



# National Archives and Records Administration Records Management Services Program (RMS)

## RMS Requirements Development Project Workshop Report – Session 10



September 7, 2006



National Archives and Records Administration  
Records Management Services Program (RMS)

**RMS Requirements Development Project  
Workshop Report – Session 10 – September 7, 2006**

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## Executive Summary

On September 7, 2006, an Interagency Project Team (IPT) comprised of stakeholders in records management and enterprise architecture from 18 Federal agencies and the National Archives and Records Administration (NARA) met and reviewed proposed updates to the report "Functional Requirements and Attributes for Records Management Services, December 7, 2005." The IPT approved the update of the December 7, 2005, report unanimously by the 19 voting members.

The IPT identified seven records management activities to be supported by services within an electronic environment, including the services-oriented architecture defined in the Federal Enterprise Architecture. The seven records management services are: Record Capture, Provenance, Category, Authenticity, Case File, Disposition, and Reference. The seven records management services are documented in the aggregated report "Functional Requirements and Attributes for Records Management Services, September 7, 2006," with 25 records management service component functions. The document includes a Unified Modeling Language (UML) model with seven UML Class diagrams and three ancillary diagrams supporting shared concepts used in the model.

IPT members were then updated on the status of the NARA internal review followed by an overview of the Object Management Group activities.

### Interagency Project Team / Contributing Partner Agencies January – September 2006

Department of Agriculture	Department of the Treasury
Department of Commerce	Department of Transportation
Department of Defense	Department of Veterans Affairs
Department of Energy	Environmental Protection Agency
Department of Health and Human Services	General Services Administration
Department of Homeland Security	Housing and Urban Development
Department of Justice	National Aeronautics & Space Administration
Department of Labor	National Archives and Records Administration
Department of State	Social Security Administration
Department of the Interior	

The agencies concurred with the road ahead as described by NARA Records Management Services Components Program Office to submit "Functional Requirements and Attributes for Records Management Services, September 7, 2006," to the Architecture and Infrastructure Subcommittee of the CIO Council for inclusion in the FEA's CORE.gov in support of their mission requirements.



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## RMS Requirements Development Project Workshop Overview

The Records Management Services (RMS) Program Requirements Development Project continued on September 7, 2006, at the Dynamics Research Corporation (DRC) Decision Support Center (DSC) with the tenth collaborative session with records management and enterprise information architecture stakeholders across the Federal government.

The objectives of this RMS Requirements Development Workshop were for the participants to:

1. Review, validate, and approve the March 17, 2006 Technical Report
2. Review, validate, and approve the June 30, 2006 Technical Report
3. Review, validate, and approve the revised RMS Unified Modeling Language (UML) class diagrams
4. Approve publishing a report that aggregates the approved changes outlined in the above Technical Reports and the UML model

All objectives were met. Participants either attended the session in person, or voted on the objectives by remote means. Remote votes were presented to attending members after attending member votes were collected.

Appendix A provides a listing of the workshop participants.

### RMS Session 10, Objective 1: Review, validate, and approve the March 17, 2006 Technical Report

The first exercise was for the participants to review the recommended additions as outlined in the March 17, 2006 Technical Report. After a review and discussion of the material the attending participants approved incorporating the recommended changes into the next formal report. The validation question presented was: *“Incorporate the March 17, 2006 technical report to fix the inconsistency between the UML and the text in the December 7, 2005 report. The text only allowed for one case file part per case file, while the UML noted correctly, a case file can be made up of many parts.”*

The voting results for attending and remote participants were:

	Yes %	No %	n
Incorporate the March 17, 2006 technical report to fix the inconsistency between the UML and the text in the December 7, 2005 report. The text only allowed for one case file part per case file, while the UML noted correctly, a case file can be made up of many parts.”	100.00	0.00	19



## **RMS Session 10, Objective 2: Review, validate, and approve the June 30, 2006 Technical Report**

In the same manner, the next exercise was for the participants to review the recommended additions as outlined in the June 30, 2006 Technical Report. After a review and discussion of the material the attending participants approved incorporating the recommended changes into the next formal report. The validation question presented was: *“Incorporate the June 30, 2006 technical report to add the function “annotate” to the record capture service. This addition supports the identification of vital records and records requiring special handling.”*

The voting results were:

