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 .

>>> <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
retuned 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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Subject: Re: E-Gov, E-Records
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From: Hester Thompson

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