# Document Metadata

author: jfraze@mycomp.org

title: Model Retirement and Decommissioning Procedures

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## **Purpose**

To define structured procedures for retiring, replacing, or decommissioning generative AI systems—ensuring safe offboarding, risk mitigation, and regulatory closure.

## **Scope**

Applies to all GenAI systems approaching end-of-life status, whether due to model performance degradation, contractual expiration, technological obsolescence, or identified safety concerns.

## **Policy Statement**

All decommissioned GenAI systems must be retired in a controlled, auditable, and reversible manner that preserves hospital data, revokes system access, and aligns with incident response and drift detection insights.

## **Roles and Responsibilities**

• Model Owners: Initiate and document decommissioning activities.

• IT Security: Revoke credentials, disable APIs, and retire associated infrastructure.

• Compliance Team: Confirm that PHI, logs, and artifacts are archived or purged per policy.

## **Implementation Phases**

### **Must Do**

• Apply formal decommissioning checklist (e.g., NIST AI RMF MANAGE-4.1).

• Retire and isolate models triggering repeated hallucinations, drift, or misuse alerts.

• Log model retirement in the AI system inventory (MAP-4.2).

### **Should Do**

• Perform final performance validation and produce an end-of-life report.

• Update governance registry and notify stakeholders.

• Retain explainability documentation and audit logs for regulatory audits.

### **Recommended**

• Conduct post-retirement review of system impact and lessons learned.

• Store decommissioned artifacts in secured long-term archive with access controls.