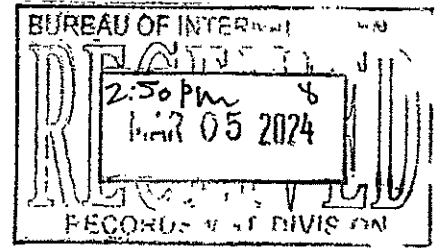




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
Quezon City



January 5, 2024

REVENUE MEMORANDUM ORDER NO. 7-2024

**SUBJECT** : Reconstitution of Records Management Improvement Committee (RMIC), Created Under RMO No. 51-75

**TO** : All Internal Revenue Officers, Employees and Others Concerned

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In accordance with paragraph 3.4 Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009, requiring all government agencies to create a Records Management Improvement Committee (RMIC), the Committee established under RMO No. 51-75 is hereby reconstituted, comprising of the following members responsible for managing and organizing its records and archives:

**Records Management Improvement Committee (RMIC):**

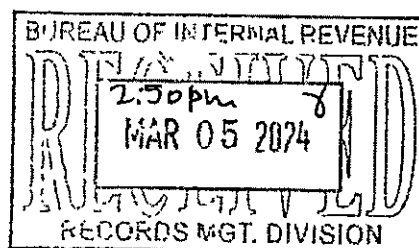
- |                      |   |   |
|----------------------|---|---|
| <b>Chairman</b>      | - | Assistant Commissioner, Administrative Service                                      |
| <b>Vice-Chairman</b> | - | Head Revenue Executive Assistant, Administrative Service                            |
| <b>Members</b>       | - | All Assistant Commissioners and Division Chiefs or their authorized representatives |
| <b>Secretariat</b>   | - | Chief, Records Management Division or his/her authorized representative             |

**Records Management Improvement Sub-Committee (RMISC) - Regional Office:**

- |                     |   |   |
|---------------------|---|---|
| <b>Sub-Chairman</b> | - | Assistant Regional Director   |
| <b>Members</b>      | - | All Division Chiefs / Revenue District Officers or their authorized representatives                       |
| <b>Secretariat</b>  | - | Chief, Administrative and Human Resource Management Division (AHRMD) or his/her authorized representative |

## **Responsibilities**

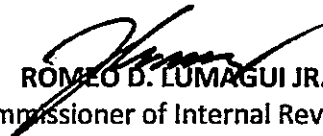
- 1. Records Management Improvement Committee (RMIC)** shall discharge the following functions and responsibilities:
  - a. Formulate policies and guidelines in the implementation of a systematic Records Management Program in all phases of records management (e.g. creation, maintenance and disposition);
  - b. Develop the BIR Records Disposition Schedule (RDS) subject to the approval of the Commissioner of Internal Revenue and final approval of the Executive Director of National Archives of the Philippines (NAP);
  - c. Solicit comments and suggestions from concerned Divisions in the National Office and Regional Offices regarding appropriate retention periods for the inventoried records;
  - d. Provide medium for the continuing evaluation of "important records", identifying those which are for immediate disposal in accordance with existing rules and regulations; and
  - e. Recommend positive steps to prevent loss and unauthorized destruction of records, especially those containing personal and/or sensitive information.
- 2. Records Management Improvement Sub-Committee (RMISC)** shall be created for each Revenue Regions with the following functions:
  - a. Initial study and evaluation of the inventoried records series submitted to RMISC by the *Records Custodian*; and
  - b. Recommend the retention period of the records evaluated as well as the modes of disposition to the RMIC.
- 3. Records Management Division (RMD) and Administrative and Human Resource Management Division (AHRMD)** shall be responsible for the following functions:
  - a. Implement the approved Records Retention and Disposition Schedule and give copies of the approved schedules to all record units of the Bureau;
  - b. Recommend to the Assistant Commissioner of Administrative Service and/or Assistant Regional Director the disposal of records whose retention periods have already expired;



- c. Prepare the *Request for Authority to Dispose of Records (NAP Form No. 3)* and act as representative of the Commissioner of Internal Revenue in the actual disposal of records;
  - d. Remit all proceeds realized from the sale of valueless records / documents to the National Treasury; and
  - e. Store inactive and/or valueless records/documents/dockets for safekeeping until its disposal is authorized.
4. **Assistant Commissioners and Division Chiefs** shall make comments and/or recommendations on the reasonable or legal retention period and the mode of disposal of the records series referred to them by the Records Management Improvement Committee (RMIC).
5. **Records Custodian** shall conduct a continuing inventory of the records in his/ her custody using NAP Form No. 1, transfer inactive records to the Non-Current files and recommend to the Service or Division Chief or to the Chief RMD for National Office and/or AHRMD for Regional Office, as the case may be, the disposal of records whose retention periods prescribed in the approved Records Retention and Disposition Schedules have expired as well as those records that are no longer of value to the Bureau but are not yet covered by any schedule.

This Order shall take effect immediately.



  
ROMEO D. LUMAGUI JR.  
Commissioner of Internal Revenue

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