REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

May 11, 2004

REVENUE MEMORANDUM ORDER NO. 23-2004

SUBJECT : **Selective Data Restoration and Time Frame and Adhoc Run for Data Archiving and Purging Activities**

TO : **All Revenue Officials, Employees and Others Concerned**

I. OBJECTIVE

This Order is being issued to:

A. Prescribe policies and guidelines and identify the frequency/run dates of selective archiving, purging and restoration activities.

B. Delineate the roles and responsibilities of concerned ISG personnel involved in data archiving, purging and restoration.

II. POLICIES AND GUIDELINES

A. All 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.

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

C. An adhoc run for data archiving/purging may be allowed only upon submission / satisfaction of the following form / condition by the concerned requesting office/RDCs:
   1. Data Archiving/Purging/Restoration Request Form (Annex A) duly accomplished by the requesting office/approved by the concerned RDC Head, DCIR-ISG, and DCIR-Operations Group.
   2. Not enough available disk space
   3. Unsuccessful annual purging

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

E. TIN List shall be executed by NO and RDC Operators upon accomplishment and submission of Data Archiving/Purging & Restoration Request Form (Annex A). The request form shall be submitted by RDC to SMSD- ISDS on the 3rd week of November.

F. A work plan pertaining to data archiving/purging and restoration activities shall be prepared and presented by SMSD-ISDS to ISG managers two (2) weeks before the start of pre-archiving/purging activities. SMSD-ISDS shall likewise evaluate/analyze if the request for data archiving/purging or restoration has no impact to the existing ITS and systems/applications other than ITS.

G. A memorandum shall be prepared by SMSD-ISDS to inform DCIR, ISG or DCIR, Operations Group of request/s for data archiving/purging or restoration. The memorandum shall be duly signed by DCIR, ISG/DCIR, Operations Group to signify his/her approval on the request.

H. Pre-archiving/purging activities shall be performed by the concerned ISG/RDO offices and personnel on the following schedules:

Activity	**Schedule**	**ISG Office/personnel concerned**
TIN List generation (upon accomplishment and submission of Data Archiving/Purging & Restoration Request Form-Annex A)	1st Friday of December *(1st Week of December)*	NO & RDC Operator
Submit TIN list to RDOs for verification	The following Monday *(2nd Week of December)* after the execution of TIN List	RDC
Meeting of concerned ISG personnel on Purging / Archiving activities	3 working days *(2nd Week of December)* after TIN List submission	SMSD-ISDS/RDC & NO SysAd/DBA/SOD
Prepare migration request for the TINs to be included in purging.	Wednesday, 4th Week of December, or a day before December 25	RDC/SMSD-ISDS
Review TIN list to identify TINs to be included in purging	10 working days (*3rd Week of December)* upon receipt of TIN List from RDC	RDOs/Operations Group/RDC Head

Activity	Schedule	ISG Office/personnel concerned
Implement migration for the TINs to be included in purging	Wednesday, 4th week of December, or immediately after receipt of migration request from SMSD-ISDS	DBA
Check the environment and identify objects needed for migration. Execute script statistics before purging	7 working days after migration based on TIN List execution	SMSD-ISDS
Prepare migration request for necessary objects, executions, privileges, etc.	Immediately after review/checking of results and environment per migration schedule	SMSD-ISDS
Implement migration of necessary objects, executions, privileges, etc.	Immediately after receipt of migration request from SMSD-ISDS	DBA
Implement and ensure the success of cold backup	1 day before the start of execution for purging jobs	NO/RDC SysAd
Suspension of jobs and scripts (QA'd scripts, CRON'd scripts, and other SysAd scripts)	Immediately after cold backup	RDC/NO SysAd
Setting up of LRBS (Large Rollback Segment)	Immediately after suspension of jobs	DBA/RDC/NO SysAd
Execute/ Run Purging & Archiving jobs	Immediately after LRBS set-up	DBA/RDC/NO SysAd
Monitor the running of Purging and Archiving jobs (in case of errors, the following shall be notified by concerned RDC: DBA – for DB errors ISDS – for Application errors SysAd – for errors other than DB and Application errors)	During the days of purging	DBA/RDC/NO SysAd/ SMSD-ISDS

The following post-archiving/purging activities shall be done on the following schedules:

Activity	Schedule	ISG Office/Personnel concerned
Check the results of archiving / purging activities	Immediately after archiving/purging activities are performed	SMSD-ISDS
Execute script statistics after purging for comparison and prepare statistics report	After the archiving/purging activities are performed	SMSD-ISDS / SysAd / Computer Operators
Backing up/Moving of dumped files to tape	Immediately after status of archiving/purging activities are checked	RDC/NO SysAd
Prepare migration requests for dropping of temporary objects created for the purging activity	After the creation of reports and moving of dumped files	SMSD-ISDS
Implement migrations for dropping of temporary objects created for the purging activity	Immediately after receipt of migration request from SMSD-ISDS	DBA

I. For the detailed procedures, functional/technical specifications, technical architecture, database design and module definition relative to archiving/purging and restoration, all ISG personnel involved shall refer to the latest/updated version of Data Archiving and Purging manual. SMD shall be responsible in the distribution of the manual to the following office/s:
   - RDCs
   - System Administrator (NO)
   - DBA
   - ISDS

J. After a successful archiving/purging or restoration of data, System Administrators (NO) shall clean-up and put back the environment that was prepared for the archiving/purging and restoration activities to its original state.

