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MoReq2010®

Modular Requirements for Records Systems

Test Framework

Test Module 5: Disposal

Version 0.2 BETA

# 5.0 Scope

## 5.0.1 Introduction

This test module tests requirements from the following sections of the MoReq2010® specification:

* **2. System Services**
* **5. Classification Service**
* **6. Record Service**
* **8. Disposal Scheduling Service**
* **9. Disposal Holding Service**
* **10. Searching and Reporting Service**
* **11. Export Service**
* **101. Graphical User Interface**
* **102. Application Programming Interface**

Of these the major emphasis of the test module is placed on **8. Disposal Scheduling Service** and **9. Disposal Holding Service**.

This test module should be used whenever the core services of MoReq2010® are being tested and must be tested after **Test Module 0: Familiarisation and training**.

Additional notes are provided to test centres for clarity throughout. From time-to-time the test scripts will be updated; be sure to check that you are using the most up-to-date version of the testing materials.

## 5.0.2 Sessions

This test module differs from the other MoReq2010® core services test modules because it is divided across three distinct sessions which must be conducted by the test centre on different days. Each daily session has its own separate test script. The three sessions must be conducted in order and each session after the first must take place at least 24 hours after all the test cases in the preceding session have been completed.

It is possible that using a fast-track approach a test centre could run the three sessions on consecutive weekdays or the test centre may choose, for example, to distribute the sessions utilising a Monday/Wednesday/Friday arrangement.

## 5.0.3 Configuration of the test system

The test system must not be modified or reconfigured between the different sessions of this test module. The test data for this test module must all be loaded into the test system before the commencement of the first session.

The test system may, however, be used between sessions, for example, to undertake the testing of other MoReq2010® test modules provided none of the entities used in this test module are modified. Note that the test data used by each test module is separate and distinct and does not overlap the test data of other test modules.

A test case at the end of each daily session and at the start of the second and third sessions produces an export of the entities in the test system so that the test centre may ensure that they have remained the same.

## 5.0.4 Limits on testing

This test module does not conduct tests on records with retention or confirmation periods in excess of 1 day in duration. While the test module contains test cases that ensure that disposal schedules can be constructed to specify longer durations, the ability of the test system to retain records over such periods is not explicitly examined by any test case.

Organisations may wish to seek their own separate assurances from suppliers that their MCRS solutions will work with retention and confirmation periods of several days, weeks, months or years if the information provided by the supplier in response to the pre-qualification questionnaire is not deemed to be sufficient by itself.

## 5.0.5 Complexity of testing

Of all the functional requirements in MoReq2010® testing of disposal is arguably the most difficult. Disposal schedules that are designed to apply to records over timespans in months and years are artificially condensed into single days for testing purposes (see **5.0.2 Sessions**). The test scripts are also designed to cover a wide range of different disposal actions. Experience has shown that it is easy during testing sessions to lose track of entity state if this is consigned to human memory alone. As a result, additional sections have been added to these scripts that give a progressive summary of changes to the state of each of the key aggregation and record entities used for testing, as the scripts progress. The first such state summary is given in **5.2.1.4 Entity state at beginning of test**. It is hoped that this additional information will offer definitive milestones for ensuring that each stage of each test script remains on track and for quickly and easily resolving any observational discrepancies should they occur.

# 5.1 Observation record

Supplier name

Product name and version

Test centre name

Date of test

Test location

Supplier representative(s) present during testing

Test centre representative(s) present during testing

DLM Forum observer(s) present during testing

Test system technical architecture, hardware, software and operating system(s)

Test outcomes

Fill in with 🗹 or 🗷 to ensure all test outcomes are met

🞏 The test system was correctly configured prior to testing

🞏 The test system was not reconfigured during testing

🞏 The test module was completed in three uninterrupted sessions

🞏 All test cases in the test module were completed, in order

🞏 All test cases in the test module were completed successfully

Refer to the individual test comments/results for all test cases in this test module

Additional remarks or observations

# 5.2 Test script – Disposal – SESSION DAY ONE

All test cases in the test script for this session must be completed in order before moving onto the next test case. All test cases in the test script for this test session must be completed at least 24 hours before starting the next test session.

## T5.2.1 – Test case

### 5.2.1.1 Test case description

**Initial error check**

### 5.2.1.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | Test system is operational |  |
| **ii** | Test data (see appendix **5.A Test data**) are loaded onto test system |  |
| **iii** | Where the test system uses an API then a suitable test harness has been provided (see the **Test Framework: Overview and Instructions, 4.1 Providing a test harness for API interfaces**) |  |
| **iv** | The test system has been configured, under **R2.4.13** such that performing any function system wide will generate an event under **R2.4.15** and **R2.4.16** – in other words, all function definitions must have their Generate Event Flag (**M14.4.34**) set |  |
| **v** | The test system has been configured, under **R2.4.20** such that the events generated by all functions system wide will be retained by residual entities – in other words, all function definitions must have their Retain On Destruction Flag (**M14.4.88**) set |  |
| **vi** | If the model role service is implemented then the test system has been configured, under **R4.5.8** such that every access control list is set to inherit all roles, not just administrative roles – in other words, the Include Inherited Roles Flag (**M14.4.43**) for all access control lists for all entities is set by default |  |
| **vii** | If a native role service is implemented then the test system must deliver an equivalent level of functionality to that provided by the roles listed in appendix **5.A.1.3 Role entities** |  |

### 5.2.1.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Before logging into the test system take a copy of the external error log, under **R2.4.7** | Errors in the external error log must contain at least the information listed under **R2.4.7**  *Check whether there are any errors generated by functions failing to perform under* ***R2.4.8***  *Note that* ***R2.4.8*** *is not tested directly unless an error occurs during testing, instead it is tested indirectly through this test case* |  |

### 5.2.1.4 Entity state at beginning of TEST SESSION DAY ONE

In accordance with **5.2.1.2 Test case preconditions (checks)**, see above, test data from appendix **5.A Test data** must be loaded into the test system before the commencement of testing. The initial state of the aggregation and record entities used in the test should therefore conform to the data shown below. As the disposal test scripts continue changes to entity state will be mapped in a similar fashion, where appropriate.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |

The legend above shows how the relationship between entities is described in the body of each table below.

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  *None* | *Root*  Cls.5.4  Open  *None*  Active  *None* | *Root*  Cls.5.8  Open  *None*  Active  *None* | Agg.5.5  (Cls.5.8)  Open  *None*  Active  *None* | Agg.5.5  Cls.5.9  Open  *None*  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.3  (Cls.5.3)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.1)  *None*  Active  *None*  *None* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  (Cls.5.8)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  Cls.5.10  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  Cls.5.11  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.7  (Cls.5.9)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.7  Cls.5.12  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.11  (Cls.5.13)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.11  Cls.5.14  (DiS.5.1)  *None*  Active  *None*  *None* |

## T5.2.2 – Test case

### 5.2.2.1 Test case description

**Initial compliance check**

### 5.2.2.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.1** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.1** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.2.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Log into the test system as user **Usr.5.1** under **R5.4.1** | User **Usr.5.1** logs in successfully |  |
| **B** | Generate the compliance report for the test system under **R2.4.5** | The compliance report contains all of the information and metadata required by **R2.4.5** and **R2.4.2**  *Specifically, the compliance report must show compliance with, at least:*   * **User and Group Service v1.x (cd532472-85b0-4c1c-82b4-5c8370b7d0e6)** * **Model Role Service v1.x (2f6d05c6-51e6-4a32-a7fc-c0a6883eb85b)**   **OR Native Role Service v1.x (d945dcd9-dc2d-491d-965a-11ce936d044b)**   * **Classification Service v1.x (10fea10e-9c2f-4760-9095-f4f9295f4b19)** * **Record Service v1.x (ced3d0df-3f9f-4807-9e96-b5b790adad4a)** * **Model Metadata Service v1.x (a600f8d0-2d58-418e-bb41-211d1fd42350)**   **OR Native Metadata Service v1.x (66bf4419-d92f-4358-8506-7ee9c06abdcd)**   * **Disposal Scheduling Service v1.x (fd05e284-181f-4f5d-bd8c-4bed835c8931)** * **Disposal Holding Service v1.x (2e4a8618-c4b3-470f-8ccb-03e2d5e07026)** * **Searching and Reporting v1.x (f09984a5-dd31-44d8-9607-22521667c78a)** * **Export Service v1.x (2777ab81-057e-4aa4-9595-69459ec2dc1e)** * **Graphical User Interface v1.x (0f9584e5-552a-4a79-a8ea-3c2801765255)**   **AND/OR Application Programming Interface v1.x (654633ec-8b17-4a3c-a483-436ee2bd506a)**  *The compliance report must use the UUIDs listed above, under* ***R2.4.23*** | *Describe in the comments how the user performs a compliance check.* |

## T5.2.3 – Test case

### 5.2.3.1 Test case description

**Browse available services (or bundles of services) and inspect the metadata of the disposal scheduling service and the disposal holding service**

### 5.2.3.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.2** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.2** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.3.3 Test case steps

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Browse the services (**E14.2.14**) of the test system, under **R2.4.3** | The test system must allow browsing of all services listed under **R2.4.1**, either as individual services or within one or more bundles of services |  |
| **B** | Inspect the metadata of the disposal scheduling service or the bundle of services that contains the disposal scheduling service, under **R2.4.3** | The test system must allow inspection of the metadata of services or bundles of services where each service or bundle of services has the metadata listed under **R2.4.2** |  |
| **C** | If the disposal holding service is a separate service or part of a different bundle of services to the disposal scheduling service under **R2.4.1** then browse to and inspect the metadata of the disposal holding service, under **R2.4.3** | The metadata of the disposal scheduling service, disposal holding service or the respective bundle of services that contain them must match the compliance report generated previously under **T5.2.2**  *It is possible that the test system implements all services as part of a single bundle. In this circumstance the metadata will relate to the test system as a whole.* |  |

## T5.2.4 – Test Case

### 5.2.4.1 Test case description

**Modify the metadata of the disposal scheduling service and the disposal holding service**

### 5.2.4.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.3** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.3** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |
| **iv** | The Title (**M14.4.104**), Description (**M14.4.16**) and Owner Information (**M14.4.62**) for the disposal scheduling service, disposal holding service or the respective bundles of services that contain them must NOT have been set to the values below prior to this test case |  |

### 5.2.4.3 Test case steps

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Modify the metadata of the disposal scheduling service or bundle of services containing the disposal scheduling service, under **R2.4.4**, as follows:   * Change Title (**M14.4.104**) to “MoReq2010® Test System – Disposal” * Change Description (**M14.4.16**) to “Test Module 5: Disposal” * Change Owner Information (**M14.4.62**) to the name and address of the test centre   Add a comment, “Changed during testing” under **R2.4.18** | The metadata for the service(s) is modified correctly to the input values.  The comment has been accepted as part of the event generated by the changes to the metadata  *Ensure that you can include the Unicode “®” character (U+00AE) in accordance with* ***R2.4.28*** |  |
| **B** | ONLY if the disposal holding service is a separate service to the disposal scheduling service or part of a separate bundle of services, then modify the metadata of the disposal holding service, under **R2.4.4**, as follows:   * Change Title (**M14.4.104**) to “MoReq2010® Test System – Disposal Holding Service” * Change Description (**M14.4.16**) to “Test Module 5: Disposal” * Change Owner Information (**M14.4.62**) to the name and address of the test centre | The metadata for the disposal holding service is modified correctly to the input values. |  |

## T5.2.5 – Test Case

### 5.2.5.1 Test case description

**Configure the test system to send disposal alerts**

### 5.2.5.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.4** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.4** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.5.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to class **Cls.5.2** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.2** is found and can be inspected |  |
| **B** | ONLY if the test system implements the model role service then:   * Inspect the Access Control List (ACL) of class **Cls.5.2** under **R4.5.9** * Add an Access Control Entry (ACE) to the ACL of class **Cls.5.2** granting group **Grp.5.1** access to role **Rol.5.1** for this class under **R4.5.10** * When adding the ACE include the comment “Allow the group to receive alerts for records classified by this class” under **R2.4.18** | The user adds an ACE to the ACL of class **Cls.5.2** or in some other way allows members of group **Grp.5.1** (including user **Usr.5.1**) to receive disposal alerts for records classified by class **Cls.5.2** |  |
| **C** | ONLY if the test system implements a native role service then (using information provided by the supplier) configure the test system to allow group **Grp.5.1** containing user **Usr.5.1** to receive disposal alerts for all records classified by class **Cls.5.2** | * As described in the rationale to **R8.4.15** different test systems will implement different ways of issuing disposal alerts * The test centre operator should seek to configure the test system so that disposal alerts are sent to, and are visible by, the test centre (for example, to an email address that the test centre operates) * This will give the test centre the ability to check that alerts have been sent * Note that the supplier should provide a complete description of the alert mechanism used by the test system in the supplier’s response to non-functional requirement **N12.5.7** in the pre-qualification questionnaire |  |
| **D** | Search or browse to aggregation **Agg.5.5** in the record service and inspect it under **R6.5.9** | Aggregation **Agg.5.5** is found and can be inspected |  |
| **E** | ONLY if the test system implements the model role service then:   * Inspect the ACL of aggregation **Agg.5.5** under **R4.5.9** * Add an ACE to the ACL of aggregation **Agg.5.5** granting group **Grp.5.1** access to role **Rol.5.1** for this aggregation under **R4.5.10** * When adding the ACE include the comment “Allow the group to receive alerts for records in this aggregation” under **R2.4.18** | The user adds an ACE to the ACL of aggregation **Agg.5.5** or in some other way allows members of group **Grp.5.1** (including user **Usr.5.1**) to receive disposal alerts for records classified by aggregation **Agg.5.5** |  |
| **F** | ONLY if the test system implements a native role service then (using information provided by the supplier) configure the test system to allow group **Grp.5.1** containing user **Usr.5.1** to receive disposal alerts for all records in aggregation **Agg.5.5** (and its descendants) | *If the test system implements a native role service then the tester must document how the role service is provided, and any limitations to how roles, or permissions that imitate role-like behaviour, are implemented.* |  |
| **G** | Search or browse to record **Rec.5.13** in the record service and inspect it under **R6.5.17** | Record **Rec.5.13** is found and can be inspected |  |
| **H** | ONLY if the test system implements the model role service then:   * Inspect the ACL of record **Rec.5.13** under **R4.5.9** * Add an ACE to the ACL of record **Rec.5.13** granting group **Usr.5.1** access to role **Rol.5.1** for this record under **R4.5.10** * When adding the ACE include the comment “Allow the user to receive alerts for this record” under **R2.4.18** | The user adds an ACE to the ACL of record **Rec.5.13** or in some other way allows user **Usr.5.1** to receive disposal alerts for record **Rec.5.13** |  |
| **I** | ONLY if the test system implements a native role service then (using information provided by the supplier) configure the test system to allow user **Usr.5.1** to receive disposal alerts for record **Rec.5.13** | *The tester must document how disposal alerts are configured in the test system if it implements a native role service.* |  |
| **J** | Under **R10.4.1** and **R10.4.16** conduct a search to find all entities for which user **Usr.5.1** receives disposal alerts either directly or because this role is granted to a group that user **Usr.5.1** is a member of. | The search should return the following entities:   * Class **Cls.5.2** * Aggregation **Agg.5.5** * Record **Rec.5.13** |  |

## T5.2.6 – Test Case

### 5.2.6.1 Test case description

**Add retention trigger dates to entities as contextual metadata**

### 5.2.6.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.5** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.5** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.6.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to aggregation **Agg.5.3** in the record service and inspect it under **R6.5.9** | Aggregation **Agg.5.3** is found and is active |  |
| **B** | ONLY if the test system implements the model metadata service then:   * Apply template **Tmpl.5.1** to aggregation **Agg.5.3** under **R4.5.9** (this will add the contextual metadata element **cMED.5.1** to the aggregation) * Set the value of the contextual metadata element **cMED.5.1** for aggregation **Agg.5.3** to a value exactly 2 years prior to today’s date * Include the comment “T5.2.6 - Trigger date set to 2 years ago” under **R2.4.18** | The user applies a template to aggregation **Agg.5.3** if the test system implements the model metadata service  The template contains the date based metadata element **cMED.5.1**  *The tester must record the actual date set for metadata element* ***cMED.5.1*** *in the test comments* |  |
| **C** | ONLY if the test system implements a native metadata service then (using information provided by the supplier) configure the test system to allow aggregation **Agg.5.3** to have a contextual metadata element applied to it that contains a date and set the value of this element to exactly 2 years ago | The user assigns to the aggregation a date-based contextual metadata element that can be used to trigger retention (see the rationale to **R8.4.3**)  The value of the contextual metadata element associated with aggregation **Agg.5.3** under a native metadata model is successfully set to a value exactly 2 years prior to today’s date  *The tester must record the actual date set for the contextual metadata element in the test comments* |  |
| **D** | Search or browse to record **Rec.5.7** in the record service and inspect it under **R6.5.17** | Record **Rec.5.7** is found and is active |  |
| **E** | ONLY if the test system implements the model metadata service then:   * Apply template **Tmpl.5.2** to record **Rec.5.7** under **R4.5.9** (this will add the contextual metadata element **cMED.5.2** to the record) * Set the value of the contextual metadata element **cMED.5.2** to a value exactly 7 days prior to today’s date   Include the comment “T5.2.6 - Trigger date set 1 week ago” under **R2.4.18** | The user applies a template to record **Rec.5.7** if the test system implements the model metadata service, or in some other way assigns to the record a date-based contextual metadata element that can be used to trigger retention (see the rationale to **R8.4.3**)  *The tester should record the actual date set for metadata element* ***cMED.5.2*** *in the test comments* |  |
| **F** | ONLY if the test system implements a native metadata service then (using information provided by the supplier) configure the test system to allow record **Rec.5.7** to have a contextual metadata element applied to it that contains a date and set the value of this element to exactly 7 days ago | The value of contextual metadata element **cMED.5.2** or whatever contextual metadata element is associated with record **Rec.5.7** under a native metadata model is successfully set to a value exactly 7 days prior to today’s date  *The tester should record the actual date set for metadata element* ***cMED.5.2*** *in the test comments* |  |

### 5.2.6.4 Entity state after test case T5.2.6

During this test case contextual metadata elements and values are added to aggregation **Agg.5.3** and record **Rec.5.7**.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to an entity |
| (Cls.5.8) | ID of class inherited by an entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Open  *None*  Active  *None* | *Root*  Cls.5.8  Open  *None*  Active  *None* | Agg.5.5  (Cls.5.8)  Open  *None*  Active  *None* | Agg.5.5  Cls.5.9  Open  *None*  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.3  (Cls.5.3)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.1)  *None*  Active  *None*  *None* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  (Cls.5.8)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  Cls.5.10  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  Cls.5.11  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.7  (Cls.5.9)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.7  Cls.5.12  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.11  (Cls.5.13)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.11  Cls.5.14  (DiS.5.1)  *None*  Active  *None*  *None* |

