



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

AUG 22 2008



## OCIO Directive 2008-021

To: Heads of Bureaus and Offices

From: Michael Howell  
Chief Information Officer

Subject: Establishment of the Information System Decommissioning (ISD)  
Methodology, Version 1.0

### Purpose:

This directive and the accompanying Information System Decommissioning (ISD) Methodology, Version 1.0 are provided by the Department of the Interior (DOI) to establish a standardized step-by-step approach for decommissioning information systems.

### Background:

Because of the large number of transformation activities within the DOI, many information systems are scheduled for decommission in the coming years. The ISD Methodology was developed to minimize risks, ensure system decommissions are performed consistently across the DOI, and comply with relevant federal regulations and DOI policies.

System decommissioning is the termination of a system's operations. Structured procedures contained in the ISD Methodology provide a step-by-step approach for ending system operations in a planned and orderly manner. The methodology also provides instructions to ensure appropriate hardware disposal/re-use and to ensure that system software, records, and data are properly archived or incorporated into other systems. The steps provided to archive and store data are in accordance with DOI records management policies as well as National Archives and Records Administration (NARA) policies and requirements for record retention.

Decommissioning activities identified in the ISD Methodology consist of:

- Establishing a conversion plan;
- Performing conversion activities, including migrating legacy system software, functionality, and data into a receiving/target system;
- Establishing a decommission plan that details how the decommissioning of the system will be conducted;

- Decommissioning/terminating the legacy system, archiving systems data and logic, and disposing of equipment in accordance with federal guidelines; and
- Performing a post-decommission review based on lessons learned.

**Scope:**

This directive and accompanying methodology apply to all DOI-owned and/or funded information systems undergoing decommissioning (planned or in progress), as well as their supporting information technology. This directive also impacts other systems that are affected by the decommissioning of a particular system (e.g., receiving/target systems that will support the business functions and/or maintain data transitioning from a decommissioned system).

**Policy:**

The DOI ISD Methodology provides specific activities that shall be followed by DOI Bureaus and Offices for the decommissioning of all DOI-owned and/or funded information systems and supporting information technology.

**Time Frame:**

This directive is effective immediately.

**Contact:**

If you have any questions regarding this directive, you may contact me at (202)-208-6194. Staff may contact Ms. Colleen Coggins, Chief Architect, at (202)-208-5911.

Attachments

cc: Bureau and Office Chief Information Officers