Phase 1: Preliminary system assessment

1.1 Does or will the system hold unique information or data (that is not duplicated elsewhere)?

1.2 Is or will the information or data be the authoritative source of truth, relied on to create the authoritative record or feed into the system that holds the authoritative source of information or data?

1.3 Is the risk or value of the information or data high enough to warrant additional controls to ensure that it is trustworthy?

1.4 Is there sufficient business benefit for managing disposal within the system before decommissioning?

1.5 Are you likely to access the information or data beyond the expected life of the system?

1.6 Do or will you need to keep the information or data for longer than the expected life of the system?

MODULE 1
Information is trusted (see Phase 2)

MODULE 2
Disposal is accountable (see Phase 2)

MODULE 3
Export/import (see Phase 2)

MODULE 4
Reporting (see Phase 2)

Document outcomes in systems information management plan.