

The InterPARES 2 Project

Dictionary

(Current as of April 29, 2025)

acceptance

v. An agreement, either by express act or by implication from conduct, to the terms of an offer so that a binding contract is formed. [Government]

access

n. The right, opportunity, or means of finding, using or approaching documents and/or information. [Archives]

n. The configuration of hardware components and their interfaces. [Archives]

n. The availability of records/archives for consultation as a result of both legal authorization and the existence of finding aids. [Archives]

n. The permission to locate and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance. [Archives]

n. The ability to locate relevant information through the use of catalogues, indexes, finding aids, or other tools. [Archives]

n. The notion that 'the public' or 'minority groups' should have access to the means of broadcasting to promote their 'voices' or opinions. [Arts]

n. The ability to locate, gain entry to, and use something, such as a building or a database. [Arts]

n. A device or method whereby a document may be found; Permission and opportunity to use a document; The approach to any means to storing information, e.g. index, bibliography, catalogue, computer terminal. [Computer and Information Sciences]

n. The physical processes of retrieving information from storage media. [Computer and Information Sciences]

n. To gain entry to data, a computer system, etc. In the US, to access strictly means to instruct, communicate with, store data in, retrieve data from, or otherwise obtain the ability to use the resources of a computer or any part thereof. [Computer and Information Sciences]

n. The reading or writing of data, with the connotation that the content of the reading or writing is taken into account. The word is most commonly used in connection with filed information and is often qualified by an indication as to the types of access that are to be permitted. For example, read-only access means that the contents of the file may be read but not altered or erased. [Computer and Information Sciences]

access privileges

n. The authority to access a system to compile, classify, register, retrieve, annotate, read, transfer or destroy records, granted to a person, position or office within an organization or agency. [Archives]

access privileges code

n. The indication of the person, position or office authorized to annotate a record, delete it, or remove it from the system. [Archives]

access restrictions

n. The authority to read a record, granted to a person, position or office within an organization or agency. [Archives]

access restrictions code

n. The indication of the person, position or office authorized to read a record. [Archives]

access rights

n. *See:* access privileges; access restrictions. [Archives]

accessibility

***n.*, The availability and usability of information. [Archives]**

n., The characteristic of being easily reached or used with a minimum of barriers. Carries the connotation of providing access to individuals with disabilities that prevent normal use, especially under the terms of the Americans with Disabilities Act (PL 101-336, 42 USC 126). [Archives]

n., The availability of archival material for consultation as a result of legal authorization and the existence of finding aids. [Archives]

n., The ease with which a person may enter a library, gain access to its online systems, use its resources, and obtain needed information regardless of format. In a more general sense, the quality of being able to be located and used by a person. In the Web environment, the quality of being usable by everyone regardless of disability. [Computer and Information Sciences]

accession

***n.*, A body of records formally accepted into custody as a unit at a single time. [Archives]**

***v.*, To take legal and physical custody of a body of records and to document it in a register. [Archives]**

n., Materials physically and legally transferred to a repository as a unit at a single time; an acquisition. [Archives]

v., The formal acceptance into custody and recording of an acquisition. [Archives]

v., To document the transfer of records or materials in a register, database, or other log of the repository's holdings. [Archives]

v., To take legal and physical custody of a group of records or other materials and to formally document their receipt. [Archives]

v., The recording of the formal acceptance into custody of an acquisition. [Archives]

n., An acquisition so recorded. (see definition for accession). [Archives]

v., To enter in an accessions record or register particulars of each item in the order of its acquisition. [Computer and Information Sciences]

v., The act of taking documents into physical custody in an archival agency, records center, or manuscript repository, and recording same. In some cases transfer of legal title may also be involved. [Computer and Information Sciences]

accession record

***n.*, A record documenting the preserver's acceptance of responsibility for preserving a clearly identified set of records. [Archives]**

n., A record documenting additions to a collection, whether acquired by transfer under a legally based procedure, or by deposit, purchase, gift, or bequest. [Arts]

n., The chief record of the stock added to a library. Items are numbered progressively as they are added to stock. [Computer and Information Sciences]

n., The formal record of accessions of archival material received by an archives service, in which information on the immediate source and the broader provenance of the material is preserved permanently. [Computer and Information Sciences]

accessioned records

***n.*, Acquired records whose authenticity and feasibility of preservation have been confirmed and have been registered in an accession record. [Archives]**

accountability

***n.*, The obligation to answer for actions for which one is responsible. [General Dictionaries]**

n., The ability to answer for, explain, or justify actions or decisions for which an individual, organization, or system is responsible. [Archives]

n., The determination and measure of responsibility and liability to another. [Arts]

n., The extent to which persons in government and the workplace are held answerable for their conduct in office and for the quality of their performance of assigned duties, particularly when incompetence, dereliction, or malfeasance is at issue. See also: performance evaluation. [Computer and Information Sciences]

n., The obligation to answer or answer for discharge of duties or conduct. [General Dictionaries]

n., Principle that individuals, organizations, and the community are responsible for their actions and may be required to explain them to others. [General Dictionaries]

accrual

***n.*, An acquisition of the records of a creator that is additional to the records of the creator already in the custody of the preserver. [Archives]**

accuracy

***n.*, The degree to which data, information, documents or records are precise, correct, truthful, free of error or distortion, or pertinent to the matter. [Archives]**

n., The closeness of an estimate to the true value. Compare PRECISION. [Sciences]

n., Accuracy refers to the truthfulness of the content of the record and can only be established through content analysis. [Archives]

n., An accurate performance is a performance that reproduces all that is constitutive of the work's individuality. [Arts]

n., The quality of correctness as to fact and of precision as to detail in information resources and in the delivery of information services. [Computer and Information Sciences]

n., How close to the real value a measurement is. [Computer and Information Sciences]

n., An accurate record is one that contains correct, precise and exact information. [General Dictionaries]

v., Freedom from mistake or error: correctness, conforming to an approved or conventional standard, conforming to or agreeing with fact, logic, or known truth, conforming to a set figure. [General Dictionaries]

n., Conformity to truth or to a standard or model: exhibiting or marked by strict, particular, and complete accordance with fact or a standard; marked by thorough consideration or minute measurement of small factual details. [General Dictionaries]

acquire

***v.*, To gain possession or control of; to get or obtain. [Government]**

acquired records

***n.*, Records that are taken into the custody of the preserver from the creator, for their permanent preservation. [Models (MCP)]**

acquisition

***v.*, The process of adding to the holdings of an archival repository or records centre. [Archives]**

***n.*, An addition to the holdings of an archival repository or records centre. [Archives]**

n., The first stage of the behavioral processes (followed by manufacture, use, deposition), in which raw materials are procured. [Sciences]

v., Obtaining materials for a library, documentation center, archive, or other collection, including selection, ordering, and obtaining by exchange or gift. [Arts]

v., The processes of obtaining books and other items for a library, documentaiton center or archive. [Computer and Information Sciences]

v., The gaining of possession or control over something. [Government]

act

***n.*, The conscious exercise of will by a person aimed to create, maintain, modify or extinguish situations. *Syn.*: action. [Archives]**

