

# Test Module10.2

## Disposition of Physical Records

### 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 complexity and guarantees higher readability and comprehensibility for the user.

Each of these documents has the same general structuring:

- ◆ **Agents & Access Controls:** This sub-chapter gives details about user profiles, user roles and user groups. Furthermore it will be explained which user roles have access permission to functions, aggregations and records. In addition we explain which user groups have access permission to aggregations and records.
- ◆ **Classification Scheme(s):** This sub-chapter includes all Classification Scheme(s) that are used within the corresponding sub-chapter of the test module. It lists information of the metadata of the classification scheme itself and of all aggregations and records within it.
- ◆ **Record types:** This sub-chapter gives detailed information about the records used.
- ◆ **Retention and Disposition Schedules:** This sub-chapter gives detailed information about the retention and disposition schedules used.
- ◆ **Content of captured records:** This sub-chapter gives detailed information about the content of the items that are captured as records. As these items are described 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 represents the situation before test cases are executed (precondition). The red coloured content represents the situation after the test cases are executed (test result). Both situations are highlighted as far as possible. In some cases we used brackets (e.g. [ ]) to highlight which entity is being affected by the test execution. Examples:

Example	Explanation
Class Corporate Direction	The item is a precondition for the test case. It has to be created before executing 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 the test cases of the sub chapter are being executed.
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The metadata model requires metadata elements such as M163 *Identity.system\_identifier* which are "populated" by the system when an agent is defined. We just use the values of these elements to have an internal linkage between our test data. These values do not have to match the existing values in the ERMS.

## ON CHAPTER T10.2 - DISPOSITION OF PHYSICAL RECORDS

### 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_username			<R01>		YES	<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>		

### **2.1.1.3 User Groups**

The values to be used for testing are arbitrary.

## **2.1.2 Access controls**

The following tables show the Entity/Agent relation and the access of agents to functions.

### **2.1.2.1 Entity/Agents**

The values to be used for testing are arbitrary.

### **2.1.2.2 Access permissions of user roles to functions**

No access permissions of a user role to ERMS functions are required.

## 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 of aggregations and records

M012		M003	M084	M025
Description.classification.fully-qualified_classification_code	Type	Description.title	Use.status.physical	Relation.r&d_schedule
<CS01/001>	Class	Marketing	Yes	RDS01
<CS01/001/001>	File	Policy Development	Yes	RDS01
<CS01/001/001/001>	Sub-file	2006	Yes	RDS01

M012		M003	M084	M025
Description.classification.fully-qualified_classification_code	Type	Description.title	Use.status.physical	Relation.r&d_schedule
<CS01/001/001/001/001>	Volume	1 <sup>st</sup> quarter	Yes	RDS01
<CS01/001/001/001/001/001>	Record	Record1	Yes	RDS01
<CS01/002>	[Class]	Information Technology	Yes	
<CS01/002/001>	[File]	Workforce Planning	Yes	
<CS01/002/001/001>	[Sub-file]	2006	Yes	
<CS01/002/001/001/001>	[Volume]	1 <sup>st</sup> quarter	Yes	
<CS01/002/001/001/001/001>	[Record]	Record2	Yes	
<CS01/002/001/001/001/002>	[Record]	Record3	No	
<CS01/003>	[Class]	Financial planning	Yes	
<CS01/003/001>	[File]	Budgeting	Yes	
<CS01/003/001/001>	[Sub-file]	Project1	Yes	
<CS01/003/001/001/001>	[Volume]	Testing	Yes	
<CS01/003/001/001/001/001>	[Record]	Record4	Yes	
<CS01/003/001/001/001/002>	[Record]	Record5	No	
<CS01/004>	[Class]	Release management	Yes	
<CS01/004/001>	[File]	Asset management	Yes	
<CS01/004/001/001>	[Sub-File]	AM Ret	Yes	
<CS01/004/001/001/001>	[Volume]	Plan	Yes	
<CS01/004/001/001/001/001>	[Record]	Record6	Yes	
<CS01/004/001/001/001/002>	[Record]	Reocrd7	No	





M012		M003	M084	M025
Description.classification.fully-qualified_classification_code	Type	Description.title	Use.status.physical	Relation.r&d_schedule
<CS01/005>	[Class]	Configuration Management	Yes	
<CS01/005/001>	[File]	System I	Yes	
<CS01/005/001/001>	[Sub-File]	Tools	Yes	
<CS01/005/001/001/001>	[Volume]	Testing	Yes	
<CS01/005/001/001/001/001>	[Record]	Record8	Yes	
<CS01/005/001/001/001/002>	[Record]	Record9	No	

### 2.3 Record Types

The values to be used for testing are arbitrary.

### 2.4 Retention and Disposition Schedules

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

M008	M024	M014	M013	M052	M152	M133	M015	M030
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.Reason	Description.Mandate*
<RDS01>	RDS_Test1 a	Review			<date>	<yes>	Test1	Testing Regime



## 2.5 Content of Captured Records

The following tables list all components, documents, document sets, fax and e-mails that are used within the test cases.

The values to be used for testing are arbitrary.