✅ ChecklistGuro

ERP Data Archiving Checklist

Planning & Scope Definition

Defines the scope of data to be archived, legal and compliance considerations, and archival strategy.

Define Archiving Scope Statement

Write something...

Estimated Data Volume (GB)

Enter a number...

Start Date of Data to be Archived

Enter date...

Legal Jurisdiction for Data Retention

☐ United States
☐ European Union
☐ Other

Specify Relevant Legal and Regulatory Requirements

Write something...

Data Categories to be Archived

- [ ] Financial
- [ ] Customer
- [ ] Sales
- [ ] Inventory
- [ ] HR

Data Identification & Categorization

Identifies data types, retention periods, and criticality levels for archiving.

Data Type Category

- [ ] Financial
- [ ] Customer
- [ ] Inventory
- [ ] Human Resources
- [ ] Operational

Estimated Data Volume (GB)

Enter a number...

First Creation Date

Enter date...

Data Sensitivity Level

- ☐ Public
- ☐ Internal
- ☐ Confidential
- ☐ Restricted

Relevant Regulations (e.g., GDPR, CCPA)

- ☐ GDPR
- ☐ CCPA
- ☐ HIPAA
- ☐ SOX

Retention Period (Years)

Enter a number...

Archival System Selection

Evaluates and selects an appropriate data archiving solution (on-premise or cloud).

Archival System Type

- ☐ On-Premise
- ☐ Cloud-Based
- ☐ Hybrid

Estimated Data Volume (TB)

Enter a number...

Projected Growth Rate (%)

Enter a number...

Security Requirements

☐ Encryption at Rest

☐ Encryption in Transit

☐ Access Controls (RBAC)

Data Retrieval Speed Required

☐ Near Real-Time

☐ Within 1 Hour

☐ Within 24 Hours

Vendor Evaluation Criteria (Details)

Write something...

Data Extraction & Preparation

Processes data for extraction, including data cleansing, anonymization, and transformation.

Data Cleansing Rules Description

Write something...

Maximum Number of Records Processed Simultaneously

Enter a number...

Data Extraction Method

☐ Direct Database Query

☐ API Extraction

☐ Flat File Import

Start Date for Data Extraction (if applicable)

Enter date...

Mapping File (if applicable)

⬆ Upload File

Fields to Anonymize/Mask

☐ Name

☐ Address

☐ Social Security Number

☐ Email Address

Transformation Logic Description

Write something...

Data Transfer & Verification

Transfers archived data to the designated storage location and verifies data integrity.

Number of Records Transferred

Enter a number...

Data Transfer Rate (MB/s)

Enter a number...

Transfer Method

☐ Direct Transfer

☐ API Integration

☐ SFTP

Data Transfer Start Date

Enter date...

Data Transfer End Date

Enter date...

Transfer Error Logs (if any)

Write something...

Checksum Verification Method

☐ MD5

☐ SHA-1

☐ SHA-256

Checksum Validation Result (0 = Pass, 1 = Fail)

Enter a number...

Metadata Management

Establishes metadata standards and processes for tracking archived data.

Archiving System ID

Write something...

Data Source System

Write something...

Archiving Date

Enter date...

Record Type

Write something...

Record Count

Enter a number...

Retention Category

☐ Legal Hold

☐ Standard Retention

☐ Short-Term

Archiving Notes

Write something...

Access & Retrieval Procedures

Defines procedures for accessing and retrieving archived data.

Detailed Retrieval Request Procedure

Write something...

Authorized Retrieval Roles

☐ System Administrator

☐ Data Custodian

☐ Compliance Officer
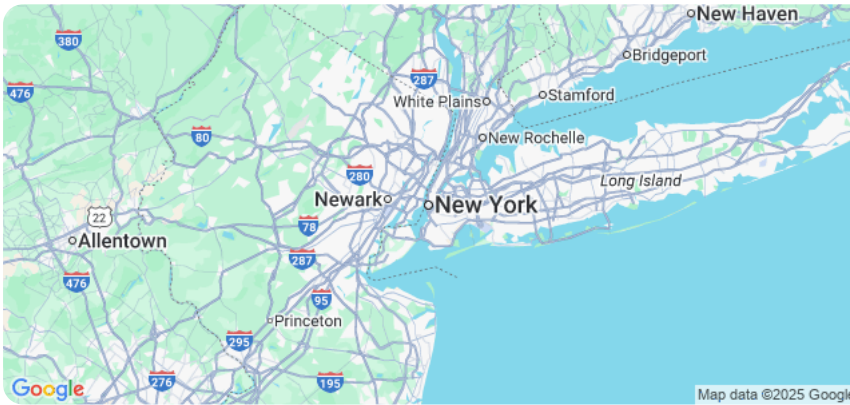
☐ Legal Counsel

Data Retention Expiration Date

Enter date...

Maximum Data Retrieval Requests Per Period

Enter a number...

Physical Access Point for Retrieval (if applicable)

📍 Set My Current Location

Authorized Retrieval Time Window

Enter time...

Special Retrieval Request Justification (if required)

Write something...

Security & Compliance

Ensures security protocols and compliance requirements are met throughout the archiving process.

Data Encryption Method

- [ ] AES-256
- [ ] RSA
- [ ] Other (Specify)

Relevant Compliance Standards

- [ ] GDPR
- [ ] CCPA
- [ ] HIPAA
- [ ] SOX
- [ ] PCI DSS
- [ ] Other (Specify)

Security Incident Response Plan Description

Write something...

Last Security Audit Date

Enter date...

Security Audit Report

⬆ Upload File

Access Control Method

☐ Role-Based

☐ Attribute-Based

☐ Other (Specify)

Testing & Validation

Conducts thorough testing to validate the archiving process and data recoverability.

Number of Test Cases Executed

Enter a number...

Number of Failed Test Cases

Enter a number...

Data Integrity Verification Method

☐ Checksum Comparison

☐ Record Count Validation

☐ Database Query Validation

Date of Last Full Archiving Test

Enter date...

Description of any Archiving Errors Found

Write something...

Data Recovery Test Result

☐ Successful

☐ Partially Successful

☐ Unsuccessful

Documentation & Training

Documents the entire archiving process and provides training to relevant personnel.

Archiving Process Documentation

Write something...

Data Retention Policy Summary

Write something...

Training Materials (e.g., Guides, Videos)

⬆ Upload File

Number of Employees Trained

Enter a number...

Date of Last Training Session

Enter date...

Training Delivery Method (e.g., In-Person, Online)

- ☐ In-Person
- ☐ Online
- ☐ Hybrid

Feedback Received from Trainees (Summary)

Write something...