***n.*, Legislation that has been made law, especially a statute. [Government]**

n., A document formally embodying a decision of a legislative body or public authority; or forming part of a legal transaction and drawn up in due form. [Archives]

n., The conscious exercise of will by a person aimed to create, maintain, modify or extinguish situations. Synonym of action. [Archives]

- n.*, The conscious exercise of will by an officer of the records creator or by an external person aimed to create, maintain, modify or extinguish situations. There are two types of act: a mere act and a transaction. Alias: action. [Archives]
- v.*, To do, operate or function. [Arts]
- v.*, To portray a character as an actor; to perform a role or play a part. [Arts]
- n.*, A short performance by one or a group of entertainers. [Arts]
- n.*, Division of a play, each of which may contain one or more scenes. [Arts]
- n.*, Something done intentionally. [General Dictionaries]

active record

- n.*, A record needed by the creator for the purpose of carrying out the action for which it was created or for frequent reference. *Syn.*: current record. [Archives]**
- n.*, Records needed by the creator for the purpose of carrying out the actions for which they were created or for frequent reference. *Syn.*: current records. [Archives]**
- n.*, Records regularly used for the conduct of the current business of their creator and that, therefore, continue to be maintained in office space. [Archives]
- n.*, A record needed by its creator for the purpose of carrying out actions [Archives]
- n.*, Records that continue to be used with sufficient frequency to justify keeping them in the office of creation. [Archives]
- n.*, Archival documents regularly maintained and used by their creator. [Archives]
- n.*, Information stored on computer systems that can be readily accessed by the operating system or software without a need to reload media, undelete the information, or reconstruct the information from other sources. [Computer and Information Sciences]

activity

- n.*, A series of acts or actions aimed to one purpose. [Archives]**
- n.*, Used to describe the customary use of a given artifact, such as food preparation. [Sciences]
- n.*, Broadly, the rate or extent of a change associated with some substance or system. [Sciences]
- n.*, The quality or state of being active. [General Dictionaries]

actors

- n.*, Persons who carry out acts or actions. [Archives]**

address

- n.*, A place or location where a particular piece of information is stored, or where an entity can be communicated with. [Computer and Information Sciences]**

addressee

- n.*, Person(s) to whom the record is directed or for whom the record is intended. [Archives]**
- n.*, Individual(s) and/or organisation(s) to which the information in the record was addressed. [Archives]
- n.*, One to whom something is addressed. E.g. "The To, CC, and BCC headers list the addressees of the e-mail message". Normally an addressee will eventually be a recipient, unless there is a failure at some point (an e-mail "bounces") or the message is redirected to a different addressee. [Computer and Information Sciences]
- n.*, The individual to whom something is to be delivered. [General Dictionaries]

addressee's name

- n.*, The name of the person to whom the record is directed or for whom the record is intended. [Archives]**

administrative accountability

***n.*, The sort of accountability aimed at non-political and non-legal authorities such as civil servants and top ranking administrators. Involves developing and implementing procedures for carrying out actions and documenting them to ensure that everything is done according to rule and in proper sequence, so that administrators can account at any time precisely for anything that has been done. [Archives]**

n., The principle that underlies the concept of accountability [. . .] is linked to the conveying and evaluation of information. [. . .] For ongoing bodies, accountability required the development and refinement of procedures for carrying out actions and documenting them, "to ensure that everything was done according to rule and in proper sequence, so that administrators could account at any time precisely for anything that had been done." [Archives]

administrative context

***n.*, The structure, functions and procedures of the organizational environment in which the creator exists. [Archives]**

administrative control

***n.*, 2. The means of physically locating the holdings of records centres and archival institutions through numbering and listing. [Archives]**

***n.*, 1. The exercise of authority over maintenance, use, disposition, and accessibility of current archives to carry on the function for which they were created. [Archives]**

admissibility

***n.*, The quality of being permitted to serve as evidence in trial or hearing or other proceeding. [Archives]**

n., The quality or state of being allowed to be entered into evidence in a hearing, trial, or other proceeding. [Government]

affix

***v.*, To store on a medium in an unchangeable way. [Archives]**

affixed

***v.*, Stored on a medium in an unchangeable way. [Archives]**

agency

***n.*, An administrative body having the delegated authority to act competently on behalf of a higher body. Every agency is a juridical person, composed of juridical persons. [Archives]**

n., The proposition that human beings think about the intentional actions they perform and the resources they need to achieve ends. [Sciences]

n., A unit of government authorized by law to perform a specific function. [Archives]

n., An organization entity whose name and legal existence are established by an act, which defines its position in an administrative hierarchy. Such a body possesses powers defined by law or regulations and a head with decision-making authority at his/her hierarchical level. Usually each agency has its own recordkeeping system. [Archives]

n., The business carried on by an agent. [Government]

n., A unit of government that has major policy responsibilities and that performs regulatory functions. [Government]

n., The relationship between an agent and his principal. [Government]

n., A business that provides services by acting on behalf of or as representative of another party. [General Dictionaries]

agent

***n.*, One who is authorized to act for or in place of another. [Archives]**

n., An active communicating entity that can acquire a role; that is, an abstract representation of a function, service, or identity. [Sciences]

n., Person or company licenced by the state to represent clients and negotiate their contracts for a standard agent's fee. [Arts]

n., People authorized to represent or act on behalf of someone else, particularly in business transactions. [Arts]

n., An intermediary who performs various matters of business connected with the theatre. [Arts]

n., An individual or firm acting as a middleman between librarian and publisher in the acquisition of material. [Computer and Information Sciences]

n., In the client-server model, the part of the system that performs information preparation and exchange on behalf of a client or server. Especially in the phrase "intelligent agent" it implies some kind of automatic process which can communicate with other agents to perform some collective task on behalf of one or more humans. [Computer and Information Sciences]

n., An autonomous system that receives information from its environment, processes it, and performs actions on that environment. Agents may have different degrees of intelligence or rationality, and may be implemented in software, hardware, or both. [Computer and Information Sciences]

n., An agent is a business representative who handles contractual arrangements between the principal and third persons. [Government]

aggregate archival unit

n., An archival unit composed of multiple archival documents, such as a fonds, series or file. [Archives]

aggregated records

n., *See:* archival aggregation; arranged records; records aggregation. [Archives]

alteration

n., An act done to a document after its completion whereby its meaning or language is changed. [Archives]

n., An act done to an instrument, after its execution whereby its meaning or language is changed; esp., the changing of a term in a negotiable instrument without the consent of all parties to it. Material alterations void an instrument, but immaterial ones do not.

v., Use for modifications to an object or structure. Refers especially to the physical evidence of the change. In architecture, use "additions" if the change increases the structure's volume; "alterations" if it does not. [Arts]

american standard code for information interchange

n., (ASCII) The binary code used by most computers to represent in digital format the uppercase and lowercase letters of the Latin script, numerals, and special characters so that they can be sent to, and understood by, other computers and devices such as modems and printers. Each ASCII character consists of seven information bits and one parity bit for error checking. [Computer and Information Sciences]

analogue

a., The representation of an object or physical process through the use of continuously variable electronic signals or mechanical patterns. In contrast to a digitally-encoded representation of an object or physical process, an analogue representation resembles the original. [General Dictionaries]

n., Using physical variables ("seeable images" and sound waves decodable without significant technological assistance). Analog records suffer degradation with each subsequent generation of copying.

