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LEGACY SYSTEM RETIREMENT PLAN FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM

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Abstract: Implementation of the Business Management System will replace a number of systems currently in use at Hanford. These systems will be retired when the replacement is complete and the data from the old systems adequately stored and/or converted to the new system. The replacement is due to a number of factors: 1. Year 2000 conversion:... 2. Many redundant custom-made systems:... 3. Shift inefficient/complex work processes to commercial standards:...

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**Legacy System
Retirement Plan**

FOR

HANDI 2000

BUSINESS MANAGEMENT SYSTEM

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Date

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1.0 Overview

The implementation of the Business Management System (BMS) will replace a number of systems currently in use at Hanford. These systems will be retired when the replacement is complete and the data from the old systems adequately stored and/or converted to the new system. The replacement is due to a number of factors:

1. Year 2000 conversion: Most of the systems being retired are not year 2000 compliant. Estimates on making these systems compliant approach the costs of replacing with the enterprise system.
2. Many redundant custom-made systems: Maintenance costs on the aging custom developed systems is high. The systems also have overlapping functionality. Replacement with an enterprise system is expected to lower the maintenance costs.
3. Shift inefficient/complex work processes to commercial standards: Many business practices have been developed in isolation from competitive pressures and without a good business foundation. Replacement of the systems allows an opportunity to upgrade the business practices to conform to a market driven approach.
4. Questionable legacy data: Significant amount of data contained within the legacy systems is of questionable origin and value. Replacement of the systems allows for a new beginning with a clean slate and stronger data validation rules
5. Obsolete legacy technology. A number of the systems being retired depend on hardware and software technologies that are no longer adequately supported in the market place.

The IRM *Application Software System Life Cycle Standards*, HNF-PRO-2778, and the Data Systems Review Board (DSRB) define a system retirement process which involves the removal of an existing system from active support or use either by:

- ceasing its operation or support, or
- replacing it with a new system or
- replacing it with an upgraded version of the existing system.

It is important to note, that activities associated with the recovery of the system, once archived, relates to the ability for authorized personnel to gain access to the data and documentation baseline rather than to ensure the ability to reestablish an operational production system.

The remainder of this document describes the planning for the removal of the identified systems from service at Hanford. The retirement requirements, planning schedules and costs are covered in the body of the document.

For each system, there is a specific checklist of retirement activities to be followed for performing the retirement. These are included as self-contained appendices. The appendices are intended to serve as the basis for developing Statements of Work from Fluor Daniel Hanford (FDH) to LMSI when FDH determines that each of the systems has been effectively replaced and retirement activities can be initiated.

1.1 Acronyms

BMS	Business Management System
COTS	Commercial Off The Shelf software
ECS	Expense Commitment System
ESOE	End System Operating Environment
EVC	Electronic Vendor Catalogue
FDH	Fluor Daniel Hanford
FDS	Financial Data System
GIC	General Inventory Catalogue
GSH	General Supplies Inventory
HIP	Hanford Inventory Program
HRP	Human Resources Payroll
IRS	Internal Revenue Service
LMSI	Lockheed Martin Services, Inc.
NARA	National Archives and Records Administration
OSSP	Organizational Standard Software Process
PAMM-APM	Procurement And Material Management – Accounts Payable Module
PAMM-PRA	Procurement And Material Management – Payment Requestor Administration
PAMM-SCA	Procurement And Material Management – System Contract Administration
PAR	Project Analysis and Reporting
PIDS	Purchasing Information Document System
RHA	Records Holding Area
RIDS	Records Identification and Disposition Schedule
RMIS	Records Management Information System
RPH	Rockwell Purchasing History
SMS	Site Management System
TBD	To Be Determined
WHR	Westinghouse Human Resources
WIMS	Warehouse Inventory Management System

1.2 References

N/A

2. Legacy Systems Identified

Direction to retire the systems identified must come from the System Owner. This retirement planning is being performed in anticipation of the specific direction to retire these systems.

The candidate systems to be retired are:

Table 1: Candidate Systems for HANDI 2000 Retirement

FDS	Financial Data System
PAR	Project Analysis and Reporting
ECS	Expense Commitment System
PIDS	Purchasing Information Document System
PAMM-SCA	Systems Contract Administration
PAMM-APM	Accounts Payable Module
PAMM-PRA	Payment Requestor Administration
WIMS	Warehouse Inventory Management System
HIP	Hanford Inventory Program
EVC	Electronic Vendor Catalogue
GIC	General Inventory Catalogue
GSH	General Supplies Inventory
RPH	Rockwell Purchasing History
WHR	Westinghouse Human Resources
HRP	Human Resources Payroll

Property Sampling Inventory (PSI) was originally included in this planning process but has since been withdrawn from the list. It is to be interfaced with the new BMS system.

EVC is not a system per se, but a process for manually transferring & formatting data for emplacement in soft reporting. In effect the system is already retired and no longer exists.

3. Retirement Requirements

The process defined by the DSRB identifies 2 basic end states:

- Retirement of the data only, includes archiving the data per requirements and taking the hardware off line.

