#### National Archives and Records Administration

Job Aid:

**Develop Electronic Records Management Requirements**

# Requirements Development Process – Overview

1. Research and collect information
2. Supplement internal research
3. Determine the current status of recordkeeping in the agency
4. Draft the requirements
5. Consult with agency management on next steps

# Step 1: Research and collect information

## Review NARA’s Universal ERM Requirements

Go to <https://www.archives.gov/records-mgmt/policy/fermi>.

Download and review the universal ERM requirements

* Highlight requirements that will apply to your situation
* Note other requirements that you think of that are not already listed

## Search NARA’s website for references

NARA has other references and resources that will help you consider what ERM requirements are necessary in your agency.

Go to <https://archives.gov> and enter electronic records management in the

* Scan the search results for topics that may help you.

## Consult with the Federal Records Officer Network (FRON)

The Federal Records Officer Network is a community of practice for records managers.

* Download the mailing list from their OMB MAX page
* Send an email to the list describing your situation and the help that you want. For example, you could ask for requirements lists that others have used.

Note responses from AROs that may have similar records and have a system already.

# Step 2: Supplement internal research

## Consult with or visit other agencies

Meet with other agencies that:

* Are similar in size and mission.
* Have a system that could meet your needs.
* Have information that may help you determine requirements.

Meet with records managers and archivists.

Collect copies of their system functional requirements for subsequent review.

Request and view demonstrations of their applications and systems.

* Note what might work well for your agency.
* Note any shortcomings mentioned by the records managers.

Consolidate internal research and external data collection into a single reference resource.

# Step 3: Determine the current status of recordkeeping in the agency

Interview a cross section of staff to determine how they are currently managing their records and non-record materials.

Identify current business systems in use (e.g., travel or procurement) and their workflows: what records are being created electronically or in hardcopy, where are they are being stored, and how they are being dispositioned.

Review a sample of current file plans and applicable records schedule items.

Interview another cross section of staff to determine possible acceptance or resistance to agency adoption of a new system.

Consolidate collected data into the reference resource.

# Step 4: Draft the requirements

Collect any additional requirements from IT (e.g., system security), General Counsel (e.g., implement records holds), and other potential stakeholders.

List all selected functional requirements on either a spreadsheet or Word document.

Submit draft to previously identified stakeholders for review and comment.

Adjudicate comments and create final draft.

# Step 5: Consult with agency management on next steps

Forward the requirements document to senior management.

Assist senior management in determining how the document will be used to proceed with implementation. (e.g., Request for Proposal, Statement of Work, budget justification, etc.).