

# Data Archive and Purge Guiding Principles

JD Edwards Customer  
Strategy Council

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## BACKGROUND

The realization of benefits gained by purging/archiving data from production databases has increased over time. A few of the benefits include:

- Database size no longer grows uncontrollably
- System performance increases
- IT cost reduction – expensive processing / hardware upgrades avoided
- Reduced timelines for application upgrades

There are constraints to factor in when developing a purge and archive strategy.

- Legislative / Legal requirements regarding data retention
- Contractual, Service level agreements with customers and vendors
- Application data integrity

## DATA ARCHIVE AND PURGE GUIDING PRINCIPLES

1. Data Archiving and Purging management processes and tools will be managed by IT department.
2. Data Retention policies will be created and maintained by the data owners.
3. ERP transactional integrity reports will be run on a regular basis.
4. Only fully processed and closed transactions are to be archived.
5. Archiving and Purging will follow best practices, standards and procedures.
6. A change management process shall govern all archived data.
7. Master data will not be archived.
8. Data Integrity is paramount and will not be compromised.
9. Archived data will be secured as “read only” with limited exceptions.
10. Transactional data will be created / maintained at appropriate level of detail.

## **DAP – 1: Data Archiving and Purging management processes and tools will be managed by IT Department**

### **Rationale:**

- Businesses need to have a consistent and repeatable process that all business areas would use to purge and archive transactional data.
- These processes and tools have close dependencies on reporting strategy and data integrity issues, thus the management processes and tools to achieve this will be overseen by a central group that is responsible for these areas.

### **Implications:**

- Close communication with the business process owners will be required to ensure processes and tools meet the business requirement
- Purge and Archive processes must be well communicated in the standard business process format

## **DAP – 2: Data Retention policies will be created and maintained by the data owners**

### **Rationale:**

Data retention is defined by legal and legislative needs, internal audit needs, and functional business needs. The Data Owners are the ultimate decision maker to understand these needs and address them.

### **Implications:**

- Data Retention policies will be documented by the Data Owners in standard business process format
- Data Owners will work with all relevant stakeholders to determine data retention policies for their area
- Need to work closely with IT Department who provides management processes and tools to service purge and archive
- Processes will be updated and kept relevant moving forward

## **DAP – 3: ERP transactional integrity reports will be run on a regular basis**

### **Rationale:**

Business data must be accurate at all times. A purge and archive solution will not adversely affect this requirement.

### **Implications:**

- Data Owners will identify ERP Integrity reports required to meet business needs. If these reports do not exist, they will be created
- IT Department will be responsible for scheduling and processing of required reports
- Verification of integrity reports will be required by all business units

## **DAP – 4: Only fully processed and closed transactions are to be archived**

### **Rationale:**

For software applications to be effective and stable, business and logic rules must be adhered to. Transactions that historically have been left unattended will need to be addressed to receive maximum benefits from a purge and archive process.

### **Implications:**

- IT Department to be responsible to create policies and processes that guarantee no open transactions be archived
- Standard policies will be designed to allow business units to identify and reconcile, within the appropriate application, old and open transactions

## **DAP – 5: Archiving and Purging will follow best practices, standards and procedures**

### **Rationale:**

Effective and efficient procedures, best practices and standards will be established that fit our business needs and culture. Archive and purge may be expanded / reduced in scope based on what is best for the company.

### **Implications:**

- Standard operating procedures must be created and documented following standard business process standards
- Limited industry standards exists. Ours will be a best fit for our company
- IT Department will be responsible for delivery and maintenance of these policies
- Policy Review will be required to facilitate continuous improvement

## **DAP – 6: A change management process shall govern all archived data**

### **Rationale:**

As an Archiving and Purging solution evolves over time, a strong change management process is required. All successful implementations demand a thorough change management approach. Failure of such an approach invites a high probability of failure.

### **Implications:**

- Detailed change management practices will be developed to govern change requests to existing production purge and archive solutions
- Change requests to existing purge and archive processes will be centralized and approved by business process owners
- Processes will be put in place to increase awareness that modifications to applications or database files may impact purge and archive processes and need to be taken into consideration as part application development

## **DAP – 7: Master data will not be archived**

### **Rationale:**

Master data will not be included in the archive database. The archive database will contain transactional data only that has met pre-defined conditions. This will guarantee the requirement that master data has one source of truth and that master data will only reside in the production environment

### **Implications:**

- A Master Data Management team will be created as part of the ERP Instance Consolidation Project
- Configuration for a “read only” archive environment will be created to retrieve master data from the production environment
- Any reporting tools or processes using the archive database as their source must retrieve master data from the production environment or from a replicated copy of the production database
- IT Department to ensure no master data to be included in any archive and purge procedures

## **DAP – 8: Data Integrity is paramount and will not be compromised**

### **Rationale:**

The benchmark of any computerized system and an IT organization resides in data integrity. JDI requires that archive and purge processes be configured to obey rules and regulations pertaining to data integrity and not in any way violate these constraints.

### **Implications:**

- IT Department will create and maintain robust and proven purge / archive processes that will not compromise data integrity.
- Archive and purge processes will be designed with a top down approach. No data will be archived until all related transactions can be archived
- Restore / rollback processes must be created to allow a return to a pre-archived and purge status in the event that data corruption is encountered

## **DAP – 9: Archived Data will be secured as “read only”**

### **Rationale:**

Data residing in an archive database represents historical fact. It will not be altered unless corresponding master data has been altered and archive data needs to reflect this change for integrity.

### **Implications:**

- Security configuration on the archive database will be restricted to a “read only” status with the exception of a change management profile
- Auditing reports will be created to flag any update attempts to this database. Any violations will be investigated
- IT Department to allow one profile to allow update authorization to the archive database. This user profile will execute the archive and purge processes and will be a secured profile
- Access to archived data via an Enterprise One application will be controlled and secured by IT Department to ensure compliancy
- Processes will be created to allow alteration of archive data to coincide with master data changes

## **DAP – 10: Transactional data will be created / maintained at appropriate level of detail**

### **Rationale:**

Data in an ERP system must be complete and accurate, but not retained at a level of detail that causes concern to business units or IT Department.

### **Implications:**

- Some business units may need to be flexible in regards to what data is kept where and at what level of detail
- When possible, G/L transactions interfaced from other ERP modules or bolt on applications should be created at a summarized level
- When possible, batch posting processes should be set to create summarized offsetting entries
- When designing and implementing ERP modules, consideration and ramifications regarding data volumes must be included as part of the process.

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