Decommissioning business systems workflow

Determine who owns the public records in the business system

Undertake an initial analysis of the business system

Determine which public records in the system are covered by a current approved RDS

Accessible records remain

Undertake a high-level appraisal of the public records in the business system

Records not covered by RDS

Apply for one-off disposal

One-off disposal authorised by State Archivist?

Yes

Implement & document source records disposal using approved RDS

Decommission the business system

No

Record disposal using Digital Source Records GRDS or other records using approved RDS

Document records disposed

Decommission the business system

Has records with short-term value

Retain the business system UNTIL all records are migrated to a managed recordkeeping environment for preservation OR a Retention and Disposal Schedule is developed

Has records with long-term value

Record disposal using approved RDS

Decommission the business system

Once all records migrated

All records have short-term retention periods

Apply for early disposal

Early disposal authorised by State Archivist?

Yes

Implement and document records disposal using approved RDS

Decommission the business system

No

Record disposal using Digital Source Records GRDS or other records using approved RDS

Decommission the business system

Once all records migrated OR

All records have short-term retention periods

Sentence the records

Not all retention periods expired

Retain the business system UNTIL all records are migrated to a managed recordkeeping environment for preservation OR retention periods have expired

Once all records migrated OR

All retention periods expired

Preserve remaining records in a managed recordkeeping environment in accordance with IS40: Recordkeeping