

GRC register migration and acceptance record

Version: 11 September 2026

Scope

Process / register: [enter]
Business owner: [enter]
Technical owner: [enter]
Source / target: [enter]
Preserved baseline: [version and timestamp]
Planned cutover: [enter]

Inventory and field mapping

Include attachments, macros, links, recipients and reports. Preserve the source version in a readable form.

Source field / object	Target	Business meaning	Transformation rule	Error handling	Approval
[enter]	[enter]	[enter]	[enter]	[enter]	[person / date]

Cleansing decisions

Record ID	Problem	Decision	Owner	Evidence
[enter]	[duplicate / missing value / conflicting status]	[enter]	[enter]	[enter]

Keep unknown values visible as unresolved. Do not translate them into zero, completed or a substitute date without an approved decision.

Trial and acceptance

Check	Expected result / comparison	Actual result	Difference / action	Approval
Record count by object	[source counts]	[enter]	[enter]	[enter]

Check	Expected result / comparison	Actual result	Difference / action	Approval
IDs and duplicates	[uniqueness rule]	[enter]	[enter]	[enter]
Relationships	[completeness / references]	[enter]	[enter]	[enter]
Statuses and deadlines	[distribution / sample]	[enter]	[enter]	[enter]
Open supporting evidence	[sample IDs]	[enter]	[enter]	[enter]
Permissions and approvals	[role scenarios]	[enter]	[enter]	[enter]
Export and recovery	[defined case]	[enter]	[enter]	[enter]

Cutover and rollback

- Authoritative system and start time: [enter]
- Change freeze and handling of interim changes: [enter]
- Purpose / length of parallel comparison: [enter]
- Rollback criteria and decision owner: [enter]
- Treatment of newly created records in rollback: [enter]
- Source archive: [rule, location, access and duration]
- Handover to operations: [owners and date]
- Post-cutover adoption review: [date and criteria]

Business acceptance: [person / date / decision]

Technical handover: [person / date / decision]

Foundations

Original working process for data and workflow acceptance. Regulatory context: [MaRisk, AT 6 and AT 7.2](#) and [DORA](#).