Legacy System Retirement Kit — Start Here

One-page roadmap showing which file to use at each stage of an application retirement project and who should review it. All files work offline.

Stage-by-stage file roadmap

1. Inventory & Cost	Application-Inventory-and-Cost-Worksheet.xlsx	Record owners, dependencies, support dates, legacy costs, archive costs, and payback.	Enterprise Architect, IT Ops, Finance
2. Archive Scope	archive-scope-checklist.docx	Confirm in-scope record types, attachments, exclusions, retention rules, holds, and access roles.	Records Owner, Legal, Security
3. Map & Export	Record-and-Metadata-Mapping.xlsx	Map source fields to archive index fields, business IDs, relationships, transforms, and sensitivity.	Migration Lead, Business Owner, DBA
4. Build & Load	Migration-Reconciliation-Log.xlsx	Log batch IDs, expected vs. imported counts, SHA-256 hashes, conversion evidence, and exceptions.	Migration Lead, Archive Engineer
5. Verify Archive	migration-acceptance-checklist.docx	Prove count parity, representative search, attachment retrieval, access denials, and hold blocking.	Business Owner, Records, Security
6. Cut Over & Sign Off	shutdown-signoff-checklist.docx	Present final delta reconciliation, unresolved exceptions, rollback criteria, and ongoing owners.	Executive Sponsor, Records, IT Ops

Before you replace the example rows

• Example rows in the Excel workbooks are clearly labeled EXAMPLE-01 and EXAMPLE-02. Replace them with your own applications and verified figures.
• Keep currency (USD) and time units (annual) consistent in the cost worksheet. Payback is shown only when net recurring savings are positive.
• Never hide unresolved extraction exceptions. Carry every open exception from the Reconciliation Log directly into the Shutdown Sign-off Checklist.
• Retain the completed workbooks, reconciliation manifests, and signed checklists in your governance archive as permanent proof of decommissioning.

Published by Legacy Data Archive (legacydataarchive.com). General operational templates — confirm retention, hold, and compliance rules with your records owner or counsel.