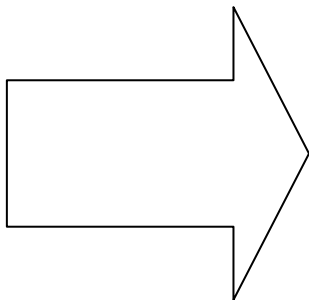**APPRAISAL REPORT FOR MINISTRY OF JUSTICE**

IMPLEMENTATION OF THE JUSTICE SECTOR LAW ENFORCEMENT SYSTEM ARCHIVES STRATEGY

AN EXTRACT TO IDENTIFY Sub-SYSTEMS THAT REQUIRE DISPOSAL AUTHORITY

October 2004

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3 Extract Report

3.1 Purpose

This extract of the original [name removed] Report summarises those remaining LES sub-systems that require Disposal Authority from Archives NZ, prior to their deletion as part of the LES Decommissioning project.

3.2 Process

Each extracted sub-system requires a migration plan. Once migration plans have been summarised and added to each of the listed sub-systems, the completed details will be submitted to Archives NZ for approval assessment.

Migration Plans required for those non-Police sub-systems (that belong to other Justice Sector agencies) will be sought from the relevant agencies and then added to the listed sub-systems before submission to Archives NZ.

3.3 The Listed Sub-Systems

Are discussed in the following extract.

3.4 Next Steps

Each Agency with remaining LES sub-systems that require Disposal Authority from Archives NZ should:

- Review the list in the following table for their (owned) sub-systems
- Enter in the new additional column "Migration Plan & Recommendation" the following advice:

  - A summary of their migration plan for each sub-system
  - A recommendation for deletion
    Ie: *When the data and software may be deleted by EDS*
       What archiving (if any) should take place prior to the date of deletion

- Add any new rows required to record any further sub-systems requiring Disposal Authority, if not already captured in the following table.
- Return the completed table to [name removed] at Police before **31 October 2004**.
- Arrange Statements of Work (SOW) with [name removed] at EDS for any archiving processes recommended.
- Include any SOW tasks in their LES Decommissioning plans - to be submitted to [name removed] at EDS before **1 November 2004.**

4 The Extract

Recommendation

The recommendation takes into account not only the appraisal criteria but also the planned dates for replacement. An explanation of the terms used in the recommendations is as follows.

Destroy copy on LES at the point of final decommissioning in 2005 – this is used when either a full conversion has taken place and the replacement system is now live or where the remaining data does not fit the criteria for retention.

Destroy once migration is complete – this recommendation is used where a full conversion is due to take place however the replacement system is yet to go live.

Review recommendation once replacement system has been operating for 12 months – this recommendation is used at the request of the Department for Courts who wish to defer any final decisions on deletion until replacement systems have been fully operating for 12 months.

Appraise at the point of migration to replacement system – this recommendation has been used largely for Police systems and in effect places appraisal decisions on hold until decisions have been made on replacement systems and the types of data that are to be migrated across to the replacement system. In these instances an appraisal decision is not necessary at this point as the data will not be physically migrated or deleted but rather is being "logically" moved to a Police platform.

4.1 Key Findings

- The majority of data on LES has been or will be converted to replacement systems in individual agencies. The replacement systems will, like LES, interface with other justice sector agencies.

- Where particular fields of data associated with a subsystem were not converted an assessment has been made as to whether the data remaining on LES is of value.

- Police have yet to make a decision on replacement systems for LES and the majority of Police owned data held on LES will be transferred to a platform owned by Police.

- The majority of shared systems are largely obsolete or of no administrative value. A small number of shared systems have been identified by Police for migration.

4.2 Key Recommendations

- It is recommended that where relevant data has been converted to replacement systems the copy on LES be deleted at the point of final decommissioning in 2005.

- It is recommended the Department for Courts review the decisions made on certain sub systems once a decision has been made regarding their data warehouse and/or replacement systems have been operating for 12 months.

- It is recommended that Police undertake an appraisal of their data on LES once the data has been transferred to their own platform and final decisions made on replacement systems.

A summary of the stocktake and recommendations regarding retention or destruction is outlined below. Decisions on the purged tapes associated with each these subsystems has been included.

Please note that the entries in *italics* in the following tables refer to the data **purged** from the LES system and held on tape.

