

Test Module5

Retention and Disposition

Test Data Repository

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INTRODUCTION

The Test Data Repository is organized in several sub-chapters – one corresponding (Sub) Test Data Repository for each test module. This reduces the complexity and makes it better readable and understandable for the user.

Each of these documents has the same general structuring:

- ◆ **Agents & Access Controls:** This sub-chapter gives details to profiles of users, user roles and user groups. Furthermore you will find explanation which user roles having access permission to functions, aggregations and record. Beside that we explain which user groups having access permission to aggregations and records.
- ◆ **Classification Scheme(s):** This sub-chapter includes all Classification Scheme(s) which are used within the corresponding sub-chapter of the test module. It lists information of the metadata to the classification scheme itself and all aggregations and records within it.
- ◆ **Record types:** This sub-chapter gives detailed information to the used records.
- ◆ **Retention and Disposition Schedules:** The sub-chapter gives detailed information to used disposition authorities.
- ◆ **Used Content of captured records:** This sub-chapter gives detailed information to the content of the items that are captured as records. As these items are describe before they are captured into the ERMS, no metadata elements can be used for the description.

To increase the usability of the Test Data repository we marked the information in different colours. The blue coloured content represent the situation before test cases are executed (precondition). The red coloured content represent the situation after the test cases are done (test result). Both situations are highlighted as far as possible. In some cases we used just brackets (e.g. []) to highlight which entity is effected by the test execution. Following examples:

Example	Explanation
Class Corporate Direction	The item is a precondition for the test cases. It has to be created before execution the test cases of the sub-chapters.
Class Corporate Direction	The item will be created within a test case.
[Class] [Corporate Direction]	The item will be deleted, reclassified, relocated when executing the test cases of the sub chapter.

TO THE CHAPTER T5.1 - RETENTION AND DISPOSITION SCHEDULES

1.1 Agents & Access Controls

Within this chapter we summarise all agents and access controls that are needed for testing. The first sub-chapter, as far as possible, provides an insight into the profiles of the agents (users, user roles and user groups) used. The second sub-chapter summarises the access controls for agents to entities (entity/agent) and for agents to functions.

1.1.1 Agents (Users, User Groups and User Roles)

The following tables show the metadata of agents (Users, User Groups and User Roles).

1.1.1.1 Users

Following users need to be created or will be created during test execution:

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_user			<R01>		YES	<Active>
<U02>	MM_user1			<R02>		NO	<Active>
<U03>	Rev_user1			<R03>		NO	<Active>
<U04>	LA_user			<R04>		NO	<Active>

1.1.1.2 User roles

Following roles need to be created or will be created during test execution:

M163	M167	M168	M171	Remarks and comments
Identity.system_identifier	Description.title	Relation.has_user	Relation.entity_agent	
<R01>	Central Administrator	<U01>		
<R02>	Management	<U02>		

M163 Identity.system_identifier	M167 Description.title	M168 Relation.has_user	M171 Relation.entity_agent	Remarks and comments
<R03>	Reviewer	<U03>		
<R04>	Local Administrator	<U04>		

1.1.1.3 User groups

The values to be used for testing are arbitrary.

1.1.2 Access controls

1.1.2.1 Entity/Agents

No Entity/Agents are required.

1.1.2.2 Access permissions of user roles to functions

Function	<R01>	<R02>	<R03>	<R04>
	CentralAdministrator	Reviewer	Management	Local Administrator
Add new classes	X			
Create new files	X	X		
Change file metadata	X			
Maintain classification scheme and files	X			
Delete files	X			
Capture records	X	X	X	
Relocate a record to a different file	X	X		
Search for and read records	X	X	X	



Function	<R01>	<R02>	<R03>	<R04>
	CentralAdministrator	Reviewer	Management	Local Administrator
Change content of records				
Change record metadata	X			
Delete records	X			
Place and remove disposal holds	X			X
Retention and disposition schedule and disposition transactions	X			X
Export and import files and records	X			
View audit trails	X			X
Configure and manage audit trail	X			
Change audit trail data				
Move audit trail data to off-line storage media	X			
Perform all transactions related to users and their access privileges	X			
Allocate access controls to local administrator	X			
Allocate own access controls also to other users	X	X		
Maintain database and storage	X			
Maintain other system parameters	X			
Define and view other system reports	X			

1.2 Classification Scheme(s)

This section includes all classification scheme(s) which are used within the test cases of the corresponding test module. First of all you will find the metadata for the classification scheme itself.

