Record Capture Service – Record Annotation Establish Use Case, Record
Annotation First Update Use Case, Record Annotation Subsequent Update
Use Case, and Record Annotation De-populate Use Case
(ADDITION)

of the

Functional Requirements and Attributes
for
Records Management Services
December 7, 2005

by

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A Technical Report from the
Records Management Service Components
Program of the National Archives and Records Administration

INTRODUCTION

This technical report adds four use case named RECORD ANNOTATION ESTABLISH USE CASE, RECORD ANNOTATION FIRST UPDATE USE CASE, RECORD ANNOTATION SUBSEQUENT UPDATE USE CASE, and RECORD ANNOTATION DE-POPULATE USE CASE to the RECORD CAPTURE SERVICE of the report by the Interagency Project Team and Records Management Service Components Program Office of the National Archives and Records Administration, "Functional Requirements and Attributes for Records Management Services, December 7, 2005."

With the addition of these use case, the RECORD CAPTURE SERVICE supports business requirements that call for one or more annotations be made to a record allowing it to be distinguished from other records, either within its assigned record category or other categories of records. The annotation use case also supports the identification of records for special handling or management arising from business needs. Such annotations include, but are not limited to: vital records, supplemental markings, personal privacy information, For Official Use Only (FOUO), security classification, security classification downgrade, security classification upgrade, security reclassification, and other access-restriction identifiers necessary for the handling of the record upon its creation, and for the remainder of its business use, and for special procedures related to its disposition.

A record may have zero, one or more annotations associated to it throughout its life. It is important to note each annotation is an instance unto itself and can be modified in accordance with business rules without affecting any other annotations. The requirements allow for the historical tracking of annotations in support of business rules that may require this to occur, but do not specify it must occur – this is up to each agency's implementation need. Agencies may implement historical tracking and may upon their decision/implementation solution delete the data representing an annotation when no longer needed.

TABLE OF CONTENTS

BACKGROUND

Ongoing reviews by the National Archives and Records Administration, Georgia Tech Research Institute, and the Government Domain Task Force of the Object Management Group, of the report "Functional Requirements and Attributes for Records Management Services, December 7, 2005" raised questions about how to annotate a record to distinguish it from like records or mark it for special handling. At the center of this discussion was whether the current services support vital records programs. Reviewers from these institutions have suggested one possible approach lay in the use of the Category Service, which allows for multiple record categories to be assigned to a record simultaneously. For example, an organizational chart produced by a headquarters office is filed in the organization chart record category, but is also required to be identified as a "vital record." This is done by assigning its first Record_Category_Current attribute as "organization chart" and then creating an additional Record_Category_Current attribute for "vital record" using the functionality provided by the Record_Category_Current $(b\ldots\infty)$ attribute.

Although this appears to be a reasonable approach, an argument can be made that it runs counter to the business requirement that drives the Category Service and also may raise implementation issues that could prove intractable. Although implementation issues are out of scope by agreement with the federal agencies that produced the December 7, 2005, report, consideration for the state of agencies' enterprise architectures and their planned future states is necessary to produce requirements at the level of abstraction necessary to allow their use at any point in agency architecture design.

The intended functionality of the CATEGORY SERVICE is to support the requirement of grouping like records together in meaningful sets or aggregations. "The accumulation of records within a category set provides evidence of the conduct of a business process or activity over time."[1] Because the identification of a given record's category uniquely indicates the business activity it represents, the use of CATEGORY SERVICE to make annotations is not the best approach. In order to support the different business requirement to identify unique records within or across any given category set(s), another capability is required. The capability must also take into account the need to: assign more than one annotation to a record simultaneously; make annotation(s) viewable with a record; and be available when the record is captured in its electronic environment.

Flexibility is key in meeting so many different possible business needs while remaining consistent with archival theory and accepted records management practices. In order to support these needs, the well-established record concept of annotation is a viable approach. The four use cases for annotating a record are provided in support of this records management activity.

