The Federal Enterprise Architecture Records Management Profile

Embedding Records Management into Agency Business Processes

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The "So What?"

- The way we work has changed.

- The way we manage the records of that work has not kept pace.

- Systems are often funded, designed and implemented without adequate thought for the records they create and how those records will be managed across time.

- Critical electronic records can be:

    - buried with marginally important information

    - difficult, time consuming and expensive to find or worse--

    - deleted, destroyed or overwritten before their time

    - stored in obsolete formats and no longer accessible

- Business processes with poorly managed records are often more costly, more risky, harder to defend and slower.

- **Enterprise Architecture and The Records Management Profile are key to catching up and keeping pace.**

The Records Management Profile
A Systemic Approach To:

Aligning
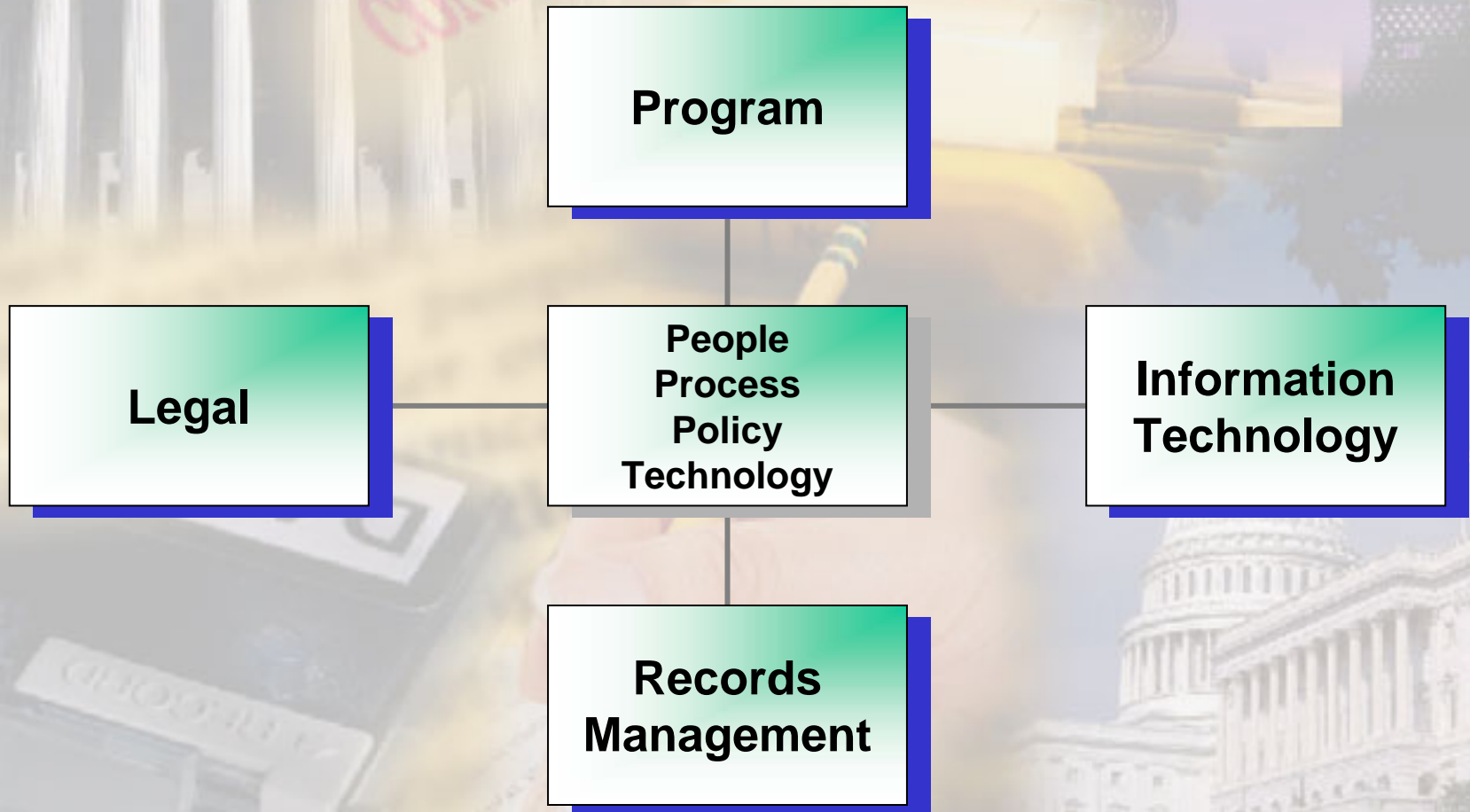Records Management
Requirements And Processes

With Evolving

Business Processes
And
Technologies

Records Management Context

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                    │                 │
                    │    Program      │
                    │                 │
                    └────────┬────────┘
                             │
┌──────────────┐   ┌─────────┴────────┐   ┌─────────────────┐
│              │   │     People       │   │                 │
│    Legal     ├───┤     Process      ├───┤   Information   │
│              │   │     Policy       │   │   Technology    │
│              │   │   Technology     │   │                 │
└──────────────┘   └─────────┬────────┘   └─────────────────┘
                             │
                    ┌────────┴────────┐
                    │                 │
                    │    Records      │
                    │   Management    │
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Part Of A Balanced Approach:
The Records Management Profile is:

- A cross-cutting, integral element of the Federal Enterprise Architecture

- A framework for embedding records management into IT governance and development processes

- A resource to guide integrating records management seamlessly into agency business processes, enterprise architectures, and information systems

What Does The Records Management Profile Do?

