National Archives and Records
Administration
Records Management Service
Component Program (RMSC)

RMSC Requirements Development Project
Workshop Report – Session 6

March 8–9 2005

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National Archives and Records Administration
Records Management Service Component Program (RMSC)

RMSC Requirements Development Project
Workshop Report – Session 6 – March 8-9, 2005

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Records Management Service Components Program
"Putting Records First"

Executive Summary

The Records Management Service Components (RMSC) Program Requirements Development Project continued on March 8, 2005, with the sixth and last of the scheduled collaborative sessions with records management and enterprise information architecture stakeholders representing 17 agencies across the Federal government. The agency participants were named by their Chief Information Officers and E-Government program managers as qualified to speak for their agencies on session objectives. The RMSC Requirements Development Project additionally supports the National Archives and Records Administration (NARA), E-Government Electronic Records Management (ERM) initiative #24.

On February 28 and March 1, 2005, NARA subject matter experts (SME) reviewed all the component activities and functional requirements developed at the February 9-10, 2005 combined Federal agency workshop and provided their recommendations. Additionally, on March 3, 2005, NARA invited industry and academia experts selected by the Object Management Group, an open membership, not-for-profit consortium of leading enterprise and internet computing firms, also reviewed and commented on the working group product to date.

The published objectives of the RMSC Requirements Development Workshop - Session 6, were primarily to:
- Finalize Activity Definitions
- Finalize Activity Names
- Finalize Activity Functional Requirements
- Prioritize Component Activities
- Define the RMSC attributes

All objectives were met.

Based upon its review of the NARA SME and industy/academia recommendations and detailed discussions, the working group finalized a total of eight RMSC activities were finalized along with 21 supporting functional requirements. Additionally, the working group defined 32 attributes related to the functional requirements were defined.

It should be noted the working group deleted a previously defined activity - "Manage Access". Participants recognized that a major function of records management is to ensure access to a record by appropriate and authorized individuals and systems. In an electronic environment, authorized personnel may include records managers or individuals assigned to carry out records management duties. Access tools within an electronic environment are, in all likelihood, provided through another community such as information security or information technology administration. They concluded that all records management service components must be deployed in conjunction with appropriate security, including access control and restriction functionality.
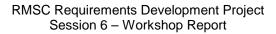
Records Management Service Component Program
"Putting Records First"

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Records Management Service Component Program
"Putting Records First"

Section 1 - RMSC Requirements Development Project Workshop Overview

The Records Management Service Components (RMSC) Program Requirements Development Project continued on March 8, 2005, at the Dynamics Research Corporation (DRC) Decision Support Center (DSC) with the sixth and last of the scheduled collaborative sessions with records management and enterprise information architecture stakeholders representing 17 agencies across the Federal government.

These participants were named by their Chief Information Officers and E-Government program managers as experts authorized to speak for their agencies on session objectives. Participants met with the goal to review the recommendations, from previous workshops, made by the National Archives and Records Administration (NARA) subject matter experts and representatives from industry and academia.

The published objectives of this RMSC Requirements Development Workshop, were to:

- Finalize activity definitions
- Finalize activity names
- Finalize activity functional requirements
- Identify any follow-up action items to the RMSC PMO
- Prioritize recommended components for acquisition
- If time permitted – define attributes and entities in the functional requirements
- Decide on the venue for the March 30th meeting
- Collect workshop feedback

All objectives were met.

Attending the session were representatives from across the Federal government including:
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Interior
- Department of Justice
- Department of State
- Department of Transportation
- Environmental Protection Agency
- General Services Administration
- National Aeronautics and Space Administration
- Social Security Administration

Additionally, NARA provided subject matter experts to answer questions and to provide context for recommendations made to the combined federal agency group.

During the last combined workshop participants from the Department of Agriculture, Department of Labor, Department of Treasury, Department of Veterans Affairs, and Department of Housing and Urban Development provided their recommendations, but were unable to attend in person.

A total of eight RMSC activities were finalized along with 21 functional requirements. The following sections provide the results of the workshop exercises.

