

## Business Process Level

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This section of the RECC was developed to support the identification of records management requirements associated with a given business process. It is designed to capture records management requirements associated with legal and regulatory requirements, as well as professional and agency best practices. The Business Process Level section of the RECC is also a useful tool for identifying tasks or sub-tasks within a process that are unnecessary or add no value to the overall process which can then be eliminated, modified or moved to another part of the process as part of a business process improvement activity.