Records Management Building Blocks: The EPA Superfund Records Reference Model

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What is the Records Reference Model?

The RRM is a logical data model that captures the following types of data:

- Data needed to manage EPA records throughout the record's life-cycle, from creation to archival or destruction.

- Data required to manage access of records concerning individuals. For clarity, systems that contain records concerning individuals are legally referred to as "Systems of Record". All other systems that capture records are referred to as "Record Systems".

- Business Reference Model data. This section of the model can also be used to capture any type of record categorization structure.

- Data concerning record guidance, including FOIA and Privacy Act.

- Data for the people, organizations and positions that relate to records management and access.

Major Areas of the RRM

- Records
  (typed by form or status)
- Agents
  (typed into people and organizations; sub-typed by role)
- Agency File Plan Categories
- Dispositions
- Comprehensive Records Schedules
- Events
- Topics
- Business Functions
- Repositories

RRM Sources and Logical Integrations

- To date, the RRM represents records management information from the following information sources:
- DoD 5015.2, version 3; Records Management System Standard
- ISO 15489-1; Records Management Standard and 15489-2; Records Management Guidelines
- FEA and EPA Business Reference Models
- FEA Data Reference Model
- 5 USC 552; Freedom of Information Act and 5 USC 552a; Privacy Act (in process).

The following information is scheduled to be analyzed and added to the RRM in the near future:

- Records Value Framework (still to be developed)
- NARA Records Management Service Components.

Why Build a Records Reference Model?

- Designed to Behave As a Layer of the Federal Enterprise Architecture
- IT Systems Integration Projects
- Establish Solid [I]RM Baselines
- Cornerstone of a Superfund "Content Architecture"
  - to complement the EPA's Enterprise / Solutions Oriented Architecture plans
  - ECMS project

