ELECTRONIC RECORDS ARCHIVES REQUIREMENTS DOCUMENT (RD v4.0)

for the

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

ELECTRONIC RECORDS ARCHIVES PROGRAM MANAGEMENT OFFICE (NARA ERA PMO)

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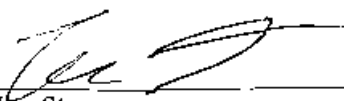# ERA Requirements Document (RD)

Signature Page

Program Director,

I recommend the approval of the Requirements Document (RD).

_____   Date 7/29/2010
Dyung Le,
ERA Director of Systems Engineering Division

Approved,

_____   8/2/2010
Lee Stang   Date
ERA Program Director

Document Change Control Sheet

Document Title: Electronic Records Archive Requirements Document (RD)

Date	Filename/version #	Author	Revision Description
4/8/2002	ERA.DC.RD.1.0.doc	REC IPT	Level 0 iteration of the RD
8/23/2002	ERA.DC.RD.2.0.doc	REC IPT	Level 1 iteration of the RD.
12/03/03	ERA.DC.RD.3.0.doc	ERA PMO	For inclusion with final RFP
10/17/05	ERA.DC.RD.3.1.doc	ERA PMO	Changes per Change Request ERA00000750
7/30/10	ERA.DC.RD.4.0.doc	ERA PMO Requirements Team	DevCR3636 Update ERA Requirements to v.4.0

♦ **National Archives and Records Administration** ♦

Table of Contents

List of Tables

♦ **National Archives and Records Administration** ♦

ERA Requirements Document (RD)

1.0   Introduction

This Requirements Document (RD) defines the requirements for the National Archives and Records Administration's (NARA's) Electronic Records Archives (ERA) solution. The requirements in this RD are expected to be further refined through the analysis and design process for the system.

1.1   System Purpose

NARA ensures, for the citizen and all branches of the Government, ready access to essential evidence that documents the rights of citizens, the actions of Federal officials, and the national experience. Increasingly, this "essential evidence" takes the form of electronic records. Traditional methods of transfer, preservation, and access are not applicable to electronic records. Electronic records pose unique archival difficulties, including ease of deletion and the risk that advancing technology will render records and operating systems obsolete in a short period of time, making the records inaccessible. Compounding the problem is the diversity, complexity, and enormous volume of electronic records being generated, and the rapidly changing nature of the systems that are used to create them.

The purpose of the ERA system is to enable NARA to realize its strategic mission with regards to electronic records and business transactions associated with NARA records. ERA supports the scheduling of all records, regardless of their electronic or non-electronic nature, along with the NARA processing of electronic records. This processing includes the Transfer, Ingest, Storage and Dissemination of the electronic records under NARA management.

1.2   Document Assumptions

The following assumptions were made during the development of this document.

- Readers of this document are expected to have a basic knowledge of archival concepts. This knowledge will be necessary for the reader to understand the subject matter covered herein. Documents listed in **Section 1.5, References**, of this RD can provide information helpful in understanding the ERA project and the contents of this document.
- **Sections 1.0** and **2.0** of this RD are provided as background and context information only. The actual requirements for ERA are listed in **Section 3.0** and the tables referenced by **Section 3.0**.
- This RD, at the time of its update, reflects the ERA system that is operational and actively managing electronic records. The RD therefore contains a mix of "as-built" requirements coupled with requirements for capabilities yet to be fielded.
- This RD is not intended as a System Requirements Specification (SyRS). It states the high-level requirements for ERA that will, for capabilities not yet fielded, be further decomposed into a "build-to" specification. Requirements already implemented are further decomposed in development contractor ERA program documentation

- Although the ERA RD does contain some degree of hierarchical structure, and it can help to provide context for the requirements, for the purposes of testing and acceptance the RD should be considered as a flat specification. The requirements were decomposed so that each requirement can be fully allocated to an Increment and an Instance

1.3   System Scope

The scope of ERA includes full lifecycle processing of electronic records NARA manages as well as partial lifecycle processing for non-electronic records. In the requirements, where the term "electronic records" is used, it refers to only electronic records, whereas when the term "records" (without the adjective) is used, it refers to all records, both non-electronic and electronic. Furthermore, when the term "assets" is used it refers to any information that is available within the ERA system (records, descriptions, template data, records lifecycle data, etc.). The following statements help to define ERA's scope.

- ERA will coordinate the scheduling process (appraisal, creation, and approval process for schedules) for all records.
- ERA will be capable of storing and searching descriptions for all records.
- ERA will process and store electronic records.
- ERA will not track non-electronic records archival processing or location; e.g., movement of boxes, shelving, re-filing.
- ERA will not provide the capability to convert non-electronic records to electronic format.
- ERA will be able to ingest the results of a conversion of non-electronic records to electronic format.
- ERA will ensure that electronic records transferred to NARA remain accessible and free from corruption..
- ERA will dispose of electronic records as stipulated by a disposition agreement.
- ERA will enforce restrictions on access and release of electronic records.
- ERA will store electronic records that are unrestricted, including those that are unclassified, as well as restricted, including those that are sensitive and classified through Top Secret/Sensitive Compartmented Information (TS/SCI).

1.4   Acronyms and Definitions

Table 1-1, Acronym List, contains a list of acronyms relevant to this document.

Acronym	Definition
BER	Bit Error Rate
CRI	Congressional Records Instance
CMM	Capability Maturity Model
ConOps	Concept of Operations
COTS	Commercial Off The Shelf
DoD	Department of Defense

♦ **National Archives and Records Administration** ♦

Acronym	Definition
EAC	Encoded Archival Context
EAD	Encoded Archival Description
EDAC	Error Detection and Correction
EOP	Executive Office of the President
ERA	Electronic Records Archives
FEA	Federal Enterprise Architecture
FISMA	Federal Information Security Management Act of 2002
FOC	Final Operating Capability
FOIA	Freedom of Information Act
GRS	General Records Schedule
IEEE	Institute of Electrical and Electronic Engineers
IOC	Initial Operating Capability
IPT	Integrated Product Team
MNS	Mission Needs Statement
NARA	National Archives and Records Administration
OAIS	Open Archival Information System
OPA	Online Public Access
PMO	Program Management Office
O&M	Operations and Maintenance
POST	Program Office Support Team
RD	Requirements Document
RQG	Requirements Management Guidance
RQM	Requirements Management Plan
SCI	Sensitive Compartmented Information
SEI	Software Engineering Institute
SME	Subject Matter Expert
SyRS	System Requirements Specification
TS/SCI	Top Secret/Sensitive Compartmented Information
VS	Vision Statement

Table 1-1: Acronym List

1.5   References

The standards, guidelines, and documentation used to develop the RD are described in the sections that follow.

1.5.1   NARA and ERA PMO Documents

The following NARA and ERA Program Management Office (PMO) documentation was used to support the original generation of this document. As these documents have matured, changes have impacted requirements, which are reflected in this RD.

- ERA Concept of Operations (ConOps)

- ERA Vision Statement (VS)
- ERA Mission Needs Statement (MNS)
- ERA Requirements Management Guidance (RQG)
- ERA Requirements Management Plan (RQM)
- NARA Enterprise Architecture
- Lifecycle Data Requirements Guide

1.5.2   Standards and Guidelines

The standards and guidelines used in the original drafting of this document are listed below. As these documents have matured, changes have impacted requirements, which are reflected in this RD.

- The Strategic Plan of the National Archives and Records Administration
- Open Archival Information System (OAIS), CCSDS 650.0-R-2
- IEEE Std 1233 - 1998, IEEE Guide for Developing System Requirements Specifications
- IEEE Std 830-1998, IEEE Recommended Practice for Software Requirements Specifications
- Software Engineering Institute (SEI) Software Acquisition Capability Maturity Model (CMM)
- Federal Enterprise Architecture (FEA)

1.6   Overview

The original RD (version 3.1) used for the ERA procurement was compiled from information gathered by two (2) Requirements Integrated Product Teams (IPTs) (each of which created preliminary versions of this document), the *ERA Concept of Operations (ConOps)* Document, an ERA PMO Use Case Analysis project, interviews with key NARA Subject Matter Experts (SMEs), interviews with users external to NARA, and concept papers written by members of the ERA PMO and ERA Program Office Support Team (POST). Requirements were defined and decomposed from those sources to create functional, performance, non-functional, behavioral, and informational requirements. The requirements were then further refined and categorized based on the Open Archival Information System (OAIS) model. Finally, the RD underwent a thorough analysis at the end of Increment 3 that updated requirements based on the ERA system delivered to that point and envisioned enhancements and changes. This led to Version 4.0 of this document. Due to the wide range of sources for the requirements elicitation for this project, there is no way to directly link each requirement to its particular source. Requirements from these sources were combined, refined, and decomposed, and therefore, these requirements are an amalgamation of the work of the sources listed above.

2.0   General System Description

ERA will be an agency-wide system capable of supporting NARA's lifecycle management process for records of the U.S. Government and for donated historical materials. It will support automating the execution of these lifecycle management processes, and of ingesting, preserving, and outputting the electronic records that NARA receives.

2.1   System Context

The ERA system will support NARA's lifecycle management of records of the President, the Congress, the Supreme Court, other Federal courts, and agencies of the U.S. Government. In addition, the system will be used for records accepted by NARA under a deed of gift.

For the purposes of this document, records are defined in a very broad sense to mean any materials for which NARA has established physical or legal custody. A record has a fixed content, structure, and a specified context that identifies the record creator, the activity during which the record was made or received, and the relationship to other records of the same creator. See **Appendix A, Glossary of Terms**, for a more complete definition.

The system will provide comprehensive and coherent support for workflow, data management, communications for management processes for all records, and provide all necessary archival processing of electronic records. ERA's automated processes will support the record's producer, archivist, researcher, and other users.

2.2   Major System Capabilities

The ERA system must support NARA's end-to-end archival processes for appraisal and scheduling, transfer, accessioning, and access to records. The ERA system will provide capabilities in two (2) different areas.

1. The system must provide decision support for NARA management processes for the lifecycle management of records of all types. This includes supporting archival processes for such activities as appraisal and scheduling that apply to both electronic and non-electronic records.

2. The system must provide capabilities for automated archival processing of electronic records themselves. These archival processes include:

   - Physical transfers of sets of electronic records, via telecommunications and on physical media, for ingest into ERA;
   - Validation of the representation information for any set of electronic records;
   - Long-term storage of electronic records;
   - Transformations of electronic records to maintain accessibility and authenticity; and
   - Search, retrieval, presentation, and output of the records.

To achieve NARA's mission and support the broad range of its responsibilities, the system should eliminate or minimize records' dependence on any specific hardware or software. The system should maximize the types of electronic records and types of digital data it can handle. The system should be able to ingest electronic records from a wide variety of sources, including any entity in the Federal Government or private donors, created using any type of application on any computing platform. The system should be able to ingest electronic records currently in the holdings of NARA. The system should provide discovery and delivery of electronic records to

anyone with an interest and legal right of access. The system must accommodate unscheduled and permanent electronic records regardless of record type, format, or physical media.

2.3   Requirements Categorization

In this section, the requirements are summarized into categories based on the OAIS model. A brief description of each category, and a summary of the appropriate requirements, is presented in the following subsections.

2.3.1   Records Management (referred to as "Data Management" in the OAIS model)

The system must provide decision support for NARA management processes for the lifecycle management of records of all types. This includes supporting archival processes for such activities as appraisal, scheduling, and description that apply to both electronic and non-electronic records.

The ERA records management process includes:

- Managing disposition agreements,
- Documentation and workflow management for transfer of physical custody of records,
- Documentation and workflow management for transfer of legal custody of records, and
- Managing records lifecycle data.

Disposition agreements govern the disposition of records, and contain the disposition instructions for what is to be done with sets of records. Disposition agreements can be of different types to manage different classes of records, but the most prominent and prevalent type is the records schedule that manages the dispositions of Federal records. ERA must provide tools for the creation and management of disposition agreements for all types of records. These tools must support the appraisal process in order to determine the value of records, as well as the development and management of the disposition agreements that implement the results of appraisal. If the NARA business process requires it, ERA could have the ability to carry out the disposition instructions contained in the disposition agreements in an automated fashion (for electronic records).

Management of the workflow and documentation for the transfer of physical custody, and the transfer of legal custody, are activities that must be supported by ERA. In order to automate the records lifecycle to the greatest extent feasible, and to keep pace with changing needs, ERA will require a configurable workflow that is able to control both the tasks that the system performs unattended, and tasks that require staff-system interaction. Invocation of ERA's services based on defined business rules will be accomplished through a workflow management system.

The workflow system should be capable of supporting multiple different workflows, corresponding to the different lines of business, different procedures, and variety of tasks that NARA units perform. There should be enough flexibility in the workflow management system to allow the workflow to be changed to accommodate exceptions or changes in the business

processes. ERA will provide the capability to "customize" workflows to accommodate these changing business processes and exceptions.

Units of work will be defined, and the system will provide for monitoring the progress of these work units. Input required from users to complete a process will be handled by workflow. Notifications to users regarding workflow processes will be generated.

ERA will have the ability to assign tasks to NARA staff, assign due dates, monitor progress, and note completion of the tasks. Monitoring of staff and system workload will be provided, as well as the capability to adjust workloads to alleviate problems.

Descriptions of records identify the key characteristics of those records. NARA generally describes records at the set level (record group, series, etc.) although some types of records, such as motion pictures, are described at the individual record level. Manual and system generated archival descriptions must be supported. ERA will provide tools to automatically extract records lifecycle data from electronic records themselves, from sources such as disposition agreements and templates, and from other sources, for all types of records. Descriptions must be managed in accordance with NARA-defined hierarchies of, and relationships among, records and organizations. An asset catalog will contain an inventory of assets that maintains the relationship between the assets and records, files, series, other records sets, and other versions of the same record. The ability to link to related records lifecycle data within the system will also be available.

Information about electronic records will sometimes be received with those records. Additional information will accumulate throughout the records' lifecycle. ERA must provide the capability to collect and manage this information.

2.3.2   Preservation (referred to as "Preservation Planning" in the OAIS model)

Electronic records are created using the software and hardware available at the time of their creation. Rapidly changing technology may result in obsolescence of a given software and hardware platform in a relatively short time. Electronic records created in these obsolete platforms, and dependent upon them, may be in danger of becoming inaccessible. Continuing changes in information technology creates opportunities for improving efficiency and quality, and a concomitant requirement to deliver preserved electronic records using current, state-of-the-art technology. Preservation determines preventive, reactive, and proactive steps to be taken to ensure that the electronic records remain free from corruption, and can be output as authentic copies independently of the information technology used to create, store, transmit, manage, or archivally process them at any time. Preservation must encompass the properties that the electronic records inherit as a result of being digitally encoded, and those that derive from their being records.

The essential requirement that must be addressed in preservation of electronic records is this: how to preserve the essential characteristics of these electronic records in the transformation process and enable the output of authentic copies of electronic records in the face of continuing

change in the information technology used to store, retrieve, archivally process, communicate, and manage these records.

Different preservation strategies and related preservation and access levels will be defined for electronic records within ERA. ERA will enable the creation and management of preservation plans and strategies in order to drive the process of transforming electronic records to different persistent formats while maintaining their authenticity.

Preservation processes and services will be provided by ERA only for electronic records. The key preservation process result required for all electronic records is the ability to produce authentic copies of the records from stored data. ERA will provide appropriate tools, techniques, and methods to enable output of authentic copies of any electronic records in the system for as long as they need to be maintained.

The requirements for preservation derive from the properties of the preserved information as electronic records and sets of electronic records. Preservation of these properties may, and in some cases must, entail alterations in the digital encoding of the electronic records. Such alterations will include moving stored data to new physical media, and may include changing the way the records are digitally encoded from an obsolescent to a persistent format.

The system must generate and maintain an audit trail of all preservation actions to support certification of the authenticity of records output from the system.

2.3.3   Archival Storage

ERA requires reliable storage of the data that comprises electronic records. Aspects of reliable archival storage include:

- Storage management services,
- Media management to ensure physical integrity of all stored data,
- Identification and location of all the system's assets,
- The management of multiple copies of the system's assets, and
- Media migration.

NARA has a variety of requirements for maintaining and managing multiple copies of system's assets for varying periods of time. These include:

- Storage of redundant copies to support both continuity of operations and data recovery,
- Routine backup of individual occurrences of the system, and
- Storage of versions of electronic records in different digital formats for archival preservation and access purposes.

Media requirements include use of media that are:

- Known to be durable;

- Expected to be available and supported in the market for as long as they need to be retained;
- Capable of being handled in an automated fashion;
- Formatted, labeled, and recorded in accordance with open standards;
- Supported by bit error detection and reporting, as well as by strong error-correction mechanisms; and
- Self-describing and non-encrypted.

Import and export of media must be handled. ERA will support automated media maintenance and tools to recover data from failed media. The capability for migration of stored data to new media volumes and media types to improve efficiency or reliability is needed.

2.3.4   Security

ERA security includes both protecting assets from inappropriate access and damage, and ensuring continuing and ready access to assets by authorized users. ERA must protect the assets it contains, as well as the system itself, from a variety of threats. Security methods must be applied to system resources and services, users, and information assets.

ERA will receive and store electronic records with a variety of security and access restriction levels. It will be necessary for ERA to recognize the security and access restriction levels of incoming electronic records, and segregate and protect them based on their security and access restriction levels. Protection for assets should include the use of strongly authenticated access to privileged resources (i.e., restricted electronic records or services), supported by a robust audit trail. Assets must be protected against unauthorized access, alteration, or deletion. Data access control schemes will be configurable.

Protection for the ERA system itself should include intrusion detection and deterrence. Access to services will be controlled on a user privilege basis. Again, strong authentication will be employed in this instance when exchanging data with external users.

2.3.5   Ingest

Ingest encompasses the process of bringing electronic records into ERA. The ingest process includes:

- Physical transfer of electronic records to ERA, and
- Verification of the transfer contents.

ERA must facilitate the transfer of electronic records. Transferring entities must be able to transfer all types of electronic records in all supported file formats, electronically as well as on media. The system must check the integrity, correctness, and completeness of each transfer. Additionally, ERA will provide tools for archivists to run verification routines on transferred electronic records in order to validate various defined archival and technical properties.

2.3.6   Access

Providing access to ERA's assets requires search capabilities for discovering records, as well as all other assets contained in the system. ERA must be able to provide access to ordered sets of electronic records in the groupings established by the records' creators. Providing access entails both providing users with access to anything they are entitled to receive, and preventing unauthorized access to restricted contents. Access restrictions may apply to entire sets of electronic records, or to individual electronic records. The basic law governing access to Federal records requires NARA to provide unrestricted access to any reasonably segregatable information in the National Archives. Other authorities NARA must enforce for access to records include deeds of gift, transfer agreements, and congressional resolutions.

A robust search capability is required. Certain types of electronic records, as well as all other assets contained in the system, shall be searchable. Searching by description and records lifecycle data must be supported for both electronic and non-electronic records. Searching by record content will be available only for electronic records. Refining and ranking of search results will be available. Users will be able to save and share searches and search result sets.

Accurate presentation and output is central to ERA's purpose. The authenticity of the electronic record must be maintained during presentation and output. The assets ERA contains will be made available in a variety of formats and media types. Users may request output copies of electronic records via ERA. If an electronic record is withheld, ERA will provide an explanation of the reason for withholding to the requestor.

ERA will support the review of the assets it contains to identify potentially access restricted information that should be withheld from release either in general or from a specific class of users. ERA will capture and maintain the review determination and supporting information about the determination.

2.3.7   User Interface

The user interface will provide users with access to ERA's various services. Default interfaces will be provided by ERA to permit different classes of users to perform authorized functions. Users will be able to customize interfaces to provide a more favorable environment, better suited to their needs and preferences. Changes to a user's workbench will be saved and made available to the user in subsequent sessions.

2.3.8   Administration

Administration includes multiple, diverse capabilities at both the user and system level. Administration involves managing user registration and accounts, providing assistance to users, managing communications between users and ERA, maintaining the event log, and providing reporting capabilities. System testing, monitoring, and parameter adjustability requirements are also included. Finally, management of system failures is included.

ERA will collect registration information from users, and create user accounts based on the information. Accounts will expire periodically, but users can renew their registration.

ERA will provide user assistance in the form of help screens and online guidance to NARA's business functions. Help desk support functionality will be available.

ERA will manage communication with users. ERA will manage the generation of notices for transmittal to users. Ad hoc notices, as well as standard language notices, can be created and sent. Receipt of requests from users will be included, as will tracking responses to requests.

ERA will maintain an event log. This log may in fact be multiple physical log files/repositories that collectively represent the error, status, and informational messages coming from system operations. The event log function will provide the information necessary for an audit trail of system and user initiated activities.

Reporting capability will be provided. A number of pre-defined reports will be supported. Reports can be saved. Ad hoc reporting will be available.

The monitoring of the system state, and the capability to adjust system parameters, is required. Management of system failures via identification and isolation leading to resolution is required, as is notification in the event of a failure.

Inventory and configuration management capabilities will be provided by the system and/or resources provided by an Operations and Maintenance (O&M) contractor.

2.3.9   System Characteristics

System characteristics include a mix of functional, architectural, and performance-related requirements. Subscriptions, service management, load, and availability requirements are included.

Subscriptions will be supported by ERA. Subscription services provide for creation and management of subscriptions to system services. Subscriptions can be scheduled or triggered by a system event.

Service management consists of support for queuing of services, monitoring service progress, prioritization of services, preemption of a service, suspension of service processing, and resumption of services. Check-pointing is required, as is the ability to limit service execution times.

NARA's Enterprise Architecture will be taken into account during the design of ERA.

Availability requirements, performance, and storage volume requirements are maintained in the program's technical documentation.

