<Date>

**Version <X.x>**

**NOTES TO THE AUTHOR/TEMPLATE INSTRUCTIONS**

This template includes instructions and boilerplate text for this document. The author should note that:

* Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in *blue italicized text* throughout this template.
* Replace instructional text in each section with project specific information.
* Use or modify boilerplate examples of wording and formats for text and tables as appropriate.
* Search and replace all text enclosed in angle brackets - < > - with project specific information (e.g., <Project Name> or <Project Acronym>.

Follow these steps when using this template:

1. All documents must be compliant with Section 508 requirements. Refer to [FNS 504-508 Compliance Reference Library](https://fncspro.usda.net/offices/oit/Documents/Forms/AllItems.aspx?RootFolder=%2Foffices%2Foit%2FDocuments%2F504%2D508%20Compliance%20%2D%20Accessibility&View=%7BB47848DF%2D6059%2D4D43%2DAB0C%2D8ECEDC92AD4C%7D) or [Section508.gov](https://section508.gov/) for more information.
2. Modify any boilerplate text, as appropriate, for your specific project.
3. Use Styles for new sections such as Heading 1, Heading 2 and Std Para.
4. Place Table captions and descriptions *above* the table and centered. All tables must have an associated tag providing appropriate alternative text for Section 508 compliance.
5. Place Figure captions and descriptions *below* the figure and centered. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.
6. Update the Table of Contents and any List of Tables or List of Figures by right-clicking it and selecting Update field / Update entire table.
7. Delete this “Notes to the Author/Template Instructions” page and all instructional text to the author before finalizing the draft of the document.

**SDLC TEMPLATE REVISION HISTORY**

| VERSION | DATE | CHANGE DESCRIPTION |
| --- | --- | --- |
| 1.0 | 11/02/2020 | Created System Disposition Plan replacement to reflect new FNS Agile SDLC processes and comply with Section 508 standards.Template includes checklist that was formerly a separate SDLC artifact. Template renamed per IT Governance Manager request. |
| x.x |  |  |

**SDLC TEMPLATE CONTACT INFORMATION**

| RESPONSIBILILTY | CONTACT PERSON | EMAIL ADDRESS |
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Complete the below table to track the version history of this document.

**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **CHANGE DESCRIPTION** |
| --- | --- | --- |
| x.x |  |  |
| x.x |  |  |
| x.x |  |  |

*List the relevant area of responsibility, contact person and email address for this document.*

**CONTACT INFORMATION**

| **RESPONSIBILILTY** | **CONTACT PERSON** | **EMAIL ADDRESS** |
| --- | --- | --- |
| Area of Responsibility |  |  |
| Area of Responsibility |  |  |
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| Area of Responsibility |  |  |

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**APPROVAL**

**OFFICE OF INFORMATION TECHNOLOGY**

| This document approved by: |  |
| --- | --- |
|  | **Joseph Shaw**Date  Director, Portfolio Management Division,  Office of Information Technology |

|  | **Kevin Russ**Date  IT Governance Manager, Portfolio Management Division,  Office of Information Technology |
| --- | --- |

*Modify the title and organization name as needed.*

|  | **<Name>**Date  OIT Project Manager, Operations and Maintenance Branch,  Office of Information Technology |
| --- | --- |

*List the acronym reference and definition or description for each acronym contained in this document.*

**ACRONYM LIST**

| **REFERENCE** | **DEFINITION** |
| --- | --- |
| CPIC | Capital Planning and Investment Control |
| CSAM | Cyber Security Assessment and Management |
| FNS | Food and Nutrition Service |
| IT | Information Technology |
| O&M | Operations and Maintenance |
| OIT | Office of Information Technology |
| USDA | United States Department of Agriculture |

# Introduction

## Purpose

*Replace the angle brackets below with the system name.*

This System Retirement Plan describes the plan for retiring (decommissioning) the *<insert system name>.* Its purpose is to ensure completion of the retirement process with minimal impact to business operations.

The OIT Project Manager completes this plan, including the System Retirement Plan Checklist provided in [Appendix A](#_Appendix_A_–).

## System Overview

*Provide a brief description of the information system and its high level functionality. Reference any system identifying information such as the CSAM ID (note if it is a child investment) and the CPIC ID. Describe what functions will no longer be available to system end users.*

## Decommission Date

*Provide the date of system decommission/retirement.*

This system is being decommissioned effective <mm/dd/yyyy>.

