

Migration quality assurance checklist

This checklist is provided as a practical tool to assist public authorities in documenting the key steps and decisions involved in migrating digital public records between business systems. It is intended to support a defensible process by helping public authorities record what checks were completed, how risks were managed, and how decisions and approvals were documented before source records are disposed of.

The checklist is not mandatory. Public authorities are encouraged to adapt, remove or expand sections as appropriate to the scale, complexity and risk of their migration activities. Even partial completion can help demonstrate that migration work has been undertaken in a considered and accountable manner.

Section 1: Pre-migration – Planning and risk assessment

Confirm that:

- The scope of records to be migrated has been identified and documented.
- A migration plan has been developed and endorsed.
- A risk assessment has been completed, considering value, retention period, sensitivity and impact of potential loss.
- Encrypted records have been identified and decrypted where required prior to migration.
- The level of quality assurance checks has been determined based on identified risks.
- A rollback or contingency strategy has been identified and documented where appropriate.
- System configuration, metadata mappings and technical requirements have been documented.

Evidence retained: _____

Provide a link above or attach evidence to this document. Evidence may include, but isn't limited to, a migration plan, risk assessment documentation, system mapping documents, metadata field mapping spreadsheets, technical specifications, project approvals, meeting minutes, project governance records.

Checked by: _____

Title/Position: _____

Date completed: _____

Section 2: Post-migration – Verification of records

Completeness

Confirm that:

- All intended records are present in the target environment or export set.
- Record counts have been compared between source and target systems.
- Attachments, enclosures and linked records have been migrated where required.

Accuracy

Confirm that:

- A representative sample of records has been compared between source and target systems.
- Record content is unchanged, complete and readable.
- Where conversion occurred, the converted file represents the full content of the source.
- No unintended truncation, corruption or alteration has been identified.

Metadata and context

Confirm that:

- Required metadata fields have been migrated.
- Key dates such as date created and disposal trigger remain accurate.
- Contextual relationships such as case links, hierarchies and references remain intact.
- Metadata stored outside the system remains connected where applicable.

Accessibility and usability

Confirm that:

- Records can be searched and retrieved in the new system.
- Records can be opened using supported software.
- File formats remain appropriate for the retention period.
- Access controls and permissions function as intended.

Evidence retained: _____

Provide a link above or attach evidence to this document. Evidence may include, but isn't limited to, system-generated record count reports, export logs, sampling worksheets, comparison reports, screenshots, testing logs, validation reports, issue registers.

Checked by: _____

Title/Position: _____

Date completed: _____

Section 3: Post-migration reporting and approval

Integrity and evidential control

Confirm that:

- Integrity checks such as checksums have been applied where appropriate.
- Migration activities have been documented, including dates and personnel involved.
- Issues identified during testing have been recorded and resolved or formally accepted.
- Decisions made during migration have been documented.

Approval before source record disposal

Confirm that:

- Quality assurance outcomes have been reviewed and confirmed.
- Evidence of checks, results and decisions has been retained.
- Approval to dispose of source records has been documented, including who approved it (chief executive or authorised delegate) and date.

Evidence retained: _____

Provide a link above or attach evidence to this document. Evidence may include, but isn't limited to, disposal documentation, checksum reports, migration report, issue resolution documentation, email endorsements, sign-off forms, disposal authorisation.

Checked by: _____

Title/Position: _____

Date completed: _____

Approved by: _____

Title/Position: _____

Date approved: _____