3.0   Requirements List

The requirements in the Requirements List are numbered independently of the numbering of the rest of this document. The requirement numbers do not correspond to the section numbering in the rest of the document. The requirements numbers used in this RD are structured to indicate decomposition of the requirements, from the general to the more detailed, in several levels. The requirements with only one (1) number in their requirement number (e.g., ERA1, ERA12, ERA28, etc.) are the highest level, most general requirements. Requirements with two (2) numbers separated by a dot in their requirement number (e.g., ERA1.1, ERA6.7, ERA12.14) are the next level of decomposition of their corresponding high level requirement (e.g., ERA1.1, ERA 1.2, ERA1.3 are each first level decompositions of ERA1). Requirements with three (3) numbers separated by dots in the requirement numbers (e.g., ERA1.1.1, ERA2.3.4, etc.) are decompositions of the corresponding next higher level requirement (e.g., ERA2.3.4 is a decomposition of ERA2.3, which is a decomposition of ERA2). The order of requirements within a particular level does not imply any sort of hierarchical or decomposition relationship between these requirements (e.g., ERA2.1 is not "more important" than ERA2.4. ERA2.4 does not decompose ERA2.1 just because ERA2.1 comes first.) The only relationship between requirements at a given level is that they decompose the next higher level requirement (e.g., ERA2.1 and ERA2.4 both decompose ERA2). The indentation of the successive levels of requirements also helps to indicate a requirements level.
The requirements labeled as "Reserved" represent the requirements from the previous version of the ERA RD that have been removed for the reasons described in **Appendix B, Reserved Requirements**. The "Reserved" designation indicates the requirement was removed, but that the number cannot be used for future requirements.

ERA1: The system shall manage the disposition of records
    ERA1.1: The system shall provide the capability to manage disposition agreements
        ERA1.1.1: The system shall provide the capability for users to create disposition agreements
            ERA1.1.1.1: The system shall provide the capability for users to create templates for disposition agreements
                ERA1.1.1.1.1: The system shall provide the capability for users to create templates for record schedules
                ERA1.1.1.1.2: The system shall provide the capability for users to create templates for legacy record schedules
            ERA1.1.1.2: The system shall provide the capability for users to create disposition agreements based on templates
                ERA1.1.1.2.1: The system shall provide the capability for users to create record schedules based on templates
                ERA1.1.1.2.2: The system shall provide the capability for users to create legacy record schedules based on templates
            ERA1.1.1.3: The system shall provide the capability for users to create new disposition agreements based on existing disposition agreements
                ERA1.1.1.3.1: The system shall provide the capability to populate data elements from existing records schedules according to business rules in order to create new records schedules

ERA1.1.1.3.2: The system shall provide the capability to populate data elements from existing legacy records schedules according to business rules in order to create new legacy records schedules

ERA1.1.1.4: The system shall create suggested dispositions based on a series of questions answered by the user

ERA1.1.1.4.1: <Reserved>

ERA1.1.1.4.2: <Reserved>

ERA1.1.1.5: The system shall provide the capability for users to create record schedules

ERA1.1.1.6: The system shall provide the capability for users to create legacy record schedules

ERA1.1.2: The system shall store disposition agreements

ERA1.1.2.1: The system shall assign a unique identifier to each disposition agreement

ERA1.1.2.1.1: The system shall assign a unique identifier to a record schedule

ERA1.1.2.1.2: The system shall assign a unique identifier to a legacy record schedule

ERA1.1.2.2: The system shall store record schedules

ERA1.1.2.3: The system shall store legacy record schedules

ERA1.1.3: The system shall provide the capability for users to assign a status to a disposition agreement

ERA1.1.3.1: The system shall report on the status of a disposition agreement upon request

ERA1.1.3.1.1: The system shall report on the status of a record schedule upon request

ERA1.1.3.1.2: The system shall report on the status of a legacy record schedule upon request

ERA1.1.3.2: The system shall provide the capability for users to assign a status to a record schedule

ERA1.1.3.3: The system shall provide the capability for users to assign a status to a legacy record schedule

ERA1.1.4: The system shall provide the capability for users to modify disposition agreements

ERA1.1.4.1: The system shall provide the capability for users to delete disposition agreements

ERA1.1.4.1.1: The system shall provide the capability for users to delete record schedules

ERA1.1.4.1.2: The system shall provide the capability for users to delete legacy record schedules

ERA1.1.4.2: The system shall provide the capability for users to modify record schedules

ERA1.1.4.3: The system shall provide the capability for users to modify legacy record schedules

ERA1.1.5: The system shall manage versioning of disposition agreements

ERA1.1.5.1: The system shall manage versioning of record schedules

ERA1.1.5.1.1: The system shall maintain versions of record schedules specified in business rules

ERA1.1.5.1.2: The system shall maintain versions of legacy record schedules specified in business rules

ERA1.1.6: <Reserved>

ERA1.1.6.1: <Reserved>

ERA1.1.6.2: <Reserved>

ERA1.1.7: The system shall provide the capability for users to approve disposition agreements

ERA1.1.7.1: The system shall provide the capability for users to submit disposition agreements for approval

ERA1.1.7.1.1: The system shall provide the capability for users to submit record schedules

ERA1.1.7.1.2: The system shall provide the capability for users to submit legacy record schedules

ERA1.1.7.2: The system shall provide the capability for users to approve record schedules

ERA1.1.7.2.1: The system shall manage the workflow for approval of records schedules

ERA1.1.7.2.1.1: The system shall provide the capability for a user to enter approval information for a records schedule

ERA1.1.7.2.1.2: The system shall provide the capability to define the users required for approval of a records schedule

ERA1.1.7.2.1.3: The system shall provide the capability to access a records schedule dossier during the approval process of a records schedule

ERA1.1.7.3: The system shall provide the capability for users to approve legacy record schedules

ERA1.1.7.4: The system shall manage the workflow for stakeholder review of records schedules

ERA1.1.7.4.1: The system shall provide the capability to conduct a review of a records schedule dossier

ERA1.1.7.4.2: The system shall provide the capability to define the users eligible for stakeholder review of a records schedule

ERA1.1.7.4.3: The system shall provide the capability for a user to enter stakeholder review information about a records schedule

ERA1.1.7.4.4: The system shall provide the capability for a user to enter stakeholder review information about the contents of a records schedule dossier

ERA1.1.7.4.5: The system shall provide the capability for a user to enter stakeholder review information related to an appraisal report

ERA1.1.8: The system shall provide the capability for disposition agreements to contain disposition instructions

ERA1.1.8.1: The system shall provide the capability for disposition agreements to contain disposition instructions that can be implemented by the system

ERA1.1.8.1.1: They system shall provide the capability for record schedules to contain disposition instructions that can be implemented by the system

ERA1.1.8.1.2: The system shall provide the capability for legacy record schedules to contain disposition instructions that can be implemented by the system

ERA1.1.8.2: The system shall check the disposition instructions contained in disposition agreements to ensure that they can be implemented by the system

ERA1.1.8.2.1: The system shall check the disposition instructions contained in record schedules to ensure that they can be implemented by the system

ERA1.1.8.2.2: The system shall check the disposition instructions contained in legacy record schedules to ensure that they can be implemented by the system

ERA1.1.9: The system shall provide the capability for users to define relationships between disposition agreements

ERA1.1.10: The system shall provide the capability for users to include records lifecycle data about records in disposition agreements

ERA1.1.10.1: The system shall provide the capability for users to include records lifecycle data about records in records schedules

ERA1.1.10.2: The system shall provide the capability for users to include records lifecycle data about records in legacy records schedules

ERA1.1.11: The system shall check disposition agreements against NARA standards

ERA1.1.11.1: The system shall check disposition agreements for conformance to the appropriate template

ERA1.1.11.2: The system shall provide the results of checking the disposition agreement to the user

ERA1.1.11.3: The system shall check record schedules against NARA standards

ERA1.1.11.4: The system shall check legacy record schedules against NARA standards

ERA1.1.12: <Reserved>

ERA1.1.12.1: <Reserved>

ERA1.1.12.2: <Reserved>

ERA1.1.13: The system shall pre-fill agency information from an agency's ERA registration into the disposition agreement when available

ERA1.1.13.1: The system shall pre-fill agency information from an agency's ERA registration into record schedule when available

ERA1.1.13.2: The system shall pre-fill agency information from an agency's ERA registration into legacy record schedule when available

ERA1.1.14: <Reserved>

ERA1.1.15: The system shall capture lifecycle data from disposition agreements

ERA1.1.15.1: The system shall capture lifecycle data from record schedules

ERA1.1.15.2: The system shall capture lifecycle data from legacy record schedules

ERA1.1.16: The system shall provide the capability for users to access disposition agreements in all stages of the approval process

ERA1.1.16.1: The system shall provide the capability for users to access record schedules in all stages of the approval process record schedule

ERA1.1.16.2: The system shall provide the capability for users to access legacy record schedules in all stages of the approval process

ERA1.1.17: <Reserved>

ERA1.1.18: The system shall manage dossiers for records schedules

ERA1.1.18.1: The system shall provide the capability to associate business objects to a records schedule dossier

ERA1.1.18.2: The system shall provide the capability to associate system objects to a records schedule dossier

ERA1.1.18.3: The system shall provide the capability to upload electronic files to a records schedule dossier

ERA1.1.18.4: The system shall provide the capability to update a records schedule dossier

ERA1.1.18.5: The system shall provide the capability to delete uploaded electronic files from a records schedule dossier

ERA1.2: The system shall manage requests to transfer records

ERA1.2.1: The system shall confirm that the transfer is authorized

ERA1.2.1.1: The system shall store information about the authorization to transfer

ERA1.2.1.2: The system shall confirm that the transfer is covered under an existing disposition agreement

ERA1.2.1.2.1: The system shall confirm that the transfer is covered under an existing record schedule

ERA1.2.1.2.2: The system shall confirm that the transfer is covered under an existing legacy record schedule

ERA1.2.1.3: The system shall confirm that the user initiating the transfer is authorized to do so

ERA1.2.2: The system shall store information about the volume of the transfer

ERA1.2.2.1: The system shall store information about the volume of the records transfer

ERA1.2.2.2: The EOP Instance shall store information about the volume of the Presidential records transfer

ERA1.2.2.3: The CRI Instance shall store information about the volume of the Congressional records transfer

ERA1.2.3: The system shall store information about the duration of the transfer

ERA1.2.4: <Reserved>

ERA1.2.5: The system shall provide the capability to disallow the transfer of records

ERA1.2.6: The system shall manage requests by transferring entities to transfer records from transferring entities to ERA

ERA1.2.6.1: The EOP Instance shall manage requests by transferring entities to transfer Presidential records to ERA

ERA1.2.6.2: The CRI Instance shall manage requests by transferring entities to transfer Congressional records to ERA

ERA1.2.7: The system shall manage requests by NARA to transfer records from transferring entities to ERA

ERA1.2.8: The system shall provide the capability to interface with external systems to capture information about upcoming requests to transfer records to NARA

ERA1.2.8.1: The system shall provide the capability to prepopulate transfer requests with data imported from external systems

ERA1.3: The system shall provide the capability to transfer legal custody of records to NARA

ERA1.3.1: The system shall provide the capability to obtain formal acceptance of records into NARA legal custody

ERA1.3.1.1: The system shall provide the capability to disapprove the acceptance of records into NARA legal custody

ERA1.3.1.2: The system shall obtain appropriate authorizations from NARA to accept records into NARA legal custody

ERA1.3.1.3: The system shall obtain appropriate authorizations from transferring entities to accept records into NARA legal custody

ERA1.3.2: The system shall require appropriate authorization prior to the destruction of electronic records that were appraised as permanent

ERA1.3.3: The EOP Instance shall provide the capability to transfer legal custody of Presidential records to NARA

ERA1.4: <Reserved>

ERA1.4.1: <Reserved>

ERA1.4.2: <Reserved>

ERA1.4.3: <Reserved>

ERA1.4.4: <Reserved>

ERA1.4.5: <Reserved>

ERA1.4.6: <Reserved>

ERA1.4.7: <Reserved>

ERA1.4.7.1: <Reserved>

ERA1.4.8: <Reserved>

ERA1.4.8.1: <Reserved>

ERA1.5: The system shall provide the capability to destroy any electronic record

ERA1.5.1: The system shall provide the capability to queue electronic records for destruction based on disposition instructions

ERA1.5.2: The system shall provide the capability for a user to select electronic records for destruction

ERA1.5.3: The system shall confirm that all required authorizations have been received prior to destroying electronic records

ERA1.5.4: The system shall provide the capability to destroy the electronic records lifecycle data associated with a destroyed electronic record

ERA1.5.4.1: The system shall provide the capability to destroy electronic records lifecycle data at a different time as the destruction of the electronic record itself

ERA1.5.5: The system shall destroy electronic records in accordance with Federal guidance

ERA1.5.6: The system shall provide the capability to destroy all electronic copies of an electronic record

ERA1.5.7: The system shall provide the capability to destroy all electronic versions of an electronic record

ERA1.5.8: The system shall certify the destruction of electronic records

ERA1.5.8.1: The system shall provide documentation to certify the destruction of electronic records

ERA1.5.9: The system shall destroy electronic records such that the electronic records cannot be recovered

ERA1.5.10: The system shall destroy electronic records in accordance with DOD5220.22-M

ERA1.5.11: The system shall destroy electronic records in accordance with agency standards as defined by NARA

ERA1.5.12: The system shall provide a configurable retention period for records that have been selected for destruction, wherein the destruction of the records could be averted within the specified timeframe

ERA1.6: The system shall automate the implementation of disposition instructions for electronic records

ERA1.6.1: The system shall provide the capability for users to suspend automatic implementation of any disposition instruction

ERA1.6.2: The system shall provide the capability for users to resume automatic implementation of any suspended disposition instruction

ERA1.6.3: The system shall provide the capability to implement changed disposition instructions

ERA1.6.3.1: The system shall recognize when a disposition instruction contained in a disposition agreement has been changed

ERA1.6.3.2: The system shall identify all records affected by a changed disposition instruction

ERA1.6.3.3: The system shall implement a changed disposition instruction against all records affected by the disposition instruction change

ERA1.7: The system shall provide the capability to project scheduled transfers in accordance with disposition agreements

ERA1.7.1: The system shall provide the capability to report on potential transfers based on information in records schedules transfers

ERA1.8: The system shall provide tools to package records in preparation for transfer to ERA

ERA1.9: The system shall provide tools for the transfer of records to ERA

ERA1.10: The system shall provide the capability to exchange records with records management applications that comply with DOD-STD 5015.2

ERA1.11: The system shall provide capabilities for appraisal

ERA1.11.1: The system shall provide the capability for users to create appraisal reports

ERA1.11.2: The system shall provide the capability for users to access appraisal reports

ERA1.11.3: The system shall provide the capability for users to modify appraisal reports

ERA1.11.4: The system shall provide the capability for users to delete appraisal reports

ERA1.11.5: The system shall provide the capability to associate appraisal reports with disposition agreements

ERA1.11.5.1: The system shall provide the capability to associate appraisal reports with items in disposition agreements

ERA1.11.6: The system shall capture lifecycle data from appraisal reports

ERA1.12: The system shall manage accession dossiers

ERA1.12.1: The system shall provide the capability to associate business objects to an accession dossier

ERA1.12.2: The system shall provide the capability to associate system objects to an accession dossier

ERA1.12.3: The system shall provide the capability to upload electronic files to an accession dossier

ERA1.12.4: The system shall provide the capability to update an accession dossier

ERA1.12.5: The system shall provide the capability to delete uploaded electronic files from an accession dossier

ERA2: The system shall provide workflow management

ERA2.1: The system shall invoke its services based on business rules

ERA2.1.1: The system shall provide the capability to define business rules to the system

ERA2.1.2: The system shall provide the capability for mandatory approvals as exit criteria for business processes

ERA2.2: The system shall provide the capability to manage units of work

ERA2.2.1: The system shall provide the capability to define units of work

ERA2.2.1.1: The EOP Instance shall provide the capability to define units of work for Presidential records

ERA2.2.2: The system shall provide the capability to assign sets of records to units of work

ERA2.2.2.1: The EOP Instance shall provide the capability to assign sets of Presidential records to units of work

ERA2.2.3: The system shall provide the capability to queue units of work

ERA2.2.4: The system shall provide the capability to suspend processing of units of work

ERA2.2.5: The system shall provide the capability to resume processing of units of work that were suspended

ERA2.2.6: The system shall provide the capability to track the status of units of work

ERA2.2.7: The system shall report on the status of units of work

ERA2.2.8: The system shall provide the capability to define timeframes for completion of units of work

ERA2.2.8.1: The system shall provide the capability to define a default timeframe for tasks

ERA2.2.9: The system shall provide the status of a unit of work at completion

ERA2.3: The system shall provide the capability to manage workflows

ERA2.3.1: The system shall provide the capability to create workflows

ERA2.3.2: The system shall provide the capability to delete workflows

ERA2.3.3: The system shall provide the capability to integrate forms into workflows

ERA2.3.4: The system shall provide the capability to modify workflows

ERA2.3.5: The system shall provide the capability to manage multiple workflows simultaneously

ERA2.3.6: The system shall enforce sequential completion of workflows

ERA2.4: The system shall provide the capability for dynamic manipulation of workflows

ERA2.4.1: The system shall provide the capability to queue workflows

ERA2.4.2: The system shall provide the capability to suspend workflows

ERA2.4.3: The system shall provide the capability to resume a suspended workflow

ERA2.4.4: The system shall provide the capability to cancel a workflow

ERA2.4.5: The system shall provide the capability to adjust the priority of a workflow

ERA2.5: The system shall estimate resource requirements associated with a workflow

ERA2.5.1: The system shall make estimated resource requirements associated with a workflow available to other systems

ERA2.6: The system shall manage online forms

ERA2.6.1: The system shall provide the capability for users to create online forms

ERA2.6.2: The system shall provide the capability for users to access online forms

ERA2.6.3: The system shall check online forms for correctness
ERA2.6.4: The system shall provide the capability for users to update online forms
ERA2.6.5: The system shall provide the capability for users to delete online forms
ERA2.6.6: The system shall provide the capability for users to fill out online forms
ERA2.6.7: The system shall provide the capability for users to approve filled out forms
ERA2.6.8: The system shall check user supplied data on online forms
ERA2.7: The system shall provide the capability to notify users about workflow processes
ERA2.7.1: The system shall provide the capability to associate notifications with workflows
ERA2.7.2: The system shall provide the capability to change notifications attached to workflows
ERA2.7.3: The systems shall provide the capability to delete notifications attached to workflows
ERA2.8: The system shall provide the capability to assign tasks to users based on business rules
ERA2.8.1: The system shall provide the capability to queue tasks
ERA2.8.2: The system shall provide the capability for users to view queues of tasks
ERA2.8.3: The system shall provide the capability for users to select tasks from queues of work assigned to them
ERA2.8.4: The system shall provide the capability to assign tasks to groups of users based on business rules
ERA2.8.5: The system shall provide the capability to assign tasks to individual users based on business rules
ERA2.9: The system shall provide the capability to prioritize any queue
ERA2.10: The system shall manage FOIA requests
ERA2.11: <Reserved>
ERA3: The system shall provide the capability for descriptions
ERA3.1: <Reserved>
ERA3.1.1: <Reserved>
ERA3.1.1.1: <Reserved>
ERA3.1.1.2: <Reserved>
ERA3.1.1.3: <Reserved>
ERA3.1.1.4: <Reserved>
ERA3.1.1.5: <Reserved>
ERA3.1.2: <Reserved>
ERA3.1.3: The system shall provide the capability to maintain descriptions of records at multiple levels
ERA3.1.3.1: The system shall provide the capability to maintain descriptions of sets of records
ERA3.1.3.2: The system shall provide the capability to maintain descriptions of collections
ERA3.1.3.3: The system shall provide the capability to maintain descriptions of record groups
ERA3.1.3.4: The system shall provide the capability to maintain descriptions of series
ERA3.1.3.5: The system shall provide the capability to maintain descriptions of file units

ERA3.1.3.6: The system shall provide the capability to maintain descriptions for any set of records defined by NARA

ERA3.1.3.7: The system shall provide the capability to maintain item level descriptions

ERA3.1.3.8: The system shall provide the capability to maintain descriptive information for a data file

ERA3.1.3.9: The system shall provide the capability to maintain descriptive information for an electronic record

ERA3.1.3.10: The system shall provide the capability to maintain descriptive information for sets of electronic records

ERA3.1.4: The OPA Instance shall provide the capability to maintain public access descriptions of records at multiple levels

ERA3.1.4.1: The OPA Instance shall provide the capability to maintain public access descriptions of sets of records

ERA3.1.4.2: The OPA Instance shall provide the capability to maintain public access descriptions of collections

ERA3.1.4.3: The OPA Instance shall provide the capability to maintain public access descriptions of record groups

ERA3.1.4.4: The OPA Instance shall provide the capability to maintain public access descriptions of series

ERA3.1.4.5: The OPA Instance shall provide the capability to maintain public access descriptions of file units

ERA3.1.4.6: The OPA Instance shall provide the capability to maintain public access descriptions for any set of records defined by NARA

ERA3.1.4.7: The OPA Instance shall provide the capability to maintain public access item level descriptions

ERA3.1.4.8: The OPA Instance shall provide the capability to maintain public access descriptive information for sets of electronic records

ERA3.2: <Reserved>

ERA3.2.1: <Reserved>

ERA3.2.2: <Reserved>

ERA3.2.3: <Reserved>

ERA3.2.4: <Reserved>

ERA3.3: <Reserved>

ERA3.3.1: <Reserved>

ERA3.3.1.1: <Reserved>

ERA3.3.1.2: <Reserved>

ERA3.3.1.3: <Reserved>

ERA3.3.2: <Reserved>

ERA3.3.2.1: <Reserved>

ERA3.3.2.2: <Reserved>

ERA3.3.2.3: <Reserved>

ERA3.3.2.4: <Reserved>

ERA3.3.2.5: <Reserved>

ERA3.3.3: The system shall provide capability to create descriptive information for electronic records

ERA3.4: The system shall provide the capability to link descriptions at all levels with the assets they describe

ERA3.4.1: The system shall provide the capability to link descriptive information with the electronic records they describe

ERA3.4.2: The system shall provide the capability to link descriptions with digital reference copies of electronic records they describe

ERA3.4.3: The OPA Instance shall provide the capability to link public access descriptions at all levels with the assets they describe

ERA3.5: The system shall provide the capability to import previously created descriptions from other systems

ERA3.5.1: The OPA Instance shall provide the capability to import previously created public access descriptions from other systems