Section 2 – RMSC Activities and Definitions

Section 3 - RMSC Functional Requirements

Section 4 – Attribute Definitions

Section 5 – Workshop Activity Flow

Section 2 – Final RMSC Activities and Definitions

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The table below summarizes the consensus of agency representatives regarding activity names and their associated definitions.

It should be noted the team deleted a previously defined activity - "Manage Access". In their rationale, they recognized that a major function of records management is to ensure access to a record by appropriate and authorized individuals and systems. In an electronic environment, authorized personnel may include records managers or individuals assigned to carry out records management duties. Access tools within an electronic environment are, in all likelihood, provided through another community such as information security or information technology administration. They concluded that all records management service components must be deployed in conjunction with appropriate security, including access control and restriction functionality.

For specific exercises that were used in the development of this table see Section 5.

Records Management Component	Definition
Capture Record	Capture information with associated attributes in an electronic system.
Assign Disposition	Using an established disposition authority, assign the disposition schedule, item number, and disposition instructions to the record.
Categorize Record	Utilizing agency business rules, assign an appropriate descriptive label to the records to facilitate management in an electronic system.
Search Repository	Query all or selected system repositories of records (transitory, temporary, and permanent) across the enterprise for content and/or attributes, in order to determine the existence and location of matching records.
Retrieve Record	Using the search results, allow for the selective display of the full record and/or associated attributes for an authorized purpose.
Ensure Authenticity	Ensure the acceptability of a record as genuine, based on its characteristics such as structure, content, and context.
Maintain Record	Storage regardless of format that ensures authenticity, availability, retrievability and storage locations to related records.
Associate Record	Provide the capability to associate a record used in creating a record through a Record Association attribute.
Execute Disposition	Implement destruction, transfer, or continued retention of a record in accordance with the established disposition authority. After validation that the disposition action is valid, execute the disposition

Records Management Component	Definition
	action, and record the transaction.

Section 3 - RMSC Functional Requirements
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The following table summarizes the results of the discussions and decisions made by the session participants regarding RMSC activity functional requirements.

RMSC Name *Definition*	Functional Requirements
1. Capture Record *Capture information with associated attributes in an electronic system.*	1.1 The Capture Record Component shall provide the capability to assign Descriptor attributes in a consistent format to the incoming record creating a Controlled Agency Information Resource. 1.2 The Capture Record Component shall populate a Legal Custodian Attribute of the Record when it is captured.
2. Assign Disposition *Using an established disposition authority, assign the disposition schedule, item number, and disposition instructions to the record.*	2.1 The Assign Disposition Component shall provide the capability to accept a Categorized Record and, using an Approved Record Schedule, populate attributes (e.g. schedule number, schedule item number, disposition act, disposition date, review date, name of scheduler, date of scheduling) for the record, producing a Scheduled Record.
3. Categorize Record *Utilizing agency business rules, assign an appropriate descriptive label to the records to facilitate management in an electronic system.*	3.1 The Categorize Record Component shall provide the capability to allow Authorized Users (e.g. individuals, organizations, or applications) to categorize a Record to produce a Categorized Record. 3.2 The Categorize Record Component shall provide the capability to allow Authorized Users (e.g. individuals, organizations, or applications) to re-categorize a previous Categorized Record to produce a Re-categorized Record. 3.3 The Categorize Record Component shall provide the capability to apply the Authorized Categorization Schema to an Uncategorized Record to produce a Categorized or Re-categorized record with populated attributes such as; category, name of categorizer, and categorization date.

