

4. If retention periods for the records change, how will the new retention period be transitioned into the system?
5. How will records be maintained through the retention period:
 - a. How will the records be protected from unauthorized access?
 - b. How will the records be protected from unauthorized destruction?
 - c. If there are plans to move records near-line or off-line, what protocols will be built in to ensure that the media is refreshed and the bit error rate is corrected on a regular basis?
 - d. What indexing systems will be used to ensure the records are accessible?
 - e. What migration strategies will be in place to regularly replace the media and to refresh the data?
 - f. What migration strategies will be used to convert the records without loss or corruption to the next version or another system?
 - g. What will be the backup strategy used for the new system:
 - i. How will the strategy provide business continuity/vital records protection?
 - ii. How will the strategy provide for the reliability and integrity of the records should a server crash or if a security violation occurs?
 - iii. How will the strategy provide for times when the system is down:
 1. How will the records be available?
 2. How will new records be captured?
 3. How will captured records be put into the system after it is back up and running?
 - iv. How will the strategy provide for the deletion of records once their retention period has lapsed, even on backup media?
 - h. What records will need to be created for audit purposes within the new system:
 - i. Will the system need to record who captured, retrieved or deleted records and when?
6. How will any downloads of data be managed so that renegade standalone systems are not created without the proper recordkeeping requirements attached to them?
7. How will records be deleted from the system when their retention period has lapsed?
8. Will the organization want to delete all associated metadata when the records are deleted, if not, what will need to be retained and for how long?
9. How will records be protected from deletion when there is a hold on destruction?
10. How will the records with permanent retention be preserved and accessible over time?
11. What system documentation will need to be created to document recordkeeping processes?
12. What training will be provided to users to ensure they are aware of their recordkeeping responsibilities?

Suggestions from Records & Archives

Design your system with these three things in mind:

1. **our records are considered active (still in use and/or not eligible for retention).**
2. **your records from active storage to retention storage, (the record's retention period is able to begin), (the record's retention can be tracked over time)**
3. **once all retention requirements are met (semi-annual, annual, etc.)**

Contact Records & Archives if you have any questions.