

Application Retirement Process Folder Readme Sample
NRS Application Retirement Process Read Me File for Folder Structure

As part of the NRS Application Retirement Process, the folder structure for retirements is:

Root Folder: S40004:\level\CSD IMB > Projects > App_Retirement

Folder 1: App Acronym.App Full Name Retirement

6000_Information Technology (General)

- documents that should be in this folder include items such as policy/procedures, IM/IT standards, IM/IT Subject files

6450_Information System Development and Changes

- documents that should be in this folder include items such as, IT project documentation (6450-80)

6820_Information System Operations

-documents that should be in this folder include items such as backup data (6820-05), Log Files (6820-06), Maintenance Records (6820-20) & Incidents/User Help & Support Reports (6820-25)

6840_Change Management

- documents that should be in this folder include items such as IT change management records (6840-20)

Information Technology ARCS information: <http://www.gov.bc.ca/citz/iao/arcs/section6/>