

Upgrade / Decommission

Goal: Safely retire or replace systems while preserving required records and preventing data leakage.

1. Plan archival or migration of records according to legal retention requirements.
2. Sanitize media and verify secure deletion of sensitive data using approved methods.
3. Revoke access, disable accounts and remove credentials tied to decommissioned systems.
4. Update documentation to reflect where data was moved and how it can be accessed or destroyed.
5. Notify stakeholders and offer users guidance to export or delete their data where applicable.

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