- Standard System Retirement includes archiving the data per requirements, system/project documentation (i.e. System Specification, System Design Document, Project File, etc.), and the software (source code, tables, dictionaries, etc.).

4. Retirement Plan Summary

The general strategy is for Standard System Retirement. The data to be retained will be identified via the Record Identification and Disposition Schedule (RIDS) forms. Only record material that is not being converted to the BMS will be retained after the retirement. The length of the retention will be as specified on the RIDS form.

Hardcopy documentation will be preserved in the Records Holding Facility. Electronic Documentation and records that may need to be accessed will be retained in either the Records Management Information System (RMIS) or in the 339A Tape Library. References to tapes in the appendices are to be understood to include all versions of the tape. Other documentation and records will be sent to the Records Holding Area as specified in the RIDS.

Any hardware that is dedicated to a retired system will be released for reuse.

The exceptions to this strategy are FDS, PIDS and PAMM. Due to

- The complex nature of the data,
- A perceived future need to access the data,
- The volume of data NOT being converted to the BMS,
- Limited resources for converting the data and/or setting up data repositories in other systems,

These three systems will be placed in a 'stand down' mode in which limited access to the data for ad hoc reporting is retained. Production operation will be closed out (see Appendix A, D and G for details). Complete retirement will be addressed in Fiscal Year 1999 (FY99), as resources become available.

5. Retirement Schedules

The approximate time frame for retirement activities to take place are shown in table 2:

Table 2: System Retirement Time Frames

System	Time Frame
FDS	TBD
PAR	February 26, 1999
ECS	February 26, 1999
PIDS	December 31, 1999
PAMM-SCA	December 31, 1999
PAMM-APM	December 31, 1999
PAMM-PRA	December 31, 1999
WIMS	February 26, 1999
HIP	February 26, 1999
EVC	N/A
GIC	February 26, 1999
GSH	February 26, 1999
RPH	February 26, 1999
WHR	February 26, 1999
HRP	February 26, 1999

Complete retirement for FDS, PIDS and PAMM must await decisions as to a final data repository and construction of the repository.

6. Retirement Costs

Table 3 summarizes the estimated hours to perform the retirement actions described in the appendices.

Table 3: System Retirement Labor

System	LMSI labor (Manhours)	FDH Labor (Manhours)	Total (Manhours)
FDS	40	8	48
PAR	24	0	24
ECS	20	4	24
PIDS	0	0	0
WIMS	40	8	48
HIP	20	4	24
PAMM -SCA, -PRA, -APM	40	8	48
EVC	0	0	0
GIC	8	0	8
GSH	8	0	8
RPH	116	10	126
WHR & HIP	20	8	28
TOTALS	336	50	386

Note: Engineering Estimate only

Table 4 summarizes the anticipated costs for recovering the data into a database for possible use at a later time. NOTE: These costs do NOT cover analysis of the data OR the redevelopment of data analysis capability. These estimates only cover retrieval of the data into a database, i.e., re-establishing read / write capability. Costs for systems in "stand down" mode are not estimated as data recovery is not required at this time.

Table 4: Data recovery labor

System	LMSI labor (Manhours)	FDH Labor (Manhours)	Total (Manhours)
FDS	0	0	0
PAR	0	0	0
ECS	0	0	0
PIDS	0	0	0
WIMS	0	0	0
HIP	0	0	0
PAMM -SCA, -PRA, -APM	0	0	0
EVC	0	0	0
GIC	0	0	0
GSH	0	0	0
RPH	40	8	48
WHR & HRP	40	8	48
TOTALS	80	16	96

Note: Engineering Estimate only

7. FY99 Operational Support Costs

A number of systems will require a nominal level of support to maintain the "stand down" condition and ad hoc reporting capabilities desired by FDH. The estimated support levels are shown in table 5

Table 5: Estimated FY99 Support Levels

System	LMSI Support (manhours)	FDH Support (manhours)	License & maintenance Fees (dollars)
FDS	200	0	\$0
PAR	0	0	\$0
ECS	0	0	\$0
PIDS	200	0	
WIMS	0	0	\$0
HIP	0	0	\$0
PAMM -SCA, -PRA, -APM	3000	500	\$22,000
EVC	0	0	\$0
GIC	0	0	\$0
GSH	0	0	\$0
RPH	0	0	\$0
WHR & HRP	200	0	\$0
TOTALS	3600	500	\$22,000

Note: Engineering Estimate only

8. Contributors

Contributors to this retirement plan are shown in table 6.