## T5.2.7 – Test Case

### 5.2.7.1 Test case description

**Set retention trigger dates for entities using Originated Date/Time**

### 5.2.7.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.6** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.6** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.7.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to aggregation **Agg.5.6** in the record service and inspect it under **R6.5.9** | Aggregation **Agg.5.6** is found and is active |  |
| **B** | Under **R2.4.26** set the Originated Date/Time (**M14.4.61**) for aggregation **Agg.5.6** to a date exactly 1 year prior to today’s date | The Originated Date/Time for aggregation **Agg.5.6** is successfully set to a date exactly 1 year prior to today’s date  *The tester should record in the test comments the actual value set for Originated Date/Time*  *Note that* ***R2.4.26*** *only allows the Originated Date/Time for an entity to be re-set to a date/time before the created timestamp – this means that the test data must have been created in the test system after the revised date for Originated Date/Time* |  |
| **C** | Search or browse to record **Rec.5.3** in the record service and inspect it under **R6.5.17** | Record **Rec.5.3** is found and is active |  |
| **D** | Under **R2.4.26** set the Originated Date/Time (**M14.4.61**) for record **Rec.5.3** to a date exactly 4 months prior to today’s date | The Originated Date/Time for record **Rec.5.3** is successfully set to a date exactly 4 months prior to today’s date  *The tester should record in the test comments the actual value set for Originated Date/Time* |  |
| **E** | Search or browse to record **Rec.5.6** in the record service and inspect it under **R6.5.17** | Record **Rec.5.6** is found and is active |  |
| **F** | Under **R2.4.26** set the Originated Date/Time (**M14.4.61**) for record **Rec.5.6** to a date exactly 30 days prior to today’s date | The Originated Date/Time for record **Rec.5.6** is successfully set to a date exactly 30 days prior to today’s date  *The tester should record in the test comments the actual value set for Originated Date/Time*  *See comment above, record* ***Rec.5.6*** *must have been created in the last 30 days* |  |
| **G** | Search or browse to record **Rec.5.8** in the record service and inspect it under **R6.5.17** | Record **Rec.5.8** is found and is active |  |
| **H** | Under **R2.4.26** set the Originated Date/Time (**M14.4.61**) for record **Rec.5.8** to a date exactly 10 years prior to today’s date | The Originated Date/Time for record **Rec.5.8** is successfully set to a date exactly 10 years prior to today’s date  *The tester should record in the test comments the actual value set for Originated Date/Time* |  |

## T5.2.8 – Test Case

### 5.2.8.1 Test case description

**Set retention trigger dates for entities by closing aggregations**

### 5.2.8.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.7** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.7** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.8.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to aggregation **Agg.5.4** in the record service and inspect it under **R6.5.9** | Aggregation **Agg.5.4** is found and is active |  |
| **B** | Under **R6.5.6** close aggregation **Agg.5.4** | Aggregation **Agg.5.4** is successfully closed so that no more records can be added to it |  |
| **C** | Inspect the metadata of aggregation **Agg.5.4** under **R6.5.9** to ensure that its Closed Timestamp (**M14.4.5**) has been automatically set to today’s date by the test system | *The Closed Timestamp for aggregation* ***Agg.5.4*** *indicates its status* |  |
| **D** | Search or browse to aggregation **Agg.5.6** in the record service and inspect it under **R6.5.9** | Aggregation **Agg.5.6** is found and is active |  |
| **E** | Under **R6.5.6** close aggregation **Agg.5.6** | Aggregation **Agg.5.6** is successfully closed so that no more records can be added to it |  |
| **F** | Inspect the metadata of aggregation **Agg.5.6** under **R6.5.9** to ensure that its Closed Timestamp (**M14.4.5**) has been automatically set to today’s date by the test system | *The Closed Timestamp for aggregation* ***Agg.5.6*** *indicates its status* |  |

### 5.2.8.4 Entity state after test case T5.2.8

During this test case aggregations **Agg.5.4** and **Agg.5.6** is closed.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Open  *None*  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  *None*  Active  *None* | Agg.5.5  Cls.5.9  Open  *None*  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.3  (Cls.5.3)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.1)  *None*  Active  *None*  *None* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  (Cls.5.8)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  Cls.5.10  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  Cls.5.11  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.7  (Cls.5.9)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.7  Cls.5.12  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.11  (Cls.5.13)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.11  Cls.5.14  (DiS.5.1)  *None*  Active  *None*  *None* |

Note that there is no change to the state of any records in this test case.

## T5.2.9 – Test Case

### 5.2.9.1 Test case description

**Create disposal holds**

### 5.2.9.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.8** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.8** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.9.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Under **R9.4.1** create a new disposal hold in the disposal holding service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiH.5.1” * Set Description (**M14.4.16**) to “Created during test case T5.2.9” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Use with classes” | Disposal hold **DiH.5.1** is successfully created and has the metadata given |  |
| **B** | Under **R9.4.1** create a new disposal hold in the disposal holding service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiH.5.2” * Set Description (**M14.4.16**) to “Created during test case T5.2.9” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Use with aggregations and records” | Disposal hold **DiH.5.2** is successfully created and has the metadata given |  |
| **C** | Under **R9.4.1** create a new disposal hold in the disposal holding service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiH.5.3” * Set Description (**M14.4.16**) to “Created during test case T5.2.9” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Do not use” | Disposal hold **DiH.5.3** is successfully created and has the metadata given |  |
| **D** | Browse the disposal holds in the disposal holding service under **R9.4.7** and inspect them to ensure that they have been created correctly | The disposal holds created in the disposal holding service may be browsed and inspected under **R9.4.7** |  |

## T5.2.10 – Test Case

### 5.2.10.1 Test case description

**Apply disposal holds**

### 5.2.10.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.9** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.9** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.10.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to disposal hold **DiH.5.1** in the disposal holding service and inspect it under **R9.4.7** | Disposal hold **DiH.5.1** is found and is active |  |
| **B** | Associate class **Cls.5.2** with disposal hold **DiH.5.1** under **R9.4.3** | The class **Cls.5.2** is successfully associated with disposal hold **DiH.5.1** |  |
| **C** | Associate class **Cls.5.13** with disposal hold **DiH.5.1** under **R9.4.3** | The class **Cls.5.13** is successfully associated with disposal hold **DiH.5.1** |  |
| **D** | Inspect disposal hold **DiH.5.1** and browse from the disposal hold to its associated classes and inspect their metadata under **R9.4.7** | The user is able to browse and inspect the disposal hold **DiH.5.2** and the user is able to browse from disposal hold **DiH.5.1** to the entities that are associated the disposal hold and inspect them under **R9.4.7** |  |
| **E** | Browse from disposal hold **DiH.5.1** to disposal hold **DiH.5.2** in the disposal holding service and inspect it under **R9.4.7** | The user is able to browse to disposal hold **DiH.5.2** and inspect it under **R9.4.7** |  |
| **F** | Associate aggregation **Agg.5.1** with disposal hold **DiH.5.2** under **R9.4.3** | Aggregation **Agg.5.1** is successfully associated with disposal hold **DiH.5.2** |  |
| **G** | Associate aggregation **Agg.5.5** with disposal hold **DiH.5.2** under **R9.4.3** | Aggregations **Agg.5.2** is successfully associated with disposal hold **DiH.5.2** |  |
| **H** | Associate record **Rec.5.7** with disposal hold **DiH.5.2** under **R9.4.3** | Record **Rec.5.7** is successfully associated with disposal hold **DiH.5.2** |  |
| **I** | Associate record **Rec.5.19** with disposal hold **DiH.5.2** under **R9.4.3** | Record **Rec.5.19** is successfully associated with disposal hold **DiH.5.2** |  |
| **J** | Inspect disposal hold **DiH.5.2** and browse from the disposal hold to its associated entities and inspect their metadata under **R9.4.7** | The user is able to browse from disposal hold **DiH.5.2** to the entities that are associated with the disposal hold and inspect them under **R9.4.7** |  |

### 5.2.10.4 Entity state after test case T5.2.10

During this test case disposal holds **DiH.5.1** and **DiH.5.2** are directly applied to aggregations and records.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  DiH.5.2  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Open  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Open  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.1  (Cls.5.1)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  (DiH.5.1)  Active  *None*  *None* | Agg.5.3  (Cls.5.3)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.1)  *None*  Active  *None*  *None* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  (Cls.5.8)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.6  Cls.5.10  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.6  Cls.5.11  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.7  (Cls.5.9)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.7  Cls.5.12  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.11  (Cls.5.13)  (DiS.5.1)  (DiH.5.1) & DiH.5.2  Active  *None*  *None* | Agg.5.11  Cls.5.14  (DiS.5.1)  *None*  Active  *None*  *None* |

Note that records **Rec.5.7** and **Rec.5.19** are now held by both **DiH.5.1** (inherited) and **DiH.5.2** (directly applied to each record).

Note also that aggregations do not inherit disposal holds from their classes only from their parent aggregations. So aggregation **Agg.5.2** does not inherit disposal hold **DiH.5.1** from class **Cls.5.2** and nor do aggregations **Agg.5.8**, **Agg.5.9**, **Agg.5.10** or **Agg.5.11** inherit disposal hold **DiH.5.1** from class **Cls.5.13**. Only records are subject to disposal holds from both their aggregations and their classes.

## T5.2.11 – Test Case

### 5.2.11.1 Test case description

**Set retention trigger dates for entities by adding records to aggregations**

### 5.2.11.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.10** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.10** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.11.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to record **Rec.5.2** in the record service and inspect it under **R6.5.17** | Record **Rec.5.2** is found in parent aggregation **Agg.5.1** and is active |  |
| **B** | Under **R6.5.13** move record **Rec.5.2** from its parent aggregation **Agg.5.1** to aggregation **Agg.5.7**  When moving record **Rec.5.2** make sure that it retains its previous classification by applying its class **Cls.5.1** directly to the record under **R6.5.13** | Record **Rec.5.2** is successfully moved to a new parent aggregation **Agg.5.7** but retains its previous classification **Cls.5.1**   * *Under* ***R6.5.13*** *when moving a record the user may “retain the record’s previous classification by applying its class directly to the record”* |  |
| **C** | Inspect the metadata of record **Rec.5.2** under **R6.5.17** to ensure that its Aggregated Timestamp (**M14.4.1**) has been automatically set to today’s date | Moving record **Rec.5.2** automatically updates its Aggregated Timestamp (as well as the Last Addition Timestamp of its new parent aggregation **Agg.5.7**) |  |
| **D** | Close aggregation **Agg.5.7** under **R6.5.6** | Aggregation **Agg.5.7** is successfully closed  *Closing aggregation* ***Agg.5.7*** *automatically updates its Last Addition Timestamp (see step F, below)* |  |
| **E** | Close aggregation **Agg.5.5** (the parent aggregation of **Agg.5.7**) under **R6.5.6** | Aggregation **Agg.5.5** is successfully closed  *Aggregation* ***Agg.5.5*** *(the parent aggregation to* ***Agg.5.7****) can be closed because aggregation* ***Agg.5.6*** *(the other child aggregation of* ***Agg.5.5****) was previously closed in test case* ***T5.2.8*** |  |
| **F** | Inspect the metadata of aggregation **Agg.5.7** under **R6.5.9** to ensure that:   * Its Last Addition Timestamp (**M14.4.48**) has been automatically set to today’s date * Its Closed Timestamp (**M14.4.5**) has been automatically set to today’s date | *These values should have been updated automatically by the MCRS in step D, above* |  |
| **G** | Search or browse to record **Rec.5.18** in the record service and inspect it under **R6.5.17** | Record **Rec.5.18** is found in parent aggregation **Agg.5.7** and is active |  |
| **H** | Under **R6.5.13** move record **Rec.5.18** from its parent aggregation (**Agg.5.7**) to aggregation **Agg.5.11**  When moving record **Rec.5.18** make sure that it retains its previous classification, class **Cls.5.12**, which should be applied directly to the record under **R6.5.13** | Record **Rec.5.18** is successfully moved to the new parent aggregation **Agg.5.11** but retains its previous classification (**Cls.5.12**)  *Closing aggregation* ***Agg.5.7*** *(in step D, above) does not prevent the removal of record* ***Rec.5.18*** *which is moved from it to another aggregation (see the rationale to* ***R6.5.6****)* |  |
| **I** | Inspect the metadata of record **Rec.5.18** under **R6.5.17** to ensure that its Aggregated Timestamp (**M14.4.1**) has been automatically set to today’s date | *Moving record* ***Rec.5.18*** *to a new aggregation in step H, must automatically update its Aggregated Timestamp* |  |
| **J** | Inspect the metadata of aggregation **Agg.5.11** under **R6.5.9** to ensure that its Last Addition Timestamp (**M14.4.48**) has been automatically set to today’s date | *Moving record* ***Rec.5.18*** *in step H, must automatically update the Last Addition Timestamp of its new parent aggregation* ***Agg.5.11*** |  |
| **K** | Search or browse to record **Rec.5.3** in the record service and inspect it under **R6.5.17** | Record **Rec.5.3** is found in parent aggregation **Agg.5.1** and is active |  |
| **L** | Under **R6.5.13** move record **Rec.5.3** from its parent aggregation (**Agg.5.1**) to aggregation **Agg.5.2**  When moving record **Rec.5.3** make sure that it retains its previous classification by applying its class (**Cls.5.1**) directly to the record under **R6.5.13** | Record **Rec.5.3** is successfully moved to the new parent aggregation **Agg.5.2** but retains its previous classification (**Cls.5.1**) |  |
| **M** | Inspect the metadata of record **Rec.5.3** under **R6.5.17** to ensure that its Aggregated Timestamp (**M14.4.1**) has been automatically set to today’s date | *Moving record* ***Rec.5.3*** *automatically updates its Aggregated Timestamp and the Last Addition Timestamp of its new parent aggregation* ***Agg.5.2*** |  |
| **N** | Search or browse to record **Rec.5.4** in the record service and inspect it under **R6.5.17** | Record **Rec.5.4** is found in parent aggregation **Agg.5.1** and is active |  |
| **O** | Under **R6.5.13** move record **Rec.5.4** from its parent aggregation (**Agg.5.1**) to aggregation **Agg.5.2**  When moving record **Rec.5.4** replace the record’s classification by inheriting its classification (**Cls.5.2**) from aggregation **Agg.5.2** under **R6.5.13** | Record **Rec.5.4** is successfully moved to the new parent aggregation **Agg.5.2** but does not retain its previous classification (**Cls.5.1**) inheriting instead the class of its new parent (**Cls.5.2**)  *Under* ***R6.5.13*** *when moving a record the user may “Replace the record’s previous classification with the classification of its new parent aggregation by removing any class directly applied to the record”* |  |
| **P** | Inspect the metadata of record **Rec.5.4** under **R6.5.17** to ensure that its Aggregated Timestamp (**M14.4.1**) has been automatically set to today’s date | *Moving record* ***Rec.5.4*** *automatically updates its Aggregated Timestamp and the Last Addition Timestamp of its new parent aggregation* ***Agg.5.2*** |  |
| **Q** | Search or browse to record **Rec.5.5** in the record service and inspect it under **R6.5.17** | Record **Rec.5.5** is found in parent aggregation **Agg.5.1** and is active |  |
| **R** | Under **R6.5.13** move record **Rec.5.5** from its parent aggregation (**Agg.5.1**) to aggregation **Agg.5.2**  When moving record **Rec.5.5** replace the record’s classification by inheriting its classification (**Cls.5.2**) from aggregation **Agg.5.2** under **R6.5.13** | Record **Rec.5.5** is successfully moved to the new parent aggregation **Agg.5.2** but does not retain its previous classification (**Cls.5.1**) inheriting instead the class of its new parent (**Cls.5.2**) |  |
| **S** | Inspect the metadata of record **Rec.5.5** under **R6.5.17** to ensure that its Aggregated Timestamp (**M14.4.1**) has been automatically set to today’s date | *Moving record* ***Rec.5.5*** *automatically updates its Aggregated Timestamp and the Last Addition Timestamp of its new parent aggregation* ***Agg.5.2*** |  |
| **T** | Inspect the metadata of aggregation **Agg.5.2** under **R6.5.9** to ensure that its Last Addition Timestamp (**M14.4.48**) has been automatically set to today’s date | *Moving record* ***Rec.5.5*** *automatically updates its Aggregated Timestamp and the Last Addition Timestamp of its new parent aggregation* ***Agg.5.2*** |  |

### 5.2.11.4 Entity state after test case T5.2.11

During this test case aggregations **Agg.5.5** and **Agg.5.7** are closed and five records are updated.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  DiH.5.2  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Closed  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.7  Cls.5.1  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.2  Cls.5.1  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.1)  (DiH.5.1)  Active  *None*  *None* | Agg.5.3  (Cls.5.3)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.1)  *None*  Active  *None*  *None* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.6  (Cls.5.8)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.6  Cls.5.10  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.6  Cls.5.11  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.7  (Cls.5.9)  (DiS.5.1)  (DiH.5.2)  Active  *None*  *None* | Agg.5.11  Cls.5.12  (DiS.5.1)  *None*  Active  *None*  *None* | Agg.5.11  (Cls.5.13)  (DiS.5.1)  (DiH.5.1) & DiH.5.2  Active  *None*  *None* | Agg.5.11  Cls.5.14  (DiS.5.1)  *None*  Active  *None*  *None* |

## T5.2.12 – Test Case

### 5.2.12.1 Test case description

**Create disposal schedules**

### 5.2.12.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.11** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.11** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.12.3 Test case steps (instructions)

*Note that a tabular summary of the 25 disposal schedules created in this test case is available at appendix* ***5.B Disposal schedules***