The next chapter(s) describe(s) the metadata of the aggregations and records defined in the classification scheme(s).

Please note that:

- ◆ it is possible that more than one classification scheme is defined. Therefore the fully-qualified classification code contains a prefix that uniquely identifies an entity across different classification schemes. Example: A class has the fully-qualified classification code <CS01/001>. This means that prefix CS01 indicates the classification scheme as specified above (M044)
- ◆ we only take metadata into account which are needed for testing. A full approach is not intended here.

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description*
<CS01>	TestClassificationScheme1	

* Optional

1.2.1 TestClassificationScheme1 – metadata to all aggregations and records

M012		M003	M025	M026	M032	M035	M034	M135	M134	M102	M136
Description. classification. fully-qualified_classification_code	Type	Description. title	Relation. r&d_schedule	Description. record_type	Relation. Disposal_hold	Event _history. Disposal hold agent_applied*	Event_history. Disposal hold. date_applied*	Event _history. Disposal hold. Reason _applied*	Event _history. Disposal hold. agent_lifted *	Event_history. disposal hold. date_lifted *	Event_history. Disposal hold. reason_lifted*
<CS01/001>	Class	Marketing	RDS_b01								
<CS01/001/001>	Class	Marketing Management	RDS_b01								
<CS01/001/001/001>	File	Competitive situation	RDS_b01								
<CS01/001/001/001/001>	Sub-file	Competitor A	RDS_b01								
<CS01/001/001/001/001/001>	Volume	SWOT	RDS_b01								
<CS01/002>	Class	Product policies	RDS_b02								
<CS01/002/001>	Class	Information Technology	RDS_b02								
<CS01/002/001/001>	File	Policy Development	RDS_b02								
<CS01/002/001/001/001>	Sub-File	Policies	RDS_b02								
<CS01/002/001/001/001/001>	Volume	P1	RDS_b02								
<CS01/002/001/001/001/001/001>	Record	Policy1	RDS_b02								
<CS01/003>	Class	Innovation policies	RDS_b01								

M012		M003	M025	M026	M032	M035	M034	M135	M134	M102	M136
Description. classification. fully-qualified_classification_code	Type	Description. title	Relation. r&d_schedule	Description. record_type	Relation. Disposal_hold	Event_history. Disposal_hold agent_applied*	Event_history. Disposal hold. date_applied*	Event_history. Disposal hold. Reason_applied*	Event_history. Disposal hold. agent_lifted *	Event_history. disposal hold. date_lifted *	Event_history. Disposal hold. reason_lifted*
<CS01/003/001>	Record	IP1	RDS_b01	Policies							
<CS01/004>	Class	Production policies	RDS_b01 RDS_b03								
<CS01/004/001>	File	Policy Development	RDS_b01 RDS_b03								
<CS01/004/001/001>	Sub-File	Policies	RDS_b01 RDS_b03								
<CS01/004/001/001/001>	Volume	P1	RDS_b01 RDS_b03								
<CS01/005>	Class	Executive Committee	RDS_b04								
<CS01/005/001>	File	Business Segments	RDS_b04								
<CS01/005/001/001>	Record	BS1	RDS_b04	Analyses							
<CS01/005/002>	Record	Business plan	RDS_b01	Analyse							
<CS01/006>	Class	Human Resources	RDS_b01			<CA_user>	<date>	Test1			
<CS01/006/001>	File	Workforce Planning	RDS_b01			<CA_user>	<date>	Test2	<CA_user>	<date>	<Removing1>



M012		M003	M025	M026	M032	M035	M034	M135	M134	M102	M136
Description. classification. fully-qualified_classification_code	Type	Description. title	Relation. r&d_schedule	Description. record_type	Relation. Disposal_hold	Event_history. Disposal hold agent_applied*	Event_history. Disposal hold. date_applied*	Event_history. Disposal hold. Reason_applied*	Event_history. Disposal hold. agent_lifted*	Event_history. disposal hold. date_lifted*	Event_history. Disposal hold. reason_lifted*
<CS01/006/001/001>	Sub-file	2007	RDS_b01								
<CS01/006/001/001/001>	Volume	1 st Quarter	RDS_b05								
<CS01/006/001/001/001/001>	Record	Plan1	RDS_b05	Analyses							
<CS01/007>	Class	Market research	RDS_b07			<CA_user>	<date>	PBO1	<CA_user>	<date>	RBO1
<CS01/007/001>	File	Primarily research	RDS_b07			<CA_user>	<date>	PBO1	<CA_user>	<date>	RBO1
<CS01/007/001/001>	Sub-file	Study 1	RDS_b07			<CA_user>	<date>	PBO1	<CA_user>	<date>	RBO1
<CS01/007/001/001/001>	Volume	Analyses	RDS_b07			<CA_user>	<date>	PBO1	<CA_user>	<date>	RBO1
<CS01/007/001/001/001/001>	Record	Cluster analyses	RDS_b07	Analyses		<CA_user>	<date>	PBO1	<CA_user>	<date>	RBO1
<CS01/007/002>	File	Customer Behaviour	RDS_b07								
<CS01/008>	Class	Sales	RDS_b02			<CA_user>	<date>	Test3	<CA_user>	<date>	<Removing2>
<CS01/008/001>	File	Strategy	RDS_b02			<CA_user>	<date>	Test4	<CA_user>	<date>	<Removing3>
<CS01/009>	Class	Business Continuity	RDS_c03_new								



