Term
ACCESS Definition 1: The availability of, or the permission to consult, records. Definition 2: The ability or opportunity to obtain security-classified or administratively controlled information or records. See also ADMINISTRATIVELY CONTROLLED INFORMATION, CLASSIFIED INFORMATION.
ACCESSION Definition 1: The transfer of the legal and physical custody of permanent records from an agency to the National Archives. See also BLOCK (1),PERMANENT RECORDS, SCHEDULED TRANSFER, TRANSFER (1). Definition 2: The transfer of agency records to a Federal records center for temporary storage. The agency retains legal custody of the records. See also RETIREMENT, TRANSFER (1). (3) The records so transferred. Also called accessioned records. Definition 3: The records so transferred. Also called accessioned records.
ACCESSIONED RECORDS Definition: See ACCESSION (3) Preferred Term: ACCESSION
ACCOUNTABLE OFFICERS' ACCOUNTS Definition: Specified records accumulated by collecting, disbursing, and certifying officers and required by the General Accounting Office (GAO) for audit purposes. Also known as site audit records.
ACCRETION Definition: Records adding to, or extending, a series or system of permanent records previously accessioned by the National

Term
Archives.
ACTION COPY Definition: The copy of a document sent to the agency, office, or individual responsible for taking action. See also COPY (1).
ACTIVE RECORDS Preferred Term: CURRENT RECORDS
ADEQUACY OF DOCUMENTATION Definition: A standard of sufficiently and properly recording actions and/or decisions. See also DOCUMENTATION (1).
ADEQUATE AND PROPER DOCUMENTATION Definition: A record of the conduct of U.S. Government business that is complete and accurate to the extent required to document the organization, functions, policies, decisions, procedures, and essential transactions of the agency and that is designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.
ADMINISTRATIVE RECORD Definition: A set of documents that is the basis for any Federal agency administrative action, including, but not limited to, rulemaking. Under the Administrative Procedure Act (APA), any judicial review of a final agency action is based on the administrative record. Administrative actions that are not rules may include denials of citizens' petitions, individual permit decisions, and exemption decisions. These actions are typically based in an administrative record.

Term
ADMINISTRATIVE RECORD - SUPERFUND Definition: A set of documents which form the basis for selection of a response action under Section 113(j) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA). Judicial review of any issue concerning the adequacy of any response action is limited to the record.
ADMINISTRATIVE RECORDS Definition: Those records created by several or all Federal agencies in performing common facilitative functions that support the agency's mission activities, but do not directly document the performance of mission functions. Administrative records relate to activities such as budget and finance, human resources, equipment and supplies, facilities, public and congressional relations, and contracting.
ADMINISTRATIVE VALUE Definition: The usefulness of records in conducting an agency's current business. Includes fiscal value and legal value, which are usually analyzed separately when records are evaluated for disposition.
ADMINISTRATIVELY CONTROLLED INFORMATION Definition: Privileged or other nonsecurity-classified information in records sometimes bearing designations, such as "For Official Use Only," to prevent its unauthorized disclosure. See also CLOSED FILE (2).
ADP MANAGER

Term
Preferred Term: INFORMATION TECHNOLOGY MANAGER
AERIAL PHOTOGRAPHS Definition: Photographs of the earth, other planetary bodies, or the atmosphere that have been taken from airborne vehicles to evaluate, measure, or map selected features of the landscape or the sky. Also involve related indexes.
AGENCY
AGENCY RECORDS Definition: Documentary materials of an executive agency that, based on Federal case law, are subject to the Freedom of Information Act (FOIA).
AGENCY RECORDS OFFICER Preferred Term: RECORDS MANAGEMENT OFFICER
AGENCY RECORDS SCHEDULE Preferred Term: COMPREHENSIVE RECORDS SCHEDULE, RECORDS SCHEDULE
AGGREGATED DATA Preferred Term: MACRODATA
AGING BLEMISHES

Term
Definition: In microform records, very small spots forming on silver gelatin film as a result of air pollution, improper packaging, or inadequate storage conditions. Also called measles, microspots, red spots, or redox blemishes.
ALIENATION Definition: Unlawfully transferring records or losing custody of them to an unauthorized organization or person.
ALPHABETIC-SUBJECT FILING SYSTEM Definition: A classification system in which subjects are arranged in alphabetical order regardless of their relationship to one another. For example, the subjects "adobe houses" and "adrenalin" would immediately follow "administration."
ALPHANUMERIC FILING SYSTEM Definition: A classification system in which letters are assigned to main divisions and numbers to subdivisions. For example, "P5" might stand for "Personnel -- Employment."
AMERICAN NATIONAL STANDARDS INSTITUTE Definition: A U.S. standards organization composed of representatives from industry, technical societies, consumer organizations, and government agencies. Acronym: ANSI
AMERICAN STANDARD CODE FOR INFORMATION INTERCHANGE

Term
Definition: A binary code representing each letter, number, or other symbol with a unique 7-bit code. See also CODE (1). Acronym: ASCII
ANALOG Definition: Representing data by measuring a continuous physical variable, such as the rotation of hands on a clock, in contrast to a digital clock.
APERTURE CARD Definition: An 80-column tabulating sized card with a hole, or aperture, containing usually one frame of 35-mm microfilm. Generally used for engineering drawings, maps and charts, and x rays.
APPLICATION Definition: A specific use of computer, micrographic, or other information technology, such as in payroll or inventory control.
APPRAISAL Definition: The process of determining the value and thus the final disposition of records, making them either temporary or permanent. See also EVALUATION (1).
ARCHITECTURAL AND ENGINEERING RECORDS Definition: Drawings and related records depicting the concepts and precise measurements needed to plan and build static structures, such as buildings, bridges, and canals, as well as those needed to complete other public works projects and produce such objects as weapons and machines. Include design and construction drawings and related records. Also include computer-aided

Term
design (CAD), computer-aided manufacturing (CAM), and computer-aided engineering (CAE) system records that relate to architecture and engineering and need to be managed like other electronic records.
ARCHIVAL AGENCY Definition: See ARCHIVES (2). Preferred Term: ARCHIVES
ARCHIVAL DEPOSITORY Definition: See ARCHIVES (3). Preferred Term: ARCHIVES
ARCHIVAL MICROFILM Definition: A photographic film that meets the standards for archival film described in NARA's micrographic regulations and that is suitable for the preservation of permanent records when stored in accordance with those regulations.
ARCHIVAL QUALITY Definition: The ability of material, such as processed prints or film, to resist deterioration sufficiently to meet standards for permanent records.
ARCHIVAL RECORDS Definition: See ARCHIVES (1). Preferred Term: PERMANENT RECORDS
ARCHIVAL REPOSITORY

Term
Definition: See ARCHIVES (3). Preferred Term: ARCHIVES
ARCHIVAL STANDARDS Definition: The standards to be met by a type of recording material or process in order for this material to have and retain specified characteristics necessary for permanent records.
ARCHIVAL STORAGE CONDITIONS Definition: Conditions suitable for preserving permanent records.
ARCHIVES Definition 1: The noncurrent records of an organization preserved because of their continuing, or enduring, value. "National Archives of the United States" means those records that have been determined by the Archivist of the United States to have sufficient historical or other value to warrant their continued preservation by the Federal Government and that have been transferred to the Archivist's legal custody. See also PERMANENT RECORDS, STANDARD FORM 258. Definition 2: The organization or agency responsible for appraising, accessioning, preserving, and making available permanent records. Also called archival agency. In the U.S. Government, the National Archives and Records Administration (NARA). Definition 3: One or more buildings, or portions thereof, where permanent records are located after being accessioned by an archival agency. Also called archival depository or archival repository. See also DEPOSITORY.
ARCHIVES ADMINISTRATION Definition: The management or direction of the program of an archival agency, including the following basic functions: appraisal, accessioning, preservation, arrangement, description, reference service, and such public programs as education, exhibits, and

Term
publications.
ARCHIVING Definition: In electronic records, the process of creating a backup copy of computer files, especially for long-term storage.
ARCHIVIST Definition: A person responsible for, or engaged in, one or more of the functions listed under archives administration.
ARCHIVIST OF THE UNITED STATES Definition: The head of the National Archives and Records Administration (NARA).
ARRANGEMENT Definition: In files management, the act or result of placing records in a particular order or sequence. See also CLASSIFICATION (1).
ASSOCIATION FOR INFORMATION AND IMAGE MANAGEMENT Definition: A trade and professional organization concentrating on applications of micrographic, optical, and computer technology and systems. Formerly the National Micrographics Association. See also AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI), INTERNATIONAL STANDARDIZATION ORGANIZATION (ISO). Acronym: AIIM
AUDIOVISUAL RECORDS

Term
Definition: Records in pictorial or aural form. Include still and motion pictures; graphic materials, such as posters and original art; audio and video recordings; and combinations of media, such as slide-tape productions.
AUDIT Definition: See EVALUATION (2). Preferred Term: EVALUATION
AUTOMATED DATA PROCESSING Preferred Term: AUTOMATIC DATA PROCESSING
AUTOMATED INFORMATION SYSTEM Definition: An information system that usually involves the use of a computer. Often used as a synonym for an electronic records system. Acronym: AIS
AUTOMATIC DATA PROCESSING Definition: Systematically performing a series of actions with data by using automatic machines, primarily electronic digital computers. Also called automated data processing. Often used as a synonym for electronic data processing (EDP). See also DATA PROCESSING, ELECTRONIC RECORDS, INFORMATION TECHNOLOGY MANAGER. Acronym: ADP
BACKGROUND DENSITY Definition: The opacity of the noninformation area of a microform. See also DENSITY (2).

Term
BACKING UP Definition: Making a copy of a computer file for use if the original is lost, damaged, or destroyed. Sometimes called archiving.
BAR CODE Definition: A series of rectangular marks and spaces in a planned pattern. Used in records management to encode indexing information.
BASE Definition: In microform records, a transparent plastic material, such as cellulose triacetate or polyester, on which a photographic emulsion or other material may be placed.
BINARY CODE Definition: A code using two distinct characters, normally 0 and 1. See also CODE (1).
BIT Definition: The small unit of information (usually either a 0 or a 1) recognizable by a computer. A combination of binary digit.
BIT-MAPPED GRAPHICS Definition: A method of generating images by representing a picture image as a matrix of dots or picture elements, such as in an optical disk system. Also called raster graphics.