ERA3.5.2: The OPA Instance shall automate the import of public access descriptions external to ERA into the OPA Instance

ERA3.5.2.1: The OPA Instance shall provide the capability to configure the frequency of automated import of public access descriptions external to ERA into the OPA Instance

ERA3.6: <Reserved>

ERA3.7: <Reserved>

ERA3.7.1: <Reserved>

ERA3.7.2: <Reserved>

ERA3.7.3: The system shall provide capability to update descriptive information for electronic records

ERA3.8: <Reserved>

ERA3.9: <Reserved>

ERA3.10: <Reserved>

ERA3.11: <Reserved>

ERA3.11.1: <Reserved>

ERA3.11.2: The system shall provide the capability to delete descriptive information for electronic records

ERA3.12: The system shall provide the capability to associate related materials with descriptions

ERA3.12.1: The system shall provide the capability to link to related resources from within descriptions

ERA3.12.2: The OPA Instance shall provide the capability to associate related materials with public access descriptions

ERA3.12.3: The system shall provide the capability to associate related materials with descriptive information about electronic records

ERA3.13: The system shall accept description information about records provided in electronic forms

ERA3.14: <Reserved>

ERA3.15: <Reserved>

ERA3.16: <Reserved>

ERA3.17: The OPA Instance shall provide the capability for a registered user to contribute descriptive information for publically available electronic records

ERA4: The system shall manage authority sources

ERA4.1: The system shall provide the capability to create authority sources within ERA

ERA4.2: The system shall provide the capability to access authority sources

    ERA4.2.1: The OPA Instance shall provide the capability to access authority sources

ERA4.3: The system shall provide the capability to delete authority sources

    ERA4.3.1: The OPA Instance shall provide the capability to delete authority sources

ERA4.4: The system shall provide the capability to update authority sources

    ERA4.4.1: The OPA Instance shall provide the capability to update authority sources

ERA4.5: The system shall provide the capability to link to authority sources

    ERA4.5.1: The OPA Instance shall provide the capability to link to authority sources

ERA4.6: The system shall provide the capability to import authority sources

    ERA4.6.1: The OPA Instance shall automate the import of authority sources external to ERA into the OPA Instance

ERA4.7: The system shall provide the capability to use authority sources

    ERA4.7.1: <Reserved>

    ERA4.7.2: The system shall provide the capability to use authority sources during searches

        ERA4.7.2.1: The OPA Instance shall provide the capability to use authority sources during searches

        ERA4.7.2.2: The OPA Instance shall provide the capability to navigate authority sources during searches

    ERA4.7.3: The OPA Instance shall provide the capability to use authority sources

ERA4.8: <Reserved>

    ERA4.8.1: The OPA Instance shall maintain complex thesauri

ERA4.9: The system shall provide the capability to combine authority sources

    ERA4.9.1: The OPA Instance shall provide the capability to combine authority sources

ERA4.10: The system shall impose no practical limit on the number of authority sources

    ERA4.10.1: The OPA Instance shall impose no practical limit on the number of authority sources

ERA5: The system shall provide the capability to manage records lifecycle data

    ERA5.1: The system shall impose no practical restriction on the number of records lifecycle data elements allowed for each record managed by the system

        ERA5.1.1: The EOP Instance shall impose no practical restriction on the number of records lifecycle data elements allowed for each Presidential electronic record managed by the system

        ERA5.1.2: The CRI Instance shall impose no practical restriction on the number of records lifecycle data elements allowed for each Congressional electronic record managed by the system

    ERA5.2: The system shall impose no practical restriction on the number of records lifecycle data elements allowed for each record set managed by the system

        ERA5.2.1: The EOP Instance shall impose no practical restriction on the number of records lifecycle data elements allowed for each set of Presidential electronic records managed by the system

        ERA5.2.2: The CRI Instance shall impose no practical restriction on the number of records lifecycle data elements allowed for each set of Congressional electronic records managed by the system

ERA5.3: The system shall provide the capability to define sets of records lifecycle data elements for sets of electronic records

ERA5.3.1: The EOP Instance shall provide the capability to define sets of records lifecycle data elements for sets of Presidential electronic records

ERA5.3.2: The CRI Instance shall provide the capability to define sets of records lifecycle data elements for sets of Congressional electronic records

ERA5.3.3: The system shall provide the capability to include additional taxonomic sets of metadata elements for electronic records

ERA5.4: The system shall extract records lifecycle data elements from electronic records

ERA5.4.1: The system shall provide the capability to extract metadata elements from electronic records in various data types/formats

ERA5.4.1.1: The system shall provide the capability to extract metadata elements from electronic records in PDF format

ERA5.4.1.2: The system shall provide the capability to extract metadata elements from electronic records in Tiff format

ERA5.4.1.3: The system shall provide the capability to extract metadata elements from electronic records in JPEG format

ERA5.4.2: The system shall provide the capability to incorporate additional tools for extracting metadata elements from electronic records

ERA5.5: <Reserved>

ERA5.6: The system shall extract records lifecycle data elements from disposition agreements

ERA5.6.1: The system shall provide the capability to extract lifecycle metadata elements from records schedules

ERA5.6.2: The system shall provide the capability to extract lifecycle metadata elements from legacy record schedules

ERA5.7: <Reserved>

ERA5.8: <Reserved>

ERA6: The system shall provide capabilities for sample records

ERA6.1: The system shall provide the capability to accept transfers of sample electronic records

ERA6.2: The system shall provide access to transfers of sample records

ERA6.3: The system shall provide the capability to record information resulting from review of sample electronic records

ERA6.4: The system shall provide the capability to remove sample electronic records

ERA6.4.1: The system shall provide the capability to destroy sample electronic records

ERA6.4.2: The system shall provide the capability to return sample electronic records to the transferring entity

ERA6.5: The system shall provide the capability to use sample electronic records to test system processes

ERA6.6: The system shall check the authenticity of sample electronic records

ERA6.6.1: The system shall report the results of checking sample electronic records

ERA7: The system shall provide the capability to manage templates

ERA7.1: The system shall provide a template repository

ERA7.2: The system shall provide the capability for managing templates within the template repository

ERA7.2.1: The system shall provide the capability for users to submit templates to the template repository

ERA7.2.2: The system shall provide the capability to access templates in the template repository

ERA7.2.3: The system shall provide the capability to modify templates in the template repository

ERA7.2.4: The system shall provide the capability to delete templates from the template repository

ERA7.2.5: <Reserved>

ERA7.3: The system shall provide the capability to produce draft templates

ERA7.4: The system shall provide the capability for users to create new templates

ERA7.4.1: The system shall provide the capability to create a new template based on an electronic record

ERA7.4.2: <Reserved>

ERA7.4.3: <Reserved>

ERA7.4.4: <Reserved>

ERA7.4.4.1: <Reserved>

ERA7.5: <Reserved>

ERA7.6: The system shall check templates

ERA7.6.1: The system shall check templates according to user supplied rules

ERA7.6.1.1: <Reserved>

ERA7.6.2: The system shall check templates to ensure their functionality

ERA7.6.2.1: The system shall provide the results of the template check

ERA7.6.3: The system shall check that templates are well-formed

ERA7.6.4: The system shall check associations between templates

ERA7.7: <Reserved>

ERA7.7.1: <Reserved>

ERA7.7.2: The system shall provide the capability to associate templates with empirical sets of electronic records

ERA7.7.3: <Reserved>

ERA7.7.4: The system shall provide the capability to associate templates with digital data types

ERA7.7.4.1: The system shall provide the capability to associate templates with structured data files

ERA7.7.4.2: The system shall provide the capability to associate multiple templates with structured data files

ERA7.7.4.3: The system shall provide the capability to associate templates with data files that have tagged text strings

ERA7.7.5: <Reserved>

ERA7.8: The system shall provide the capability to associate templates with other system objects

ERA7.8.1: The system shall provide the capability to associate electronic records with registered templates

ERA7.8.2: <Reserved>

ERA7.8.3: <Reserved>

ERA7.8.4: The system shall provide the capability to associate registered templates with transactions

ERA7.8.5: The system shall provide the capability for registered templates to reference other registered templates

ERA7.9: The system shall provide the capability for versioning of templates

ERA7.10: <Reserved>

ERA7.11: The system shall provide the capability to import templates from external systems' template repositories into the ERA template repository

ERA7.12: The system shall provide the capability to output templates

ERA8: The system shall provide capabilities for preserving electronic records

ERA8.1: The system shall manage the preservation process of electronic records

ERA8.1.1: The system shall provide the capability for preservation assessment of electronic records

ERA8.1.1.1: The system shall provide the capability for preservation assessments of electronic records scheduled for transfer to NARA

ERA8.1.1.1.1: <Reserved>

ERA8.1.1.2: The system shall provide the capability for preservation assessment of electronic records at the time of ingest

ERA8.1.1.3: The system shall provide the capability for preservation assessment of electronic records already stored in ERA

ERA8.1.1.4: <Reserved>

ERA8.1.1.5: The system shall provide the capability to query records lifecycle metadata about electronic records in order to conduct preservation assessments

ERA8.1.1.6: The system shall provide the capability to capture preservation assessment information for electronic records

ERA8.1.2: The system shall provide the capability to schedule the automatic execution of preservation processing

ERA8.1.3: The system shall provide the capability to use the user interface to initiate transformation of electronic records by the system

ERA8.1.4: The system shall provide the capability to mass process sets of electronic records

ERA8.1.4.1: The system shall provide the capability to mass process sets of data files

ERA8.1.5: The system shall maintain an audit trail of all preservation processing

ERA8.1.5.1: The system shall include the preservation audit trail within the records lifecycle data

ERA8.1.5.2: The system shall capture event metadata related to preservation actions on electronic records

ERA8.1.6: The system shall preserve the integrity of records throughout the preservation processes

ERA8.1.6.1: The system shall ensure that relationships among records are not altered in preservation processing

ERA8.1.6.2: The system shall ensure that all data files stored in the system are associated with the records they constitute

ERA8.1.6.2.1: The system shall ensure that all data files stored in the system are associated with the sets of electronic records they constitute

ERA8.1.6.3: The system shall maintain electronic record content across preservation processes

ERA8.1.6.4: The system shall ensure that all specified behavior associated with an electronic record is maintained across preservation processes

ERA8.1.6.4.1: The system shall provide the capability to specify which behaviors of electronic records must be maintained across preservation processes

ERA8.1.6.5: The system shall maintain electronic record context across preservation processes

ERA8.1.6.6: The system shall maintain specified electronic record structure across preservation processes

ERA8.1.6.7: The system shall maintain specified electronic record presentation across preservation processes

ERA8.2: The system shall provide the capability to ingest data files in the digital formats in which they were received

ERA8.2.1: The system shall provide the capability to store data files in the digital formats in which they were received

ERA8.2.2: The EOP Instance shall provide the capability to ingest Presidential electronic records in the digital formats in which they were received

ERA8.2.3: The CRI Instance shall provide the capability to ingest Congressional electronic records in the digital formats in which they were received

ERA8.2.4: The EOP Instance shall provide the capability to store Presidential electronic records in the digital formats in which they were received

ERA8.2.5: The CRI Instance shall provide the capability to store Congressional electronic records in the digital formats in which they were received

ERA8.3: The system shall capture attributes of all ingested data files

ERA8.3.1: The system shall capture the identifiers of all ingested data files

ERA8.3.1.1: The EOP Instance shall capture the identifiers of all ingested Presidential electronic records

ERA8.3.1.2: The CRI Instance shall capture the identifiers of all ingested Congressional electronic records

ERA8.3.2: The system shall capture the data types of all ingested data files

ERA8.3.2.1: The EOP Instance shall capture the data types of all ingested Presidential electronic records

ERA8.3.2.2: The CRI Instance shall capture the data types of all ingested Congressional electronic records

ERA8.3.3: The EOP Instance shall capture attributes of all ingested Presidential electronic records

ERA8.3.4: The CRI Instance shall capture attributes of all ingested Congressional electronic records

ERA8.4: The system shall specify the relationship of each ingested data file with an electronic record

ERA8.4.1: The system shall specify the relationship of each ingested data file with a set of electronic records

ERA8.4.2: The system shall provide the capability for a user to specify the relationship of each ingested data file with an electronic record

ERA8.4.3: The system shall provide the capability to specify the relationship of each ingested data file with an electronic record using the ERA Packaging Tool

ERA8.4.4: The EOP Instance shall specify the relationship of each ingested Presidential data file with an electronic record

ERA8.4.5: The EOP Instance shall specify the relationship of each ingested Presidential data file with a set of electronic records

ERA8.5: The system shall provide the capability to transform any ingested data file to a different format

ERA8.5.1: The system shall have the capability to check that a file output from a transformation retains specified attributes of the input data

ERA8.5.2: The system shall have the capability to check that a file output from a transformation retains the specified behaviors of the input data

ERA8.5.3: The system shall specify the relationship of each transformed data file to an electronic record

ERA8.5.3.1: The system shall specify the relationship of each transformed data file to a set of electronic records

ERA8.5.4: The system shall provide the capability to select an ingested data file to be transformed to a different format

ERA8.5.5: The system shall provide the capability to select a set of ingested data files to be transformed to a different format

ERA8.5.6: The system shall provide the capability to select the target format to which ingested data files will be transformed

ERA8.6: The system shall provide the capability to transform electronic records into persistent formats

ERA8.6.1: The system shall provide the capability to transform electronic record/data types into a hardware and software independent format

ERA8.6.1.1: The system shall check the results of transformations for conformance with assigned templates

ERA8.6.1.1.1: The system shall provide the capability to check the results of transformations for structured data using data type templates

ERA8.6.1.2: The system shall provide the capability to report the results of transformations

ERA8.6.1.3: The system shall provide the capability to flag records that have undergone incorrect transformations

ERA8.6.1.3.1: The system shall provide the capability to identify transformation jobs that failed to run completely

ERA8.6.1.4: The system shall provide the capability to correct problems with transformations

ERA8.6.1.4.1: The system shall provide the capability to record errors that occurred during the execution of transformation jobs

ERA8.6.1.5: The system shall provide the capability to correct problems with transformations

ERA8.6.1.5.1: The system shall provide the capability to re-run transformation jobs

ERA8.6.1.6: The system shall provide the capability to reinsert corrected transformations

ERA8.6.1.6.1: The system shall provide the capability to replace the results of previous transformation jobs

ERA8.6.1.7: The system shall provide the capability to transform data files into ASCII to ensure hardware and software independence

ERA8.7: The system shall store the files output from preservation processes

ERA8.7.1: The system shall store the files output from format transformation

ERA8.7.2: The system shall store the files output from transformation to a persistent format

ERA8.7.2.1: The system shall store the files output from transformations to ASCII format

ERA8.7.2.2: The system shall store the files output from transformations to XML format

ERA8.7.3: The system shall provide the capability to manage the relationships between original versions of electronic records and new versions created as a result of transformation jobs

ERA8.8: The system shall provide foreign language extensibility such that foreign language electronic records may be preserved in the future without the need for major redesign

ERA8.8.1: The EOP Instance shall provide foreign language extensibility such that foreign language Presidential electronic records may be preserved in the future without the need for major redesign

ERA8.9: The system shall provide the capability for preservation planning

ERA8.9.1: The system shall provide the capability for users to create preservation and access plans

ERA8.9.1.1: The system shall provide the capability for users to create transformation strategies

ERA8.9.2: The system shall provide the capability to access preservation and access plans

ERA8.9.2.1: The system shall provide the capability for users to access transformation strategies

ERA8.9.3: The system shall provide the capability for users to update preservation and access plans

ERA8.9.3.1: The system shall provide the capability for users to update transformation strategies

ERA8.9.4: The system shall provide the capability for users to delete preservation and access plans

ERA8.9.4.1: The system shall provide the capability for users to delete transformation strategies

ERA8.9.5: The system shall provide the capability for users to associate a preservation and access plan with electronic records

ERA8.9.5.1: The system shall provide the capability for users to associate a preservation strategy with electronic records

ERA8.9.6: The system shall provide the capability for users to associate a preservation and access plans with an item in a disposition agreement

ERA8.9.6.1: The system shall provide the capability for users to associate a preservation strategy with electronic records related to an item in a disposition agreement

ERA8.9.7: The system shall provide the capability for the preservation and access plan to define the preservation and access level for the electronic records to which it is associated

ERA8.9.7.1: The system shall provide the capability for a transformation strategy to include the transformation actions designed for the preservation and access of electronic records

ERA8.9.8: The system shall provide the capability for the preservation and access plan to define the access methods for the electronic records to which it is associated

ERA8.9.8.1: The system shall provide the capability to define access methods for electronic records in different formats

ERA9: The system shall provide the capability for arrangements of electronic records

ERA9.1: The system shall provide the capability to provide electronic records to users in accordance with any defined arrangement

ERA9.1.1: The system shall provide the capability to provide electronic records to users in the context of the original transfer order of a Transfer Group

ERA9.2: The system shall provide the capability for users to input data defining an arrangement of records

ERA9.2.1: The system shall provide the capability to use information provided by the transferring entity to determine the arrangement

ERA9.2.2: <Reserved>

ERA9.2.3: The system shall provide the capability for users to input data defining the original transfer order of records of a Transfer Group

ERA9.2.4: The system shall provide the capability to use information provided by the transferring entity to determine the original transfer order of records of a Transfer Group

ERA9.3: The system shall provide the capability to recreate the arrangement of electronic records as defined in information provided by the transferring entity

ERA9.3.1: The system shall provide the capability to recreate the original transfer order of records of a Transfer Group for electronic records as defined in information provided by the transferring entity

ERA9.4: The system shall provide the capability for multiple arrangements

ERA9.4.1: The system shall manage versions of arrangements

ERA9.4.2: The system shall provide the capability to define arrangements of electronic records in addition to the original order

ERA9.4.3: The system shall provide the capability to implement arrangements of electronic records in addition to the original order

ERA9.4.4: The system shall provide the capability to present arrangements of electronic records in addition to the original order

ERA9.4.5: <Reserved>

ERA9.5: The system shall provide the capability to delete arrangements

ERA9.6: The system shall provide the capability to associate electronic records with a defined arrangement

ERA9.6.1: The system shall provide the capability to associate electronic records with their original transfer order of a Transfer Group

ERA9.7: The system shall provide the capability to define the position of an electronic record in an arrangement

ERA9.7.1: The system shall provide the capability to define the position of an electronic record in the original transfer order of a Transfer Group

ERA9.8: The system shall provide the capability for hierarchical grouping of sets of electronic records within an arrangement

    ERA9.8.1: The system shall provide the capability for hierarchical grouping of sets of electronic records within the original transfer order of a Transfer Group

ERA9.9: The system shall provide the capability to associate additional electronic records with an arrangement over time

ERA9.10: The system shall provide the capability to associate additional sets of electronic records with an arrangement over time

ERA9.11: The system shall require that an original order be defined for any set of records in the system

    ERA9.11.1: The system shall provide the capability to designate a defined arrangement as the original arrangement of a set of records

    ERA9.11.2: The system shall permit only one arrangement to be defined as the original order for any set of records in the system

ERA10: The system shall store assets

    ERA10.1: The system shall provide the capability to store copies of electronic records

    ERA10.1.1: The system shall identify the version of the electronic record as transferred from the transferring entity

        ERA10.1.1.1: The EOP Instance shall identify the version of the electronic record as transferred from the Office of the President

        ERA10.1.1.2: The CRI Instance shall identify the version of the electronic record as transferred from Congress

    ERA10.1.2: The system shall store a copy of the electronic records produced as a result of preservation processing

    ERA10.1.3: The system shall provide the capability to replace copies with new versions

    ERA10.1.4: The system shall produce copies of all assets for off-site storage

        ERA10.1.4.1: The EOP Instance shall produce copies of all Presidential assets for off-site storage

    ERA10.1.5: The CRI Instance shall provide the capability to store copies of electronic Congressional records

    ERA10.1.6: The EOP Instance shall provide the capability to store copies of electronic Presidential records

    ERA10.1.7: The OPA Instance shall provide the capability to store copies of publically accessible electronic records

    ERA10.1.8: The system shall provide the capability to store declassified versions of electronic records

        ERA10.1.8.1: The system shall provide the capability to receive declassified versions of electronic records from external systems

    ERA10.2: The system shall provide the capability to manage assets

    ERA10.2.1: The system shall provide the capability to export self-describing media containing assets from the ERA data storage repository

    ERA10.2.2: The system shall provide the capability to import self-describing media containing electronic records into the ERA primary data storage repository

    ERA10.2.3: The system shall provide the capability to recover any electronic record in the event of catastrophic loss

ERA10.2.3.1: The EOP Instance shall provide the capability to recover any electronic Presidential record in the event of catastrophic loss

ERA10.2.4: The system shall provide the capability for location-transparent access to all of the assets it contains

ERA10.2.4.1: The system shall provide the capability for generating synthetic identifiers for all of the assets it contains

ERA10.2.4.2: The OPA Instance shall provide the capability for location-transparent access to all of the publically accessible assets it contains

ERA10.2.5: The system shall maintain an inventory of all of the assets it contains

ERA10.2.5.1: The system shall provide the capability to report on its inventory

ERA10.2.5.1.1: The EOP Instance shall provide the capability to report on its inventory of Presidential materials

ERA10.2.5.1.2: The CRI Instance shall provide the capability to report on its Congressional inventory

ERA10.2.5.1.3: The OPA Instance shall provide the capability to report on its publically accessible inventory

ERA10.2.5.2: The system shall maintain an archive file directory defining the physical locations of all electronic records within the system

ERA10.2.5.3: The system shall provide the capability to recover the archive electronic file directory

ERA10.2.5.4: The EOP Instance shall maintain an inventory of all of the Presidential assets it contains

ERA10.2.5.5: The CRI Instance shall maintain an inventory of all of the Congressional assets it contains

ERA10.2.6: The system shall provide the capability to track information about the movement of electronic files

ERA10.2.7: The system shall provide the capability to check the inventory of the archive against the archive electronic file directory

ERA10.2.8: The system shall provide the capability to delete assets from archival storage

ERA10.2.8.1: The system shall provide the capability to adjust the asset catalog entries when assets are deleted from archival storage

