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FBI RM Design Principles

➢ **Records Management and Security as fundamental, foundational parts of the enterprise architecture**

➢ **Difficult to separate DM from RM in solution**

➢ **Have easy access to the information**

➢ **Provide that easy access to friends and keep access from enemies**

➢ **Provide the means/methods to find desired data easily from managed information**

System Goals

➢ **"Credibility" of the process / system**

➢ **"Discipline" of the process – no ability to bypass or work-around**

➢ **System provides the discipline rather than relying on adherence to policy and procedure**

➢ **"Normal Course of Business"**

Going Forward

➢ **Created "DocLab" within RM Division to produce large image conversions**

➢ **Designed and implemented "Electronic Recordkeeping Certification" for all new computer applications**

Enterprise

DMA/RMA