n., Representing data by measuring a continuous physical variable, such as the rotation of hands on a clock, in contrast to a digital clock.

n., Information recorded and stored in a varying continuous form (with physical variables) in direct correlation to the original information. [Arts]

n., Information presented in dial form (with pointer and graduated markings) or in LCD bar-graph form. [Arts]

n., A description of a continuously variable signal or a circuit or device designed to handle such signals. *Opp.*: 'digital' or 'discrete'. [Computer and Information Sciences]

n., A representation of an object that resembles the original. Analogue devices monitor conditions, such as movement, temperature and sound, and convert them into analogous electronic or mechanical patterns. Analogue implies continuous operation in contrast with digital, which is broken up into numbers. [Computer and Information Sciences]

analogue component

n., An analogue object that is part of one or more analogue documents, requiring a given preservation action. [Archives]

analogue data

n., The smallest meaningful units of information, expressed as continuous electronic signals or mechanical patterns affixed to an analogue medium. [Sciences]

analogue document

n., An analogue component, or group of components, that is affixed to an analogue medium and is treated and managed as a document. [Archives]

analogue encoding

n., The use of continuously variable electronic signals or mechanical patterns rather than discrete numeric values (such as those generated by a digital system). [Sciences]

analogue medium

n., Physical material, such as a paper, parchment, stone, clay, film or certain types of magnetic audio- and videotape, used for storage of analogue data. [Archives]

analogue object

n., A discrete aggregation of one type or class of analogue data (e.g., text, audio, video, image). [Archives]

analogue record

n., An analogue document that is treated and managed as a record. [Archives]

analogue system

n., Any system handling analogue data or objects, as opposed to a digital system. [Sciences]

annotation

n., An addition made to a record after it has been created. [Archives]

n., “Annotations (additions made to a record after it has been created) constitute the next category of elements included in the Template for Analysis. They fall into three basic groups:

1. additions made to the record after its creation as part of its execution (e.g., the date and time of transmission added to an e-mail record at the moment it is sent, or the indication of attachments added before it is transmitted);
2. additions made to the record in the course of handling the business matter in which the record participates (e.g., comments noted on the face of the record, or embedded in it, and dates of transmission to other offices);
3. additions made to the record in the course of handling it for records management purposes (e.g., the classification code or file number assigned to the record, its draft) [Archives]

n., Information, especially explanatory notes, added to a completed document. [Archives]

n., Notes added as comment or explanation. [Arts]

n., A brief note, usually no longer than two or three sentences, added after a citation in a bibliography to describe or explain the content or message of the work cited or to comment on it.

Example:

Bradbury, Malcolm, ed. The Atlas of Literature. London: De Agostini Editions, 1997.

A heavily-illustrated international thematic history of the relationship between geography and literature, from the Middle Ages and Renaissance to the post-Cold War era. Includes references for further reading and a list of places to visit by country.

In a more general sense, any brief explanatory or descriptive comment added to a document, text, catalog entry, etc. In a critical annotation, the commentary is evaluative. Also refers to the process of annotating a document or entry in a bibliography or catalog.

[Arts]

n., A note added to an entry in a catalogue, reading list or bibliography to elucidate, evaluate or describe the subject and contents of a book; it sometimes gives particulars of the author. [Computer and Information Sciences]

n., A new commentary node linked to an existing node. If readers, as well as authors, can annotate nodes, then they can immediately provide feedback if the information is misleading, out of date or plain wrong. [Computer and Information Sciences]

n., Explanation added to a program to assist the reader. This may take the form of manuscript additions to the program listing, but more often takes the form of comments included in the program text. [Computer and Information Sciences]

ansi

n., Initialism for “American National Standards Institute.” [Government]

api

n., Initialism for “application programming interface.” [Computer and Information Sciences]

application

n., Computer software that allows the user to process data or perform calculations necessary to achieve a desired result, as opposed to the operating system designed to control the computer's hardware and run all other programs. [Computer and Information Sciences]

n., Computer programs, or collections of programs, designed to meet the needs of the users of computer systems by directly contributing to the performance of specific roles. [Sciences]

n., Software that constitutes any type of program that is tailored to satisfy real-world needs and requirements. [Archives]

n., A program written to perform a particular function and increasingly used to refer to software packages in general. [Computer and Information Sciences]

n., A complete, self-contained program that performs a specific function directly for the user. This is in contrast to system software such as the operating system kernel, server processes and libraries which exists to support application programs. [Computer and Information Sciences]

n., Computer programs, procedures, rules, and any associated documentation concerned with the operation of a data processing system. Encarta. Computer programs and applications, such as word processing or database packages, that can be run on a particular computer system. ICA Dictionary. A set of computer programs, procedures and associated documentation concerned with the operation of an automatic data processing system as distinct from hardware. US NARA, Federal Records. The programs used to operate a computer, as well as the documentation describing how to use them. [General Dictionaries]

n., Software that constitutes any type of program that is tailored to satisfy real-world needs and requirements. [General Dictionaries]

application profile

n., A fully conforming instantiation of an element set for a particular community, created to adapt an element set into a package tailored to the functional requirements of a particular application while retaining interoperability with the base standard. Can involve mixing and matching terms from multiple standards to meet the descriptive needs of a particular project or service. [General Dictionaries]

application programming interface

n., (API) A set of routines, protocols and tools for building software applications; specifically, establishing the interface (calling conventions) by which a software application accesses the operating system and other services. [Computer and Information Sciences]

appraisal

n., The process of assessing the value of records for the purpose of determining the length and conditions of their preservation. [Archives]

n., Refers to the process of evaluating records to determine whether they are to be archived indefinitely, retained for a shorter period, or disposed of in some other way (sold, donated, destroyed, etc.).

n., The process of identifying materials to be preserved because of their enduring value, especially those materials to be physically transferred to an archives. [Archives]

n., A basic archival function of determining the eventual disposal of records based upon their archival value. Also referred to as evaluation, review, selection or selective retention. [Archives]

- n.*, The process of determining the value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential and information value; their arrangement and condition; their intrinsic value; and their relationship to other records. [Archives]
- n.*, The process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness. [Archives]
- n.*, The act of estimating the nature, quality, importance etc.of something. [Archives]
- n.*, A basic archival function aimed at determining the disposition or disposal of records, that is, usually either their continuing preservation or their destruction. In some cases, records may be alienated from their creator. Appraisal involves making a judgement or estimation of the worthiness of continued preservation of records. [Archives]
- n.*, Appraisal assesses the continuing value of the records but it also assembles evidence for the presumption of their authenticity, and identifies the digital components or objects that need to be stored and reproduced to ensure the preservation of authentic records. [Archives]
- n.*, The process of evaluating documents for the purpose of continuing preservation. [Archives]
- n.*, Printed or written statements of evaluation or estimate of the market or other value, cost, utility or other attribute of land, buildings, works of art, or other objects of property, by qualified persons. [Arts]
- n.*, The monetary valuation of a gift, usually determined at the request of a library, museum, or archives by a professional appraiser familiar with the market for the type of item. [Computer and Information Sciences]
- n.*, The process of analyzing and selecting records in order to determine which are suitable for retention as archives. [Computer and Information Sciences]
- n.*, Determining the market value of an item; see monetary appraisal. [General Dictionaries]