Term
BLIP Definition: In microform records, an optical mark, usually rectangular, located below and/or above an image on a roll of microfilm and used to count images or frames automatically.
BLOCK Definition 1: One or more chronological segments of cutoff, or closed, records that are in the same series and are dealt with as a unit for disposition purposes, especially during the transfer of permanent records to the National Archives. For example, a transfer of records in 5-year blocks. Definition 2: In electronic records, a grouping of data stored as a unit on an external storage medium and dealt with as a unit by the computer for input or output. Definition 3: The records of an agency, organizational component, or functional area. See also ACCESSION, CUTOFF, PERMANENT RECORDS, TRANSFER.
BUSINESS NEEDS Definition: An agency's need to conduct its business, maintain a record of its essential activities and decisions for its own use, support oversight and audit of those activities, fulfill legal requirements, and permit appropriate public access.
BYTE Definition: The number of bits representing a character to a computer, normally 8 bits.
CAMERA Definition: A photographic device with an optical system that is used for exposing light-sensitive material.
CAMERA MICROFILM

Term
Definition: First-generation microfilm.
CAMERA-PROCESSOR Definition: A device that functions as both a camera and a processor. See also PROCESSOR (3).
CARTOGRAPHIC RECORDS Definition: Graphic representations drawn to scale of selected features of the earth's surface and atmosphere and of other planets and planetary satellites. Include maps, charts (hydrographic/nautical, weather, and aeronautical), photomaps, orthophotomaps, atlases, cartograms, globes, relief models, and related records, such as field survey notes, map history case files, and finding aids. Also include digital cartographic records, such as geographic information system records, which are managed like other electronic records. See also REMOTE-SENSING IMAGERY RECORDS.
CASE FILES Definition: Records, regardless of media, documenting a specific action, event, person, place, project, or other matter. Include personnel, project, and transaction files, which are types of case files.
CASE WORKING FILES Definition: Background or support files, such as worksheets, questionnaires, rough notes, calculations, or drafts, used to prepare or analyze case file documents. Often bulky when in paper form.
CELLULOSE NITRATE FILM

Term
Preferred Term: NITRATE FILM
CELLULOSE TRIACETATE FILM Definition: A film base of transparent plastic that is relatively nonflammable but has some difficulty keeping its original size and shape.
CENTRAL FILES Definition: Files accumulated by several offices or organizational units and maintained and supervised in one location. Also called centralized files.
CENTRAL PROCESSING UNIT Definition: The component of a computer system that interprets and carries out program instructions. Acronym: CPU
CENTRALIZED FILES Preferred Term: CENTRAL FILES
CHARACTER Definition: In electronic records, any symbol, such as a number, letter, or punctuation mark, that represents data and that, when encoded, can be processed or stored by a computer system.
CHARGEOUT

Term
Definition: The act and result of recording the removal and loan of a document or a file to indicate its location. Usually involves the use of a form, such as OF 23.
CHARTS Preferred Term: CARTOGRAPHIC RECORDS
CHRON FILES Preferred Term: READING FILES
CHRONOLOGICAL FILES Preferred Term: READING FILES
CLASSIFICATION Definition 1: The process of determining the sequence or order in which to arrange documents. See also ARRANGEMENT, FILE DESIGNATION. Definition 2: The process or result of identifying records containing national security information. See also CLASSIFIED INFORMATION, DECLASSIFICATION.
CLASSIFIED INFORMATION Definition: Records or information requiring, for national security reasons, safeguards against unauthorized disclosure. See also CLOSED FILE (2).
CLOSED FILE

Term
Definition 1: A file unit or series containing documents on which action has been completed and to which more documents are not likely to be added. Definition 2: A file unit or series to which access is limited or denied. See also ADMINISTRATIVELY CONTROLLED INFORMATION, CLASSIFIED INFORMATION.
CLOUD COMPUTING Definition: A technology that allows users to access and use shared data and computing services via the Internet or a Virtual Private Network (VPN). It gives users access to resources without having to build infrastructure to support these resources within their own environments or networks.
CODE Definition 1: See FILE CODES. Definition 2: In electronic records, a set of rules to convert data to a form that computers can process. Also called a computer code. Examples include ASCII (American Standard Code for Information Interchange) and EBCDIC (Extended Binary Coded Decimal Interchange Code). Definition 3: A computer program. Definition 4: A systematically arranged collection of laws or regulations, such as the United States Code (U.S.C.) or the Code of Federal Regulations (CFR).
CODE OF FEDERAL REGULATIONS Definition: See CODE (3). Acronym: CFR
CODEBOOK Definition: In electronic records, a guidebook identifying and explaining the codes used in a computer file or data base. See also

Term
DOCUMENTATION (3).
CODING Definition 1: The process of putting abbreviated file designations on documents. See also FILE CODES, FILE DESIGNATION. Definition 2: The process of converting data to a form that a computer can process.See also CODE (2) and (3).
COMPACT DISK Definition: A relatively small optical disk on which text, data, sounds, visual images, and the like can be recorded digitally and then scanned, decoded, and transmitted by a laser beam to a computer monitor, television set, or playback device. Acronym: CD
COMPACT DISK--INTERACTIVE Definition: A compact disk combining audiovisual, text/data, software storage, and retrieval capabilities. Acronym: CD-I
COMPREHENSIVE RECORDS SCHEDULE Definition: A schedule or collection of schedules based on NARA-approved disposition authorities and issued as a directive or manual to cover all the records of an independent agency or department, or those of a bureau, service, or office within a department. Should also include instructions for nonrecord materials, whose disposition is based on agency needs.
COMPUTER Definition: An electronic device designed to accept data (input), perform prescribed mathematical and logical operations at high

Term
speed (processing), and supply the results of these operations (output). A digital computer processes data as numbers and includes mainframe computers, minicomputers, and microcomputers. In contrast, an analog computer represents data by measurable quantities, such as voltages.
COMPUTER-AIDED DESIGN Acronym: CAD
COMPUTER-AIDED ENGINEERING Acronym: CAE
COMPUTER-AIDED MANUFACTURING Acronym: CAM
COMPUTER ARCHITECTURE Definition: The organizational structure of a computer system, including hardware and software.
COMPUTER-ASSISTED LOCATER SYSTEM Definition: A computer system that keeps track of documents as they circulate through an agency. Acronym: CAL SYSTEM

Term
COMPUTER-ASSISTED RETRIEVAL SYSTEM Definition: A records storage and retrieval system, normally microfilm-based, that uses a computer for indexing, automatic markings such as blips or bar codes for identification, and automatic devices for reading those markings and, in some applications, for transporting the film for viewing. Acronym: CAR SYSTEM
COMPUTER CODE Definition: See CODE (2) and CODE (3). Preferred Term: CODE
COMPUTER INPUT MICROFILM Definition: Microfilm containing data suitable for direct input into a computer. Acronym: CIM
COMPUTER OUTPUT MICROFILM Definition: Microfilm containing data converted and recorded directly from a computer. Generally used instead of hard copy printouts. Acronym: COM
COMPUTER OUTPUT MICROFILMER Definition: A device for converting data from a computer into human-readable language and recording it onto microfilm.
COMPUTER PRINTOUT

Term
Preferred Term: PRINTOUT
COMPUTER PROGRAM Definition 1: A systematic plan for the automatic solution of a problem by a computer. Definition 2: A sequence of instructions enabling a computer to solve a problem. See also SOFTWARE.
COMPUTER SECURITY Definition: The protection of the information and physical assets of a computer system.
COMPUTER SYSTEM Definition: A configuration, or working combination, of hardware, software, and data communication devices.
CONSTRUCTION DRAWINGS Preferred Term: ARCHITECTURAL AND ENGINEERING RECORDS
CONTINGENCY PLANNING Definition: Instituting policies and procedures to mitigate the effects of potential emergencies or disasters on an agency's operations and records. Contingency planning is part of the continuity of operations planning required under Federal Preparedness Circulars and other guidance issued by the Federal Emergency Management Agency (FEMA) and Executive Order 12656.
CONTINGENT RECORDS

Term
Definition: Records scheduled for final disposition at some unspecified future time after the occurrence of a particular event, such as the decommissioning of a vessel, the sale of property, or the destruction of a building.
CONTINUED PRESERVATION Definition: See PERMANENT RECORDS, PRESERVATION, RECORDS.
CONTINUING VALUE Definition: The lasting value of records, especially of permanent records.
CONTINUITY OF OPERATIONS Definition: The capability to continue to operate, or rapidly resume operations, in an emergency or threat of an emergency. Activities may include the activation of a crisis management headquarters at the national or regional level; the evacuation of work force personnel from their normal operating locations; the selection and occupation of a relocation site able to support the continuation of essential activities; and the provisioning of ADP, logistics, and telecommunications support by temporary use of nonstandard or alternate means.
CONTINUITY REFERENCE FORM Definition: A form, such as OF 22, used to replace a record that has been moved to another location in the file. Often indicates that correspondence has been brought forward from a cutoff subject file for attachment to correspondence in the current year's file.
CONTRACTOR DATA Preferred Term: CONTRACTOR RECORDS

Term
CONTRACTOR RECORDS Definition: Data produced and/or maintained by a contractor for a Federal agency and required to provide adequate and proper documentation of that agency's programs and to manage them effectively. Also called contractor data.
CONVENIENCE FILES Definition: Nonrecord copies of correspondence, completed forms, and other documents kept solely for ease of access and reference.
COPY Definition 1: A reproduction of the contents of an original document, prepared simultaneously or separately and usually identified by function or by method of creation. Copies identified by function include action copy, information or reference copy, official file copy, reading or chronological file copy, suspense or tickler file copy, and stock copy. Copies identified by method of creation include carbon copy, electrostatic copy, mimeograph copy, and ribbon copy. Definition 2: In electronic records, the action or result of reading data from a source, leaving the source data unchanged, and writing the same data elsewhere on a medium that may differ from the source.
CORRESPONDENCE Definition: Letters, postcards, memorandums, notes, telecommunications, and any other form of addressed, written communications that are sent and received. See also GENERAL CORRESPONDENCE FILES, TRANSITORY CORRESPONDENCE FILES.
CORRESPONDENCE FILES

Term
Preferred Term: GENERAL CORRESPONDENCE FILES
CREATION Preferred Term: RECORDS CREATION
CROSS-REFERENCE Definition: In files management, a finding aid, such as OF 21, directing a user from one place in a file to another when a particular document must be retrievable under more than one filing feature. See also INDEX (1).
CURRENT RECORDS Definition: Records necessary to conduct the current business of an office and therefore generally maintained in office space and equipment.
CUSTODY Definition: Guardianship, or control, of records, including both physical possession (physical custody) and legal responsibility (legal custody), unless one or the other is specified.
CUTOFF Definition: Breaking, or ending, files at regular intervals, usually at the close of a fiscal or calendar year, to permit their disposal or transfer in complete blocks and, for correspondence files, to permit the establishment of new files. Case files are generally cut off at the end of the year in which the case is closed. Cutoff is sometimes abbreviated as COFF and is also called file cutoff or file break. See also BLOCK (1).

