



## DATA MIGRATION STATEMENT GUIDANCE

### WHAT IS DATA MIGRATION?

**Data migration** is the process of moving data (records) from one information system or storage medium to another.

The State Archives requires agencies to submit a narrative describing their data migration strategy for electronic records stored on their systems as part of the **Electronic Records Survey Application**.

### WHY IS DATA MIGRATION NECESSARY?

Technology rapidly becomes obsolete. Your electronic records may have retention periods that extend well beyond the expected life of the technology upon which they are stored. Furthermore, hardware, software, operating systems, storage media and record formats are all interdependent. A change or loss of one system may render the records inaccessible.

Because of this, your agency must commit to migrate your records to new technologies to ensure the records in your custody remain **accessible and usable for the entire duration of their retention periods**.

### DATA MIGRATION STATEMENT

Your data migration statement outlines your agency's data migration strategy and procedures. We suggest you include the following:

#### General

- The agency will allocate sufficient funds in its budget to maintain and upgrade information systems and storage media.
- The agency will continually monitor its information systems and storage media and upgrade them when needed.
- When the agency considers purchasing and / or using new systems, the agency will consider using ones with open architectures and formats.

#### Data Migration Process

- When data migration is warranted, the agency will document the planning, processing, and testing phases.



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- **Before Migrating the Records**

- The agency will evaluate the quality of the data to determine whether data cleansing is recommended.
- They will dispose of records that have met their retention periods to reduce the quantity of records to be migrated.
- They will identify any relationships between the records which must be preserved.
- They will identify the hardware, software and format requirements of the records requiring migration.
- They will identify and preserve any metadata essential to the records' integrity and authenticity.

- **After Migrating the Records**

- The agency will conduct tests to ensure all records intended for migration have been migrated and the functionality and essential characteristics of the records have been retained.
- They will document any data corruptions issues and correct them in a timely manner.
- They will maintain source records for a suitable length of time after the migration to enable these tests.

## QUESTIONS?

Please contact Records Management for any questions at [recmgt@sos.la.gov](mailto:recmgt@sos.la.gov).