| **Step** | **Instruction** | **Expected Result / Rationale** |
| --- | --- | --- |
| **A** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.2” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Review tomorrow” * Set Disposal Action Code (**M14.4.18**) to “REVIEW” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM NOW” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM NOW” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.2** is successfully created with the metadata values given.  *Setting the Retention Trigger Code to FROM NOW in a disposal schedule prevents a value being set for the Retention Trigger Element Identifier.*  *Setting the Retention Period Offset Code to NO OFFSET in a disposal schedule prevents a value being set for the Retention Period Offset Month Code.* |
| **Tester’s Comments / Results** |
|  |
| **B** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.3” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Review 1 day after last review” * Set Disposal Action Code (**M14.4.18**) to “REVIEW” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM DATE OF LAST REVIEW” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM DATE OF LAST REVIEW” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.3** is successfully created with the metadata values given  *Setting the Retention Trigger Code to FROM DATE OF LAST REVIEW in a disposal schedule prevents a value being set for the Retention Trigger Element Identifier* |
| **Tester’s Comments / Results** |
|  |
| **C** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.4” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Review 30 days after origin of record” * Set Disposal Action Code (**M14.4.18**) to “REVIEW” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM RECORD ORIGINATED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM RECORD ORIGINATED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “30” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.4** is successfully created with the metadata values given  *Setting the Retention Trigger Code to FROM RECORD ORIGINATED DATE in a disposal schedule prevents a value being set for the Retention Trigger Element Identifier* |
| **Tester’s Comments / Results** |
|  |
| **D** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.5” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Review (quarter-by-quarter) 20 weeks after aggregating” * Set Disposal Action Code (**M14.4.18**) to “REVIEW” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM DATE ADDED TO AGGREGATION” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM DATE ADDED TO AGGREGATION” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “WEEKS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “20” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “START OF NEXT QUARTER” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “START OF NEXT QUARTER” the test system does requires a valid value for Retention Period Offset Month Code (**M14.4.92**) and set it to “JANUARY”, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “4” under **R8.4.7** | Disposal schedule **DiS.5.5** is successfully created with the metadata values given  *Setting the Retention Trigger Code to FROM DATE ADDED TO AGGREGATION in a disposal schedule prevents a value being set for the Retention Trigger Element Identifier* |
| **Tester’s Comments / Results** |
|  |
| **E** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.6” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Review 1 week after external record event” * Set Disposal Action Code (**M14.4.18**) to “REVIEW” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM RECORD METADATA DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM RECORD METADATA DATE” the test system requires a valid value for the Retention Trigger Element Identifier (**M14.4.95**) and set this to “cMED.5.2” – if the test system implements the model metadata service – or an equivalent and appropriate value if not (see test case **T5.2.6**) under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “WEEKS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “WEEKS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.6** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **F** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.7” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Review 12 months after aggregation commences” * Set Disposal Action Code (**M14.4.18**) to “REVIEW” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION ORIGINATED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION ORIGINATED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “MONTHS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “12” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “WEEKS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “2” under **R8.4.7** | Disposal schedule **DiS.5.7** is successfully created with the metadata values given  *Setting the Retention Trigger Code to FROM AGGREGATION ORIGINATED DATE in a disposal schedule prevents a value being set for the Retention Trigger Element Identifier* |
| **Tester’s Comments / Results** |
|  |
| **G** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.8” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Review 1 day after aggregation closes” * Set Disposal Action Code (**M14.4.18**) to “REVIEW” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION CLOSED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION CLOSED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.8** is successfully created with the metadata values given  *Setting the Retention Trigger Code to FROM AGGREGATION CLOSED DATE in a disposal schedule prevents a value being set for the Retention Trigger Element Identifier* |
| **Tester’s Comments / Results** |
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| **H** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.9” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Review 24 months after external aggregation event” * Set Disposal Action Code (**M14.4.18**) to “REVIEW” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION METADATA DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION METADATA DATE” the test system requires a valid value for the Retention Trigger Element Identifier (**M14.4.95**) and set this to “cMED.5.1” – if the test system implements the model metadata service – or an equivalent and appropriate value if not (see test case **T5.2.6**) under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “MONTHS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “24” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “WEEKS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “4” under **R8.4.7** | Disposal schedule **DiS.5.9** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **I** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.10” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Transfer immediately” * Set Disposal Action Code (**M14.4.18**) to “TRANSFER” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM NOW” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM NOW” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “NO RETENTION PERIOD” under **R8.4.5** * Ensure that when the Retention Period Interval Code is set to “NO RETENTION PERIOD” the test system does not allow any of the Retention Period Duration Number (**M14.4.89**), the Retention Period Duration Number (**M14.4.89**), the Retention Period Offset Code (**M14.4.91**) or the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.3** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.10** is successfully created with the metadata values given  *Setting the Retention Period Interval Code to NO RETENTION PERIOD in a disposal schedule prevents values being set for the Retention Period Duration Number, the Retention Period Duration Number, the Retention Period Offset Code or the Retention Period Offset Month Code* |
| **Tester’s Comments / Results** |
|  |
| **J** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.11” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Transfer 18 months after last review” * Set Disposal Action Code (**M14.4.18**) to “TRANSFER” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM DATE OF LAST REVIEW” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM DATE OF LAST REVIEW” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “MONTHS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “18” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “START OF NEXT MONTH” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “START OF NEXT MONTH” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “10” under **R8.4.7** | Disposal schedule **DiS.5.11** is successfully created with the metadata values given  *Setting the Retention Period Offset Code to START OF NEXT MONTH in a disposal schedule prevents a value being set for the Retention Period Offset Month Code* |
| **Tester’s Comments / Results** |
|  |
| **K** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.12” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Transfer 10 years after origin of record” * Set Disposal Action Code (**M14.4.18**) to “TRANSFER” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM RECORD ORIGINATED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM RECORD ORIGINATED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “YEARS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “10” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.12** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **L** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.13” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Transfer 1 day after aggregating” * Set Disposal Action Code (**M14.4.18**) to “TRANSFER” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM DATE ADDED TO AGGREGATION” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM DATE ADDED TO AGGREGATION” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.13** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **M** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.14” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Transfer 52 weeks after aggregation commences” * Set Disposal Action Code (**M14.4.18**) to “TRANSFER” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION ORIGINATED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION ORIGINATED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “WEEKS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “52” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.14** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **N** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.15” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Transfer (in October) 6 months after last record aggregated” * Set Disposal Action Code (**M14.4.18**) to “TRANSFER” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM DATE OF LAST ADDITION TO AGGREGATION” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM DATE OF LAST ADDITION TO AGGREGATION” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “MONTHS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “6” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “START OF SPECIFIED MONTH” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “START OF SPECIFIED MONTH” the test system does requires a valid value for Retention Period Offset Month Code (**M14.4.92**) and set it to “OCTOBER”, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “15” under **R8.4.7** | Disposal schedule **DiS.5.15** is successfully created with the metadata values given  *Setting the Retention Trigger Code to FROM DATE OF LAST ADDITION TO AGGREGATION in a disposal schedule prevents a value being set for the Retention Trigger Element Identifier* |
| **Tester’s Comments / Results** |
|  |
| **O** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.16” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Transfer 21 years after aggregation closes” * Set Disposal Action Code (**M14.4.18**) to “TRANSFER” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION CLOSED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION CLOSED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “YEARS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “21” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “WEEKS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.16** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **P** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.17” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Transfer 2 years after external aggregation event” * Set Disposal Action Code (**M14.4.18**) to “TRANSFER” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION METADATA DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION METADATA DATE” the test system requires a valid value for the Retention Trigger Element Identifier (**M14.4.95**) and set this to “cMED.5.1” – if the test system implements the model metadata service – or an equivalent and appropriate value if not (see test case **T5.2.6**) under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “YEARS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “2” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “28” under **R8.4.7** | Disposal schedule **DiS.5.17** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **Q** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.18” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy immediately” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM NOW” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM NOW” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “NO RETENTION PERIOD” under **R8.4.5** * Ensure that when the Retention Period Interval Code is set to “NO RETENTION PERIOD” the test system does not allow any of the Retention Period Duration Number (**M14.4.89**), the Retention Period Duration Number (**M14.4.89**), the Retention Period Offset Code (**M14.4.91**) or the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.3** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.18** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **R** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.19” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy 1 day after last review” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM DATE OF LAST REVIEW” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM DATE OF LAST REVIEW” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.19** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **S** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.20” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy 4 months after origin of record” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM RECORD ORIGINATED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM RECORD ORIGINATED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “MONTHS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “4” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “START OF NEXT MONTH” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “START OF NEXT MONTH” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “5” under **R8.4.7** | Disposal schedule **DiS.5.20** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **T** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.21” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy 1 day after aggregating” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM DATE ADDED TO AGGREGATION” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM DATE ADDED TO AGGREGATION” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.21** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **U** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.22” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy (quarter-by-quarter) 7 years after external record event” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM RECORD METADATA DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM RECORD METADATA DATE” the test system requires a valid value for the Retention Trigger Element Identifier (**M14.4.95**) and set this to “cMED.5.2” – if the test system implements the model metadata service – or an equivalent and appropriate value if not (see test case **T5.2.6**) under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “YEARS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “7” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “START OF NEXT QUARTER” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “START OF NEXT QUARTER” the test system does requires a valid value for Retention Period Offset Month Code (**M14.4.92**) and set it to “MAY”, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “WEEKS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “12” under **R8.4.7** | Disposal schedule **DiS.5.22** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **V** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.23” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy 1 year after aggregation commences” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION ORIGINATED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION ORIGINATED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “YEARS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “30” under **R8.4.7** | Disposal schedule **DiS.5.23** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **W** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.24” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy 1 day after last record aggregated” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM DATE OF LAST ADDITION TO AGGREGATION” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM DATE OF LAST ADDITION TO AGGREGATION” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.24** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **X** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.25” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy 1 day after aggregation closes” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION CLOSED DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION CLOSED DATE” the test system does not allow the Retention Trigger Element Identifier (**M14.4.95**) to be set, under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “DAYS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “1” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “NO OFFSET” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “NO OFFSET” the test system does not allow the Retention Period Offset Month Code (**M14.4.92**) to be set, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “DAYS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “1” under **R8.4.7** | Disposal schedule **DiS.5.25** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **Y** | Under **R8.4.1** create a new disposal schedule in the disposal scheduling service and set the metadata to the following values:   * Set Title (**M14.4.104**) to “DiS.5.26” * Set Description (**M14.4.16**) to “Created during test case T5.2.12” * Set Mandate (**M14.4.51**) to “978-92-79-18519-9” * Set Scope Notes (**M14.4.97**) to “Destroy (in February) 100 years after external aggregation event” * Set Disposal Action Code (**M14.4.18**) to “DESTROY” under **R8.4.2** * Set Retention Trigger Code (**M14.4.94**) to “FROM AGGREGATION METADATA DATE” under **R8.4.3** * Ensure that when the Retention Trigger Code is set to “FROM AGGREGATION METADATA DATE” the test system requires a valid value for the Retention Trigger Element Identifier (**M14.4.95**) and set this to “cMED.5.1” – if the test system implements the model metadata service – or an equivalent and appropriate value if not (see test case **T5.2.6**) under **R8.4.3** * Set Retention Period Interval Code (**M14.4.90**) to “YEARS” under **R8.4.5** * Set Retention Period Duration Number (**M14.4.89**) to “100” under **R8.4.5** * Set Retention Period Offset Code (**M14.4.91**) to “START OF SPECIFIED MONTH” under **R8.4.6** * Ensure that when the Retention Period Offset Code is set to “START OF SPECIFIED MONTH” the test system does requires a valid value for Retention Period Offset Month Code (**M14.4.92**) and set it to “FEBRUARY”, under **R8.4.6** * Set Confirmation Period Interval Code (**M14.4.7**) to “WEEKS” under **R8.4.7** * Set Confirmation Period Duration Number (**M14.4.6**) to “5” under **R8.4.7** | Disposal schedule **DiS.5.26** is successfully created with the metadata values given |
| **Tester’s Comments / Results** |
|  |
| **Z** | Browse the disposal schedules in the disposal scheduling service under **R8.4.12** and inspect them to ensure that they have been created correctly | The disposal schedules created in the disposal scheduling service may be browsed and inspected under **R8.4.12**  *The metadata of each disposal schedule should match that given in each step and summarised in appendix* ***5.B Disposal schedules*** |
| **Tester’s Comments / Results** |
|  |

## T5.2.13 – Test Case

### 5.2.13.1 Test case description

**Apply Disposal Schedules**

### 5.2.13.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.12** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.12** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.13.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Find or browse to class **Cls.5.2** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.2** is found and is active |  |
| **B** | Attempt to change the default disposal schedule of class **Cls.5.2** (from **DiS.5.1**) to **DiS.5.3** under **R5.4.4** | The default disposal schedule for class **Cls.5.2** is not changed to **DiS.5.3**  *The default disposal schedule for class* ***Cls.5.2*** *cannot be changed to* ***DiS.5.3*** *under* ***R5.4.4*** *because under* ***R8.4.4*** *a disposal schedule with a Retention Trigger Code of FROM DATE OF LAST REVIEW cannot be associated with a class as the default disposal schedule* |  |
| **C** | Attempt to change the default disposal schedule of class **Cls.5.2** (from **DiS.5.1**) to **DiS.5.11** under **R5.4.4** | The default disposal schedule for class **Cls.5.2** is not changed to **DiS.5.11**  *The default disposal schedule for class* ***Cls.5.2*** *cannot be changed to* ***DiS.5.11*** *under* ***R5.4.4*** *because under* ***R8.4.4*** *a disposal schedule with a Retention Trigger Code of FROM DATE OF LAST REVIEW cannot be associated with a class as the default disposal schedule* |  |
| **D** | Attempt to change the default disposal schedule of class **Cls.5.2** (from **DiS.5.1**) to **DiS.5.19** under **R5.4.4** | The default disposal schedule for class **Cls.5.2** is not changed to **DiS.5.19** (see notes below)  *The default disposal schedule for class* ***Cls.5.2*** *cannot be changed to* ***DiS.5.19*** *under* ***R5.4.4*** *because under* ***R8.4.4*** *a disposal schedule with a Retention Trigger Code of FROM DATE OF LAST REVIEW cannot be associated with a class as the default disposal schedule* |  |
| **E** | Change the default disposal schedule of class **Cls.5.2** (from **DiS.5.1**) to **DiS.5.15** under **R5.4.4** | The default disposal schedule for class **Cls.5.2** is successfully changed to **DiS.5.15** |  |
| **F** | Find or browse to record **Rec.5.4** in the record service and inspect it under **R6.5.17** | Record **Rec.5.4** is found (in aggregation **Agg.5.2**) and is active |  |
| **G** | Browse from record **Rec.5.4** to its class and its disposal schedule under **R6.5.17** and ensure that they are now **Cls.5.2** and **DiS.5.15** (inherited) respectively | The user browses from record **Rec.5.4** to both its class **Cls.5.2** and its disposal schedule **DiS.5.15** |  |
| **H** | Attempt to change the default disposal schedule of record **Rec.5.4** (from **DiS.5.1**) to **DiS.5.3** (overriding the disposal schedule it inherits from its class) under **R6.5.15** | The disposal schedule for record **Rec.5.4** is not changed to **DiS.5.3**  *The disposal schedule for record* ***Rec.5.4*** *cannot be changed to* ***DiS.5.3*** *overriding its inherited disposal schedule under* ***R6.5.15*** *because under* ***R8.4.4*** *a disposal schedule with a Retention Trigger Code of FROM DATE OF LAST REVIEW cannot be applied directly to any record that has not previously been reviewed* |  |
| **I** | Attempt to change the default disposal schedule of record **Rec.5.4** (from **DiS.5.1**) to **DiS.5.11** (overriding the disposal schedule it inherits from its class) under **R6.5.15** | The disposal schedule for record **Rec.5.4** is not changed to **DiS.5.11**  *The disposal schedule for record* ***Rec.5.4*** *cannot be changed to* ***DiS.5.11*** *overriding its inherited disposal schedule under* ***R6.5.15*** *because under* ***R8.4.4*** *a disposal schedule with a Retention Trigger Code of FROM DATE OF LAST REVIEW cannot be applied directly to any record that has not previously been reviewed* |  |
| **J** | Attempt to change the default disposal schedule of record **Rec.5.4** (from **DiS.5.1**) to **DiS.5.19** (overriding the disposal schedule it inherits from its class) under **R6.5.15** | The disposal schedule for record **Rec.5.4** is not changed to **DiS.5.19**  *The disposal schedule for record* ***Rec.5.4*** *cannot be changed to* ***DiS.5.19*** *overriding its inherited disposal schedule under* ***R6.5.15*** *because under* ***R8.4.4*** *a disposal schedule with a Retention Trigger Code of FROM DATE OF LAST REVIEW cannot be applied directly to any record that has not previously been reviewed* |  |
| **K** | Change the disposal schedule of record **Rec.5.4** to **DiS.5.1** (overriding the disposal schedule it inherits from its class) under **R6.5.15** | The default disposal schedule for record **Rec.5.4** is successfully changed to **DiS.5.1** |  |
| **L** | Find or browse to record **Rec.5.6** in the record service and inspect it under **R6.5.17** | Record **Rec.5.6** is found (in aggregation **Agg.5.2**) and is active |  |
| **M** | Browse from record **Rec.5.6** to its class and its disposal schedule under **R6.5.17** and ensure that they are now **Cls.5.2** and **DiS.5.15** (inherited) respectively | The user browses from record **Rec.5.6** to both its class **Cls.5.2** and its disposal schedule **DiS.5.15** |  |
| **N** | Change the disposal schedule of record **Rec.5.6** to **DiS.5.1** (overriding the disposal schedule it inherits from its class) under **R6.5.15** | The default disposal schedule for record **Rec.5.6** is successfully changed to **DiS.5.1** |  |
| **O** | Find or browse to record **Rec.5.7** in the record service and inspect it under **R6.5.17** | Record **Rec.5.7** is found (in aggregation **Agg.5.2**) and is active |  |
| **P** | Browse from record **Rec.5.7** to its class and its disposal schedule under **R6.5.17** and ensure that they are now **Cls.5.2** and **DiS.5.15** (inherited) respectively | Under **R6.5.17** the user can browse from record **Rec.5.7** to both its class **Cls.5.2** and its disposal schedule **DiS.5.15** |  |
| **Q** | Change the disposal schedule of record **Rec.5.7** to **DiS.5.1** (overriding the disposal schedule it inherits from its class) under **R6.5.15** | The default disposal schedule for record **Rec.5.7** is successfully changed to **DiS.5.1** |  |
| **R** | Find or browse to record **Rec.5.8** in the record service and inspect it under **R6.5.17** | Record **Rec.5.8** is found (in aggregation **Agg.5.2**) and is active |  |
| **S** | Browse from record **Rec.5.8** to its class and its disposal schedule under **R6.5.17** and ensure that they are now **Cls.5.2** and **DiS.5.15** (inherited) respectively | Under **R6.5.17** the user can browse from record **Rec.5.8** to both its class **Cls.5.2** and its disposal schedule **DiS.5.15** |  |
| **T** | Change the disposal schedule of record **Rec.5.8** to **DiS.5.1** (overriding the disposal schedule it inherits from its class) under **R6.5.15** | The default disposal schedule for record **Rec.5.8** is successfully changed to **DiS.5.1** |  |
| **U** | Find or browse to class **Cls.5.3** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.3** is found and is active |  |
| **V** | Change the default disposal schedule of class **Cls.5.3** (from **DiS.5.1**) to **DiS.5.9** under **R5.4.4** | The default disposal schedule for class **Cls.5.3** is successfully changed to **DiS.5.9** |  |
| **W** | Find or browse to class **Cls.5.4** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.4** is found and is active |  |
| **X** | Change the default disposal schedule of class **Cls.5.4** (from **DiS.5.1**) to **DiS.5.17** under **R5.4.4** | The default disposal schedule for class **Cls.5.4** is successfully changed to **DiS.5.17** |  |
| **Y** | Find or browse to class **Cls.5.5** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.5** is found and is active |  |
| **Z** | Change the default disposal schedule of class **Cls.5.5** (from **DiS.5.1**) to **DiS.5.8** under **R5.4.4** | The default disposal schedule for class **Cls.5.5** is successfully changed to **DiS.5.8** |  |
| **AA** | Find or browse to class **Cls.5.6** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.6** is found and is active |  |
| **AB** | Change the default disposal schedule of class **Cls.5.6** (from **DiS.5.1**) to **DiS.5.16** under **R5.4.4** | The default disposal schedule for class **Cls.5.6** is successfully changed to **DiS.5.16** |  |
| **AC** | Find or browse to class **Cls.5.7** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.7** is found and is active |  |
| **AD** | Change the default disposal schedule of class **Cls.5.7** (from **DiS.5.1**) to **DiS.5.25** under **R5.4.4** | The default disposal schedule for class **Cls.5.7** is successfully changed to **DiS.5.25** |  |
| **AE** | Find or browse to class **Cls.5.8** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.8** is found and is active |  |
| **AF** | Change the default disposal schedule of class **Cls.5.8** (from **DiS.5.1**) to **DiS.5.7** under **R5.4.4** | The default disposal schedule for class **Cls.5.8** is successfully changed to **DiS.5.7** |  |
| **AG** | Find or browse to class **Cls.5.9** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.9** is found and is active |  |
| **AH** | Change the default disposal schedule of class **Cls.5.9** (from **DiS.5.1**) to **DiS.5.18** under **R5.4.4** | The default disposal schedule for class **Cls.5.9** is successfully changed to **DiS.5.18** |  |
| **AI** | Find or browse to class **Cls.5.10** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.10** is found and is active |  |
| **AJ** | Change the default disposal schedule of class **Cls.5.10** (from **DiS.5.1**) to **DiS.5.14** under **R5.4.4** | The default disposal schedule for class **Cls.5.10** is successfully changed to **DiS.5.14** |  |
| **AK** | Find or browse to class **Cls.5.11** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.11** is found and is active |  |
| **AL** | Change the default disposal schedule of class **Cls.5.11** (from **DiS.5.1**) to **DiS.5.23** under **R5.4.4** | The default disposal schedule for class **Cls.5.11** is successfully changed to **DiS.5.23** |  |
| **AM** | Find or browse to class **Cls.5.12** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.12** is found and is active |  |
| **AN** | Change the default disposal schedule of class **Cls.5.12** (from **DiS.5.1**) to **DiS.5.21** under **R5.4.4** | The default disposal schedule for class **Cls.5.12** is successfully changed to **DiS.5.21** |  |
| **AO** | Find or browse to class **Cls.5.13** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.13** is found and is active |  |
| **AP** | Change the default disposal schedule of class **Cls.5.13** (from **DiS.5.1**) to **DiS.5.24** under **R5.4.4** | The default disposal schedule for class **Cls.5.13** is successfully changed to **DiS.5.24** |  |
| **AQ** | Find or browse to class **Cls.5.14** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.14** is found and is active |  |
| **AR** | Change the default disposal schedule of class **Cls.5.14** (from **DiS.5.1**) to **DiS.5.10** under **R5.4.4** | The default disposal schedule for class **Cls.5.14** is successfully changed to **DiS.5.10** |  |
| **AS** | Under **R10.4.1** and **R10.4.2** search for all active classes to which **DiS.5.1** is associated as the default disposal schedule | The search should return only the following active class:   * **Cls.5.1** |  |
| **AT** | Under **R10.4.1** and **R10.4.2** search for all active records with disposal schedule **DiS.5.1** (either applied or inherited) | The search should return the following active records:   * **Rec.5.1** (inherited) * **Rec.5.2** (inherited) * **Rec.5.3** (inherited) * **Rec.5.4** (applied) * **Rec.5.6** (applied) * **Rec.5.7** (applied) * **Rec.5.8** (applied) |  |
| **AU** | Under **R10.4.1** and **R10.4.2** search for all active classes to which **DiS.5.2** is associated as the default disposal schedule | The search should return no active classes |  |
| **AV** | Under **R10.4.1** and **R10.4.2** search for all active records with disposal schedule **DiS.5.2** (either applied or inherited) | The search should return no active records |  |
| **AW** | Under **R8.4.13** replace disposal schedule **DiS.5.1** with disposal schedule **DiS.5.2** for all active classes where it is associated as the default disposal schedule and for all active records to which it is applied | Disposal schedule **DiS.5.1** is replaced with disposal schedule **DIS.5.2** for all active classes and records to which it is applied |  |
| **AX** | Under **R10.4.1** and **R10.4.2** search for all active classes to which **DiS.5.1** is associated as the default disposal schedule | The search should return no active classes |  |
| **AY** | Under **R10.4.1** and **R10.4.2** search for all active records with disposal schedule **DiS.5.1** (either applied or inherited) | The search should return no active records |  |
| **AZ** | Under **R10.4.1** and **R10.4.2** search for all active classes to which **DiS.5.2** is associated as the default disposal schedule | The search should return only the following active class:   * **Cls.5.1** |  |
| **BA** | Under **R10.4.1** and **R10.4.2** search for all active records with disposal schedule **DiS.5.2** (either applied or inherited) | The search should return the following active records:   * **Rec.5.1** (inherited) * **Rec.5.2** (inherited) * **Rec.5.3** (inherited) * **Rec.5.4** (applied) * **Rec.5.6** (applied) * **Rec.5.7** (applied) * **Rec.5.8** (applied) |  |
| **BB** | Find or browse to record **Rec.5.4** in the record service and inspect it under **R6.5.17** | Record **Rec.5.4** is found and is active |  |
| **BC** | Browse from record **Rec.5.4** to its class and its disposal schedule under **R6.5.17** and ensure that they are now **Cls.5.2** and **DiS.5.2** (applied) respectively | Under **R6.5.17** the user can browse from record **Rec.5.4** to both its class **Cls.5.2** and its disposal schedule **DiS.5.2** |  |
| **BD** | Change the applied disposal schedule of record **Rec.5.4** (from **DiS.5.2**) to **DiS.5.13** under **R6.5.15** | The applied disposal schedule for record **Rec.5.4** is successfully changed to **DiS.5.13** |  |
| **BE** | Find or browse to record **Rec.5.6** in the record service and inspect it under **R6.5.17** | Record **Rec.5.6** is found and is active |  |
| **BF** | Browse from record **Rec.5.6** to its class and its disposal schedule under **R6.5.17** and ensure that they are now **Cls.5.2** and **DiS.5.2** (applied) respectively | Under **R6.5.17** the user can browse from record **Rec.5.6** to both its class **Cls.5.2** and its disposal schedule **DiS.5.2** |  |
| **BG** | Change the applied disposal schedule of record **Rec.5.6** (from **DiS.5.2**) to **DiS.5.4** under **R6.5.15** | The applied disposal schedule for record **Rec.5.6** is successfully changed to **DiS.5.4** |  |
| **BH** | Find or browse to record **Rec.5.7** in the record service and inspect it under **R6.5.17** | Record **Rec.5.7** is found and is active |  |
| **BI** | Browse from record **Rec.5.7** to its class and its disposal schedule under **R6.5.17** and ensure that they are now **Cls.5.2** and **DiS.5.2** (applied) respectively | Under **R6.5.17** the user can browse from record **Rec.5.7** to both its class **Cls.5.2** and its disposal schedule **DiS.5.2** |  |
| **BJ** | Change the applied disposal schedule of record **Rec.5.7** (from **DiS.5.2**) to **DiS.5.6** under **R6.5.15** | The applied disposal schedule for record **Rec.5.7** is successfully changed to **DiS.5.6** |  |
| **BK** | Find or browse to record **Rec.5.8** in the record service and inspect it under **R6.5.17** | Record **Rec.5.8** is found and is active |  |
| **BL** | Browse from record **Rec.5.8** to its class and its disposal schedule under **R6.5.17** and ensure that they are now **Cls.5.2** and **DiS.5.2** (applied) respectively | Under **R6.5.17** the user can browse from record **Rec.5.8** to both its class **Cls.5.2** and its disposal schedule **DiS.5.2** |  |
| **BM** | Change the applied disposal schedule of record **Rec.5.8** (from **DiS.5.2**) to **DiS.5.12** under **R6.5.15** | The applied disposal schedule for record **Rec.5.8** is successfully changed to **DiS.5.12** |  |