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[1] Interagency Project Team and the Records Management Service Components Program Office of the National Archives and Records Administration, "Functional Requirements and Attributes for Records Management Services, December 7, 2005," p.28.

Annotations to a record:
- May be added immediately after the record is captured and before any other records management activity.
- May exist alone or in combination with other additional annotations at the same time.
- Can be "crossed out" or given additional markings that indicate an annotation is no longer valid.
- Can provide information related to the record's business use during its life cycle.
- Can provide information related to how the record is to be managed with regard to access, controls, and the handling of its disposition.
- May be unique to one record or common to many.
- Do not establish a new category for the record.

Although requirements for safeguarding and providing security for classified records are out of scope, the addition of the four record annotation use case allow attributes to be populated indicating a record's state by the application of supplemental markings such as a vital records, personal privacy information, For Official Use Only (FOUO), security classification, security classification downgrade, security classification upgrade, security reclassification, and other access-restriction identifiers necessary for the handling of the record upon its creation, and for the remainder of its business use, and for special procedures related to its disposition.

RECORD CAPTURE SERVICE – RECORD ANNOTATION ESTABLISH USE CASE

Purpose

The **Record Annotation Establish Use Case**[1] populates attributes of a **MANAGED RECORD** to identify unique records within or across any given category set(s) and to identify records that require special handling upon their creation, throughout their business use, and disposition. The **Record Annotation Establish Use Case** also supports requirements to assign more than one annotation to a record simultaneously; make annotation(s) viewable with a record; and be available when the record is captured in its electronic environment. The **Record Annotation Establish Use Case** requires the population of attributes that evidence the authority, date, and allow for a description of an annotation.

Functional Requirements(s)

1.   The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Unique_Identifier** attribute producing a populated **Record_Annotation_Unique_Identifier** attribute.
2.   The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Authority** attribute for each populated **Record_Annotation_Unique_Identifier** producing a populated **Record_Annotation_Authority** attribute.
3.   The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Assignment_Date** attribute using the **SYSTEM DATE** when a **Record_Annotation_Unique_Identifier** attribute is populated producing a populated **Record_Annotation_Assignment_Date** attribute.
4.   The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Description** attribute for each populated **Record_Annotation_Unique_Identifier** producing a populated **Record_Annotation _Description** attribute.
5.   The **Records Capture Service** shall provide the capability to ensure for every populated **Record_Annotation_Unique_Identifier** attribute of a **MANAGED RECORD** both a populated **Record_Annotation_Authority** attribute and a populated **Record_Annotation_Assignment_Date** attribute exists.[2]
6.   The **Records Capture Service** shall provide the capability to ensure for every populated **Record_Annotation_Unique_Identifier** attribute of a **MANAGED RECORD** a **Record_Annotation_Description** attribute is available to be populated.

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[1] Each annotation association is unique and each annotation and shall be managed as a single instance of association.
[2] This requirement ensures all three attributes of the service are populated to provide a complete set of information about the annotation and the authority for placing the annotation with the record and the date of that decision.

7. The **Records Capture Service** shall provide the capability to allow multiple instances of a **Record_Annotation_Unique_Identifier** attribute to be associated to a single **MANAGED RECORD** producing a **MANAGED RECORD** with zero, one or more populated **Record_Annotation_Unique_Identifier** attributes.[3]

8. The **Records Capture Service** shall provide the capability to make available for output data populating the attributes created by the **Record Annotation Establish Use Case**.[4]

Actor(s)

1. User – an individual authorized to use the system.
2. Information System – An organized set of procedures and/or techniques designed to store, retrieve, manipulate, analyze, and display information.
3. Application – A piece of software that performs a function; a computer program.

