
Business Details

Intake Business Application Information

Legacy Application Name : **Model_N**

References to Application :

Tracking ID :

Description :

Legacy Application Vendor/Manufacturer :

Contract Expiration Date :

Notice Period for Expiration of Contract :

Contract Value of Application :

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/ regulations : | Yes |
| List of Countries where localization requirement/ regulations apply : | Yes |
| Are the Localization requirements/regulations enforced with infrastructure or geofencing : | Yes |
| Infrastructure Localization enforcement, please list the locations of the datacenters : | Yes |
| 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 to be archived? : **Yes**

Please specify the formats :

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

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

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

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 application'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
systems? : **no**

Specify the application to integrate :

Ready Date for Complete Server decommission and
Application Retirement :

Intake Documentations

Downloadable Attachment1 :

Downloadable Attachment2 :

Downloadable Attachment3 :

Downloadable Attachment4 :

Archival Requirements 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, YYYY-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, VARCHAR, 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 number of records sent from the Application are compared to the number of records posted to the | no |

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**