### 5.2.13.4 Entity state after test case T5.2.13

During this test case no aggregations are updated, however all twenty records are assigned new disposal schedules.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  DiH.5.2  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Closed  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.2)  (DiH.5.2)  Active  *None*  *None* | Agg.5.7  Cls.5.1  (DiS.5.2)  (DiH.5.2)  Active  *None*  *None* | Agg.5.2  Cls.5.1  (DiS.5.2)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.13  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.4  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.6  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.12  (DiH.5.1)  Active  *None*  *None* | Agg.5.3  (Cls.5.3)  (DiS.5.9)  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active  *None*  *None* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  (DiS.5.25)  *None*  Active  *None*  *None* | Agg.5.6  (Cls.5.8)  (DiS.5.7)  (DiH.5.2)  Active  *None*  *None* | Agg.5.6  Cls.5.10  (DiS.5.14)  (DiH.5.2)  Active  *None*  *None* | Agg.5.6  Cls.5.11  (DiS.5.23)  (DiH.5.2)  Active  *None*  *None* | Agg.5.7  (Cls.5.9)  (DiS.5.18)  (DiH.5.2)  Active  *None*  *None* | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active  *None*  *None* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1) & DiH.5.2  Active  *None*  *None* | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active  *None*  *None* |

## T5.2.14 – Test Case

### 5.2.14.1 Test case description

**Maintain disposal holds**

### 5.2.14.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.13** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.13** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.14.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to disposal hold **DiH.5.3** in the disposal holding service and inspect it under **R9.4.7** | Disposal hold **DiH.5.3** is found under **R9.4.7** and is active |  |
| **B** | Delete disposal hold **DiH.5.3** under **R9.4.5** | Disposal hold **DiH.5.3** is deleted under **R9.4.5** because it has never been associated with entities |  |
| **C** | Search or browse to disposal hold **DiH.5.2** and inspect it under **R9.4.7** | Disposal hold **DiH.5.2** is found under **R9.4.7** and is active |  |
| **D** | Attempt to delete disposal hold **DiH.5.2** under **R9.4.5** | Disposal hold **DiH.5.2** cannot be deleted under **R9.4.5** because it was associated with entities in test case **T5.2.10** |  |
| **E** | Under **R9.4.2** modify disposal hold **DiH.5.2** changing the metadata to the following values:   * Change the value in Title (**M14.4.104**) to “DiH.5.2 (modified)” * Change the value in Description (**M14.4.16**) to “Created during test case T5.2.9 and modified during test case T5.2.14” * Change the value in Mandate (**M14.4.51**) to “92-894-1290-9” * Delete the value in Scope Notes (**M14.4.97**) | Under **R9.4.2** the metadata of disposal hold **DiH.5.2** is modified to the values given |  |
| **F** | Under **R9.4.3** disassociate aggregation **Agg.5.1** from disposal hold **DiH.5.2** | Aggregation **Agg.5.1** is disassociated from disposal hold **DiH.5.2** (see test case **T5.2.10**) |  |
| **G** | Inspect disposal hold **DiH.5.2** under **R9.4.7** and confirm that all changes have been successfully applied | On inspection all changes to disposal hold **DiH.5.2** have been made successfully |  |

### 5.2.14.4 Entity state after test case T5.2.14

During this test case disposal hold **DiH.5.2** is removed from aggregation **Agg.5.1** and from record **Rec.5.1** (inherited).

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Closed  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.2)  *None*  Active  *None*  *None* | Agg.5.7  Cls.5.1  (DiS.5.2)  (DiH.5.2)  Active  *None*  *None* | Agg.5.2  Cls.5.1  (DiS.5.2)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.13  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.4  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.6  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.12  (DiH.5.1)  Active  *None*  *None* | Agg.5.3  (Cls.5.3)  (DiS.5.9)  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active  *None*  *None* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  (DiS.5.25)  *None*  Active  *None*  *None* | Agg.5.6  (Cls.5.8)  (DiS.5.7)  (DiH.5.2)  Active  *None*  *None* | Agg.5.6  Cls.5.10  (DiS.5.14)  (DiH.5.2)  Active  *None*  *None* | Agg.5.6  Cls.5.11  (DiS.5.23)  (DiH.5.2)  Active  *None*  *None* | Agg.5.7  (Cls.5.9)  (DiS.5.18)  (DiH.5.2)  Active  *None*  *None* | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active  *None*  *None* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1) & DiH.5.2  Active  *None*  *None* | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active  *None*  *None* |

## T5.2.15 – Test Case

### 5.2.15.1 Test case description

**Maintain disposal schedules**

### 5.2.15.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.14** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.14** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.15.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to disposal schedule **DiS.5.5** in the disposal scheduling service and inspect it under **R8.4.12** | Disposal schedule **DiS.5.5** is found under **R8.4.12** and is active |  |
| **B** | Delete disposal schedule **DiS.5.5** under **R8.4.10** | Disposal schedule **DiS.5.5** is deleted under **R8.4.10** because it has never been applied to a record |  |
| **C** | Search or browse to disposal schedule **DiS.5.9** and inspect it under **R8.4.12** | Disposal schedule **DiS.5.9** is found under **R8.4.12** and is active |  |
| **D** | Attempt to delete disposal schedule **DiS.5.9** under **R8.4.10** | Disposal schedule **DiS.5.9** cannot be deleted under **R8.4.10** because it was applied to a record (**Rec.5.9** inherited from class **Cls.5.3**) in test case **T5.2.13** |  |
| **E** | Attempt to destroy disposal schedule **DiS.5.9** under **R8.4.11** | Disposal schedule **DiS.5.9** cannot be destroyed under **R8.4.11** because it was applied to a record (**Rec.5.9** inherited from class **Cls.5.3**) in test case **T5.2.13** |  |
| **F** | Under **R8.4.8** modify disposal schedule **DiS.5.9** and change its metadata to the following values:   * Change the value in Title (**M14.4.104**) to “DiS.5.9 (modified)” * Change the value in Description (**M14.4.16**) to “Created during test case T5.2.12 and modified during test case T5.2.15” * Change the value in Mandate (**M14.4.51**) to “92-894-1290-9” * Delete the value in Scope Notes (**M14.4.97**) | The Title, Description, Mandate and Scope Notes for disposal schedule DiS.5.9 are successfully modified to the values given under **R8.4.8** |  |
| **G** | Attempt to modify each of the following metadata elements for disposal schedule **DiS.5.9** under **R8.4.9** to different values:   * Disposal Action Code (**M14.4.18**) * Retention Trigger Code (**M14.4.94**) * Retention Trigger Element Identifier (**M14.4.95**) *or equivalent* * Retention Period Interval Code (**M14.4.90**) * Retention Period Duration Number (**M14.4.89**) * Retention Period Offset Code (**M14.4.91**) * Retention Period Offset Month Code (**M14.4.92**) * Confirmation Period Interval Code (**M14.4.7**) * Confirmation Period Duration Number (**M14.4.6**) | Other metadata elements for disposal schedule **DiS.5.9** cannot be modified under **R8.4.9** because the disposal record has already been applied to a record |  |
| **H** | Search or browse to disposal schedule **DiS.5.26** and inspect it under **R8.4.12** | Disposal schedule **DiS.5.26** is found under **R8.4.12** and is active |  |
| **I** | Modify each of the following metadata elements for disposal schedule **DiS.5.26** under **R8.4.9** to the values given:   * Set the Confirmation Period Duration Number (**M14.4.6**) to “76” * Set the Confirmation Period Interval Code (**M14.4.7**) to “DAYS” * Set the Retention Period Offset Month Code (**M14.4.92**) to “AUGUST” * Set the Retention Period Offset Code (**M14.4.91**) to “START OF NEXT MONTH” and verify that this automatically deletes the Retention Period Offset Month Code * Set the Retention Period Duration Number (**M14.4.89**) to “76” * Set the Retention Period Interval Code (**M14.4.90**) to “NO RETENTION PERIOD” and verify that this automatically deletes the Retention Period Duration Number and Retention Period Offset Code * Set the Retention Trigger Code (**M14.4.94**) to “FROM RECORD ORIGINATED DATE” and verify that this automatically deletes the Retention Trigger Element Identifier * Finally, set the Disposal Action Code (**M14.4.18**) to “RETAIN PERMANENTLY” and verify that this automatically deletes the Retention Trigger Code, Retention Period Interval Code, Confirmation Period Interval Code and Confirmation Period Duration Number | All metadata elements for disposal schedule **DiS.5.9** may be modified by the user because it has never been applied to a record |  |
| **J** | Inspect disposal schedule **DiS.5.26** under **R8.4.12** and verify that its metadata has been successfully updated | The metadata for disposal schedule **DiS.5.26** is successfully updated so that the Disposal Action Code is RETAIN PERMANENTLY |  |
| **K** | Search or browse to disposal schedule **DiS.5.1** and inspect it under **R8.4.12** | Disposal schedule **DiS.5.1** is found under **R8.4.12** and is active |  |
| **L** | Attempt to delete disposal schedule **DiS.5.1** under **R8.4.10** | Disposal schedule **DiS.5.1** cannot be deleted under **R8.4.10** because it was previously applied to records (even though it is no longer applied to a record) |  |
| **M** | Destroy disposal schedule **DiS.5.1** under **R8.4.11** | Disposal schedule **DiS.5.1** is successfully destroyed because it is not applied (currently) to any records in the record service |  |
| **N** | Inspect residual disposal schedule **DiS.5.1** under **R8.4.12** and verify that it has been destroyed | Disposal schedule **DiS.5.1**, destroyed in the previous step, must now be residual |  |
| **O** | Search or browse to class **Cls.5.1** in the classification service and inspect it under **R5.4.7** | Class **Cls.5.1** is found in the classification service under **R5.4.7** and is active |  |
| **P** | Attempt to set the default disposal schedule of class **Cls.5.1** to residual disposal schedule **DiS.5.1** under **R5.4.4** | Residual disposal schedule **DiS.5.1** is not active and therefore cannot be set as the default disposal schedule of class **Cls.5.1** under **R5.4.4** |  |
| **Q** | Search or browse to record **Rec.5.4** in the record service and inspect it under **R6.5.17** | Record **Rec.5.4** is found in the record service (in aggregation **Agg.5.2**), has the disposal schedule **DiS.5.13** directly applied and is active |  |
| **R** | Attempt to directly apply the residual disposal schedule **DiS.5.1** to record **Rec.5.4** under **R6.5.15** | Residual disposal schedule **DiS.5.1** is not active and therefore cannot be applied to record **Rec.5.4** under **R6.5.15** |  |

## T5.2.16 – Test Case

### 5.2.16.1 Test case description

**Export aggregation and record data**

### 5.2.16.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.15** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.15** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.16.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Export the record service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.2.16A: export of record service” | * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.2.16A: export of record service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements* ***MoReq2010® plug-in module 101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **B** | Export the disposal scheduling service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.2.16B: export of disposal scheduling service” | * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.2.16B: export of disposal scheduling service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements* ***MoReq2010® plug-in module 101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **C** | Export the disposal holding service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.2.16C: export of disposal holding service” | * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.2.16C: export of disposal holding service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements* ***MoReq2010® plug-in module 101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |

## T5.2.17 – Test Case

### 5.2.17.1 Test case description

**Final compliance check**

### 5.2.17.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.16** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.16** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.17.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Generate the compliance report for the test system (reference **R2.4.5**) | The compliance report contains all of the information required by **R2.4.5**  Specifically, the compliance report must show compliance with, at least:   * **User and Group Service v1.x** (**cd532472-85b0-4c1c-82b4-5c8370b7d0e6**) * **Model Role Service v1.x (2f6d05c6-51e6-4a32-a7fc-c0a6883eb85b)**   **OR Native Role Service v1.x (d945dcd9-dc2d-491d-965a-11ce936d044b)**   * **Classification Service v1.x** (**10fea10e-9c2f-4760-9095-f4f9295f4b19**) * **Record Service v1.x** (**ced3d0df-3f9f-4807-9e96-b5b790adad4a**) * **Model Metadata Service v1.x** (**a600f8d0-2d58-418e-bb41-211d1fd42350**)   **OR Native Metadata Service v1.x (66bf4419-d92f-4358-8506-7ee9c06abdcd)**   * **Disposal Scheduling Service v1.x (fd05e284-181f-4f5d-bd8c-4bed835c8931)** * **Disposal Holding Service v1.x (2e4a8618-c4b3-470f-8ccb-03e2d5e07026)** * **Searching and Reporting v1.x** (**f09984a5-dd31-44d8-9607-22521667c78a**) * **Export Service v1.x** (**2777ab81-057e-4aa4-9595-69459ec2dc1e**) * **Graphical User Interface v1.x (0f9584e5-552a-4a79-a8ea-3c2801765255)**   **AND/OR Application Programming Interface v1.x (654633ec-8b17-4a3c-a483-436ee2bd506a)**  *The compliance report must use the UUIDs listed above, under* ***R2.4.23***  *The compliance report should be identical to the compliance report generated by test case* ***T5.2.2*** |  |

## T5.2.18 – Test Case

### 5.2.18.1 Test case description

**Final error check**

### 5.2.18.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.2.17** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.2.17** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.2.18.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Log out of the test system | **Usr.5.1** logs out successfully |  |
| **B** | Take a copy of the external error log, under **R2.4.7** | * Errors in the external error log must contain at least the information listed under **R2.4.7** * Check which errors have occurred in the external error log since the start of the test session (compare against the external error log copy obtained under **T5.2.1**) * Check whether there are have been any errors in this period generated by functions failing to perform under **R2.4.7** * For any each error that has occurred the current user at the time the error occurred must have had access to the extended error information under **R2.4.8** * Note that **R2.4.8** is not tested directly unless an error occurs during testing |  |

# 5.3 Test script – Disposal – SESSION DAY TWO

This test script should not be started until at least 24 hours after the completion of test script **5.2 Session Day One**. All test cases in the test script for this session must be completed in order before moving onto the next test case. All test cases in the test script for this test session must be completed at least 24 hours before starting the next test session.

## T5.3.1 – Test case

### 5.3.1.1 Test case description

**Initial error check**

### 5.3.1.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **5.2 Test Script – Disposal – Session Day One** has previously been completed successfully using the same test system and at least 24 hours before the current test session begins |  |
| **ii** | The test system has not been reconfigured since **5.2 Test Script – Disposal – Session Day One** was completed |  |
| **iii** | The test operator is logged out of the test system |  |

### 5.3.1.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Before logging into the test system take a copy of the external error log, under **R2.4.7** | Errors in the external error log must contain at least the information listed under **R2.4.7**  *Compare to the external error logs from* ***5.2 Test Script – Disposal – Session Day One***  *Check whether there are any errors generated by functions failing to perform under* ***R2.4.8***  *Note that* ***R2.4.8*** *is not tested directly unless an error occurs during testing, instead it is tested indirectly through this test case* |  |

### 5.3.1.4 Entity state at the beginning of TEST SESSION DAY TWO

Before the session starts some disposal rules set during DAY ONE will have fired and some disposal actions should now be due.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Closed  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.2)  *None*  Active  *None*  Review | Agg.5.7  Cls.5.1  (DiS.5.2)  (DiH.5.2)  Active  *None*  Review | Agg.5.2  Cls.5.1  (DiS.5.2)  *None*  Active  *None*  Review | Agg.5.2  (Cls.5.2)  DiS.5.13  (DiH.5.1)  Active  *None*  Transfer | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.4  (DiH.5.1)  Active  *None*  Review | Agg.5.2  (Cls.5.2)  DiS.5.6  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  Review | Agg.5.2  (Cls.5.2)  DiS.5.12  (DiH.5.1)  Active  *None*  Transfer | Agg.5.3  (Cls.5.3)  (DiS.5.9)  *None*  Active  *None*  Review | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active  *None*  Transfer |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  (DiS.5.25)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.6  (Cls.5.8)  (DiS.5.7)  (DiH.5.2)  Active  *None*  Review | Agg.5.6  Cls.5.10  (DiS.5.14)  (DiH.5.2)  Active  *None*  Transfer | Agg.5.6  Cls.5.11  (DiS.5.23)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.7  (Cls.5.9)  (DiS.5.18)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1) & DiH.5.2  Active  *None*  On Hold | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active  *None*  Transfer |

\*Note that records **Rec.5.13** and **Rec.5.18** with an “Action due” value of “Destroy” may either have already been destroyed and made residual by the disposal process, or they will be waiting confirmation of destruction under **R8.4.20**, depending on whether or not they have components that are automatically deleted or require confirmation.

