Decommission of Database

1. **Check if the database is in use.**

run Profiler, sp\_who2, cached plans, index usage statistics etc to check if there are currently any connections to the database. (Not getting data from the above mentioned methods does not mean that the database is not used once a month or once a year even, so beware.)

1. **Check if the database is participating in a replication, mirroring or log shipping.**

If it does, then you will have to make a plan to dismantle the activities.

1. **Take a note of the properties of the database and document them**

* number of filegroups and number of files in each filegroup; document the locations of the filegroups
* note down the sizes of each file
* note if there are Full text catalogs and filestream involved and document the names and sizes
* note the SQL Server instance version, edition and service pack level

1. **Check if there are any SQLAgent jobs related to the database**

disable them; back up the jobs and save them as .sql scripts. Also, check if the database is included in any Mainetnance plan jobs (for example Database backup, index rebuild etc) and remove it from the Maintenance plan.

1. **Script all SQL Server logins related to users in the database**  
    keep in mind that scripting the logins does NOT script the real password, but a password placeholder only.
2. **Backup security certificates etc**.
3. **Set the datbase in a SINGLE\_USER mode and take a full backup of it.**
4. **Place the database backup together with the scripted agent jobs**, **the documentation and the logins in a folder and zip it (and encrypt it).**
5. **Find a good secure location for the zipped folder and place it there. Take a note of where you have saved the zipped file. And then take a note of where you have written the note.**
6. **Either detach the database or delete it. Keep in mind that detaching the database leaves the files on the disk system and deleting the database deletes the files.**