For instructions on using this template, please see Notes to Author/Template Instructions on page 25. Notes on accessibility: This template has been tested and is best accessible with JAWS 11.0 or higher. For questions about using this template and To request changes to the template, please contact [CMS IT Governance](mailto:IT_Governance@cms.hhs.gov) ([IT\_Governance@cms.hhs.gov](mailto:IT_Governance@cms.hhs.gov)).

|  | Centers for Medicare & Medicaid Services |
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<Project Name / Acronym>

System Disposition Plan

Version X.X

MM/DD/YYYY

**Document Number:** <document’s configuration item control number>

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# Introduction

## Purpose of the Disposition Plan

The purpose of this Disposition plan is to detail the activities and coordination required to retire the <Insert Information System Name> in accordance with CMS and Federal Policies.

## Overview

Instructions: Provide a brief description of the information system and reference the high level functionality provided by the system. This will help highlight what functions will no longer be available to the end users of the system.

## Scope

Instructions: Provide a brief description of the business and/or technical reasons why this information system should be retired (i.e., older technology, additional maintenance, security risks, etc.). Indicate if the retired information system will be replaced by one or more solutions, indicating the high-level business needs the solutions will address.

## Disposition Timeline

*Instructions: Provide a brief description of the timeline to retire the information system including any key activities, milestones, and dependencies.*

## Points of Contact

Instructions: Provide the names of the key stakeholders, their roles, organization, and contact information of those people who will participate in the Retire Phase and serve as points of contact for the system disposition.

# Transition Planning

## Stakeholder Impact

Instructions: Provide a brief description of how stakeholders and/or end users may be impacted by the loss of functionality from the disposition of this information system and any proposed workaround solutions. Include any technical interdependencies with other systems that may need to be mitigated.

## Security Categorization

Instructions: In conjunction with your Information System Security Officer (ISSO), provide the security categorization rating assigned to this information system for the following categories: Confidentiality, Integrity, and Availability. Describe how the program will complete the activities required to receive a Federal Information Security Management Act (FISMA) System Retirement Memo and Destruction Certificate.

## Notifications and Communications

*Instructions: This section describes the plan for notifying known users of the system being shut down, and other affected parties, such as those responsible for other, interfacing systems, and operations staff members involved in running the system.*

# System Disposition

## Data Disposition

*Instructions: This section describes the plan for archiving, deleting, or migrating the data to other systems from the system being shut down. The plan should also include a section on how the data will be sanitized if applicable.*

## Software Disposition

*Instructions: This section describes the plan for archiving, deleting, or migrating the software library files to other systems from the system being shut down.*

## Equipment Disposition

*Instructions: This section describes the plan for archiving, deleting, or transferring to other systems the hardware and other equipment used by the system being shut down.*

## Documentation Disposition

*Instructions: This section describes the plan for archiving, deleting, or transferring to other systems the hardcopy and softcopy system, operations, and user documentation for the system being shut down.*

# Project Closedown

## Project Staff

*Instructions: This section describes the plan for notifying project team members of the shutdown of the system, and the transfer of these team members to other projects.*

## Records Management

*Instructions: This section describes the plan for records management, including the plan for archiving, deleting, or transferring to other projects the records of project activity for the project that has been maintaining the system being shut down to National Archives and Records Administration (NARA).*

## Facilities

*Instructions: This section describes the plan for transferring or disposing of facilities used by the project staff for the system being shut down.*

## Agreements and Contracts

*Instructions: This section describes the plan for transferring or terminating contracts and/or support agreements (e.g. Service Level Agreements, Memorandums of Agreement/Understanding) used to support the system being shut down.*

1. Record of Changes

*Instructions: Provide information on how the development and distribution of the System Disposition Plan will be controlled and tracked. Use the table below to provide the version number, the date of the version, the author/owner of the version, and a brief description of the reason for creating the revised version.*

Table 1: Record of Changes

| Version  Number | Date | Author/Owner | Description of Change |
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1. Acronyms

Instructions: Provide a list of acronyms and associated literal translations used within the document. List the acronyms in alphabetical order using a tabular format as depicted below.

Table 2: Acronyms

| Acronym | Literal Translation |
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1. Glossary

Instructions: Provide clear and concise definitions for terms used in this document that may be unfamiliar to readers of the document. Terms are to be listed in alphabetical order.

Table 3: Glossary

| Term | Definition |
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1. Referenced Documents

Instructions: Summarize the relationship of this document to other relevant documents. Provide identifying information for all documents used to arrive at and/or referenced within this document (e.g., related and/or companion documents, prerequisite documents, relevant technical documentation, etc.).

Table 4: Referenced Documents

| Document Name | Document Location and/or URL | Issuance Date |
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1. Approvals

The undersigned acknowledge that they have reviewed the System Disposition Plan and agree with the information presented within this document. Changes to this System Disposition Planwill be coordinated with, and approved by, the undersigned, or their designated representatives.

*Instructions: List the individuals whose signatures are desired. Examples of such individuals are Business Owner, Project Manager (if identified), and any appropriate stakeholders. Add additional lines for signature as necessary.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Notes to the Author / Template Instructions

This document is a template for creating a System Disposition Plan for a given investment or project. The final document should be delivered in an electronically searchable format. The System Disposition Plan should stand on its own with all elements explained and acronyms spelled out for reader/reviewers, including reviewers outside CMS who may not be familiar with CMS projects and investments.

This template includes instructions, boilerplate text, and fields. The developer should note that:

* *Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in blue italicized font throughout this template.*
* *Instructional text in each section should be replaced with information specific to the particular investment.*
* *Some text and tables are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.*

When using this template, follow these steps:

1. *Table captions and descriptions are to be placed centered, above the table.*
2. *Modify any boilerplate text, as appropriate, to your specific investment.*
3. *Do not delete any headings. If the heading is not applicable to the investment, enter “Not Applicable” under the heading.*
4. *All documents must be compliant with Section 508 requirements.*
5. *Figure captions and descriptions are to be placed centered, below the figure. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.*
6. *Delete this “Notes to the Author / Template Instructions” page and all instructions to the author before finalizing the initial draft of the document.*

Appendix G: Template Revision History

The following table records information regarding changes made to the template over time. To provide information about the controlling and tracking of the System Disposition Plan artifact, please refer to page 4 (Record of Changes).

Table 5: Template Revision History

| Version  Number | Date | Author/Owner | Description of Change |
| --- | --- | --- | --- |
| 1.0 | 07/29/2020 | Alex Smith, CMS/OIT/ICPG/DIIMP | Baseline document |
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