UNSW System of Record - System Decommissioning Assessment (SOR03)

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Please complete Section 1-3 and submit to [records@unsw.edu.au](mailto:records@unsw.edu.au)

**Section 1: System Overview**

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

## Section 2: System Background

|  |  |
| --- | --- |
| 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: |  |
| Is the system being replaced? If yes, please provide details. |  |

## Section 3: System Content

|  |  |
| --- | --- |
| What type of information/records are 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? (e.g., NSW, Australia, Overseas) |  |
| 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: |  |

## Section 4: (To be completed by UNSW Records)

|  |  |
| --- | --- |
| 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(s) |  |
| Recommendations |  |

|  |  |
| --- | --- |
| UNSW Records Authorisation |  |
| Authorisation Date |  |