

Date: September 10, 2004
To: Records Management Community
From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2004-08: Additional Guidance from NARA for
Implementing Enterprise-wide ERM Applications

Below is a memo from NARA that provides a link to additional guidance for implementing enterprise-wide ERM applications. This guidance was developed under the leadership of the Environmental Protection Agency in support of the e-Government Electronic Records Management initiative.

This guidance provides a process for identifying requirements over and above those specified in our STD 4001-2000 Design Criteria Standard for Electronic Records Management Software Applications (<http://www.eh.doe.gov/techstds/standard/std4001/std400100.pdf>) that is based on DOD's 5015 standard.

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]
Sent: Tuesday, September 07, 2004 9:45 AM
To: Evelin, Sharon; Frey, Susan
Subject: NWM 27. 2004 Additional Guidance for Implementing Enterprise-wide ERM Applications

September 3, 2004

NWM 27 2004

MEMORANDUM TO AGENCY RECORDS OFFICERS: Additional Guidance for Implementing Enterprise-wide ERM Applications.

I am pleased to notify you that NARA has issued Electronic Records Management Guidance on Methodology for Determining Agency-unique Requirements as part of the E-Gov Electronic Records Management (ERM) Initiative. The Guidance has been posted on the NARA web site at www.archives.gov/records_management/policy_and_guidance/requirements_guidance.html. The guidance was developed under the leadership of the Environmental Protection Agency, the lead agency for Issue Area 2 of the ERM Initiative, and with the assistance of other partner agencies.

This document 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) (<http://jtc.fhu.disa.mil/recmgt/index.htm>), which NARA has endorsed for all agencies.

This is the second guidance document being developed as part of the Enterprise-wide ERM Issue Area of the ERM Initiative. Additional guidance will be issued in FY 2005. These documents are aimed at helping agencies understand the technology and policy issues associated with procuring and deploying an enterprise-wide ERM system.

LEWIS J. BELLARDO

Deputy Archivist of the United States