Bussiness Details

Intake Business Application Information

Legacy Application Name : **Sample**

References to Application :

Tracking ID :

Description :

Legacy Application Vendor/Manufacturer :

Contract Expiration Date :

Notice Period for Expiration of Contract :

Contract Value of Application :

Read Only Date : **null**

Comment :

If the applications transitions has dependencies? :

Size of Database :

Location of Data :

Site Location of Data :

Does the application needs archival? : **Yes**

Comments :

Is this Application"s data the source of Truth? : **no**

Intake Business Legal Retention

Retention Code :

Trigger Date Field :

Period of Retention :

Table Name/s where Retention need to apply : **null**

Name of the Legal Retention & e-Discovery SME :

Does any Records have legal holds/Tax Holds or any indication? :   **Yes**

Who or what entity provided legal or tax hold identification :

Should this application"s data to be archived? :   **Yes**

Intake Business Archive Data Management

Is this application"s been used for BI report? :   **Yes**

Is BI aware of using new/alternate target application data to support operational report/ :   **no**

BI Engagement should be initiated by Application owner and completed prior archiving :   **no**

SystemRequirements

Brief Explanation :

Account Credit Card :   **no**

Account Number - Financial :   **no**

Date of Birth :   **no**

Drivers License Number :   **no**

Email Address :   **no**

family Status :   **no**

Gender :   **no**

Geo Location :   **no**

Image or Video :   **no**

Income :   **no**

IP Address :   **no**

Martial Status :   **no**

Mobile Device Id :   **no**

Name :   **no**

Phone Number :   **no**

Physical or Mailing Address :   **no**

Physical Description :   **no**

Race or Ethnicity :   **no**

Religion :   **no**

Sexual Preference :   **no**

SSN :   **no**

Others :   **no**

Does the application have localization requirement/   **Yes**
regulations :

List of Countries where localization requirement/   **Yes**
regulations apply :

Are the Localization requirements/regulations   **Yes**
enforced with infrastructure or geofencing :

Infrastructure Localization enforcement, please list   **Yes**
the locations of the datacenters :

External access for archived data :   **Yes**

Describe who or what external entity needs access :

User Name :

Role Description :

Reason for Access :

Frequency of Access :

Additional System Requirements :

Technical Details

Application Information

Datatype Characteristics :   **null**

If the Data Type is Unstructured or Hybrid, process
for extracting unstructured data? :

Does Unstructured or Hybrid business objects needs   **Yes**
to be archived? :

Please specify the formats :

Any Special or Multi Language characters or Foreign   **no**
Language contained in the application? :

If the legacy application contains local language,   **no**
should the local language be maintained in the
archive? :

Based on the application data and date range of the   **no**
data, is all or part of the data required to be retained
beyond application retirement or repurposing? :

System Documentation and its Location :   **no**

User Documentation :

Technical Documentation :

Training Documentation :

Support Documentation :

Data Dictionary :

Test Case Documentation :

Testing Records :

Design Specification :

Requirements Specification :

Validation Plan :

Legacy Retention Information

Server Name :

Production Instances :

Location of Production Instances :

Contact Name or Entity for Infrastructure
Engagement :

Do you need to archive source code? :   **no**

Is this Application a Hosted Service ? :   **Yes**

Duration for retention agreements with the vendor :

Does the legacy applicationâ??s data need to be
archived in the client archive application :

Is the Application external customer facing or have a
component of being external customer facing :

If external facing, web apps/website URLs :

Database size of the application :

Estimated No of Table in the application :

Estimated No of Records(volume) in the application :

XML counts for the database :

Does this application utilize any VPN environments
(E.g. Citrix) for access :

VPN access required for application access :   **no**

Does data in the Application integrate to or from other   **no**
systems? :

Specify the application to integrate   :

Ready Date for Complete Server decommission and
Application Retirement :

Intake Documentations

Downloadable Attachment1 :

Downloadable Attachment2 :

Downloadable Attachment3   :

Archival Reqiurements Details

Archive Requirements

Current Legal holds on the application data must be applied to the application"s archived data to override the Retention schedule :	**null**
Data from application must be retained based on the Client Retention schedule :	**no**
Data Localization Laws must be followed where relevant :	**no**
The System has tools to reconstruct the data in its original format :	**no**
The System allows for user viewing of blob data in its original format in relationship to its structured data :	**no**
Archived data maintains its field properties and formats from the source system (i.e. decimals, %, commas, .00x, YYY-MM-DD) to display values defined in Views and schemas :	**no**
Archived data maintains its field types from the source system (i.e. STRING, Integer, CHAR, VCHAR, Date) to display values defined in Views and schemas :	**no**
The System supports archiving special characters as found in source data to include Foreign characters :	**no**
The System supports archiving Foreign Language data and maintains the Language in the archive :	**no**
The System Maintains CLOBs from source systems :	**no**
The System supports archiving unstructured formats such as word, excel, PowerPoint, pdf. :	**no**
Access to the Archive is role based and controlled through Active Directory. :	**no**
The System allows for configuration of data views. :	**no**
Completeness Control - record level check (The	**no**

number of records sent from the Application are compared to the number of records posted to the target.) :

Error Handling Control - record level check (During the load, records deemed as errors based on program logic will be written to an exception log in their entirety). :   **no**

The System supports metadata management and indexing :   **no**

The System provides advanced search tools to include data parameters and the standard search tools :   **no**

Based on search parameters, data can be exported out of the system for analysis :   **no**