

Functional Requirements to Ensure the Creation, Maintenance, and Preservation of Electronic Records

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Alan Kowlowitz, Kristine L. Kelly

This document introduces one of the foundations for the Models for Action project, the functional requirements to ensure the creation, maintenance, and preservation of electronic records. These requirements outline a set of cues and questions that facilitate the identification of technology, management, and policy strategies that can be used to implement sound electronic recordkeeping practices within an organization. This paper discusses the background, development, and usage of the functional requirements.