

# Record Keeping Process Model

## 1 Directions

Use the process model to analyze your organization's record keeping activities.

- Read the modeling explanations (Section 2). They define the symbols used in the diagrams.
- Relate the process diagrams (Section 3) to the way your organization functions. Are the depicted activities taking place? If not, you can use the model to highlight the gaps. Conversely, if you conclude that the organization is in good shape, you can save the model (with any notes) for future reference and as proof that you have performed this analysis.
- For clarifications of what the activities mean, refer to the descriptions (Section 4). They indicate what should happen before the work starts ("prerequisites" column) and what should be the result ("outcomes" column).
- If needed, use the example (Section 5) as a guide to connecting specific business activities to this general model.

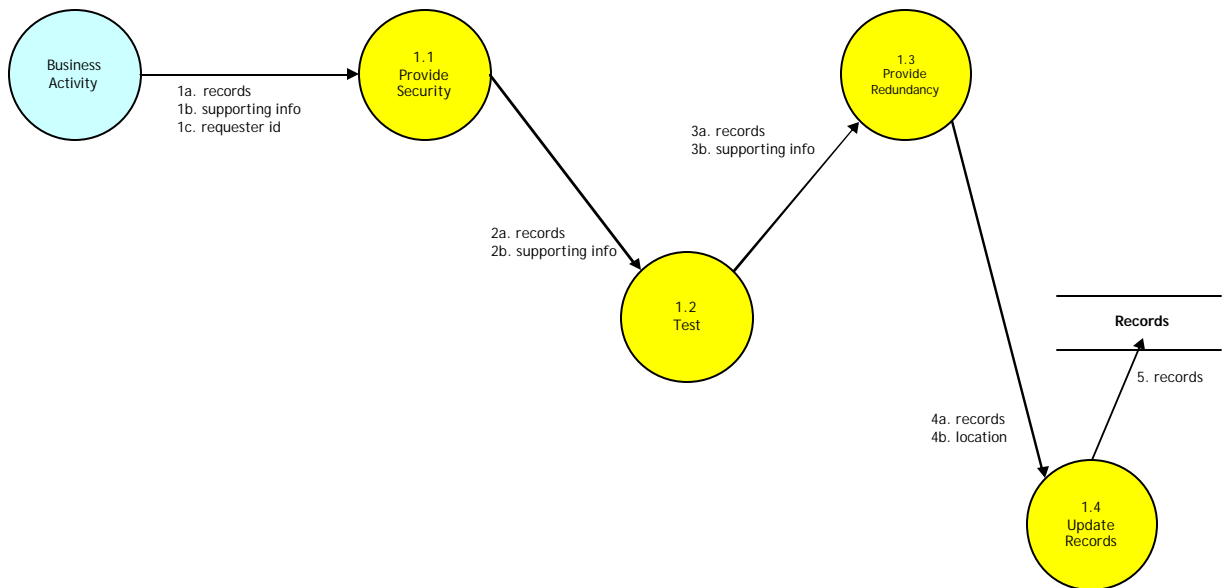
## 2 Modeling Explanations

The modeling method is data-flow modeling.

- Circles represent work performed (the "processes").
- Parallel lines represent information stored (the "data stores").
- Arrows represent information exchanged (the "data flows").

### 3 Process Diagrams

#### Level 2 Diagram - Incoming Records



(c) 2004 *BusinessLegion, LLC.*  
All Rights Reserved.

## 4 Process Descriptions

Name	Prerequisites	Outcomes
1.1 Provide Security	None	Access requests from legitimate requesters are approved. Access requests from unauthorized requesters are rejected. Outgoing information is secured against discovery or tampering. History of access requests is sent for safekeeping.
...		
1.7 Oversee	...	...

## 5 Example

<...>