## T5.3.2 – Test case

### 5.3.2.1 Test case description

**Initial compliance check**

### 5.3.2.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.1** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.1** was completed |  |

### 5.3.2.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Log into the test system as user **Usr.5.1** under **R3.4.1** | User **Usr.5.1** logs in successfully |  |
| **B** | Generate the compliance report for the test system under **R2.4.5** | The compliance report contains all of the information and metadata required by **R2.4.5** and **R2.4.2**  Specifically, the compliance report must show compliance with, at least:   * **User and Group Service v1.x (cd532472-85b0-4c1c-82b4-5c8370b7d0e6)** * **Model Role Service v1.x (2f6d05c6-51e6-4a32-a7fc-c0a6883eb85b)**   **OR Native Role Service v1.x (d945dcd9-dc2d-491d-965a-11ce936d044b)**   * **Classification Service v1.x (10fea10e-9c2f-4760-9095-f4f9295f4b19)** * **Record Service v1.x (ced3d0df-3f9f-4807-9e96-b5b790adad4a)** * **Model Metadata Service v1.x (a600f8d0-2d58-418e-bb41-211d1fd42350)**   **OR Native Metadata Service v1.x** (**66bf4419-d92f-4358-8506-7ee9c06abdcd**)   * **Disposal Scheduling Service v1.x (fd05e284-181f-4f5d-bd8c-4bed835c8931)** * **Disposal Holding Service v1.x (2e4a8618-c4b3-470f-8ccb-03e2d5e07026)** * **Searching and Reporting v1.x (f09984a5-dd31-44d8-9607-22521667c78a)** * **Export Service v1.x (2777ab81-057e-4aa4-9595-69459ec2dc1e)** * **Graphical User Interface v1.x (0f9584e5-552a-4a79-a8ea-3c2801765255)**   **AND/OR Application Programming Interface v1.x (654633ec-8b17-4a3c-a483-436ee2bd506a)**  The compliance report must use the UUIDs listed above, under **R2.4.23**  Compare to the compliance tests from **5.2 Test Script – Disposal – Session Day One** |  |

## T5.3.3 – Test Case

### 5.3.3.1 Test case description

**Initial export of record and disposal data**

### 5.3.3.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.2** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.2** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.3.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Export the record service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.3.3A: initial export of record service” | *The initial export should be compared against the final export from* ***5.2 Test Script – Disposal – Session Day One***   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.3.3A: initial export of record service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **B** | Export the disposal scheduling service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.3.3B: initial export of disposal scheduling service” | *The initial export from* ***5.3*** *should be compared against the final export from* ***5.2 Test Script – Disposal – Session Day One***   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.3.3B: initial export of disposal scheduling service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **C** | Export the disposal holding service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.3.3C: initial export of disposal holding service” | *The initial export from* ***5.3*** *should be compared against the final export from* ***5.2 Test Script – Disposal – Session Day One***   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.3.3C: initial export of disposal holding service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |

## T5.3.4 – Test Case

### 5.3.4.1 Test case description

**Check disposal alerts**

### 5.3.4.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.3** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.3** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.4.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Using the mechanism provided by the test system check which disposal alerts have been received by user **Usr.5.1** for records in the test system under **R8.4.15** | The test system has sent disposal alerts to user **Usr.5.1**  User **Usr.5.1** has received disposal alerts for the following records:   * Record **Rec.5.6** – 1 day overdue for review * Record **Rec.5.8** – 1 day overdue for transfer * Record **Rec.5.15** – 1 day overdue for transfer   Note that if this test script is being run two days or more later than **5.2 Test script – Disposal – SESSION DAY ONE** then user **Usr.5.1** will receive disposal alerts for the following records:   * Record **Rec.5.1** – will be overdue for review in 1 additional day * Record **Rec.5.2** – will be overdue for review in 1 additional day * Record **Rec.5.3** – will be overdue for review in 1 additional day * Record **Rec.5.4** – will be overdue for transfer in 1 additional day * Record **Rec.5.13** – will be overdue for destruction in 1 additional day (if it is not already destroyed)   User **Usr.5.1** must not have received disposal alerts for other records, and in particular not for the following:   * Record **Rec.5.17** – 1 day overdue for destruction but subject to disposal hold **DiH.5.2** * Record **Rec.5.18** – 1 day overdue for destruction but subject to disposal hold **DiH.5.2** * Record **Rec.5.18** – 1 day overdue for destruction but subject to both disposal hold **DiH.5.1** and **DiH.5.2** * Record **Rec.5.20** – 1 day overdue for transfer but user **Usr.5.1** is not configured to receive disposal alerts for this record   *The test system was previously configured in test case* ***T5.2.5*** *so that user* ***Usr.5.1*** *receives disposal alerts (only) for records in class* ***Cls.5.2*** *and aggregation* ***Agg.5.5*** *(through membership of group* ***Grp.5.1****), as well as for record* ***Rec.5.13*** *(individually – assuming record* ***Rec.5.13*** *has not already been destroyed)*  *One example of the mechanism that may be implemented by the test system to send disposal alerts to authorised users is by automated email reminders*  *Note that depending on how the test system consolidates disposal alerts, the alerts for all records within a given period may be raised in the same message rather than in individual messages (see the rationale to* ***R8.4.15****)*  *Mention in the test observations how the test systems disposal alert mechanism is implemented and was used during testing*  *Include a note describing whether it is possible to link from the disposal alert message directly to the record(s) described by the disposal alert*  *Depending on when and how often the test system updates the disposal status of all active records under* ***R8.4.14*** *the test operator may need to wait up to another 12 hours before receiving these disposal alerts*  *This test script must not be continued if no alerts have been received* |  |
| **B** | If a link is provided in the disposal alert message sent to **Usr.5.1** for **Rec.5.6** then use it to find record **Rec.5.6** in the record system and inspect its metadata.  Otherwise, search or browse for record **Rec.5.6** and inspect its metadata. | Record **Rec.5.6** is found and its metadata may be inspected.  *If the disposal alert contains a link that may be followed directly to* ***Rec.5.6*** *then this should be noted in the test observations.* |  |
| **C** | Check the metadata of record **Rec.5.6** and ensure that the Disposal Overdue Alert Timestamp (**M14.4.21**) has been set when the disposal alert was raised | The Disposal Overdue Alert Timestamp (**M14.4.21**) has been set and the timestamp correlates to the time the disposal alert was raised. |  |
| **D** | Browse and examine the events in the event history of record **Rec.5.6** under **R2.4.19**  Ensure that there exists in the event history of record **Rec.5.6** an event under **R2.4.16** describing the raising of the disposal alert. | The event exists in the event history of Rec.5.6 and has the following metadata:   * Event Function Identifier (**M14.4.26**) is set to Record – Disposal Alert (**F14.5.125**) * Participating User Identifier (**M14.4.81**) is set to user **Usr.5.1** (see test case **T5.2.5**) * Overdue Disposal Action Code (**M14.4.58**) is set to REVIEW * Overdue Disposal Action Due Date (**M14.4.59**) is set to the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted * Overdue Disposal Confirmation Due Date (**M14.4.60**) is set to the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted plus one day * And optionally, Event Comment (**M14.4.25**) which may include additional details (for example, the email address to which the alert message was sent)   *If the event includes the optional event comment then this should be noted in the test observations.* |  |

## T5.3.5 – Test Case

### 5.3.5.1 Test case description

**Check that the disposal process has worked correctly**

### 5.3.5.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.4** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.4** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.5.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse for record **Rec.5.5** in the record system and inspect it under **R6.5.17** | Record **Rec.5.5** is found and is active  The metadata of record **Rec.5.5** may be inspected |  |
| **B** | By performing a desk check confirm that record **Rec.5.5** has the following metadata:   * The Retention Start Date (M14.4.93) is set to the date on which 5.2 Test script – Disposal – SESSION DAY ONE was conducted * The Disposal Action Code (M14.4.18) is set to “TRANSFER” * The Disposal Action Due Date (M14.4.19) is set to the 1st of October that falls between 6 months and 18 months away * The Disposal Confirmation Due Date (M14.4.20) is set to the 16th of October following the Disposal Action Due Date   Ensure that there are no values set for any of the following:   * Disposal Overdue Alert Timestamp (**M14.4.21**) * Last Review Comment (**M14.4.49**) * Last Reviewed Timestamp (**M14.4.50**) * Transferred Timestamp (**M14.4.106**) * Destroyed Timestamp (**M14.4.17**) | Record **Rec.5.5** has values for the metadata described and where appropriate no values are set for those metadata that should not have values |  |
| **C** | Search or browse for record **Rec.5.12** in the record system and inspect it under **R6.5.17** | Record **Rec.5.12** is found and is active  The metadata of record **Rec.5.12** may be inspected |  |
| **D** | By performing a desk check confirm that record **Rec.5.12** has the following metadata:   * The Retention Start Date (**M14.4.93**) is set to the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted * The Disposal Action Code (**M14.4.18**) is set to “TRANSFER” * The Disposal Action Due Date (**M14.4.19**) is set to the Retention Start Date plus exactly 21 years * The Disposal Confirmation Due Date (**M14.4.20**) is set to the Disposal Action Due Date plus exactly 7 days   There must be no values set for any of the following:   * Disposal Overdue Alert Timestamp (**M14.4.21**) * Last Review Comment (**M14.4.49**) * Last Reviewed Timestamp (**M14.4.50**) * Transferred Timestamp (**M14.4.106**) * Destroyed Timestamp (**M14.4.17**) | Record **Rec.5.12** has values for the metadata described and where appropriate no values are set for those metadata that should not have values |  |

## T5.3.6 – Test Case

### 5.3.6.1 Test case description

**Check on the destruction of a record and cancel it if possible**

### 5.3.6.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.5** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.5** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.6.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse for record **Rec.5.13** in the record system and inspect it under **R6.5.17** (note that record **Rec.5.13** may be residual and require **R10.4.17** and, where applicable, **R101.4.3**) | *The status of record* ***Rec.5.13*** *should have been updated by the disposal process under* ***R8.4.14***  *Depending on whether record* ***Rec.5.13*** *has components that are automatically deleted or not it will either have been destroyed and made residual by the disposal process or it will be waiting confirmation of destruction under* ***R8.4.20***  Note that **Appendix 5.A.3.2 Record entities** states:  *If so allowed by the test system, record* ***Rec.5.13*** *should be created as a record that requires confirmation of destruction rather than one subject to automatic deletion under* ***R8.4.20*** *(see test case* ***T5.3.6****)* |  |
| **B** | If record **Rec.5.13** is not residual then check that it is due for destruction and is waiting confirmation and has the following metadata:   * The Retention Start Date (**M14.4.93**) is set to the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted * The Disposal Action Code (**M14.4.18**) is set to “DESTROY” * The Disposal Action Due Date (**M14.4.19**) is set to the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted * The Disposal Confirmation Due Date (**M14.4.20**) is set to the Disposal Action Due Date plus one day | The metadata values for record **Rec.5.13** must be as stated if it is not residual |  |
| **C** | If record **Rec.5.13** is not residual then browse and inspect its components under **R6.5.17** and check that at least one component does not have the Automatic Deletion Flag (**M14.4.3**) set under **R6.5.19** | *If all components are available for automatic deletion then record Rec.5.13 should now be residual* |  |
| **D** | If record **Rec.5.13** is not residual then attempt to cancel its destruction under **R8.4.18**  Confirm that in order to cancel the destruction of record **Rec.5.13** the test system requires that the user apply a new disposal schedule to the record. | *If record* ***Rec.5.13*** *is waiting confirmation, then the tester must ensure that confirmation of destruction cannot be cancelled other than by providing a new disposal schedule* |  |
| **E** | If record **Rec.5.13** is not residual then cancel its destruction under **R8.4.18** by applying disposal schedule **DiS.5.26** to the record | If record **Rec.5.13** is waiting confirmation then destruction is successfully cancelled by the user by applying a new disposal schedule (in this case **DiS.5.26**)  *Note that disposal schedule* ***DiS.5.26*** *requires aggregation metadata date* ***cMED.5.1*** *and aggregation* ***Agg.5.4*** *(the aggregation to which record* ***Rec.5.13*** *belongs) does not have this metadata element applied.*  ***MoReq2010®*** *does not prevent a disposal schedule being applied to a record that refers to a record-level or aggregation-level metadata date that is not yet applied to the record or its parent aggregation(s) at the time the disposal schedule is applied.* |  |
| **F** | If record **Rec.5.13** is not residual then inspect its metadata under **R6.5.17** and ensure that the record is no longer due for deletion | On inspection, record **Rec.5.13** is either residual or active and not awaiting destruction at the conclusion of the test case, if active its metadata values are:   * The Retention Start Date (**M14.4.93**) is not set * The Disposal Action Code (**M14.4.18**) is set to “RETAIN PERMANENTLY” * The Disposal Action Due Date (**M14.4.19**) is not set * The Disposal Confirmation Due Date (**M14.4.20**) is not set |  |

### 5.3.6.4 Entity state after test case T5.3.6

During this test case, destruction will have been cancelled on record **Rec.5.13** (if it was not previously automatically destroyed).

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Closed  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  (DiS.5.2)  *None*  Active  *None*  Review | Agg.5.7  Cls.5.1  (DiS.5.2)  (DiH.5.2)  Active  *None*  Review | Agg.5.2  Cls.5.1  (DiS.5.2)  *None*  Active  *None*  Review | Agg.5.2  (Cls.5.2)  DiS.5.13  (DiH.5.1)  Active  *None*  Transfer | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.4  (DiH.5.1)  Active  *None*  Review | Agg.5.2  (Cls.5.2)  DiS.5.6  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  Review | Agg.5.2  (Cls.5.2)  DiS.5.12  (DiH.5.1)  Active  *None*  Transfer | Agg.5.3  (Cls.5.3)  (DiS.5.9)  *None*  Active  *None*  Review | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active  *None*  Transfer |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  DiS.5.26 ***or*** (DiS.5.25)\*  *None*  Active ***or*** Residual\*  *None*  *None*\* | Agg.5.6  (Cls.5.8)  (DiS.5.7)  (DiH.5.2)  Active  *None*  Review | Agg.5.6  Cls.5.10  (DiS.5.14)  (DiH.5.2)  Active  *None*  Transfer | Agg.5.6  Cls.5.11  (DiS.5.23)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.7  (Cls.5.9)  (DiS.5.18)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1) & DiH.5.2  Active  *None*  On Hold | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active  *None*  Transfer |

\*If record **Rec.5.13** was previously destroyed and made residual then it will not have been modified by this test case. Note that record **Rec.5.18** will either be active with an action due of “Destroy”, or it will be a residual entity.

## T5.3.7 – Test Case

### 5.3.7.1 Test case description

**Browse and inspect records due for disposal**

### 5.3.7.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.6** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.6** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.7.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Due Date of the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted | Only the records listed below should be discovered:   * Record **Rec.5.6** (REVIEW) * Record **Rec.5.7** (REVIEW) * Record **Rec.5.8** (TRANSFER) * Record **Rec.5.9** (REVIEW) * Record **Rec.5.10** (TRANSFER) * Record **Rec.5.14** (REVIEW) * Record **Rec.5.15** (TRANSFER) * Record **Rec.5.20** (TRANSFER)   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform this function under* ***R101.4.18****. This should be noted by the test centre in the test observations.* |  |
| **B** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Confirmation Due Date of the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted plus two days | Only the records listed below should be discovered:   * Record **Rec.5.1** (REVIEW) * Record **Rec.5.2** (REVIEW) * Record **Rec.5.3** (REVIEW) * Record **Rec.5.4** (TRANSFER)   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform this function under* ***R101.4.18****. This should be noted by the test centre in the test observations.* |  |
| **C** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Schedule of **Dis.5.2** | Only the records listed below should be discovered:   * Record **Rec.5.1** (REVIEW) * Record **Rec.5.2** (REVIEW) * Record **Rec.5.3** (REVIEW)   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform this function under* ***R101.4.18****. This should be noted by the test centre in the test observations.* |  |
| **D** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Code of TRANSFER | Only the records listed below should be discovered:   * Record **Rec.5.4** (TRANSFER) * Record **Rec.5.8** (TRANSFER) * Record **Rec.5.10** (TRANSFER) * Record **Rec.5.15** (TRANSFER) * Record **Rec.5.20** (TRANSFER)   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform this function under* ***R101.4.18****. This should be noted by the test centre in the test observations.* |  |

## T5.3.8 – Test Case

### 5.3.8.1 Test case description

**Review records due for disposal**

### 5.3.8.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.7** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.7** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.8.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Under **R8.4.16** browse and inspect all records that are due for disposal with a classification of class **Cls.5.1** | Records due for disposal with class **Cls.5.1** must produce the following results:   * Record **Rec.5.1** (REVIEW) in aggregation **Agg.5.1** * Record **Rec.5.2** (REVIEW) in aggregation **Agg.5.7** * Record **Rec.5.3** (REVIEW) in aggregation **Agg.5.2** |  |
| **B** | From the results attempt to complete a review of record **Rec.5.1** under **R8.4.17** without supplying a new disposal schedule.  Confirm that in order to complete the review of record **Rec.5.1** under **R8.4.17** the test system requires that the user apply a new disposal schedule to the record and give it the disposal schedule **DiS.5.3** with the Review Comment “Reviewed in test case T5.3.8”. | Record **Rec.5.1** is successfully reviewed and given disposal schedule **DiS.5.3**  *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform these functions under* ***R101.4.18****. This should be noted by the test centre in the test observations.* |  |
| **C** | From the results complete a review of record **Rec.5.2** under **R8.4.17** and apply the new disposal schedule **DiS.5.19** with the Review Comment “Reviewed in test case T5.3.8” | Record **Rec.5.2** is successfully reviewed and given disposal schedule **DiS.5.19** |  |
| **D** | From the results complete a review of record **Rec.5.3** under **R8.4.17** and apply the new disposal schedule **DiS.5.20** with the Review Comment “Reviewed in test case T5.3.8” | Record **Rec.5.3** is successfully reviewed and given disposal schedule **DiS.5.20** |  |
| **E** | Under **R8.4.16** browse and inspect all records that are due for disposal within aggregation **Agg.5.5**. | Records due for disposal within aggregation **Agg.5.5** must produce the following results (only):   * Record **Rec.5.14** (REVIEW) in aggregation **Agg.5.6** (a child of **Agg.5.5**) * Record **Rec.5.15** (TRANSFER) in aggregation **Agg.5.6** (a child of **Agg.5.5**) |  |
| **F** | From the results complete a review of record **Rec.5.14** under **R8.4.17** and apply the new disposal schedule **DiS.5.18** with the Review Comment “Reviewed in test case T5.3.8” | Record **Rec.5.14** is successfully reviewed under **R8.4.17** and given disposal schedule **DiS.5.18** |  |
| **G** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Confirmation Due Date of the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted plus 7 days | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Confirmation Due Date of the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted plus 7 days   * Record **Rec.5.7** (REVIEW) in aggregation **Agg.5.2** |  |
| **H** | From the results complete a review of record **Rec.5.7** under **R8.4.17** and apply the new disposal schedule **DiS.5.22** with the Review Comment “Reviewed in test case T5.3.8” | Record **Rec.5.7** is successfully reviewed and given disposal schedule **DiS.5.22** |  |
| **I** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Code of REVIEW | Records due for disposal with a Disposal Action Code of REVIEW:   * Record **Rec.5.6** (REVIEW) in aggregation **Agg.5.2** * Record **Rec.5.9** (REVIEW) in aggregation **Agg.5.3** |  |
| **K** | Nominate all records returned and complete the review for them in bulk as a single operation under **R8.4.17** and apply the new disposal schedule **DiS.5.11** to all records simultaneously with the Review Comment “3 records reviewed together in test case T5.3.8” | All three records **Rec.5.6** and **Rec.5.9** are successfully reviewed together under **R8.4.17** and are all given disposal schedule **DiS.5.11** |  |
| **J** | Search or browse for record **Rec.5.7** in the record system and inspect it under **R6.5.17**  By performing a desk check confirm that record **Rec.5.7** has the following metadata:   * The Last Review Comment (**M14.4.49**) is set to “Reviewed in test case T5.3.8” * The Last Reviewed Timestamp (**M14.4.50**) is today * The Disposal Schedule Identifier (**M14.4.22**) is set to **DiS.5.22** * The Retention Start Date (**M14.4.93**) is set to 7 days before **5.2 Test script – Disposal – SESSION DAY ONE** was conducted * The Disposal Action Code (**M14.4.18**) is set to “RETAIN ON HOLD” * The Disposal Action Due Date (**M14.4.19**) is set to the nearest of the 1st May, 1st August, 1st November or 1st February in 7 years time (as appropriate) * The Disposal Confirmation Due Date (**M14.4.20**) is set to exactly 12 weeks after the Disposal Action Due Date * There are no values set for any of the following:   + Disposal Overdue Alert Timestamp (**M14.4.21**)   + Transferred Timestamp (**M14.4.106**)   + Destroyed Timestamp (**M14.4.17**) | On inspection the metadata of record **Rec.5.7** is as given above |  |

