

iii) Arrow Definitions

Appraisal Decision

A determination of the disposition of electronic records, including the terms and conditions of transfer, that has been reviewed and revised as necessary in the light of changes in the records and their context.

Appraisal Strategies

The rules and conventions of the entity responsible for continuing preservation that govern the appraisal of electronic records.

Archival Science

The concepts, principles, and methodologies governing the treatment of records, including the concepts, principles, and methodologies defined by diplomatics.

Assessment of Authenticity

A record stating the reasons for presuming electronic records to be authentic in terms of the benchmark requirements for authenticity.

Assessment of Continuing Value

A record stating the reasons for continuing preservation of electronic records.

Authenticity Requirements

The specification of the elements of form and context that need to be preserved in order to maintain the authenticity of a given type of electronic record.

Computer Equipment and Software

Hardware and software to access electronic records.

Disposition Rules & Procedures

The rules and procedures governing the process of the disposition of electronic records.

Electronic Records

A record that is created (made or received and set aside) in electronic form.

Electronic Records Not Selected for Preservation

Electronic records identified for destruction or disposition to an entity other than the one responsible for continuing preservation.

Electronic Records Prepared for Transfer

Electronic records formatted and copied for transfer and associated with the information necessary for transmittal and continuing preservation.

Electronic Records Selected for Preservation

Electronic records identified for transfer to the entity responsible for continuing preservation.

Evidence for the Presumption of Authenticity

Information that has been drawn from electronic records, from metadata related to the record, and/or from their various contexts and that provides evidence to support a presumption of the records' authenticity.

Facilities

Material resources need to undertake the selection of electronic records.

Feasibility Information

Information about the cost and technical capability required for continuing preservation of a given body of electronic records.

Information about Appraisal Decision

A record explaining the valuation of electronic records and the feasibility of their continued preservation, and justifying the decision.

Information about Appraised Electronic Records

A record compiled during the appraisal process containing information about the context and content of appraised electronic records.

Information about Digital Components to Be Preserved

Information about the way in which the record elements to be preserved are manifested in the electronic environment, construed for the purposes of instructing preservation activities.

Information about Disposition

Information about the quantity and characteristics of records selected for preservation and records not selected for preservation, and about the process and the cost of disposition of electronic records, utilized for management purposes.

Information about Electronic Records Prepared for Transfer

Information that spells out the terms and conditions of transfer of electronic records, and that identifies the digital components to be preserved together with the archival and technical specifications necessary to guide continuing preservation.

Information about Initial Appraisal Decision

A record explaining the initial valuation of electronic records and the feasibility of their continued preservation, and justifying the decision.

Information about Preservation Capabilities

Information about the preserver's current and anticipated capacity to preserve electronic records, including the state of preservation knowledge, hardware/software capabilities, staff expertise, and financial resources.

Information about Records' Contexts

Information about the juridical-administrative, provenancial, procedural, and documentary contexts of the records.

Information about the Technological Context of Records

Information about the hardware and software environment(s) in which electronic records were created and kept.

Information about Transferred Electronic Records

A record providing the necessary information about electronic records to maintain them continuously in authentic form, including the terms and conditions of transfer.

Information from Electronic Records

Information drawn from reading the form and content of electronic records.

Initial Appraisal Decision

An initial determination of the disposition of electronic records, including the terms and conditions of transfer.

Legal Requirements

The concepts, principles, and specific statements in law relevant to the selection of records.

List of Digital Components to Be Preserved

List of the components in the electronic environment that manifest the record elements that need to be preserved to maintain authenticity.

List of Record Elements to Be Preserved

A list of the extrinsic and intrinsic elements of form that need to be preserved to maintain the authenticity of electronic records.

Need for Verification

The need to employ methods of verification of authenticity as a result of there being weak evidence for the presumption of authenticity.

Needs of the Records' Creator

The perceived interests of the creator served by continuing preservation of records.

Persons

People who perform the selection function.

Recommendation to Redo Appraisal

Instructions to revise an appraisal decision as a result of substantial changes in the records and their context.

Relevant Information about Electronic Records

Information that is needed to appraise electronic records.

Societal Needs

The perceived interests other than those of the creator served by continuing preservation of records.

Transfer of Electronic Records Selected for Preservation

Electronic records copied and formatted for transfer and sent to the office responsible for the preservation function.

Updated Information about Appraised Electronic Records

A record compiled during the monitoring process containing updated information about the context and content of appraised electronic records.

Valuation Information

Information about the criteria used to assess the value of electronic records and their application in a given case.