

POL	DATA MIGRATION	SC61
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POLICY CODE:	SC61
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Information Services
SERVICE UNIT:	Information Services
RESPONSIBLE OFFICER:	Manager Information Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	8 March 2018
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	
OCM:	

BACKGROUND:

In accordance with the State Records Act 2000 and the State Records Commission (SRC) Standard 8: Managing Digital Information, the City of Cockburn is required to ensure strategies are in place for migrating electronic information and records over time to ensure long-term retention and access (such as through upgrades in hardware and software applications).

Data migration involves the transfer of electronic information from one hardware or software version or format to another and is a key consideration for any system implementation, upgrade or consolidation.

PURPOSE:

The purpose of this policy is to establish an official commitment to the ongoing management and preservation of the City of Cockburn’s electronic information and to outline processes that must be observed when data needs to be migrated.

This policy applies to electronic information held in all corporate business systems, network drives and electronic storage devices at the City of Cockburn.

POLICY:

The management of corporate information and the management of knowledge is an important responsibility and the City of Cockburn will endeavour to ensure that:

- (1) All information stored in electronic formats will be migrated through changes in the hardware and software environment so that the information retains its structure, content and context for the required retention periods.

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- (2) Any migration process used for preserving electronic information will consider both long term accessibility and integrity of this information so it is distinguishable as a unique evidence of business transactions.
- (3) Electronic information from old systems will be kept active until data in new systems has been fully validated and a decommissioning process has been undertaken.
- (4) Integrity checks of electronic information will be carried out through a data validation process.
- (5) Backups of electronic information from old systems will be kept until new systems have proven to be fully operational and an approval process has been followed to remove back-ups.
- (6) Migration of all electronic data, including information of permanent value, will be in accordance with SRC Standard 8: Managing Digital Information.

Applying the Policy

As the course of action for the successful migration of electronic data shall vary from project to project, the responsible officer for the project will develop a specific strategy prior to the implementation of new systems or to the upgrading of existing systems.

A change request is to be completed and approved for all system upgrades and must include a roll-back plan.

Responsibilities

The Manager, Information Services shall be responsible for ensuring the successful running of migration processes.

Governing Legislation

State Records Act 2000
Evidence Act 1906
Financial Management Act 2006
Freedom of Information Act 1992
Limitations Act 1935