

The Records Requirements Analysis and Implementation Tool (RRAIT) supports the identification of records management requirements, as well as strategies for their implementation. The RRAIT is composed of two parts: the **Records Requirements Elicitation Component (RREC)** and the **Records Requirements Implementation Component (RRIC)**. Combined, the components facilitate the identification and implementation of application-specific records management requirements.

The Records Requirements Elicitation Component (RREC) facilitates the identification of records management requirements during business process improvement and systems analysis activities.

The RREC itself is divided into three levels:

1. **Business Process Level** - focuses on records management requirements associated with the business process that is to be automated.
2. **Record Level** - captures records management requirements associated with access and use over time, for both the record in aggregate and its component parts.
3. **System Level** - focuses on how, from a technical standpoint, the information system will accommodate the integration of, and ongoing access to, record components.

The Records Requirements Implementation Component (RRIC) supports the identification of management, policy, and technology strategies that address the requirements once they have been identified by the Business Process, Record, and System Levels of the RREC.

The figure on the next page presents the conceptual overview of the RRAIT by combining the components and levels into an integrated picture of the tool and its various areas of emphasis.