RMSC Name *Definition*	Functional Requirements
	3.4 The Categorize Record Component shall provide the capability to apply the related Business Rules to an Uncategorized Record to produce a Categorized or Re-categorized Record with added Categorization attributes (to include category, name of categorizer, and categorization date).
4. Search Repository *Query all or selected system repositories of records (transitory, temporary, and permanent) across the enterprise for content and/or attributes, in order to determine the existence and location of matching records.*	4.1 The Search Repository Component shall provide the capability to accept a User Query, apply the Query Criteria to the universe of available records, producing a List of Matching Records.
5. Retrieve Record *Using the search results, allow for the selective display of the full record and/or associated attributes for an authorized purpose.*	5.1 The Retrieve Record Component shall provide the capability to use a Records Retrieval Tool to provide the Records and/or associated authorized attributes identified by the Search Repository Component consistent with access authorization.
6. Ensure Authenticity *Ensure the acceptability of a record as genuine, based on its characteristics such as structure, content, and context.*	6.1 The Ensure Authenticity Component shall populate an Original Authenticity Indicator attribute for a newly Captured Record. 6.2 The Ensure Authenticity Component shall compare the Original Authenticity Indicator with the Current Authenticity Indicator attribute each time a record is accessed and, when there is a discrepancy, produce a Discrepancy attribute.
7. Associate Record *Provide the capability to associate a record used in creating a record through a Record Association attribute.*	7.1 The Maintain Record Association component shall provide the capability to associate a Record with another Record by populating a Record Association attribute creating a record association.
8. Execute Disposition *Implement destruction,*	8.1 The Execute Disposition Component shall provide the capability to populate Successor Legal Custodian attribute(s) of the

RMSC Name *Definition*	Functional Requirements
transfer, or continued retention of a record in accordance with the established disposition authority. After validation that the disposition action is valid, execute the disposition action, and record the transaction.	Categorized Record when a Legal Custodian transfer occurs. (NOTE: A record can have more than one Successor Legal Custodian attributes).

8.2 The Execute Disposition Component will populate the Suspend Disposition attribute when a Suspend Disposition Intervention occurs. (NOTE: A record can have one or more Suspend Disposition attributes).

8.3 The Execute Disposition Component will provide the capability to assign a "null value" to the Suspend Disposition attribute to allow the assigned disposition to be carried out on the Categorized Record.

8.4 The Execute Disposition Component shall validate the Disposition Action, Disposition Date, and Suspend Disposition attributes using the Approved Disposition Schedule and populate a Validated Disposition attribute.

8.5 The Execute Disposition Component shall provide the capability to locate a Scheduled Record and its attributes approved for destruction using the populated Validated Disposition attribute producing an Identified Disposable Record.

8.6 The Execute Disposition Component will take a Scheduled Record approved for destruction and destroy the record, populating the Disposition Complete attribute.

8.7 The Execute Disposition Component shall provide the capability to locate a record and its attributes approved for transfer using the populated Validated Disposition attribute producing an Identified Transferable Record.

8.8 The Execute Disposition Component will take a Scheduled Record approved for transfer and transfers the record, populating Disposition Complete attribute.

8.9 The Execute Disposition Component shall provide the capability to populate the Disposition Action History attribute that produces |

RMSC Name *Definition*	Functional Requirements
	Evidence of Disposition when the Disposition Complete attribute is populated.
	Global Requirement: The Records Management Service Components shall make available all data resident in their attributes for output. (This requirement will support printing, viewing, saving, report writing, audit, etc.).

Section 4 – Attribute Definitions
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After the workshop participants identified the functional requirements for each of the RMSC activities, they were asked to define the associated attributes for each of these requirements. The results of this exercise facilitated a better understanding of the requirement and will aid in the development of a data model.

Functional Requirements	Attribute Definitions
1.1 The Capture Record Component shall provide the capability to assign Descriptor attributes in a consistent format to the incoming record creating a Controlled Agency Information Resource.	**Descriptor -** Descriptors are information describing the record. Descriptors may take the form of attributes populated by the record creator, administrator, etc. extracted from sources such as templates used in creating or transmitting the record, or generated by intelligent agents. Descriptors would ideally include such things as key words identified by taxonomies. **Controlled Agency Information Resource -** The Controlled Agency Information Resource is an electronic object that includes the original record, information describing the record, data regarding the origin and use of the record, and authorities and requirements that apply to the control and administration of the record.
1.2 The Capture Record Component shall populate a Legal Custodian attribute of the Record when it is captured.	**Record -** Record is the original electronic object captured in the system in accordance with agency business rules. **Legal Custodian -** Legal custodian is the entity with the responsibility to ensure service and maintenance of a record at a given point in the lifecycle of the record. There may be successive, but not simultaneous, legal custodians throughout the lifecycle of the record. There may be multiple offices with authority to access, manage, and use the record, without legal custody. Custodian may be the entities such as the creating office, the consolidated enterprise records administrator, or the agency responsible for storing the record.
2.1 The Assign Disposition Component	**Scheduled Record -** A scheduled record is a