M012		M003	M025	M026	M032	M035	M034	M135	M134	M102	M136
Description. classification. fully-qualified_classification_code	Type	Description. title	Relation. r&d_schedule	Description. record_type	Relation. Disposal_hold	Event_history. Disposal hold agent_applied*	Event_history. Disposal hold. date_applied*	Event_history. Disposal hold. Reason_applied*	Event_history. Disposal hold. agent_lifted *	Event_history. disposal hold. date_lifted *	Event_history. Disposal hold. reason_lifted*
<CS01/009/001>	File	Strategy	RDS_c03_new								
<CS01/010>	Class	Management	RDS_b01								
<CS01/010/001>	[File]	[Customer Behaviour]	[RDS_b01]								
<CS01/010/002>	[Record]	[Business plan]	[RDS_b01]	[Analyses]							
<CS01/011>	Class	Technical Research									
<CS01/012>	Class	Technical Infrastructure	RDS_b01		[<DH02>]						

Optional

*

1.3 Record types

This section describes the content of records and the used record types.

M027	M028	M029	M087
Identiy.system_identifier	Description.title	Description.abstract*	Relation.r&d_schedule*
<RT01>	Policies		RDSb01
<RT02>	Analyses		RDSb02

* Optional

1.4 Retention and Disposition Schedules

M008	M024	M014	M013	M052	M152	M133	M043	M030	M015
Identiy.system_identifier. retention_and_disposition_schedule	Description.title*	Event_plan.event_type. Disposition_action	Event_plan.period*	Event_plan.event_trigger	Event_plan.date	Use.status.inheritance	Description.abstract. Description*	Description.Mandate*	Description.abstract.reason
<RDSa01>	Rds_Test1a	Present for review	One week	Opening of a class					Test1
<RDSa02>	Rds_Test2a	Retain permanently			<date>				Test2
<RDSa03>	Rds_Test3a	Retain permanently			<date>		Test Regime	Policy1	Test3
<RDSa04>	Rds_Test4a	Retain permanently			<date>	<yes>			Test4
<RDSa05>	Rds_Test5a	Present for review			<date>				Test5
<RDSa06>	Rds_Test6a	Present for review	One week	Closing of file					Test6

M008	M024	M014	M013	M052	M152	M133	M043	M030	M015
Identity. system_identifier. retention_and_ disposition_ schedule	Description. title*	Event_plan. event_type. Disposition _action	Event_plan. period*	Event_plan. event_trigger	Event_plan. date	Use.status. inheritance	Description. abstract. Description*	Description. Mandate*	Description. abstract. reason
<RDSb01>	Rds_Test1b	Retain permanently	Permanent	Permanent		<yes>			Default
<RDSb02>	Rds_Test2b	Present for review	One day	Opening of a class		<yes>			Test1
<RDSb03>	Rds_Test3b	Present for review	Three days	Opening of a class		<yes>			Test2
<RDSb04>	Rds_Test4b	Present for review	One week	Closing of a file		<yes>			Test3
<RDSb05>	Rds_Test5b	Destroy automatically	One week	Volume has retrieved		<yes>			Test4
<RDSb06>	Rds_Test6b	Destroy automatically	One month	Most recent record has been classified to a class		<yes>			Test5
<RDSb07>	Rds_Test7b	Destroy after authorisation from an administrative role	1 years	Specified external event		<yes>			Test6
<RDSb08>	Rds_Test8b	Transfer to an archive			<date>	<yes>			Test7
<RDSb09>	Rds_Test9b	Transfer to an to another repository			<date>	<yes>			Test8
<RDSb10>	Rds_Test10b	Transfer to an to another repository			<date>	<yes>			Test9
<RDSb11>	Rds_Test11b	Destroy after authorisation from an administrative role	100 years	Specified external event		<yes>			Test10
<RDSb12>	Rds_Test12b	Destroy after authorisation from an administrative role	101 years	Specified external event		<yes>			Test11
<RDSb01>	Rds_Test1c	Present for review	[One year]	[Opening of a	<date>	no			Test Regime