## Decommission Justification

*Describe the business and/or technical justification for why this information system is being retired/decommissioned (i.e., old technology, additional maintenance costs, security risks, etc.).*

## Points of Contact

*List the names, roles, and contact information of key project participants. Modify the values in the role column as needed.*

Table 1 - Points of Contact

| Name | Role | Phone Number | Email |
| --- | --- | --- | --- |
| <Insert name> | Business Owner | <Insert phone number> | <Insert email address> |
| <Insert name> | OIT Project Manager | <Insert phone number> | <Insert email address> |
| <Insert name> | Business Analyst | <Insert phone number> | <Insert email address> |
| <Insert name> | Architect | <Insert phone number> | <Insert email address> |
| <Insert name> | Developer | <Insert phone number> | <Insert email address> |

# Transition Planning

## Stakeholder Impact

*Briefly describe in the table below how stakeholders and/or end users may be impacted by the loss of functionality from decommissioning this information system. Document any proposed workaround solutions as needed. Be sure to address workarounds for any technical interdependencies with other systems.*

Table 2 - Stakeholder Impact

| Affected Personnel | Impact | Proposed Workaround |
| --- | --- | --- |
| <List personnel affected by system retirement> | < Describe impact.> | <Describe the workaround to mitigate impact.> |
| <List personnel affected by system retirement> | < Describe impact.> | <Describe the workaround to mitigate impact.> |
| <List personnel affected by system retirement> | < Describe impact.> | <Describe the workaround to mitigate impact.> |

## Security Impact

*Complete the table below to describe any system security issues or risks and mitigation strategies to address them.*

Table 3 - Security Impact

| Risk Areas | Impact | Mitigation |
| --- | --- | --- |
| <Specify risk area> | < Specify security impact> | <Describe mitigation plan> |
| <Specify risk area> | < Specify security impact> | <Describe mitigation plan> |
| <Specify risk area> | < Specify security impact> | <Describe mitigation plan> |

## Notifications

*Explain how known system users and other affected parties (such as those responsible for interfacing systems and systems operations staff) are being notified of its decommissioning.*

# System Retirement

## Data Disposition

*Detail the plan for archiving, deleting, or transferring to other systems the system’s data files and related documentation.*

## Software Disposition

*Detail the plan for archiving, deleting, or transferring to other systems the software library files and related documentation.*

## System Documentation Disposition

*Describe the plan for archiving, deleting, or transferring to other systems any hardcopy and softcopy user documentation.*

## Equipment Disposition

*Describe the plan for disposing or transferring to other systems any system hardware. If there is no equipment, indicate “Not Applicable.”*

## Facilities Disposition

*If applicable, describe how the facilities used for system operation will be shut down or used for another approved purpose. Indicate “Not Applicable” as needed.*

# Appendix A – System Retirement Checklist

*Complete the table below. If an item is not complete, provide an explanation in the Comments column.*

Table 4 – System Retirement Checklist

| **Question** | **Complete?** | **Comments** |
| --- | --- | --- |
| **Section 1: Initial System Evaluation and Planning** |  |  |
| Has all system documentation been assigned a security categorization as specified in FIPS 199 and NIST SP800-60? |  |  |
| Have plans for re-use and/or recycling of media, hardware, and software been determined, as specified in NIST SP800-59? |  |  |
| Has the impact of system retirement on system stakeholders been assessed? |  |  |
| Have all technical interdependencies with other systems been identified (such as hyperlinks) and mitigation strategies documented? |  |  |
| **Section 2: Communications** |  |  |
| Has all system documentation been removed and/or updated to reflect the decommissioning of the system? |  |  |
| Has the Security Office been notified to remove this system from its inventory? |  |  |
| Has the IT Governance Office been notified to remove this system from its inventory? |  |  |
| Has the O&M Branch been notified to remove this system from the Knowledgebase? |  |  |
| Has the PMD Enterprise Architect been notified to remove this system from inventory? |  |  |
| Has the user community been notified of the system retirement schedule? |  |  |
| **Section 3: Data Disposition** |  |  |
| Has all system data been archived in the agreed-upon format? |  |  |
| Has all system data been evaluated to identify all applicable legal requirements for records retention? |  |  |
| Has the FNS Records Program Manager approved the records retention requirements? |  |  |
| Has the FNS Records Program Manager been contacted to remove the system from inventory? |  |  |
| **Section 4: Software Disposition** |  |  |
| Have all software library files related to the information system been archived, deleted, or transferred to other systems, as planned? |  |  |
| **Section 5: Document Disposition** |  |  |
| Has a copy of all current information system documentation been archived in the agreed-upon format? |  |  |
| Have all system procedures been archived in the agreed-upon format? |  |  |
| Have all system procedures and documentation been stored in the agreed-upon archive location? |  |  |
| **Section 6: Equipment Disposition** |  |  |
| Has all electronic media been sanitized, as appropriate, for the assigned system information security categorization and recycling/re-use plan? |  |  |
| Has media sanitization been validated and documented? |  |  |
| Have the hardware and software resources dedicated to the information system been documented completely? |  |  |
| Has the re-use, recycling, or destruction plan been documented for all system hardware and software resources? |  |  |
| **Section 7: Facilities Disposition** |  |  |
| Has documented approval for shutting down or repurposing the facilities used for system operation been received? |  |  |