



## Storing and Managing Legacy Data

**Definition:** Legacy data is information made or received by UBC held in an outdated system, format, or technology source. This is often, but not always, data left behind during the cut-over process when bringing a new system online. Examples of other legacy data include, but are not limited to:

- Old database systems such as SQL, dBase, Paradox.
- Data stored on CSV, TXT or XML files.
- Proprietary formats that are no longer supported e.g. an obsolete version of MS Access database.
- CAD drawings created with old software versions that are no longer compatible.
- Historical financial data stored in old systems or on early versions of QuickBooks or Sage.

**Storing and managing legacy data:** When legacy data is required for long-term **compliance** (more than 1 year), or is still governed by UBC records retention schedules, the Records Management Office (RMO) can offer UBC units secure, managed digital storage through its application MoveIT. The RMO will manage the exported data according to requirements and notify the unit when the destruction date approaches. The RMO will then destroy<sup>1</sup> the data in line with the appropriate retention schedule<sup>2</sup> and issue a records destruction notice.

**Storage format:** The Records Management Office prefers that legacy data be exported from proprietary systems and converted to comma-separated values (CSV) format for long-term storage. The CSV format offers several advantages: it is a simple text format streamlining file creation, its human readability facilitates access to records (though not perfectly), and its high compressibility makes it efficient for storage.

**MoveIT:** is a [standards-based](#) application approved by UBC Cybersecurity and managed by the Records Management Office. MoveIT packages records and datasets, along with additional metadata into a digital container called a bag. The additional metadata is used to manage the life-cycle of the bag. Bags are stored in encrypted disk space and undergo regular [integrity or verification checks](#).

**Access to legacy data:** Data owners control access to the legacy data. If the unit requires the data, bag recall is done through an email to the Records Management Office. All interactions with the stored bags are logged through MoveIT.

**How much does this service cost?** Currently, the costs are covered by UBC Library, thus there is no charge to units; however, this is subject to change in the future.

**Who should I contact?** [Barbara.towell@ubc.ca](mailto:Barbara.towell@ubc.ca) / [records.management@ubc.ca](mailto:records.management@ubc.ca)

**Associated Guideline:** [Information Handling When Decommissioning Systems](#).

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<sup>1</sup> Exceptions to destruction are made for legal holds and active FIPPA requests

<sup>2</sup> If the data is going to be retained for the University Archives, please contact the University Archives