ERA11: The system shall provide automated media handling

ERA11.1: The system shall provide a physical media tracking system

ERA11.1.1: The system shall provide the capability for tracking of physical media in NARA custodial units before it is sent to ERA for ingest

ERA11.2: The system shall provide the capability to print archive media identification labels

ERA11.3: The system shall provide the capability for automated access to assets stored on removable archive media

ERA12: The system shall provide media management

ERA12.1: The system shall provide the capability for automated movement of electronic records to different media to accommodate new technology

ERA12.2: The system shall not modify electronic records to accommodate physical storage media

ERA12.3: The system shall use storage media that is self-describing

ERA12.4: The system shall provide tools for recovering electronic records from failed media

ERA12.5: The system shall store electronic records such that an individual electronic record does not span media volumes

ERA12.6: The system shall provide active safeguards to protect against archive media degradation

ERA12.7: The system shall statistically monitor the raw Bit Error Rate (BER) of storage media in the archive

ERA12.8: The system shall statistically monitor the corrected Bit Error Rate (BER) of storage media in the archive

ERA12.9: The system shall manage refreshment of archive media

ERA12.10: The system shall manage copying of archive media

ERA12.11: The system provide the capability to use archive media that is capable of being manually mounted

ERA13: The system shall manage security for electronic records

ERA13.1: The system shall provide the capability to manage electronic records according to the ownership of the electronic record

ERA13.1.1: The EOP Instance shall provide the capability to manage Presidential electronic records according to the ownership of the electronic record

ERA13.1.2: The CRI Instance shall provide the capability to manage Congressional electronic records according to the ownership of the electronic record

ERA13.2: The system shall provide the capability to manage electronic records according to the access restrictions of the record

ERA13.2.1: The system shall provide the capability to control data up to the Top Secret Sensitive Compartmented Information (TS/SCI) level

ERA13.2.1.1: The EOP Instance shall provide the capability to control Presidential data up to the Top Secret Sensitive Compartmented Information (TS/SCI) level

ERA13.2.1.2: The CRI Instance shall provide the capability to control Congressional data up to the Top Secret Sensitive Compartmented Information (TS/SCI) level

ERA13.2.2: The system shall physically separate records classified as Top Secret or higher from other records

ERA13.2.2.1: The system shall physically separate Presidential records classified as Top Secret or higher from other records

ERA13.2.3: The CRI Instance shall provide the capability to manage electronic Congressional records according to the access restrictions of the record

ERA13.2.4: The EOP Instance shall provide the capability to manage electronic Presidential records according to the access restrictions of the record

ERA13.3: The system shall provide the capability to recognize the access restrictions of electronic records as applied by the transferring entity

ERA13.4: The system shall recognize multiple access restriction levels defined by NARA

ERA13.4.1: The system shall recognize multiple National classification levels access restriction levels defined by NARA

ERA13.5: The system shall provide the capability to parse the content of electronic records to identify potentially access restricted content

ERA13.5.1: The system shall make recommendations as to the potential access restriction level of electronic records

ERA13.5.1.1: The system shall make access restriction level recommendations based on NARA-defined rules

ERA13.5.1.2: The system shall make access restriction level recommendations based on comparing record contents with defined lists of terms

ERA13.5.1.2.1: The CRI Instance shall make access restriction level recommendations based on comparing record contents with defined lists of terms for Congressional records

ERA13.5.2: The system shall report the results of parsing an electronic record for potentially access restricted content

ERA13.5.2.1: The system shall indicate any content it identifies as potentially access restricted

ERA13.5.2.2: The system shall report on the basis on which access restriction recommendations were made

ERA13.5.2.3: The system shall provide the capability to summarize the results of parsing an electronic record for potentially access restricted content

ERA13.5.2.4: The system shall provide the capability to summarize the results of parsing a set of electronic records for potentially access restricted content

ERA13.5.3: The system shall provide the capability for users to confirm the results of examination of records for potentially access restricted content

ERA13.5.3.1: The system shall provide the capability for users to override any access restriction recommendation made by the system

ERA13.5.3.1.1: <Reserved>

ERA13.5.3.1.2: <Reserved>

ERA13.5.4: The EOP Instance shall provide the capability to permit the user to identify potentially access restricted Presidential content via specific security oriented search queries

ERA13.5.5: The EOP Instance shall provide the capability to replace an electronic Presidential asset within the archive with an electronic withdrawal slip that identifies the reason for removal

ERA13.5.6: The system shall provide the capability to permit the user to identify potentially access restricted content via specific security oriented search queries

ERA13.5.7: The system shall provide the capability to replace an electronic asset within the archive with an electronic withdrawal slip that identifies the reason for removal

ERA13.6: <Reserved>

ERA13.6.1: <Reserved>

ERA13.6.2: <Reserved>

ERA13.6.3: <Reserved>

ERA13.6.4: <Reserved>

ERA13.6.5: The system shall provide the capability to flag a single electronic record as potentially classified

ERA13.6.5.1: The EOP Instance shall provide the capability to flag a single Presidential electronic record as potentially classified

ERA13.6.5.2: The system shall provide the capability to flag a single Congressional electronic record as potentially classified

ERA13.6.5.3: The system shall provide the capability to flag a single Supreme Court electronic record as potentially classified

ERA13.6.5.4: The system shall provide the capability to flag a single donated electronic record as potentially classified

ERA13.6.6: The system shall provide the capability to flag sets of electronic records as potentially classified

ERA13.6.6.1: The EOP Instance shall provide the capability to flag sets of Presidential electronic records as potentially classified

ERA13.6.6.2: The system shall provide the capability to flag sets of Congressional electronic records as potentially classified

ERA13.6.6.3: The system shall provide the capability to flag sets of donated electronic records as potentially classified

ERA13.6.6.4: The system shall provide the capability to flag sets of Supreme Court electronic records as potentially classified

ERA13.7: The system shall segregate electronic records during ingest based on potential access restrictions

ERA13.7.1: The system shall separate incoming electronic records of undetermined access restrictions from the rest of ERA's assets until the access restrictions of the incoming electronic records can be determined

ERA13.7.2: The system shall store electronic records that have been identified as potentially access restricted in a separate area pending review

ERA13.8: The system shall process electronic records in environments appropriate to their stated access restrictions

ERA13.8.1: The system shall process Title 13 electronic records in environments appropriate to their stated access restrictions

ERA13.8.2: The system shall process National Security Classified electronic records in environments appropriate to their stated access restrictions

ERA13.9: The system shall prohibit unauthorized alteration of electronic records

ERA13.9.1: The CRI Instance shall prohibit unauthorized alteration of Congressional electronic records

ERA13.9.2: The EOP Instance shall prohibit unauthorized alteration of Presidential electronic records

ERA13.10: The system shall prohibit unauthorized alteration of system data

ERA13.10.1: The EOP Instance shall prohibit unauthorized alteration of EOP Instance system data

ERA13.10.2: The CRI Instance shall prohibit unauthorized alteration of CRI Instance system data

ERA13.11: The system shall provide the capability for non-repudiation at the electronic record level

ERA13.12: The system shall store accessioned electronic records in a non-encrypted state

ERA13.12.1: The EOP Instance shall store accessioned Presidential electronic records in a non-encrypted state

ERA13.12.2: The CRI Instance shall store accessioned Congressional electronic records in a non-encrypted state

ERA13.13: The system shall provide the capability for configurable data access control schemes

ERA13.13.1: The system shall assign access control privileges according to a user's identity

ERA13.13.1.1: The EOP Instance shall assign access control privileges for Presidential records according to a user's identity

ERA13.13.1.2: The CRI Instance shall assign access control privileges for Congressional records according to a user's identity

ERA13.13.2: The system shall provide the capability for user group access control

ERA13.13.2.1: The CRI Instance shall provide the capability for user group access control for Congressional records

ERA13.13.3: The system shall determine a user's identity through the use of strong authentication technology

ERA13.13.4: The system shall control access to electronic records according to access restrictions

ERA13.13.4.1: The EOP Instance shall provide the capability to limit the downloading of Presidential electronic records according to access restrictions

ERA13.13.4.2: The CRI Instance shall provide the capability to limit the downloading of Congressional electronic records according to access restrictions

ERA13.13.5: The system shall control access to electronic records according to ownership rights

ERA14: The system shall provide security for itself

ERA14.1: The system shall prevent unauthorized system access

ERA14.1.1: The EOP Instance shall prevent unauthorized system access

ERA14.1.2: The CRI Instance shall prevent unauthorized system access

ERA14.1.3: The OPA Instance shall prevent unauthorized system access

ERA14.2: The system shall provide intrusion deterrence

ERA14.2.1: The EOP Instance shall provide intrusion deterrence

ERA14.2.2: The CRI Instance shall provide intrusion deterrence

ERA14.2.3: The OPA Instance shall provide intrusion deterrence

ERA14.3: The system shall provide intrusion detection

ERA14.3.1: The system shall identify occurrences of attempted intrusions

ERA14.3.1.1: The EOP Instance shall identify occurrences of attempted intrusions

ERA14.3.1.2: The CRI Instance shall identify occurrences of attempted intrusions

ERA14.3.1.3: The OPA Instance shall identify occurrences of attempted intrusions

ERA14.3.2: The system shall identify occurrences of successful intrusions

ERA14.3.2.1: The EOP Instance shall identify occurrences of successful intrusions

ERA14.3.2.2: The CRI Instance shall identify occurrences of successful intrusions

ERA14.3.2.3: The OPA Instance shall identify occurrences of successful intrusions

ERA14.3.3: The EOP Instance shall provide intrusion detection

ERA14.3.4: The CRI Instance shall provide intrusion detection

ERA14.3.5: The OPA Instance shall provide intrusion detection

ERA14.4: <Reserved>

ERA14.5: The system shall provide virus detection

ERA14.5.1: The EOP Instance shall provide virus detection

ERA14.5.2: The CRI Instance shall provide virus detection

ERA14.5.3: The OPA Instance shall provide virus detection

ERA14.6: The system shall provide virus elimination

ERA14.6.1: The EOP Instance shall provide virus elimination

ERA14.6.2: The CRI Instance shall provide virus elimination

ERA14.6.3: The OPA Instance shall provide virus elimination

ERA14.7: The system shall operate in accordance with applicable security guidance and rules

ERA14.7.1: The system shall operate in accordance with the Federal Information Security Management Act of 2002 (FISMA)

ERA14.7.1.1: The EOP Instance shall operate in accordance with the Federal Information Security Management Act of 2002 (FISMA)

ERA14.7.1.2: The CRI Instance shall operate in accordance with the Federal Information Security Management Act of 2002 (FISMA)

ERA14.7.1.3: The OPA Instance shall operate in accordance with the Federal Information Security Management Act of 2002 (FISMA)

ERA14.7.2: The system shall operate in accordance with the NARA Policy Directive, NARA 804, Information Technology Systems Security Handbook

ERA14.7.2.1: The EOP Instance shall operate in accordance with the NARA Policy Directive, NARA 804, Information Technology Systems Security Handbook

ERA14.7.2.2: The CRI Instance shall operate in accordance with the NARA Policy Directive, NARA 804, Information Technology Systems Security Handbook

ERA14.7.2.3: The OPA Instance shall operate in accordance with the NARA Policy Directive, NARA 804, Information Technology Systems Security Handbook

ERA14.7.3: The EOP Instance shall operate in accordance with applicable security guidance and rules

ERA14.7.4: The CRI Instance shall operate in accordance with applicable security guidance and rules

ERA14.7.5: The OPA Instance shall operate in accordance with applicable security guidance and rules

ERA14.8: The system shall employ strong authentication techniques when exchanging data with other systems

ERA14.9: The system shall provide the capability for backup of ERA

ERA14.9.1: The system shall provide the capability for the backup of all COTS products files required to re-establish ERA

ERA14.9.1.1: The EOP Instance shall provide the capability for the backup of all COTS products files required to re-establish the Instance

ERA14.9.1.2: The CRI Instance shall provide the capability for the backup of all COTS products files required to re-establish the Instance

ERA14.9.2: The system shall provide the capability for the backup of all application files required to rebuild ERA

ERA14.9.2.1: The EOP Instance shall provide the capability for the backup of all application files required to re-establish the Instance

ERA14.9.2.2: The CRI Instance shall provide the capability for the backup of all application files required to re-establish the Instance

ERA14.9.3: The system shall provide the capability for the backup of all configuration support files required to rebuild ERA

ERA14.9.3.1: The EOP Instance shall provide the capability for the backup of all configuration support files required to re-establish the Instance

ERA14.9.3.2: The CRI Instance shall provide the capability for the backup of all configuration support files required to re-establish the Instance

ERA14.9.4: The EOP Instance shall provide the capability for backup of record materials

ERA14.10: The system shall control access to services based on user privileges
> ERA14.10.1: The system shall control access to service privileges according to Boolean combinations of group membership
>> ERA14.10.1.1: The EOP Instance shall control access to service privileges according to Boolean combinations of group membership
>> ERA14.10.1.2: The CRI Instance shall control access to service privileges according to Boolean combinations of group membership
> ERA14.10.2: The EOP Instance shall control access to services based on user privileges
> ERA14.10.3: The CRI Instance shall control access to services based on user privileges

ERA14.11: The system shall control access to records lifecycle data based on a user's access privileges
> ERA14.11.1: The EOP Instance shall control access to records lifecycle data based on a user's access privileges
> ERA14.11.2: The CRI Instance shall control access to records lifecycle data based on a user's access privileges

ERA14.12: The system shall provide the capability to change a user's access privileges
> ERA14.12.1: The EOP Instance shall provide the capability to change a user's access privileges
> ERA14.12.2: The CRI Instance shall provide the capability to change a user's access privileges

ERA14.13: The system shall provide the capability to associate user privilege sets with sets of electronic records
> ERA14.13.1: The EOP Instance shall provide the capability to associate user privilege sets with sets of electronic records
> ERA14.13.2: The CRI Instance shall provide the capability to associate user privilege sets with sets of electronic records

ERA14.14: The system shall provide the capability to manage access privileges for groups of users
> ERA14.14.1: The system shall provide the capability for a user to be a member of multiple groups
>> ERA14.14.1.1: The EOP Instance shall provide the capability for a user to be a member of multiple groups
>> ERA14.14.1.2: The CRI Instance shall provide the capability for a user to be a member of multiple groups
> ERA14.14.2: The system shall provide the capability to change access privileges for an entire group of users
>> ERA14.14.2.1: The EOP Instance shall provide the capability to change access privileges for an entire group of users
>> ERA14.14.2.2: The CRI Instance shall provide the capability to change access privileges for an entire group of users
> ERA14.14.3: The EOP Instance shall provide the capability to manage access privileges for groups of users
> ERA14.14.4: The CRI Instance shall provide the capability to manage access privileges for groups of users

ERA14.15: The system shall provide the capability for recovery of ERA

ERA14.15.1: The system shall provide the capability to recover all COTS products files required to re-establish ERA

ERA14.15.1.1: The EOP Instance shall provide the capability for the restoration of all COTS products files required to re-establish the Instance

ERA14.15.1.2: The CRI Instance shall provide the capability for the restoration of all COTS products files required to re-establish the Instance

ERA14.15.2: The system shall provide the capability to recover all application files required to re-establish ERA

ERA14.15.2.1: The EOP Instance shall provide the capability for the restoration of all application files required to re-establish the Instance

ERA14.15.2.2: The CRI Instance shall provide the capability for the restoration of all application files required to re-establish the Instance

ERA14.15.3: The system shall provide the capability to recover all configuration support files required to re-establish ERA

ERA14.15.3.1: The EOP Instance shall provide the capability for the restoration of all configuration support files required to re-establish the Instance

ERA14.15.3.2: The CRI Instance shall provide the capability for the restoration of all configuration support files required to re-establish the Instance

ERA14.15.4: The EOP Instance shall provide the capability for restoration of record materials

ERA15: The system shall accept all types of electronic records

ERA15.1: The system shall accept all electronic record types

ERA15.1.1: The system shall accept all data types in which electronic records are written

ERA15.1.2: The EOP Instance shall accept all Presidential electronic record types

ERA15.1.3: The CRI Instance shall accept all Congressional electronic record types

ERA15.1.4: The EOP Instance shall accept all data types in which Presidential electronic records are written

ERA15.1.5: The CRI Instance shall accept all data types in which Congressional electronic records are written

ERA15.2: The system shall accept electronic records that are composed of more than one digital component

ERA15.2.1: The system shall retain the relationships between the digital components of an electronic record

ERA15.2.2: The EOP Instance shall accept Presidential electronic records that are composed of more than one digital component

ERA15.2.3: The CRI Instance shall accept Congressional electronic records that are composed of more than one digital component

ERA15.2.4: The EOP Instance shall retain the relationships between the digital components of a Presidential electronic record

ERA15.3: The system shall provide the capability to identify the data type of any electronic record

ERA15.3.1: The system shall provide the capability to identify the data type of any Presidential electronic record

ERA15.3.2: The system shall incorporate multiple format identification tools to identify the data type of any electronic record

ERA15.3.3: The system shall provide the capability to validate the data type identification of an electronic record

ERA15.3.4: The system shall provide the capability to update the data type identification of an electronic record

ERA15.4: The system shall provide the capability to identify the data type of any component of an electronic record

ERA15.4.1: The EOP Instance shall provide the capability to identify the data type of any component of a Presidential electronic record

ERA16: The system shall provide the capability to transfer electronic records to ERA

ERA16.1: The system shall accept electronic records transferred via physical media

ERA16.1.1: The system shall provide the capability to track the location of transfer media containing electronic records prior to the ingest of the records into ERA

ERA16.1.2: The EOP Instance shall accept Presidential electronic records transferred via physical media

ERA16.1.3: The CRI Instance shall accept Congressional electronic records transferred via physical media

ERA16.1.4: The CRI Instance shall provide the capability to track the location of transfer media containing Congressional electronic records prior to the ingest of the records into ERA

ERA16.2: The system shall provide the capability to accept transfers electronically

ERA16.2.1: The system shall provide the capability for NARA-initiated transfers

ERA16.2.1.1: The system shall provide the capability for NARA staff to initiate electronic transfers of records on behalf of a transferring entity

ERA16.2.2: The system shall provide the capability for transferring entity initiated transfers

ERA16.2.3: The EOP Instance shall provide the capability to accept transfers of Presidential electronic records electronically

ERA16.2.4: The system shall provide the capability to accept electronic transfers of electronic records of an unlimited file size

ERA16.3: The system shall confirm the success of the transfer

ERA16.3.1: The system shall check electronic records contained in a transfer

ERA16.3.2: The system shall report discrepancies found with the transfer

ERA16.3.3: The system shall apply Error Detection and Correction (EDAC) technology to transfers

ERA16.4: <Reserved>

ERA16.4.1: <Reserved>

ERA16.4.2: The system shall check the data type of each file in the transfer

ERA16.4.2.1: The system shall provide the capability for manual verification of data type for files contained in the transfer

ERA16.4.2.1.1: The system shall provide the capability for download of files for manual verification

ERA16.4.2.1.2: The system shall provide the capability for users to record result of manual verification

ERA16.4.2.2: The system shall provide the capability for automatic verification of data type for files contained in the transfer

ERA16.4.2.2.1: The system shall provide the capability for automatic verification of data type for scanned text

ERA16.4.2.2.2: The system shall provide the capability for automatic verification of data type for digital photos

ERA16.4.2.2.3: The system shall provide the capability for automatic verification of data type for PDF

ERA16.4.2.2.4: The system shall provide the capability for automatic verification of data type for PDF-scanned text

ERA16.4.2.2.5: The system shall provide the capability for automatic verification of data type for office automation

ERA16.4.2.2.6: The system shall provide the capability for automatic verification of data type for digital audio

ERA16.4.2.2.7: The system shall provide the capability for automatic verification of data type for digital moving images

ERA16.4.2.3: The system shall provide the capability to select data files for verification

ERA16.4.2.3.1: The system shall provide the capability to manually select data files for verification

ERA16.4.2.3.2: The system shall provide the capability to automatically select data files for verification based on random samples

ERA16.4.2.4: The system shall provide the capability to produce datatype verification reports

ERA16.4.2.4.1: The system shall provide the capability to produce manual data type verification reports

ERA16.4.2.4.2: The system shall provide the capability to produce automatic data type verification reports

ERA16.5: The system shall use templates to check the archival properties of transferred electronic records

ERA16.5.1: The system shall use templates to check the structure of transferred electronic records

ERA16.5.1.1: The system shall provide the capability to create data type templates

ERA16.5.1.2: The system shall provide the capability to modify data type templates

ERA16.5.1.3: The system shall provide the capability to view data type templates

ERA16.5.1.4: The system shall provide the capability to delete data type templates

ERA16.5.1.5: The system shall provide the capability to verify fixed length fields in structured datasets

ERA16.5.1.6: The system shall provide the capability to verify variable length fields in structured datasets

ERA16.5.1.7: The system shall provide the capability to verify structured datasets that are delimited

ERA16.5.1.8: The system shall provide the capability to verify structured datasets that are encoded in EBCDIC

ERA16.5.1.9: The system shall provide the capability to verify structured datasets that are encoded in ASCII

ERA16.5.1.10: The system shall provide the capability to verify structured datasets that are columnar

ERA16.5.1.11: The system shall provide the capability to apply multiple datatype templates to verify structured datasets

ERA16.5.2: <Reserved>

ERA16.5.3: The system shall use templates to check the arrangement of an aggregate of transferred electronic records

ERA16.6: The system shall provide the capability for inclusion of information about sets of records in a transfer

ERA16.6.1: The system shall provide the capability for inclusion of information about the arrangement of sets of records in a transfer

ERA16.6.2: The system shall provide the capability for inclusion of DOD-STD 5015.2 record profiles for records in a transfer

ERA16.7: The system shall provide the capability to remove electronic records from a transfer during ingest processing

ERA16.7.1: The system shall provide the capability to remove electronic records that have undergone data type verification

ERA16.7.2: The EOP Instance shall provide the capability to remove Presidential electronic records during ingest processing

ERA17: The system shall provide the capability for access review of the assets it contains

ERA17.1: The system shall assist with review determinations

ERA17.1.1: The system shall provide the capability to identify differences in access review determinations applied to copies of the same electronic record

ERA17.1.1.1: The EOP system shall support extensible metadata that specifies access review determinations for each version of an electronic record

