UNSW Records & Archives - Digital Repository Decommissioning Assessment

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| **System / Application:** |  |
| **Description of System / Application:** |  |
| **Status of System:**  |  |
| **Business Owner:** |  |
| **Business Area Owner:** |  |
| **Provider / Vendor:** |  |
| **Deployment model (On premise, cloud, etc)** |  |
| **UNSW IT Representative:** |  |
| **UNSW IT Representative Email:** |  |
| **RAMS Container:**  |  |

## System Background – To be completed by requestor

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| **What is the purpose of the system?**  |  |
| **When did the system go live (Date)?** |  |
| **Are there any known system or stakeholder dependencies to the current system or its content?** |  |
| **Did the system support the operational needs of the organisation (e.g., administrative functions such as HR, Finance)?** **If yes, what are those functions / activity / business process?** |  |
| **When was the first and last record created (Date)?** |  |
| **When is the business system being decommissioned (Date)?** |  |
| **Reason for decommissioning:****Note: See Data Handling Guideline for instruction on disposal of data.**[Data Handling Guideline (sharepoint.com)](https://unsw.sharepoint.com/sites/upp/datagov/SitePages/Data-Handling-Guideline%281%29.aspx) |  |
| **Is the system being replaced? If yes, please provide details.**  |  |

## System Content – To be completed by requestor

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| **What type of information/records held in the system?**  |  |
| **Is any information held in the system duplicated in other information systems within UNSW?** **If yes, state which one(s).**  |  |
| **What document format types are held in the system.** |  |
| **Does the system hold a document store?** **If yes, where is it located? (eg, OnPrem, In Australia or Foreign…)** |  |
| **What is the size of the document store (GBs)?**  |  |
| **Are there any other legislative, regulatory, or business requirements to retain the records produced by the business system?** **If yes, please specify:** |  |

## To be completed by UNSW Records Staff

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| **Mapped UNSW Data Classification(s)** |  |
| **Does the business system hold unique records of university activities?** |  |
| **Does the system contain high risk/high value records?**  |  |
| **Mapped Business Classification Term/s** |  |
| **Mapped Retention Schedule** |  |
| **Recommendations:**  |   |

**To be completed by UNSW Records Staff**

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| **UNSW Records Authorisation** |  |
| **Authorisation Date** |  |