

REVENUE MEMORANDUM ORDER NO. 6-2001 issued February 20, 2001 prescribes the policies and procedures for the establishment of the BIR Revenue Records Center (RRC) and the adoption of a Records Management Program. The Center will be managed by a RRC Head who will be designated by the Commissioner. The RRC Head will furnish all offices, whose records will be archived at the Center, with his/her specimen signature within five working days from the date of his/her official designation.

No records will be received for storage in the Center without prior approval for transfer issued by the concerned head of office. Only the following revenue officials will be authorized to effect the transfer of records: 1) The Assistant Commissioner, ISOS and/or his authorized representative - for records from ISOS; and 2) The Regional Director and/or the Administrative Division Chiefs of the Metro Manila Revenue Regions (RRs) - for records from the four (4) Metro Manila RRs and their subordinate district offices. Records for archiving at the Center are the following: 1) all tax returns for the years 1992 to 1996; 2) all tax returns received by the Metro Manila RRs from 1996 to 1999; and 3) all Revenue Data Center bank records. Transport of said records to the Center must be prepared by the office concerned in the manner prescribed in Annex A of the Order. Boxes containing records must be properly labeled according to content and classification. No documents or equipment intended for disposal will be transferred to the Center.