### 5.3.8.4 Entity state after test case T5.3.8

Note that there are no changes to any aggregations during this test case.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Closed  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  DiS.5.3  *None*  Active  *None*  *None* | Agg.5.7  Cls.5.1  DiS.5.19  (DiH.5.2)  Active  *None*  *None* | Agg.5.2  Cls.5.1  DiS.5.20  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.13  (DiH.5.1)  Active  *None*  Transfer | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.22  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.12  (DiH.5.1)  Active  *None*  Transfer | Agg.5.3  (Cls.5.3)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active  *None*  Transfer |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  DiS.5.26 ***or*** (DiS.5.25)\*  *None*  Active ***or*** Residual\*  *None*  *None* | Agg.5.6  (Cls.5.8)  DiS.5.18  (DiH.5.2)  Active  *None*  On Hold | Agg.5.6  Cls.5.10  (DiS.5.14)  (DiH.5.2)  Active  *None*  Transfer | Agg.5.6  Cls.5.11  (DiS.5.23)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.7  (Cls.5.9)  (DiS.5.18)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1) & DiH.5.2  Active  *None*  On Hold | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active  *None*  Transfer |

\*Note that record **Rec.5.13** will either be residual with disposal schedule **DiS.5.25** (inherited), or it will be active with disposal schedule **DiS.5.26** (applied). Similarly, **Rec.5.18** will either be residual, or it will be active with an action due of “Destroy”.

## T5.3.9 – Test Case

### 5.3.9.1 Test case description

**Cancel record transfer**

### 5.3.9.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.8** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.8** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.9.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Code of TRANSFER in aggregation **Agg.5.2** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Code of TRANSFER and an aggregation of **Agg.5.2** gives the following results:   * Record **Rec.5.4** * Record **Rec.5.8**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform these functions under* ***R101.4.18****. This should be noted by the test centre in the test observations.* |  |
| **B** | Nominate all records returned and attempt to cancel the transfer operation for them in bulk as a single operation under **R8.4.18** without applying a new disposal schedule | Confirm that transfers cannot be cancelled by the test system unless a new disposal schedule is provided during cancellation |  |
| **C** | Nominate all records returned and cancel the transfer operation for them in bulk as a single operation under **R8.4.18** by applying the disposal schedule **DiS.5.11** to all records simultaneously | The transfer of records **Rec.5.4** and **Rec.5.8** is successfully (and collectively) cancelled and they are given the new disposal schedule **DiS.5.11** |  |
| **D** | Search under **R10.4.1** for all records with the disposal schedule **DiS.5.11** and inspect them under **R6.5.17**  By performing a desk check confirm that all four records **Rec.5.4**, **Rec.5.6**, **Rec.5.8**, and **Rec.5.9** have the following metadata in common:   * The Disposal Schedule Identifier (**M14.4.22**) is set to **DiS.5.11** * The Retention Start Date (**M14.4.93**) is set to today * The Disposal Action Code (**M14.4.18**) is set to “TRANSFER” * The Disposal Action Due Date (**M14.4.19**) is set to the 1st of the month in just over 18 months time * The Disposal Confirmation Due Date (**M14.4.20**) is set to exactly 10 days after the Disposal Action Due Date * There are no values set for any of the following: * Disposal Overdue Alert Timestamp (**M14.4.21**) * Transferred Timestamp (**M14.4.106**) * Destroyed Timestamp (**M14.4.17**)   Confirm that records **Rec.5.6** and **Rec.5.9** (only) have the following additional metadata:   * The Last Review Comment (**M14.4.49**) is set to “3 records reviewed together in test case T5.3.8” * The Last Reviewed Timestamp (**M14.4.50**) is today | Searching for all records with the disposal schedule **DiS.5.11** returns the following:   * Record **Rec.5.4** * Record **Rec.5.6** (see previous test case **T5.3.8**) * Record **Rec.5.8** * Record **Rec.5.9** (see previous test case **T5.3.8**)   On inspection the disposal metadata of records **Rec.5.4**, **Rec.5.6**, **Rec.5.8** and **Rec.5.9** is the same and is as given |  |

### 5.3.9.4 Entity state after test case T5.3.9

During this test case the transfer of records **Rec.5.4** and **Rec.5.8** is cancelled. There are no changes to any aggregations.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Closed  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  DiS.5.3  *None*  Active  *None*  *None* | Agg.5.7  Cls.5.1  DiS.5.19  (DiH.5.2)  Active  *None*  *None* | Agg.5.2  Cls.5.1  DiS.5.20  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.22  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  None | Agg.5.3  (Cls.5.3)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active  *None*  Transfer |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  DiS.5.26 ***or*** (DiS.5.25)\*  *None*  Active ***or*** Residual\*  *None*  *None* | Agg.5.6  (Cls.5.8)  DiS.5.18  (DiH.5.2)  Active  *None*  On Hold | Agg.5.6  Cls.5.10  (DiS.5.14)  (DiH.5.2)  Active  *None*  Transfer | Agg.5.6  Cls.5.11  (DiS.5.23)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.7  (Cls.5.9)  (DiS.5.18)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1) & DiH.5.2  Active  *None*  On Hold | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active  *None*  Transfer |

\*Note that record **Rec.5.13** will either be residual with disposal schedule **DiS.5.25** (inherited), or it will be active with disposal schedule **DiS.5.26** (applied). Similarly, **Rec.5.18** will either be residual, or it will be active with an action due of “Destroy”.

## T5.3.10 – Test Case

### 5.3.10.1 Test case description

**Confirm record transfer**

### 5.3.10.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.9** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.9** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.10.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Code of TRANSFER | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Code of TRANSFER gives the following results:   * Record Rec.5.10 * Record Rec.5.15 * Record Rec.5.20   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform these functions under* ***R101.4.18****. This should be noted by the test centre in the test observations.* |  |
| **B** | Nominate all records returned and confirm the transfer operation for them in bulk as a single operation under **R8.4.19** | The transfer operation is confirmed for all three records **Rec.5.10**, **Rec.5.15** and **Rec.5.20** |  |
| **C** | Search or browse for record **Rec.5.15** in the record system and inspect it under **R6.5.17**  By performing a desk check confirm that record **Rec.5.15** has the following metadata:   * The Transferred Timestamp (**M14.4.106**) is set to today * The Disposal Action Code (**M14.4.18**) is set to “RETAIN ON HOLD” (see **R8.4.21**)   There are no values set for any of the following:   * Disposal Action Due Date (**M14.4.19**) * Disposal Confirmation Due Date (**M14.4.20**) * Disposal Overdue Alert Timestamp (**M14.4.21**) * Last Review Comment (**M14.4.49**) * Last Reviewed Timestamp (**M14.4.50**) * Destroyed Timestamp (**M14.4.17**) | Record **Rec.5.15** is found and is waiting for destruction following transfer, but is subject to a disposal hold  *Record* ***Rec.5.15*** *is subject to disposal hold* ***DiH.5.2*** *(through aggregation* ***Agg.5.5*** *under* ***R9.4.4****) however this does not impede its transfer – only its subsequent destruction.* |  |

### 5.3.10.4 Entity state after test case T5.3.10

During this test case the transfer of records **Rec.5.10**, **Rec.5.15** and **Rec.5.20** is confirmed. There are no changes to any aggregations.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  DiH.5.2  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  (DiH.5.2)  Active  *None* | Agg.5.5  Cls.5.9  Closed  (DiH.5.2)  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  DiS.5.3  *None*  Active  *None*  *None* | Agg.5.7  Cls.5.1  DiS.5.19  (DiH.5.2)  Active  *None*  *None* | Agg.5.2  Cls.5.1  DiS.5.20  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.22  (DiH.5.1) & DiH.5.2  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  None | Agg.5.3  (Cls.5.3)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active ***or*** Residual\*  *None*  Destroy\* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  DiS.5.26 ***or*** (DiS.5.25)\*  *None*  Active ***or*** Residual\*  *None*  *None* | Agg.5.6  (Cls.5.8)  DiS.5.18  (DiH.5.2)  Active  *None*  On Hold | Agg.5.6  Cls.5.10  (DiS.5.14)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.6  Cls.5.11  (DiS.5.23)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.7  (Cls.5.9)  (DiS.5.18)  (DiH.5.2)  Active  *None*  On Hold | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1) & DiH.5.2  Active  *None*  On Hold | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active ***or*** Residual\*  *None*  Destroy\* |

\*Note that record **Rec.5.13** will either be residual with disposal schedule **DiS.5.25** (inherited), or it will be active with disposal schedule **DiS.5.26** (applied). Similarly, records **Rec.5.10**, **Rec.5.18** and **Rec.5.20** will either be residual, or it will be active with an action due of “Destroy”. For records **Rec.5.10** and **Rec.5.20** this will be as a result of the completion of the confirmed transfer operation.

Record **Rec.5.15** is subject to a disposal hold and will not have been destroyed and made residual, nor will it be awaiting confirmation of destruction.

## T5.3.11 – Test Case

### 5.3.11.1 Test case description

**Lift a disposal hold**

### 5.3.11.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.10** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.10** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.11.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search under **R10.4.1** for all records with a Disposal Action Code (**M14.4.18**) set to RETAIN ON HOLD (under **R8.4.21** and **R9.4.4**) and inspect them under **R6.5.17** | The search for all records with a Disposal Action Code of RETAIN ON HOLD must return the following records:   * Record **Rec.5.14** (subject to disposal hold **DiS.5.2**) * Record **Rec.5.15** (subject to disposal hold **DiS.5.2**) * Record **Rec.5.16** (subject to disposal hold **DiS.5.2**) * Record **Rec.5.17** (subject to disposal hold **DiS.5.2**) * Record **Rec.5.19** (subject to disposal holds **DiS.5.1** and **DiS.5.2**) |  |
| **B** | Search or browse to disposal hold **DiH.5.2** in the disposal holding service and inspect it under **R9.4.7** | Disposal hold **DiH.5.2** is found and is active |  |
| **C** | Attempt to delete disposal hold **DiH.5.2** under **R9.4.5** | Disposal hold **DiH.5.2** cannot be deleted under **R9.4.5** because it has been used |  |
| **D** | Lift disposal hold **DiH.5.2** from the affected records by destroying it under **R9.4.6** | Disposal hold **DiH.5.2** is successfully destroyed under **R9.4.6** |  |

### 5.3.11.4 Entity state after test case T5.3.11

During this test case disposal hold **DiH.5.2** is lifted. The tables below represent the final state of entities on DAY TWO.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  *None*  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  *None*  Active  *None* | Agg.5.5  Cls.5.9  Closed  *None*  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  DiS.5.3  *None*  Active  *None*  *None* | Agg.5.7  Cls.5.1  DiS.5.19  *None*  Active  *None*  *None* | Agg.5.2  Cls.5.1  DiS.5.20  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.22  (DiH.5.1)  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  None | Agg.5.3  (Cls.5.3)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active ***or*** Residual\*  *None*  Destroy\* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  DiS.5.26 ***or*** (DiS.5.25)\*  *None*  Active ***or*** Residual\*  *None*  *None* | Agg.5.6  (Cls.5.8)  DiS.5.18  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.6  Cls.5.10  (DiS.5.14)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.6  Cls.5.11  (DiS.5.23)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.7  (Cls.5.9)  (DiS.5.18)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1)  Active  *None*  On Hold | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active ***or*** Residual\*  *None*  Destroy\* |

\*Note that record **Rec.5.13** will either be residual with disposal schedule **DiS.5.25** (inherited), or it will be active with disposal schedule **DiS.5.26** (applied). Similarly, records **Rec.5.10**, **Rec.5.14**, **Rec.5.15**, **Rec.5.16**, **Rec.5.17**, **Rec.5.18** and **Rec.5.20** will either be residual, or it will be active with an action due of “Destroy”. For records **Rec.5.14**, **Rec.5.15**, **Rec.5.16** and **Rec.5.17** this will be as a result of lifting disposal hold **DiH.5.2**. Despite the lifting of disposal hold **DiH.5.2**, record **Rec.5.19** remains on hold because it inherits disposal hold **DiH.5.1** from class **Cls.5.2**.

## T5.3.12 – Test Case

### 5.3.12.1 Test case description

**Final export of record and disposal data**

### 5.3.12.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.11** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.11** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.12.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Export the record service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.3.24A: final export of record service” | The final export should be compared against the initial export in test case **T5.3.3**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.3.24A: final export of record service” under **R11.4.5** * The exported data in each set matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **B** | Export the disposal scheduling service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.3.24B: final export of disposal scheduling service” | The final export should be compared against the initial export in test case **T5.3.3**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.3.24B: final export of disposal scheduling service” under **R11.4.5** * The exported data in each set matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **C** | Export the disposal holding service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.3.24C: final export of disposal holding service” | The final export should be compared against the initial export in test case **T5.3.3**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.3.24C: final export of disposal holding service” under **R11.4.5** * The exported data in each set matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |

## T5.3.13 – Test Case

### 5.3.13.1 Test case description

**Final compliance check**

### 5.3.13.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.12** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.12** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.13.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Generate the compliance report for the test system (reference **R2.4.5**) | The compliance report contains all of the information required by **R2.4.5**  *The compliance report should be identical to the compliance report generated by test case* ***T5.3.2***  Specifically, the compliance report must show compliance with, at least:   * **User and Group Service v1.x (cd532472-85b0-4c1c-82b4-5c8370b7d0e6)** * **Model Role Service v1.x (2f6d05c6-51e6-4a32-a7fc-c0a6883eb85b)**   **OR Native Role Service v1.x (d945dcd9-dc2d-491d-965a-11ce936d044b)**   * **Classification Service v1.x (10fea10e-9c2f-4760-9095-f4f9295f4b19)** * **Record Service v1.x (ced3d0df-3f9f-4807-9e96-b5b790adad4a)** * **Model Metadata Service v1.x (a600f8d0-2d58-418e-bb41-211d1fd42350)**   **OR Native Metadata Service v1.x (66bf4419-d92f-4358-8506-7ee9c06abdcd)**   * **Disposal Scheduling Service v1.x (fd05e284-181f-4f5d-bd8c-4bed835c8931)** * **Disposal Holding Service v1.x (2e4a8618-c4b3-470f-8ccb-03e2d5e07026)** * **Searching and Reporting v1.x (f09984a5-dd31-44d8-9607-22521667c78a)** * **Export Service v1.x (2777ab81-057e-4aa4-9595-69459ec2dc1e)** * **Graphical User Interface v1.x (0f9584e5-552a-4a79-a8ea-3c2801765255)**   **AND/OR Application Programming Interface v1.x (654633ec-8b17-4a3c-a483-436ee2bd506a)**  *The compliance report must use the UUIDs listed above, under* ***R2.4.23*** |  |

## T5.3.14 – Test Case

### 5.3.14.1 Test case description

**Final error check**

### 5.3.14.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.3.13** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.3.13** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.3.14.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Log out of the test system | **Usr.5.1** logs out successfully |  |
| **B** | Take a copy of the external error log, under **R2.4.7** | Check which errors have occurred in the external error log since the start of the test session (compare against the external error log copy obtained under **T5.3.1**)  Check whether there are have been any errors in this period generated by functions failing to perform under **R2.4.7**  For any each error that has occurred the current user at the time the error occurred must have had access to the extended error information under **R2.4.8**  *Note that* ***R2.4.8*** *is not tested directly unless an error occurs during testing*  *Errors in the external error log must contain at least the information listed under* ***R2.4.7*** |  |

# 5.4 Test script – Disposal – SESSION DAY THREE

This test script should not be started until at least 24 hours after the completion of test script **5.3 Session Day Two**. All test cases in the test script for this session must be completed in order before moving onto the next test case.

## T5.4.1 – Test case

### 5.4.1.1 Test case description

**Initial error check**

### 5.4.1.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **5.3 Test Script – Disposal – Session Day Two** has previously been completed successfully using the same test system and at least 24 hours before the current test session begins |  |
| **ii** | The test system has not been reconfigured since **5.3 Test Script – Disposal – Session Day Two** was completed |  |
| **iii** | The test operator is logged out of the test system |  |

### 5.4.1.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Before logging into the test system take a copy of the external error log, under **R2.4.7** | Errors in the external error log must contain at least the information listed under **R2.4.7**  *Compare to the external error logs from* ***5.2 Test Script – Disposal – Session Day One*** *and* ***5.3 Test Script – Disposal – Session Day Two***  *Check whether there are any errors generated by functions failing to perform under* ***R2.4.8***  *Note that* ***R2.4.8*** *is not tested directly unless an error occurs during testing, instead it is tested indirectly through this test case* |  |

### 5.4.1.4 Entity state at the beginning of TEST SESSION DAY THREE

Before the session starts some disposal rules set on previous days will have fired and some disposal actions should now be due.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  *None*  Active  *None* | Agg.5.5  (Cls.5.8)  Closed  *None*  Active  *None* | Agg.5.5  Cls.5.9  Closed  *None*  Active  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  DiS.5.3  *None*  Active  *None*  Review | Agg.5.7  Cls.5.1  DiS.5.19  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.2  Cls.5.1  DiS.5.20  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.22  (DiH.5.1)  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  None | Agg.5.3  (Cls.5.3)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Active ***or*** Residual\*  *None*  Destroy\* |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  DiS.5.26 ***or*** (DiS.5.25)\*  *None*  Active ***or*** Residual\*  *None*  *None* | Agg.5.6  (Cls.5.8)  DiS.5.18  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.6  Cls.5.10  (DiS.5.14)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.6  Cls.5.11  (DiS.5.23)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.7  (Cls.5.9)  (DiS.5.18)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Active ***or*** Residual\*  *None*  Destroy\* | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1)  Active  *None*  On Hold | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Active ***or*** Residual\*  *None*  Destroy\* |

\*Note that record **Rec.5.13** will either be residual with disposal schedule **DiS.5.25** (inherited), or it will be active with disposal schedule **DiS.5.26** (applied). Similarly, records **Rec.5.2**, **Rec.5.10**, **Rec.5.14**, **Rec.5.15**, **Rec.5.16**, **Rec.5.17**, **Rec.5.18** and **Rec.5.20** will either be residual, or they will be active with an action due of “Destroy”. For records **Rec.5.2** this will be as a result of the firing of a disposal rule since the last test session.