ERA17.1.2: <Reserved>

ERA17.1.3: The system shall provide the capability to recognize potentially access restricted assets

ERA17.1.4: The system shall notify the access reviewer of the existence of potentially access restricted electronic records

ERA17.1.5: The system shall provide the capability to assist in determining whether the same electronic records have been released previously

ERA17.1.5.1: The EOP system shall provide the capability to display the access review determinations for each electronic record

ERA17.1.6: The system shall provide the capability to assist in determining whether the same assets have been released previously

ERA17.1.6.1: The EOP system shall provide the capability to display the access review determinations for each asset

ERA17.1.7: <Reserved>

ERA17.1.8: The EOP Instance shall assist with review determinations

ERA17.2: The system shall capture the results of the access review

ERA17.2.1: The system shall capture the review determination

ERA17.2.1.1: The EOP Instance shall record the review determination for any asset that undergoes review

ERA17.2.2: The system shall capture the reason for the review determination

ERA17.2.2.1: The EOP Instance shall record the applicable standardized restriction codes for any of its assets that undergoes review

ERA17.2.2.2: The EOP Instance shall provide the capability to record explanatory comments concerning reasons for a review determination for any of its assets that undergoes review

ERA17.2.3: The system shall provide the capability to link the review determination to the affected electronic record

ERA17.2.3.1: The EOP Instance shall record review determination metadata for each Presidential electronic record

ERA17.2.4: The EOP Instance shall provide the capability to capture the results of the access review

ERA17.3: <Reserved>

ERA17.4: The system shall provide the capability to change a review determination over time

ERA17.4.1: The system shall display the review determination history of an electronic record upon request

ERA17.4.2: The EOP Instance shall provide the capability to display the review determination history of an electronic record upon request

ERA17.4.3: The EOP Instance shall provide the capability to change a review determination over time

ERA17.5: <Reserved>

ERA17.5.1: <Reserved>

ERA17.5.2: <Reserved>

ERA17.5.3: <Reserved>

ERA17.5.4: The EOP Instance shall provide the capability to record declassification information that is provided for an asset

ERA17.6: The system shall manage review determinations

ERA17.6.1: The system shall provide the capability to define new review determinations

ERA17.6.1.1: The EOP Instance shall provide the capability to define new review determinations

ERA17.6.2: The system shall provide the capability to update available review determinations

ERA17.6.2.1: The EOP Instance shall provide the capability to update available review determinations

ERA17.6.3: The system shall provide the capability to delete available review determinations

ERA17.6.3.1: The EOP Instance shall provide the capability to delete available review determinations

ERA17.6.4: The system shall provide the capability for a review determination of "fully release"

ERA17.6.4.1: The EOP Instance shall provide the capability for a review determination of ""fully release"" to be recorded for an asset

ERA17.6.5: The system shall provide the capability for a review determination of "partially release"

ERA17.6.5.1: The EOP Instance shall provide the capability for a review determination of ""partially release"" to be recorded for an asset

ERA17.6.6: The system shall provide the capability for a review determination of "redact"

ERA17.6.6.1: The EOP Instance shall provide the capability for a review determination of ""redact"" to be recorded for an asset

ERA17.6.7: The system shall provide the capability for a review determination of "withhold"

ERA17.6.7.1: The system shall provide the capability to create a placeholder for withheld electronic records indicating reasons for withholding

ERA17.6.7.2: The EOP Instance shall provide the capability for a review determination of ""withhold"" to be recorded for an asset and the associated access request

ERA17.6.8: The system shall provide the capability for a review determination of "withdraw"

ERA17.6.9: The EOP Instance shall provide the capability for a review determination of ""withdraw""

ERA18: The system shall provide the capability for redaction of the assets it contains

ERA18.1: <Reserved>

ERA18.1.1: <Reserved>

ERA18.1.2: <Reserved>

ERA18.1.3: <Reserved>

ERA18.2: The system shall manage redacted versions of assets

ERA18.2.1: The EOP Instance shall manage redacted version of assets

ERA18.3: The system shall provide the capability to present the redacted version of the assets it contains

ERA18.4: <Reserved>

ERA18.4.1: The EOP Instance shall prohibit redaction of any preservation copy of an electronic record

ERA18.5: The system shall prohibit redaction of any preservation copy of an electronic record

ERA18.5.1: The system shall prohibit redaction of any electronic record digital component maintained for preservation

ERA18.6: The system shall provide the capability to capture redaction information

ERA18.6.1: The system shall capture the reason(s) for the redaction

ERA18.6.1.1: The system shall provide the capability to link the reasons for redaction to each version of the redaction of an asset

ERA18.6.1.1.1: The EOP Instance shall record review determination metadata for each version of a redacted Presidential electronic record

ERA18.6.1.2: The system shall provide the capability to display information concerning the redaction during display of the redacted asset

ERA18.6.2: The system shall capture the identity of the individual who performed a redaction

ERA18.6.2.1: The EOP Instance shall capture the identity of the individual who performed a redaction

ERA18.6.3: The system shall capture the date of a redaction

ERA18.6.3.1: The EOP Instance shall capture the date of a redaction

ERA18.6.4: The EOP Instance shall capture the reason(s) for the redaction

ERA18.6.5: The EOP Instance shall provide the capability to capture redaction information

ERA18.7: <Reserved>
    ERA18.7.1: The EOP Instance shall provide the capability to redact its assets
ERA18.8: <Reserved>
ERA18.9: <Reserved>
ERA18.10: The system shall provide the capability to identify the redacted versions of assets
    ERA18.10.1: The EOP Instance shall provide the capability to identify the redacted versions of assets
ERA19: The system shall provide the capability to search the assets it contains
    ERA19.1: The system shall provide the capability for the user to select the characteristics of a search against the assets it contains
        ERA19.1.1: The system shall provide the capability for the user to enter the criteria for the search
            ERA19.1.1.1: The system shall provide the capability for the user to define a fielded search against ERA business objects
            ERA19.1.1.2: The EOP Instance shall provide the capability for the user to define a fielded search against metadata catalog entries for Presidential records
            ERA19.1.1.3: The OPA Instance shall provide the capability for the user to define a fielded search against metadata catalog entries for publically accessible records
        ERA19.1.2: The system shall provide the capability to search by geographic information
            ERA19.1.2.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by geographic information
            ERA19.1.2.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by geographic information
        ERA19.1.3: The system shall provide the capability to search by subject
            ERA19.1.3.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by subject
            ERA19.1.3.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by subject
        ERA19.1.4: The system shall provide the capability to search by time period
            ERA19.1.4.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by time period
            ERA19.1.4.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by time period
        ERA19.1.5: The system shall provide the capability to search by accession number
            ERA19.1.5.1: The system shall provide the capability for the user to search ERA business objects by accession number
            ERA19.1.5.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by accession number
        ERA19.1.6: The system shall provide the capability to search by transferring entity
            ERA19.1.6.1: The system shall provide the capability for the user to search ERA business objects by transferring entity
            ERA19.1.6.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by transferring entity
        ERA19.1.7: The system shall provide the capability to search by government function
            ERA19.1.7.1: The EOP Instance shall provide the capability for the user to search for information about government functions in Presidential records

ERA19.1.7.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by government function

ERA19.1.8: The system shall provide the capability to search by government line of business

ERA19.1.8.1: The system shall provide the capability for the user to search metadata catalog entries for information about Federal Agencies

ERA19.1.8.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by government line of business

ERA19.1.9: The system shall provide the capability to search by asset type

ERA19.1.9.1: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by asset type

ERA19.1.10: <Reserved>

ERA19.1.10.1: The OPA Instance shall provide the capability to search by geospatial identifiers

ERA19.1.11: The system shall provide the capability to search by any element defined in the asset's template

ERA19.1.12: The system shall provide the capability to search by media type

ERA19.1.12.1: The system shall provide the capability to search by transfer media type

ERA19.1.12.2: The OPA Instance shall provide the capability to search by media type

ERA19.1.13: The system shall provide the capability to search by record type

ERA19.1.13.1: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by record type

ERA19.1.13.2: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by SAS type

ERA19.1.14: The system shall provide the capability to search descriptions by description unique identifier

ERA19.1.14.1: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible information by description unique identifier

ERA19.1.15: The system shall provide the capability to search by title

ERA19.1.15.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by title

ERA19.1.15.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by title

ERA19.1.15.3: The system shall provide the capability to search for title information within business objects

ERA19.1.16: The system shall provide the capability for keyword searching

ERA19.1.16.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by keyword

ERA19.1.16.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by keyword

ERA19.1.17: The system shall provide the capability for exact phrase searching

ERA19.1.17.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by exact phrase searching

ERA19.1.17.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by exact phrase searching

ERA19.1.18: The system shall provide the capability for concept-based searching

ERA19.1.19: The system shall provide the capability for Boolean searching

ERA19.1.19.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by Boolean searching

ERA19.1.19.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by Boolean searching

ERA19.1.20: The system shall provide the capability for proximity searching

ERA19.1.20.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by proximity searching

ERA19.1.20.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by proximity searching

ERA19.1.21: The system shall provide the capability to search based on the frequency of access to assets by other researchers doing similar searches

ERA19.1.22: The system shall provide the capability for automated question-and-answer searching based on searches performed frequently

ERA19.1.23: The system shall provide the capability to search only for descriptions that refer to electronic records

ERA19.1.23.1: The OPA Instance shall provide the capability to search only for descriptions that refer to electronic records

ERA19.1.24: The system shall provide the capability to use wildcard characters in searches

ERA19.1.24.1: The EOP Instance shall provide the capability for the user to search metadata catalog entries for Presidential records by utilizing wildcard characters

ERA19.1.24.2: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible records by utilizing wildcard characters

ERA19.1.25: The system shall provide the capability for searching records lifecycle data

ERA19.1.25.1: The system shall provide the capability for searching system reports for records lifecycle data

ERA19.1.25.2: The system shall provide the capability for searching Business Objects for records lifecycle data

ERA19.1.26: <Reserved>

ERA19.1.26.1: The OPA Instance shall provide the capability for searching authority sources for people

ERA19.1.27: <Reserved>

ERA19.1.27.1: The OPA Instance shall provide the capability for searching authority sources for organizations

ERA19.1.28: The system shall provide the capability for the use of designated "stop words" that are disregarded during searches

ERA19.1.29: The system shall provide the capability to search by transfer

ERA19.1.29.1: The OPA Instance shall provide the capability for the user to search metadata catalog entries for publically accessible information by Transfer

ERA19.1.29.2: The CRI Instance shall provide the capability for the user to search metadata catalog entries for Congressional information by Transfer

ERA19.1.30: The system shall provide a user interface to define searches against ERA Business Objects

ERA19.1.31: The EOP Instance shall provide a user interface to define searches against metadata catalog entries for Presidential records

ERA19.1.32: The OPA Instance shall provide a user interface to define searches against metadata catalog entries for publically accessible records

ERA19.1.33: The OPA Instance shall provide the capability for a NARA user to configure search optimization criteria for the system

ERA19.2: The system shall provide the capability to search for assets based on their contents

ERA19.2.1: The system shall provide the capability for the user to search for Business Objects based on their contents

ERA19.2.2: The EOP Instance shall provide the capability for the user to search for Presidential records based on their contents

ERA19.2.3: The system shall provide the capability for the user to search for system reports based on their contents

ERA19.2.4: The OPA Instance shall provide the capability for the user to search for assets based on their contents

ERA19.3: The system shall provide the capability to search through hierarchies of information

ERA19.3.1: The system shall provide the capability to navigate from a description to an individual electronic record

ERA19.3.1.1: The system shall provide the capability to navigate from descriptive information to an individual electronic record

ERA19.3.1.2: The OPA Instance shall provide the capability to navigate from a description to an individual electronic record

ERA19.3.2: The system shall provide the capability to navigate from an individual electronic record to an associated description

ERA19.3.2.1: The system shall provide the capability to navigate from an individual electronic record to associated descriptive information

ERA19.3.2.2: The OPA Instance shall provide the capability to navigate from an individual electronic record to an associated description

ERA19.3.3: The system shall provide the capability to navigate from a description to a set of electronic records

ERA19.3.3.1: The system shall provide the capability to navigate from descriptive information to a set of electronic records

ERA19.3.3.2: The OPA Instance shall provide the capability to navigate from a description to a set of electronic records

ERA19.3.4: The system shall provide the capability to navigate from a set of electronic records to a description of the set

ERA19.3.4.1: The system shall provide the capability to navigate from a set of electronic records to descriptive information about the set

ERA19.3.4.2: The OPA Instance shall provide the capability to navigate from a set of electronic records to a description of the set

ERA19.3.5: The system shall provide the capability to navigate through all levels of records lifecycle data while searching

    ERA19.3.5.1: The EOP Instance shall provide the capability to navigate through all related records lifecycle data within a SAS while searching

    ERA19.3.5.2: The OPA Instance shall provide the capability to navigate through all levels of records lifecycle data while searching

ERA19.3.6: The system shall provide the capability to navigate through all levels of sets of records while searching

    ERA19.3.6.1: The system shall provide the capability to navigate through all related records covered under a Record Schedule Item while searching

    ERA19.3.6.2: The system shall provide the capability to navigate through all related records in a Transfer while searching

    ERA19.3.6.3: The EOP Instance shall provide the capability to navigate through all related records within a SAS while searching

    ERA19.3.6.4: The OPA Instance shall provide the capability to navigate through all levels of sets of records while searching

ERA19.3.7: <Reserved>

    ERA19.3.7.1: The OPA Instance shall provide the capability to navigate from a description to a description of the description's creator

ERA19.3.8: The system shall provide the capability to search through hierarchies of ERA Business Objects

ERA19.3.9: The EOP Instance shall provide the capability to search through hierarchies of Presidential records

ERA19.3.10: The OPA Instance shall provide the capability to conduct a search for descriptions related to the parent of a selected description

ERA19.3.11: The EOP Instance shall provide the capability to browse through folder and file directory hierarchies of Presidential records

ERA19.3.12: The OPA Instance shall provide the capability to navigate between descriptions and other related assets

ERA19.4: <Reserved>

    ERA19.4.1: <Reserved>

        ERA19.4.1.1: The OPA Instance shall provide the capability for users to select a NARA default search from among available searches

    ERA19.4.2: <Reserved>

        ERA19.4.2.1: The OPA Instance shall run the user-selected NARA default search

    ERA19.4.3: The OPA Instance shall provide NARA-created default searches

ERA19.5: The system shall provide the capability for the user to select the search complexity level, from simple single-variable searches to multi-variable complex searches

    ERA19.5.1: The EOP Instance shall provide the capability for the user to select the search complexity level, from simple single-variable searches to multi-variable complex searches for Presidential records

    ERA19.5.2: The OPA Instance shall provide the capability for the user to select the search complexity level, from simple single-variable searches to multi-variable complex searches for publically accessible records

ERA19.6: The system shall provide the capability to control search run times

    ERA19.6.1: The system shall limit search run times in a pre-emptive manner

ERA19.6.1.1: The OPA Instance shall limit search run times in a pre-emptive manner

ERA19.6.2: The system shall provide the capability for users to adjust search run time limits

ERA19.6.2.1: The OPA Instance shall provide the capability for users to adjust search run time limits for publically accessible records

ERA19.6.3: The OPA Instance shall provide the capability to control search run times

ERA19.7: The system shall provide information to the user while the search is in progress

ERA19.7.1: The system shall provide a search progress indicator

ERA19.7.1.1: The OPA Instance shall provide a search progress indicator

ERA19.7.2: The system shall display the search parameters selected by the user

ERA19.7.2.1: The EOP Instance shall display the search parameters selected by the user for Presidential records

ERA19.7.2.2: The OPA Instance shall display the search parameters selected by the user for publically accessible records

ERA19.7.3: <Reserved>

ERA19.7.4: The system shall notify the user when the search is complete

ERA19.7.4.1: The EOP Instance shall notify the user when the search for Presidential materials is complete

ERA19.7.4.2: The OPA Instance shall notify the user when the search for publically available materials is complete

ERA19.7.5: The OPA Instance shall provide information to the user while the search is in progress

ERA19.8: The system shall present the search results set to the user

ERA19.8.1: The system shall display a search results set that includes all assets meeting the search criteria

ERA19.8.1.1: The EOP Instance shall display a search results set that includes all Presidential assets meeting the search criteria

ERA19.8.1.2: The OPA Instance shall display a search results set that includes all publically accessible assets meeting the search criteria

ERA19.8.2: The system shall display an explanation for the reason for withholding assets

ERA19.8.2.1: The OPA Instance shall display an explanation for the reason for withholding assets from public access

ERA19.8.3: The system shall exclude from display assets whose existence cannot be disclosed to the requesting user

ERA19.8.3.1: The OPA Instance shall exclude from public display assets whose existence cannot be disclosed to the requesting user

ERA19.8.4: The system shall display the total number of results in the result set returned by the search

ERA19.8.4.1: The EOP Instance shall display a search results set that includes all Presidential assets meeting the search criteria

ERA19.8.4.2: The OPA Instance shall display a search results set that includes all publically accessible assets meeting the search criteria

ERA19.8.5: The system shall provide the capability for the user to select the quantity of search results to be presented in the results set

ERA19.8.5.1: The EOP Instance shall provide the capability for the user to select the quantity of Presidential search results to be presented in the results set

ERA19.8.5.2: The OPA Instance shall provide the capability for the user to select the quantity of publically accessible search results to be presented in the results set

ERA19.8.6: The system shall provide the capability for users to select the order in which the result set is presented

ERA19.8.6.1: The EOP Instance shall provide the capability for the user to select the order of Presidential search results to be presented in the results set

ERA19.8.6.2: The OPA Instance shall provide the capability for the user to select the order of publically accessible search results to be presented in the results set

ERA19.8.7: The system shall provide the capability to rank the results of the search by relevance

ERA19.8.7.1: The OPA Instance shall provide the capability to rank the results of the search by relevance

ERA19.8.7.2: The OPA Instance shall provide the capability for a NARA user to configure relevancy rankings for search results

ERA19.8.8: The system shall present the search results set at user-selectable levels of detail

ERA19.8.9: The system shall indicate different versions of a record included in the search result set

ERA19.8.9.1: The OPA Instance shall indicate different versions of a record included in the search result set for publically available assets

ERA19.8.10: The OPA Instance shall present the search results set for publically accessible materials to the user

ERA19.8.11: The OPA Instance shall provide the capability to group search results according to defined criteria

ERA19.8.12: The OPA Instance shall provide the capability to highlight search terms within the search results

ERA19.9: The system shall provide the capability for a user to refine a search

ERA19.9.1: The system shall provide the capability to search within the result set returned by the initial search

ERA19.9.1.1: The system shall provide a "more like this" capability to refine a search for more assets similar to those returned by the search

ERA19.9.1.1.1: The OPA Instance shall provide a "more like this" capability to refine a search for more assets similar to those returned by the search

ERA19.9.1.1.2: The OPA Instance shall provide the capability to suggest search options using thesauri in order to locate similar assets

ERA19.9.1.2: The system shall provide the capability to refine a search using any search criteria available in the system

ERA19.9.1.2.1: The OPA Instance shall provide the capability to refine a search using search criteria available in the system

ERA19.9.1.3: The OPA Instance shall provide the capability to search within the result set returned by the initial search

ERA19.9.2: The system shall provide the capability to stop a search in progress in order to refine the search

ERA19.9.3: The OPA Instance shall provide the capability for a user to refine a search

ERA19.10: The system shall provide the capability for the user to select the assets they wish to access from among the search results set

ERA19.10.1: The EOP Instance shall provide the capability for the user to select the Presidential assets they wish to access from among the search results set
ERA19.10.2: The OPA Instance shall provide the capability for the user to select the publically accessible assets they wish to access from among the search results set
ERA19.11: The system shall provide the capability to save a search
ERA19.11.1: The system shall provide the capability for the user to select a saved search from their saved searches
ERA19.11.1.1: The EOP Instance shall provide the capability for the user to select a saved search from their saved Presidential material searches
ERA19.11.1.2: The OPA Instance shall provide the capability for the user to select a saved search from their saved searches
ERA19.11.2: The system shall provide the capability to run saved searches
ERA19.11.2.1: The EOP Instance shall provide the capability to run saved Presidential material searches
ERA19.11.2.2: The OPA Instance shall provide the capability to run saved searches
ERA19.11.3: The EOP Instance shall provide the capability to save a search for Presidential materials
ERA19.11.4: The OPA Instance shall provide the capability to save a search
ERA19.11.5: The OPA Instance shall provide the capability for a user to send a search via email to an external user
ERA19.12: The system shall provide the capability for users to store results sets over time
ERA19.12.1: The system shall provide the capability to store search results
ERA19.12.1.1: The EOP Instance shall provide the capability to store Presidential search results
ERA19.12.1.2: The OPA Instance shall provide the capability to store search results
ERA19.12.2: The system shall provide the capability to save selected portions of results sets
ERA19.12.2.1: The EOP Instance shall provide the capability to save selected portions of Presidential results sets
ERA19.12.2.2: The OPA Instance shall provide the capability to save selected portions of results sets
ERA19.12.3: The system shall maintain a search results set for a specified period of time
ERA19.12.3.1: The OPA Instance shall maintain a search results set for a specified period of time
ERA19.12.4: The OPA Instance shall provide the capability for a user to send a search to an external user
ERA19.13: The system shall manage mediated searches
ERA19.13.1: The system shall provide the capability to request a mediated search
ERA19.13.2: The system shall provide the capability for mediated searchers to dialog with search requestors about their mediated search
ERA19.13.3: The system shall provide the capability to manage mediated search request responses
ERA19.13.4: The system shall provide the capability to prioritize mediated searches
ERA19.14: The OPA Instance shall provide the capability for a user to select the characteristics of a search against the assets it contains

ERA19.15: The OPA Instance shall provide the capability to conduct federated searches across multiple repositories of metadata and electronic records

ERA20: The system shall provide access to the assets it contains

ERA20.1: The system shall provide the capability to electronically present all electronic record types

ERA20.1.1: The OPA Instance shall provide the capability to electronically present electronic records

ERA20.1.1.1: The OPA Instance shall provide the capability to incorporate tools to electronically present electronic records