appraisal decisions

- n.*, Determinations of the retention periods and disposition of records, including the terms and conditions of transfer from the creator to the preserver. [Models (MCP)]**

appraisal strategy

- n.*, The rules and conventions of the entity responsible for permanent preservation that govern the appraisal of records. [Archives]**

appreciation

- n.*, [diplomats] An intrinsic element of documentary form that comprises a wish for the realization of the content of the document. [Archives]**

architecture

- n.*, [computing] Design, the way components fit together. The term architecture can refer to either hardware or software, or to a combination of hardware and software. The architecture of a system always defines its broad outlines, and may define precise mechanisms as well. [Computer and Information Sciences]**

archival aggregation

- n.*, The whole of the archival documents comprising an aggregate archival unit. [Archives]**

archival arrangement

- n.*, The process of identifying archival documents as they belong to groupings within a fonds. [Archives]**

archival bond

- n.*, The network of relationships that each record has with the records belonging in the same records aggregation. [Archives]**
- n.*, The interrelationships between a record and other records resulting from the same activity. [Archives]

n., The originary, necessary and determined web of relationships that each record has at the moment at which it is made or received with the records that belong in the same aggregation. It is an incremental relationship which begins when a record is first connected to another in the course of action (e.g., a letter requesting information is linked by an archival bond to the draft or copy of the record replying to it, and filed with it. The one gives meaning to the other). [Archives]

n., The relationship that links each record, incrementally, to the previous and subsequent ones and to all those which participate in the same activity. It is originary (i.e., it comes into existence when a record is made or received and set aside), necessary (i.e., it exists for every record), and determined (i.e., it is characterized by the purpose of the record). [Archives]

n., A grade of paper that is durable and has a long life expectancy. [Archives]

archival date

***n.*, The date on which a record is set aside by inserting it in the aggregation to which it belongs and classifying it. [Archives]**

n., The date assigned to a record by the records office. [Archives]

archival description

***n.*, The creation of an accurate representation of a unit of description and its component parts, if any, by capturing, analyzing, organizing and recording information that serves to identify, manage, locate and explain archival materials and the context and records systems which produced it.Syn.: description. [Archives]**

n., The process of capturing, collating, analyzing, controlling, exchanging, and providing access to information about 1) the origin, context, and provenance of different sets of records, 2) their filing structure, 3) their form and content, 4)their relationship with other records, and 5) the ways in which they can be found and used. [Archives]

n., A written representation of archival material. [Archives]

n., Traditionally it has been a function of archival description to authenticate the records and perpetuate their administrative and documentary relationships. [Archives]

n., The process analyzing, organizing, and recording details about the formal elements of a record or collection of records, such as creator of, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding. [Archives]

n., The process of recording information about the nature and makeup of archives to achieve administrative and/or intellectual control. [Archives]

n., The equivalent for archives of cataloguing in librarianship. The most common standards in use are MAD, RAD and APPM. [Computer and Information Sciences]

archival description system

***n.*, The set of descriptive instruments that provide intellectual and physical control over the records of an archival institution or program. Includes, but is not limited to, guides, inventories, indexes, repository locators. [Archives]**

archival document

***n.*, See: record. [Archives]**

archival documentation

***n.*, The information provided by a creator and the repository which provides enough information to establish provenance, history and context of acquired records and to enable its use by others. [Archives]**

archival fonds

***n.*, See: fonds. [Archives]**

archival framework

***n.*, The whole of the policies, strategies and procedures, based on archival concepts, principles and methods, that control recordkeeping and preservation. [Archives]**

archival methodology

n. The application of principles and procedures articulated and developed from archival theory. The analysis, recording and maintenance of the links between the function of the information recorded on the one hand and its form, structure and provenancial context on the other. [Archives]

archival preservation

See: records preservation [Archives]

archival preservation system

See: records preservation system [Archives]

n. The whole of the principles, policies, and strategies adopted by an archival institution or program for maintaining digital components and related information over time, and for reproducing the related authentic records and/or archival aggregations of records, that is produced by interpreting external controls and applying them to the records selected for preservation. [Archives]

archival science

n. A systematic body of knowledge that supports the practice of appraising, acquiring, authenticating, preserving, and providing access to recorded materials. [Archives]

archival unit

n. Any of the groupings of archival documents comprising a fonds, as delineated during the process of archival arrangement. An archival unit can be a fonds, series, file, item or variation thereof, depending on institutional standards. A unit may be divided into sub-units for the purposes of archival description. The smallest (and therefore indivisible) archival unit is the item. [Archives]

archive

v. To save digital data, documents, and records, typically those that are not current, offline. [Computer and Information Sciences]

v. To transfer records from the individual or office of creation to a repository authorized to appraise, preserve, and provide access to those records. [Archives]

n. A repository for information that the user wishes to retain, but without requiring immediate access. (The word is also used as a verb: to transfer into the archive system.) There are three quite different activities that must be distinguished:

(a) the routine taking of backup copies, initiated by the system manager, to protect users and system managers against corruption of stored information;

(b) the autonomous transferring of information from a higher-performance to a lower-performance storage system, initiated by the operating system, to achieve economies in the total cost to the system manager of information storage;

(c) the voluntary transferring of a file between normal file storage and archive storage, initiated by the user, to achieve economies in the total costs to the user of information storage. [Computer and Information Sciences]

v. To save data onto the disk. [Computer and Information Sciences]

v. To transfer files to slower, cheaper media (usually magnetic tape) to free the hard disk space they occupied. This is now normally done for long-term storage but in the 1960s, when disk was much more expensive, files were often shuffled regularly between disk and tape. [Computer and Information Sciences]

n. A single file containing one or (usually) more separate files plus information to allow them to be extracted (separated) by a suitable program. [Computer and Information Sciences]

v. To copy data onto a different disk or tape for backup. Archived files are often compressed to maximize storage media. [Computer and Information Sciences]

archives

n. [place] A place where records selected for permanent preservation are kept. [Archives]

n. [institution] An agency or institution responsible for the preservation and communication of records selected for permanent preservation. [Archives]

n. [records] The whole of the documents made and received by a juridical or physical person or organization in the conduct of affairs, and preserved. *Syn.*: fonds. [Archives]

n., [place] The building (or portion thereof) housing archival collections. [Archives]

n., [institution] The division within an organization responsible for maintaining the organization's records of enduring value. [Archives]

n., [records] Non-current records preserved, with or without selection, by those responsible for their creation or by their successors in function for their own use or by an appropriate archives because of their archival value. [Archives]

n., [records] The whole of the records of a creator. [Archives]

n., [records] The whole of the records created by an agency and preserved. Alias: archival fonds. [Archives]

n., [records] 1) The documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value. Historically, the term referred more narrowly to the noncurrent records [inactive records] of an organization or institution preserved because of their on going value. [Archives]

n., [institution] An organization which collects the archives of individuals, families, or other organizations; a collecting repository. [Archives]

n., [institution] The agency or program responsible for selecting, acquiring, preserving, and making available archival materials; also referred to as an archival agency, archival institution or archival program. [Archives]

n., [institution] An agency or institution responsible for the acquisition, preservation, and communication of archives selected for permanent preservation. [Archives]

n., [place] Rooms or sets of rooms for the systematic maintenance and storage of records and documents. [Arts]

n., Archival documents contain accurate and detailed information relevant to many aspects of musical scholarship: to biography, chronology, history of institutions and societies, the place and function of musicians in society, performing practice (in the fullest sense of that phrase) and many others. They yield the kind of information that primarily musical manuscripts and printed sources cannot provide.