Functional Requirements	Attribute Definitions
shall provide the capability to accept a Categorized Record and, using an Approved Record Schedule, populate attributes (e.g. schedule number, schedule item number, disposition act, disposition date, review date, name of scheduler, date of scheduling) for the record, producing a Scheduled Record.	Record with its Approved Record Disposition attributes populated from an approved Records Schedule. **Approved Record Schedule -** An approved record schedule is an authorized disposition approved by the appropriate oversight or regulatory entity.
3.1 The Categorize Record Component shall provide the capability to allow Authorized Users (e.g. individuals, organizations, or applications) to categorize a Record to produce a Categorized Record.	**Authorized Users -** Individuals, offices, organizations, records management and other applications, and other users that have been granted authority to categorize or re-categorize records. **Categorized Record -** A categorized record is a Captured Record that has one or more Categorization Attributes populated in accordance with business rules.
3.2 The Categorize Record Component shall provide the capability to allow Authorized Users (e.g. individuals, organizations, or applications) to re-categorize a previous Categorized Record to produce a Re-categorized Record.	**Re-categorized Record -** A Re-categorized Record is a previously Categorized Record where one or more categorization attribute values have been modified.
3.3 The Categorize Record Component shall provide the capability to apply the Authorized Categorization Schema to an Uncategorized Record to produce a Categorized or Re-categorized record with populated attributes such as; category, name of categorizer, and categorization date.	**Authorized Categorization Schema -** An Authorized Categorization Schema is definitive, organizationally shared framework for associating records with each other, or from each other. The framework may be based on organizational component responsible for creating or maintaining the records, subject matter of the records, source of records, or other method. Note: The schema may be alphabetical, numeric, alpha-numeric, descriptive, or a combination. **Uncategorized Record -** An Uncategorized Record is a Captured Record whose Categorized Record attributes have null values.
3.4 The Categorize Record Component shall provide the capability to apply the related Business Rules to an Uncategorized	**Business Rules -** A business rule is guidance specifying an obligation concerning conduct, action, practice, or procedure within a particular

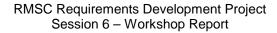| Functional Requirements	Attribute Definitions
Record to produce a Categorized or Re-categorized Record with added Categorization attributes (to include category, name of categorizer, and categorization date).	activity or control of information. Business rules originate in processes or procedures that were devised by human agents, but may have appropriately been enabled by system logic that enforces their application. Two important characteristics of a business rule are: there ought to be an explicit motivation for it and it should have an enforcement regime stating what the consequences would be if the rule were broken.
4.1 The Search Repository Component shall provide the capability to accept a User Query, apply the Query Criteria to the universe of available records, producing a List of Matching Records.	**User Query -** A request by a person or system specifying query criteria. **Query Criteria -** Search parameters (e.g. data, key words, descriptors, text) that are used to identify the responsive records. **List of Matching Records -** List of records responsive (satisfy/meet) to the query criteria (the list may be null).
5.1 The Retrieve Record Component shall provide the capability to use a Records Retrieval Tool to provide the Records and/or associated authorized attributes identified by the Search Repository Component consistent with access authorization.	**Records Retrieval Tool -** A finding/search aide.
6.1 The Ensure Authenticity Component shall populate an Original Authenticity Indicator attribute for a newly Captured Record.	**Original Authenticity indicator -** The attribute(s) initially associated with the record upon its capture that establishes record authenticity.
6.2 The Ensure Authenticity Component shall compare the Original Authenticity Indicator with the Current Authenticity Indicator each time a record is accessed and, when there is a discrepancy, produce a Discrepancy attribute.	**Current Authenticity Indicator -** the most recent attribute(s) associated with the record establishing authenticity. **Discrepancy -** Te delta (difference) between the original and current attributes of the record.
7.1 The Maintain Record Association component shall provide the capability to associate a Record with another Record by populating a Record Association attribute creating a record association.	**Existing Record -** A previously captured record. **Associated Record -** A record captured by the system that has a relationship to an existing record.

