

The RMS Lifecycle and Exit-Readiness Worksheet

This worksheet is a neutral agency tool: it does not score vendors, and your team sets the priorities and records the evidence. For every requirement, mark one evidence state:

1

Public material reviewed

2

Demonstrated with agency scenario

3

Confirmed by similar-agency reference

4

Included in priced proposal

5

Committed in contract or service schedule

6

Not established

These are maturity states, not points; do not total them into a product score. Before comparing convenience features, define your baseline gates:

- Current state repository and NIBRS submission requirements.
- Deployment-specific security and data-term review.
- Required records schedules, access, sealing, expungement, legal-hold, deletion, and audit behavior.
- Required source-system interfaces and authoritative systems of record.
- Required export, conversion, reconciliation, rollback, continuity, and disaster-recovery evidence.
- Required accessibility, procurement, insurance, service-level, and contract terms.

A gate you have not documented yet means "requires review." Do not label a product disqualified unless your exact agency requirement and an evaluated proposal support that decision.

Lifecycle area	Agency-owned test	Evidence to retain
Incident creation	Enter a representative incident from first contact through supervisor approval	Screens, workflow map, roles, required fields, validation results
State and NIBRS reporting	Validate current agency offense, arrest, property, victim, and error-correction scenarios against the state repository	Version, state acceptance process, validation output, error workflow
Case lifecycle	Add supplements, assignments, relationships, status changes, referrals, and disposition	Demo record, audit entries, case-status map

Field and offline	Complete a field workflow with connectivity loss, conflict, retry, and synchronization	Supported devices, offline scope, conflict behavior, sync logs
Review and approval	Route a rejected, corrected, reassigned, and approved report	Version history, permissions, notifications, sign-off record
Search and disclosure	Find a person, vehicle, location, report, and related case; export an approved records response	Query fields, result logic, redaction or disclosure handoff, export sample
Retention and expungement	Apply a test schedule, hold, seal, expungement, purge, and exception	Rules, approvals, logs, proof of action, recovery behavior
CAD, JMS, DEMS, prosecutor	Trace one record across each required named system	Interface direction, objects, frequency, versions, errors, fees
Migration	Convert representative clean, duplicate, incomplete, sealed, and linked legacy records	Mapping, exceptions, reconciliation totals, acceptance criteria
Cutover and continuity	Rehearse freeze, delta load, rollback, outage, and manual continuity	Runbook, owners, recovery time objective (RTO) and recovery point objective (RPO), support escalation
Support and change	Submit a test issue and review release, maintenance, training, and upgrade process	SLA, hours, severity definitions, release notice, training plan
Exit	Export records, attachments, metadata, relationships, audit, and configuration in documented formats	Sample export, schema, fees, timing, deletion confirmation, assistance terms