Table 6: Retirement Plan Contributors

System	System Analyst LMSI	Technical Owner FDH	Business Owner FDH
FDS	Ron Fryer	Don Layfield	Kevin Adamson
PAR	Rich Blake	Richard Marshall	Richard Marshall
ECS	Ron Fryer	Paul Felts/Chris Hopkins	Kevin Adamson
PIDS	Errol Story	Kim Schultz	Pat Marmo
WIMS	Dennis Johnson	Paulette White (DYN)	Paulette White (DYN)
HIP	Dennis Johnson	Paulette White (DYN)	Paulette White (DYN)
PAMM-SCA, -PRA, -APM	Bob Ellis / Dave Langford	Debbie Long / Bob Allen	Pat Marmo / Paul Felts
EVC	Dennis Johnson	N/A	N/A
GIC	Dennis Johnson	Paulette White (DYN)	Paulette White (DYN)
GSH	Dennis Johnson	Paulette White (DYN)	Paulette White (DYN)
RPH	Frederick (Scott) Brim	Michael L Taylor	Patrick Marmo
WHR & HRP	Mark Freeman	Leroy Kelsch	Mike Byrd /Todd Byers
PSI	N/A	Verna Bonefield	N/A

9. Summary

The legacy system retirement effort for FY99 is summarized in table 7:

Table 7: Legacy System Retirement Summary

Effort type	LMSI	FDH	Total	expense fundi
Retirement	336	50	386	\$ -
Data Recovery (Continge	80	16	96	\$ -
Operational support	3600	500	4100	\$ 22,000
Totals	4016	566	4582	\$ 22,000

Note: Engineering Estimate only

HANDI 2000

DOC ITEM: Legacy System Retirement Plan

/DATE: 7/28/98

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APPENDICES

APPENDIX A, FDS

Financial Data System

At this time, there is some remaining ambiguity about the future use of data currently resident in FDS and stored in the tape library. There appears to be a long term need for limited access to the data for multi year project analysis and trending as well as Internal Revenue Service (IRS) audit and data retrieval. Since this data is not being converted to the BMS, then the capability to retrieve and analyze the data is required. At this time, resources are limited in providing another means of data access. The recommendation at this time is to place FDS in a "stand down" condition with the following characteristics:

1. No new data will be fed FDS after the FY98 year-end closing process is finished.
2. All production triggers will be removed, i.e., FDS will no longer automatically process data.
3. All FDS automatic reports and data feeds will be suspended
4. The accumulated data on tape, through FY98 will remain available in the 339A tape library.
5. Access to the FDS for ad hoc data retrieval and processing will be limited to approximately 6 Expert Analysts in FDH and a minimal (number TBD) LMSI FDS support team

Complete retirement of FDS must await decisions regarding the ultimate long-term storage of the data and resource availability.

Since FDS is projected to still be in stand down mode after 3-31-99, Y2K contingency planning must be completed for FDS.

The Completed Retirement Checklist is:

1. Hardware Redeployment: None
2. Network Administration Coordination: Coordination is required to use the Site Management System software (SMS) to locate all General User client side software and remove from client machines.
3. Production Schedule Updates: Production schedules will be updated after final production cycle to roll data to Soft Reporting and long-term storage. Emergency Call lists will be updated. New schedules and call lists will reflect the fact that FDS will receive no new input and produce no regular reports.
4. Jet Form Removal: N/A
5. User Access Removal: General User Access will be denied from the administrator's end when the year end processing is complete and summary data has been made available through Soft Reporting.
6. Data Retention: Data retention requirements are specified on the RIDS form.

7. Software Distribution Removal: N/A
8. Documentation Storage: All official documentation for the system is in electronic formats. Documentation, source code and scripts will be sent to Records Management Information System (RMIS) as will a master index file of the material.
9. Termination of License Agreements: N/A.
10. Delete/Archive mailbox data: N/A
11. RIDS / QA updates: Updated as a result of this planning
12. End User De-Installation: Via SMS, see #2

APPENDIX B, PAR

Performance Analysis and Reporting

The Completed Retirement Checklist is:

1. Hardware Redeployment: Y, a dedicated 486 server (WHC391) will be re-deployed.
2. Network Administration Coordination: N
3. Production Schedule Updates: N, PAR is driven from FDS triggers – Turn off FDS and PAR stops automatically.
4. Jet Form Removal: N
5. User Access Removal: N
6. Data Retention: N, PAR does not maintain or own any data.
7. Software Distribution Removal: N
8. Documentation Storage: System documentation only. Hardcopy will be sent to RHA, electronic files will be sent to RMIS along with an index file of the documentation.
9. Termination of License Agreements: N
10. Delete/Archive mailbox data: N
11. RIDS / QA updates: RIDS form updated as a result of this planning process
12. End User De-Installation: Y, removal is optional at the user's discretion. This is a manual process as there is not a standardized desktop installation for SMS to operate on.

Electronic files to be stored in RMIS:

- System Documentation: Users Manual \\WHC391\PARADMIN\PARDOC.LJ3
- Source Code: \\WHC391\PARADMIN
- C and D drive contents of PAR workstation WC26759 (2261 computer room)

Hardcopy documentation to be sent to RHA:

- System Documentation: Project Workbook
- System Documentation: Design Documentation

APPENDIX C, ECS

Expense Commitment System

The Completed Retirement Checklist is:

1. Hardware Redeployment: N, ECS operates on the Enterprise server which will be dealt with separately
2. Network Administration Coordination: N
3. Production Schedule Updates: Y, production triggers from FDS will be suspended and the call list modified
4. Jet Form Removal: N
5. User Access Removal: Y, user access will be denied after FDS year-end closing is complete.
6. Data Retention: N, ECS does not own or retain any data
7. Software Distribution Removal: N
8. Documentation Storage: Y, Electronic documentation will be sent to the RMIS.
9. Termination of License Agreements: N
10. Delete/Archive mailbox data: N
11. RIDS / QA updates: Updated as a result of this planning process.
12. End User De-Installation: N

Electronic documentation to be sent to the RMIS:

- System Documentation
 - \\Ap016\FDS\DOC\PROD\ECS
- Source Code:
 - ECS000.PROD.SRCELIB
 - UCCELT.PROD.JCLLIB

APPENDIX D, PIDS

Purchasing Information Document System

The recommendation at this time is to place the PIDS in a "stand down" condition with the following characteristics:

1. No new data will be fed to PIDS after the FY98 year-end closing process is finished.
2. All production triggers will be removed, i.e., PIDS will no longer automatically process data.
3. All PIDS automatic reports and data feeds will be suspended. Particularly, archival of data into RPH will be discontinued allowing RPH to be retired prior to PIDS being retired.
4. The accumulated data, through FY1998 will remain available in the 339A tape library.
5. Access to the PIDS for ad hoc data retrieval and processing will be limited to Expert Analysts in FDH and a minimal (number TBD) LMSI PIDS support team

Since PIDS is projected to still be in stand down mode after 3-31-99, Y2K contingency planning must be completed for PIDS.

The Completed Retirement Checklist is:

1. Hardware Redeployment: N, runs on the enterprise server. The E.S. is covered under a separate retirement effort.
2. Network Administration Coordination: Y, no current coordination but expect to use SMS to identify client side machines.
3. Production Schedule Updates: Y, Emergency Call lists will be updated.
4. Jet Form Removal: N
5. User Access Removal: Y
6. Data Retention: N, PIDS current data is being passed to BMS. Old PIDS data has already been passed to RPH.
7. Software Distribution Removal: N
8. Documentation Storage: Y, system documentation only.
9. Termination of License Agreements: N
10. Delete/Archive mailbox data: N
11. RIDS / QA updates: N
12. End User De-Installation: Y

APPENDIX E, WIMS

Warehouse Inventory Management System

The Completed Retirement Checklist is:

1. Hardware Redeployment: Reassign the Sun workstation to Judy Springer's group.
2. Network Administration Coordination: Use SMS to locate and identify all networked machines containing a WIMS Icon and associated script/software
3. Production Schedule Updates: Remove WIMS from the production schedule and update the emergency call lists.
4. Jet Form Removal; N/A
5. User Access Removal: User Access will be denied from the administrator's end when the year end processing is complete.
6. Data Retention: Necessary and sufficient data is being converted from WIMS to the new BMS. After conversion and startup of the BMS on 10-1-98, no data retention from WIMS is required.
7. Software Distribution Removal: The application will be removed from Software Distribution after User access is denied.
8. Documentation Storage: Electronic documentation and source code will be sent to RMIS along with an index file. Send hardcopy documentation to the Records Holding Area.
9. Termination of License Agreements: Contracts will be directed to terminate the license agreement with DynaCom after WIMS access is denied.
10. Delete/Archive mailbox data: N/A
11. RIDS / QA updates: updated as a result of this planning
12. End User De-Installation: After User Access is denied and WIMS removed from software distribution, then SMS will be used to remove client side software from the user machines.

Documentation to be sent to RMIS:

- System Documentation:
 - C:\wpdata\wim
- Source Code:
 - UCCELT.PROD.LODLIB.WIM
 - WIM000.DEVL.SRCELIB.WIM
 - UCCELT.PROD.JCLLIB.WIM

APPENDIX F, HIP

Hanford Inventory Program

The Completed Retirement Checklist is:

1. Hardware Redeployment: 1 dedicated File Server and a work station will be available for redeployment:
 - WHC101: WC40823 is a 486 based server and the primary server for HIP
 - WHC102: WC42384 is a 486 based workstation.There are also components of HIP on the enterprise server and the users PC. The ES will be covered under a separate retirement plan. The user's workstations are not available for redeployment.
2. Network Administration Coordination: Coordination is required to use SMS to locate all client side software (.bat files) and remove from client machines.
3. Production Schedule Updates: Production schedules will be updated after final production cycle. Emergency Call lists will be updated.
4. Jet Form Removal: N/A
5. User Access Removal: User Access will be denied from the administrator's end when the year end processing is complete and summary data made available through Soft Reporting.
6. Data Retention: Necessary and sufficient (but not all) data is being converted from HIP to the new BMS. After conversion and startup of the BMS on 10-1-98, no data retention from HIP is required.
7. Software Distribution Removal: N
8. Documentation Storage: Hardcopy documentation will be sent to RHA. Source code will be sent to RMIS along with an index file of the information.
9. Termination of License Agreements: N?
10. Delete/Archive mailbox data: N
11. RIDS / QA updates: updated as a result of this planning effort
12. End User De-Installation: Use SMS to remove Client side software after user access is denied.

