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AI System Decommissioning & Retirement Policy

1. Purpose

This policy establishes comprehensive requirements for the safe, secure, and compliant retirement of AI systems, models, and associated artifacts within the organization. The policy ensures systematic decommissioning processes that protect organizational assets, maintain regulatory compliance, preserve evidence for audit purposes, and mitigate risks associated with discontinued AI systems.

The decommissioning process is critical for maintaining the integrity of the AI governance framework and ensuring that retired systems do not pose ongoing security, privacy, or compliance risks to the organization.

2. Scope

This policy applies to all AI systems, machine learning models, and associated artifacts developed, deployed, or operated within the organization, including:

- Production AI systems and models
- Development and testing environments
- Training datasets and derived data products
- Model artifacts, weights, and configuration files
- Supporting infrastructure and computing resources
- Documentation, logs, and audit trails
- Third-party AI services and integrations
- Cloud-based and on-premises AI deployments

The policy covers both planned retirements due to system lifecycle completion and unplanned decommissioning due to performance issues, security incidents, or regulatory requirements.

3. Regulatory and Standards Framework

This policy implements requirements from multiple governance frameworks: