

**From:** Hester Thompson  
**To:** Odonnell Chris@epamail.epa.gov  
**Date:** 2/12/03 1:18PM  
**Subject:** Re: E-Gov, E-Records

Chris,

NRC has reviewed the draft document outline on "Methodology for determining Agency-unique Requirements for Electronic Records Management" and recommends that in addition to the basic functional requirements described in the DoD 5015.2 standards, that the NARA requirements also be included as indicated below.

#### Section on DoD 5015.2 S.D.

Include NARA's basic six recordkeeping system requirements in the discussion of the DoD 5015 2 standard which implements the basic requirements. These are:

1. Allows for the grouping of related records into classifications according to the nature of the business purposes the records serve;
2. Identifies the records to permit easy and timely retrieval of both individual records and files or other groupings of related records;
3. Retains the records in a usable format for their required retention period as specified by a NARA-approved records schedules;
4. Makes records accessible by individuals who have a business need for information in the system;
5. Preserves the integrity of the records; and
6. Allows for the authorized and appropriate disposition, and permits the transfer of permanent records to the National Archives and Records Administration.

#### Section on Requirements Gathering; Determine ARM Scope

Include a discussion of the need to have a comprehensive list of requirements along with items that would be desirable, but not required at this stage, to ensure sufficient requirements are identified. These requirements need to be prioritized as: required immediately, required in near future, desirable but not required, and "wish list items." There also needs to be a culling of unobtainable requirements as required by budget and funding constraints in the later section on Requirements Development.

#### Requirements Development, Determine Requirements Criteria

Although the requirements should be brief, they must be written in sufficient detail to ensure each requirement is fully described and understandable by all parties participating in the requirements review and evaluations. It is very helpful to include examples to make them clearer.

If you have any questions, please contact John A. Harris at (301) 415-7228 or e-mail [JAH3@nrc.gov](mailto:JAH3@nrc.gov).

>>> <Odonnell.Chris@epamail.epa.gov> 01/23/03 01:56PM >>>  
I'd like to thank all of you for your continued support and interest in the work being conducted under Issue Area Two (Enterprise-wide Electronic Records Management (ERM)) of the National Archives and Records Administration's Electronic Government (E-Gov) Initiative.

Attached is an outline for the second of the four deliverables to be produced under the ERM Issue Area. This deliverable, "Methodology for Determining Agency-unique Requirements for Electronic Records Management" is a document intended to provide guidance to federal agency staff developing functional requirements for an ERM system. The guidance will address the development of functional requirement beyond those contained in the Department of Defense's 5015.2 document.

Please review and provide comments on the outline. Comments should be returned to me by Friday, February 7th.

Again, thank you for your continue interest.

(See attached file: Requirements Methodology Outline v0.03 20030102.doc)

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