Main Flow

1. An Actor becomes aware the annotation attributes of a **MANAGED RECORD** need to be populated.
2. Populate **Record_Annotation_Unique_Identifier** attribute.
3. Populate **Record_Annotation_Authority** attribute.
4. Populate **Record_Annotation_Assignment_Date** attribute.
5. A **MANAGED RECORD** with populated **Record Annotation Establish Use Case** attributes is available to be managed.
6. Make available all data populating all attributes of the **Record Annotation Establish Use Case**.[5]

Sub Flow(s) – None.

Alternate Flow: Populate Record Annotation Description Attribute.[6]

1. After 4 **Main Flow.**
2. If the **Record_Annotation_Description** attribute is required to be populated.
3. Then populate **Record_Annotation_Description** attribute.
4. Return 5 **Main Flow**.

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[3] This requirement differentiates annotation from category service that allows for only one current category attribute for any given instance of record.

[4] This requirement supports printing, viewing, saving, report writing, audit, etc. and 44 U.S.C. 2115 (a)(b) 3 Reports; correction of violations and 44 U.S.C. 3106 Unlawful removal, destruction of records.

[5] ibid.

[6] This alternate flow allows for the required three attributes to be populated while allowing each agency to implement their business rules with regard to each instance of an annotation and choose to populate or not populate the description attribute.

Glossary

1.   <u>Annotation</u> – A marking that differentiates a record from like records within its own record category or across other categories of records for special handling or management arising from business needs.
2.   <u>Managed Record</u> – A record as set aside by a business owner that has been subject to records management activities.
3.   <u>System Date</u> – The calendar date made available within the electronic environment, usually provided as a service by the operating system for use by programs, applications and other executable operations.

Reference(s)

1.   Society of American Archivists, A Glossary of Archival and Records Terminology, s.v., "annotation."
2.   Design Criteria Standard for Electronic records Management Software Applications, June 19, 2002 – DoD 5015.2–STD (Standard) s.v., "vital record," "classified records."
3.   36 CFR Part 1236 – Management of Vital Records -- §1236.20 Vital records program objectives.
4.   Executive Order 12958, "Classified National Security Information," April 17, 1995.

RECORD CAPTURE SERVICE – RECORD ANNOTATION FIRST UPDATE USE CASE

Purpose

The **Record Annotation First Update Use Case** updates attributes of a **MANAGED RECORD**, providing evidence of the conduct and outcome of a review of an existing annotation. This review can include activities that determine the need for either maintaining or changing an existing annotation. The **Record Annotation First Update Use Case** provides the capability to establish a historical chronology of an annotation and the review that took place.

Functional Requirements(s)

1. The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Unique_Identifier(n)**[1] attribute using the information contained in the **Record_Annotation_Unique_Identifier** when the **Record_Annotation_Unique_Identifier** is updated[2] producing a populated **Record_Annotation_Unique_Identifier(n)** attribute.

2. The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Authority(n)** attribute for each populated **Record_Annotation_Unique_Identifier(n)** using the information contained in the **Record_Annotation_Authority** producing a **Record_Annotation_Unique_Authority(n)** when the **Record_Annotation_Authority** attribute is updated.

3. The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Assignment_Date(n)** attribute for each populated **Record_Annotation_Unique_Identifier(n)** using the date from the **Record_Annotation_Assignment_Date** attribute producing a populated **Record_Annotation_Assignment_Date(n)** attribute.

4. The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Description(n)** attribute for each populated **Record_Annotation_Unique_Identifier(n)** attribute when the **Record_Annotation_Description** attribute is updated producing a populated **Record_Annotation_Description_History(n)** attribute.

5. The **Records Capture Service** shall provide the capability to ensure for every populated **Record_Annotation_Unique_Identifier(n)** attribute of a **MANAGED RECORD** both a populated **Record_Annotation_Authority(n)** attribute and a populated **Record_Annotation_Assignment_Date(n)** attribute exists.[3]

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[1] (n) indicates the first instance of change to an attribute has occurred and is required to be kept.
[2] The term updated includes actions such as updating the annotation under an authority because a new term, set, etc., has been created or removed for a business need. Additionally, this supports "crossing out" an annotation under an authority while at the same time keeping the history of the annotation with the record.
[3] This requirement ensures these attributes of the service must be populated to provide a complete set of information about the annotation and the authority for placing the annotation with the record and the date of that decision.