1. Provides a common Government-wide framework for records management requirements

2. Links records management principles, requirements and considerations to their implementing business processes and technologies

3. Integrates records management requirements into agency IT governance processes and architecture

4. Establishes a concise and coherent body of records management resources in the context of the FEA
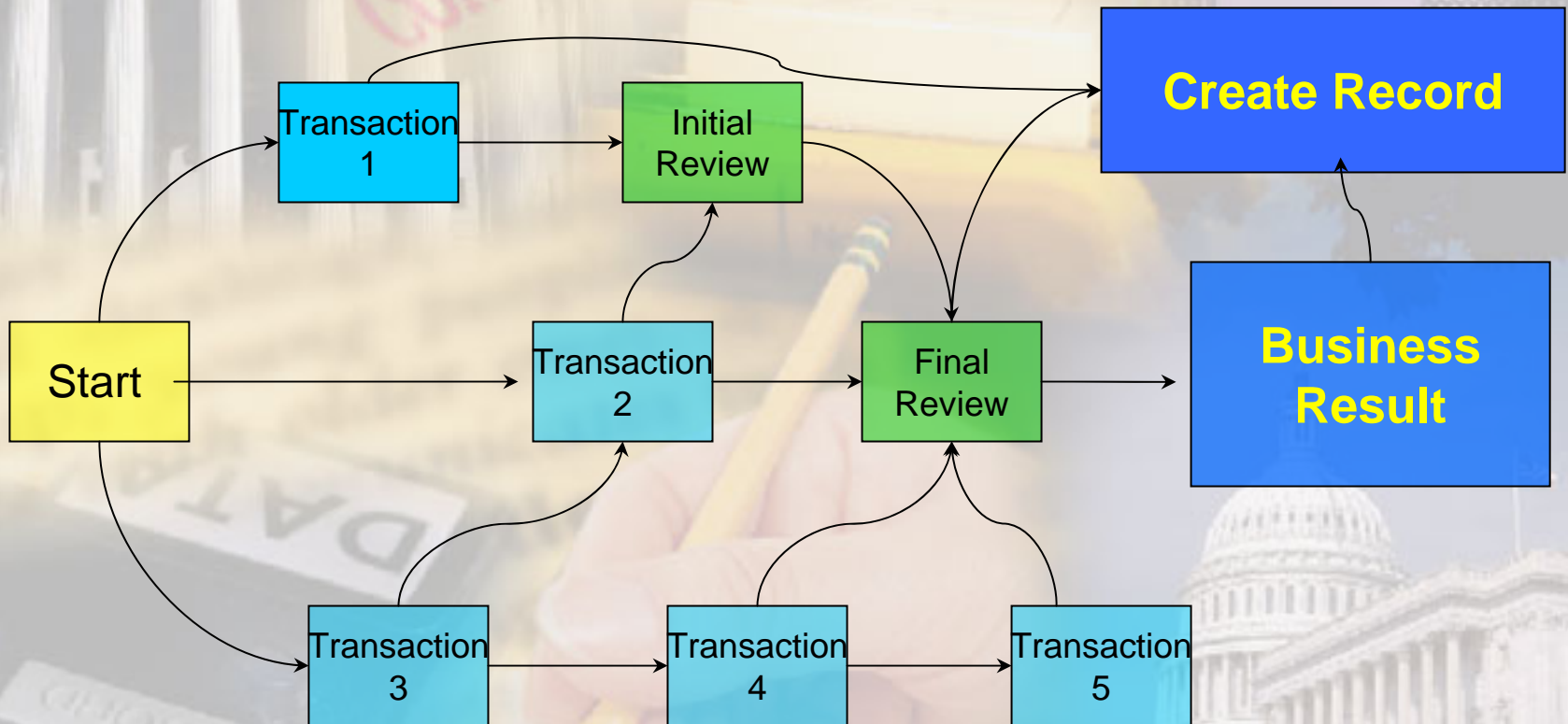
The Records Management Profile

	Records Management Profile		
FEA	**Creation and Receipt**	**Maintenance and Use**	**Disposition**
BRM	Policies and Procedures		
SRM	Components, Services, Shared Service Centers		
DRM	Information Structure, Exchange, and Access		
TRM	Standards, Specifications, and Technologies		
PRM	Performance Metrics and Results		

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Records Management Profile Provides:

- Context, the case for Records Management, responsibilities, a brief primer, glossary, links to resources...

- Records Management Guidance and regulations organized in FEA Reference model context

- Questions for incorporating Records Management into agency business case development and Capital Planning processes

- Questions for integrating Records Management into each phase of the SDLC

- Hypothetical scenarios illustrating implementation of Records Management Profile

Specify Records During Business Process Design

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