4.3 The Listed Sub-Systems that require Disposal Authority

Original Extracted Table						New Column:
Name of Sub-system	Owner	Brief descriptor	Current Retention period on LES	Migration plan	Recommendation	Migration Plan & Recommendation
Administration File System	Police	Records and tracks Police administration files. Interfaces with the Document Locator sub-system	Not known	Due to be migrated to Lotus Notes application in June 2003.	Recommend Police appraise at the point of migration to Police replacement system.	■ All data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ■ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ■ No other archiving processes are believed required, prior to deletion.
AFIS (Fingerprints)	Police	Used to store a number against a master person to indicate that fingerprints have been taken for that identity. Fingerprints are held on a separate system within Police.	Kept on-line. No limit	Currently on LES. Full migration plan not known.	Recommend Police appraise at the point of migration to Police replacement system.	■ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ■ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ■ No other archiving processes are believed required, prior to deletion.
Case Archive Tapes: JUS*CAMPURGE,JUS*CAMPURGE YEAR and JUS*CAMPURGEyyyy	*Courts*	*There is a weekly process that writes CAM records that meet purge criteria and are due to be purged to the Campurge week tape.*	*There are yearly CAMPurge tapes dating back to 1977 and in total these contain almost 12 million records.*	*Case monitoring archive was to be loaded to Courts Data Warehouse although the plan for the Courts Data Warehouse is yet to be confirmed.* *The Ministry of Justice plans to retain the CAMPurge tapes in a readable format and a decision as to whether they will be migrated to the Justice Data Warehouse will be made at a later date.*	*Department for Courts to retain and convert to an appropriate format.* *Ministry of Justice to consider options for retention and migration.*	■ This data has been copied onto modern storage media and retained. ■ The LES tape may be destroyed at the point of decommissioning.
CDWMS (Courts Department Work Management System)	Courts	Enables management to quantify work done by Courts staff and determines staffing requirements. Information is extracted from Case Monitoring and Civil Notice of Procedure	Not known	Will not be migrated to CMS. However, Sets of statistics from the raw data are held by Courts.	Operational needs will be met by CMS. A decision as to whether the statistics are to be retained will be made by Department for Courts in the next 12 months	■ The data may be destroyed at the point of decommissioning.
Civil Notice of Procedure	Courts	Provides for entry of notices of proceedings in civil matters	Not known	Courts are considering as to whether this will be placed on their intranet.	Recommend Courts appraise at the point of migration to the replacement system.	■ The data may be destroyed at the point of decommissioning.
Common Offences Codes (COCO)	Police	Provides Police and Courts with a facility to maintain their own Offence Codes and provide greater details about each offence code. Information is used by LES for offence code validation and general information	Not known	Copy has been migrated to COLLECT	Recommend Police appraise at the point of migration to replacement systems	■ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ■ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ■ No other archiving processes are believed required, prior to deletion.