ERA20.1.1.2: The OPA Instance shall provide the capability for a user to manipulate the presentation of electronic records

ERA20.2: The system shall provide the capability for users to request copies of assets

ERA20.2.1: The system shall provide the capability for users to select electronic records to download

ERA20.2.2: The EOP Instance shall provide the capability for users to select copies of Presidential electronic records to download

ERA20.2.3: The CRI Instance shall provide the capability for users to request copies of Congressional records on media

ERA20.2.4: The OPA Instance shall provide the capability for users to select publically available electronic records to download

ERA20.2.5: The system shall provide the capability to download an electronic records package that includes a manifest of its contents

ERA20.2.6: The OPA Instance shall provide the capability to download an electronic records package that includes a manifest of its contents

ERA20.3: The system shall provide the capability to output copies of all assets

ERA20.3.1: The system shall provide the capability to output all assets to media

ERA20.3.1.1: The system shall print address labels for media orders

ERA20.3.1.2: The system shall print packing lists for media orders

ERA20.3.1.3: The system shall provide the capability to output copies of business objects

ERA20.3.1.4: The system shall provide the capability to output copies of system objects

ERA20.3.1.5: The system shall provide the capability to output copies of electronic records

ERA20.3.1.6: The EOP Instance shall provide the capability to output copies of Presidential electronic records

ERA20.3.1.7: The OPA Instance shall provide the capability to output copies of publically available electronic records

ERA20.3.1.8: The CRI Instance shall provide the capability to output Congressional electronic records to media

ERA20.3.2: <Reserved>

ERA20.3.3: The system provide the capability to download print-friendly versions of business objects

ERA20.3.4: The system provide the capability to download print-friendly versions of system objects

ERA20.3.5: The OPA Instance provide the capability to download print-friendly versions of publically available descriptions

ERA20.4: The system shall provide access to electronic records independently of the hardware with which they were created

ERA20.4.1: The system shall provide the capability to output assets independently of the hardware with which they were created

ERA20.4.1.1: The EOP Instance shall provide access to Presidential electronic records independently of the hardware with which they were created

ERA20.4.1.2: The CRI Instance shall provide access to Congressional electronic records independently of the hardware with which they were created

ERA20.4.1.3: The OPA Instance shall provide access to publically available electronic records independently of the hardware with which they were created

ERA20.4.1.4: The system shall provide the capability to output electronic records independently of the hardware with which they were created

ERA20.4.1.5: The EOP Instance shall provide the capability to output Presidential records independently of the hardware with which they were created

ERA20.4.1.6: The CRI Instance shall provide the capability to output Congressional records independently of the hardware with which they were created

ERA20.4.1.7: The OPA Instance shall provide the capability to output publically available electronic records independently of the hardware with which they were created

ERA20.4.2: The system shall provide the capability to electronically present assets independently of the hardware with which they were created

ERA20.5: The system shall provide access to electronic records independently of the software with which they were created

ERA20.5.1: The system shall provide the capability to output assets independently of the software with which they were created

ERA20.5.1.1: The EOP Instance shall provide access to Presidential electronic records independently of the software with which they were created

ERA20.5.1.2: The CRI Instance shall provide access to Congressional electronic records independently of the software with which they were created

ERA20.5.1.3: The OPA Instance shall provide access to publically available electronic records independently of the software with which they were created

ERA20.5.1.4: The system shall provide the capability to output electronic records independently of the software with which they were created

ERA20.5.1.5: The EOP Instance shall provide the capability to output Presidential records independently of the software with which they were created

ERA20.5.1.6: The CRI Instance shall provide the capability to output Congressional records independently of the software with which they were created

ERA20.5.1.7: The OPA Instance shall provide the capability to output publically available electronic records independently of the software with which they were created

ERA20.5.2: The system shall provide the capability to electronically present assets independently of the software with which they were created

ERA20.6: The system shall provide the capability to access an entire electronic record

ERA20.6.1: The EOP Instance shall provide the capability for online access to an entire Presidential electronic record

ERA20.6.2: The OPA Instance shall provide the capability for online access to an entire publically accessible electronic record

ERA20.7: The system shall provide the capability to access a set of electronic records

ERA20.7.1: The EOP Instance shall provide the capability for online access to an entire set of Presidential electronic records

ERA20.7.2: The OPA Instance shall provide the capability for online access to an entire set of publically accessible electronic records

ERA20.8: The system shall provide the capability to access a portion of an electronic record

ERA20.8.1: The EOP Instance shall provide the capability for online access to a portion of a Presidential electronic record

ERA20.9: The system shall provide the capability to access all digital components of an electronic record

ERA20.10: The system shall provide the capability to output assets in formats selected by the user from available choices

ERA20.10.1: The system shall provide the capability for users to select the output format of selected assets from among available formats

ERA20.10.1.1: The system shall provide the capability for users to select the output format of selected business objects from among available formats

ERA20.10.1.2: The system shall provide the capability for users to select the output format of selected system objects from among available formats

ERA20.10.1.3: The OPA Instance shall provide the capability for users to select the output format of selected publically available descriptions from among available formats

ERA20.10.2: The system shall output certified copies of electronic records in formats selectable by the user from available choices

ERA20.10.3: The system shall output certified copies of electronic records on media selectable by the user from available choices

ERA20.10.4: The system shall provide the capability to output selected asset formats via telecommunications

ERA20.10.4.1: The system shall provide the capability to output selected electronic records via telecommunications

ERA20.10.4.2: The EOP Instance shall provide the capability to output selected Presidential electronic records via telecommunications

ERA20.10.4.3: The system shall provide the capability to output selected business objects via telecommunications

ERA20.10.4.4: The system shall provide the capability to output selected system objects via telecommunications

ERA20.10.4.5: The OPA Instance shall provide the capability to output selected publically available electronic records via telecommunications

ERA20.10.4.6: The OPA Instance shall provide the capability to output selected publically available descriptions via telecommunications

ERA20.11: The system shall maintain the authenticity of an electronic record during access

ERA20.11.1: The system shall maintain electronic record content during access

ERA20.11.1.1: The EOP Instance shall maintain electronic record content of Presidential electronic records during access

ERA20.11.1.2: The OPA Instance shall maintain electronic record content of publically available electronic records during access

ERA20.11.2: The system shall maintain electronic record specified behavior during access

ERA20.11.3: The system shall maintain electronic record context during access

ERA20.11.3.1: The EOP Instance shall maintain electronic record context of Presidential electronic records during access

ERA20.11.3.2: The OPA Instance shall maintain electronic record context of publically available electronic records during access

ERA20.11.4: The system shall maintain electronic record structure during access

ERA20.11.4.1: The EOP Instance shall maintain electronic record structure of Presidential electronic records during access

ERA20.11.4.2: The OPA Instance shall maintain electronic record structure of publically available electronic records during access

ERA20.11.5: The system shall maintain electronic record presentation during access

ERA20.11.6: The system shall provide the capability to present digital components of electronic records individually

ERA20.11.7: The system shall provide the capability to output digital components of electronic records individually

ERA20.11.8: The system shall provide the capability to present electronic records composed of multiple digital components

ERA20.11.9: The system shall provide the capability to output electronic records composed of multiple digital components

ERA20.11.9.1: The EOP Instance shall provide the capability to output Presidential electronic records composed of multiple digital components

ERA20.11.10: The EOP Instance shall maintain the authenticity of a Presidential electronic record during access

ERA20.11.11: The OPA Instance shall maintain the authenticity of a publically available electronic record during access

ERA20.12: The OPA Instance shall provide the capability to access publically available descriptions

ERA20.12.1: The OPA Instance shall provide the capability to access publically available descriptions in the Encoded Archival Description (EAD) format

ERA20.12.2: The OPA Instance shall provide the capability to access information about creators of archival materials in the Encoded Archival Context (EAC) format

ERA20.13: The system shall provide the capability to designate assets in the system as available for public access

ERA20.13.1: The system shall provide the capability to designate electronic records in the system as available for public access

ERA20.13.2: The system shall provide the capability to designate sets of electronic records in the system as available for public access

ERA20.13.3: The system shall provide the capability to designate business objects in the system as available for public access

ERA20.13.4: The system shall provide the capability to designate system objects in the system as available for public access

ERA20.13.5: The system shall provide the capability to designate descriptions in the system as available for public access

ERA20.14: The OPA Instance shall provide a user interface for access to assets

ERA20.14.1: The OPA Instance shall provide a user interface for access to descriptions

ERA20.14.2: The OPA Instance shall provide a user interface for access to electronic records

ERA20.14.3: The OPA Instance shall provide the capability to combine data from multiple external sources to produce web pages

ERA20.14.4: The OPA Instance shall provide the capability to combine functionality from multiple external sources to produce web pages

ERA21: The system shall provide a user interface

ERA21.1: The system shall provide default workbenches tailored to users' roles

ERA21.1.1: The system shall display the appropriate default workbench based on a user's registration information

ERA21.1.2: The EOP Instance shall provide default workbenches tailored to users' roles

ERA21.1.3: The EOP Instance shall display the appropriate default workbench based on a user's registration information

ERA21.2: The system shall provide the capability for users to customize their workbenches

ERA21.2.1: <Reserved>

ERA21.2.2: <Reserved>

ERA21.2.3: The system shall provide the capability for users to customize the appearance of their workbench

ERA21.2.4: The system shall remember the most recent customization to a user's workbench as that user's default workbench

ERA21.3: <Reserved>

ERA21.4: The system shall maintain workbench configuration across user sessions

ERA21.5: The system shall provide the capability for configurable user interfaces

ERA21.6: The system shall provide the capability for foreign language extensibility such that the user interface could contain foreign language text in the future without major redesign

ERA21.7: The system shall provide a user interface capable of electronically presenting all supported types of electronic records

ERA21.8: The system shall accept input of information by users

ERA21.8.1: The system shall check information entered by users

ERA21.8.2: The EOP Instance shall accept input of information by users

ERA21.8.3: The EOP Instance shall check information entered by users

ERA21.9: The OPA Instance shall provide the capability for user access via mobile devices

ERA22: The system shall provide the capability for user registration

ERA22.1: The system shall provide the capability to register users

ERA22.1.1: The system shall register user types

ERA22.1.1.1: The EOP Instance shall register user types

ERA22.1.2: The system shall associate registered users with user groups

ERA22.1.2.1: The EOP Instance shall associate registered users with user groups

ERA22.1.3: The system shall establish a user account for each registered user

ERA22.1.3.1: The EOP Instance shall establish a user account for each registered user

ERA22.1.3.2: The OPA Instance shall establish a user account for each registered user

ERA22.1.4: The EOP Instance shall provide the capability to register users

ERA22.1.5: The OPA instance shall provide the capability to register users

ERA22.1.6: The system shall provide the capability for users to conduct self-registration

ERA22.1.7: The OPA Instance shall provide the capability for users to conduct self-registration

ERA22.2: The system shall collect information from the user during registration

ERA22.2.1: The system shall collect name from the user during registration

ERA22.2.1.1: The OPA Instance shall collect name from the user during registration

ERA22.2.1.2: The system shall provide the capability to capture name information for a registered user

ERA22.2.1.3: The EOP Instance shall provide the capability to capture name information for a registered user

ERA22.2.2: The system shall collect contact information from the user during registration

ERA22.2.2.1: The OPA Instance shall collect contact information from the user during registration

ERA22.2.2.2: The system shall provide the capability to capture contact information for a registered user

ERA22.2.2.3: The EOP Instance shall provide the capability to capture contact information for a registered user

ERA22.2.3: The system shall collect security clearance information from the user during registration

ERA22.2.4: The system shall collect information on whether the user is a stakeholder in an equity holder from the user during registration

ERA22.2.5: The system shall collect job role information from the user during registration

ERA22.2.5.1: The system shall provide the capability to capture job role information for a registered user

ERA22.2.6: The system shall collect proof of identity information from the user during registration

ERA22.2.6.1: The system shall provide the capability to capture proof of identity information for a registered user

ERA22.2.6.2: The EOP Instance shall provide the capability to capture proof of identity information for a registered user

ERA22.2.7: The system shall collect information identifying the individual being registered as a transferring entity during registration

ERA22.2.7.1: The system shall provide the capability to capture information identifying the individual being registered as a transferring entity

ERA22.2.8: The system shall provide the capability for NARA users to determine what information is collected during registration

ERA22.2.8.1: The EOP Instance shall provide the capability for NARA users to determine what information is collected during registration

ERA22.2.8.2: The OPA Instance shall provide the capability for NARA users to determine what information is collected during registration

ERA22.2.9: The OPA Instance shall collect information from the user during registration

ERA22.3: The system shall manage user accounts

ERA22.3.1: The system shall provide the capability to create user accounts

ERA22.3.1.1: The system shall provide the capability to create user accounts automatically

ERA22.3.1.1.1: The OPA Instance shall provide the capability to create user accounts automatically

ERA22.3.2: The system shall provide the capability to access user accounts

ERA22.3.2.1: The EOP Instance shall provide the capability to access user accounts

ERA22.3.2.2: The OPA Instance shall provide the capability for a user to access their user account

ERA22.3.2.3: The system shall provide the capability for a user to access their user account

ERA22.3.3: The system shall provide the capability to update user accounts

ERA22.3.3.1: The EOP Instance shall provide the capability to update user accounts

ERA22.3.3.2: The OPA Instance shall provide the capability for a user to update their user account

ERA22.3.3.3: The system shall provide the capability for a user to update their user account

ERA22.3.4: The system shall provide the capability to delete user accounts

ERA22.3.4.1: The EOP Instance shall provide the capability to delete user accounts

ERA22.3.4.2: The OPA Instance shall provide the capability to delete user accounts

ERA22.3.5: The system shall provide the capability to suspend user accounts

ERA22.3.5.1: The EOP Instance shall provide the capability to suspend user accounts

ERA22.3.5.2: The OPA Instance shall provide the capability to suspend user accounts

ERA22.3.6: The system shall provide the capability to reactivate suspended user accounts

ERA22.3.6.1: The EOP Instance shall provide the capability to reactivate suspended user accounts

ERA22.3.6.2: The OPA Instance shall provide the capability to reactivate suspended user accounts

ERA22.3.7: The system shall provide the capability for the renewal of user registrations

ERA22.3.7.1: The EOP Instance shall provide the capability for the renewal of user registrations

ERA22.3.7.2: The OPA Instance shall provide the capability for the renewal of user registrations

ERA22.3.8: The system shall expire user accounts

ERA22.3.8.1: The EOP Instance shall expire user accounts

ERA22.3.8.2: The OPA Instance shall expire user accounts

ERA22.3.9: The system shall provide the capability for users to cancel their accounts

ERA22.3.9.1: The OPA Instance shall provide the capability for users to cancel their accounts

ERA22.3.10: The system shall provide the capability for users to update their account information

ERA22.3.10.1: The OPA Instance shall provide the capability for users to update their account information

ERA22.3.11: The EOP Instance shall manage user accounts

ERA22.3.12: The OPA Instance shall manage user accounts

ERA23: The system shall provide user assistance

ERA23.1: The system shall manage user assistance

ERA23.1.1: The system shall provide the capability to create user assistance functions

ERA23.1.1.1: The OPA Instance shall provide the capability to create user assistance functions

ERA23.1.2: The system shall provide the capability to access user assistance functions

ERA23.1.2.1: The OPA Instance shall provide the capability to access user assistance functions

ERA23.1.3: The system shall provide the capability to update user assistance functions

ERA23.1.3.1: The OPA Instance shall provide the capability to update user assistance functions

ERA23.1.4: The system shall provide the capability to delete user assistance functions

ERA23.1.4.1: The OPA Instance shall provide the capability to delete user assistance functions

ERA23.1.5: The OPA Instance shall manage user assistance

ERA23.2: The system shall provide help screens

ERA23.2.1: The OPA Instance shall provide help screens

ERA23.2.2: The EOP Instance shall provide help screens

ERA23.2.3: The system shall provide the capability for context-sensitive help screens

ERA23.2.4: The OPA Instance shall provide the capability for context-sensitive help screens

ERA23.3: The system shall provide help desk support functions

ERA23.3.1: The EOP Instance shall provide help desk support functions

ERA23.3.2: The OPA Instance shall provide help desk support functions

ERA23.3.3: The OPA system shall provide the capability for an Archival Help Desk

ERA23.4: The system shall provide the capability for user training

ERA23.4.1: The system shall provide the capability for simulated user sessions

ERA23.4.2: The system shall provide the capability for simulated administrator sessions

ERA23.4.3: The EOP Instance shall provide the capability for user training

ERA23.5: <Reserved>

ERA23.6: The system shall provide the capability to define specific user assistance products to specific groups of users

ERA23.7: The system shall provide the capability to guide users through the steps of an ERA process step-by-step

ERA23.8: The system shall provide the capability for users to initiate a message to NARA staff member(s) requesting assistance

ERA23.8.1: The OPA Instance shall provide the capability for users to initiate a message to NARA staff member(s) requesting assistance

ERA24: The system shall provide the capability for communications with users

ERA24.1: The system shall manage communications

ERA24.1.1: The system shall provide the capability to receive communications

ERA24.1.1.1: The system shall provide the capability to identify the registered user who sent a communication to NARA

ERA24.1.1.2: The OPA Instance shall provide the capability to identify the registered user who sent a communication to NARA

ERA24.1.2: The system shall provide the capability to track communications

ERA24.1.2.1: The system shall provide the capability to retain identified supported communications with users

ERA24.1.2.2: The system shall provide the capability to systematically delete communications with users

ERA24.1.2.3: The system shall provide the capability to systematically delete communications with users based on retention policies

ERA24.1.2.4: The system shall provide the capability to identify communications to which NARA has not yet responded

ERA24.1.2.5: The system shall provide the capability to log all communications that have been received by NARA

ERA24.1.2.6: The system shall provide the capability to log all communications that have been sent by NARA

ERA24.1.2.7: The system shall provide the capability to systematically delete communication logs based on retention policies

ERA24.1.3: The system shall provide the capability to categorize communications

ERA24.1.3.1: The system shall provide the capability to route received communications to appropriate NARA personnel based on business rules

ERA24.1.3.2: The system shall provide the capability to specify communications to be of a system support nature

ERA24.1.3.3: The system shall provide the capability to specify communications to be of an archival research nature

ERA24.1.3.4: The system shall provide the capability to specify communications to be of a records processing nature

ERA24.1.4: The system shall provide the capability to respond to communications

ERA24.1.4.1: The system shall provide the capability to identify the user who sent a communication to a user from NARA

ERA24.1.4.2: The system shall provide the capability to send responses to users for all supported communications

ERA24.1.4.3: The OPA Instance shall provide the capability to send responses to users for all supported communications

ERA24.1.5: The system shall provide the capability to prioritize communications

ERA24.1.5.1: The system shall provide the capability to support priority levels of communications based on business rules

ERA24.1.5.2: The OPA Instance shall provide the capability to support priority levels of communications based on business rules

ERA24.2: The system shall provide the capability for dialoguing between NARA and users

ERA24.2.1: The system shall provide the capability to utilize email for dialoguing with users

ERA24.2.2: The OPA Instance shall provide the capability to utilize email for dialoguing with users

ERA24.2.3: The OPA Instance shall provide the capability to utilize topic-based collaborative forums for dialoguing with users

ERA24.2.4: The OPA Instance shall provide the capability for dialoguing between NARA and users

ERA24.3: The system shall notify users of system events

ERA24.3.1: The system shall provide the capability to notify users about scheduled system maintenance

ERA24.3.1.1: The OPA Instance shall provide the capability to notify users about scheduled system maintenance

ERA24.3.2: The system shall provide the capability to notify users about delayed response time

ERA24.3.2.1: The OPA Instance shall provide the capability to notify users about delayed response time

ERA24.3.3: The system shall notify users when system services are affected by system events

ERA24.3.3.1: The OPA Instance shall notify users when system services are affected by system events

ERA24.3.4: The system shall notify users when system resources are affected by system events

ERA24.4: <Reserved>

ERA24.5: The system shall generate notices to users

ERA24.5.1: The system shall provide the capability to notify a transferring entity of the results of system events

ERA24.5.2: The system shall provide the capability to notify a list of users regarding system events

ERA24.5.3: The system shall provide the capability to notify users about the progress of system events

ERA24.5.4: <Reserved>

ERA24.5.5: The system shall provide the capability to notify users of upcoming events

ERA24.6: The system shall provide the ability for users to manage notices

ERA24.6.1: The system shall provide the capability to manage standard language notices

ERA24.6.2: The system shall provide the capability to manage ad hoc notices

ERA24.6.3: The system shall provide the capability for users to create notices

ERA24.6.4: The system shall provide the capability for users to save notices

ERA24.6.5: The system shall provide the capability for users to edit notices

ERA24.6.6: The system shall provide the capability for users to delete notices

ERA24.6.7: The system shall provide the capability for users to specify recipients of notices

ERA24.6.8: The system shall provide the capability for users to send notices

ERA25: The system shall maintain an event log

ERA25.1: <Reserved>

ERA25.2: <Reserved>

ERA25.3: <Reserved>

ERA25.4: <Reserved>

ERA25.4.1: <Reserved>

ERA25.5: <Reserved>

ERA25.5.1: <Reserved>

ERA25.6: <Reserved>

ERA25.6.1: <Reserved>

ERA25.6.2: <Reserved>

ERA25.7: <Reserved>

ERA25.7.1: <Reserved>

ERA25.8: The system shall provide the capability to capture event information about all specified records lifecycle transactions

ERA25.8.1: The system shall provide the capability to capture event information about all specified records lifecycle transactions related to Business Objects

ERA25.8.2: The system shall provide the capability to capture event information about all specified records lifecycle transactions related to System Objects

ERA25.8.3: The system shall provide the capability to capture event information about all specified records lifecycle transactions related to electronic records

ERA26: The system shall provide reporting capability

ERA26.1: The system shall provide the capability to manage reports

ERA26.1.1: The system shall provide the capability to create reports

ERA26.1.1.1: The system shall provide the capability to automatically create routine reports

ERA26.1.1.1.1: The system shall provide the capability to create predefined reports on demand

ERA26.1.1.1.2: The system shall provide the capability to automatically create predefined reports based on a defined timeframe