M008	M024	M014	M013	M052	M152	M133	M043	M030	M015
Identity. system_identifier. retention_and_ disposition_ schedule	Description. title*	Event_plan. event_type. Disposition _action	Event_plan. period*	Event_plan. event_trigger	Event_plan. date	Use.status. inheritance	Description. abstract. Description*	Description. Mandate*	Description. abstract. reason
				class]					
<RDSc02>	[Rds_Test2c]	[Present for review]	[One week]	[Closing of file]					[For deletion]
<RDSc03>	Rds_Test3c _new	Destroy after authorisation from an administrative role	1 years	Specified external event	[<Date>]	<yes>			Assigning of changes
<RDSd01>	Rds_Test1d	Present for review	1 year	Specified external event		No			Test11
<RDSd02>	Rds_Test2d	Present for review	1 year	Specified external event		No			Test2
<RDSd03>	Rds_Test3d	Present for review			<date>	No			Test3

* Optional

1.5 Disposal Holds

M137	M024	M043	M015
Identity. system_identifier. Disposal_hold	Description. title*	Description. abstract. Description*	Description. abstract. reason
<DH01>	Dh_Test1		Test1
<DH02>	Dh_Test2		Test2

* Optional

1.6 Content of Captured Records

The values to be used for testing are arbitrary.

TO THE CHAPTER T5.2 - REVIEW OF DISPOSITION ACTIONS

2.1 Agents & Access Controls

Within this chapter we summarise all agents and access controls that are needed for testing. The first sub-chapter, as far as possible, provides an insight into the profiles of the agents (users, user roles and user groups) used. The second sub-chapter summarises the access controls for agents to entities (entity/agent) and for agents to functions.

2.1.1 Agents (Users, User Groups and User Roles)

The following tables show the metadata of agents (Users, User Groups and User Roles).

2.1.1.1 Users

Following users need to be created or will be created during test execution:

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_user			<R01>		YES	<Active>
<U02>	Rev_user1			<R02>		NO	<Active>

2.1.1.2 User Roles

Following roles need to be created or will be created during test execution:

M163	M167	M168	M171	Remarks and comments
Identity.system_identifier	Description.title	Relation.has_user	Relation.entity_agent	
<R01>	CentralAdministrator	<U01>		
<R02>	Reviewer	<U02>		

2.1.1.3 User Groups

The values to be used for testing are arbitrary.

2.1.2 Access controls

2.1.2.1 Entity/Agents

No Entity/Agents are required.

2.1.2.2 Access Permissions of User Roles to Functions

Function	<R01>	<R02>
	CentralAdministrator	Reviewer
Add new classes	X	
Create new files	X	X
Change file metadata	X	
Maintain classification scheme and files	X	
Delete files	X	
Capture records	X	X
Relocate a record to a different file	X	X
Search for and read records	X	X
Change content of records		
Change record metadata	X	
Delete records	X	
Place and remove disposal holds	X	

Function	<R01>	<R02>
	CentralAdministrator	Reviewer
Retention and disposition schedule and disposition transactions	X	
Export and import files and records	X	
View audit trails	X	
Configure and manage audit trail	X	
Change audit trail data		
Move audit trail data to off-line storage media	X	
Perform all transactions related to users and their access privileges	X	
Allocate access controls to local administrator	X	
Allocate own access controls also to other users	X	X
Maintain database and storage	X	
Maintain other system parameters	X	
Define and view other system reports	X	

2.2 Classification Scheme(s)

This section includes all classification scheme(s) which are used within the test cases of the corresponding test module. First of all you will find the metadata for the classification scheme itself.

The next chapter(s) describe(s) the metadata of the aggregations and records defined in the classification scheme(s).

Please note that:

- ◆ it is possible that more than one classification scheme is defined. Therefore the fully-qualified classification code contains a prefix that uniquely identifies an entity across different classification schemes. Example: A class has the fully-qualified classification code <CS01/001>. This means that prefix CS01 indicates the classification scheme as specified above (M044)
- ◆ we only take metadata into account which are needed for testing. A full approach is not intended here.

