

DATE: July 2, 2003
TO: Records Management Distribution
FROM: Departmental Records Officer, IM-11
SUBJECT: RM03-15, Request for Comment

Below is a request from NARA for comment on draft methodology for determining agency-unique requirements for ERM (attached). Please provide comments to Jay Blewett for consolidation by cob July 18, 2003.

2003 Draft ERM Initiative guidance for agency review

July 1, 2003

NWM 22.2003

MEMORANDUM TO AGENCY RECORDS OFFICERS: Draft ERM Initiative guidance for agency review

Attached for your review and comment is the draft Methodology for Determining Agency-unique Requirements. This document was developed by Issue Area 2, Enterprise-wide ERM, of the E-Gov Electronic Records Management (ERM) Initiative under the leadership of the Environmental Protection Agency. It is intended to help agencies manage and scope the requirements analysis step of an enterprise-wide ERM acquisition project. It provides a process for identifying potential ERM system requirements that are not included in the Design Criteria Standard for Electronic Records Management Applications, DOD 5015.2-STD (v.2).

The draft is also being shared with the CIO Council with a request that agency CIO and records officer comments be coordinated. Please provide your comments or concurrence via email to Nancy Allard (nancy.allard@nara.gov) by July 25.

If you have questions, please contact either of the NARA Co-Managers of the Electronic Records Management Initiative, Ms. Allard (email or 301-837-1477) or Mark Giguere (mark.giguere@nara.gov; phone 301-837-1744).

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