The term 'archive' is here used as defined under §1 below. It is also widely used in a second sense, to denote what bibliographers would classify as a 'collection' or even 'library': the Deutsches Musikgeschichtliches Archiv in Kassel, for example, is a library of photographic materials relating to sources of German music. Many collections fall halfway between an archive in the strict sense, consisting of the surviving papers of a historical person, and a collection, which may include material added by subsequent collectors. Such a case is the collection in the Library of Congress known as the 'Rachmaninoff Archives'. See also Libraries; Collections, private; and Sound archives.

1. Types of archive.
2. Preservation; location.
3. Archival research.
4. Application to music history.
5. Skills; aids.

[Arts]

n., [records] Collections of original records. [Arts]

n., [records] An accumulation of original records assembled in the course of the activities of a person or persons, or of a public or private organization; or such records from a number of different sources; and kept together to ensure their preservation and to promote their use. [Computer and Information Sciences]

n., [records] Records in any medium which were compiled for the purpose of, or use during, a public or private business transaction of which they themselves formed a part; and which were selected for preservation by the persons concerned with the transaction, or their successors or delegates, for their own use and as material for research or reference. [Computer and Information Sciences]

archivist

***n.*, A professional educated in archival science and/or responsible for the administration of archives. [Archives]**

n., A person professionally occupied in the administration of archives and/or the management of archives. [Archives]

n., An individual responsible for appraising, acquiring, arranging and describing, preserving, and providing access to records of enduring value, and who relies on the principles of provenance, original order, and collective control to protect the materials' authenticity and context. [Archives]

n., A person professionally educated, trained, experienced and engaged in the administration of archival materials including the following activities: appraisal and disposition, acquisition, preservation, arrangement and description, reference service and outreach. [Archives]

n., Persons concerned with collecting, evaluating, systemizing, preserving, and making available for reference public records and documents of historical significance. [Arts]

n., A person who is responsible for the management of archives. [Computer and Information Sciences]

arranged records

n., Records of a creator that have been identified as to their provenance and relationships according to the concepts and principles of archival arrangement. [Models (MCP)]

arrangement

See: archival arrangement [Archives]

ascii

n., Initialism for “American standard code for information interchange.” [Computer and Information Sciences]

assessments of authenticity

n., The determination of whether a document has all the formal elements that it was supposed to present when first made or received and set aside. [Archives]

attachment

n., A document that, on its being physically connected to a record by an act, becomes part of that record. [Archives]

n., Something physically added or appended to a document. Also referred to as an annexe or enclosure. [Archives]

n., A computer file of any type linked to an e-mail message in such a way that the two are transmitted together to the designated address. Nontext attachments, such as graphics and database files, may require special encoding and decoding software. [Computer and Information Sciences]

n., A device attached to a machine or implement. [General Dictionaries]

attestation

n., [diplomatics] An intrinsic element of documentary form that comprises the written validation of a record (by subscription, superscription or any identifying sign having such function) by those who took part in the issuing of it (author, writer, countersigner) and by witnesses to the action or to the signing of the record. [Archives]

n., A concluding portion of a document, especially a formal record, signed by witnesses and often containing language intended to strengthen the presumption that all statutory requirements have been met. [Archives]

n., The subscription of those who took part in the issuing of the document (author, writer, countersigner, and of witnesses to the enactment or the subscription). Usually, the subscription takes the form of a signature, but this is not always so; for example telegrams and electronic mail messages present subscriptions which are not signatures. [Archives]

n., The signature of witnesses to the making of a will or deed. Under the Wills Act 1837 as amended the testator must acknowledge his signature (see acknowledgment) in the presence of two witnesses who must each sign (attest) at the same time in the testator's presence. The signature of each party to a deed must be attested by one witness. [Government]

attributes

n., [diplomatics] The characteristics that uniquely identify a record. [Archives]

n., A minimal characteristic of an artefact such that it cannot be further subdivided; attributes commonly studied include aspects of form, style, decoration, colour, and raw material. [Sciences]

n., A distinct, individual characteristic of an artifact, which cannot be further subdivided and distinguishes it from another. An attribute is used to classify artifacts into groups and describes objects in terms of their physical traits. [Sciences]

n., [attributes] Refers most often to characteristics of individual objects, items, or entities, mostly expressions used to describe the thing. Often readily apparent though not quantifiable by an established standard. [Arts]

n., Objects conventionally associated with a person (real or imaginary) by means of which he or she can be identified when portrayed in art. Saints are often shown with the instruments of their martyrdom or torture—Catherine with her wheel and Lawrence with his gridiron, for instance. Other examples are Jove's thunderbolts, the club of Hercules, the scales of Justice, or the anchor of Hope. While some of these were used widely and in many contexts, other attributes were more variable, and in certain periods the invention of esoteric or enigmatic attributes was rife. [Arts]

n., A feature, characteristic, or property of a digital object. [Computer and Information Sciences]

n., For printers and display screens, a characteristic that changes a font, for example from normal to boldface or underlined, or from normal to reverse video. [Computer and Information Sciences]

n., In co-ordinate indexing a characteristic mentioned as subject matter. [Computer and Information Sciences]

n., A defined property of an entity, object, etc. In computer graphics it is a particular property that applies to a graphical output primitive; lines have attributes such as line width, color, and line style. See also ERA model, inheritance. [Computer and Information Sciences]

n., A named value or relationship that exists for some or all instances of some entity and is directly associated with that instance. [Computer and Information Sciences]

n., In relational database management, a field within a record. [Computer and Information Sciences]

audiovisual

***a.*, Of or relating to the use of sound and/or visual images to present information. [General Dictionaries]**

audiovisual record

***n.*, A record in pictorial and/or aural form, regardless of format. [Archives]**

audit trail

***n.*, Documentation of all the interactions with records within an electronic system in which any access to the system is recorded as it occurs. [Archives]**

n., An electronic means of auditing all the interactions with records within an electronic system so that any access to the system can be documented as it occurs for the purpose of preventing unauthorized actions in relation to the records, e.g., modification, deletion, or addition, and of ensuring that changes in one of its components do not cause errors elsewhere in the system (the closest correspondent means for the non-electronic components of the records system is the charge-out procedure which controls access to dossiers and their movement within the agency). [Archives]

n., Information in records that track a transaction from beginning to end, making it possible to review whether it was done according to relevant policies and standards. [Archives]

n., Information about transactions or other activities which have affected or changed entities (e.g. metadata elements), held in sufficient detail to allow the reconstruction of a previous activity. [Archives]

n., A record showing the occurrence of specified events relevant to the security of a computer system. For example, an entry might be made in the audit trail whenever a user logs in or accesses a file. Examination of the audit trail may detect attempts at violating the security of the system and help to identify the violator. [Computer and Information Sciences]

n., Methods to demonstrate that records were effectively protected from unauthorized, use, alteration or destruction. [General Dictionaries]