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description*
<CS01>	TestClassificationScheme1	

* Optional

2.2.1 TestClassificationScheme1 – metadata to all aggregations and records

M012		M003	M025	M026	M138	M053	M055	M023	M054	M125	M149
Description.classification.fully-qualified_classification_code	Type	Description.title	Relation.r&d_schedule	Description.record_type	Event_plan.abstract.review_date	Event_plan.abstract.review_action	Event_history.date.reviewed	Relation.cross_referenced_to	Event_history.abstract.review_action_reason	Identity.system_identifier.rendition	Relation.is_rendition_of
<CS01/001>	Class	Marketing	RDS_b02		Null	Retain	<Date>				
<CS01/001/001>	Class	Marketing Management	RDS_b02		<Future date>	Further review	<Date>				
<CS01/001/001/001>	File	Competitive situation	RDS_b02		<Immediately>	Transfer	<Date>				
<CS01/001/001/001/001>	Sub-file	Competitor A	RDS_b02		<Future date>	Destruction	<Date>				
<CS01/001/001/001/001/001>	Volume	SWOT	RDS_b02		<immediately>	Destruction	<Date>				



M012		M003	M025	M026	M138	M053	M055	M023	M054	M125	M149
Description. classification. fully-qualified_classification_code	Type	Description. title	Relation. r&d_schedule	Description. record_type	Event_plan. abstract. review_date	Event_plan. abstract. review_action	Event_history. date. reviewed	Relation. cross_referenced_to	Event_history. abstract. review_action_reason	Identity. system_identifier rendition	Relation. is_rendition_of
<CS01/001/001/001/002>	Sub-file	Competitor B	RDS_b02		<immediately>	Further Review	<Date>				
<CS01/001/001/001/003>	Sub-file	Competitor C	RDS_b02		<Future date>	Transfer	<Date>				
<CS01/002>	Class	Product policies	RDS_b02		<Future date>	Further review	<Date>		Test1		
<CS01/002/001>	Class	Information Technology	RDS_b02		<Future date>	Further review	<Date>		Test1		
<CS01/002/001/001>	File	Policy Development	RDS_b02		<Future date>	Further review	<Date>		Test1		
<CS01/002/001/001/001>	Sub-File	Policies	RDS_b02		<Future date>	Further review	<Date>		Test1		
<CS01/002/001/001/001/001>	Volume	P1	RDS_b02		<Future date>	Further review	<Date>		Test1		
<CS01/002/001/001/001/001/001>	Record	Policy1	RDS_b02	Analyses							
<CS01/003>	Class	Innovation policies	RDS_b05								
<CS01/003/001>	File	IP1	RDS_b05								
<CS01/004>	Class	Production policies	RDS_b01								
<CS01/004/001>	File	Policy Development	RDS_b01					<Fully qualified classification code of File IP1(003/001)>			
<CS01/005>	Class	Human Resources									



M012		M003	M025	M026	M138	M053	M055	M023	M054	M125	M149
Description. classification. fully- qualified_ classification_code	Type	Description. title	Relation. r&d_ schedule	Description. record_type	Event_plan. abstract. review_date	Event_plan. abstract. review_ action	Event _history. date. reviewed	Relation. cross_ referenced_ to	Event_history. abstract. review_action _reason	Identity. system_ identifier rendition	Relation. is_rendition_of
<CS01/005/001>	Record	Resource1	RDS_b01								
<CS01/005/002>	Record	Resource2	RDS_b01						<CS01/005/003>	<RR01>	<CS01/005/001>
<CS01/005/003>	Record	Resource3	RDS_b01						<CS01/005/002>	<RR02>	<CS01/005/001>

2.3 Record Types

This section describes the content of records and the used record types.

M027	M028	M029	M087
Identiy.system_identifier	Description.title	Description.abstract*	Relation.r&d_schedule*
<RT01>	Policies		<RDSb01>

* Optional

2.4 Retention and Disposition Schedules

The following table lists the metadata for the used retention and disposition schedules.

