

The Records Requirements Analysis and Implementation Tool

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This document describes the Records Requirements Analysis and Implementation Tool (RRAIT), one of the key products developed for the Models for Action project. The RRAIT is a practical tool that is made up of two components: the Records Requirements Elicitation Component (RREC) and the Records Requirements Implementation Component (RRIC). The former is used to define organizational recordkeeping requirements and the latter is used to identify mechanisms for implementing those requirements. This paper examines the makeup of these tools and explores how the two are used in conjunction with each other to define and implement policy, management, and technology mechanisms to implement sound electronic recordkeeping practices within an organization.

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