

The purpose of the Records Requirement Elicitation Component (RREC) is to translate the Project's revised set of functional requirements for electronic records management into a set of questions or prompts that identify application-specific records management requirements at the business process improvement and system design stages. Once identified, the records management requirements can be addressed through appropriate technology, management, and policy strategies. The goal is to seamlessly integrate the capture of these requirements into activities normally conducted in business process improvement and system design. The RREC is divided into three components: The Business Process Level; the Record Level, and the System Level. The Business Process Level section focuses on those records management requirements associated with the overall business process that is to be automated. The Record Level section focuses on the identification of records management requirements that surround the record generated during the course of a business transaction or process, while the System Level section focuses on those records management requirements associated with technology and system configuration alternatives. The discussion around the System Level section is currently under development and will be made available soon.

As the project team continues to gather the information specified in the RREC, the methods employed in doing so will be documented as will the rationale for choosing the methods.

Additionally, the final project report will outline the factors that should be considered in identifying the appropriate method. In recent presentations of the project at the Society of American Archivists (SAA) and The National Association of Government Archives and Records Administrators (NAGARA) conferences, it was stressed that the 'tools' that we are developing provide a framework for identifying the appropriate method for answering the questions and that one wouldn't for example, just hand out the RREC to staff within an organization. Rather, using the RREC as a checklist or guide, appropriate methods for addressing the questions must be identified and implemented. Also, as has been emphasized throughout the project, the tools are designed to be used in conjunction with activities that an organization would be required to complete in system design and development. Therefore, the questions that need to be answered can be integrated into normal methods or techniques used to identify other information relevant to system design. In other words, the same array of techniques that would be used in business process improvement and system design and development activities can be used to obtain records management requirements. Below is a brief description of the purpose and methods for use for the Business Process and Record Level sections of the RECC.