Production
 ITS: □ CDF □ MLA □ MLA □ CEB
 QCY □ RR7 □ LTD
 eAppl: □ Efps □ Others ____________

OWNING SERVER

APPROVAL

SIGNATURE OVER PRINTED NAME

WITH ATTACHMENT □ No □ Yes Description _________________

FOR PRODUCTION

PERFORM MIGRATION □ Regular Migration Hours □ IF ONLINE
 □ With Users □ Without Users

REQUEST DESCRIPTION

SPECIAL INSTRUCTION/S

REASON

AFFECTED APPLICATIONS

APPROVAL

SIGNATURE OVER PRINTED NAME

BACKOUT INSTRUCTIONS (DBA will follow Production Migration Policy if no instruction is specified below)

□ Database Tables Use Oracle import to restore the affected tables.

CHANGE INFORMATION

FOR PRODUCTION:

□ ITS: □ BIR-CDF □ BIR-MLA □ BIR-CEB □ BIR-RR7 □ BIR-QCY □ BIR-LTD □ BIR-MKT

□ eApplications: □ BIR-eFPS

□ Others: ____________

Note: Please indicate or write Not Applicable (N/A) to field/s with no information to fill up