	Original Extracted Table					New Column:
Name of Sub-system	**Owner**	**Brief descriptor**	**Current Retention period on LES**	**Migration plan**	**Recommendation**	**Migration Plan & Recommendation**
Computer Aided Dispatch (CAD)	Police	Although largely replaced by CARD, the GEO code database is still used to verify street addresses and to retrieve the sector code.	Not known	Largely replaced by CARD.	Recommend destruction once CARD no longer records DOCLOC files.	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Crime Trend Analysis	Police	Interrogates databases form the Incident Offence and Document Locator subsystems to enable users to summarise information, produce reports and graphical representations of data results.	Not Applicable	Police note that this is a reporting programme only and that there is nothing to convert/archive or migrate.	Police note that this is a reporting programme only and that there is nothing to convert/archive or migrate.	▪ All attributes/data (plus more) that was available in CTA to search on are now available in the Business Objects Incoff Universes. ▪ All required data has been converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Document Locator (DOCLOC)	Police	Provides a national index and recording system for Police files and comprised of a Document Locator System, Administration File System and a Family Violence System. Interfaces with CARD.	Various	The Firearms DOCLOC will be converted in November 2002 with decisions on the remainder to be made in July 2003.	Recommend Police appraise at the point of migration to replacement system.	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Document Locator Archive Tapes POL*BF301-DELETE	*Police*	*There is a quarterly process that purges files that have exceeded the purge/retention criteria*	*3 months*	*The Firearms DOCLOC will be converted in November 2002 with decisions on the remainder to be made in July 2003.*	*Recommend Police appraise at the point of migration to replacement system.*	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Family Violence	Police	Records details of incidents/offences relating to family violence files. When a family violence file is entered, a DOCLOC file is created and the additional family violence specific details are stored here	Details sent to Microfiche via tape every six months	To be replaced by Police systems by November 2004.	Recommend Police appraise at the point of migration to replacement system.	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Fines Court Management	Courts	Interfaces to Fines Accounting re. Payment details	Not known	Converted to COLLECT except the Treasury and Statistics files. Paper copies of the files exist.	**Recommend destroy copy at the point of final decommissioning in 2005. Department for Courts to confirm recommendation in 12 months time.**	● The data may be destroyed at the point of decommissioning.
Fines Archive Tapes FINES* PURGE-Qqyy	*Courts*	*There is a weekly process that identifies which Identity sets are ready to purge and creates an interim disk file containing all the data required for the purge file.*	*Tapes date back to 1989*	*May possibly be placed in the Courts data warehouse*	*Recommend destroy copy at the point of final decommissioning in 2005. Courts to defer final decision until plans for the data warehouse are know.*	● The data may be destroyed at the point of decommissioning.
Fingerprints Validation	Police	Records and stores fingerprints of a person who has been arrested, checks fingerprints against prints lifted at crime scenes, checks new fingerprints against old records to ensure that the correct name has been used. Soft link to AFIS	Not known	Not known	Recommend Police appraise at the point of migration to replacement system.	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.

		Original Extracted Table				New Column: **Migration Plan & Recommendation**
Name of Sub-system	**Owner**	**Brief descriptor**	**Current Retention period on LES**	**Migration plan**	**Recommendation**	
Incident Offences	Police	Records and holds all jobs, tasks, incidents and offences reported to an attended by Police and the results of each.	10 years	Decision on replacement system due to be made in July 2003	Recommend Police appraise at the point of migration to replacement system.	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Incident and Offences Archive Tapes POL*INC-TAPE and POL*INC Archive	*Police*	*There is a process that purges incident/offence details from the database Archive tape and purges records from the archive file that are over 10 years old.*	*Records remain on tape until they are 10 years old*	*Decision on replacement system due to be made in July 2003*	*Recommend Police appraise at the point of migration to replacement system.*	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Master Persons	Police	Records personal details and enables name based searches.	Not known	Names of Interest migrated to CMS. Decision on Police replacement system to be made by July 2003	Recommend Police appraise at the point of migration to replacement system.	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Master Names POL*MNI-DEL	*Police*	*There is a monthly process that purges Master Name records that have no operational interest. If there is no reason for the Master name to be in existence the Master Name, Alias Name, PRN and DLICNO records are deleted.*	*6 months*	*Decision on Police replacement system due to be made by July 2003*	*Recommend Police appraise at the point of migration to replacement systems.*	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Modus Operandi	Police	Provides a library of criminal methods relating to specific offences and criminal descriptions.	No limit	Decision on Police replacement system to be made by July 2003	Recommend Police appraise at the point of migration to replacement system.	▪ All required data was converted to an alternative Police system by the LES Migration Programme. ▪ LES data and software may be deleted commencing January 2005 ▪ No other archiving processes are believed required, prior to deletion.
Parking	Police	Records unpaid parking infringements.	Not known	Names of Interest migrated to CMS. Decisions on replacement system due to be made by Police by Dec 2002	Recommend Police appraise at the point of migration to replacement system.	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Persons of Interest	Police	Records information relating to persons who are wanted, missing, subject to statutory prohibition orders, or who are required to be located.	From 2 months to 10 years depending on the category	Decision on replacement system due to be made by Police by July 2003.	Recommend Police appraise at the point of migration to replacement system.	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Property of Interest	Police	Records information relating to property which is of interest to Police.	From 3 months to 7 years depending on the category	Replacement system due April 2003.	Recommend Police appraise at the point of migration to replacement system.	▪ All required data was converted to an alternative Police system by the LES Migration Programme. ▪ LES data and software may be deleted commencing January 2005 ▪ No other archiving processes are believed required, prior to deletion.
Property of Interest Archive Tapes POL*PTY-DELETES	*Police*	*There is a monthly process that purges Property of Interest that are due for removal from the database*	*1 month*	*Replacement system due April 2003*	*Recommend Police appraise at the point of migration to replacement system.*	▪ All required data was converted to an alternative Police system by the LES Migration Programme. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Traffic Camera Subsystem/Traffic Camera Office	Police	Receives regular updates of new speed camera infringements from the Traffic Camera Office. This information is then verified against other LES databases.	10 years	Decision on replacement system due to be made by Police by December 2002.	Recommend Police appraise at the point of migration to replacement system.	▪ All required image card data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.