6. The **Records Capture Service** shall provide the capability to ensure for every populated **Record_Annotation_Unique_Identifier(n)** attribute of a **MANAGED RECORD** a **Record_Annotation_Description(n)** attribute is available to be populated.[4]

7. The **Records Capture Service** shall provide the capability to make available for output data populating the attributes created by the **Record Annotation First Update Use Case**.[5]

Actor(s)

1. User – an individual authorized to use the system.
2. Information System – An organized set of procedures and/or techniques designed to store, retrieve, manipulate, analyze, and display information.
3. Application – A piece of software that performs a function; a computer program.

Precondition(s)

1. A **MANAGED RECORD** with populated annotation attributes exists.

Main Flow

1. An Actor becomes aware the annotation attributes of a **MANAGED RECORD** need to be updated for the first time since an annotation for a **MANAGED RECORD** was established.
2. Access **Record_Annotation_Unique_Identifier** attribute.
3. Populate **Record_Annotation_Unique_Identifier(n)** attribute.
4. Access **Record_Annotation_Authority** attribute.
5. Populate **Record_Annotation_Authority(n)** attribute.
6. Access **Record_Annotation_Assignment_Date** attribute.
7. Populate **Record_Annotation_Assignment_Date(n)** attribute.
8. A **MANAGED RECORD**'s annotation attributes have been updated.
9. A **MANAGED RECORD** with updated annotation attributes is available to be managed.
10. Make available all data populating all attributes of the **Record Annotation First Update Use Case**.[6]

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[4] This requirement ensures there are a total of four attributes associated with each instance of an annotation to a record. The Record_Annotation_Description(n) attribute is not required to be populated but must be available.
[5] This requirement supports printing, viewing, saving, report writing, audit, etc. and 44 U.S.C. 2115 (a)(b) Reports; correction of violations and 44 U.S.C. 3106 Unlawful removal, destruction of records.
[6] ibid.

Sub Flow(s) – None.

Alternate Flow: Populate Record_Annotation_Description Attribute(s).[7]

1. After 7 **Main Flow**.
2. If a **MANAGED RECORD**'s **Record_Annotation_Description** attribute is populated.
3. Access **Record_Annotation_Description** attribute.
4. Populate **Record_Annotation_Description(n)** attribute.
5. Return 8 **Main Flow**.

Glossary

1. <u>Annotation</u> – A marking that differentiates a record from like records within its own record category or across other categories of records for special handling or management arising from business needs.
2. <u>Managed Record</u> – A record as set aside by a business owner that has been subject to records management activities.

Reference(s)

1. Society of American Archivists, A Glossary of Archival and Records Terminology, s.v., "annotation."
2. Design Criteria Standard for Electronic records Management Software Applications, June 19, 2002 – DoD 5015.2–STD (Standard) s.v., "vital record," "classified records."
3. 36 CFR Part 1236 – Management of Vital Records -- §1236.20 Vital records program objectives.
4. Executive Order 12958, "Classified National Security Information," April 17, 1995.

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[7] This alternate flow allows for the required three attributes to be populated while allowing each agency to implement their business rules with regard to each instance of an annotation and choose to populate or not populate the description attribute.

RECORD CAPTURE SERVICE – RECORD ANNOTATION SUBSEQUENT UPDATE USE CASE

Purpose

The **Record Annotation Subsequent Update Use Case** continues the process of updating attributes of a **MANAGED RECORD**, providing ongoing evidence of the conduct and outcome of a review of an existing annotation. This review can include activities that determine the need for either maintaining or changing an existing annotation. The **Record Annotation First Update Use Case** provides the capability to maintain a historical chronology of an annotation and the review that took place.