Functional Requirements	Attribute Definitions
	Record Association - Indicators of a relationship between one record and another record based on content, context, or provenance.
8.1 The Execute Disposition Component shall provide the capability to populate Successor Legal Custodian attribute(s) of the Categorized Record when a Legal Custodian transfer occurs. (NOTE: A record can have more than one Successor Legal Custodian attributes).	**A Successor Legal Custodian -** Is the entity serving after a prior legal custodian with the responsibility for ensuring the service and maintenance of a record at a given point in the lifecycle of the record.
8.2 The Execute Disposition Component will populate the Suspend Disposition attribute when a Suspend Disposition Intervention occurs. (NOTE: A record can have one or more Suspend Disposition attributes).	**Suspend Disposition -** A populated Suspend Disposition attribute sets aside the existing disposition schedule. **Suspend Disposition Intervention -** The authority by which the Suspend Disposition Attribute is populated such as legal and/or judicial order(s).
8.3 The Execute Disposition Component will provide the capability to assign a "null value" to the Suspend Disposition attribute to allow the assigned disposition to be carried out on the Categorized Record.	(Previously defined)
8.4 The Execute Disposition Component shall validate the Disposition Action, Disposition Date, and Suspend Disposition attributes using the Approved Disposition Schedule and populates a Validated Disposition attribute.	**Disposition Action -** The destruction, transfer or continued retention of a record. **Disposition Date -** The scheduled date for the disposition action. **Validated Disposition -** After comparing the Disposition Action and the Disposition Date with the approved records schedule and checking the status of the Suspend Disposition attribute(s) the validated Disposition attribute is assigned a "yes" or "no" value as appropriate.
8.5 The Execute Disposition Component shall provide the capability to locate a Scheduled Record and its attributes approved for destruction using the populated Validated Disposition attribute producing an Identified Disposable Record.	**Identified Disposable Record -** A record that has been validated for final disposition.
8.6 The Execute Disposition Component	**Disposition Complete** - Is a date value that

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Functional Requirements	Attribute Definitions
will take a Scheduled Record approved for destruction and destroy the record, populating the Disposition Complete attribute.	indicates that the correct disposition instructions have been executed.
8.7 The Execute Disposition Component shall provide the capability to locate a record and its attributes approved for transfer using the populated Validated Disposition attribute producing a Identified Transferable Record.	**Identified Transferable Record -** A record that has been approved for transfer.
8.8 The Execute Disposition Component will take a Scheduled Record approved for transfer and transfers the record, populating Disposition Complete attribute.	(Previously defined)
8.9 The Execute Disposition Component shall provide the capability to populate the Disposition Action History attribute that produces Evidence of Disposition when the Disposition Complete attribute is populated.	**Disposition Action History -** The list of disposition action attributes associated with a record over time, e.g. date of disposition, authorizing individual. **Evidence of Disposition -** A population of the disposition complete attribute(s).
<u>**Global Requirement**</u>: The Records Management Service Components shall make available all data resident in their attributes for output. (This requirement will support printing, viewing, saving, report writing, audit, etc.).	

Section 5 – Workshop Activity Flow
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During the first activity on Day One, Mr. Edmund Feige, the project facilitator, led the team through an introductory sign-in exercise using the groupware and then asked everyone to introduce themselves. (See Appendix A for session participant sign-in information). In addition, he also reviewed the groundrules and asked the participants for their expectations for this workshop. He then conducted a brief overview of the DSC facility to include administrative and security requirements.