aural record

***n.*, A record which is a representation of words, music, or any other manifestation of sound that can only be perceived by hearing it. [Archives]**

authentic copy

***n.*, A copy certified by an official authorized to execute such a function, so as to render it legally admissible in court. [Government]**

authentic record

***n.*, A record that is what it purports to be and that is free from tampering or corruption. [Archives]**

n., A record whose creator or author has been definitely established; it really proceeds from its stated author. [Archives]

n., Records that can be proven to be genuine. Authenticity is conferred on a record by its mode, form, and/or state of transmission, and/or manner of preservation and custody. [Archives]

n., An authentic record is one that can be proven: To be what it purports to be; to have been created or sent by the person purported to have created or sent it; to have been created or sent at the time purported. [General Dictionaries]

authenticate

v., To declare, either orally, in writing, or by affixion of a seal, that an entity is what it purports to be, after having verified its identity. [General Dictionaries]

v., To establish an individual's identity in order to grant access to a system or resources to which the individual is authorized. [Archives]

v., To verify that a thing is what it purports to be. [Archives]

authenticated record

n., A record whose authenticity has been declared at a specific point in time by a juridical person entrusted with the authority to make such a declaration (e.g. public officer, notary, certification authority). [General Dictionaries]

authentication

n., A declaration of a record's authenticity at a specific point in time by a juridical person entrusted with the authority to make such a declaration (e.g., public officer, notary, certification authority). [Archives]

authenticity

n., The trustworthiness of a record as a record; i.e., the quality of a record that is what it purports to be and that is free from tampering or corruption. [Archives]

n., The concept of authenticity is defined as "the quality of being authentic, or entitled to acceptance". [Archives]

n., Established by assessing the identity and the integrity of the record. It must be possible to ascertain at all times what a record is, when it was created, by whom, what action or matter it participated in, and what its juridical/administrative, cultural, and documentary contexts were. It must also be possible to ascertain the wholeness and soundness of the record: whether it is intact or, if not, what is missing. [Archives]

n., The judgment that something is genuine, based on internal and external evidence, including its physical characteristics, structure, content, and context. [Archives]

n., The quality of being authentic, or entitled to acceptance. As being authoritative or duly authorized, as being what it professes in origin or authorship, as being genuine. [Archives]

n., The quality of a document of having the character and authority of the original. [Archives]

n., In Jenkinson's formulation, the quality of archives deriving from their being preserved in the continuous custody and for the information of their creator and its legitimate successors. [Archives]

n., The quality of archival documents to bear authentic testimony of the actions, processes, and procedures which brought them into being. [Archives]

n., Requires that the scene has not been tampered with. [photography] [Arts]

n., Whether the image had a verifiable provenance that could establish its authenticity. [Arts]

n., The trustworthiness of a digital entity, to its being what it professes to be, as regards its identity, origin, history, authorship, integrity, and/or the accuracy with which it documents an original work. [Arts]

n., The most common use refers to classes of performance that might synonymously be termed 'historically informed' or, 'historically aware, 'or employing 'period' or 'original' instruments and techniques. [Arts]

n., So the claim of authenticity was based on identification of a photographer a time and place of exposure and a chain of transmission. [Arts]

n., The term 'authenticity' can also be applied, as in the popular art world, to works that are proved to be genuine, demonstrated by the work of a particular composer. [Arts]

n., An authentic performance is (at least) an accurate performance of a work. [Arts]

n., The quality of being genuine or original. [Arts]

n., The presence of the original is the prerequisite to the concept of authenticity. [Arts]

n., The nature of the link between a composer and a work that bears his or her name. [A version of music is authentic] in terms of scoring, number of movements [and is] the authentic musical text with respect to pitches, rhythm, and the like as the composer wrote it. [Arts]

n., Authenticity and genuineness of photographs examine the photograph as a physical object and a visual image. It is here that the diplomatic notion of authenticity is useful, because it requires that we analyze the photograph in terms of its physical composition, the correspondence between the image and reality it depicts, and the relationship between the image and its label in order to understand the functional context in which the photographic image is transformed into a photographic document. [Arts]

n., The term 'authenticity' has been used in several senses relating to music. The most common use refers to classes of performance that might synonymously be termed 'historically informed' or 'historically aware', or employing 'period' or 'original' instruments and techniques. [Arts]

n., Authenticity in transcription is a relation notion that operates within the gap between transcriptions that are barely recognizable as such and transcriptions that preserve the musical content of the original work as fully as is consistent with respecting the characteristics of the medium for which the transcription is written. [Arts]

n., The authenticity of a photographic print should be based on certification by the photographer. Even if two prints were virtually (or even actually) indistinguishable, only the one certified by the photographer would count as genuine or authentic. [Arts]

n., The quality in a thing of being what it is claimed to be (valid, real, genuine, etc.), verified in archives and special collections through an investigative process known as authentication, essential in appraising the value of an item. See also: forgery. [Computer and Information Sciences]

authenticity requirement

***n.*, 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. [Archives]**

author

***n.*, The physical or juridical person having the authority and capacity to issue the record or in whose name or by whose command the record has been issued. [Archives]**

n., May be an individual or organisation. To be captured whenever possible. [Archives]

n., The individual, group, or organization responsible for the content of a document. [Archives]

n., The person competent, that is, having the authority and capacity, for generating the record, which is issued by it, by its command, or in its name. The author of the record may coincide with the author of the action in which the record participates or it may not. [Archives]

n., Persons who write or otherwise compose books, articles, poems, plays, or other works which involve literary composition and are intended for publication. [Arts]

n., The person, persons or corporate body, responsible for the writing or compilation of a book or other publication not a periodical. [Computer and Information Sciences]

authoritative copy

***n.*, The instantiation of a record that is considered by the creator to be its official record and is usually subject to procedural controls that are not required for other instantiations. [Archives]**

n., A record that is considered by the creator to be its official record and is usually subject to procedural controls that are not required for other copies. The identification of authoritative records corresponds to the designation of an office of primary responsibility as one of the components of a records retention schedule... It is understood that in certain circumstances there may be multiple authoritative copies of records, depending on the purpose for which the record is created. [Archives]

n., The copy of a record that is considered to be its official record and is usually subject to procedural controls that are not required for other copies. [Archives]

authoritative record

***n.*, A record that is considered by the creator to be its official record and is usually subject to procedural controls that are not required for other copies. The identification of authoritative records corresponds to the designation of an office of primary responsibility as one of the components of a records retention schedule. [Archives]**

authoritative version

***n.*, The version of a record that is considered by the creator to be its official record and is usually subject to procedural controls that are not required for other versions. [Archives]**

authority

***n.*, The right or permission to act legally on another's behalf; esp., the power of one person to affect another's legal relations by acts done in accordance with the other's manifestations of assent; the power delegated by a principal to an agent. [Government]**

n., Ability to persuade others by argument or example to accept one's decisions. [Sciences]

n., The knowledge and experience that qualifies a person to write or speak as an expert on a given subject. In the academic community, authority is indicated by credentials, previously published works on the subject, institutional affiliation, awards, imprint, reviews, patterns of citation, etc. [Computer and Information Sciences]

back up

***n.*, To make a copy of a data file for the purpose of system recovery. [Computer and Information Sciences]**

back-end database

***n.*, A database that contains and manages data for an information system, distinct from the presentation or interface components of that system. [Computer and Information Sciences]**