		Original Extracted Table				**New Column:**
						Migration Plan & Recommendation
Name of Sub-system	**Owner**	**Brief descriptor**	**Current Retention period on LES**	**Migration plan**	**Recommendation**	
Traffic Camera Image Tapes MOT*IMAGE-BU MOT*IMAGEHISTyy	*Police*	*There is a monthly process that purges Image details from the database that are no longer active.* *In January the previous years image file is copied to the image history file*	*25 months* *10 years*	*Decision on replacement system due to be made by Police by December 2002.*	*Recommend Police appraise at the point of migration to replacement system.*	▪ No data will be converted as the original data is already held at PIB. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Traffic Conviction Histories (TCH)	Police	Records convictions of persons or organisations convicted of traffic offences.	10 years	Serious offences migrated to CMS. Decision on replacement system due to be made by Police by December 2002.	Recommend Police appraise at the point of migration to replacement system.	▪ All required TCH data will be converted to an alternative Police system by the LES Migration Programme (phase 4) prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Traffic Enforcement	Police	Records traffic charges, traffic offences and traffic infringements from the time they are entered until enforcement action has been completed.	From 26 months to no limit depending on the category	Decision on replacement system due to be made by Police by December 2002.	Recommend Police appraise at the point of migration to replacement system.	▪ All active Infringement (Ticket) data from June 1997 onwards will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ For operational reasons, data prior to June 1997 is not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Traffic Enforcement Archive Tapes MOT*TENFHISTORY *MOT*ENFyyyy*	*Police*	*There is a monthly process that reads an input file of Traffic Enforcement records that meet the purge criteria and purges Traffic Enforcement from the database and creates an enforcement history file.* *In January each year the merge program is run, the twelve enforcement files for the previous year are merged into the enforcement yearly file.*	*5 years* *The earliest files date back to 1979 and there is a retention period of 20 years.*	*Decision on replacement system due to be made by Police by December 2002.*	*Recommend Police appraise at the point of migration to replacement system.*	▪ The need for access to infringements and offences data prior to June 1997 (on these tapes) is considered redundant.. This is considered to be a **low risk** strategy. ▪ The Police Programme Sponsor will be informed of the potential cost of converting the pre-June 1997 data. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Traffic Enforcement Statistics	Police	Extracts traffic enforcement statistics form the Traffic Enforcement subsystem and sends details to the Police data warehouse.	Not known	Decision on replacement system due to be made by Police by December 2002.	Recommend Police appraise at the point of migration to replacement system.	▪ All required data is already held within the Police PDSI data warehouse. ▪ No further data will be converted. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Traffic Statistics Archive Tapes MOT*SDT211-TESnn	*Police*	*There is a fortnightly process that purges Traffic Offence/Offender from the Traffic Statistics Database*	*26 Months*	Decision on replacement system due to be made by Police by December 2002.	*Recommend Police appraise at the point of migration to replacement system.*	▪ All required data is already held within the Police PDSI data warehouse. ▪ No further data will be converted. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Vehicles of Interest	Police	Records information about vehicles of special interest	From 2 months to 7 years depending on the category	Decision on replacement system due to be made by July 2003	Recommend Police appraise at the point of migration to replacement system.	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Vehicles of Interest Archives Tapes POL*SEP05DELETS	*Police*	*There is a monthly process that purges vehicles of interest that are due for removal from the database*	*The Delete file is retained for 1 month and the report of purged vehicles are purged each month*	*Decision on replacement system due to be made by July 2003*	*Recommend Police appraise at the point of migration to replacement system.*	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
POL*STP388-LOG	*Police*	*There is a daily process that purges Vehicle Enquiry log records to tapes and purges vehicles that have exceed the purge period on the tape log.*	*The log back up file is kept permanently*	*Decision on replacement system due to be made by July 2003*	*Recommend Police appraise at the point of migration to replacement system.*	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.