Functional Requirements(s)

1. The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Unique_Identifier(n+1)**[1] attribute using the information contained in the **Record_Annotation_Unique_Identifier** when the **Record_Annotation_Unique_Identifier(n)** is updated[2] producing a populated **Record_Annotation_Unique_Identifier(n+1)** attribute.

2. The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Authority(n+1)** attribute for each populated **Record_Annotation_Unique_Identifier(n+1)** using the information contained in the **Record_Annotation_Authority(n)** producing a **Record_Annotation_Unique_Authority(n+1)** when the **Record_Annotation_Authority** attribute is updated.

3. The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Assignment_Date(n+1)** attribute for each populated **Record_Annotation_Unique_Identifier(n+1)** using the date from the **Record_Annotation_Assignment_Date(n)** attribute producing a populated **Record_Annotation_Assignment_Date(n+1)** attribute.

4. The **Records Capture Service** shall provide the capability to populate a **Record_Annotation_Description(n+1)** attribute for each populated **Record_Annotation_Unique_Identifier(n+1)** attribute when the **Record_Annotation_Description(n)** attribute is updated producing a populated **Record_Annotation_Description(n+1)** attribute.

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[1] (n+1) indicates subsequent instances of an attribute after (n) has occurred and are required to be kept.
[2] The word "updated" includes actions such as reviewing or changing the annotation under an authority because a new term has been created or removed. Additionally, this supports "crossing out" an annotation under an authority while at the same time keeping the history of the annotation with the record. An example would be that a record was annotated as a Vital Record but on a specific date, it was no longer a Vital Record and the annotation was identified as no longer valid for that record.

5. The **Records Capture Service** shall provide the capability to ensure for every populated **Record_Annotation_Unique_Identifier(n+1)** attribute of a MANAGED RECORD both a populated **Record_Annotation_Authority(n+1)** attribute and a populated **Record_Annotation_Assignment_Date(n+1)** attribute exists.[3]

6. The **Records Capture Service** shall provide the capability to ensure for every populated **Record_Annotation_Unique_Identifier(n+1)** attribute of a **MANAGED RECORD** a **Record_Annotation_Description(n+1)** attribute is available to be populated.[4]

7. The **Records Capture Service** shall provide the capability to make available for output data populating the attributes created by the **Record Annotation First Update Use Case**.[5]

Actor(s)

1. User – an individual authorized to use the system.
2. Information System – An organized set of procedures and/or techniques designed to store, retrieve, manipulate, analyze, and display information.
3. Application – A piece of software that performs a function; a computer program.

Precondition(s)

A **MANAGED RECORD** with populated annotate first update attributes exists.

Main Flow

1. An Actor becomes aware the annotation attributes of a **MANAGED RECORD** need to be updated subsequent to the first update of the **MANAGED RECORD** annotation was updated.
2. Access **Record_Annotation_Unique_Identifier(n)** attribute.
3. Populate **Record_Annotation_Unique_Identifier(n+1)** attribute.
4. Access **Record_Annotation_Authority(n)** attribute.
5. Populate **Record_Annotation_Authority(n+1)** attribute.
6. Access **Record_Annotation_Assignment_Date(n)** attribute.
7. Populate **Record_Annotation_Assignment_Date(n+1)** attribute.

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[3] This requirement ensures these attributes of the service must be populated to provide a complete set of information about the annotation and the authority for placing the annotation with the record and the date of that decision.

[4] This functional requirement ensures there are a total of four attributes associated with each instance of an annotation to a record. The Record_Annotate_Description(n+1) attribute is not required to be populated but must be available since during the life of the record as the annotation is reviewed, historical instances may include a description if necessary.

[5] This requirement supports printing, viewing, saving, report writing, audit, etc. and 44 U.S.C. 2115 (a)(b) Reports; correction of violations and 44 U.S.C. 3106 Unlawful removal, destruction of records.