Electronic files to be sent to RMIS:

- System Documentation
 - \\AP010\PMADMIN\HIP
- Source Code:
 - UCCELT.PROD.LOADLIB.HIP
 - HIP000.PROD.SRCELIB.HIP
 - UCCELT.PROD.JCLLIB.HIP

Hardcopy Documentation to be sent to the RHA:

- System Documentation: System Test Plan
- System Documentation: System Test Package

APPENDIX G, PAMM –SCA, -PRA, -APMPAMM-SCA Systems Contract AdministrationPAMM-PRA Payment Requestor AdministrationPAMM-APM Accounts Payable Module

There is current need to maintain operation of the PAMM system, specifically the APM module through February, 1999 for tac accounting purposes. After this time limited access will be required to handle data closeout and conversion issues. The recommendation at this time is to place the PAMM system in a "stand down" condition with the following characteristics:

6. No new procurement data will be fed to PAMM after the FY98 year-end closing process is finished.
7. All production triggers will be removed, i.e., PAMM will no longer automatically process data.
8. All PAMM automatic reports and data feeds will be suspended
9. The accumulated data, through FY1998 will remain available in PAMM.
10. Access to the PAMM for ad hoc data retrieval and processing will be limited to ~3 Expert Analysts in FDH and a minimal (number TBD) LMSI PAMM support team

Complete retirement of PAMM must await decisions regarding the ultimate long-term storage of the data and resource availability.

Since PAMM is projected to still be in stand down mode after 3-31-99, Y2K contingency planning must be completed for FDS.

The Completed Retirement Checklist is:

1. Hardware Redeployment: Yes. PAMM runs on a dedicated Data General Server that can be released for reassignment after final retirement.
2. Network Administration Coordination: Yes: Deactivation of CTS support and removal of "HUH" information
3. Production Schedule Updates: Yes, Both for the Data general server and to remove Process Triggers from applications on the Enterprise Server. Emergency Call lists will be updated.
4. Jet Form Removal: No
5. User Access Removal: Yes
6. Data Retention: No. PAMM passes essential data to the RPH system for long term storage. Complete the final production run at year-end to assure that all required data is passed to RPH.
7. Software Distribution Removal: Yes

8. Documentation Storage: Yes. Hardcopy Documentation will be sent to Records Holding. Electronic documentation will be written to RMIS in native file formats. A master index file describing the documentation in RMIS will be prepared and also saved in RMIS
9. Termination of License Agreements: Yes, 10 different software license agreements need to be terminated.
10. Delete/Archive mailbox data: Deletion of the mailbox.
11. RIDS / QA updates: Yes – performed when this plan was prepared.
12. End User De-Installation: Yes, use SMS to delete the icon and supporting code from the user's desktop.

APPENDIX H, EVC

Electronic Vendor Catalogue

The Completed Retirement Checklist is:

1. Hardware Redeployment: N/A
2. Network Administration Coordination: N/A
3. Production Schedule Updates: N/A
4. Jet Form Removal: N/A
5. User Access Removal: N/A
6. Data Retention: N/A
7. Software Distribution Removal: N/A
8. Documentation Storage: N/A
9. Termination of License Agreements: N/A
10. Delete/Archive mailbox data: N/A
11. RIDS / QA updates: N/A
12. End User De-Installation: N/A

EVC is not a system per se, but a process for manually transferring & formatting data for emplacement in soft reporting. There is no source code, documentation or records to be considered. Simply instruct the analyst to cease and desist performing the manual process.

APPENDIX I, GIC

General Inventory Catalogue

The Completed Retirement Checklist is:

1. Hardware Redeployment: GIC runs on the Enterprise Server and an ESOE workstation. The ES is covered under a separate retirement plan. The ESOE workstation will not be redeployed.
2. Network Administration Coordination: N/A
3. Production Schedule Updates: Production schedules will be updated after the final production cycle to roll data to Soft Reporting. Emergency Call lists will be updated.
4. Jet Form Removal: N/A
5. User Access Removal: N/A (users do not have direct access. Access to data is through Soft Reporting.
6. Data Retention: 1 year in Soft Reporting. This is automatic, no action required during retirement of the system
7. Software Distribution Removal: N/A
8. Documentation Storage: Send Documentation and Source to RMIS.
9. Termination of License Agreements: N/A
10. Delete/Archive mailbox data: N/A
11. RIDS / QA updates: updated as a result of this planning effort.
12. End User De-Installation: N/A

Documentation to be sent to RMIS:

- System Documentation:
 - \\AP010.PMADMIN\GIC
- Source Code:
 - UCCEL.T.PROD.LOADLIB.GIC
 - GIC000.PROD.SRCELIB.GIC
 - UCCEL.T.PROD.JCLLIB.GIC

APPENDIX J, GSH

General Supplies Inventory

The Completed Retirement Checklist is:

1. Hardware Redeployment: GSH runs on the Enterprise Server and an ESOE workstation. The ES is covered under a separate retirement plan. The ESOE workstation will not be redeployed.
2. Network Administration Coordination: N/A
3. Production Schedule Updates: Production schedules will be updated after the final production cycle. Emergency Call lists will be updated.
4. Jet Form Removal: N/A
5. User Access Removal: N/A (users do not have direct access. Access to data is through Soft Reporting.
6. Data Retention: 1 year in Soft Reporting. This is automatic, no action required during retirement of the system
7. Software Distribution Removal: N/A
8. Documentation Storage: Send Hardcopy and Source Code tapes to Records Holding
9. Termination of License Agreements: N/A
10. Delete/Archive mailbox data: N/A
13. RIDS / QA updates: updated as a result of this planning effort
11. End User De-Installation: N/A

Documentation to be sent to RMIS:

- System Documentation
 - C:\WPDATA\SM-021.DOC
- Source Code:
 - UCCELT.PROD.LOADLIB.GSH
 - E40778.TEST.SRCELIB.GSH
 - UCCELT.PROD.JCLLIB.GSH

APPENDIX K, RPH

Rockwell Purchasing History

The Completed Retirement Checklist is:

1. Hardware Redeployment: N, The RPH system resides on the Enterprise server which will be retired under a separate plan
2. Network Administration Coordination: N
3. Production Schedule Updates: Yes, Emergency Call list will updated
4. Jet Form Removal: No
5. User Access Removal: Y
6. Data Retention: Yes, the last annual production tape written will be preserved and converted to a neutral file format.
7. Software Distribution Removal: No
8. Documentation Storage: Yes, documentation will be boxed and sent to records holding after the system is retired. Source code files will be archived in RMIS.
9. Termination of License Agreements: No
10. Delete/Archive mailbox data: No
11. RIDS / QA updates: See Attachment N
12. End User De-Installation: No.

The data to be retained is identified on the final RIDS form as RPH000R.PROD.TAPE.RPH*** (Yearly backup of alterations, cost, item, purchase orders, receipt & archive information). This tape will be recovered, after the year-end closeout and final production run, and processed to convert the data from Nomad specific formats and data structures to comma delimited files. 1 file per table will generated and written to RMIS (optical disk storage) along with a file describing the meta data about the RPH files.

Data recovery for use will require the following process:

- Recover the meta data file from RMIS,
- Construct an ad hoc database in a language of the users choice, e.g. MS Access,
- Recover and load the comma delimited tables, as needed, into the data base

This provides a limited read/write capability for the data. Requirements for future analysis and processing capability have not been established at this time. Estimates for data recovery do NOT include analysis of the data once recovered.

APPENDIX L, PSI

Property Sampling Inventory

PSI has been withdrawn from the retirement planning process

APPENDIX M, WHR

Westinghouse Human Resources

The Completed Retirement Checklist is:

1. Hardware Redeployment: runs on the Enterprise Server which is covered under a separate retirement plan.
2. Network Administration Coordination: N
3. Production Schedule Updates: Yes, Emergency call lists will be updated.
4. Jet Form Removal: some old jetforms from a previous version may exist
5. User Access Removal: Y
6. Data Retention: 3 year history kept on magnetic tape in records holding
7. Software Distribution Removal: N
8. Documentation Storage: Hardcopy binders only
9. Termination of License Agreements: N, MSA agreement terminated prior to publication of this plan.
10. Delete/Archive mailbox data: N
11. RIDS / QA updates: Y
12. End User De-Installation: N

The data to be Sent to RMIS is identified on the final RIDS form as stored on a series of master tapes:

Year end production tapes, CY1990 through 1997

WHR000N.PROD.YE.PWP010.G0008V00
WHR000N.PROD.YE.PWP010.G0009V00
WHR000N.PROD.YE.PWP010.G0010V00
WHR000N.PROD.YE.PWP010.G0011V00
WHR000N.PROD.YE.PWP010.G0012V00
WHR000N.PROD.YE.PWP010.G0013V00
WHR000N.PROD.YE.PWP010.G0014V00
WHR000N.PROD.YE.PWP010.G0015V00
WHR000N.PROD.YE.PWV010.G0001V00
WHR000N.PROD.YE.WHRSEC

CY 1997 master tapes

WHR000R.PROD.RCMSTRAB Absence History Master File
WHR000R.PROD.RCPWH010
WHR000R.PROD.RCPWK010 Check Reversal Master File
WHR000R.PROD.RCPWP010 Employee Master File
WHR000R.PROD.RCPWQ010 Audit Database Master File
WHR000R.PROD.RCPWR060 Payroll Reporting Detail File

Final tape for 1-1-98 to 9-30-98 (identifier is TBD)

In addition the following source code libraries will be sent to RMIS:

WHR000N.PROD.COPYLIB
WHR000N.PROD.JCLLIB
WHR000N.PROD.PARMLIB
WHR000N.PROD.PROCLIB
WHR000N.RETRO.JCLLIB
WHR000N.RETRO.SRCELIB
WHR000N.TEST.COPYLIB
WHR000N.TEST.DOCLIB
WHR000N.TEST.JCLLIB
WHR000N.TEST.LOADLIB
WHR000N.TEST.PARMLIB
WHR000N.TEST.PROCLIB
WHR000N.TEST.SRCELIB
WHR000N.USER.DOCLIB
WHR000N.USER.JCLLIB
WHR000N.USER.LOADLIB
WHR000N.USER.PARMLIB
WHR000N.USER.SRCELIB
WHR000N.YREND.JCLLIB
WHR000N.YREND.SRCELIB
HSP000N.PROD.HR9108.COPYLIB
HSP000N.PROD.HR9108.LOADLIB
HSP000N.PROD.HR9108.OLOADLIB
HSP000N.PROD.HR9108.SRCELIB
MSA110N.PROD.HR9108.DATALIB
MSA110N.PROD.HR9108.JCLLIB
MSA110N.PROD.HR9108.LOADLIB
MSA110N.PROD.HR9108.OBJLIB
MSA110N.PROD.HR9108.PARMLIB
MSA110N.PROD.HR9108.PROCLIB

These tapes represent year-end summary of individual payroll information for the PHMC and predecessor companies back to CY1988. The following steps will be taken to preserve this information:

- Run a final 'year end' report for the period 1-1-98 to 9-30-98, e.g. close out the data collection and processing in WHR.
- Run reports against each tape that will contain year-end summary information for each (former and current) employee in a text file format ("95 report").
- Collect these output reports into a file, 1 per calendar year and store in RMIS as sensitive data.

Data recovery would then be a matter of gaining access to the appropriate file and printing off the selected portion of the file. At present there are no requirements for maintaining data processing and analysis capability. Current use of this data is for retrieval of the data only.

The source code files for WHR and for HRP are intermixed. These files will be written to RMIS in native file formats.

An index file to all of the above information will be prepared and also stored in RMIS.

APPENDIX N, HRP

Human Resources Payroll

The Completed Retirement Checklist is:

1. Hardware Redeployment: runs on the Enterprise Server which is covered under a separate retirement plan.
2. Network Administration Coordination: N
3. Production Schedule Updates: Yes, Emergency Call lists will be updated.
4. Jet Form Removal: N
5. User Access Removal: Y
6. Data Retention: 3 year history kept on magnetic tape in records holding
7. Software Distribution Removal: N
8. Documentation Storage: Hardcopy binders only
9. Termination of License Agreements: N
10. Delete/Archive mailbox data: N
11. RIDS / QA updates: updated as a result of this planning effort
12. End User De-Installation:

See WHR (appendix M) for data retention and document storage instructions.

APPENDIX N, RIDS Process

Record Identification

And

Disposition Schedule

Process

The process described in this appendix was used to identify the data to be retained after the retirement of the systems described above.

The process consists of a flow chart for working through the decision process of what data to retain and for how long. There is a text description / explanation to go with the flow chart. The decisions and related information are captured on a spreadsheet RIDS template that can be obtained from LMSI Records Management.

ELECTRONIC SYSTEMS – INTERVIEW

REFERENCES (add Intranet location)

44 United States Code (U.S.C.) 3301 – states that records include all books, papers, maps, photographs, machine readable materials or other documentary materials, regardless of physical form or characteristics.

Title 36, Code of Federal Regulation (CFR), Chapter XII, Subchapter B, Part 1228, “*Disposition of Federal Records*” prescribes policies for records management programs relating to records creation and maintenance, adequate documentation, and proper records disposition of federal documentary material to include all media types and formats.

Title 36, Code of Federal Regulation (CFR), Chapter XII, Part 1234, “*Electronic Records Management*” establishes the basic requirements related to the creation, maintenance, use, and disposition of electronic records.

ELECTRONIC RECORDS MANAGEMENT TERMS

DATA BASE - A set of data, consisting of at least one file or of a group of integrated files, usually stored in one location and made available to several users at the time for various applications.

MASTER FILES - Relatively long-lived computer files containing an organized and consistent set of complete and accurate data. Usually updated periodically. Also called main files.

HISTORY FILES – Electronic files copies from inactive master files for long-term or permanent retention.

DATA FILE

- An organized collection of related data, usually arranged into logical records that are stored together and treated as a unit by a computer.
- Related numeric, textual, or graphic information that is organized in a strictly prescribed form and format. Used in contrast to text documents that may be recorded on electronic media.

DATA SET (Series Description)

- A group of related electronic records that are organized and treated as a unit. Also used *interchangeably* with data file.
- A modem, which is an electronic device making possible the transmission of data to or from a computer by telephone or other communication lines.

ELECTRONIC RECORDS - Records stored in a form that only a computer can process. Also called machine-readable records or ADP records.

BACKING UP - Making a copy of a computer file for use if the original is lost, damaged, or destroyed. Sometimes called archiving.

HISTORY FILES - Electronic files copies from inactive master files for long-term or permanent retention.

SYSTEM DOCUMENTATION - Documentation is the information needed to use computer files. It includes but is not limited to data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database.