Term
Acronym: COFF
CYCLE Definition: The periodic removal of obsolete copies of vital records and their replacement with copies of current vital records. This may occur daily, weekly, quarterly, annually or at other designated intervals.
DATA Definition: Symbols, or representations, of facts or ideas that can be communicated, interpreted, or processed by manual or automated means. Often associated with electronic data or with statistics or measurements.
DATA ADMINISTRATION Definition: The comprehensive management of an organization's data, such as by ensuring consistent definitions of data elements and coordinating the development of data dictionaries.
DATA BASE Definition: In electronic records, a set of data, consisting of at least one file or of a group of integrated files, usually stored in one location and made available to several users at the same time for various applications.
DATA BASE MANAGEMENT SYSTEM Definition: A software system used to access and retrieve data stored in a data base. Acronym: DBMS

Term
DATA DICTIONARY Definition: An organized collection of information about the definition, structure, and use of data in an organization.
DATA ELEMENT Definition: In electronic records, a combination of characters or bytes referring to one separate item of information, such as name, address, or age.
DATA FIELD Definition: A specific area of an electronic record allocated for a particular category of data, usually one data element, such as a name.
DATA FILE Definition 1: In electronic records, an organized collection of data, usually arranged in logical records that are stored together and treated as a unit by a computer. Definition 2: In electronic records, related numeric, textual, or graphic information that is organized in a strictly prescribed form and format. Used in contrast to text documents that may be recorded on electronic media. See also TEXT DOCUMENTS.
DATA PROCESSING Definition: Systematically performing a series of actions with data. May be done by manual, mechanical, electromechanical, or electronic (primarily computer) means. Often used interchangeably with automatic data processing (ADP). Acronym: DP

Term
DATA RECORDS
DATA SET Definition: A group of related records that are organized and treated as a unit. Also used interchangeably with data file.
DAY FILES Preferred Term: READING FILES
DEBUGGING Definition: The process of detecting and eliminating mistakes in computer programs or other software. Also called troubleshooting.
DECIMAL FILING SYSTEM Definition: A system for classifying records by subject, developed in units of 10 and coded for arrangement in numerical order.
DECLASSIFICATION Definition: The process or result of determining that information no longer requires classification for national security reasons. See also CLASSIFICATION (2).
DELETING Definition: The process of permanently removing, erasing, or obliterating recorded information from a medium, especially a magnetic

Term
tape or disk, which then may be reused. In electronic records, sometimes called scratching or erasing.
DENSITY Definition 1: In electronic records, the compactness of data stored on a computer medium, such as a disk or tape, or displayed on a computer screen. Definition 2: In microform records, the light-absorbing or light-reflecting quality of microimages.
DEPOSITORY Definition: A place where records are kept and made available for use. Also called repository. See also ARCHIVES (3).
DESCRIPTION Definition 1: In records management, the process of giving a written account of the contents and characteristics of a record series or system. Definition 2: In archives administration, the process of preparing finding aids. See also INVENTORY (3).
DESIGN DRAWINGS Preferred Term: ARCHITECTURAL AND ENGINEERING RECORDS
DESTRUCTION Definition: In records management, the major type of disposal action. Methods of destroying records include selling or salvaging the record medium and burning, pulping, shredding, macerating, or discarding with other waste materials.
DETAIL FILES

Term
Preferred Term: VALID TRANSACTION FILES
DEVELOPING Definition: A film-processing step that makes visible the latent image of an exposed photographic emulsion.
DIAZO FILM Definition: In microform records, film containing images produced by exposing an emulsion of diazonium salts to ultraviolet light and then ammonia fumes for the purpose of copying a master microform.
DIGITAL Definition: Representing data as discrete variables in the form of numerical characters, as in a digital clock or a digital computer.
DIGITAL ARCHITECTURAL AND ENGINEERING RECORDS
DIGITAL AUDIOTAPE Acronym: DAT
DIGITAL CARTOGRAPHIC RECORDS Definition: See CARTOGRAPHIC RECORDS, ELECTRONIC RECORDS.
DIRECTIVE

Term
Definition: A written instruction communicating policy and/or procedure in the form of orders, regulations, bulletins, circulars, handbooks, manuals, notices, numbered memorandums, and similar issuances.
DISASTER Definition: An unexpected occurrance inflicting widespread destruction and distress and having long-term adverse effects on agency operations. Each agency defines what a long-term adverse effect is in relation to its most critical program.
DISASTER PREVENTION AND RECOVERY
DISCLOSURE-FREE EXTRACT Definition: A copy of a record that excludes all exempted information; that is, information deleted or otherwise concealed under provisions of the Freedom of Information Act (FOIA) or the Privacy Act. Also called a public use file.
DISPOSABLE RECORDS Preferred Term: TEMPORARY RECORDS
DISPOSAL Definition 1: The actions taken regarding temporary records after their retention periods expire and consisting usually of destruction or occasionally of donation. See also DESTRUCTION, DISPOSING OF, DISPOSITION (1), DONATION (1), FINAL DISPOSITION, TEMPORARY RECORDS. Definition 2: Also, when so specified, the actions taken regarding nonrecord materials when no longer

Term
needed, especially their destruction. See also DISPOSITION (2).
DISPOSAL AUTHORITY Preferred Term: DISPOSITION AUTHORITY
DISPOSAL LIST Definition: A document providing one-time approval for the disposal of records no longer accumulating and having no further value. Now incorporated into an SF 115. See also DISPOSAL (1).
DISPOSAL SCHEDULE Preferred Term: RECORDS SCHEDULE
DISPOSING OF Definition: Carrying out disposal, which includes either the destruction or the donation of temporary records but not the transfer of permanent records to the National Archives. See also DISPOSAL (1).
DISPOSITION Definition 1: The actions taken regarding records no longer needed for current Government business. These actions include transfer to agency storage facilities or Federal records centers, transfer from one Federal agency to another, transfer of permanent records to the National Archives, and disposal of temporary records. Disposition is the third stage of the records life cycle. See also DISPOSAL (1), FINAL DISPOSITION, LIFE CYCLE OF RECORDS, RETENTION PERIOD, RETIREMENT, SCHEDULED RECORDS, SCHEDULING, TRANSFER, UNSCHEDULED RECORDS. Definition 2: The actions taken regarding nonrecord materials when no

Term
longer needed, including screening and destruction. See also DISPOSITION INSTRUCTIONS (2), SCHEDULING.
DISPOSITION AUTHORITY Definition 1: Legal approval empowering an agency to transfer permanent records to the National Archives or carry out the disposal of temporary records. Must be obtained from NARA and also, for certain records proposed as temporary, from the General Accounting Office (GAO). Definition 2: The agency's approval of disposition instructions for nonrecord materials.
DISPOSITION INSTRUCTIONS Definition 1: Directions for cutting off records and carrying out their disposition in compliance with NARA's regulations. Definition 2: Directions for screening nonrecord materials and carrying out their disposal when no longer needed by the agency.
DISPOSITION ITEM Definition: See ITEM (2). Preferred Term: ITEM
DISPOSITION PROGRAM Definition: Policies and practices designed to achieve effective and efficient disposition of records by scheduling them, ensuring their proper storage, and ensuring the prompt disposal of temporary records and the timely transfer of permanent records to the National Archives. Essential elements include issuing an up-to-date program directive; developing, implementing, and maintaining an accurate, current, and comprehensive records schedule; properly training those taking part in disposition activities; publicizing the program; and evaluating the results.
DISPOSITION SCHEDULE

Term
Preferred Term: RECORDS SCHEDULE
DISPOSITION STANDARD
DOCKET Definition: A docket serves as the repository for the collection of documents or information related to a particular agency action or activity (more information http://www.epa.gov/dockets/).
DOCUMENT Definition 1: Recorded information regardless of physical form or characteristics. Often used interchangeably with record. Definition 2: An individual record or an item of nonrecord materials or of personal papers. See also NONRECORD MATERIALS, PERSONAL PAPERS, RECORDS.
DOCUMENTARY Definition 1: In audiovisual records, a nonfiction motion picture film having a theme or viewpoint but drawing its material from actual events and using editing and sound to enhance the theme. Definition 2: In audiovisual records, still photographs having a theme or viewpoint but showing actual situations realistically. See also AUDIOVISUAL RECORDS.
DOCUMENTARY MATERIALS Definition: A collective term for records, nonrecord materials, and personal papers that refers to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording.

Term
DOCUMENTATION Definition 1: The act or process of substantiating by recording actions and/or decisions. See also ADEQUACY OF DOCUMENTATION. Definition 2: See DOCUMENT (1) Definition 3: Records required to plan, develop, operate, maintain, and use electronic records. Included are systems specifications, file specifications, codebooks, file layouts, user guides, and output specifications. See also CODEBOOK, MASTER FILES, PROCESSING FILES, USER GUIDE.
DOCUMENTATION REQUIREMENTS Preferred Term: RECORDKEEPING REQUIREMENTS
DOCUMENTATION STANDARDS Preferred Term: RECORDKEEPING REQUIREMENTS
DONATION Definition 1: In records management, the transfer of temporary records from a Federal agency to an eligible person or organization after the authorized retention period has expired. Requires NARA's approval. See also DISPOSAL (1) Definition 2: The process of transferring recorded information from one storage device to another, such as from a disk to a tape. See also BACKING UP, PRINTOUT.
DRY-PROCESS SILVER FILM Preferred Term: DRY SILVER FILM
DRY SILVER FILM

Term
Definition: In microform records, a nongelatin silver film developed by applying heat rather than a liquid. Also called dry-process silver film. In contrast to silver gelatin film, it is of nonarchival quality. See also SILVER GELATIN FILM.
DRYING Definition: A film-processing step of removing water from photographic material.
DUMPING Definition 1: In electronic records, the process of copying recorded information from internal memory to an external storage medium, such as a magnetic tape or a printout, for backup, analysis, or some other purpose. Definition 2: In electronic records, the process of transferring recorded information from one storage device to another, such as from a disk to a tape. See also BACKING UP, PRINTOUT
DUPLEX-NUMERIC FILING SYSTEM Definition: A system for arranging records by adding assigned numbers associated with subordinate headings to those associated with main headings. For example, 2 Communications; 2-1 Mail; and 2-1-1 Postage.
DUPLICATE Definition: A copy of a paper document, microform, or magnetic tape or disk.
DUPLICATE ORIGINAL FILM

Term
Definition: In microform records, either of two camera films exposed at the same time.
EDP Preferred Term: AUTOMATIC DATA PROCESSING
ELECTRONIC COPIES Definition: As used in this bulletin, an electronic record created using word processing or electronic mail software that remains in storage on the computer system after the recordkeeping copy is produced.
ELECTRONIC DATA INTERCHANGE Definition: The communication or transmission of data as electronic messages according to established rules and formats in order to transact business. Acronym: EDI
ELECTRONIC DATA PROCESSING Definition: See AUTOMATIC DATA PROCESSING (ADP). Preferred Term: AUTOMATIC DATA PROCESSING
ELECTRONIC DOCUMENTS Definition: Recorded information that is recorded in a form that requires a computer or other machine to process it. Includes word processing documents; electronic mail messages; documents released under the Electronic Freedom of Information Act amendments; documents transmitted via Electronic Data Interchange; Internet and intranet postings; numerical and textual spreadsheets and databases; electronic files; optical images; software; and information systems.

