

# Test Module10.2

## Disposition of Physical Records

### Test Cases

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## Document History

Version	Date of Issue	Author	Comment
0.1	22/06/2007	Michael Sill	Initial Draft
0.2	10/07/2007	Michael Sill	Revision after internal Review
0.3	07/01/2008	Esther Kausz	Revision after receiving draft 8 of MoReq2
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1.0	02/04/2008	MoReq2 test development team	Finalising after approval of the test framework

**T10.2      *Disposition of Physical Records***

<b>REMARKS</b>	TEST DATA:	The test data for the following tests (test module 10, chapter T10.2) can be found in the corresponding test data repository. The reference chapter is called ' <b>on chapter T10.2 – Disposition of Physical Records</b> '.
	TEST EXECUTION:	<p>step (1) Please read the chapter <b>Testframework – Introduction/Chapter 2</b> before starting the test execution.</p> <p>step (2) The test cases are designed in a way that enables you to skip certain test cases when required. However, the outcome of some test cases might be a precondition of subsequent tests. Where there are dependencies we have inserted test references into the precondition section of the test case. Careful attention should be given to the preconditions of the test cases.</p>

## T10.2.1 Notifications and Alerts

Abstract: This chapter focuses on notifications and alerts of which the ERMS should notify an administrative role when disposition actions take place.

### T10.2.1.1 Alert when Retention Period Ends

I. Global test case information		
<i>test case id:</i>	T10.2.1.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	A retention and disposition schedule is assigned to a physical class. The retention period of this retention and disposition schedule is reached. A check is made to confirm that the ERMS notifies the administrative role that the retention and disposition schedule ends.	
<i>Req.-ID:</i>	10.2.1	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created</li> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> <li>• The retention and disposition schedule <b>Rds_Test1a (RDS01)</b> is assigned to the physical class <b>Marketing (CS01/001)</b> and all its entities.</li> </ul>		
<i>b. test steps</i>		
<i>step</i>	<i>action/operation</i>	<i>Check/ expected result</i>
1.	Initiate the retention mechanism so that the retention period of the retention and disposition schedule <b>Rds_Test1a (RDS01)</b> is reached.	The ERMS recognises that the retention period has been reached and alerts the <b>CentralAdministrator</b> .
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS automatically alerts an administrative role when the retention and disposition schedule of a physical class ends.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature

## T10.2.1.2 Alerting an Administrative Role when Exporting, Destroying or Transferring a Physical Entity

I. Global test case information		
<i>test case id:</i>	T10.2.1.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>An administrative role transfers, exports and destroys physical entities that are associated with a class, file, sub-file or volume.</p> <p>A check is made to confirm that the administrative role is alerted by the ERMS as soon as these actions are executed.</p> <p>Please note: The alert may arise when the retention and disposition schedule ends, or when a transfer or export is initiated.</p> <p>The export/transfer is intended to provide another application with records from the ERMS. We cannot assume that other systems are connected for testing. Therefore it is acceptable for testing to create a target (e.g. other storage devices) outside of the ERMS where the output of the export/transfer can be stored and analysed. The ERMS cannot control this target.</p> <p>We are using the expression "folder .../<b>Exported output</b>" to describe such a target and the expression "folder .../<b>Transferred output</b>" in case of a transfer.</p>	
<i>Req.-ID:</i>	10.2.2	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created</li> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> <li>• For testing purposes a folder .../<b>Transferred output</b> is created</li> <li>• For testing purposes a folder .../<b>Exported output</b> is created</li> </ul>		
<i>b. test steps</i>		
step	action/operation	Check/ expected result
1.	Export the class <b>Release Management (CS01/004)</b> and its entities to the folder ../ <b>Exported output</b>	The ERMS alerts the <b>CentralAdministrator</b> of the existence and location of the physical entities that are associated with the class <b>Release Management (CS01/004)</b> . The class <b>Release Management (CS01/004)</b> and its entities are exported to the folder ../ <b>Exported output</b> .
2.	Transfer the class <b>Release Management (CS01/004)</b> and its entities to the folder ../ <b>Transferred output</b>	The ERMS alerts the <b>CentralAdministrator</b> of the existence and location of the physical entities that are associated with the class <b>Release Management (CS01/004)</b> . The class <b>Release Management (CS01/004)</b> and its entities are transferred to the folder ../ <b>Transferred output</b> .
3.	Destroy the class <b>Financial Planning (CS01/003)</b> and its entities.	The ERMS alerts the <b>CentralAdministrator</b> of the existence and location of the physical entities that are associated with the class <b>Financial Planning (CS01/003)</b> . The class <b>Financial Planning (CS01/003)</b> and its entities are destroyed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS alerts an administrative role of the existence and location of physical entities when the associated class, file, sub-file or volume gets exported, transferred or destroyed.</li> </ul>		



<b>III. Test result</b>	
<i>defects / deviations</i>	<i>verdict</i>
	<input type="checkbox"/> passed <input type="checkbox"/> failed
<i>remarks</i>	<i>tester</i>
	_____ date, signature

## T10.2.2 Export, Transfer or Destruction

Abstract: Here, the test focus lies on the export, transfer and destruction of physical entities. Requirements on the metadata will be tested as well as the administrative confirmation before the prevailing disposition action can be finished by the ERMS.