EPA Superfund Records Reference Model

RRM LOGICAL 2.4 - FOIA_PA -- Display1 / Record

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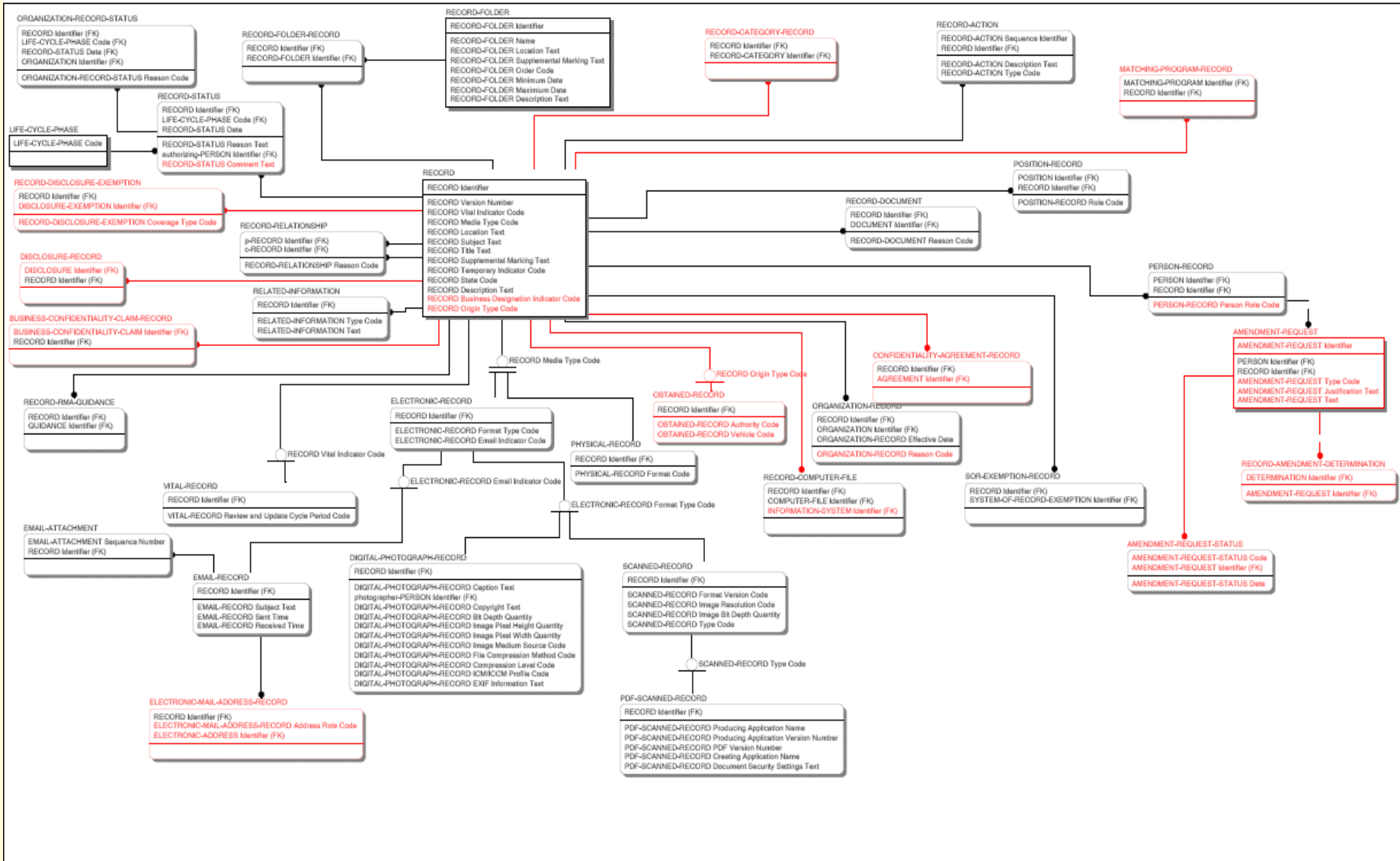
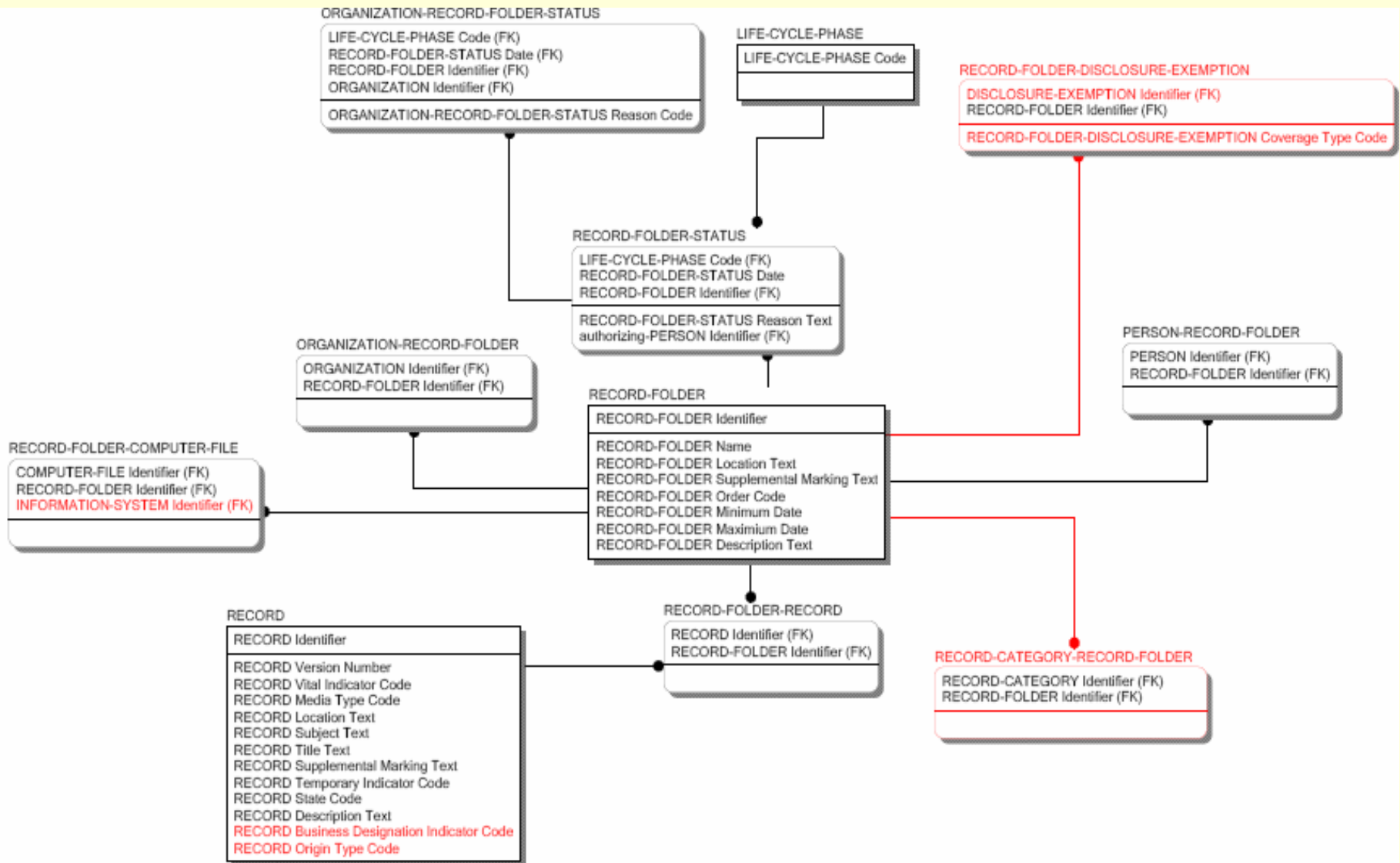