	Original Extracted Table					New Column:
Name of Sub-system	**Owner**	**Brief descriptor**	**Current Retention period on LES**	**Migration plan**	**Recommendation**	**Migration Plan & Recommendation**
Shared Subsystems						
Access Control and Security	Shared	Provides a seamless navigation across all environments through a single logon.	Details are transferred to History records for every type of alteration made to a User or Role	Fines access converted to COLLECT	Police to appraise at the point of final decommissioning	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Codetables (Common Service Codes)	Shared	Provides facilities for storing lists of data items with short and long value in the form of a table.	Not known	Not known	Police to appraise at the point of final decommissioning	▪ All required data will be converted to an alternative Police system by the LES Migration Programme prior to 15 June 2005. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Comms Logs	Shared	Logs everything that happens on every terminal	7 years on tape	Not known	Police to appraise at the point of final decommissioning	▪ All data dated from 1 January 2004 will be converted to Text-file format (on CD) by the LES Migration Programme. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Help	Shared	Provides basic help on basic system functions	Not known	This system is now out of date. The data will be transferred to a Police platform, however, there is no intention on the part of Police to update the information	Police to appraise at the point of final decommissioning.	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Library Routine/Subprogrammes	Shared	See system software subsystems below				
Message Recall	Shared	Guarantees that messages will remain online for at least 24 hours	Not known	Not known	Recommend Police to appraise at the point of final decommissioning.	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Message Switching	Shared	Comprises a group of programmes designed to give each terminal user a standard method for sending information to and receiving information from LES.	Not known	Not known	Recommend Police to appraise at the point of final decommissioning.	▪ No data to convert. ▪ LES software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Network Information	Shared	Provides the ability to accumulate network information statistics and status.	Not known	This system is now out of date. The data will be transferred to a Police platform, however, there is no intention on the part of Police to update the information	Recommend Police to appraise at the point of final decommissioning.	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.

Original Extracted Table						New Column:
						Migration Plan & Recommendation
Name of Sub-system	**Owner**	**Brief descriptor**	**Current Retention period on LES**	**Migration plan**	**Recommendation**	
Tape Library System and Contingency Tape Library	Shared	Tracks tapes, generations, tape datasets, etc.	Not known	Not known	Recommend Police to appraise at the point of final decommissioning.	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Terminal Control	Shared	Provides basic functions for terminal control	Not known	None	Recommend Police to appraise at the point of final decommissioning.	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Terminal Operators Manual	Shared	Provides operating procedures, formats and guidelines to assist users of LES.	Not known	This system is now out of date. The data will be transferred to a Police platform, however, there is no intention on the part of Police to update them.	Recommend Police to appraise at the point of final decommissioning.	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.
Terminal Transaction Statistics	Shared	Provides Terminal usage statistics.	Microfiche monthly reports. Retention period unknown.	Not known	Recommend Police to appraise at the point of final decommissioning.	▪ No data will be converted – not required. ▪ LES data and software may be deleted after 15 June 2005 (assuming migration completes successfully by this planned date). ▪ No other archiving processes are believed required, prior to deletion.

Note: Unisys proprietary data (such as Terminal Ids) are no longer required as they only apply to the old, decommissioned LES environment. Such data will not be converted or archived.

Any archiving of **owned software** or **data** prior to their deletion in June/July 2005, is the responsibility of each Justice Sector Agency.

As the Unisys mainframe environment (operating systems and infrastructure) will not exist after July 2005, any software or data that is archived in the usual Unisys proprietary formats will **not be usable**. There will be no machine environments available on which the software and data can be loaded and run. Therefore, in order to use any archived data after July 2005, the data must:

❑   Be first translated into a non-proprietary format (for example, "Comma Delimited Text Files", "XML", etc). This would be a very complex exercise to ensure the data relationships are maintained (and are understood) during the translation process.
❑   Then be archived to CD or suitable tape media.
❑   New software (applications) would have to be developed to access the data in its new format, based on business need.

The above three steps would involve high cost and a substantial length of time to complete. The Justice Sector Agencies consider this time and expense is not warranted.