Term
ELECTRONIC MAIL Definition: The process or result of sending and receiving messages in electronic form via remote computer terminals. Acronym: E-MAIL
ELECTRONIC MICROIMAGE TRANSMISSION Definition: The video transmission of digitized images. Also called microfacsimile or videomicrographics.
ELECTRONIC RECORD Definition: Any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record in 44 U.S.C. 3301.
ELECTRONIC RECORDKEEPING Definition: The creation, maintenance and use, and disposition of records created and stored by using a computer.
ELECTRONIC RECORDKEEPING SYSTEM Definition: An electronic system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.
ELECTRONIC RECORDS SYSTEM Definition: Any information system that produces, processes, or stores records by using a computer. Often called an automated

Term
information system.
EMERGENCY Definition: A situation or an occurrance of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally of short duration, for example, an interruption of normal agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes.
EMERGENCY DESTRUCTION Definition: Eliminating records under abnormal circumstances, as provided by law or regulations. These circumstances involve a state of war or impending hostilities and also a continuing menace to life, health, or property.
EMERGENCY-OPERATING RECORDS Definition: That type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of successions, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.
EMULSION Definition: A suspension of light-sensitive chemicals in a viscous medium to form a coating on photographic film or plates.
ENGINEERING RECORDS Preferred Term: ARCHITECTURAL AND ENGINEERING RECORDS

Term
ERASING Preferred Term: DELETING
ESSENTIAL RECORDS Preferred Term: VITAL RECORDS
EVALUATION Definition 1: In records disposition, the process of assessing the value of records to recommend or determine their retention periods, making the records either temporary or permanent. Definition 2: The inspection, audit, or review of records management programs, either by the agency or by NARA and/or GSA, to ensure compliance with applicable laws and regulations.
EVIDENTIAL VALUE Definition: The usefulness of records in documenting the organization, functions, and activities of the agency creating or receiving them. Considered by NARA in appraising records for permanent retention.
EXECUTIVE AGENCY Definition: Any executive department or independent establishment in the executive branch of the U.S. Government, including any wholly owned Government corporation.
EXPOSURE

Term
Definition: The act, process, or result of allowing light to reach photosensitive material.
EXTENDED BINARY CODED DECIMAL INTERCHANGE CODE Definition: A binary code representing each letter, number, or other symbol with a unique 8-bit code. See also CODE (1). Acronym: EBCDIC
FACILITATIVE DOCUMENTS Definition: Facilitative documents are documents or messages that are exchanged to facilitate an action, decision, or transaction, but are not needed for the adequate and proper documentation of the Agency's activities.
FACSIMILE Definition 1: An exact copy of a document, drawing, photograph, or the like. Definition 2: A method or device for transmitting such a copy via telephone or radio for reproduction elsewhere. See also TELECOMMUNICATIONS.
FAX Preferred Term: FACSIMILE
FEDERAL AGENCY Definition: Any executive agency or any establishment in the legislative or judicial branch of the U.S. Government, except for the Supreme Court, the Senate, the House of Representatives, and the Architect of the Capitol and any activities under the Architect's direction.

Term
FEDERAL INFORMATION PROCESSING STANDARDS Definition: U.S. Government standards issued by the Department of Commerce's National Institute of Standards and Technology (NIST) for computer hardware, software, and systems. Acronym: FIPS
FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATIONS Definition: Regulations on information resources management issued by GSA and applicable to Federal agencies. Acronym: FIRMR
FEDERAL PROPERTY MANAGEMENT REGULATIONS Definition: GSA regulations. The part formerly applying to records management has been superseded by the Federal Information Resources Management Regulations and NARA records management regulations. Acronym: FPMR
FEDERAL RECORDS
FEDERAL RECORDS CENTER Definition: A records center operated by NARA. See also RECORDS CENTER, STANDARD FORM 135. Acronym: FRC
FICHE

Term
Preferred Term: MICROFICHE
FIELD Preferred Term: DATA FIELD
FILE Definition 1: Usually an accumulation of records or nonrecord materials arranged according to a plan. Sometimes an accumulation of personal papers so arranged. Definition 2: A unit, such as a folder, microform, or electronic medium, containing such records, nonrecord materials, or personal papers. Definition 3: Storage equipment, such as a filing cabinet.
FILE BREAK Preferred Term: CUTOFF
FILE CODES Definition: Numbers or symbols used to abbreviate lengthy file titles. See also CODING (1).
FILE COPY Definition: See COPY (1).
FILE CUTOFF Preferred Term: CUTOFF

Term
FILE DESIGNATION Definition: A distinguishing symbol, subject, name, number, or date controlling the placement of a document in a filing system. See also CLASSIFICATION (1), CODING (1).
FILE GROUPS Preferred Term: FILE TYPES
FILE LAYOUT Definition: In electronic records, the arrangement and structure of data in a file, including the sequence and size of its components.
FILE PLAN Definition 1: A plan designating the physical location(s) at which an agency's files are to be maintained, the specific types of files to be maintained there, and the organizational element(s) having custodial responsibility. Definition 2: A document containing the identifying number, title or description, and disposition authority of files held in an office.
FILE SERIES
FILE STATION Definition: Any location in an organization at which records are maintained for current use.
FILE TYPES

Term
Definition: Categories or classes of files. Include case, case working, general correspondence, reading, transitory correspondence, convenience, and technical reference files, along with vital records and special records. Each of these types is defined in this glossary.
FILES Definition: A collective term usually applied to all records and nonrecord materials of an office or agency.
FILES CUSTODIAN Definition: A files custodian, or records custodian, is an individual who has been assigned responsibility or is accountable for the operation of a file station or, in some cases, a particular records series.
FILES IMPROVEMENT Definition: Taking corrective action to make sure that office files are properly organized and maintained, rapidly retrievable, complete, and ready for appropriate disposition.
FILES INVENTORY Preferred Term: INVENTORY
FILES MAINTENANCE Preferred Term: FILES MANAGEMENT

Term
FILES MANAGEMENT Definition: Applying records management principles and techniques to filing practices in order to organize and maintain documentary materials properly, retrieve them rapidly, ensure their completeness, and make their disposition easier.
FILES MANUAL Preferred Term: DIRECTIVE
FILES OPERATIONS Preferred Term: FILES MANAGEMENT
FILING Definition: Putting documents into their place in accordance with a plan, or filing system.
FILING FEATURE Definition: A characteristic by which a document is filed and found, such as a number, date, title, name, or subject.
FILING SYSTEM Definition: A set of policies and procedures for organizing and identifying files or documents to speed their retrieval, use, and disposition. Sometimes called recordkeeping system.
FINAL DISPOSITION

Term
Definition: The end of the records life cycle in which temporary records are disposed of and permanent records are transferred to the National Archives. See also DISPOSAL (1).
FINDING AIDS Definition: Indexes or other lists, whether manual or automated, that are designed to make it easier to locate relevant files or retrieve information. See also INDEX (2).
FISCAL VALUE Definition: The usefulness of records in documenting an agency's financial transactions and obligations. See also ADMINISTRATIVE VALUE, LEGAL VALUE.
FIXING Definition: A film-processing step that makes the material no longer light-sensitive in order to stabilize the developed image.
FLASH CARD Definition: A target, generally with markings, photographed to index microfilm. Also called flash target.
FLASH TARGET Preferred Term: FLASH CARD
FLAT FILE

Term
Definition: In electronic records, a simple two-dimensional arrangement of data elements used in data bases to store all necessary descriptive information about the data in a location within the file itself.
FLAT MICROFORM Definition: Microform consisting of microfiche, microfilm jackets, aperture cards, or microcards (micro-opaques).
FLATBED CAMERA Preferred Term: PLANETARY CAMERA
FOLLOWUP FILES Preferred Term: SUSPENSE FILES
FOR OFFICIAL USE ONLY Preferred Term: ADMINISTRATIVELY CONTROLLED INFORMATION
FORM Definition: A document with a fixed arrangement of captioned spaces designed for entering and extracting prescribed information. Categories of forms include internal, interagency, public use, standard, and optional.
FORMAT

Term
Definition 1: The shape, size, style, and general makeup of a particular record. Definition 2: In electronic records, the arrangement of data for computer input or output, such as the number and size of data fields in a logical record or the spacing and letter size used in a document. Also called layout. See also FILE LAYOUT, RECORD LAYOUT. Definition 3: In microform records, the placement of microimages within a given microform (image arrangement) or the arrangement of images in relation to the edges of the film (image orientation).
FROZEN RECORDS Definition: In records disposition, those temporary records that cannot be destroyed on schedule because special circumstances, such as a court order or an investigation, require a temporary extension of the approved retention period.
FUNCTION Definition: The characteristic action or specific purpose of an organization or person.
FUNCTIONAL CLASSIFICATION Definition: The division of records into categories and subcategories to reflect the programs, activities, and transactions carried out by the organization accumulating the records.
FUNCTIONAL REQUIREMENTS Definition: In electronic records, a description of an organization's computer processing needs to fulfill its responsibilities and to support users in performing tasks relating to those responsibilities.
FUNCTIONAL SPECIFICATIONS

Term
Definition: In electronic records, a detailed description of the hardware, software, communications, and human resources needed for an information system to be built, installed, tested, operated, and maintained. Also called specifications.
GENERAL ACCOUNTING OFFICE Definition: See DISPOSITION AUTHORITY (1). Acronym: GAO
GENERAL CORRESPONDENCE FILES Definition: Records arranged and filed according to their general informational, or subject, content. Mainly letters and memorandums but also forms, reports, and other material, all relating to program and administrative functions, not to specific cases. Also called central, correspondence, or subject files. See also ADMINISTRATIVE RECORDS, CORRESPONDENCE, PROGRAM RECORDS, READING FILES, TRANSITORY CORRESPONDENCE FILES.
GENERAL RECORDS SCHEDULE Definition: A NARA-issued schedule governing the disposition of specified records common to several or all agencies. Acronym: GRS
GENERAL SERVICES ADMINISTRATION Definition: See EVALUATION (2). Acronym: GSA
GEOGRAPHIC INFORMATION SYSTEM RECORDS

Term
Definition: See CARTOGRAPHIC RECORDS, ELECTRONIC RECORDS. Acronym: GIS RECORDS
GOVERNMENT INFORMATION Definition: Information created, collected, processed, transmitted, disseminated, used, stored, preserved permanently, or disposed of by the Federal Government.
GRAPHIC RECORDS
HARD COPY Definition 1: Recorded information copied from a computer onto paper or some other durable surface, such as microfilm. To be distinguished from a temporary image on a display screen and from the electronic information on a magnetic tape or disk(ette) or in the computer's main memory. See also OUTPUT RECORDS. Definition 2: Recorded information copied from microfilm onto paper and made readable without a special device. Definition 3: A paper record that may later be filmed or digitized.
HARDWARE Definition: A computer system's physical equipment, including the central processing unit (CPU), control unit, memory, input/output devices, and storage devices.
HIERARCHICAL SYSTEM Definition: Any classification system in which records are arranged under primary (first-level) categories and then, as necessary, under secondary (second-level) and further subdivisions.

Term
HISTORICAL RECORDS Preferred Term: PERMANENT RECORDS
HISTORY FILES Definition: Electronic files copied from inactive master files for long-term or permanent retention.
HOLDING AREA Definition: Agency space assigned for the temporary storage of records after their cutoff and removal from office space but before their destruction or their transfer to a Federal or agency records center or to the National Archives. Also called staging area.
HOUSEKEEPING RECORDS Preferred Term: ADMINISTRATIVE RECORDS
IMAGE Definition 1: A representation of information produced by radiant energy, such as light. Definition 2: A unit of information, such as a drawing or a page of text. Definition 3: An object's optical counterpart produced by a lens, mirror, or other optical system.
IMAGE MANAGEMENT Preferred Term: MICROIMAGING SYSTEMS
IMAGE MANAGEMENT SYSTEMS

Term
Preferred Term: MICROIMAGING SYSTEMS
IMAGE PROCESSING Preferred Term: MICROIMAGING SYSTEMS
IMAGE SCANNING Preferred Term: SCANNING
INACTIVE RECORDS Preferred Term: NONCURRENT RECORDS
INDEX Definition 1: A separate collection of cards, extra copies of documents, cross-reference sheets, or other forms arranged differently from the related record series to make it easier to locate relevant documents. See also CROSS-REFERENCE. Definition 2: A manual or automated listing arranged differently from a related record series or system to speed retrieval of relevant files. See also FINDING AIDS.
INFORMATION Definition 1: Facts or data communicated or received. See also RECORDED INFORMATION. Definition 2: Processed data. See also DATA, GOVERNMENT INFORMATION.