ERA26.1.1.1.3: The system shall provide the capability to automatically create predefined reports based on specified events

ERA26.1.1.1.3.1: The system shall provide the capability to automatically create predefined reports based on Transfer processing completing

ERA26.1.1.1.3.2: The system shall provide the capability to automatically create predefined reports based on Ingest processing completing

ERA26.1.1.1.3.3: The system shall provide the capability to automatically create predefined reports based on specified business processing completing

ERA26.1.1.1.4: The system shall provide the capability to create predefined reports based on the contents of business objects

ERA26.1.1.1.5: The system shall provide the capability to create routine reports based on the contents of business objects

ERA26.1.1.1.5.1: The system shall provide the capability to define a range for values on any controlled field in a business object when defining reports

ERA26.1.1.1.6: The OPA Instance shall provide the capability to create predefined reports on demand

ERA26.1.1.2: The OPA Instance shall provide the capability to create reports

ERA26.1.2: The system shall provide the capability to modify reports

ERA26.1.2.1: The system shall provide the capability for a NARA user to modify the content of routine reports

ERA26.1.2.2: The OPA Instance shall provide the capability to modify reports

ERA26.1.3: The system shall provide the capability to save reports

ERA26.1.3.1: The system shall provide the capability to save a report to a file

ERA26.1.3.1.1: The system shall provide the capability to save a report to a PDF compatible file

ERA26.1.3.1.2: The OPA Instance shall provide the capability to save reports

ERA26.1.3.1.3: The OPA Instance shall provide the capability to save a report to a file

ERA26.1.4: The system shall provide the capability to delete reports

ERA26.1.4.1: The system shall provide the capability to delete report files that have been saved

ERA26.1.5: The system shall provide the capability to display reports

ERA26.1.5.1: The OPA Instance shall provide the capability to display reports

ERA26.1.6: The system shall provide the capability to print reports

ERA26.1.6.1: The system shall provide the capability to produce print-friendly reports that can be printed by the user

ERA26.1.6.2: The OPA Instance shall provide the capability to print reports

ERA26.2: The system shall provide the capability to select reports

ERA26.2.1: The system shall provide the capability for users to select reports to be produced on demand

ERA26.2.2: The system shall provide the capability to search for report files that have been saved

ERA26.2.3: The OPA Instance shall provide the capability to select reports

ERA26.3: The system shall provide the capability to select report contents

ERA26.3.1: <Reserved>

ERA26.3.2: <Reserved>

ERA26.3.3: <Reserved>

ERA26.3.4: The system shall provide the capability to combine report contents

ERA26.3.5: The system shall provide the capability to customize report formats

ERA26.3.5.1: The system shall provide the capability for a NARA user to modify the formats of predefined reports

ERA26.3.5.2: The OPA Instance shall provide the capability to customize report formats

ERA26.3.6: The system shall provide the capability to graphically represent report results

ERA26.3.6.1: The OPA Instance shall provide the capability to graphically represent report results

ERA26.3.7: The system shall provide the capability to present report results in tables

ERA26.3.8: The system shall provide the capability for users to define ad hoc reports based on content of the metadata catalog entries

ERA26.3.8.1: The system shall provide the capability to define a range for values on any controlled field in the catalog when defining reports

ERA26.3.9: The system shall provide the capability for users to define math operations for deriving report contents

ERA26.3.9.1: The system shall provide the capability to arithmetically sum identified values for a report field

ERA26.3.9.2: The system shall provide the capability to arithmetically average identified values for a report field

ERA26.3.9.3: The system shall provide the capability to find a maximum value within identified values for a report field

ERA26.3.9.4: The system shall provide the capability to find a minimum value within identified values for a report field

ERA26.3.10: The OPA Instance shall provide the capability to select report contents

ERA26.3.11: The OPA Instance shall provide the capability to combine report contents

ERA26.4: The system shall provide the capability to output report results

ERA26.4.1: The system shall provide the capability to output reports to media

ERA26.4.1.1: The system shall provide the capability to download copies of reports to media producing workstations

ERA26.4.1.2: The OPA Instance shall provide the capability to output reports to media

ERA26.4.2: The system shall provide the capability to present reports via the user interface

ERA26.4.2.1: The OPA Instance shall provide the capability to present reports via the user interface

ERA26.4.3: The system shall provide the capability to output reports to other systems

ERA26.4.3.1: The system shall provide the capability to output report results in XML compliant to a standard NARA schema

ERA26.4.3.2: The OPA Instance shall provide the capability to output reports to other systems

ERA26.4.4: The OPA Instance shall provide the capability to output report results

ERA26.5: The system shall provide the capability to make reports available to other users

ERA26.5.1: The OPA Instance shall provide the capability to make reports available to other users

ERA26.6: The OPA Instance shall provide the capability to manage reports

ERA27: The system shall provide systems administration capabilities

ERA27.1: The system shall provide tools to support system level testing

ERA27.1.1: The system shall provide the capability to designate test data

ERA27.1.2: The system shall provide the capability for complete deletion of test data from the system without affecting other data

ERA27.1.3: The system shall provide the capability to track designated test data throughout the system

ERA27.1.4: The system shall provide the capability to completely delete system artifacts resulting from testing from the system without affecting other data

ERA27.1.5: The system shall provide the capability for monitoring during testing

ERA27.2: The system shall manage system failures

ERA27.2.1: The system shall identify failures

ERA27.2.1.1: The EOP Instance shall identify failures

ERA27.2.2: The system shall isolate failures

ERA27.2.3: The system shall resolve failures

ERA27.2.3.1: The EOP Instance shall resolve failures

ERA27.2.4: The system shall provide notification of failures

ERA27.2.5: The system shall provide consolidated application error logging

ERA27.2.6: The system shall provide consolidated COTS fault logging

ERA27.2.7: The EOP Instance shall manage system failures

ERA27.3: The system shall monitor overall system state in a consolidated manner

ERA27.3.1: The system shall monitor system workflow

ERA27.3.2: The system shall monitor system load
    ERA27.3.2.1: The EOP Instance shall monitor system load
ERA27.3.3: The system shall monitor system performance
ERA27.3.4: The system shall monitor storage usage
    ERA27.3.4.1: The EOP Instance shall monitor storage usage
ERA27.3.5: The system shall monitor data requests
ERA27.3.6: The system shall monitor the status of all its storage systems
    ERA27.3.6.1: The EOP Instance shall monitor the status of all its storage systems
ERA27.3.7: The system shall monitor the performance of all its storage systems
    ERA27.3.7.1: The EOP Instance shall monitor the performance of all its storage systems
ERA27.3.8: The system shall present system monitoring data via a consistent operations user interface
ERA27.4: The system shall provide the capability to adjust system parameters
    ERA27.4.1: The system shall adjust storage allocations
        ERA27.4.1.1: The EOP Instance shall adjust storage allocations
    ERA27.4.2: The system shall balance system loads
    ERA27.4.3: The system shall allocate resources
        ERA27.4.3.1: The EOP Instance shall allocate resources
    ERA27.4.4: The system shall de-allocate resources
        ERA27.4.4.1: The EOP Instance shall de-allocate resources
    ERA27.4.5: The system shall report resources usage
        ERA27.4.5.1: The EOP Instance shall report resources usage
    ERA27.4.6: The system shall provide the capability to take resources off line
        ERA27.4.6.1: The EOP Instance shall provide the capability to take resources off line
    ERA27.4.7: The system shall provide the capability to bring resources on line
        ERA27.4.7.1: The EOP Instance shall provide the capability to bring resources on line
    ERA27.4.8: The system shall present the system parameter controls via a consistent operations user interface
    ERA27.4.9: The EOP Instance shall provide the capability to adjust system parameters
ERA28: The system shall provide logistics management capabilities
    ERA28.1: The system shall provide inventory management
        ERA28.1.1: The system shall provide spare parts inventory management
            ERA28.1.1.1: The system shall provide the capability to monitor the spare parts inventory
            ERA28.1.1.2: The system shall provide the capability to manage the replenishment of the spare parts inventory
        ERA28.1.2: The system shall provide consumables inventory management
            ERA28.1.2.1: The system shall provide the capability to monitor all the consumables inventories for ERA operations
            ERA28.1.2.2: The system shall provide the capability to manage the replenishment of the consumables inventories
        ERA28.1.3: The system shall provide the capability to manage a system-wide inventory of all hardware contained within ERA

ERA28.1.3.1: The EOP Instance shall provide the capability to manage a system-wide inventory of all hardware contained within the Instance

ERA28.1.4: The system shall provide the capability to manage a system-wide inventory of all software contained within ERA

ERA28.1.4.1: The EOP Instance shall provide the capability to manage a system-wide inventory of all software contained within the Instance

ERA28.2: The system shall provide configuration management capabilities

ERA28.2.1: The system shall provide the capability for configuration management of the operational hardware of ERA

ERA28.2.2: The system shall provide the capability for configuration management of the archival software of ERA

ERA28.2.3: The system shall provide the capability for configuration management of the system software of ERA

ERA28.2.4: The system shall provide the capability to migrate hardware upgrades into the operational environment

ERA28.2.5: The system shall provide the capability to migrate software upgrades into the operational environment

ERA28.2.5.1: The EOP Instance shall provide the capability to migrate software upgrades into the Instance's operational environment

ERA28.2.6: The system shall provide configuration management to support the testing of ERA

ERA28.3: The system shall provide the capability to schedule preventative maintenance for system components

ERA29: The system shall manage user subscriptions to services

ERA29.1: The system shall provide the capability to manage user subscriptions

ERA29.1.1: The system shall provide the capability for the user to create subscriptions

ERA29.1.2: The system shall provide the capability for the user to modify subscriptions

ERA29.1.3: The system shall provide the capability for the user to delete subscriptions

ERA29.1.4: The system shall provide the capability for the user to suspend subscriptions

ERA29.1.5: The system shall provide the capability for the user to resume suspended subscriptions

ERA29.1.6: The system shall provide the capability for the System Administrator to execute all subscription management functions on behalf of the user

ERA29.2: The system shall provide the capability to manage subscription processing independently of other system performance functions

ERA29.3: The system shall provide the capability to execute any combination of services in response to any combination of events

ERA29.3.1: The system shall provide the capability for any service to be eligible for subscription

ERA29.3.2: The system shall provide the capability for any system event to be eligible for subscription

ERA29.4: The system shall provide the capability to execute a subscription a specified number of times

ERA29.4.1: The system shall provide the capability for the user to specify the number of times a subscription is to be executed

ERA29.4.2: The system shall delete subscriptions after they have been run the number of times specified by the user

ERA29.5: The system shall provide the capability for subscriptions that are time based

ERA29.5.1: The system shall provide the capability to execute subscriptions at a specified future time

ERA29.5.2: The system shall provide the capability to execute subscriptions at specified intervals

ERA30: The system shall provide service management

ERA30.1: The system shall provide the capability to queue services

ERA30.2: The system shall provide the capability to monitor services

ERA30.3: The system shall provide the capability to categorize services

ERA30.4: The system shall provide the capability to prioritize services

ERA30.4.1: The system shall provide the capability to prioritize different categories of services

ERA30.4.2: The system shall provide the capability to prioritize individual service executions within a category of service

ERA30.5: The system shall provide the capability to preempt services

ERA30.6: The system shall provide the capability to suspend services

ERA30.6.1: The system shall provide the capability to suspend a service at the category level

ERA30.6.2: The system shall provide the capability to suspend an individual service's execution within a category of service

ERA30.6.3: The system shall provide the capability to resume any type of service that has been suspended

ERA30.7: The system shall provide the capability to limit service execution times

ERA30.7.1: The system shall limit individual service execution run times in a pre-emptive manner

ERA30.7.2: The system shall provide the capability to adjust service execution run time limits

ERA30.8: The system shall provide check-pointing

ERA30.8.1: The system shall store check-pointed system state information sufficient for full system state recovery

ERA30.8.2: The system shall provide the capability to recover from a check-pointed point in time

ERA30.9: The system shall provide the capability for all services to be eligible for fee bearing status

ERA30.9.1: The system shall interface with external billing systems

ERA30.10: The system shall estimate resource requirements for any ERA-provided service

ERA30.11: The system shall estimate execution time for any service

ERA30.12: The system shall provide APIs for all developed services

ERA31: The system shall meet or exceed specified performance requirements

ERA31.1: <Reserved>

ERA31.2: The system shall be scalable to one exabyte of total storage without major design changes

ERA31.3: The system shall be scalable to ten teraobjects without major design changes

ERA31.4: <Reserved>

ERA32: The system shall meet or exceed specified availability requirements
    ERA32.1: <Reserved>
    ERA32.2: <Reserved>
ERA33: The system shall be designed in the context of NARA's Enterprise Architecture
    ERA33.1: The system shall comply with section 508 of the Rehabilitation Act of 1973
    ERA33.2: The system shall comply with the NARA established authority sources
    ERA33.3: The system shall comply with the NARA data architecture for Business Objects
    ERA33.4: The system shall comply with the NARA defined user roles
    ERA33.5: The system shall comply with the NARA defined Reference Architecture for ERA

Appendix A: Glossary of Terms

Term	Definition
Access	To make available (in accordance with all applicable access restrictions) records, copies of records or information about records through activities such as reference services, providing reproductions, and producing exhibitions and public programs. See also "Output a Record" and "Present Electronically" for the ways in which ERA provides access to records.
Access Restriction	An identified restriction that controls how access can be provided to assets, and how assets can be stored. Restrictions may apply to all or part of the asset, and may be based on national security considerations, donor restrictions, court orders, Freedom of Information Act (FOIA) exemptions, or other statutory or regulatory provisions. Note: Restrictions may be either mandatory (information must be withheld) or discretionary (information may be withheld). Restrictions apply both to classes of users who may, or may not, receive the restricted material, as well as to the restricted material and to the information that is restricted. There may be conditions, such as lapse of time, purpose of disclosure, or consent of a subject individual, which allow restricted information to be released.
Access Review	The process of reviewing records to determine what records or parts of records must be withheld from a requestor because of access restrictions, and the process of implementing those decisions to release, redact, withdraw, or withhold materials. This includes systematic review, mandatory review, FOIA review, special access review, and review of records of concern.
Accession	As a verb, the processes supporting the transfer of legal custody of records to NARA from the creator (or the creator's legal representative, successor, or heir), including the generation, execution, and processing of deeds of gift, the standard forms, or other appropriate legal documents. As a noun, the body of records for which legal custody is transferred by one (1) act of accessioning. Note: Accession should not be confused with Transfer (which involves the movement of records from the transferring entity to NARA) or Ingest (which involves bringing records into the ERA system).

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Term	Definition
Appraisal	The process of determining the value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records.
Archival Description	See "Description."
Archival Processing	The activities of accessioning, arranging, describing, conducting access review, and properly storing records.
Arrangement	The intellectual and physical processes and the results of organizing records in accordance with accepted archival principals. Note: For the purposes of the ERA system, arrangements do not dictate the physical order in which electronic records are stored by the system. The system must be able to present or output arrangements of records when the records are accessed.
Assets	The complete set of information available within ERA.
Attribute of Records	A data item containing a single piece of information about a record.
Audit Trail	Information stored in the system log that provides the capability to discover an action or series of actions taken by the system, including actions initiated by either the system or by an individual interacting with the system.
Authentic Copy	A copy of a record for which the official custodian attests the authenticity. Note: For the purposes of this RD, an electronic copy of an authentic electronic record is itself authentic if attested to be so by the official preserver. Such attestation is supported by the preserver's ability to demonstrate that it has satisfied all the basic requirements for the production of authentic copies. By virtue of this attestation, the copy is deemed to conform to the record it reproduces until proof to the contrary is shown.
Authentically Preserve	To maintain a record over time in such a manner that its identity is unquestionable and it is not corrupted.
Authenticity	The property of a record that it is what it purports to be and has not been corrupted.
Authority Source	A list, file, pick list, or thesaurus containing standardized information (e.g., acronyms, abbreviations, names, and phrases), which is used to ensure that a person, place, thing, event, or concept is consistently referred to using the same terminology, so providing a uniform method of creating consistent indexes or access points to records and information about records.
Availability	The ratio of time that a system is available to the total time of system operation. As availability is a statistical calculation, mean times are used.

Term	Definition
Certified Copy	A copy of a record signed and certified as an authentic copy by the official custodian of the original.
Check Pointing	Periodic recording of the state of the system, usually for purposes of being able to roll the system back to the state it was in prior to a problem.
Content of a Record	The information conveyed by the record.
Context of a Record	The organizational, functional, and operational circumstances in which a record is created and/or received and used.
Copy	A duplicate or reproduction. A copy of a record may be an identical copy that has the same content, structure, and presentation as the original; a version that has some variation from the original in content, structure, or presentation; or an extract, which includes only part of the original.
Creator	The organization or person responsible for the creation, accumulation, or maintenance of a series of records when in working (primary) use.
Custody	Guardianship, or control, of records, including both physical possession (physical custody) and legal responsibility (legal custody), unless one or the other is specified.
Data File	1) A collection of data that is stored together and treated as a unit by a computer. 2) Related data (numeric, textual, or graphic information) and fields that are organized in a strictly prescribed form and format.
Data Type	The representation of information according to preset specifications (e.g., plain text files, fixed length text files, HTML, TIFF, etc.).
Deed of Gift	A type of disposition agreement in which records are donated (and legal custody transferred) to NARA by an individual, family, or organization.
Deposit Agreement	A type of disposition agreement in which NARA agrees to accept physical custody of records without taking legal custody of them. Note: Such agreements are unusual, and are not applicable for material over which NARA has statutory authority, i.e. Federal and Presidential records.
Description	1) The process of analyzing, organizing, and recording information that serves to identify, manage, locate, and explain records, and the contexts and record systems from which the records were selected. See also Hierarchical Description. 2) The written representation or products of the above process.
Destruction	The process of eliminating or deleting records beyond any possible reconstruction.

Term	Definition
Digital Component of a Record	A bit stream that is necessary to reproduce an electronic record and requires specific identification because it is stored separately or in a specific data type, or has a specific behavior or association with specific software.
Dispose	To carry out disposition instructions to destroy or donate temporary records after their retention period expires, or other records without permanent value.
Disposition	Those actions taken regarding records no longer needed for the conduct of the regular current business of the originator. Note: These actions include transfer to storage facilities or records centers, transfers from one creator to another, transfer of physical custody to NARA, transfer of legal custody to NARA, and disposal.
Disposition Agreement	A general term that includes all types of agreements (records schedules, deeds of gift, deposit agreements) that contain disposition instructions.
Disposition Instruction	The instructions contained in a disposition agreement that mandate what is to be done with records at certain points in their lifecycle. Disposition Instructions may consist of: • Specification of the length of time records should be retained by their creator or custodian (the "retention period"), • Conditions under which the creator or custodian should terminate retention, • Physical or legal transfer of records to another custodian, and • Destruction of records, or stipulation that the records are not to be destroyed.
Donated Material	Records that have been transferred into NARA's legal custody via a deed of gift from a person or non-Federal organization.
Electronic Record	A record in a form that only a computer can process.
Equity Holder	A Federal or Presidential organization that owns or has a stake in information found in a record, and so must participate in decisions relating to the release, redaction, and withdrawal of records during access review. Note: Equity holders may be involved in the redaction of records, as well as decisions regarding whether to release access restricted records in which they have an interest. The equity holder may have classified information in a record, whether or not it created the record. Without declassification guidelines, only the equity holder can declassify information in a record.
Essential Characteristics	Those properties/characteristics of electronic records that must remain unchanged through transfer, ingest, storage, and presentation or output of records.

Term	Definition
Event Log	The recording of activities performed by ERA for the purpose of providing audit trails, accountability information, and the recreation of events.
Export - Media	Controlled removal of media from ERA archival assets.
Export - Record	To remove a record from ERA and provide it to another system or user. The exported record no longer exists in ERA at the conclusion of an export. Export may or may not include the records lifecycle data pertaining to the exported record.
Expunge Record	Complete removal of a record and all related information such that no trace of the record's existence or its audit trail information remains in the system.
Fee Bearing Service	An ERA capability for which a fee may be charged.
File Unit	The middle level of hierarchical description as defined by NARA, which describes an organized unit of records grouped together either for current use or in the process of archival arrangement. A file unit is the intellectual grouping of the records, which may or may not equal the physical grouping. For example, a case file may be housed in several physical folders, but described as one (1) file unit.
Final Operating Capability (FOC)	The complete set of ERA capabilities when the system is fully deployed and fully operational.
Foreign Language Extensibility	Designing the ERA system such that it may be enhanced to accommodate foreign (non-English) languages if needed without major rework to the system.
Freedom of Information Act (FOIA) Request	A request, made based on the provisions of the Freedom of Information Act, for access to restricted information in Federal records held by NARA, including NARA operating records subject to the FOIA, or for access to Presidential records in the custody of NARA that were created after January 19, 1981 and are subject to the Presidential Records Act.
Hierarchical Description	The principal of archival description in which records are described in aggregates at various prescribed hierarchical levels. At NARA these levels range from the largest grouping (series) to the intermediate level (file unit) to the smallest (item). Descriptions of records at the series level are also linked to one (1) of two (2) types of archival control groups: a record group or a collection.
Ingest	The process of moving records into the ERA system.
Initial Operating Capability (IOC)	The set of ERA capabilities available for use upon completion of the initial deployment of ERA.
Item	The lowest level of hierarchical description as defined by NARA, which describes the smallest intellectually indivisible archival unit (e.g. a letter, memorandum, report, leaflet, or photograph).
Legal Custody	To have legal control and responsibility for a specific group of records.