Record **Rec.5.1** will also now be due for review.

## T5.4.2 – Test case

### 5.4.2.1 Test case description

**Initial compliance check**

### 5.4.2.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.1** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.1** was completed |  |

### 5.4.2.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Log into the test system as user **Usr.5.1** under **R3.4.1** | User **Usr.5.1** logs in successfully |  |
| **B** | Generate the compliance report for the test system under **R2.4.5** | The compliance report contains all of the information and metadata required by **R2.4.5** and **R2.4.2**  Specifically, the compliance report must show compliance with, at least:   * **User and Group Service v1.x (cd532472-85b0-4c1c-82b4-5c8370b7d0e6)** * **Model Role Service v1.x (2f6d05c6-51e6-4a32-a7fc-c0a6883eb85b)**   **OR Native Role Service v1.x (d945dcd9-dc2d-491d-965a-11ce936d044b)**   * **Classification Service v1.x (10fea10e-9c2f-4760-9095-f4f9295f4b19)** * **Record Service v1.x (ced3d0df-3f9f-4807-9e96-b5b790adad4a)** * **Model Metadata Service v1.x (a600f8d0-2d58-418e-bb41-211d1fd42350)**   **OR Native Metadata Service v1.x (66bf4419-d92f-4358-8506-7ee9c06abdcd)**   * **Disposal Scheduling Service v1.x (fd05e284-181f-4f5d-bd8c-4bed835c8931)** * **Disposal Holding Service v1.x (2e4a8618-c4b3-470f-8ccb-03e2d5e07026)** * **Searching and Reporting v1.x (f09984a5-dd31-44d8-9607-22521667c78a)** * **Export Service v1.x (2777ab81-057e-4aa4-9595-69459ec2dc1e)** * **Graphical User Interface v1.x (0f9584e5-552a-4a79-a8ea-3c2801765255)**   **AND/OR Application Programming Interface v1.x (654633ec-8b17-4a3c-a483-436ee2bd506a)**  The compliance report must use the UUIDs listed above, under **R2.4.23**  *Compare to the compliance tests from* ***5.2 Test Script – Disposal – Session Day One*** *and* ***5.3 Test Script – Disposal – Session Day Two*** |  |

## T5.4.3 – Test Case

### 5.4.3.1 Test case description

**Initial export of record and disposal data**

### 5.4.3.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.2** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.2** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.4.3.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Export the record service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.4.3A: initial export of record service” | The initial export from **5.4** should be compared against the final export from **5.3 Test Script – Disposal – Session Day Two**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.4.3A: initial export of record service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9** * *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand* * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **B** | Export the disposal scheduling service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.4.3B: initial export of disposal scheduling service” | The initial export from **5.4** should be compared against the final export from **5.3 Test Script – Disposal – Session Day Two**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.4.3B: initial export of disposal scheduling service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9** * *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand* * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **C** | Export the disposal holding service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.4.3C: initial export of disposal holding service” | The initial export should be compared against the final export from **5.2 Test Script – Disposal – Session Day One**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.4.3C: initial export of disposal holding service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9** * *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand* * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |

## T5.4.4 – Test Case

### 5.4.4.1 Test case description

**Confirm destruction of records**

### 5.4.4.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.3** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.3** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.4.4.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Code of DESTROY | The records that are due for destruction on confirmation may include any or all of the following (depending on which records are subject to automatic destruction under **R8.4.20**):   * Record **Rec.5.2** * Record Rec.5.10 * Record Rec.5.14 * Record Rec.5.15 * Record Rec.5.16 * Record Rec.5.17 * Record Rec.5.18 * Record Rec.5.20   In accordance with disposal schedule **DiS.5.20**, only if the first day of a new month has occurred subsequent to the first day of testing, then the records that are due for destruction on confirmation must include:   * Record **Rec.5.3**   The records that are due for destruction on confirmation must not include record **Rec.5.19** (which is subject to disposal hold **DiH.5.1**)  *Even if there are no records waiting for confirmation of destruction the user should be able to find the destroyed records by searching.*  *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform these functions under* ***R101.4.18****. This should be noted by the test centre in the test observations.* |  |
| **B** | Nominate all records returned and confirm the destruction of them in bulk as a single operation under **R8.4.19** | The confirmation of destruction is successful for all applicable records, they are destroyed and become residual entities |  |
| **C** | Search under **R10.4.1** and **R10.4.8** for all records destroyed on or after the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted | The list above in Step A reflects the records that have been destroyed on or after the date on which **5.2 Test script – Disposal – SESSION DAY ONE** was conducted |  |

### 5.4.4.4 Entity state after test case 5.4.4

Before the session starts some disposal rules set on previous days will have fired and some disposal actions should now be due.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  *None*  Residual  *None* | Agg.5.5  (Cls.5.8)  Closed  *None*  Residual  *None* | Agg.5.5  Cls.5.9  Closed  *None*  Residual  *None* | *Root*  Cls.5.13  Open  *None*  Active  *None* | Agg.5.8  (Cls.5.13)  Open  *None*  Active  *None* | Agg.5.9  (Cls.5.13)  Open  *None*  Active  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Open  *None*  Active  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  DiS.5.3  *None*  Active  *None*  Review | Agg.5.7  Cls.5.1  DiS.5.19  *None*  Residual  *None*  n/a | Agg.5.2  Cls.5.1  DiS.5.20  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.15)  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.22  (DiH.5.1)  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  (DiH.5.1)  Active  *None*  None | Agg.5.3  (Cls.5.3)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Residual  *None*  n/a |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  DiS.5.26 ***or*** (DiS.5.25)\*  *None*  Active ***or*** Residual\*  *None*  *None* | Agg.5.6  (Cls.5.8)  DiS.5.18  *None*  Residual  *None*  n/a | Agg.5.6  Cls.5.10  (DiS.5.14)  *None*  Residual  *None*  n/a | Agg.5.6  Cls.5.11  (DiS.5.23)  *None*  Residual  *None*  n/a | Agg.5.7  (Cls.5.9)  (DiS.5.18)  *None*  Residual  *None*  n/a | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Residual  *None*  n/a | Agg.5.11  (Cls.5.13)  (DiS.5.24)  (DiH.5.1)  Active  *None*  On Hold | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Residual  *None*  n/a |

\*Note that record **Rec.5.13** will either be residual with disposal schedule **DiS.5.25** (inherited), or it will be active with disposal schedule **DiS.5.26** (applied). Records **Rec.5.2**, **Rec.5.10**, **Rec.5.14**, **Rec.5.15**, **Rec.5.16**, **Rec.5.17**, **Rec.5.18** and **Rec.5.20** will be residual.

.

## T5.4.5 – Test Case

### 5.4.5.1 Test case description

**Check the automatic destruction of aggregations**

### 5.4.5.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.4** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.4** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.4.5.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse for aggregation **Agg.5.5** in the record service and inspect it under **R6.5.9** (note that aggregation **Agg.5.5** is residual and finding or browsing to it may require **R10.4.17** and, where applicable, **R101.4.3**)  Confirm through inspection that aggregation **Agg.5.5** has been automatically destroyed under **R8.4.22** and is a residual entity | Aggregation **Agg.5.5** is found and is residual  *Because the root aggregation* ***Agg.5.5*** *is closed it must be automatically destroyed under* ***R8.4.22*** *when all of its child aggregations are destroyed (in the previous test case* ***T5.4.5****)*  *Aggregation* ***Agg.5.5*** *is closed in test case* ***T5.2.11*** |  |
| **B** | Browse from aggregation **Agg.5.5** to its child aggregations **Agg.5.6** and **Agg.5.7** under **R6.5.9** and confirm that they too are residual and have been destroyed under **R8.4.22** | Aggregations **Agg.5.6 and Agg.5.7** are found and are residual  *Because the aggregations* ***Agg.5.6*** *and* ***Agg.5.7*** *are closed they must be automatically destroyed under* ***R8.4.22*** *when the last of the records they contain is destroyed (in the previous test case* ***T5.4.5****)*  *Aggregation* ***Agg.5.6*** *is closed in test case* ***T5.2.7***  *Aggregation* ***Agg.5.7*** *is closed in test case* ***T5.2.11*** |  |
| **C** | Browse from the child aggregations **Agg.5.6** and **Agg.5.7** to their records and confirm that the records in these aggregations are also all destroyed and residual | The child records of aggregations **Agg.5.6 and Agg.5.7** are found and are residual, these are:   * Record **Rec.5.14** in aggregation **Agg.5.6** * Record **Rec.5.15** in aggregation **Agg.5.6** * Record **Rec.5.16** in aggregation **Agg.5.6** * Record **Rec.5.2** in aggregation **Agg.5.7** * Record **Rec.5.17** in aggregation **Agg.5.7** |  |

## T5.4.6 – Test Case

### 5.4.6.1 Test case description

**Close aggregations as part of confirming destruction**

### 5.4.6.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.5** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.5** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.4.6.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to disposal hold **DiH.5.1** in the disposal holding service and inspect it under **R9.4.7** | Disposal hold **DiH.5.1** is found and is active |  |
| **B** | Lift disposal hold **DiH.5.1** by destroying it under **R9.4.6** | Disposal hold **DiH.5.1** is successfully destroyed under **R9.4.6** |  |
| **C** | Under **R8.4.16** browse and inspect all records that are due for disposal with a Disposal Action Code of DESTROY in aggregation **Agg.5.8** | When browsing and inspecting records due for destruction in aggregation **Agg.5.8** the user will find only one result which is record **Rec.5.19** provided this record requires confirmation of destruction under **R8.4.20**  Note that **Appendix 5.A.3.2 Record entities** states:  *If so allowed by the test system, record* ***Rec.5.19*** *should be created as a record that requires confirmation of destruction rather than one subject to automatic deletion under* ***R8.4.20*** *(see test case* ***T5.4.6****)* |  |
| **D** | Only if one or more records is found:   * Nominate the records returned and confirm the destruction of them in bulk as a single operation under **R8.4.19** * Under **R8.4.23** elect to close aggregation **Agg.5.8** and all of its descendant aggregations as part of confirmation the destruction of records * Browse to aggregation **Agg.5.8** and confirm that it is now a residual aggregation and that all of its descendant aggregations and records are also automatically destroyed and are residual | Where this occurs, the confirmation of destruction of record **Rec.5.19** combined with the closure of aggregation **Agg.5.8** under **R8.4.23** (and its descendant aggregations) will result in the destruction of all entities under aggregation **Agg.5.8**  The destruction of record **Rec.5.19** is confirmed if necessary |  |
| **E** | If no record is found:   * Browse to aggregation **Agg.5.11** under **R6.5.9** and close it under **R6.5.6** * Inspect aggregation **Agg.5.11** under **R6.5.9** and confirm that following its closure it has now been automatically destroyed under R8.4.23 and is now a residual record * Browse to aggregation **Agg.5.10** under **R6.5.9** and close it under **R6.5.6** * Inspect aggregation **Agg.5.10** under **R6.5.9** and confirm that following its closure it has now been automatically destroyed under R8.4.23 and is now a residual record * Browse to aggregation **Agg.5.9** under **R6.5.9** and close it under **R6.5.6** * Inspect aggregation **Agg.5.9** under **R6.5.9** and confirm that following its closure it has now been automatically destroyed under R8.4.23 and is now a residual record * Browse to aggregation **Agg.5.8** under **R6.5.9** and close it under **R6.5.6** * Inspect aggregation **Agg.5.8** under **R6.5.9** and confirm that following its closure it has now been automatically destroyed under R8.4.23 and is now a residual record | If record **Rec.5.19** does not require confirmation of destruction under **R8.4.20** then it will be automatically destroyed before the test case and will not be found  Where this occurs, the user must close each of the aggregations under **Agg.5.8** to allow the automatic destruction aggregations to cascade upwards under **R8.4.22** (see also the rationale to **R6.5.6**)  The following ancestor/descendant aggregations are destroyed automatically by the test system upon closure:   * Aggregation **Agg.5.11** (child of **Agg.5.10**) * Aggregation **Agg.5.10** (child of **Agg.5.9**) * Aggregation **Agg.5.9** (child of **Agg.5.8**) * Aggregation **Agg.5.8** (root aggregation) |  |

### 5.4.6.4 Entity state after test case 5.4.6, the end of TEST SESSION DAY THREE, and the end of the test

The last disposal hold **DiH.5.1** is lifted. Destruction of record **Rec.5.19** is confirmed. A cascading destruction of aggregations follows.

|  |  |
| --- | --- |
| **Legend** | **Description** |
| Cls.5.8 | ID of class directly applied to entity |
| (Cls.5.8) | ID of class inherited by entity from its parent (parentheses denotes inheritance) |
| Cls.5.9 | This property has been updated (underline and blue colour denotes change of state) |

| **Aggregations** | **Agg.5.1** | **Agg.5.2** | **Agg.5.3** | **Agg.5.4** | **Agg.5.5** | **Agg.5.6** | **Agg.5.7** | **Agg.5.8** | **Agg.5.9** | **Agg.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | *Root*  Cls.5.1  Open  *None*  Active  *None* | *Root*  Cls.5.2  Open  *None*  Active  *None* | *Root*  Cls.5.3  Open  *None*  Active  cMED.5.1 | *Root*  Cls.5.4  Closed  *None*  Active  *None* | *Root*  Cls.5.8  Closed  *None*  Residual  *None* | Agg.5.5  (Cls.5.8)  Closed  *None*  Residual  *None* | Agg.5.5  Cls.5.9  Closed  *None*  Residual  *None* | *Root*  Cls.5.13  Closed  *None*  Residual  *None* | Agg.5.8  (Cls.5.13)  Closed  *None*  Residual  *None* | Agg.5.9  (Cls.5.13)  Closed  *None*  Residual  *None* |

| **Aggregations** | **Agg.5.11** |
| --- | --- |
| **Parent**  **Class**  **Open/closed**  **Disposal holds**  **Active/ residual**  **Contextual metadata** | Agg.5.10  (Cls.5.13)  Closed  *None*  Residual  *None* |

| **Records** | **Rec.5.1** | **Rec.5.2** | **Rec.5.3** | **Rec.5.4** | **Rec.5.5** | **Rec.5.6** | **Rec.5.7** | **Rec.5.8** | **Rec.5.9** | **Rec.5.10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.1  (Cls.5.1)  DiS.5.3  *None*  Active  *None*  Review | Agg.5.7  Cls.5.1  DiS.5.19  *None*  Residual  *None*  n/a | Agg.5.2  Cls.5.1  DiS.5.20  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  (DiS.5.15)  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.2  (Cls.5.2)  DiS.5.22  *None*  Active  cMED.5.2  *None* | Agg.5.2  (Cls.5.2)  DiS.5.11  *None*  Active  *None*  None | Agg.5.3  (Cls.5.3)  DiS.5.11  *None*  Active  *None*  *None* | Agg.5.3  Cls.5.4  (DiS.5.17)  *None*  Residual  *None*  n/a |

| **Records** | **Rec.5.11** | **Rec.5.12** | **Rec.5.13** | **Rec.5.14** | **Rec.5.15** | **Rec.5.16** | **Rec.5.17** | **Rec.5.18** | **Rec.5.19** | **Rec.5.20** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent**  **Class**  **Disposal schedule**  **Disposal holds**  **Active/ residual**  **Contextual metadata**  **Action due** | Agg.5.4  (Cls.5.4)  (DiS.5.17)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.6  (DiS.5.16)  *None*  Active  *None*  *None* | Agg.5.4  Cls.5.7  DiS.5.26 ***or*** (DiS.5.25)\*  *None*  Active ***or*** Residual\*  *None*  *None* | Agg.5.6  (Cls.5.8)  DiS.5.18  *None*  Residual  *None*  n/a | Agg.5.6  Cls.5.10  (DiS.5.14)  *None*  Residual  *None*  n/a | Agg.5.6  Cls.5.11  (DiS.5.23)  *None*  Residual  *None*  n/a | Agg.5.7  (Cls.5.9)  (DiS.5.18)  *None*  Residual  *None*  n/a | Agg.5.11  Cls.5.12  (DiS.5.21)  *None*  Residual  *None*  n/a | Agg.5.11  (Cls.5.13)  (DiS.5.24)  *None*  Residual  *None*  n/a | Agg.5.11  Cls.5.14  (DiS.5.10)  *None*  Residual  *None*  n/a |

\*Note that record **Rec.5.13** will either be residual with disposal schedule **DiS.5.25** (inherited), or it will be active with disposal schedule **DiS.5.26** (applied). Records **Rec.5.2**, **Rec.5.10**, **Rec.5.14**, **Rec.5.15**, **Rec.5.16**, **Rec.5.17**, **Rec.5.18**, **Rec.5.19** and **Rec.5.20** will be residual. For record **Rec.5.19** this is a result of lifting disposal hold **DiH.5.1** and confirming destruction of the record.

## T5.4.7 – Test Case

### 5.4.7.1 Test case description

**Attempt to change the disposal schedule for a residual record**

### 5.4.7.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.6** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.6** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.4.7.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Search or browse to residual record **Rec.5.19** and inspect it under **R6.5.17** (note that record **Rec.5.19** is residual and finding or browsing to it may require **R10.4.17** and, where applicable, **R101.4.3**) | Record **Rec.5.19** is found and is residual |  |
| **B** | Attempt to change the disposal schedule of record **Rec.5.19** under **R6.5.15** to **DiS.5.26** | The disposal schedule of record **Rec.5.19** can no longer be modified under **R6.5.15** (or any other functional requirement) because under **R8.4.24** it is a residual record  This test confirms that under **R8.4.24** the disposal schedule of a residual record cannot be modified |  |

## T5.4.8 – Test Case

### 5.4.8.1 Test case description

**Final export of record and disposal data**

### 5.4.8.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.7** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.7** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.4.8.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Export the record service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.4.8A: initial export of record service” | The final export should be compared against the initial export in test case **T5.4.3**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.4.8A: initial export of record service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **B** | Export the disposal scheduling service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.4.8B: initial export of disposal scheduling service” | The initial export should be compared against the final export from **5.2 Test Script – Disposal – Session Day One**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.4.8B: initial export of disposal scheduling service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |
| **C** | Export the disposal holding service under **R11.4.1** (including residual entities under **R11.4.2**)  The text comment for the export under **R11.4.5** should be: “Test case T5.4.8C: initial export of disposal holding service” | The initial export should be compared against the final export from **5.2 Test Script – Disposal – Session Day One**   * The exported data has its own universally unique export identifier, under **R11.4.4** * The exported data has the text comment, “Test case T5.4.8C: initial export of disposal holding service” under **R11.4.5** * The exported data matches that expected under **R11.4.3**, **R11.4.6**, **R11.4.7** and **R11.4.9**   *Note: Definitive comparative test data is not yet available, as the test framework is in beta, and export data must currently be checked by hand*   * The export identifier and export comment can be found in the export event generated under **R11.4.10**, and stored in the event history of each entity exported * The exported XML data is in Unicode, under **R2.4.28** * All textual metadata elements in the exported XML data are accompanied by a language identifier, under **R2.4.28** * All timestamps in the exported XML data are in the W3C XML dateTimeStamp format and include time zone information, under **R2.4.27**   *Where the test system implements MoReq2010® plug-in module* ***101. Graphical User Interface*** *the GUI must provide a specialised interface to perform the export process under* ***R101.4.19****. This should be noted by the test centre in the test observations.* |  |

## T5.4.9 – Test Case

### 5.4.9.1 Test case description

**Final compliance check**

### 5.4.9.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.8** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.8** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.4.9.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Generate the compliance report for the test system (reference **R2.4.5**) | The compliance report contains all of the information and metadata required by **R2.4.5** and **R2.4.2**  Specifically, the compliance report must show compliance with, at least:   * **User and Group Service v1.x (cd532472-85b0-4c1c-82b4-5c8370b7d0e6)** * **Model Role Service v1.x (2f6d05c6-51e6-4a32-a7fc-c0a6883eb85b)**   **OR Native Role Service v1.x (d945dcd9-dc2d-491d-965a-11ce936d044b)**   * **Classification Service v1.x (10fea10e-9c2f-4760-9095-f4f9295f4b19)** * **Record Service v1.x (ced3d0df-3f9f-4807-9e96-b5b790adad4a)** * **Model Metadata Service v1.x (a600f8d0-2d58-418e-bb41-211d1fd42350)**   **OR Native Metadata Service v1.x (66bf4419-d92f-4358-8506-7ee9c06abdcd)**   * **Disposal Scheduling Service v1.x (fd05e284-181f-4f5d-bd8c-4bed835c8931)** * **Disposal Holding Service v1.x (2e4a8618-c4b3-470f-8ccb-03e2d5e07026)** * **Searching and Reporting v1.x (f09984a5-dd31-44d8-9607-22521667c78a)** * **Export Service v1.x (2777ab81-057e-4aa4-9595-69459ec2dc1e)** * **Graphical User Interface v1.x (0f9584e5-552a-4a79-a8ea-3c2801765255)**   **AND/OR Application Programming Interface v1.x (654633ec-8b17-4a3c-a483-436ee2bd506a)**  The compliance report must use the UUIDs listed above, under **R2.4.23**  The compliance report should be identical to the compliance report generated by test case **T5.4.2**. |  |

## T5.4.10 – Test Case

### 5.4.10.1 Test case description

**Final error check**

### 5.4.10.2 Test case preconditions (checks)

| **Check** | **Verify that…** | **Tester’s Comments / Observations** |
| --- | --- | --- |
| **i** | **T5.4.9** has previously been completed successfully during the same test session |  |
| **ii** | The test system has not been reconfigured or restarted since **T5.4.9** was completed |  |
| **iii** | The test operator is logged in as user **Usr.5.1** |  |

### 5.4.10.3 Test case steps (instructions)

| **Step** | **Instruction** | **Expected Result / Rationale** | **Tester’s Comments / Results** |
| --- | --- | --- | --- |
| **A** | Log out of the test system | **Usr.5.1** logs out successfully |  |
| **B** | Take a copy of the external error log, under **R2.4.7** | Check which errors have occurred in the external error log since the start of the DAY THREE test session (compare against the external error log copy obtained under **T5.4.1**)  Check whether there have been any errors in this session generated by functions failing to perform under **R2.4.7**  For any each error that has occurred the current user at the time the error occurred must have had access to the extended error information under **R2.4.8**  *Note that* ***R2.4.8*** *is not tested directly unless an error occurs during testing*  *Errors in the external error log must contain at least the information listed under* ***R2.4.7*** |  |

Macintosh HD:Users:jon:Documents:DLM Forum:DLM Foundation:Branding:Logos:MoReq logos:MoReq2010:MoReq2010_Reg:MoReq2010_Reg_pms.eps

# APPENDIX TO TEST MODULE 5

# 5.A Test data

The test system must be pre-loaded with at least the test data given here.