The next activity was the first in a series of exercises designed to enable the participants to reach consensus on a final set of RM component activities and definitions based on their original work in January and February 2005 and recommendations from the NARA SME and industry and academia sessions in February 2005. The government team used two summary tables (the working group outcomes from the February 9-10, 2005 session and the NARA and Industry/Academia observations of the working group outcomes).

The facilitator led the group through a methodical process of voting for each activity definition. Thereafter, based on the definition the group selected, they voted on the proper title for the activity. This was followed by another series of votes for the functional requirements they preferred (the original working group requirements or NARA reviewed and recommended requirements). See Section 2 and Section 3 for the results of this exercise.

Not addressed during this time were three activities that required further in-depth discussion and analysis. After a thorough dialog and vote, it was decided to delete the 'Manage Access' activity and to retain the Ensure Integrity and Maintain Record. However, both titles were changed to read: Ensure Authenticity (Ensure Integrity) and Associate Record (Maintain Record).

Day Two began with an exercise that formed the large group into four subgroups in order to define the attributes from each of the functional requirements. See Section 4 for the outcomes of that activity.

For the final scheduled activity, the team was asked to rank the RMSC activities in priority order answering the following question:

In what order would you like to acquire these components i.e. most business value?

See Appendix C for the results of this vote.

The workshop concluded with a session evaluation. See Appendix D

Day Three of the scheduled agenda was not needed, due to all the required work being accomplished on two days.

Appendix A – Session 6 Workshop Participants

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Appendix B – Workshop Agenda

Tuesday, March 8, 2005

8:00 AM   Arrival

8:30   Introduction
- Administrative
- Participant sign-in

9:00   Review and Determine Final Set of Components and Requirement Based on Input from NARA SME's, Industry, and Academia
- Activity name
- Activity definition
- Functional requirements

11:30   Lunch

12:30   Continue to Review and Determine Final Set of Components and Requirement Based on Input from NARA SME's, Industry, and Academia

3:55   Session Wrap up

4:00   Session Adjourns

Wednesday, March 9, 2005

8:00   Arrival

8:30   Review Previous Day Activities

8:45   Continue to Review and Determine Final Set of Components and Requirement Based on Input from NARA SME's, Industry, and Academia

11:30   Lunch

12:30   Continue to Review and Determine Final Set of Components and Requirement Based on Input from NARA SME's, Industry, and Academia

3:55   Session Wrap up

4:00   Session Adjourns

Thursday, March 10, 2005

8:00   Arrival

8:30   Review Previous Day Activities

8:45   Continue to Review and Determine Final Set of Components and Requirement
              Based on Input from NARA SME's, Industry, and Academia

11:30   Lunch

12:30   Continue to Review and Determine Final Set of Components and Requirement
              Based on Input from NARA SME's, Industry, and Academia

3:00   Next Steps

3:55   Workshop Evaluation

4:00   Workshop Ends

Appendix C – RMSC Activity Vote

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The following vote answers the participant's preference to the following question:

In what order would you like to acquire these components i.e. most business value?

Vote Results

1. Capture Record
2. Search Repository
3. Retrieve Record
4. Categorize Record
5. Ensure Authenticity
6. Assign Disposition
7. Associate Record
8. Execute Disposition

Vote Statistics

	1	2	3	4	5	6	7	8	Mean	STD	n
1. Capture Record	7	0	1	0	1	1	1	0	2.55	2.34	11
2. Search Repository	3	3	1	1	1	2	0	0	3.00	1.95	11
3. Retrieve Record	0	2	4	1	0	2	2	0	4.18	1.94	11
4. Categorize Record	1	2	2	2	0	2	0	2	4.27	2.41	11
5. Ensure Authenticity	0	2	2	2	1	1	2	1	4.64	2.11	11
6. Assign Disposition	0	1	1	2	4	0	3	0	4.91	1.64	11
7. Associate Record	0	1	0	1	3	2	2	2	5.73	1.79	11
8. Execute Disposition	0	0	0	2	1	1	1	6	6.73	1.68	11

Appendix D – Session Evaluations

Tuesday, March 8, 2005

1. What Went Well?
- Very productive and efficient!
- Good discussion; Decisions were made.
- Did a good job of keeping us on track and arriving at good conclusions despite the conflicts that arose.
- The shareware is excellent! The more focused discussion was very productive. The pacing/timing allowed us to accomplish a lot in less time.
- Very good preparation for meeting. Facility very good.
- Moved along efficiently and quickly.
- Continue to allow for re-look and revision within fixed timelines. Good to allow for reconsideration without total reinvention. Very good today.