### T10.2.2.1 Metadata after an Export or Transfer

I. Global test case information		
<i>test case id:</i>	T10.2.2.1	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>An administrative role exports and transfers a physical class and all its entities successfully. A check is made to ensure that the transferred and exported outputs include all associated metadata.</p> <p>Please note: The export/transfer is intended to provide another application with records from the ERMS. We cannot assume that other systems are connected for testing. Therefore it is acceptable for testing to create a target (e.g. other storage devices) outside of the ERMS where the output of the export/transfer can be stored and analysed. The ERMS cannot control this target. We are using the expression "folder .../<b>Exported output</b>" to describe such a target and the expression "folder .../<b>Transferred output</b>" in case of a transfer.</p>	
<i>Req.-ID:</i>	10.2.3	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created</li> <li>• The class <b>Release Management (CS01/004)</b> was exported and transferred successfully (see test case T10.2.1.2).</li> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Check the output of the export in the folder ../ <b>Exported output</b> .	The export includes all entities of the class <b>Release Management (CS01/004)</b> and all associated metadata.
2.	Check the output of the transfer in the folder ../ <b>Transferred output</b> .	The transfer includes all entities of the class <b>Release Management (CS01/004)</b> and all associated metadata.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS exported and transferred a class and all its entities together with their associated metadata.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed
<i>remarks</i>		<i>tester</i>
		_____ date, signature



### T10.2.2.2 Confirm Exports, Transfers and Destructions of Physical Entities

I. Global test case information		
<i>test case id:</i>	T10.2.2.2	
<i>test case priority:</i>	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> Optional <input type="checkbox"/> Not Testable
<i>test case description:</i>	<p>Physical entities are transferred, exported and destroyed. A check is made to confirm that an administrative role has to confirm the actions before they are completed.</p> <p>Please note: The export/transfer is intended to provide another application with records from the ERMS. We cannot assume that other systems are connected for testing. Therefore it is acceptable for testing to create a target (e.g. other storage devices) outside of the ERMS where the output of the export/transfer can be stored and analysed. The ERMS cannot control this target. We are using the expression "folder .../<b>Exported output</b>" to describe such a target and the expression "folder .../<b>Transferred output</b>" in case of a transfer.</p>	
<i>Req.-ID:</i>	10.2.4	
II. Test case		
<i>a. precondition(s)</i>		
<ul style="list-style-type: none"> <li>• <b>TestClassificationScheme1</b> is created</li> <li>• Logged in as user of the role <b>CentralAdministrator</b></li> <li>• For testing purposes a folder ../<b>Transferred output</b> is created</li> <li>• For testing purposes a folder .../<b>Exported output</b> is created</li> </ul>		
<i>b. test steps</i>		
step	action/operation	check/ expected result
1.	Export the class <b>Information Technology (CS01/002)</b> and its entities to the folder ../ <b>Exported output</b> .	The ERMS requires an administrative role to confirm the export of the physical class.
2.	Confirm the export of the class <b>Information Technology (CS01/002)</b> and its entities.	The export is completed.  The class <b>Information Technology (CS01/002)</b> and its entities are exported to the folder ../ <b>Exported output</b> .
3.	Transfer the class <b>Information Technology (CS01/002)</b> and its entities to the folder ../ <b>Transferred output</b> .	The ERMS requires an administrative role to confirm the transfer of the physical class.
4.	Confirm the transfer of the class <b>Information Technology (CS01/002)</b> and its entities.	The transfer is completed.  The class <b>Information Technology (CS01/002)</b> and its entities are transferred to the folder ../ <b>Transferred output</b> .
5.	Destroy the class <b>Configuration Management (CS01/005)</b> .	The ERMS requires an administrative role to confirm the destruction of the physical class.
6.	Confirm the destruction of the class <b>Configuration Management (CS01/005)</b> and its entities.	The destruction is completed. The class <b>Configuration Management (CS01/005)</b> and its entities are destroyed.
<i>c. postcondition(s)</i>		
<ul style="list-style-type: none"> <li>• The ERMS requires an administrative role to confirm the physical export, transfer or destruction before they can be completed.</li> </ul>		
III. Test result		
<i>defects / deviations</i>		<i>verdict</i>
		<input type="checkbox"/> passed
		<input type="checkbox"/> failed



<i>remarks</i>	<i>tester</i>
	<hr/> date, signature