K. The latest version of the Data Archiving and Purging Manual shall be updated by SMD-IPQS, if necessary. 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.

III. PROCEDURES ON DATA RESTORATION

A. NO/RDC User/Requestor

1. Provide and fill up necessary information for Data Archiving/Purging/Restoration Request Form (Annex A).

2. Route the request form to SysAd-NO for server identification/approval. If approved, forward the form to SMSD-ISDS.

3. In cases of requests for selective data restoration, the following options can be done for easier data retrieval:
    a. Save the data to be restored in a server where enough disk space is available and inform SysAd of the directory where the data could be viewed/restored/retrieved;
    b. Forward to SysAd the media/physical tape where the data to be restored is located. However, the media/physical tape should be backed up before forwarding it to SysAd.

4. When the data have been restored, do the following:
    a. Coordinate with SysAd.
    b. Generate report on specific information needed or create flat file which can be converted into an excel file.
    c. Furnish the requestor copy of the generated report.

5. Furnish the requestor copy of the generated report.

B. SMSD-ISDS

1. Receive the Data Archiving/Purging/Restoration Request Form (Annex A) from the requestor after SysAd approves availability of server.

2. Evaluate/analyze the request for data archiving/purging/restoration:
    a. Sign the request form.
    b. Prepare migration request/External Access Form, if necessary.
    c. Forward Data Archiving/Purging/Restoration Request Form (Annex A) to DBA.
    d. Attach migration request/External Access Form, if necessary.

3. If the request will be performed in production, furnish a Data Maintenance Request Form and attach the Data Archiving/Purging & Restoration Request Form (Annex A) for data loading in ITS database.

4. Receive migration status from DBA.

5. Inform requestor of the migration status.

6. Prepare statistical report on restored data and submit to ODCIR, ISG, if necessary.

C. System Administrator (NO/RDC)

1. Receive Data Archiving/Purging/Restoration Request Form (Annex A) from SMSD-ISDS.

2. Identify the media where the data will be retrieved.

3. Provide/approve availability of server for data restoration.

4. Set up environment and create query accounts (Unix and Oracle) for the requestor/concerned users.

5. Receive approved Special Access Request Form from SMD-IPQS.

6. Notify concerned users of password/IP address of data to be restored.

7. Inform DBA that the environment for data restoration has been set up.

8. Clean up/put back the environment that was prepared for the archiving/purging and restoration activities to its original state.

D. Database Administrator

1. Receive approved forms/Data Archiving/Purging/Restoration Request Form (Annex A) and corresponding attachments, if necessary.

2. Confirm with SysAd-NO readiness/availability of restoration server.

3. Implement migration (data restoration, etc).

4. Inform SMSD-ISDS of migration status.

E. Security Management Division

1. Receive Special Access Request Form from SMSD-ISDS.

2. Approve creation of Unix and Oracle query accounts requested by System Administrators/SMSD-ISDS.

3. Forward to SysAd the approved Special Access Request Form.

4. Update the Data Archiving and Purging Manual after all necessary inputs have been provided by the concerned ISG offices.

IV. ACTIVITIES/RESPONSIBILITIES OF OFFICES CONCERNED ON ADHOC DATA ARCHIVING/PURGING

A. SMSD-ISDS

1. Check the environment and identify objects needed for migration.
2. Execute script statistics before purging.
3. Prepare migration requests for necessary objects, execution, privileges, etc.
4. Check the results of archiving and purging activities.
5. Execute script statistics after purging for comparison and prepare statistical reports relative to the archiving/purging activities.
6. Prepare migration requests for dropping of temporary objects created for the purging activities.

B. DBA

1. Implement migration of necessary objects, execution, privileges, etc.
2. Set up Large Rollback Segment (LRBS).
3. Execute/run purging and archiving jobs.
4. Implement migrations for dropping of temporary objects created for the purging activity.

C. NO/RDC SysAd

1. Implement and ensure the success of cold backup.
2. Suspend jobs and scripts (QA'ed scripts, CRON'ed scripts and other SysAd scripts).
3. Set up LRBS.

4. Execute/run purging and archiving jobs.

5. Execute script statistics after purging for comparison, and prepare statistical report.

6. Back up/move dumped files to tape.

V. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
GUILLERMO L. PARAYNO, JR.
Commissioner of Internal Revenue

f-3
fn: Purging_V0511/my docs.