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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-84

Date: May 8, 1991

Division: Information
Technology
Management

TO: Local District Commissioners

SUBJECT: Data Migration

ATTACHMENTS: None

The Bureau of Data Administration is presently implementing the Department's Data Migration Policy for all Systems. The Department's Data Migration Policy states that:

"Data which is no longer needed in the Day-To-Day Operations of the Statewide systems must be migrated to some other off-line medium in order to maintain the stable hardware environment and timely access to the data that is required Day-To-Day".

At this point, the Transaction Terminal Security System and some components of the Local Data Management Improvement Project have completed the Data Migration process.

This process will have a significant impact on our operational cost containment efforts. As each System undergoes Data Migration, we will be working closely with the responsible Program Division to identify that data which can generally be classified as inactive for two years or more and moved to an off-line medium.

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If you have any questions/concerns, please address them to me and they will be referred to the appropriate Program Division.

Thank you for your continued cooperation.

Allan R. Goldsmith
Director,
Bureau of Data Administration