8.   A **MANAGED RECORD**'s annotation attributes have been updated.
9.   A **MANAGED RECORD** with updated annotation attributes is available to be managed.
10.   Make available all data populating all attributes of the **Record Annotation First Update Use Case**.[6]

Sub Flow(s) – None.

Alternate Flow: Populate Record Annotation Description Attribute.[7]

1.   After 7 **Main Flow**.
2.   If a **MANAGED RECORD**'s **Record_Annotation_Description(n)** attribute is populated.
3.   Access **Record_Annotation_Description(n)** attribute.
4.   Populate **Record_Annotation_Description(n+1)** attribute.
5.   Return 8 **Main Flow**.

Glossary

1.   <u>Annotation</u> – A marking that differentiates a record from like records within its own record category or across other categories of records for special handling or management arising from business needs.
2.   <u>Managed Record</u> – A record as set aside by a business owner that has been subject to records management activities.

Reference(s)

1.   Society of American Archivists, A Glossary of Archival and Records Terminology, s.v., "annotation."
2.   Design Criteria Standard for Electronic records Management Software Applications, June 19, 2002 – DoD 5015.2–STD (Standard) s.v., "vital record," "classified records."
3.   36 CFR Part 1236 – Management of Vital Records -- §1236.20 Vital records program objectives.
4.   Executive Order 12958, "Classified National Security Information," April 17, 1995.

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[6] This requirement supports printing, viewing, saving, report writing, audit, etc. and 44 U.S.C. 2115 (a)(b) Reports; correction of violations and 44 U.S.C. 3106 Unlawful removal, destruction of records.
[7] This alternate flow allows for the required three attributes to be populated while allowing each agency to implement their business rules with regard to each instance of an annotation and choose to populate or not populate the description attribute.

RECORD CAPTURE SERVICE – RECORD ANNOTATION ATTRIBUTE DE-POPULATE USE CASE

Purpose

The **Record Annotation Attribute De-populate Use Case** provides the capability to de-populate attributes related to an annotation in accordance with business rules. This includes the ability to make the data contained in the attributes available for destruction and to remove the attributes from the records management information about the **MANAGED RECORD**.

Functional Requirements(s)

1. The **Records Capture Service** shall provide the capability to de-populate a **Record_Annotation_Unique_Identifier** attribute producing a de-populated **Record_Annotation_Unique_Identifier** attribute.
2. The **Records Capture Service** shall provide the capability to de-populate a **Record_Annotation_Authority** attribute for each de-populated **Record_Annotation_Unique_Identifier** producing a de-populated **Record_Annotation_Authority** attribute.
3. The **Records Capture Service** shall provide the capability to de-populate a **Record_Annotation_Assignment_Date** when a **Record_Annotation_Unique_Identifier** attribute is de-populated producing a de-populated **Record_Annotation_Assignment_Date** attribute.
4. The **Records Capture Service** shall provide the capability to de-populate a **Record_Annotation_Description** attribute for each de-populated **Record_Annotation_Unique_Identifier** producing a de-populated **Record_Annotation_Description** attribute.
5. The **Records Capture Service** shall provide the capability to make the de-populated annotation attributes available for destruction when the **Record_Annotation_Unique_Identifier**, **Record_Annotation_Authority**, **Record_Annotation_Assignment_Date**, and **Record_Annotation_Description** attributes of a **MANAGED RECORD** have been de-populated.
6. The **Records Capture Service** shall provide the capability to de-populate all associated record annotation first update attributes when a **Record_Annotation_Unique_Identifier** attribute is de-populated producing de-populated record annotation first update attributes.
7. The **Records Capture Service** shall provide the capability to de-populate all associated record annotation subsequent update attributes when a **Record_Annotation_Unique_Identifier** attribute is de-populated producing de-populated record annotation subsequent update attributes.