ADMINISTRATIVE INFORMATION

- (1) SYSTEM NAME/ACRONYM
- (2) BUSINESS OWNER/CONTRACTOR
- (3) TECHNICAL OWNER/CONTRACTOR
- (3a) SYSTEM ANALYST/CONTRACTOR
- (4) PERSON(S) CONDUCTING INTERVIEW
- (5) HARDWARE/SOFTWARE ENVIRONMENT
- (6) PURPOSE AND USE OF THE SYSTEM

Indicate the reasons for the system and its use. Describe main subject matter, date ranges, update cycle information, and other major characteristics of the system.

(7) SYSTEM DATA**DATA INPUTS AND SOURCES**

Identify and describe primary data input documents and sources, include all media. Also include names of any other systems from which this system receives data. Data may be:

- A hardcopy form such as a purchase order
- An electronic feed file, e.g., data passed into the system from an upstream process

MAJOR OUTPUTS

Identify and describe the system's major data outputs and their frequency, e.g., reports, tables, charts, graphics, prepared weekly, monthly, quarterly, yearly. Data may be:

- An electronic feed file, e.g., data passed out of the system to a downstream process
- A hard copy printout from the system
- Magnetic tapes/cartridges

INTERNAL DATA

Identify and describe the self-contained data by Data Set, Data Unit, or Data Files. For example:

- ***RPH000R.PROD.TAPE.RPH*** - Yearly backup of alternations, cost, item. Purchase Orders, receipt and archive information.

SYSTEM DOCUMENTATION

Identify any system specifications, file specifications, codebooks, file layouts, user guides, output specifications, and related indexes.

BACKUP INFORMATION

Identify and describe identical information that is used if the system data is lost, damaged, or destroyed.

QUESTIONS - SYSTEM DATA

(8) MEDIA

(9) LOCATION

(10) CUSTODIAN

(11) LEGAL VALUE ?

- (11a) If yes, define law citation, regulatory requirement, contract clause, procedure, or Litigation Survey Number.

(12) DATA FULFILLS BUSINESS NEED ? (Operational Value, Administrative Value, Financial Value, Physical Value)

- (12a) If yes, describe usefulness or business need.

(13) REPLACES HARD COPY ?

A choice must be made as to whether the electronic data replaces data contained in hardcopy form. If the data replaces hardcopy, then the electronic data becomes the 'official' copy of the data and is retained as record material.

- If yes, have you acquired Company Legal and DOE-RL approval for this replacement?

- If yes, provide a copy of the approved DOE 1324.5 "U.S. Department of Energy Request for Records Disposition Authorization."

(14) ORIGINATES DATA?

A system may take in data and manipulate it to create new data. This data "originates" within the system and does not appear elsewhere unless it is output in a report or data feed. This data could be data that you are legally

required to keep. An example would be "Tax Withholding" which is computed based upon the salary and specified deductions of the employee.

(15) IS THIS A DATA FEED FOR THIS SYSTEM ?

Data Feeds occur when systems pass data from one to another for operational purposes. In these cases, systems that receive data from other systems are not considered the 'owner' of the data. An exception can occur when data ownership is transferred when the data is transferred. A case in point can be when active data is passed from an operational system to an archival system. The data should be considered 'input' but not a 'data feed'.

- (15a) If yes, identify system feeding data.

(16) RETENTION SCHEDULE FOR RECORD MATERIAL? (N/A for Nonrecord)

(17) RETENTION PERIOD ?

For Record Material, cite the retention period prescribed by the Retention Schedule.

For Nonrecord Material, identify how long data will need to be referenced.

(18) CUT-OFF/DISPOSITION INSTRUCTIONS ?

Describe what action is taken when data is no longer useful, inactive, or retention period has been reached.

(19) CONVERSION PLANNED ?

For systems that are being replaced, retired, or deactivated, is the data being converted to a new system?

- (19a) If yes, name of system.

(20) RECORD MATERIAL FOR NEW SYSTEM ?

(21) NONRECORD MATERIAL FOR NEW SYSTEM ?

(22) RECORD MATERIAL FOR CURRENT SYSTEM ?

(23) NONRECORD MATERIAL FOR CURRENT SYSTEM ?

HANDI 2000

DOC ITEM: Legacy System Retirement Plan

/DATE: 7/28/98

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NOTE: The Hanford Site remains under a full moratorium on the destruction of record material until further notice which means that no record material can be destroyed regardless of the retention period prescribed by the retention schedule.

Electronic Systems Interview Flowchart

Records Material Truth Table

Question						Record Material for New System	Non- Record Material for New System	Record Material for Current System	Non- Record Material for Current System
11	12	13	14	15	19	20	21	22	23
Yes	***	Yes	***	***	No	***	***	Yes	***
Yes	***	Yes	***	***	Yes	Yes	***	***	***
Yes	***	***	Yes	***	No	***	***	Yes	***
Yes	***	***	Yes	***	Yes	Yes	***	***	***
Yes	***	***	***	Yes	No	***	***	***	Yes
Yes	***	***	***	Yes	Yes	***	Yes	***	***
No	Yes	***	***	***	No	***	***	Optional	***
No	Yes	***	***	***	Yes	Optional	***	***	***
No	No	***	***	***	No	***	***	***	Yes
No	No	***	***	***	Yes	***	Yes	***	***

*** = either Yes or No