	Yes %	No %	n
Incorporate the June 30, 2006 technical report to add the function "annotate" to the record capture service. This addition supports the identification of vital records and records requiring special handling.	100.00	0.00	19

## **RMSC Session 10, Objective 3: Review, validate, and approve the revised RMS Unified Modeling Language (UML) class diagrams**

The third exercise conducted was to review the updated RMS Unified Modeling Language (UML) class diagrams to ensure they incorporated the most recent changes. The participants were then asked to: *“Approve new UML class diagrams that reflect the actions of one and two above for presentation and incorporation at the September 7, 2006 IPT meeting.”*

The voting results were:

	Yes %	No %	n
Approve new UML class diagrams that reflect the actions of one and two above for presentation and incorporation at the September 7, 2006 IPT meeting.	100.00	0.00	19



**RMS Session 10, Objective 4: Approve publishing a report that aggregates the approved changes outlined in the above Technical Reports and the UML model.**

The next exercise was to approve aggregating all the changes that had been previously discussed into the next formal publishing of an RMS document. The statement posed was: *“If IPT agrees to 1-3 above, approve the publication of a September 7, 2006 IPT report.”*

The voting results were:

	Yes %	No %	n
If IPT agrees to 1-3 above, approve the publication of a September 7, 2006 IPT report.	100.00	0.00	19

The final activity of the workshop was status update of the NARA Internal Review followed by an overview of the Object Management Group.

The workshop concluded with a session evaluation (see Appendix C).



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## Appendix B – Workshop Agenda

### Thursday, September 7, 2006

- 0800-0830 Assemble
- 0830-0845 Welcome and Participant Introductions
- 0845-0915 Review March 17, 2006 Technical Report
- 0915-0930 Conduct Report Approval Vote
- 0930-0945 Review June 30, 2006 Technical Report
- 0945-1000 Conduct Report Approval Vote
- 1000-1045 Review UML Model
- 1045-1100 Conduct UML Model Approval Vote
- 1100-1130 Additional Issues
- Status of NARA Internal Review
  - Status of Object Management Group (to include Steering Committee membership)
  - December OMG RMS Meeting in Washington DC
  - Report statement validation
- 1130-1145 Workshop Evaluation
- 1145-1200 Summary



## Appendix C – Session Evaluation

### 1. What Went Well Today?

- On Schedule
- Efficiently conducted, as usual.
- The timing went very well. A lot of material covered in a well paced approach.
- As always, we accomplished much in a few hours
- The amazing progress we continue to make!
- Great progress

### 2. What Needs To Be Improved?

- Nothing to mention.
- No suggestions.
- Nothing noted.
- Nothing
- Not a thing
- Nothing at all is broken; therefore, nothing needs improved! You can't improve on such an efficient and excellently coordinated forum!

### 3. Other Workshop Comments

- Great lunch.
- None.
- Thanks for lunch which was great!
- None!

### 4. Comments on the Overall RMSC Project?

- Outstanding Job!
- Good subject and work.
- Very useful project, very professionally conducted throughout.
- Great job!
- Great job
- Incredible!



## Appendix D – Previous Reports

- 1) RMSC Requirements Development Project Workshop Report – Session 1, January 11 – 13, 2005
- 2) RMSC Requirements Development Project Workshop Report – Session 2, January 25 – 27, 2005
- 3) RMSC Requirements Development Project Workshop Report – Session 3, February 9 - 10, 2005
- 4) RMSC Requirements Development Project Workshop Report – Session 4, February 28 – March 1, 2005
- 5) RMSC Requirements Development Project Workshop Report – Session 5, March 3, 2005
- 6) RMSC Requirements Development Project Workshop Report – Session 6, March 9, 2005
- 6) RMSC Requirements Development Project Final Report - March 31, 2005
- 7) RMSC Use Cases Final Report - Session 7 - 10 May 2005
- 8) RMSC Technical Report - 20 Jul 2005
- 9) RMSC Requirements Development Project Workshop Report – Session 8, November 16, 2005
- 10) RMSC Requirements Development Project Workshop Report – Session 9, December 7, 2005
- 11) Case File Part Associate Use Case (amended) Functional Requirements and Attributes for Records Management Services, March 17, 2006
- 12) Case File Service – Case File Record Capture Use Case and Case File Part Associate Use Case (amended) Functional Requirements and Attributes for Records Management Services, June 30, 2006