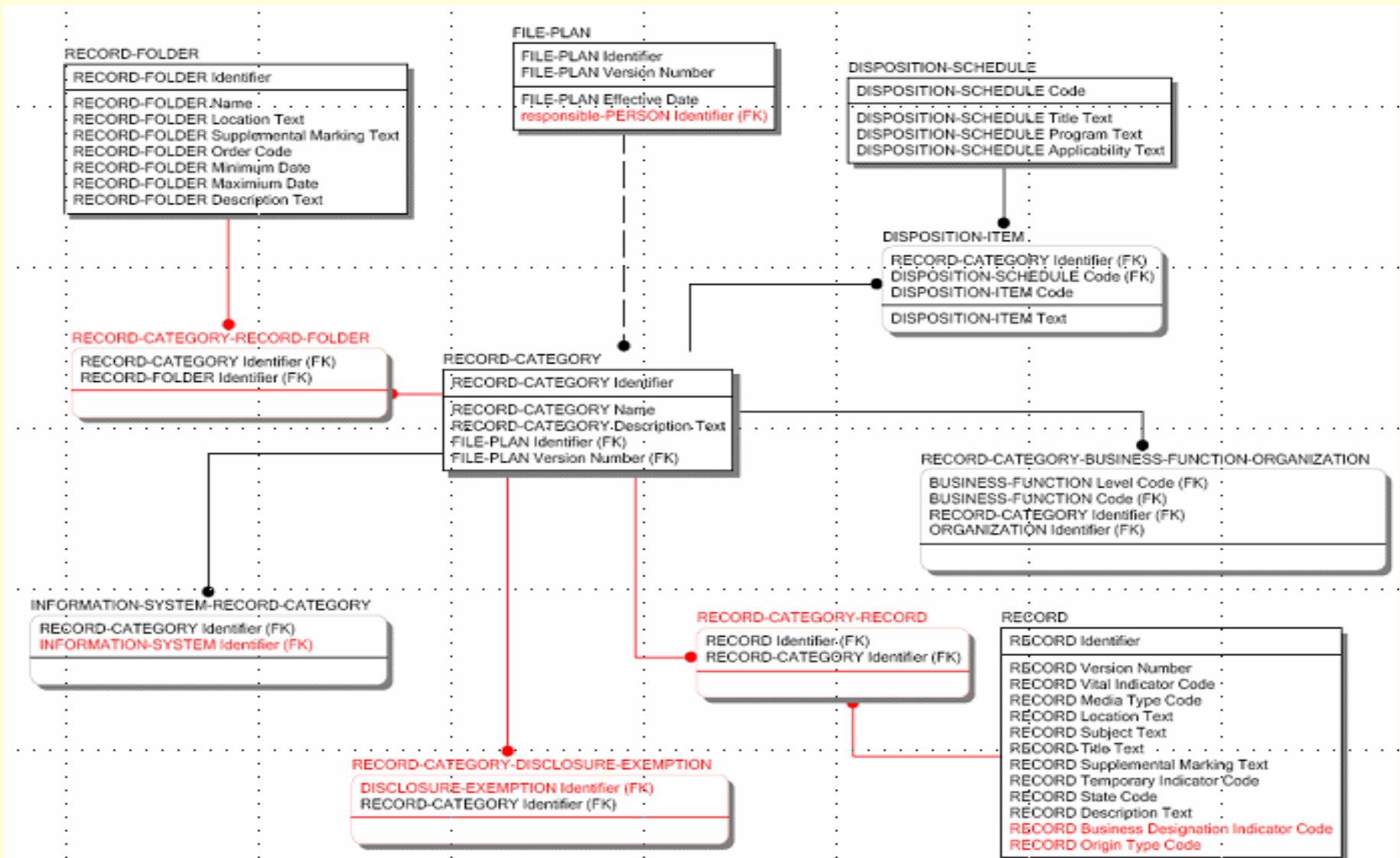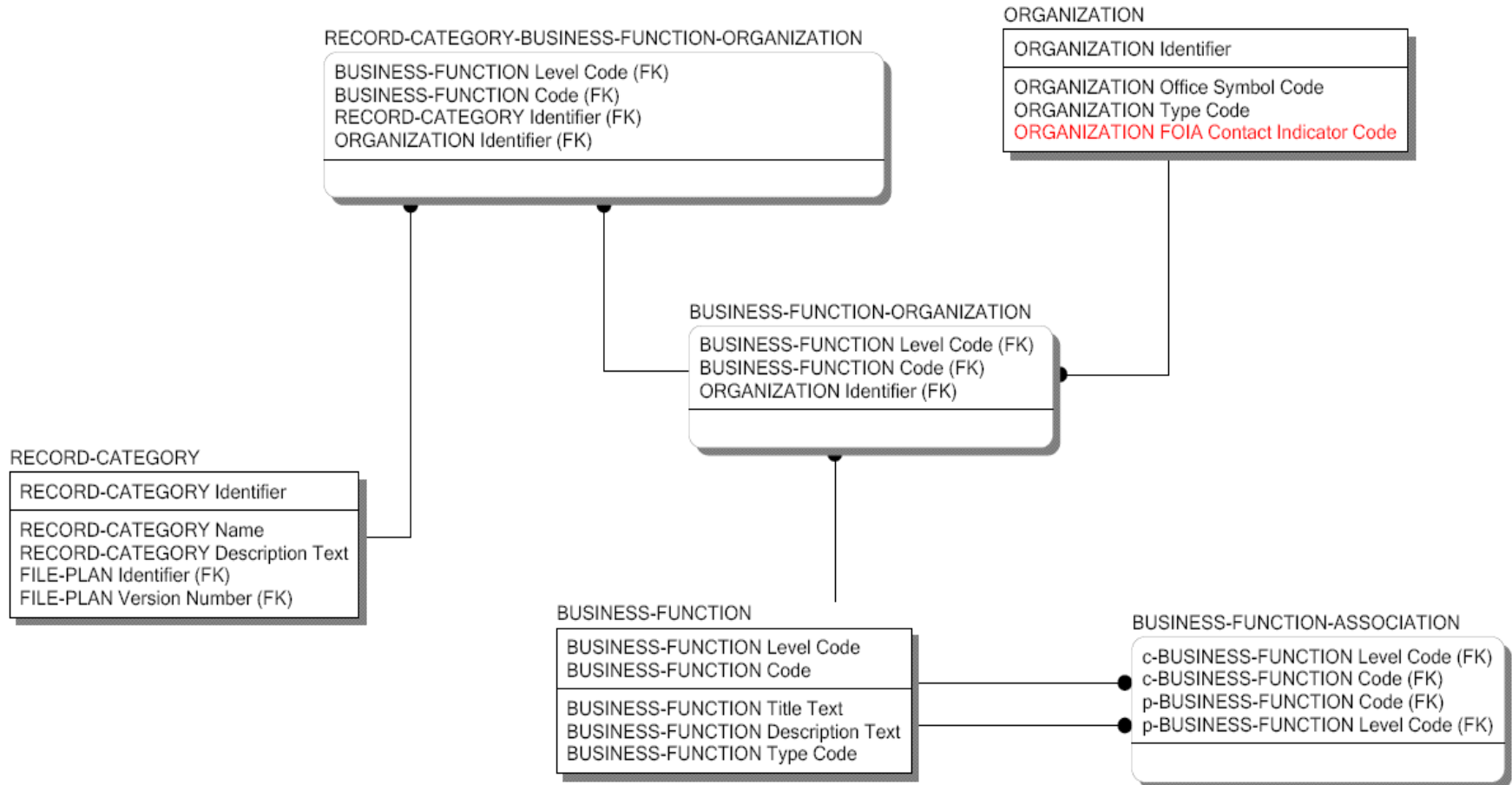# Basic Records Metadata View