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Term	Definition
Location Transparent Access (to assets)	A user, or a component of the system, will not need to know the location of a record within ERA in order to access that record. A search capability will locate requested records based on entered search criteria.
Media Migration	The act of moving electronic records and related data from one piece of media to another, usually in response to improving media technology, to avoid the inability to access records on media that is becoming obsolete, or to move records from media that is deteriorating onto fresh media.
Mediated Search	A search for records or information about records during which the person searching is assisted by NARA personnel.
Medium	The physical material in or on which information may be recorded (e.g., paper, magnetic tape, film). Note: For the purposes of this RD, Medium is the physical material on which the information constituting electronic records reside (e.g., magnetic disk, magnetic tape, CD, etc.).
Model Template	A template created to be copied and modified for the creation of new templates.
Non-repudiation	Steps taken to ensure that the sender of a message or initiator of an activity cannot deny being the source of the message or the initiator of the activity.
Notice	For the purposes of this RD, any communication originating from ERA to a user or group of users of the system. Notices may inform users of scheduled system downtime, the availability of search results, or other information that needs to be conveyed to users.
Original Order	The arrangement of records established by the creator, preserved by NARA in order to preserve existing relationships, evidential significance, and the usefulness of finding aids supplied by the creator.
Original Transfer Order	The logical folder and file arrangement of electronic records in a Transfer Group at the time of ingest as recorded in the Transfer Manifest
Output a Record	A means of making a record available outside of the system, such as copying files to digital media, printing records to paper, or transmitting copies over the internet. The record in ERA archival storage is not affected by being output.
Permanent Record	A record that has sufficient historical or other value to warrant its continued preservation by the Federal Government beyond the time it is needed for administrative, legal, or fiscal purposes.

Term	Definition
Persistent Format	A data type, which may be simple or complex, that is independent of specific hardware or software, such that an object in this data type can be transferred from a source platform to an arbitrary target platform with no significant alteration of essential attributes or behaviors.
Physical Custody	To have physical control of and responsibility for a specific group of records.
Present Electronically	The act of reproducing records on an electronic device, as opposed to producing hard copies, printing text or images to paper, or writing records to media. The records in ERA archival storage are not affected by being presented electronically.
Preservation	Processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.
Preservation and Access Level (PAL)	The related services for preservation and access to a set of electronic records maintained in the ERA system. NARA will specify standard PALs for given record types and data types.
Preservation and Access Plan	A plan, based on the results of a preservation assessment, indicating the activities to be undertaken in preserving specific records or sets of records, and how NARA will provide access them.
Preservation Assessment	1) The review of records to determine the records' current condition and potential need for preservation processing. 2) The results of this review.
Preservation Copy	A copy of a record used solely in the processes and operations involved in the stabilization and protection of the record against damage or deterioration.
Preservation Process	A process appropriate for ensuring the continued existence, accessibility, and authenticity of records over time.
Provenance	The organization or individual that created, accumulated, or maintained the records in the conduct of business, and/or maintained records in the conduct of business prior to their transfer to NARA. Note: The archival principle of provenance states that records of the same provenance must not be intermingled with those of any other provenance. For the purposes of this RD, this is not to be construed as placing any limitations on how records may be sequenced or segregated on storage media.
Record	A unit of recorded information of any type that is made or received in the course of activity and is kept because it provides evidence of the activity, is required by law or regulation, or contains valuable information.
Record Behavior	For the purposes of this RD, the ability of a record presented or output by ERA to do essentially the same things it could do when in use by the transferring entity. See also "Specified Behavior."

Term	Definition
Record Creator	See "Creator."
Record Group	An administrative grouping of organizationally related records established by an archival agency after considering the organization's administrative history and complexity and the volume of its records.
Record Presentation	The process of transforming an electronic record from a digital storage format into a form in which it can convey to a human the information it was intended to communicate, or the result of that process.
Record Type	The intellectual form of the records, such as letter, memo, greeting card, or portrait.
Records Center	A facility for the storage and servicing of records pending their disposal or transfer to the National Archives. Records centers include NARA-authorized agency records centers and NARA-operated Federal records centers.
Records Lifecycle	An archival concept that describes the lifespan of a record, from its creation or receipt to its final disposition. The records lifecycle is divided into the following stages or phases: creation/receipt, maintenance and use, retirement, final disposition, and continuing use.
Records Lifecycle Data	All data collected by NARA that pertains to the records throughout their lifecycle. This includes all data related to records lifecycle management processes, including data collected during scheduling, physical transfer, legal transfer, and description.
Records Lifecycle Transaction	Activity performed on records throughout their existence that changes their status in the records lifecycle. Such transactions include the scheduling and appraisal of government records, the development of deposit agreements, the retirement of records to NARA's physical custody, the transfer of permanent records to the National Archives and Presidential Libraries, destruction, and the review, redaction, and release of information subject to legal restrictions on access. Making a copy of a record is not a lifecycle transaction, because it does not change the status of the record being copied.

Term	Definition
Records Schedule	A type of disposition agreement developed by a Federal agency and approved by NARA that describes Federal records, establishes a period for their retention by the agency, and provides mandatory instructions for what to do with them when they are no longer needed for current Government business. The term refers to: (1) an SF 115, Request for Records Disposition Authority, that has been approved by NARA to authorize the disposition of Federal records; and (2) a General Records Schedule (GRS) issued by NARA. Note: Records schedules may be reproduced or referenced in a printed agency manual or directive containing the records' descriptions and disposition instructions approved by NARA on one (1) or more SF 115s or issued by NARA in the GRS. Also called records disposition schedule, records control schedule, records retention schedule, records retention and disposition schedule, or schedule.
Redaction	The action of following instructions and/or guidelines from equity holders to create a copy of records in which access restricted information is removed, so that the non-restricted information in the record may be made available to the public.
Registration of a Template	Official approval of a template by NARA, and placement of the template in the ERA template repository. Once registered, the template can be used.
Release ▪ Full Release ▪ Partial Release	A review determination that the record may be accessed by the public, either in full or in part. Full release indicates that the entire record is available for access. Partial release indicates that some information within the record has been withheld by performing redaction, or that a subset of records in a group of records has been withheld.
Remove Record	To remove a record from the system, but maintain its audit trail or other information about it.
Representation Information	Information accompanying a digital object, or sequence of bits, that is used to provide additional meaning. It typically maps the bits into commonly recognized data types such as character, integer, and real, and into groups of these data types. It associates these with higher-level meanings that can have complex inter-relationships that are also described.
Retrieval of Records	The process of locating records, getting them from storage, and preparing them for presentation or output.
Review Determination	The decision in an access review as to whether records will be fully released, partially released, redacted, withdrawn, or withheld.

Term	Definition
Sample Records	Copies of a representative group of records provided by the creator or a custodian to NARA to support the review of a proposed disposition agreement, an inspection or evaluation of the agency's records management program, or the identification of preservation requirements.
Schedule	As a verb, the processes carried out by a Federal agency to support the development of a records schedule. As a noun, a synonym for records schedule.
Self-Describing	An entity whose data structure, format, or layout provides both definitions and values for the data or formats of the entity. A self-describing entity can be evaluated, with all its elements and formats understood, without the need of external references.
Series	The highest level of hierarchical description as defined by NARA, which describes file units or items arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt, or use.
Set of Records	Records grouped together, either physically or virtually, for any purpose. Sets may be hierarchical in nature.
Specified Behavior	Behavior of a record that has been specified in advance of preservation by ERA to be of sufficient importance that it must be maintained through preservation and be available when the record is output or presented. See also "Record Behavior."
Standard Language Notice	A notice that is expected to be reused, as opposed to a one-time notice.
Structure	The physical or logical form of a record or a record set.
Subscription	For the purposes of this RD, a standing instruction stipulating a specific action to be taken by the system on behalf of the user at the occurrence of a trigger event.
System	Includes all of the associated equipment, facilities, material, software, hardware, policy, technical documentation, services, and personnel required for operations and support at NARA.
Template	A set of specifications about a type of record or a set of records. Note: For the purposes of this RD, the system will apply templates to ensure the preservation of authentic records; to ensure that lifecycle transactions are correctly executed; and to facilitate access to the records.
Temporary Record	A record approved by the appropriate authority for disposal, either immediately or after a specified retention period.

Term	Definition
Transfer	As a verb, the processes supporting the moving of records from one location to another. Usually used to refer to transfer of records from the creator or custodian to NARA (including Federal records centers). As a noun, the body of records for which physical custody is so transferred. Note: For the purposes of this RD, as a verb, transfer refers to the actions surrounding the movement of records into ERA from the transferring entity. Transfers may consist of File Transfer Protocol (FTP), receiving and loading records from media, or other transfer methods approved by NARA.
Transferring Entity	The individual, organization, Presidential administration, or Federal agency that transfers records to NARA for storage. The transferring entity is either the records creator, an agent of the record's creator, or a successor to the records' creator.
Transformation	The process or the results of a process, of reformatting or otherwise changing the way an electronic record is digitally encoded in order to reduce or eliminate dependencies on specific hardware or software, while preserving authenticity.
Unscheduled Records	Federal records which are not covered by a disposition agreement. Note: For the purposes of this RD, in the cases of transfer of unscheduled records, NARA may act in the role of transferring entity and create a disposition agreement for the transferred records.
Version	A copy that differs from the original in content, structure, or presentation.
Withdraw Record	To deny public access to records on the basis of an informed decision rather than in response to a formal access request. These informed decisions may be based on knowledge or assumption that the content of the record is exempt from release based on the FOIA, subject to restrictions placed on Congressional records, sealed court documents, or subject to prohibitions under deeds of gift, or is subject to other restrictions.
Withhold Record	To deny public access to records on the basis of a formal review and pursuant to the provisions of some controlling authority, such as the Freedom of Information Act.
Workbench	A set of end-user tools related to performance of a common role or job in the system. Each role/job has its own workbench that differs from another role/job workbench. The tools themselves are provided by a central authority and controlled under configuration management.

Appendix B: Reserved Requirements

1. **Requirements for Archival Description and Management of Authority Sources**

   The first group of requirements in the Reserved Requirements category is those for archival description capabilities that are now allocated to a different system, the eventual Archival Research Catalog Description Tool. This tool will act as a description creation service that interfaces with ERA. They are as follows:

ERA3.1	The system shall provide the capability for description of records at multiple levels
ERA3.1.1	The system shall provide the capability for users to describe sets of records
ERA3.1.1.1	The system shall provide the capability to describe collections
ERA3.1.1.2	The system shall provide the capability to describe record groups
ERA3.1.1.3	The system shall provide the capability to describe series
ERA3.1.1.4	The system shall provide the capability to describe file units
ERA3.1.1.5	The system shall provide the capability to describe any set of records defined by NARA
ERA3.1.2	The system shall provide the capability for item level descriptions
ERA3.2	The system shall provide the capability for hierarchical descriptions
ERA3.2.1	The system shall provide the capability for hierarchical descriptions of sets of records
ERA3.2.2	The system shall provide the capability for hierarchical descriptions of organizations
ERA3.2.3	The system shall provide the capability for users to define new hierarchical description levels
ERA3.2.4	The system shall impose no practical limit on the number of hierarchical description levels that may be defined
ERA3.3	The system shall provide the capability to create descriptions for all records
ERA3.3.1	The system shall provide the capability to create descriptions by users
ERA3.3.1.1	The system shall provide the capability to create new descriptions by users
ERA3.3.1.2	The system shall provide the capability for users to modify existing descriptions to create new descriptions
ERA3.3.1.3	The system shall provide users with all previously collected records lifecycle data regarding the records to support creation of descriptions
ERA3.3.2	The system shall generate descriptions using information gathered throughout the records lifecycle
ERA3.3.2.1	The system shall provide the capability for users to select whether or not to have the system create system generated descriptions
ERA3.3.2.2	The system shall provide the capability for users to select the hierarchical level of system generated descriptions

ERA3.3.2.3	The system shall provide the capability to integrate information provided by approved sources into system generated descriptions
ERA3.3.2.4	The system shall provide the capability to integrate information provided by other functions of ERA into system generated descriptions
ERA3.3.2.5	The system shall check the quality of system generated descriptions against NARA-defined standards
ERA3.7	The system shall provide the capability to update descriptions
ERA3.7.1	The system shall provide capability for users to update descriptions
ERA3.7.2	The system shall update set-level descriptions in response to accretions of additional records to a set
ERA3.8	The system shall provide the capability to approve descriptions
ERA3.9	The system shall provide the capability to manage versioning of descriptions
ERA3.10	The system shall provide the capability to assign a status to descriptions to indicate where the description is in the approval process
ERA3.11	The system shall provide the capability to delete descriptions
ERA3.11.1	The system shall provide the capability to delete any version of a description
ERA3.14	The system shall provide the capability to include notes fields in descriptions
ERA3.15	The system shall provide the capability to describe things other than records
ERA4.7.1	The system shall provide the capability to use authority sources during creation of descriptions
ERA4.8	The system shall manage complex thesauri

2. The second group of requirements in the Reserved Requirements category is those for redaction and certain declassification capabilities that are now allocated to a different system to be provided through the National Declassification Center (NDC) program. They are as follows:

ERA13.6.1	The system shall provide the capability for users to annotate any portion of the content of an electronic record as potentially access restricted
ERA13.6.2	The system shall provide the capability for users to annotate the content of an electronic record as potentially access restricted using any level of access restriction defined by NARA
ERA13.6.3	The system shall provide the capability for users to indicate the basis for annotating content as potentially access restricted
ERA13.6.4	The system shall provide the capability for users to remove potential access restriction annotations

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ERA17.1.7	The system shall provide a reference capability containing statutes and guidance relevant to the access review process
ERA17.3	The system shall produce notifications that additional reviewers need to perform a review
ERA17.5	The system shall provide the capability to declassify assets
ERA17.5.1	The system shall provide the capability to declassify individual records
ERA17.5.2	The system shall provide the capability to declassify sets of records
ERA17.5.3	The system shall capture declassification information
ERA18.1	The system shall provide the capability for the user to produce redacted versions of the assets it contains
ERA18.1.1	The system shall provide the capability to remove any content from an asset to produce a redacted version of the asset
ERA18.1.2	The system shall provide the capability to replace any content from an asset to produce a redacted version of the asset
ERA18.1.3	The system shall provide the capability to indicate where redaction has occurred
ERA18.4	The system shall create a copy of the assets for redaction
ERA18.7	The system shall provide the capability to redact all assets
ERA18.8	The system shall provide tools for automated redaction of assets
ERA18.9	The system shall provide the capability to display the disposition agreement for the electronic record being redacted
ERA13.6.1	The system shall provide the capability for users to annotate any portion of the content of an electronic record as potentially access restricted
ERA13.6.2	The system shall provide the capability for users to annotate the content of an electronic record as potentially access restricted using any level of access restriction defined by NARA

ERA13.6.3	The system shall provide the capability for users to indicate the basis for annotating content as potentially access restricted
ERA13.6.4	The system shall provide the capability for users to remove potential access restriction annotations
ERA17.1.7	The system shall provide a reference capability containing statutes and guidance relevant to the access review process
ERA17.3	The system shall produce notifications that additional reviewers need to perform a review
ERA17.5	The system shall provide the capability to declassify assets
ERA17.5.1	The system shall provide the capability to declassify individual records
ERA17.5.2	The system shall provide the capability to declassify sets of records
ERA17.5.3	The system shall capture declassification information
ERA18.1	The system shall provide the capability for the user to produce redacted versions of the assets it contains
ERA18.1.1	The system shall provide the capability to remove any content from an asset to produce a redacted version of the asset
ERA18.1.2	The system shall provide the capability to replace any content from an asset to produce a redacted version of the asset
ERA18.1.3	The system shall provide the capability to indicate where redaction has occurred
ERA18.4	The system shall create a copy of the assets for redaction
ERA18.7	The system shall provide the capability to redact all assets
ERA18.8	The system shall provide tools for automated redaction of assets
ERA18.9	The system shall provide the capability to display the disposition agreement for the electronic record being redacted

3. The third group of requirements in the Reserved Requirements category is for those labeled as "OBE by BPR."   In other words, these are requirements that are no longer valid from a

NARA business point of view as a result of business process reengineering activities, and therefore no longer needed. They are as follows:

ERA1.1.1.4.1	The system shall recommend a workflow for records based on their suggested disposition
ERA1.1.1.4.2	The system shall indicate the level of confidence in the suggested disposition to the user
ERA1.1.6	The system shall provide the capability to import disposition agreements
ERA1.1.6.1	The system shall provide the capability to import approved disposition agreements
ERA1.1.6.2	The system shall provide the capability to import proposed disposition agreements
ERA1.1.12	The system shall search existing disposition agreements to identify those related to a proposed disposition agreement
ERA1.1.12.1	The system shall compare disposition agreements to identify those which cover similar records
ERA1.1.12.2	The system shall compare items in proposed disposition agreements with items in existing disposition agreements to identify duplications
ERA1.1.14	The system shall contain default disposition agreements
ERA1.2.4	The system shall provide the capability to associate transfers with registered templates
ERA1.4	The system shall provide the capability to export any electronic record from ERA to other entities
ERA1.4.1	The system shall provide the capability to export individual electronic records from ERA to other entities
ERA1.4.2	The system shall provide the capability to export sets of electronic records from ERA to other entities
ERA1.4.3	The system shall remove the exported electronic records from ERA
ERA1.4.4	The system shall provide the capability to export all versions of any electronic record stored in ERA
ERA1.4.5	The system shall preserve the structure of all digital components when electronic records are exported
ERA1.4.6	The system shall preserve the content of all digital components when electronic records are exported

ERA1.4.7	The system shall provide the capability to export electronic records with the records' lifecycle data
ERA1.4.7.1	The system shall provide the capability to export electronic records without the records' lifecycle data
ERA1.4.8	The system shall provide the capability to export electronic records with the records' associated descriptions
ERA1.4.8.1	The system shall provide the capability to export electronic records without the records' associated descriptions
ERA2.11	The system shall manage Privacy Act requests
ERA3.6	The system shall provide the capability to export descriptions
ERA3.16	The system shall provide the capability to annotate records
ERA7.2.5	The system shall identify templates for which all associated electronic records have been destroyed
ERA7.5	The system shall provide the capability to approve templates
ERA14.4	The system shall provide data confidentiality of all potentially access restricted information that is exchanged between the system and any other system
ERA19.1.10	The system shall provide the capability to search by geospatial identifiers
ERA19.1.26	The system shall provide the capability for searching authority sources for people
ERA19.1.27	The system shall provide the capability for searching authority sources for organizations
ERA19.3.7	The system shall provide the capability to navigate from a description to a description of the description's creator
ERA19.4	The system shall provide NARA-created default searches
ERA19.4.1	The system shall provide the capability for users to select a NARA default search from among available searches
ERA19.4.2	The system shall run the user-selected NARA default search
ERA20.3.2	The system provide the capability to print all printable assets

ERA26.3.3	The system shall provide the capability to include electronic records in a report

4. The fourth group of requirements in the Reserved Requirements category is for those labeled as "OBE by Implementation Approach."   That is, these are requirements that are no longer valid due to the current implementation approach of the ERA system. They are as follows:

ERA5.5	The system shall extract records lifecycle data elements from templates
ERA5.7	The system shall provide the capability to define representation information for electronic records
ERA5.8	The system shall provide the capability to check that electronic records correspond to their defined representation information
ERA7.4.2	The system shall provide the capability to create a new template based on a disposition agreement
ERA7.4.3	The system shall provide the capability to create a new template based on a set of electronic records
ERA7.4.4	The system shall provide model templates
ERA7.4.4.1	The system shall provide the capability to create a new template based on a model template
ERA7.6.1.1	The system shall check templates for conformance to applicable NARA standards
ERA7.7.3	The system shall provide the capability to associate templates with transactions in the lifecycle management of records
ERA7.7.5	The system shall provide the capability to associate templates with mappings of one data type to another
ERA7.8.2	The system shall provide the capability to associate disposition agreements with registered templates
ERA7.8.3	The system shall provide the capability to associate representation information for electronic records with registered templates
ERA7.10	The system shall provide the capability for hierarchies of templates
ERA8.1.1.4	The system shall provide the capability to apply templates in preservation assessment
ERA9.2.2	The system shall provide the capability to use templates provided by the transferring entity to determine the arrangement
ERA16.5.2	The system shall use templates to check the representation information of transferred electronic records
ERA17.1.2	The system shall provide the capability to identify differences in classification applied to copies of the same electronic record
ERA19.7.3	The system shall provide an estimate to the user of how long the search will take to execute

ERA21.2.1	The system shall provide the capability for users to customize their user workbench by adding tools to the default workbench
ERA21.2.2	The system shall provide the capability for users to customize their user workbench by removing tools from the default workbench
ERA21.3	The system shall provide the capability for users to select among available workbenches
ERA23.5	The system shall provide the capability to link to NARA resources from within ERA
ERA24.4	The system shall provide the capability to generate notices for other systems
ERA24.5.4	The system shall notify users when they have been denied access to materials
ERA25.1	The system shall provide the capability to log all system events
ERA25.2	The system shall provide the capability for NARA to select which information to log in the event log
ERA25.3	The system shall provide the capability for NARA to define categories of event log information
ERA25.4	The system shall provide the capability for NARA to define the retention period for categories of event log information
ERA25.4.1	The system shall provide the capability to archive event log information
ERA25.5	The system shall make event log information available upon request
ERA25.5.1	The system shall provide the capability to provide event log information for specific electronic records
ERA25.6	The system shall provide the capability to completely expunge event log information
ERA25.6.1	The system shall provide the capability to completely expunge event log information pertaining to an individual electronic record from the event log
ERA25.6.2	The system shall provide the capability to completely expunge event log information pertaining to sets of electronic records from the event log
ERA25.7	The system shall manage the electronic records created by itself
ERA25.7.1	The system shall provide the capability to maintain records related to any records lifecycle transaction
ERA26.3.1	The system shall provide the capability to include any log event in a report
ERA26.3.2	The system shall provide the capability to include the results of any system service in a report

5. **"Invalid" Requirements**:

The last group of requirements in the Reserved Requirements category are those that are essentially "incorrect," meaning that they represent invalid concepts, and in hindsight, probably should not have been included in the ERA RD in the first place. They are as follows:

ERA1.1.17	The system shall report on whether records are covered by more than one disposition agreement
ERA7.7	The system shall associate templates with defined domains
ERA7.7.1	The system shall provide the capability to associate templates with abstract sets of electronic records
ERA8.1.1.1.1	The system shall provide the capability for preservation assessments of electronic records planned for transfer to NARA but not scheduled
ERA9.4.5	The system shall provide the capability to define the relationship between an electronic record in one arrangement and an electronic record in another arrangement
ERA16.4	The system shall use templates to check that the transfer contained what was specified in the disposition agreement
ERA16.4.1	The system shall check that the transfer contains all files identified in the disposition agreement