Term
INFORMATION AND RECORDS MANAGEMENT
INFORMATION CONTROL/DOCUMENT CONTROL Definition: Information control is the safeguarding of EPA information to protect confidentiality and ensure integrity of the records, and at the same time, make the information accessible for use by EPA organizations, staff, and the public, as appropriate. Document control is the system used to facilitate access to, retrieval and follow-up, and return of the information.
INFORMATION COPY Definition: A nonrecord copy sent to individuals or offices interested in, but not acting on, a matter. See also COPY (1).
INFORMATION MANAGEMENT Definition: The administration, use, and transmission of information and the application of theories and techniques of information science to create, modify, or improve information handling systems.
INFORMATION RESOURCES MANAGEMENT Definition: The planning, budgeting, organizing, directing, training, and controlling associated with the creation, maintenance and use, and disposition of information as well as with related resources, or assets, such as personnel, equipment, funds, and technology. Includes data processing, telecommunications, and records management. Acronym: IRM
INFORMATION SECURITY

Term
INFORMATION SYSTEM Definition: The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual. Also called a record system or a system. Most often refers to a system containing electronic records, which involves input or source documents, records on electronic media, and output records, along with related documentation and any indexes. See also DOCUMENTATION (3).
INFORMATION SYSTEM ARCHITECTURE Definition: The organizational structure of an information system, including necessary application systems, computer equipment, a communications network, and related software.
INFORMATION SYSTEM DESCRIPTION Preferred Term: NA FORM 14028, INFORMATION SYSTEM DESCRIPTION
INFORMATION SYSTEM MANAGER Definition: The program official responsible for overseeing the creation and use of records in an information system. Also called program manager.
INFORMATION TECHNOLOGY MANAGER Definition: The ADP official responsible for overseeing the purchase and technical operation of an information system. Also called ADP manager.

Term
INFORMATIONAL VALUE Definition: The usefulness of records in documenting the persons, places, things, or matters dealt with by an agency, in contrast to documenting the agency's organization, functions, and activities. Considered by NARA in appraising records for permanent retention.
INPUT Definition: In electronic records, data to be entered into a computer for processing.
INPUT RECORDS Definition: Nonelectronic documents designed and used to create, update, or modify records in an electronic medium; or electronic records containing data used to update a separate computer file. Sometimes called source records or source documents.
INSPECTION Definition: See EVALUATION (2). Preferred Term: EVALUATION
INTEGRATION Definition 1: In electronic records: Combining various pieces of hardware and software, often acquired from different vendors, into a unified system. Definition 2: In electronic records: Combining computer programs into a unified software package so that all programs can share common data.
INTERACTIVE DISK

Term
Preferred Term: COMPACT DISK--INTERACTIVE
INTERMEDIATE Definition: Duplicate film used to make more copies.
INTERNATIONAL STANDARDIZATION ORGANIZATION Definition: A standards-setting organization with representatives from many nations. See also AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI), ASSOCIATION FOR INFORMATION AND IMAGE MANAGEMENT (AIIM). Acronym: ISO
INTRINSIC VALUE Definition: In archives administration, the value of those permanent records that should be preserved in their original form rather than as copies.
INVENTORY Definition 1: A survey of agency records and nonrecord materials that is conducted primarily to develop records schedules and also to identify various records management problems, such as improper applications of recordkeeping technology. Definition 2: The results of such a survey. Definition 3: In archives administration, a type of finding aid for accessioned permanent records. See also DESCRIPTION (2).
ITEM Definition 1: A document. Definition 2: A separately numbered entry describing records on an SF 115, Request for Records

Term
Disposition Authority. Usually consists of a record series or part of an information system. See also STANDARD FORM 115.
JUKEBOX Definition: A cabinet that is part of an automated optical disk system storing disks, using robotics for retrieval, and having one or more computer drives.
LAYOUT Preferred Term: FORMAT
LEGAL AND FINANCIAL RIGHTS RECORDS Definition: Legal and financial rights records are that type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement records, and insurance records.
LEGAL CUSTODY Preferred Term: CUSTODY
LEGAL VALUE Definition: The usefulness of records in documenting legally enforceable rights or obligations, both those of the Federal Government and those of persons directly affected by the agency's activities.
LIFE CYCLE OF RECORDS

Term
Definition: The management concept that records pass through three stages: creation, maintenance and use, and disposition. See also DISPOSITION (1).
LOCAL AREA NETWORK Definition: A system for linking together computers, terminals, printers, and other equipment, usually within the same office or building. Acronym: LAN
LOGICAL RECORD Definition: In electronic records, a collection of related data elements, referring to one person, place, thing, or event, that are treated as a unit and have either a fixed or variable length.
MACHINE-READABLE RECORDS Preferred Term: ELECTRONIC RECORD
MACRODATA Definition: Aggregated, or summarized, data.
MAGNIFICATION RATIO Definition: In microform records, the expression of how much an optical device enlarges an object. Usually stated as 16x, 24x, etc. or

Term
as 16:1, 24:1, etc.
MAINFRAME COMPUTER Definition: A large digital computer, normally able to process and store more data than a minicomputer and far more than a microcomputer, designed to do so faster than a minicomputer and much faster than a microcomputer, and often serving as the center of a system with many users. Also called a mainframe. See also COMPUTER, MICROCOMPUTER, MINICOMPUTER.
MAINTENANCE AND USE
MANAGEMENT INFORMATION SYSTEM Definition 1: An organization's procedures for accumulating, processing, storing, and retrieving valuable information. Definition 2: Management aided by automatic data processing (ADP). Acronym: MIS
MANAGEMENT OF FEDERAL INFORMATION RESOURCES Preferred Term: OMB CIRCULAR NO. A-130, MANAGEMENT OF FEDERAL INFORMATION RESOURCES
MANIFOLD Definition: A paper form made up of a number of sheets interleaved with carbon paper.
MAPS AND CHARTS

Term
Preferred Term: CARTOGRAPHIC RECORDS
MASTER COPIES
MASTER FILES Definition: In electronic records, relatively long-lived computer files containing an organized and consistent set of complete and accurate data. Usually updated periodically. See also DOCUMENTATION (3).
MASTER MICROFORM Definition: A microform, usually first-generation or camera film, used to produce duplicates or intermediates.
MEASLES Preferred Term: AGING BLEMISHES
MEDIUM Definition: The physical form of recorded information. Includes paper, film, disk, magnetic tape, and other materials on which information can be recorded.
MEMORANDUM Definition: A written communication much like a letter but having no salutation or complimentary ending. Usually used within or between offices of the same organization.

Term
METADATA Definition: Data about the data, that is, the description of the data resources, its characteristics, location, usage, and so on. Metadata is used to identify, describe, and define user data.
METHYLENE BLUE Definition: A chemical dye formed during the testing of the archival (permanent) quality of processed microimages.
MICRO-OPAQUE Definition: A sheet of translucent paper stock with multiple microimages in a grid pattern. See also MICROCARD.
MICROCARD Definition: An opaque card containing miniaturized pages photographically reproduced in a grid pattern by rows, like the numbers on a calendar.
MICROCOMPUTER Definition: A very small digital computer, normally able to process and store less data than a minicomputer and far less than a mainframe while doing so less rapidly than a minicomputer and far less rapidly than a mainframe. Includes desktop, laptop, and hand-held models. Also called a personal computer. See also COMPUTER, MAINFRAME COMPUTER, MINICOMPUTER.
MICROCOPY

Term
Definition: A photographic reproduction so small that a magnifying device is needed to read or view the image. Also called a microphotograph.
MICROCOPY RESOLUTION TEST CHART Preferred Term: RESOLUTION TARGET
MICRODATA Definition: Unaggregated, or unsummarized, data.
MICROFACSIMILE Preferred Term: ELECTRONIC MICROIMAGE TRANSMISSION
MICROFICHE Definition: A card-sized transparent sheet of film with miniaturized images (microimages) arranged in a grid pattern. Usually contains a title readable without a magnifying device. Sometimes abbreviated as fiche. See also ULTRAFICHE.
MICROFILM Definition 1: Raw (unexposed and unprocessed) fine-grain, high-resolution film suitable for use in micrographics. Definition 2: Fine-grain, high-resolution film containing microimages. See also CAMERA FILM, DIAZO FILM, DRY SILVER FILM, SAFETY FILM, SILVER GELATIN FILM, VESICULAR FILM.
MICROFILMING

Term
Definition: The process of recording microimages on film.
MICROFORM Definition: Any form containing greatly reduced images, or microimages, usually on microfilm. Roll, or generally serialized, microforms include microfilm on reels, cartridges, and cassettes. Flat, or generally unitized, microforms include microfiche, microfilm jackets, aperture cards, and microcards, or micro-opaques. See also MICROIMAGE.
MICROGRAPHICS Definition: A records management technology concerned with producing and using microforms.
MICROIMAGE Definition: An image too small to be read without a magnifying device or other special equipment.
MICROIMAGING SYSTEMS Definition: Systems constituting a bridge between traditional microforms and electronic records. Include stand- alone micrographics, computer-assisted retrieval (CAR), computer input microfilm (CIM), computer output microfilm (COM), electronic microimage transmission, and optical disk (OD) systems. Also called image processing or image management systems.
MICROPHOTOGRAPH Preferred Term: MICROCOPY

Term
MICROSPOTS Preferred Term: AGING BLEMISHES
MIGRATION Definition: In electronic records, the process or result of moving files from one computer system to another.
MINICOMPUTER Definition: A small digital computer, normally able to process and store less data than a mainframe but more than a microcomputer while doing so less rapidly than a mainframe but more rapidly than a microcomputer.
MNEMONIC FILING SYSTEM Definition: A classification system in which records are coded by symbols to remind the user of the subject; for example, COM for communications and PER for personnel. These symbols are usually arranged alphabetically.
NA FORM 14028, INFORMATION SYSTEM DESCRIPTION Definition: An electronic records inventory form that may be used to provide the necessary data for NARA's initial appraisal of agency information systems not covered by the General Records Schedules. This or a similar form is to be attached to a Standard Form 115 when scheduling such electronic records.
NA FORM 14097, TECHNICAL DESCRIPTION FOR TRANSFER OF ELECTRONIC RECORDS TO THE NATIONAL ARCHIVES