8. The **Records Capture Service** shall provide the capability to make available for output data populating the attributes created by the **Record Annotation Attribute De-populate Use Case**.[1]

Actor(s)
1. User – an individual authorized to use the system.
2. Information System – An organized set of procedures and/or techniques designed to store, retrieve, manipulate, analyze, and display information.
3. Application – A piece of software that performs a function; a computer program.

Precondition(s)

1. A **MANAGED RECORD** with populated record annotation attributes exists.

Main Flow

1. An Actor becomes aware an annotation attribute of a **MANAGED RECORD** needs to be de-populated.
2. De-populate the **Record_Annotation_Unique_Identifier** attribute.
3. De-populate the **Record_Annotation_Authority** attribute.
4. De-populate the **Record_Annotation_Assignment_Date** attribute.
5. Make the **MANAGED RECORD** annotation attributes available for destruction.
10. Make available all data populating all attributes of the **Record Annotation Attribute De-populate Use Case**. [2]

Sub Flow(s) – None.

Alternate Flow 1: De-populate Record_Annotation_Description Attribute.[3]

1. If at 4 **Main Flow Record_Annotation_Description** is populated.
2. De-populate **Record_Annotation_Description** attribute.
3. Return 5 **Main Flow**.

Alternate Flow 2: De-populate Record_Annotation_Unique_Identifier(n) Attribute.

1. If at 2 **Main Flow Record_Annotation_Unique_Identifier(n)** is populated.
2. De-populate **Record_Annotation_Unique_Identifier(n)** attribute.
3. De-populate the **Record_Annotation_Authority(n)** attribute.
4. De-populate the **Record_Annotation_Assignment_Date(n)** attribute.

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[1] This requirement supports printing, viewing, saving, report writing, audit, etc. and 44 U.S.C. 2115 (a)(b) Reports; correction of violations and 44 U.S.C. 3106 Unlawful removal, destruction of records.
[2] ibid.
[3] This alternate flow allows for the required three attributes to be populated while allowing each agency to implement their business rules with regard to each instance of an annotation and choose to populate or not populate the description attribute.

5. If at 4 **Alternate Flow 2**: **De-populate Record_Annotation_Identifier(n)** the attribute **Record_Annotation_Description(n)** is populated.
6. De-populate the **Record_Annotation_Description(n)** attribute.
7. Return 5 **Main Flow**.

Alternate Flow 3: De-populate Record_Annotation_Unique_Identifier(n+1) attribute.

1. If at 2 **Main Flow Record_Annotation_Unique_Identifier(n+1)** is populated.
2. De-populate **Record_Annotation_Unique_Identifier(n+1)** attribute.
3. De-populate the **Record_Annotation_Authority(n+1)** attribute.
4. De-populate the **Record_Annotation_Assignment_Date(n+1)** attribute.
8. If at 4 **Sub Flow 2**: **De-populate Record_Annotation_Identifier(n+1)** the attribute **Record_Annotation_Description(n+1)** is populated.
9. De-populate **Record_Annotation_Description(n+1)**.
10. Repeat **Sub Flow 3**: De-populate **Record_Annotation_Unique_Identifier(n+1)** attribute for each instance of (n+1).
11. Return 5 **Main Flow**.

Glossary

1. <u>Annotation</u> – A marking that differentiates a record from like records within its own record category or across other categories of records for special handling or management arising from business needs.
2. <u>Managed Record</u> – A record as set aside by a business owner that has been subject to records management activities.

Reference(s)

1. Society of American Archivists, A Glossary of Archival and Records Terminology, s.v., "annotation."
2. Design Criteria Standard for Electronic records Management Software Applications, June 19, 2002 – DoD 5015.2–STD (Standard) s.v., "vital record," "classified records."
3. 36 CFR Part 1236 – Management of Vital Records -- §1236.20 Vital records program objectives.
4. Executive Order 12958, "Classified National Security Information," April 17, 1995.