M008	M024	M014	M013	M052	M152	M133	M015	M030
Identiy. system_identifier. retention_and_ disposition_schedule	Description. title*	Event_plan.event_type. disposition_action	Event_plan.period*	Event_plan. event_trigger	Event_plan. date	Use.status. inheritance	Reason	Description. Mandate*
<RDSb01>	Rds_Test1b	Retain permanently	Permanent	Permanent		<yes>	Default	Testing Regime
<RDSb02>	Rds_Test2b	Present for review			<date>	<yes>	Test1	
<RDSb03>	Rds_Test3b	Present for review			<date>	<yes>	Test2	
<RDSb04>	Rds_Test4b	Present for review			<date>	<yes>	Test3	
<RDSb05>	Rds_Test5b	Destroy automatically			<date>	<yes>	Test4	



* Optional

2.5 Content of Captured Records

The values to be used for testing are arbitrary.

TO THE CHAPTER T5.3 - TRANSFER, EXPORT AND DESTRUCTION

3.1 Agents & Access Controls

Within this chapter we summarise all agents and access controls that are needed for testing. The first sub-chapter, as far as possible, provides an insight into the profiles of the agents (users, user roles and user groups) used. The second sub-chapter summarises the access controls for agents to entities (entity/agent) and for agents to functions.

3.1.1 Agents (Users, User Groups and User Roles)

3.1.1.1 Users

Following users need to be created or will be created during test execution:

M163	M167	M189	M171	M166	M165	M169	M170
Identity.system_identifier	Description.title	Description.email.address	Relation.entity_agent	Relation.has_role	Relation.is_member_of	Use.administrator	Use.inactive
<U01>	CA_user			<R01>		YES	<Active>
<U02>	Rev_user1			<R02>		NO	<Active>

3.1.1.2 User Roles

Following roles need to be created or will be created during test execution:

M163	M167	M168	M171	Remarks and comments
Identity.system_identifier	Description.title	Relation.has_user	Relation.entity_agent	
<R01>	CentralAdministrator	<U01>		
<R02>	Reviewer	<U02>		

3.1.1.3 User groups

The values to be used for testing are arbitrary.

3.1.2 Access controls

3.1.3 Entity/Agents

No Entity/Agents are required.

3.1.3.1 Access Permissions of User Roles to Functions

Function	<R01> CentralAdministrator	<R02> Reviewer
Add new classes	X	
Create new files	X	X
Change file metadata	X	
Maintain classification scheme and files	X	
Delete files	X	
Capture records	X	X
Relocate a record to a different file	X	X
Search for and read records	X	X
Change content of records		
Change record metadata	X	
Delete records	X	
Place and remove disposal holds	X	
Retention and disposition schedule and disposition transactions	X	

Function	<R01>	<R02>
	CentralAdministrator	Reviewer
Export and import files and records	X	
View audit trails	X	
Configure and manage audit trail	X	
Change audit trail data		
Move audit trail data to off-line storage media	X	
Perform all transactions related to users and their access privileges	X	
Allocate access controls to local administrator	X	
Allocate own access controls also to other users	X	X
Maintain database and storage	X	
Maintain other system parameters	X	
Define and view other system reports	X	

3.2 Classification Scheme(s)

This section includes all classification scheme(s) which are used within the test cases of the corresponding test module. First of all you will find the metadata for the classification scheme itself.

The next chapter(s) describe(s) the metadata of the aggregations and records defined in the classification scheme(s).

Please note that:

- ◆ it is possible that more than one classification scheme is defined. Therefore the fully-qualified classification code contains a prefix that uniquely identifies an entity across different classification schemes. Example: A class has the fully-qualified classification code <CS01/001>. This means that prefix CS01 indicates the classification scheme as specified above (M044)
- ◆ we only take metadata into account which are needed for testing. A full approach is not intended here.

M044	M045	M046
Identity.system_identifier	Description.title	Description.abstract.description*
<CS01>	TestClassificationScheme1	

* Optional

3.2.1 TestClassificationScheme1 – metadata to aggregations and records

M012		M003	M025	M026	M047	M141	M133	M139	M021	M140	M156	M157	M194
Description .classification. fully-qualified_classification_code	Type	Description. n. title	Relation. r&d_sch edule	Description. record_type	Description .abstract. description	Event_ history. date. destroy ed	Event_ history. date. transferre d	Relation. agent. destroy_or_ transfer_or_ relocate	Event _history. abstract. Reclassifica- tion_reason	Event_ history. abstract. Reclassifica- tion_reason	Event_ history. date. relocated	Description. classification. new_fully- qualified_ classification_ code	Event_ history. Transferred _to
<CS01/001>	[Class]	[Marketing]	RDSb02										
<CS01/001/001>	[Class]	[Marketing Managem ent]	RDSb02										
<CS01/001/001/001>	[File]	[Competiti ve situation]	RDSb02										
<CS01/001/001/001/001>	[Sub- file]	[Competito r A]	RDSb02										
<CS01/001/001/001/001/001>	[Volume]	[SWOT]	RDSb02										
<CS01/001/001/001/001/001>	[Record]	[Result]	RDSb02	Analyses									
<CS01/001/002>	[Record]	[Marketing note]	RDSb02	Analyses									
<CS01/002>	Class	Product policies	RDSb02										
<CS01/002/001>	Class	Informatio n Technology	RDSb02										
<CS01/002/001/001>	File	Policy Developm ent	RDSb02										