Term
Definition: A form that may be used to provide information to accompany the transfer of permanent electronic records to the National Archives. This or a similar form is to be attached to a Standard Form 258 when transferring such records. This information was formerly provided on the Standard Form 277, Computer Magnetic Tape File Properties, which has been discontinued.
NATIONAL ARCHIVES Preferred Term: ARCHIVES
NATIONAL AUDIOVISUAL CENTER Definition: A NARA-operated central clearinghouse for most current audiovisual materials produced by or for the Federal Government. These materials are made available for sale and rental to Federal agencies and the public. Acronym: NAC
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY Acronym: NIST
NATIONAL SECURITY EMERGENCY Definition: Any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously degrades or threatens the national security of the United States, as defined in Executive Order 12656.
NEGATIVE FILM Definition: Film in which the dark portions of the original image appear light and the light portions dark. Used as the master copy from

Term
which positive copies can be made.
NITRATE FILM Definition: Transparent plastic no longer produced as a film base because it is very flammable. Also called cellulose nitrate or nitrocellulose film.
NITROCELLULOSE FILM Preferred Term: NITRATE FILM
NONCURRENT RECORDS Definition: Records no longer required to conduct agency business and therefore ready for final disposition. See also CURRENT RECORDS, FINAL DISPOSITION, PERMANENT RECORDS, SEMICURRENT RECORDS.
NONOFFICIAL PAPERS Preferred Term: PERSONAL PAPERS
NONPERMANENT RECORDS Preferred Term: TEMPORARY RECORDS
NONRECORD COPY Preferred Term: NONRECORD MATERIALS

Term
NONRECORD MATERIALS Definition: U.S. Government-owned documentary materials excluded from the legal definition of records or not meeting the requirements of that definition. Include extra copies of documents kept only for convenience of reference, stocks of publications and of processed documents, and library or museum materials intended solely for reference or exhibition. Also called nonrecords. See also DISPOSITION AUTHORITY (2), DISPOSITION INSTRUCTIONS (2).
NONRECORDS Preferred Term: NONRECORD MATERIALS
NONTEXTUAL RECORDS Definition: A collective term usually applied to electronic, audiovisual, cartographic, remote-sensing imagery, architectural, and engineering records, in contrast to manuscript and typescript paper records.
NUMERIC-ALPHABETIC FILING SYSTEM Definition: A classification system in which numbers are assigned to main divisions and letters and numbers to succeeding subdivisions and the records are arranged accordingly. For example, "1" might stand for "administration," "1C" for the subdivision "personnel," and "1C4" for the further subdivision "retirement."
NUMERIC FILING SYSTEM Definition: Any classification system in which numbers are assigned to main divisions and subdivisions and the records are arranged accordingly.

Term
OFF-LINE Definition: Not under the direct control of a computer. Refers to data on a medium, such as a magnetic tape, not directly accessible for immediate processing by a computer.
OFF-SITE STORAGE Definition: A facility other than an agency's normal place of business where vital records are stored for protection.
OFFER Definition: A term formerly used to describe the act of requesting NARA's one-time approval of the immediate transfer of unscheduled records to the National Archives ("direct offer") or the act of initiating the transfer to the National Archives of records already scheduled as permanent ("scheduled offer"). Direct offers have been discontinued, and scheduled offers are now called scheduled transfers.
OFFICE AUTOMATION Definition: The use of automated or electronic equipment, such as computers, for office operations. Acronym: OA
OFFICE OF MANAGEMENT AND BUDGET
OFFICIAL FILE COPY

Term
Definition: See COPY (1).
OFFICIAL FILES Preferred Term: RECORDS
OFFICIAL RECORD COPY Definition: See COPY (1).
OFFICIAL RECORDS Preferred Term: RECORDS
OMB CIRCULAR NO. A-130, MANAGEMENT OF FEDERAL INFORMATION RESOURCES Definition: A policy statement issued by the Office of Management and Budget regarding the management of Federal information resources, including records. Acronym: A-130, CIRCULAR NO. A-130, OMB CIRCULAR NO. A-130
ON-LINE Definition: Under the direct control of a computer. Refers to data on a medium, usually a disk, directly accessible for immediate processing by a computer.
OPERATING SYSTEM

Term
Definition: In electronic records, software directing a computer's operation.
OPTICAL CHARACTER RECOGNITION Definition: A method of entering data into a computer by using an optical scanning device to read the contents of documents. Acronym: OCR
OPTICAL DIGITAL DATA DISK Preferred Term: OPTICAL DISK
OPTICAL DIGITAL DISK Preferred Term: OPTICAL DISK
OPTICAL DISK Definition: A noncontact, random-access disk typically tracked by optical laser beams and used for mass storage and retrieval of generally digitized text and graphics. Sometimes called an optical digital disk or optical digital data disk. Types include WORM (write once read many), CD-ROM (compact disk--read only memory), CD-I (compact disk--interactive), and erasable optical disks. Acronym: OD
OPTIONAL FORM Definition: A form developed by a Federal agency for use by two or more agencies and approved by GSA for nonmandatory use throughout the U.S. Government. See also FORM (1), STANDARD FORM. Acronym: OF

Term
OPTIONAL FORM 11, REFERENCE REQUEST--FEDERAL RECORDS CENTERS Definition: A form that an agency may use to obtain reference service involving records it has stored in a Federal records center.
OPTIONAL FORM 21, CROSS-REFERENCE
OPTIONAL FORM 22, CONTINUITY REFERENCE
OPTIONAL FORM 23, CHARGEOUT RECORD
ORAL HISTORY MATERIALS Definition: All documents, regardless of media, relating to interviews conducted expressly for historical purposes by, or on behalf of, an agency.
OUTPUT Definition: In electronic records, information transmitted from internal to external units of a computer, or to an outside medium.
OUTPUT RECORDS Definition: In electronic records, information generated by a computer and placed on an outside medium, such as paper, microform, or an electronic storage medium.
PAPER

Term
PAPERS
PAPERWORK MANAGEMENT Preferred Term: RECORDS MANAGEMENT
PC Preferred Term: MICROCOMPUTER
PERMANENT RECORDS Definition: Records appraised by NARA as having sufficient historical or other value to warrant continued preservation by the Federal Government beyond the time they are needed for administrative, legal, or fiscal purposes. Sometimes called archival records. See also ARCHIVES (1), BLOCK (1).
PERSONAL COMPUTER Preferred Term: MICROCOMPUTER
PERSONAL FILES Preferred Term: PERSONAL PAPERS
PERSONAL PAPERS

Term
Definition: Documentary materials belonging to an individual that are not used to conduct agency business. Related solely to an individual's own affairs or used exclusively for that individual's convenience. Must be clearly designated as such and kept separate from the agency's records. Also called personal files or personal records.
PERSONAL RECORDS Preferred Term: PERSONAL PAPERS
PHOTOGRAPH Definition: An image recorded on light-sensitive material.
PHOTOGRAPHIC RECORDS Definition: Records taking the form of pictures, or photographs, sometimes with related textual records.
PHYSICAL CUSTODY Preferred Term: CUSTODY
PICTURE ELEMENT Definition: The smallest dot, or image element, that can be processed individually for display on a video screen. Often abbreviated as pixel or sometimes as PEL. Acronym: PEL, PIXEL

Term
PLANETARY CAMERA Definition: A type of microfilm camera in which the document being photographed is on a flat surface and both the document and the film remain stationary during exposure. Also called a flatbed camera.
POLARITY Definition: The change or retention of the dark-to-light relationship of an image. For example, going from a first- generation negative to a second-generation positive reverses polarity, whereas going from a first-generation negative to a second-generation negative maintains polarity.
POLYESTER FILM Definition: A film base of transparent plastic that keeps its original size and shape, resists tearing, and is strong and relatively nonflammable. Sometimes called polyethylene terephthalate film.
POLYETHYLENE TEREPHTHALATE FILM Preferred Term: POLYESTER FILM
POSITIVE FILM Definition: Film in which the dark portions of the original image appear dark and the light portions light.
POSTERS

Term
PRESERVATION Definition 1: The provision of adequate facilities to protect, care for, or maintain records. Definition 2: Specific measures, individual and collective, undertaken to maintain, repair, restore, or protect records. See also RECORDS MAINTENANCE AND USE.
PRESERVATION MASTER COPIES
PRESIDENTIAL RECORDS Definition: According to 44 U.S.C. 2201, the term "means documentary materials, or any reasonably segregable portion thereof, created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President." Excluded are Federal agency records (called "records" in this glossary), personal papers, stocks of publications and stationery, and extra copies of documents produced only for convenience of reference and clearly identified as such.
PRINTED RECORDS Definition: Published materials (such as books, maps, and posters) or serial issuances (such as directives and press releases) produced by or for a particular agency, in contrast to extra copies kept in stock or distributed inside or outside that agency.
PRINTER Definition 1: In electronic records, a computer output device that makes a paper copy of alphanumeric or graphic information. Definition 2: In microform records, a device used to produce a paper copy of an enlarged image. See also HARD COPY (1),

Term
READER-PRINTER.
PRINTOUT Definition: Output produced by a computer printer, generally on continuous paper sheets.
PRIVATE PAPERS Preferred Term: PERSONAL PAPERS
PRIVILEGED INFORMATION Preferred Term: ADMINISTRATIVELY CONTROLLED INFORMATION
PROCESSED DOCUMENTS Definition 1: Documents other than publications produced by electrostatic, stencil, or other duplicating methods. Definition 2: Documents prepared for use and/or storage.
PROCESSING Definition 1: Handling files to prepare them for use and/or storage. Definition 2: See AUTOMATIC DATA PROCESSING. Definition 3: Taking a series of steps to treat exposed photographic material in order to make the latent image visible and preservable. These steps include developing, fixing, washing, and drying. See also DEVELOPING, DRYING, FIXING, WASHING.
PROCESSING FILES

Term
Definition: In electronic records, those data files used to produce a master file. Include work files, test files, input/source files, intermediate input/output files, valid transaction files, and audit trail files. See also DOCUMENTATION (3), MASTER FILES, VALID TRANSACTION FILES, WORK FILES.
PROCESSOR Definition 1: Someone who prepares files for use and/or storage. Definition 2: A computer processor. Definition 3: A device for treating exposed photographic film to make the latent image visible and preservable. See also CAMERA-PROCESSOR.
PROGRAM Definition: A mission, function, or activity carried out by an organization.
PROGRAM AUDIT Definition: See EVALUATION (2). Preferred Term: EVALUATION
PROGRAM INSPECTION Definition: See EVALUATION (2). Preferred Term: EVALUATION
PROGRAM MANAGER Definition: An official responsible for overseeing an agency function, especially a unique function rather than a function common to many agencies.
PROGRAM RECORDS

Term
Definition: Those records created by each Federal agency in performing the unique functions that stem from the distinctive mission of the agency. The agency's mission is defined in enabling legislation and further delineated in formal regulations.
PROGRAM REVIEW Definition: See EVALUATION (2). Preferred Term: EVALUATION
PROJECT FILES Preferred Term: CASE FILES
PROPRIETARY INFORMATION Definition: Information owned by a business organization.
PUBLIC RECORDS Definition 1: In general usage, records accumulated by Government agencies. Definition 2: Records open to public inspection by law or custom. See also ACCESS (1), RECORDS.
PUBLIC USE FILE Preferred Term: DISCLOSURE-FREE EXTRACT
PUBLICATIONS

Term
Definition: Documents printed or otherwise produced for wide distribution inside or outside an agency. Include annual reports, brochures, pamphlets, posters, books, handbooks, and maps. Also include instructional and informational materials in audiovisual form. According to 44 U.S.C. 1901, a U.S. Government publication is "informational matter which is published as an individual document at Government expense, or as required by law."
PURGING Definition: See SCREENING (2). Preferred Term: SCREENING
RANDOM ACCESS MEMORY Definition: Computer memory used to process and store data that can be accessed directly rather than sequentially. Acronym: RAM
RASTER GRAPHICS Preferred Term: BIT-MAPPED GRAPHICS
READ ONLY MEMORY Definition: Computer memory whose contents cannot be changed by the user. Acronym: ROM
READER Definition: A device that enlarges microimages for viewing.

