

CURRENT STATUS	ACTION STEP DESCRIPTIONS	START DATE	DATE DUE
Discontinue and Not Visible (.ph, .com. com.ph)	Permanently delete the file and the database on the server.	January 2011	December 2016
	Create a back up file of cPanel together with the site, upload it into Google Drive with separate folder of Website files and database. After back up, delete it into the server.	January 2017	December 2018
	Retain the files into the server but remain the current status until the client ask for renewal or replug in of the account.	December 2019	Present

CURRENT STATUS	ACTION STEP DESCRIPTIONS	START DATE	DATE DUE
Not Visible Site (.ga, .ml or other free domains for Internal)	Permanently delete the file and the database on the server.	January 2011	December 2016
	Ask the developer if the site will be used for future reference, or else if not the file should be dumped into the server.	January 2017	December 2018
	Check the account if the disk usage was consumed, and if yes back up site or retain the account into the server depending on the account.	December 2019	Present

CURRENT STATUS	ACTION STEP DESCRIPTIONS	START DATE	DATE DUE
Suspended Domains	Permanently delete the account into the server, but create back up of the account (website files, database) and add it on the Google Drive or any back up storage.	January 2011	December 2016
	Create a back up file of cPanel together with the site, upload it into Google Drive with separate folder of Website files and database. After back up, delete it into the server.	January 2017	December 2018
	Retain the files into the server but remain the current status until the client ask for renewal or replug in of the account.	December 2019	Present