## 5.A.1 User and group service

### 5.A.1.1 User entities

| Title | Groups | Roles | Comment |
| --- | --- | --- | --- |
| **Usr.5.1** | * Grp.5.1 * Grp.5.2 | **For Usr.5.1:**   * Rol.5.2 | Power User, member of group with read/write to record service, disposal scheduling service, disposal holding service and classification service |

### 5.A.1.2 Group entities

| Title | Roles | Comment |
| --- | --- | --- |
| **Grp.5.1** | *none* | No roles as yet – this group receives disposal alerts (see test cases **T5.2.5** and **T5.3.4**) |
| **Grp.5.2** | **For User and Group Service:**   * Rol.5.3 * Rol.5.4   **For Role Service:**   * Rol.5.3 * Rol.5.5   **For Classification Service:**   * Rol.5.3 * Rol.5.6   **For Record Service:**   * Rol.5.2 * Rol.5.7 * Rol.5.8   **For Metadata Service:**   * Rol.5.3 * Rol.5.9   **For Disposal Scheduling Service:**   * Rol.5.3 * Rol.5.10   **For Disposal Holding Service:**   * Rol.5.3 * Rol.5.10 | Has read/write to record service and classification service, and read to other services (inherited by all group members) |

## 5.A.2 Role service

### 5.A.1.2 Role entities

| Title | Administrative? | Functions (access control) | Comment |
| --- | --- | --- | --- |
| **Rol.5.1** | Yes | * Record – Disposal Alert (**F14.5.125**) | Receive disposal alerts |
| **Rol.5.2** | No | * User – Browse Records Due For Disposal (**F14.5.178**) * User – Detailed Report (**F14.5.184**) * User – Export (**F14.5.185**) * User – Search (**F14.5.195**) * User – Summary Report (**F14.5.196**) | Power user |
| **Rol.5.2** | Yes | * Entity Type – Inspect (**F14.5.83**) * Entity Type – Inspect ACL (**F14.5.84**) * Entity Type – Inspect Event (**F14.5.85**) * Entity Type – Modify ACL (**F14.5.86**) * Function Definition – Inspect (**F14.5.87**) * Function Definition – Inspect ACL (**F14.5.88**) * Function Definition – Inspect Event (**F14.5.89**) * Function Definition – Modify ACL (**F14.5.91**) * Function Definition – Modify Event Generation (**F14.5.92**) * Function Definition – Modify Retain Event On Destruction (**F14.5.93**) * Service – Inspect (**F14.5.158**) * Service – Inspect ACL (**F14.5.159**) * Service – Inspect Event (**F14.5.160**) * Service – Modify ACL (**F14.5.161**) * Service – Modify Metadata (**F14.5.162**) * Service – Report Compliance (**F14.5.163**) | Read/write services |
| **Rol.5.3** | Yes | * Entity Type – Inspect (**F14.5.83**) * Entity Type – Inspect ACL (**F14.5.84**) * Entity Type – Inspect Event (**F14.5.85**) * Function Definition – Inspect (**F14.5.87**) * Function Definition – Inspect ACL (**F14.5.88**) * Function Definition – Inspect Event (**F14.5.89**) * Service – Inspect (**F14.5.158**) * Service – Inspect ACL (**F14.5.159**) * Service – Inspect Event (**F14.5.160**) * Service – Report Compliance (**F14.5.163**) | Read only services |
| **Rol.5.4** | No | * Group – Inspect (**F14.5.101**) * Group – Inspect ACL (**F14.5.102**) * Group – Inspect Event (**F14.5.103**) * Group – Report User Membership (**F14.5.108**) * User – Inspect (**F14.5.187**) * User – Inspect ACL (**F14.5.188**) * User – Inspect Event (**F14.5.189**) * User – Report Authorisation (**F14.5.193**) * User – Report Group Membership (**F14.5.194**) | Read only users and groups |
| **Rol.5.5** | No | * Role – Inspect (**F14.5.149**) * Role – Inspect ACL (**F14.5.150**) * Role – Inspect Event (**F14.5.151**) * Role – Report Function Definitions (**F14.5.156**) | Read only roles |
| **Rol.5.6** | Yes | * Class – Add Contextual Metadata (**F14.5.23**) * Class – Create (**F14.5.24**) * Class – Delete (**F14.5.25**) * Class – Delete Residual Event (**F14.5.26**) * Class – Delete Residual Metadata (**F14.5.27**) * Class – Destroy (**F14.5.28**) * Class – Inspect (**F14.5.30**) * Class – Inspect ACL (**F14.5.31**) * Class – Inspect Event (**F14.5.32**) * Class – Modify ACL (**F14.5.33**) * Class – Modify Default Disposal Schedule (**F14.5.34**) * Class – Modify Metadata (**F14.5.35**) * Class – Modify Originated Date/Time (**F14.5.36**) | Read/write classes |
| **Rol.5.7** | Yes | * Aggregation – Add Aggregation (**F14.5.1**) * Aggregation – Add Contextual Metadata (**F14.5.2**) * Aggregation – Add Record (**F14.5.3**) * Aggregation – Close (**F14.5.4**) * Aggregation – Create (**F14.5.5**) * Aggregation – Delete (**F14.5.6**) * Aggregation – Delete Residual Event (**F14.5.7**) * Aggregation – Delete Residual Metadata (**F14.5.8**) * Aggregation – Inherit Default Class (**F14.5.11**) * Aggregation – Inspect (**F14.5.12**) * Aggregation – Inspect ACL (**F14.5.13**) * Aggregation – Inspect Event (**F14.5.14**) * Aggregation – Modify ACL (**F14.5.15**) * Aggregation – Modify Max Levels Of Aggregation (**F14.5.16**) * Aggregation – Modify Metadata (**F14.5.17**) * Aggregation – Modify Originated Date/Time (**F14.5.18**) * Aggregation – Open (**F14.5.19**) * Aggregation – Override Class (**F14.5.20**) * Aggregation – Remove Aggregation (**F14.5.21**) * Aggregation – Remove Record (**F14.5.22**) | Read/write aggregations |
| **Rol.5.8** | No | * Record – Add Contextual Metadata (**F14.5.115**) * Record – Cancel Destruction (**F14.5.116**) * Record – Cancel Transfer (**F14.5.117**) * Record – Complete Review (**F14.5.118**) * Record – Confirm Destruction (**F14.5.119**) * Record – Confirm Transfer (**F14.5.120**) * Record – Create (**F14.5.121**) * Record – Delete Residual Event (**F14.5.122**) * Record – Delete Residual Metadata (**F14.5.123**) * Record – Duplicate (**F14.5.126**) * Record – Held (**F14.5.128**) * Record – Inherit Default Class (**F14.5.129**) * Record – Inherit Default Disposal Schedule (**F14.5.130**) * Record – Inspect (**F14.5.131**) * Record – Inspect ACL (**F14.5.132**) * Record – Inspect Event (**F14.5.133**) * Record – Modify ACL (**F14.5.134**) * Record – Modify Metadata (**F14.5.135**) * Record – Modify Originated Date/Time (**F14.5.136**) * Record – Override Class (**F14.5.137**) * Record – Override Disposal Schedule (**F14.5.138**) * Record – Released (**F14.5.139**) * Record – Update Disposal (**F14.5.140**) | Read/write records |
| **Rol.5.9** | No | * Metadata Element Definition – Inspect (**F14.5.109**) * Metadata Element Definition – Inspect ACL (**F14.5.110**) * Metadata Element Definition – Inspect Event (**F14.5.111**) * Template – Inspect (**F14.5.171**) * Template – Inspect ACL (**F14.5.172**) * Template – Inspect Event (**F14.5.173**) | Read only metadata |
| **Rol.5.10** | Yes | * Disposal Hold – Inspect (**F14.5.63**) * Disposal Hold – Inspect ACL (**F14.5.64**) * Disposal Hold – Inspect Event (**F14.5.65**) * Disposal Schedule – Inspect (**F14.5.77**) * Disposal Schedule – Inspect ACL (**F14.5.78**) * Disposal Schedule – Inspect Event (**F14.5.79**) | Read only disposal |

## 5.A.3 Record service

### 5.A.3.1 Aggregation entities

| Title | Parent Aggregation | Open/closed | Class | Comment |
| --- | --- | --- | --- | --- |
| **Agg.5.1** | *Root* | Open | **Cls.5.1** | Root aggregation |
| **Agg.5.2** | *Root* | Open | **Cls.5.2** | Root aggregation |
| **Agg.5.3** | *Root* | Open | **Cls.5.3** | Root aggregation |
| **Agg.5.4** | *Root* | Open | **Cls.5.4** | Root aggregation |
| **Agg.5.5** | *Root* | Open | **Cls.5.8** | Root aggregation |
| **Agg.5.6** | Agg.5.5 | Open | *Inherited* (Cls.5.8) | Child aggregation |
| **Agg.5.7** | Agg.5.5 | Open | **Cls.5.9** (*applied*) | Child aggregation |
| **Agg.5.8** | *Root* | Open | **Cls.5.13** | Root aggregation |
| **Agg.5.9** | Agg.5.8 | Open | *Inherited* (Cls.5.13) | Child aggregation |
| **Agg.5.10** | Agg.5.9 | Open | *Inherited* (Cls.5.13) | (Grand) Child aggregation |
| **Agg.5.11** | Agg.5.10 | Open | *Inherited* (Cls.5.13) | (Great Grand) Child aggregation |

### 5.A.3.2 Record entities

| Title | Parent Aggregation | Class | Disposal Schedule | Comment |
| --- | --- | --- | --- | --- |
| **Rec.5.1** | Agg.5.1 | *Inherited* (Cls.5.1) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.2** | Agg.5.1 | *Inherited* (Cls.5.1) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.3** | Agg.5.1 | *Inherited* (Cls.5.1) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.4** | Agg.5.1 | *Inherited* (Cls.5.1) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.5** | Agg.5.1 | *Inherited* (Cls.5.1) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.6** | Agg.5.2 | *Inherited* (Cls.5.2) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.7** | Agg.5.2 | *Inherited* (Cls.5.2) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.8** | Agg.5.2 | *Inherited* (Cls.5.2) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.9** | Agg.5.3 | *Inherited* (Cls.5.3) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.10** | Agg.5.3 | **Cls.5.4** (*applied*) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.11** | Agg.5.4 | *Inherited* (Cls.5.5) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.12** | Agg.5.4 | **Cls.5.6** (*applied*) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.13** | Agg.5.4 | **Cls.5.7** (*applied*) | *Inherited* (DiS.5.1) | If so allowed by the test system, record **Rec.5.13** should be created as a record that requires confirmation of destruction rather than one subject to automatic deletion under **R8.4.20** (see test case **T5.3.6**) |
| **Rec.5.14** | Agg.5.6 | *Inherited* (Cls.5.8) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.15** | Agg.5.6 | **Cls.5.10** (*applied*) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.16** | Agg.5.6 | **Cls.5.11** (*applied*) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.17** | Agg.5.7 | *Inherited* (Cls.5.9) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.18** | Agg.5.7 | **Cls.5.12** (*applied*) | *Inherited* (DiS.5.1) | Active record created before test begins |
| **Rec.5.19** | Agg.5.11 | *Inherited* (Cls.5.13) | *Inherited* (DiS.5.1) | If so allowed by the test system, record **Rec.5.19** should be created as a record that requires confirmation of destruction rather than one subject to automatic deletion under **R8.4.20** (see test case **T5.4.6**) |
| **Rec.5.20** | Agg.5.11 | **Cls.5.14** (*applied*) | *Inherited* (DiS.5.1) | Active record created before test begins |

## 5.A.4 Metadata service

### 5.A.4.1 Contextual metadata element definitions

| Title | Min Occurs | Max Occurs | Datatype | Comment |
| --- | --- | --- | --- | --- |
| **cMED.5.1** | 0 | 1 | Date | Date used as retention trigger for aggregations see test case **T5.2.6** |
| **cMED.5.2** | 0 | 1 | Date | Date used as retention trigger for records see test case **T5.2.6** |

### 5.A.4.2 Templates

| Title | Entity Type(s) | Contextual Metadata Element(s) | Comment |
| --- | --- | --- | --- |
| **Tmpl.5.1** | Aggregation (**E14.2.1**) | * **cMED.5.1** | Template applies to aggregations see test case **T5.2.6** |
| **Tmpl.5.2** | Record (**E14.2.12**) | * **cMED.5.2** | Template applies to records see test case **T5.2.6** |

## 5.A.5 Disposal scheduling service

### 5.A.5.1 Disposal Schedule entities

| Title | Disposal Action Code | Retention Trigger | Retention Period | Comment |
| --- | --- | --- | --- | --- |
| **DiS.5.1** | Retain Permanently | *N/A* | *N/A* | Retain permanently |

## 5.A.6 Classification service

### 5.A.6.1 Class entities

| Title | Disposal Schedule | Comment |
| --- | --- | --- |
| **Cls.5.1** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.2** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.3** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.4** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.5** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.6** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.7** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.8** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.9** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.10** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.11** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.12** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.13** | DiS.5.1 | Default disposal schedule: Retain Permanently |
| **Cls.5.14** | DiS.5.1 | Default disposal schedule: Retain Permanently |

# 5.**B** Disposal Schedules

This appendix contains a table summarising the 25 disposal schedules that are created by the user in test case **T5.2.12**.

| Title | Disposal Action Code | Retention Trigger Code | Retention Trigger Element Identifier | Retention Period Interval Duration | Retention Period Interval Code | Retention Period Offset Code | Retention Period Offset Month Code | Confirmation Period Interval Code | Confirmation Period Duration |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DiS.5.2** | REVIEW | FROM NOW |  | DAYS | 1 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.3** | REVIEW | FROM DATE OF LAST REVIEW |  | DAYS | 1 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.4** | REVIEW | FROM RECORD ORIGINATED DATE |  | DAYS | 30 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.5** | REVIEW | FROM DATE ADDED TO AGGREGATION |  | WEEKS | 20 | START OF NEXT QUARTER | JANUARY | DAYS | 4 |
| **DiS.5.6** | REVIEW | FROM RECORD METADATA DATE | cMED.5.2 | WEEKS | 1 | NO OFFSET |  | WEEKS | 1 |
| **DiS.5.7** | REVIEW | FROM AGGREGATION ORIGINATED DATE |  | MONTHS | 12 | NO OFFSET |  | WEEKS | 2 |
| **DiS.5.8** | REVIEW | FROM AGGREGATION CLOSED DATE |  | DAYS | 1 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.9** | REVIEW | FROM AGGREGATION METADATA DATE | cMED.5.1 | MONTHS | 24 | NO OFFSET |  | WEEKS | 4 |
| **DiS.5.10** | TRANSFER | FROM NOW |  | NO RETENTION PERIOD |  |  |  | DAYS | 1 |
| **DiS.5.11** | TRANSFER | FROM DATE OF LAST REVIEW |  | MONTHS | 18 | START OF NEXT MONTH |  | DAYS | 10 |
| **DiS.5.12** | TRANSFER | FROM RECORD ORIGINATED DATE |  | YEARS | 10 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.13** | TRANSFER | FROM DATE ADDED TO AGGREGATION |  | DAYS | 1 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.14** | TRANSFER | FROM AGGREGATION ORIGINATED DATE |  | WEEKS | 52 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.15** | TRANSFER | FROM DATE OF LAST ADDITION TO AGGREGATION |  | MONTHS | 6 | START OF SPECIFIEDMONTH | OCTOBER | DAYS | 15 |
| **DiS.5.16** | TRANSFER | FROM AGGREGATION CLOSED DATE |  | YEARS | 21 | NO OFFSET |  | WEEKS | 1 |
| **DiS.5.17** | TRANSFER | FROM AGGREGATION METADATA DATE | cMED.5.1 | YEARS | 2 | NO OFFSET |  | DAYS | 28 |
| **DiS.5.18** | DESTROY | FROM NOW |  | NO RETENTION PERIOD |  |  |  | DAYS | 1 |
| **DiS.5.19** | DESTROY | FROM DATE OF LAST REVIEW |  | DAYS | 1 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.20** | DESTROY | FROM RECORD ORIGINATED DATE |  | MONTHS | 4 | START OF NEXT MONTH |  | DAYS | 1 |
| **DiS.5.21** | DESTROY | FROM DATE ADDED TO AGGREGATION |  | DAYS | 1 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.22** | DESTROY | FROM RECORD METADATA DATE | cMED.5.2 | YEARS | 7 | START OF NEXT QUARTER | MAY | WEEKS | 12 |
| **DiS.5.23** | DESTROY | FROM AGGREGATION ORIGINATED DATE |  | YEARS | 1 | NO OFFSET |  | DAYS | 30 |
| **DiS.5.24** | DESTROY | FROM DATE OF LAST ADDITION TO AGGREGATION |  | DAYS | 1 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.25** | DESTROY | FROM AGGREGATION CLOSED DATE |  | DAYS | 1 | NO OFFSET |  | DAYS | 1 |
| **DiS.5.26** | DESTROY | FROM AGGREGATION METADATA DATE | cMED.5.1 | YEARS | 100 | START OF SPECIFIED MONTH | FEBRUARY | WEEKS | 5 |