ORGANIZATION-RECORD-FOLDER-STATUS

LIFE-CYCLE-PHASE Code (FK)
RECORD-FOLDER-STATUS Date (FK)
RECORD-FOLDER Identifier (FK)
ORGANIZATION Identifier (FK)

ORGANIZATION-RECORD-FOLDER-STATUS Reason Code

LIFE-CYCLE-PHASE

LIFE-CYCLE-PHASE Code

RECORD-FOLDER-DISCLOSURE-EXEMPTION

DISCLOSURE-EXEMPTION Identifier (FK)
RECORD-FOLDER Identifier (FK)

RECORD-FOLDER-DISCLOSURE-EXEMPTION Coverage Type Code

RECORD-FOLDER-STATUS

LIFE-CYCLE-PHASE Code (FK)
RECORD-FOLDER-STATUS Date
RECORD-FOLDER Identifier (FK)

RECORD-FOLDER-STATUS Reason Text
authorizing-PERSON Identifier (FK)

PERSON-RECORD-FOLDER

PERSON Identifier (FK)
RECORD-FOLDER Identifier (FK)

ORGANIZATION-RECORD-FOLDER

ORGANIZATION Identifier (FK)
RECORD-FOLDER Identifier (FK)

RECORD-FOLDER

RECORD-FOLDER Identifier

RECORD-FOLDER Name
RECORD-FOLDER Location Text
RECORD-FOLDER Supplemental Marking Text
RECORD-FOLDER Order Code
RECORD-FOLDER Minimum Date
RECORD-FOLDER Maximium Date
RECORD-FOLDER Description Text

RECORD-FOLDER-COMPUTER-FILE

COMPUTER-FILE Identifier (FK)
RECORD-FOLDER Identifier (FK)
INFORMATION-SYSTEM Identifier (FK)

RECORD

RECORD Identifier

RECORD Version Number
RECORD Vital Indicator Code
RECORD Media Type Code
RECORD Location Text
RECORD Subject Text
RECORD Title Text
RECORD Supplemental Marking Text
RECORD Temporary Indicator Code
RECORD State Code
RECORD Description Text
RECORD Business Designation Indicator Code
RECORD Origin Type Code

RECORD-FOLDER-RECORD

RECORD Identifier (FK)
RECORD-FOLDER Identifier (FK)

RECORD-CATEGORY-RECORD-FOLDER

RECORD-CATEGORY Identifier (FK)
RECORD-FOLDER Identifier (FK)

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RRM Records Folder View

Business Reference Model View

SDMS Metadata Analysis

Taxonomy   Topic   R

Business
Reference Model
(business process)

Organizations