M012		M003	M025	M026	M047	M141	M133	M139	M021	M140	M156	M157	M194
Description .classification. fully-qualified_classification_code	Type	Description. n. title	Relation.r&d_sch edule	Description. record_type	Description .abstract. description	Event_ history. date. destroyed	Event_ history. date. transferred	Relation. agent. destroy_or_transfer_or_relocate	Event _history. abstract. Reclassification_reason	Event_ history. abstract. Reclassification_reason	Event_ history. date. relocated	Description. classification. new_fully-qualified_classification_code	Event_ history. Transferred_to
<CS01/002/001/001/001>	Sub-File	Policies	RDSb02										
<CS01/002/001/001/001/001>	Volume	P1	RDSb02										
<CS01/002/001/001/001/001/001>	Record	Policy1	RDSb02	Analyses									
<CS01/003>	Class	Innovation policies	RDSb02										
<CS01/003/001>	File	General Policies	RDSb02										
<CS01/003/001/001>	[Record]	[Policy1]	RDSb02										
<CS01/003/001/002>	[Record]	[Policy2]	RDSb02										
<CS01/003/001/003>	[Record]	[Policy3]	RDSb02										
<CS01/003/001/004>	[Record]	[Policy4]	RDSb02										
<CS01/003/002>	File	Innovation Policies	RDSb02										
<CS01/003/002/001>	[Record]	[Policy1]	RDSb02										



M012		M003	M025	M026	M047	M141	M133	M139	M021	M140	M156	M157	M194
Description .classification. fully-qualified_classification_code	Type	Description. n. title	Relation.r&d_sch edule	Description. record_type	Description .abstract. description	Event_ history. date. destroyed	Event_ history. date. transferred	Relation. agent. destroy_or_transfer_or_relocate	Event _history. abstract. Reclassification_reason	Event_ history. abstract. Reclassification_reason	Event_ history. date. relocated	Description. classification. new_fully-qualified_classification_code	Event_ history. Transferred_to
<CS01/003/002/002>	[Record]	[Policy2]	RDSb02										
<CS01/004>	Class	Production policies	RDSb01										
<CS01/004/001>	File	Policy Development	RDSb01										
<CS01/004/001/001>	[Record]	[Approach 1]	RDSb01										
<CS01/004/001/002>	[Record]	[Approach 2]	RDSb01										
<CS01/004/001/003>	[Record]	[Approach 3]	RDSb01										
<CS01/004/002>	File	Policy Controlling	RDSb01										
<CS01/004/002/001>	[Record]	[Controlling1]	RDSb01										
<CS01/004/002/002>	[Record]	[Controlling2]	RDSb01										
<CS01/005>	Class	Market research	RDSb01										
<CS01/005/001>	File	Primarily research	RDSb01										
<CS01/005/001/001>	Sub-file	Study 1	RDSb01										
<CS01/005/>	Volume	Analyses	RDSb01										

M012		M003	M025	M026	M047	M141	M133	M139	M021	M140	M156	M157	M194
Description .classification. fully-qualified_classification_code	Type	Description. n. title	Relation.r&d_sch edule	Description. record_type	Description .abstract. description	Event_ history. date. destroy ed	Event_ history. date. transferre d	Relation. agent. destroy_or_ transfer_or_ relocate	Event _history. abstract. Reclassifica- tion_reason	Event_ history. abstract. Reclassifica- tion_reason	Event_ history. date. relocated	Description. classification. new_fully- qualified_ classification_ code	Event_ history. Transferred _to
001/001/001>													
<CS01/005/001/001/001/001>	Record	[Cluster analyses1]	RDSb01										
<CS01/005/001/001/001/002>	Record	[Regression analyses]	RDSb01										
<CS01/005/002>	File	Customer Behaviour	RDSb01										
<CS01/005/002/001>	[Record]	[Involvement]	RDSb01										
<CS01/005/002/002>	Record	Motivation	RDSb01										
<CS01/005/003>	File	Secondary research	RDSb01										
<CS01/005/003/001>	Sub-File	Knowledge	RDSb01										
<CS01/006>	[Class]	[Management]	RDSb01		Transfer	Null	<date>	CA_user	Test	<reason>	<date>	<new code>	<name of new system>
<CS01/006/001>	[File]	[Business Continuity]	RDSb01		Transfer	Null	<date>	CA_user	Test	<reason>	<date>	<new code>	<name of new system>
<CS01/006/001/001>	[Sub-file]	[Strategy]	RDSb01		Transfer	Null	<date>	CA_user	Test	<reason>	<date>	<new code>	<name of new system>
<CS01/006/001/002>	[Volume]	[Strategic Management]	RDSb01		Transfer	Null	<date>	CA_user	Test	<reason>	<date>	<new code>	<name of new system>