Term
READER-PRINTER Definition: A device used to enlarge microimages for viewing and to produce a hard copy of the enlarged image. See also PRINTER (2).
READING FILES Definition: Outgoing correspondence records arranged chronologically, in contrast to those arranged by subject. Sometimes called chronological (chron) or day files.
RECORD COMPONENTS Definition: In records disposition, those elements of audiovisual, microform, and certain other special records, needed for long-term preservation and required or requested when permanent records are transferred to the National Archives. Also called record elements. For example, record components for color photographs include the original color transparency or color negative, a captioned print, and an internegative if one exists.
RECORD COPY Preferred Term: RECORDS
RECORD ELEMENTS Preferred Term: RECORD COMPONENTS
RECORD GROUP

Term
Definition: A body of organizationally related records established by an archival agency after considering the organization's administrative history and complexity and the volume of its records. NARA uses record group numbers to keep track of agency records during and after the scheduling process, including those transferred to Federal records centers and/or the National Archives.
RECORD LAYOUT Definition: In electronic records, a diagram or list of the contents of a logical record describing each data field's informational content, length, and position.
RECORD MEDIUM Preferred Term: MEDIUM
RECORD SERIES Definition: A records series consists of documents or file units arranged according to a filing system or kept together because they relate to a particular subject or function or result from the same activity. In addition to paper documents, records series may contain records in other nonpaper formats, including electronic, microform, audio or video recordings, photographs, motion pictures, maps, charts, aerial photographs, or remote sensing imagery.
RECORD SET
RECORD SYSTEM Preferred Term: INFORMATION SYSTEM

Term
RECORD VALUES Definition: See EVALUATION (1).
RECORDED INFORMATION Definition: Information placed on a medium, such as paper, computer disk, or microform, to be available for later retrieval and use.
RECORDING DENSITY Definition: In electronic records, the number of bits in a single linear track per unit of length of a recording medium. For example, 6250 bits per inch (bpi). See also DENSITY (1).
RECORDKEEPING Definition: The act or process of creating and maintaining records. Assumes the need for their proper disposition.
RECORDKEEPING COPY Definition: The copy of a record that is captured and maintained in a recordkeeping system.
RECORDKEEPING REQUIREMENTS Definition: Statements in statutes, regulations, or agency directives providing general and specific guidance on particular records to be created and maintained by an agency. Since each agency is legally obligated to create and maintain adequate and proper documentation of its organization, functions, and activities, it needs to issue recordkeeping requirements for all activities at all levels

Term
and for all media and to distinguish records from nonrecord materials and personal papers.
RECORDKEEPING SYSTEM Definition: A manual or automated system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.
RECORDS Definition: Includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.
RECORDS ADMINISTRATION Preferred Term: RECORDS MANAGEMENT
RECORDS ADMINISTRATION INFORMATION CENTER Definition: An information clearinghouse operated by NARA for Federal records managers and others. Acronym: RAIC
RECORDS CENTER

Term
Definition: A facility for the low-cost storage and servicing of records pending their disposal or transfer to the National Archives. Includes NARA-authorized agency records centers and NARA-operated Federal records centers.
RECORDS CONTROL SCHEDULE Preferred Term: RECORDS SCHEDULE
RECORDS CREATION Definition: The first stage of the records life cycle in which records are made (or received) by an office.
RECORDS CREATION AND MAINTENANCE PROGRAM Definition: Policies and practices designed to ensure the creation and preservation of complete and accurate records documenting agency business and furnishing information necessary to protect legal and financial rights. Essential elements include assigning and coordinating program responsibility; issuing directives regarding agency recordkeeping requirements; involving records managers in the development or revision of agency programs, systems, and procedures; providing adequate training; and preparing to develop and implement records schedules.
RECORDS CUSTODIAN Preferred Term: FILES CUSTODIAN
RECORDS DISASTER PREVENTION AND RECOVERY

Term
RECORDS DISPOSAL Definition: See DISPOSAL (1). Preferred Term: DISPOSAL
RECORDS DISPOSITION Definition: See DISPOSITION (1). Preferred Term: DISPOSITION
RECORDS DISPOSITION AUTHORITY Definition: See DISPOSITION AUTHORITY (1). Preferred Term: DISPOSITION AUTHORITY
RECORDS DISPOSITION PROGRAM Preferred Term: DISPOSITION PROGRAM
RECORDS DISPOSITION REQUEST Preferred Term: STANDARD FORM 115, REQUEST FOR RECORDS DISPOSITION AUTHORITY
RECORDS DISPOSITION SCHEDULE Preferred Term: RECORDS SCHEDULE
RECORDS LIAISON OFFICER Definition: A person responsible for overseeing a records management program in a headquarters or field office in cooperation with

Term
the agency records management officer. Acronym: RLO
RECORDS LIFE CYCLE Preferred Term: LIFE CYCLE OF RECORDS
RECORDS MAINTENANCE AND USE Definition: Any action involving the storage, retrieval, and handling of records kept in offices by, or for, a Federal agency. This is the second stage of the records life cycle.
RECORDS MANAGEMENT Definition: The planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance and use, and disposition of records to achieve adequate and proper documentation of Federal policies and transactions and effective and economical management of agency operations. Also called records administration.
RECORDS MANAGEMENT OFFICER Definition: The person assigned responsibility by the agency head for overseeing an agency wide records management program. Also called records officer or records manager. Acronym: RMO
RECORDS MANAGEMENT PROGRAM Definition: A planned, coordinated set of policies, procedures, and activities needed to manage an agency's recorded information.

Term
Encompasses the creation, maintenance and use, and disposition of records, regardless of media. Essential elements include issuing up-to-date program directives, properly training those responsible for implementation, publicizing the program, and carefully evaluating the results to ensure adequacy, effectiveness, and efficiency.
RECORDS MANAGEMENT PROGRAM DIRECTIVE
RECORDS MANAGER Preferred Term: RECORDS MANAGEMENT OFFICER
RECORDS MANUAL
RECORDS OFFICER Preferred Term: RECORDS MANAGEMENT OFFICER
RECORDS RETENTION AND DISPOSITION SCHEDULE Preferred Term: RECORDS SCHEDULE
RECORDS RETENTION SCHEDULE Preferred Term: RECORDS SCHEDULE
RECORDS RETIREMENT

Term
Preferred Term: RETIREMENT
RECORDS SCHEDULE Definition: Also called records disposition schedule, records control schedule, records retention schedule, records retention and disposition schedule, or schedule. A document that describes agency records, establishes a period for their retention by the agency, and provides mandatory instructions for what to do with them when they are no longer needed for current Government business. The term refers to: (1) an SF 115, Request for Records Disposition Authority, that has been approved by NARA to authorize the disposition of Federal records; (2) a General Records Schedule (GRS) issued by NARA; and (3) a printed agency manual or directive containing the records descriptions and disposition instructions approved by NARA on one or more SF 115s or issued by NARA in the GRS. (Source: 36 CFR 1220.14)
RECORDS SCHEDULE INSTRUCTIONS Definition: See DISPOSITION INSTRUCTIONS (1). Preferred Term: DISPOSITION INSTRUCTIONS
RECORDS SECURITY
RECORDS STORAGE FACILITY Definition: See ARCHIVES (3).
RECYCLING Preferred Term: DESTRUCTION

Term
RED SPOTS Preferred Term: AGING BLEMISHES
REDOX BLEMISHES Preferred Term: AGING BLEMISHES
REDUCTION RATIO Definition: In microform records, the relationship between the size of a document and the size of a microimage. Usually expressed as 16x, 24x, etc. or as 16:1, 24:1, etc. Varies from low (below 15x), medium (15x through 30x), high (above 30x through 60x), very high (above 60x through 90x), and ultra high (above 90x).
REFERENCE COPY Preferred Term: INFORMATION COPY
REFERENCE REQUEST--FEDERAL RECORDS CENTERS Preferred Term: OPTIONAL FORM 11, REFERENCE REQUEST--FEDERAL RECORDS CENTERS
REMOTE-SENSING IMAGERY RECORDS Definition: Aerial photographs and other visual images of the surface of the earth or other planets taken from airborne or space borne vehicles to evaluate, measure, or map the cultural and/or physical features of the landscape. Also include related indexes.

Term
REPORT Definition: A narrative, statistical, graphic, or other account of operations, conditions, or plans that is recorded on any medium for submission by one person, office, or organization to another.
REPOSITORY Preferred Term: DEPOSITORY
REQUEST FOR RECORDS DISPOSITION AUTHORITY Preferred Term: STANDARD FORM 115, REQUEST FOR RECORDS DISPOSITION AUTHORITY
RESOLUTION Definition 1: The ability of a microform or optical disk system to record and display fine detail. Definition 2: The sharpness of words, numbers, and lines, as in images or microimages.
RESOLUTION TARGET Definition: A chart containing a number of increasingly smaller resolution test patterns consisting of sets of horizontal and vertical lines of specific size and spacing. Also called resolution test chart or microcopy resolution test chart. For example, NIST-SRM 1010a, Microcopy Resolution Test Chart (ISO Test Chart No. 2), which is certified by the National Institute of Standards and Technology (NIST).
RESOLUTION TEST CHART

Term
Preferred Term: RESOLUTION TARGET
RETAINED RECORDS Definition: In NARA's usage, older records in an agency's custody that are scheduled as permanent but overdue for transfer to the National Archives.
RETENTION Preferred Term: PRESERVATION
RETENTION PERIOD Definition: The length of time that records are to be kept. See also DISPOSITION (1).
RETENTION SCHEDULE Preferred Term: RECORDS SCHEDULE
RETENTION STANDARD Preferred Term: RETENTION PERIOD
RETIREMENT Definition: The transfer of records to agency storage facilities or a Federal records center. See also ACCESSION (2), DISPOSITION (1), TRANSFER (1).

Term
RIGHTS-AND-INTERESTS RECORDS Preferred Term: LEGAL AND FINANCIAL RIGHTS RECORDS
ROLL MICROFORM Definition: Microform consisting of microfilm on reels, cartridges, or cassettes.
ROTARY CAMERA Definition: A microfilm camera that photographs documents while they are being moved by one device in connection with another device that moves the film at the same relative rate.
RULEMAKING DOCKET Definition: A set of documents collected and maintained specifically to provide regulatory development staff and the public with ready access to copies of the Agency records that support the basis for rulemaking actions.
SAFETY FILM Definition: A relatively nonflammable film base that meets ANSI criteria for safety photographic film.
SAMPLING Definition: Selection for retention of part of a body of similar records to serve as a representation of the whole body. Usually associated with scheduling case files.