backup

***n.*, A copy of a data file made for the purpose of system recovery. [Computer and Information Sciences]**

n., A resource that can be used as a substitute in the event of, say, a fault in a component or system or loss of data from a computer file. A backup file is a copy of a file taken in case the original is destroyed or unintentionally altered and the data lost. [Sciences]

n., A resource that is, or can be used as, a substitute when a primary resource fails or when a file has been corrupted. The word is also used as a verb, to back up, i.e. to make a copy in anticipation of future failure or corruption. Thus a dump forms a backup to be used in cases where a user's file has become unusable; the taking of the dump can be regarded as backing up the version on disk. [Computer and Information Sciences]

n., A copy of an electronic file usually made and maintained for computer security purposes. [Computer and Information Sciences]

n., Additional resources or duplicate copies of data on different storage media for emergency purposes. [Computer and Information Sciences]

n., A copy of all or portions of software or data files on a system kept on storage media, such as tape or disk, or on a separate system so that the files can be restored if the original data is deleted or damaged. [Computer and Information Sciences]

v., To make a copy of all or portions of software or data files on a system on storage media or on a separate system for safety purposes. [Computer and Information Sciences]

n., A duplicate copy of all or portions of software or data files on a system made for safety purposes. [Computer and Information Sciences]

backward compatibility

***n.*, The ability of a software application or a system to share data or commands with older versions of itself, or sometimes other older applications or systems, particularly applications or systems it intends to supplant. Sometimes backward compatibility is limited to being able to read old data but does not extend to being able to write data in a format that can be read by old versions. [Computer and Information Sciences]**

baseline authenticity requirements

***n.*, The minimum conditions necessary to enable the preserver to attest to the authenticity of copies of a creator's digital records in the custody of the preserver. [Archives]**

basic copy

n. A duplicate of a document saved in the file format in which it was originally created or in which it was last used and saved, thus making it more immediately accessible and human-readable in the creator's usual desktop environment. [Archives]

benchmark authenticity requirements

n. The conditions that serve as a basis for the preserver's assessment of the authenticity of a creator's digital records during appraisal. [Archives]

best practice

n. In the application of theory to real-life situations, a procedure that, when properly applied, consistently yields superior results and is therefore used as a reference point in evaluating the effectiveness of alternative methods of accomplishing the same task. [General Dictionaries]

binary code

n. A code made up of the digits 0 and 1, called bits, transmitted as a series of electrical pulses (0 bits at low voltage and 1 bits at higher voltage). [Computer and Information Sciences]

binary encoding

v. The process of converting data into electronic signals for computer storage and processing purposes. [Computer and Information Sciences]

bit

n. The smallest unit of data (represented by 0 or 1) that a computer can hold in its memory. *Syn.*: binary bit. [Computer and Information Sciences]

bitmap

n. A digital representation composed of dots arranged in rows and columns, each represented by a single bit of data that determines the value of a pixel in a monochrome image on a computer screen. In a gray scale or color image, each dot is composed of a set of bits that determine the individual values of a group of pixels that in combination create the visual impression of a specific shade or hue. Also spelled "bit map." [Computer and Information Sciences]

n. A data file or structure which corresponds bit for bit with an image displayed on a screen, probably in the same format as it would be stored in the display's video memory or maybe as a device independent bitmap. [Computer and Information Sciences]

n. A binary representation in which each bit or set of bits corresponds to some object (image, font etc.) or condition. [Computer and Information Sciences]

n. An array of bits that map one to one to the monochrome image on a raster display. If a color or gray-level image is required, needing many bits to define each pixel in the display, a pixmap is required. [Computer and Information Sciences]

n. In computer graphics, an area in memory that represents the video image. For monochrome screens, one bit in the bitmap represents one pixel on screen. [Computer and Information Sciences]

n. A raster image formed by an array of bits, each bit representing the corresponding pixel's value (light or dark). [Computer and Information Sciences]

bitstream

n. Digital data encoded in an unstructured sequence of binary bits that are transmitted, stored or received as a unit. Also spelled "bit stream." [Computer and Information Sciences]

n. A sequence of binary data transmitted, stored, or received as a unit without regard for internal organization or grouping. [Computer and Information Sciences]

n. The transmission of binary signals. [Computer and Information Sciences]

bounded variability

***n.*, The changes to the form and/or content of a digital record that are limited and controlled by fixed rules, so that the same query, request or interaction always generates the same result. [Computer and Information Sciences]**

business process

***n.*, A series of rules that governs the carrying out of a transaction. [Archives]**

n., Related activities, sequential or parallel, that have been systematically implemented to produce a specific service or product. [Archives]

byte

***n.*, An element in the machine data hierarchy larger than a bit and usually smaller than a word; now nearly always eight bits and the smallest addressable unit of digital storage. A byte typically holds one character. [Computer and Information Sciences]**

byte stream

***n.*, A bitstream in which data (binary bits) are grouped into units called bytes. [Computer and Information Sciences]**

byte-serialized encoding

***n.*, The process of converting a digital object's bitstream state to a byte stream state. [Computer and Information Sciences]**

calling convention

***n.*, In computer application programming, the arrangement of arguments (i.e., values or references) for a procedure or function call. [Computer and Information Sciences]**

capture

***v.*, To save a particular instantiation or state of a digital component or group of components. [Archives]**

n., Any of various processes in which a system of particles absorbs an extra particle. [Sciences]

n., Registration, classification, addition of metadata and storage of a record in a system that manages records. [Archives]

n., The act of recording or saving a particular instantiation of a digital object. [Archives]

v., To copy or save what is being displayed on a computer screen. [Arts]

v., A technique from the film special effects and video game industry which enables a video artist or choreographer to "capture" the movements of an actor or dancer digitally so that those movements can be reproduced by a virtual actor or dancer that's been computer-generated. [Glossary of Technical Theatre Terms] [Arts]

v., To save a particular state of a program. The term capture often refers to saving the information currently displayed on a display screen. You can capture the screen to a printer or to a file. [Computer and Information Sciences]

n., The act of recording in a permanent file. [General Dictionaries]

captured document

***n.*, A made or received digital document that is saved by the creator. [Archives]**

cd

***n.*, Initialism for "compact disc." [Computer and Information Sciences]**

cen

***n.*, Initialism for "Comité Européen de Normalisation" (European Committee for Standard-ization). [Computer and Information Sciences]**

central processing unit

***n.*, (CPU) The hardware component of a computer that houses the circuitry for storing and processing data according to instructions contained in the programs installed on it. [Computer and Information Sciences]**

certificate of authenticity

***n.*, A declaration by the creator or preserver that one or more reproduced or reproducible digital records is authentic. [Archives]**

n., A document included with a software program that proves the program was purchased legally and often has a unique identification number used to verify the program when being installed on the computer. [Computer and Information Sciences]

chain of preservation

***n.*, A system of controls that extends over the entire lifecycle of records in order to ensure their identity and integrity over time. [Archives]**

n., The succession of offices or persons who held materials from the moment it was created. [Archives]

n., The processes of creation, maintenance and use, disposition and preservation of records [MG]. A system of controls that extends over the entire lifecycle of records and ensures their identity and integrity in any action that affects the way the records are represented in storage or presented for use [GL]. [Archives]

