

STAGE 2: DEAL WITH THE DATA

The data left behind an application is often the "elephant in the room" that makes other decommissioning activities pale by comparison.

SUCCESS CRITERIA & DIMENSIONS OF DATA RETENTION

WHAT SUCCESS LOOKS LIKE FOR THIS STAGE:

- Good: Make the right decisions regarding data retention.
- Better: Verify implementation.
- Best: Make it sustainable.

FOUR MAIN DIMENSIONS OF DATA RETENTION:

- Legal & Compliance
- Business Needs
- Privacy Protection
- Where to Keep It

STAGE ONE SUMMARY

PROVIDE A BRIEF RECAP OF THE ASSESSMENT PHASE SO THAT NEW PARTICIPANTS AREN'T COMING IN COLD.

LEGAL & COMPLIANCE

IS THE UNIVERSITY LEGALLY REQUIRED TO RETAIN DATA ASSOCIATED WITH THIS APPLICATION?
REFER TO [GENERAL RETENTION SCHEDULE](#), OIT PRIVACY MANAGER, AND GENERAL COUNSEL AS NEEDED.

☐ YES ☐ NO ☐ I DON'T KNOW

IF YES, WHAT DATA FROM THE APP NEEDS TO BE RETAINED ACCORDING TO THE GENERAL RETENTION SCHEDULE?

HOW LONG IS THE UNIVERSITY REQUIRED TO RETAIN THIS DATA?

HOW WILL WE ENSURE THE DATA IS DELETED ACCORDING TO SCHEDULE?

BUSINESS NEEDS

WHAT ARE THE IMPORTANT BUSINESS REASONS TO RETAIN THE DATA?

DESCRIBE DATA TO KEEP AND DATA TO DELETE (AND TIMEFRAME)

ARE THERE RELATED [DATA-SHARING AGREEMENTS](#), AND DO THEY NEED TO CONTINUE?

PROTECTING PRIVACY

DOES THE DATA CONTAIN PERSONAL IDENTIFYING INFORMATION?

☐ YES ☐ NO ☐ I DON'T KNOW

IF YES, SHOULD WE RETAIN PERSONAL IDENTIFIERS, OR SHOULD THE DATA BE DE-IDENTIFIED?

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WHERE TO PUT IT

COULD THE DATA BE MIGRATED TO AN IN-PRODUCTION APPLICATION THAT REPLACED THIS TECHNOLOGY?

LIST AND DISCUSS ALTERNATIVE OPTIONS FOR STORAGE. Common examples include migration into a data warehouse (i.e. Tableau or Box) or glacier cloud storage for infrequent access. Reference the table below from Gartner for other options.

WHO WILL HAVE TECHNICAL ACCOUNTABILITY OF THE DATA GOING FORWARD?

WHAT ACCESS AND SCHEDULE GUIDANCE WILL THOSE WITH TECHNICAL ACCOUNTABILITY FOLLOW?

ACTION ITEMS

ACTION ITEM	ASSIGNED TO	STATUS

FURTHER READING

[GARTNER: HOW TO ADDRESS DATA RETENTION AND APPLICATION RETIREMENT](#)