Term
SCANNING Definition: In electronic records, the process of converting alphanumeric or graphic information on paper or microforms to picture elements, or bit-mapped representation. Also called image scanning.
SCANNING RESOLUTION
SCHEDULE Preferred Term: RECORDS SCHEDULE
SCHEDULE INSTRUCTIONS Preferred Term: DISPOSITION INSTRUCTIONS
SCHEDULE ITEM Definition: See ITEM (2). Preferred Term: ITEM
SCHEDULED OFFER Preferred Term: SCHEDULED TRANSFER
SCHEDULED RECORDS Definition: Records whose final disposition has been approved by NARA. See also DISPOSITION (1).

Term
SCHEDULED TRANSFER Definition: The act or process of moving permanent records to the National Archives for preservation, as authorized by a NARA-approved records schedule and as implemented by NARA's approval of an agency-submitted Standard Form 258 and by NARA's receipt of the records. Formerly called a scheduled offer. See also ACCESSION (1).
SCHEDULING Definition: The process of developing a document that provides mandatory instructions for what to do with records (and nonrecord materials) no longer needed for current Government business.
SCRATCHING Preferred Term: DELETING
SCREENING Definition 1: Reviewing files to apply access restrictions. See also ACCESS. Definition 2: Examining files to identify and remove documents of short-term value, especially those eligible for immediate destruction. Also called weeding or purging.
SECURITY-CLASSIFIED RECORDS Preferred Term: CLASSIFIED INFORMATION
SEMIACTIVE RECORDS

Term
Preferred Term: SEMICURRENT RECORDS
SEMICURRENT RECORDS Definition: Records required so seldom to conduct agency business that they should be moved to a holding area or directly to a records center.
SERIES Definition: See RECORDS SERIES.
SERIES-BASED REVIEW Definition: The basis on which NARA appraises the potential research value of records by taking into account the value of whole series or systems of records. A records series is generally described as documents arranged according to a filing system or kept together because they relate to a particular organizational unit or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, or use.
SILVER GELATIN FILM Definition: In microform records, archival-quality film containing images produced by using light-sensitive silver halide crystals suspended in a gelatin emulsion. Silver gelatin film should be distinguished from dry silver film, which is of nonarchival quality.
SILVER HALIDE FILM Preferred Term: SILVER GELATIN FILM

Term
SITE AUDIT RECORDS Preferred Term: ACCOUNTABLE OFFICERS' ACCOUNTS
SOFTWARE Definition: The programs, procedures, and rules used to operate a computer.
SORTING Definition: In files management, the process of separating records into groups for filing according to a classification system.
SOURCE DOCUMENT MICROFILMING Definition: Converting documents, usually paper-based, to microimages.
SOURCE DOCUMENTS Definition: Documents containing images and/or data entered into a microform or electronic records system. Also called source records.
SOURCE RECORDS Preferred Term: SOURCE DOCUMENTS
SPECIAL RECORDS

Term
Definition: Types of records maintained separately from textual/paper records because their physical form or characteristics require unusual care and/or because they have nonstandard sizes. Include electronic, audiovisual, microform, cartographic and remote-sensing imagery, architectural and engineering, printed, and card records.
SPECIFICATIONS Preferred Term: FUNCTIONAL SPECIFICATIONS
STAGING AREA Preferred Term: HOLDING AREA
STANDARD FORM Definition: A form prescribed by a Federal agency and approved by GSA for mandatory use throughout the U.S. Government. See also FORM (1). Acronym: SF
STANDARD FORM 115, REQUEST FOR RECORDS DISPOSITION AUTHORITY Definition: The form used by Federal agencies to obtain disposition authority from NARA for records to which the General Records Schedules are inapplicable. See also DISPOSAL LIST, GENERAL RECORDS SCHEDULE, ITEM (2), RECORDS SCHEDULE.
STANDARD FORM 135, RECORDS TRANSMITTAL AND RECEIPT Definition: The form to be submitted by agencies to a Federal records center before transferring records there.

Term
STANDARD FORM 258, REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES Definition: The form used by Federal agencies to transfer legal custody of permanent records to the National Archives. See also ARCHIVES (1).
STANDARD FORM 277, COMPUTER MAGNETIC TAPE FILE PROPERTIES Preferred Term: NA FORM 14097, TECHNICAL DESCRIPTION FOR TRANSFER OF ELECTRONIC RECORDS TO THE NATIONAL ARCHIVES
STEP-AND-REPEAT CAMERA Definition: A microfilm camera that exposes a series of separate images on an area of film according to a set format, usually in orderly rows and columns, such as in a microfiche.
STOCK COPY Definition: An extra copy of printed records or of other published materials. See also COPY (1).
STOCK FOOTAGE Definition: Unedited motion picture film or videotape of scenery and action that is retained for future use.
SUBJECT CLASSIFICATION SYSTEM

Term
Definition: A plan used for identifying and coding documents by topic to provide an orderly and accurate way of filing and finding. Examples include alphanumeric, alphabetic-subject, decimal, duplex-numeric, mnemonic, and subject-numeric.
SUBJECT FILES Preferred Term: GENERAL CORRESPONDENCE FILES
SUBJECT-NUMERIC FILING SYSTEM Definition: A subject classification system in which the main topics are arranged alphabetically and the subdivisions are coded numerically. For example, "Personnel 8" might stand for "Hours of Duty." This system may be modified by combining it with the mnemonic filing system so that, for example, "Personnel 8" would become "PER 8."
SUBJECT OUTLINE Definition: In files management, a list of topics arranged hierarchically (i.e., by primary, secondary, tertiary, and quaternary topics) and serving as the source for selecting file designations for arranging, or classifying, the documents of a subject file. Normally includes file codes.
SUMMARIZED DATA Preferred Term: MACRODATA
SUSPENSE FILES Definition: Files arranged chronologically to remind officials of actions to be completed by a specific date. Also called follow-up files or tickler files. See also COPY (1).

Term
SYSTEM
SYSTEM INTEGRATION Preferred Term: INTEGRATION
TECHNICAL DESCRIPTION FOR TRANSFER OF ELECTRONIC RECORDS TO THE NATIONAL ARCHIVES Preferred Term: NA FORM 14097, TECHNICAL DESCRIPTION FOR TRANSFER OF ELECTRONIC RECORDS TO THE NATIONAL ARCHIVES
TECHNICAL REFERENCE FILES Definition: Nonrecord copies of articles, periodicals, reports, studies, vendor catalogs, and similar materials that are needed for reference and information but are not properly part of the office's records.
TELECOMMUNICATIONS Definition: The preparation, transmission, communication, or related processing of information by electrical, electromagnetic, electromechanical, or electro-optical means.
TEMPORARY RECORDS Definition: Records approved by NARA for disposal, either immediately or after a specified retention period. Also called disposable records or nonpermanent records.

Term
TEXT DOCUMENTS Definition: In electronic records, narrative or tabular documents, such as letters, memorandums, and reports, organized in a loosely prescribed form and format. See also DATA FILE (2).
TEXTUAL RECORDS Definition: The term usually applied to manuscript and typescript paper records, as distinct from electronic, audiovisual, cartographic, remote-sensing imagery, architectural, and engineering records.
TICKLER FILES Preferred Term: SUSPENSE FILES
TRANSACTION FILES Preferred Term: VALID TRANSACTION FILES
TRANSFER Definition 1: The act or process of moving records from one location to another, especially from office space to agency storage facilities or Federal records centers, from one Federal agency to another, or from office or storage space to the National Archives for permanent preservation. Definition 2: The records involved in such a relocation. See also ACCESSION, BLOCK, DISPOSITION (1), RETIREMENT, SCHEDULED TRANSFER.
TRANSITORY CORRESPONDENCE FILES

Term
TRANSITORY DOCUMENTS Definition: Transitory documents are documents of short-term interest which have no documentary or evidential value. They are disposable because they clearly do not pertain to the official activities of the Agency. The most common types are: (1) Routine requests for information or publications. An example would be an electronic mail message requesting nominations for a workgroup, and the replies to the request. (2) Letters of transmittal that do not add information to the transmitted materials. An example would be a message transmitting a copy of a document to a requestor. (3) Quasi-official notices that do not act as the basis for official actions. Examples include notices of holidays, bond campaigns, etc.
TROUBLESHOOTING Preferred Term: DEBUGGING
TURNKEY SYSTEM Definition: In electronic records, a computer system that is ready to run, typically with all necessary software already installed.
ULTRAFICHE Definition: Microfiche with images reduced more than 90 times the original.
UNAGGREGATED DATA Preferred Term: MICRODATA
UNSCHEDULED RECORDS

Term
Definition: Records whose final disposition has not been approved by NARA. See also DISPOSITION (1), FINAL DISPOSITION, RECORDS SCHEDULE.
UNSUMMARIZED DATA Preferred Term: MICRODATA
UPDATABLE MICROFORM Definition: A microform to which more images can be added at any time.
U.S.C. Acronym: UNITED STATES CODE
USE COPIES Definition: Duplicates of a magnetic master or of original film that are prepared for use as reference copies or as duplication masters for recurring or large-scale duplication. Also called work copies. To be distinguished from preservation master copies, which, if the records are permanent, must be stored under archival conditions and not be used for reference purposes.
USER GUIDE Definition: In electronic records, a package of descriptive and technical documentation prepared for use with a data file. See also

Term
DOCUMENTATION (3).
VALID TRANSACTION FILES Definition: In electronic records, files containing new data to be processed together with master files to create updated master files. Also called transaction files or detail files.
VESICULAR FILM Definition: In microform records, film containing images produced by exposure to ultraviolet light and then heat for the purpose of copying the microform master.
VIDEODISK Definition: A disk on which pictures or pictures and sounds are recorded and stored as analog signals.
VIDEOMICROGRAPHICS Preferred Term: ELECTRONIC MICROIMAGE TRANSMISSION
VITAL RECORDS Definition: Records essential to the continued functioning or reconstitution of an organization during and after an emergency and also those records essential to protecting the legal and financial rights of that organization and of the individuals directly affected by its activities. Sometimes called essential records. Include both emergency-operating and rights-and-interests records. Vital records considerations are part of an agency's records disaster prevention and recovery program.

Term
VITAL RECORDS PROGRAM Definition: Policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect the essential records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions or to protect the Government's rights or the rights of its citizens.
WASHING Definition: A film-processing step that uses water to remove unwanted soluble chemicals from photographic material.
WEEDING Definition: See SCREENING (2). Preferred Term: SCREENING
WIDE AREA NETWORK Definition: A system for linking together computers, terminals, printers, and other equipment that are located in extensively separated offices or buildings. Acronym: WAN
WORD PROCESSING Definition: Creating and modifying documents by using a computer, along with other hardware and related software. Acronym: WP
WORK COPIES

Term
Preferred Term: USE COPIES
WORK FILES Definition: In electronic records, temporary files in auxiliary storage. Sometimes called working files.
WORKING FILES Definition: Documents such as rough notes, calculations, or drafts assembled or created and used to prepare or analyze other documents. Also called working papers.
WORKING PAPERS Preferred Term: WORKING FILES
WRITE ONCE READ MANY Definition: Of or relating to a type of optical disk on which information can be recorded only once but from which it can be retrieved and read many times. Acronym: WORM