M012		M003	M025	M026	M047	M141	M133	M139	M021	M140	M156	M157	M194
Description .classification. fully-qualified_classification_code	Type	Description. n. title	Relation.r&d_sch edule	Description. record_type	Description .abstract. description	Event_ history. date. destroy ed	Event_ history. date. transferre d	Relation. agent. destroy_or_ transfer_or_ relocate	Event _history. abstract. Reclassifica- tion_reason	Event_ history. abstract. Reclassifica- tion_reason	Event_ history. date. relocated	Description. classification. new_fully- qualified_ classification_ code	Event_ history. Transferred_ to
001/001/001>]	ent]											system>
<CS01/006/001/001/001/001>	[Record]	[Business units]	RDSb01		Transfer	Null	<date>	CA_user	Test	<reason>	<date>	<new code>	<name of new system>
<CS01/006/002>	[Record]	[Report]	RDSb01		Transfer	Null	<date>	CA_user	Test	<reason>	<date>	<new code>	<name of new system>
<CS01/007>	[Class]	[Human Resources]	RDSb01										
<CS01/008>	Class	Technical Environem ent	RDSb01										
<CS01/008/001>	[File]	[Telecom munication]	RDSb01					CA_user					
<CS01/008/002>	File	Hardware	RDSb01										
<CS01/008/002/001>	[Record]	[PC]	RDSb01					CA_user					
<CS01/008/002/002>	[Record]	[Phone]	RDSb01					CA_user					
<CS01/009>	[Class]	[Infrastruct ure]	RDSb01					CA_user					
<CS01/009/001>	[Record]	[Infrastruct ure Planning1]	RDSb01					CA_user					
<CS01/009/002>	[Record]	[Infrastruct ure]	RDSb01					CA_user					



M012		M003	M025	M026	M047	M141	M133	M139	M021	M140	M156	M157	M194
Description .classification. fully-qualified_classification_code	Type	Description. n. title	Relation.r&d_sch edule	Description. record_type	Description .abstract. description	Event_ history. date. destroyed	Event_ history. date. transferred	Relation. agent. destroy_or_transfer_or_relocate	Event _history. abstract. Reclassification_reason	Event_ history. abstract. Reclassification_reason	Event_ history. date. relocated	Description. classification. new_fully-qualified_classification_code	Event_ history. Transferred_to
		Planning2]											
<CS01/009/003>	[Record]	[Infrastructure Planning3]	RDSb01					CA_user					
<CS01/010>	Class	Controlling	RDSb01										
<CS01/010/001>	[Record]	[1 st quarter]	RDSb01					CA_user					
<CS01/010/002>	[Record]	[2 nd quarter]	RDSb01					CA_user					

3.3 Records types

The values to be used for testing are arbitrary.

3.4 Retention and Disposition Schedules

The following table lists the metadata for the used retention and disposition schedules.

M008 Identity.system_identifier.re tention_and_disposition_ schedule	M024 Description.title*	M014 Event_plan.event_type. disposition_action	M013 Event_plan.period*	M052 Event_plan. event_trigger	M133 Use.status. inheritance	M015 Reason	M030 Description. Mandate*
<RDSb01>	Rds_Test1b	Retain permanently	Permanent	Permanent	<yes>	Default	
<RDSb02>	Rds_Test2b	Present for review			<yes>	Test1	
<RDSb03>	Rds_Test3b	Present for review			<yes>	Test2	
<RDSb04>	Rds_Test4b	Present for review			<yes>	Test3	
<RDSb05>	Rds_Test5b	Destroy automatically			<yes>	Test4	

* Optional

3.5 Content of Captured Records

The values to be used for testing are arbitrary.