2. What Needs To Be Improved?
- Heat!!!!
- Hard for me to digest a lot of verbiage in a short time, e.g., industry/academic comments.
- Nothing really today - went well.
- Too much focus on the length of the process (how much time it takes) rather than providing adequate time to thoroughly discuss, explain, vent, and consider the issues.
- Good session...except for the heat!
- Be more intellectually honest about voting and consensus when participants are NOT present. If you allow for absentee input, then do so faithfully for all initial participants.
- Nothing. The facilitators keep everything moving along with an appropriate but not excessive amount of discussion.

Wednesday, March 9, 2005

1. What Went Well?
- We came to resolution quickly.
- Completed the work ahead of schedule.
- We're done!
- improved interaction among participants--better listening on part of NARA and facilitators
- Good facilitation.
- Everyone had a voice.

- pace and reasonable malleability of participants
- Good preparation.
- More informed discussions
- Accommodations good
- NARA staff very helpful.
- Ahead of schedule. NARA PMO staff resources were excellent.
- Working together with other agency records management experts to develop guidance for the federal government.
- This session was very productive and final decisions were made and recorded.
- Kevin Tiernan's expertise was invaluable giving us the official NARA definitions and views.
- Blend of IT/CIO people with traditional records managers and tenured agency administrative managers who experience problems. This meant this was a problem solving exercise and not an academic debate.
- Daryll Prescott was a great resource, Practical and broad based experience. A nice round out to the NARA reps.

2. What Needs To Be Improved?
- More attention paid to ground rules/enforcement thereof.
- Nothing noted.
- Consistency of agency participation--commitment to send the same rep or at least a rep for the entire proceedings.
- More consistency of rules
- Sometimes, hard issues need adequate time to resolve.
- We did not seem to have adequate time to review all the information and have group discussion.
- Nothing noted.
- Nothing added.
- Nothing
- The plan was fine, but the geographic location of the site was not - very inconvenient

3. Other Comments
- Very nicely administered--nice facility, food, parking, et al. good scheduling, directions-- made it a pleasant experience
- Agree.
- Very nice facility.
- Daryll, Ken, Kevin and Ed were a great tag team!
- Good sessions, the same as last time. I attended all the RMSC sessions and found them very productive and useful. I think that, with the assistance of the facilitators, the group effort resulted in a very good product.
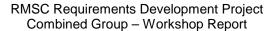- Group leaders/facilitators did a fine job

- Convenient facility, well administer sessions. I feel that a lot was accomplished! Kudos to all!!
- Working lunch kept us in the room and networking and focused on the task.
- The RMSC Group kept us focused and communicated well. They were very informative facilitators and I enjoyed the time together. The atmosphere was pleasant.

Appendix E – Previous Reports

1) <u>RMSC Requirements Development Project Workshop Report – Session 1,</u> January 11 – 13, 2005

2) <u>RMSC Requirements Development Project Workshop Report – Session 2,</u> January 25 – 27, 2005

3) <u>RMSC Requirements Development Project Workshop Report – Session 3,</u> February 9 - 10, 2005

4) <u>RMSC Requirements Development Project Workshop Report – Session 4,</u> February 28 – March 1, 2005

5) <u>RMSC Requirements Development Project Workshop Report – Session 5</u>, March 3, 2005

Appendix F – Acronyms

DRC	Dynamics Research Corporation
DSC	Decision Support Center
NARA	National Archives and Records Administration
RM	Records Management
RMSC	Records Management Service Components