

Digital Records Conversion/Migration Checklist

Purpose

This checklist was developed to assist Government of Alberta departments when converting digital records from one format to another and migrating digital records from one hardware or software configuration to another.

This checklist should be used in conjunction with the [Digital Records Conversion/Migration Standard](#).

Causes and Occurrences

The conversion/migration of digital records is a constant process for the Government of Alberta, and can occur because of:

- technological obsolescence;
- increased costs to maintain formats/repositories;
- organizational changes; or
- business function changes.

Types of Digital Records

Common types of digital records include, but are not limited to:

- Word processed documents;
- Spreadsheets;
- Multimedia presentations;
- Email;
- Websites;
- Datasets; and
- Maps.

Digital records can be located in many systems throughout the Government of Alberta, including databases, information systems, shared drives, and hard drives. All digital repositories and systems will become obsolete at some point. For the preservation of long-term records storage, periodic conversions/migrations to newer media types and repositories involves re-selecting the most appropriate medium available; it is recommended that departments annually review the state of digital records (format and environment).

Conversion/Migration Considerations

Consideration	Examples	Recommendation
What types of digital records are being converted/migrated?	<ul style="list-style-type: none">• System to system• Disk to disk/system• Machine to machine• Application-specific	Consult with IT and all stakeholders to gather information.
What type of migration will occur?	<ul style="list-style-type: none">• Local to local (in-house)• Local to remote• Remote to local	Depending on the type of migration, varying considerations and research needs to be completed. For example, data

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Consideration	Examples	Recommendation
		residency should be established for cloud migrations.
What is the quantity of digital records to be converted/migrated?	<ul style="list-style-type: none"> • Smaller quantities require less time and effort • Larger quantities require greater attention to hosts, storage systems, and available space 	Complete an inventory audit prior to any conversion/migration efforts. Obtain information pertaining to: <ul style="list-style-type: none"> • Number of digital records • Individual sizes of digital records • Combined size of digital records • Digital record formats
Is there a need to convert/migrate digital records in a particular order?	<ul style="list-style-type: none"> • Handle the digital records identified to be converted/migrated as a whole (records series or project) • Group digital records into appropriate sizes/business functions and handle each group (records series or project) individually 	Consult with stakeholders to determine if different priority levels exist. It may be appropriate to manage legacy content and active content separately.
How active are the digital records?	<ul style="list-style-type: none"> • Digital records are required to perform operational activities daily, monthly, quarterly, or annually 	Understanding the activity of the digital records will demonstrate how much downtime is appropriate. Work closely with stakeholders to fully understand processes and procedures, and how conversion/migration downtime may affect the business area.
Do the digital records have holds on them?	<ul style="list-style-type: none"> • FOIP • Legal 	Consult with stakeholders to determine if current holds will affect the digital records being converted/migrated.
What tool should be used to conduct conversion/migration?	<ul style="list-style-type: none"> • Selected tool meets appropriate level of business activity disruption • Selected tool has the ability to convert/migrate during non-office hours • Selected tool has reporting abilities • Selected tool has integrity checking capability 	Consult with stakeholders to understand tool limitations and expectations. Budget constraints and availability of tool may also affect selection.

Conversion/Migration Details (Sample Criteria)

Item	Details
Project Name:	
Ministry/Branch:	
Contact Individual:	
Service Provider(s):	
Description of digital records to be converted/migrated?	
Applicable Records Retention and Disposition Schedule(s):	
Comments:	

Conversion/Migration Checklist

Planning	
<input type="checkbox"/>	Approval for conversion/migration has been documented
<input type="checkbox"/>	A reason for conversion/migration has been documented <u>Conversion:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Format change (i.e. closed format to open format) <input type="checkbox"/> Format obsolescence <input type="checkbox"/> Other _____ <u>Migration:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Consolidation of records from legacy environments <input type="checkbox"/> Current platform is changing/does not fit the Government of Alberta's needs <input type="checkbox"/> New system is prudent from a business perspective (i.e. functionality) <input type="checkbox"/> Other _____
<input type="checkbox"/>	All stakeholders have been consulted <ul style="list-style-type: none"> <input type="checkbox"/> Users of the information to be converted/migrated <input type="checkbox"/> IT <input type="checkbox"/> Information Management /Records Management <input type="checkbox"/> Legal <input type="checkbox"/> Freedom of Information and Protection of Privacy (FOIP) <input type="checkbox"/> 3rd parties
<input type="checkbox"/>	Applicable retention and disposition schedules have been reviewed
<input type="checkbox"/>	Conversion/Migration considerations have been addressed
<input type="checkbox"/>	Environmental, local, and jurisdictional scans have been conducted from similar conversion/migrations within the Government of Alberta or other jurisdictions
<input type="checkbox"/>	All deliverables and deadlines have been clearly defined and documented

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Resources	
<input type="checkbox"/>	Sufficient budget
<input type="checkbox"/>	The right skill sets and enough people to complete the project are in place
<input type="checkbox"/>	The technology infrastructure is ready to receive digital records and reliably manages digital records

Risk Management	
<input type="checkbox"/>	Necessary safeguards in place to prevent: <ul style="list-style-type: none"><input type="checkbox"/> Challenges to the integrity or authenticity of the records (additional information available in the Records Management Program Standard). Loss of access to or unauthorized destruction of records
<input type="checkbox"/>	A pilot conversion/migration scenario has been conducted
<input type="checkbox"/>	Potential security threats have been addressed
<input type="checkbox"/>	Core metadata will be converted/migrated with the record

Communication	
<input type="checkbox"/>	Communication plans have been created for all stakeholders
<input type="checkbox"/>	Unique characteristics of the records have been identified <ul style="list-style-type: none"><input type="checkbox"/> Example: Hyperlinks within workbooks
<input type="checkbox"/>	Conversion/migration plan documented
<input type="checkbox"/>	Conversion/migration plan approved by appropriate stakeholders

Testing	
<input type="checkbox"/>	Testing outline for converted/migrated records developed and approved <ul style="list-style-type: none"><input type="checkbox"/> Random sampling and verification, or<input type="checkbox"/> Detailed point-by-point inspection and verification
<input type="checkbox"/>	Good understanding of existing file format (conversion), or knowledge of initial hardware or software (migration) exists
<input type="checkbox"/>	Outline developed to validate conversion/migration activities <ul style="list-style-type: none"><input type="checkbox"/> Outline includes methods to recover lost or corrupted records
<input type="checkbox"/>	Way to measure success developed
<input type="checkbox"/>	Test environment configured
<input type="checkbox"/>	Appropriate individuals trained to conduct testing