character

***n.*, One of a set of symbols, such as letters or numbers, that are arranged to express data and/or information. [General Dictionaries]**

character set

***n.*, A group of symbols used in computing to print and display text electronically. [Computer and Information Sciences]**

chronological date

***n.*, The date (and, possibly, the time of day) of a record, included in the record by its author, or by the electronic system on the author's behalf, in the course of its compilation. *Syn.*: date of compilation. [Archives]**

ciphertext

***n.*, Text or other data in encrypted form; the product of plaintext after encryption. [Computer and Information Sciences]**

classification

***n.*, The systematic organization of records in groups or categories according to methods, procedures, or conventions represented in a plan or scheme. [Archives]**

n., The ordering of archaeological data into groups (e.g. categories, classes, types) using various ordering systems. Monothetic classification is based on all the defined attributes being present all the time before something is accepted as part of a defined group. Polythetic classification allows overlapping subsets of attributes to be used in defining membership of a defined class. [Sciences]

n., In remote sensing, the computer-assisted recognition of surface materials. The process assigns individual pixels of an image to categories (e.g. vegetation, road) based on spectral characteristics compared to spectral characteristics of known parts of an image (training areas). [Sciences]

n., Any scheme for structuring data that is used to group individuals. [Sciences]

n., The systematic identification and arrangement of documents in categories according to logically structured conventions, methods and procedural rules represented in a classification plan/scheme. [Archives]

n., Any method of recognizing relationships between documents. [Archives]

n., The preparation of filing plan/system or classification scheme for records/archives and the placing of series and/or items within such a plan/system or scheme. [Archives]

n., A 'coding' system within which the series of symbols indicating a concept, or semantemes, are subject to certain order relationships. [Computer and Information Sciences]

n., A scheme for the arrangement of books and other material in a logical sequence according to subject or form. [Computer and Information Sciences]

n., Any method of recognizing relations, generic or other, between items of information, regardless of the degree of hierarchy used and of whether those methods are applied in connection with traditional or computerized information systems. [Computer and Information Sciences]

n., The arrangement of things in logical order according to their degrees of likeness. [Computer and Information Sciences]

n., The process of assigning restrictions to materials, allowing access to specific individuals. [General Dictionaries]

n., The process of assigning material a code or heading indicating a category to which it belongs; see code. [General Dictionaries]

n., Systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules represented in a classification system. [General Dictionaries]

n., The organization of materials into categories according to a scheme that identifies, distinguishes, and relates the categories. [General Dictionaries]

n., The arrangement of concepts into classes and their subdivisions to express the relationship among them. The classes are represented by means of a notation. The classification scheme of a record-keeping system is based on the analysis of the functions, matters and typology of records to determine the rational and systematic aggregation of records: it facilitates the capturing of records and their organization in files, the retrieval and the security of records during the phase of records management and also the historical research when records are permanently retained in historical archives. For each category and its subdivisions, records are connected as files of one year or two years or a different period of time: each file refers to a specific transaction (or Affaire). (ICA Directives) [General Dictionaries]

classification code

***n.*, A series of alphabetical, numerical, or alphanumeric symbols used to identify the record in its documentary context. [Archives]**

classification scheme

***n.*, A plan for the systematic identification and arrangement of business activities and records into categories according to logically structured conventions, methods and procedural rules. [Archives]**

classified record

***n.*, A record, made or received by the creator, which has been given a classification code based on the classification scheme. [Archives]**

classify

***v.*, To arrange systematically in groups or categories according to established criteria. [Arts]**

v., The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them. Also used as a shortened form of the term classification system or classification scheme. See also: Cataloging and Classification Section and cross-classification [Computer and Information Sciences]

v., To bring individual items or persons with the same or similar characteristics together actually, or mentally, that is, conceptually. Also, in a secondary sense, to arrange classes in a classification, and to allocate the appropriate class number to a book. [Computer and Information Sciences]

clause

***n.*, [diplomatsics] Any of several textual formulae found after or within the disposition of a document that ensure the execution of the act, avoid its violation, guarantee its validity, preserve the rights of third parties, attest the execution of the required formalities, or indicate the means employed to give the document probative value. [Archives]**

compact disc

***n.*, (CD) A type of single-sided, optical digital medium that is capable of storing approximately 700 megabytes of digital data on one continuous, microscopic, spiral track or groove that is cut and read by a laser beam. Its logical format specifications are governed by the ISO 9660 and 13490 standards. [Computer and Information Sciences]**

compatibility

***n.*, The ability of different devices or systems (e.g., programs, file formats, protocols, even programming languages) to work together or exchange data without modification.**

a., Different systems (e.g., programs, file formats, protocols, even programming languages) that can work together or exchange data are said to be compatible. [Computer and Information Sciences]

a., The ability of one device or program to work with another device or program. The term compatible implies different degrees of partnership. For example, a printer and a computer are said to be compatible if they can be connected to each other. An IBM compatible PC, on the other hand, is a computer that can run the same software as an IBM PC. [Computer and Information Sciences]

competence

***n.*, A sphere of functional responsibility entrusted to a physical or juridical person. [General Dictionaries]**

n., The ability to carry out a task or practice a skill; competence should be capable of evaluation and should be transferable between trainers and trainees. Core competencies are the central skills of a particular group of jobs. [Computer and Information Sciences]

n., (of witnesses) The legal capacity of a person to be a witness. [Government]

n., The mandate and authority given to an office or person to accomplish something. [General Dictionaries]

n., Having the basic qualifications to perform a function. [General Dictionaries]

competent person

***n.*, The physical or juridical person given the authority and capacity to act within a specific sphere of responsibility. [General Dictionaries]**

n., The body which is given the exclusive competence for the indefinite preservation of an agency's inactive records. [Archives]

n., The office which is given a competence and has, therefore, the authority and capacity to act within it. [Archives]

compile

***v.*, To gather and put together pieces of existing data or information from various sources in an orderly, structured whole. [General Dictionaries]**

complete record

***n.*, A record that contains all the elements required by the creator and the juridical system for it to be capable of generating consequences. [Archives]**

completeness

***n.*, The characteristic of a record that refers to the presence within it of all the elements required by the creator and the juridical system for it to be capable of generating consequences. With primitiveness and effectiveness, a quality presented by an original record. [Archives]**

n., The characteristic of records that present all the elements of physical form and intellectual form required by the agency and the juridical system. [Archives]

n., The property or state of being logically or mathematically complete. In logic, an inference procedure is complete if it can derive every possible valid conclusion from the given axioms. A knowledge-based system can be considered incomplete if missing data hinders its operation or corrupts the results. [Computer and Information Sciences]

n., The property of having every necessary step concluded with nothing wanting. [General Dictionaries]

n., The property of having all physical and intellectual components required by the process or laws regulating the system that created the record. [General Dictionaries]

compliant

v., Ensuring that the requirements of laws, regulations, industry codes and organizational standards are met. [Archives]

complimentary clause

n., [diplomats] A brief formula expressing respect, such as "sincerely yours" or "yours truly". [Archives]

component

n., Uniquely identifiable input, part, piece, assembly or subassembly, system or subsystem, that (1) is required to complete or finish an activity, item, or job, (2) performs a distinctive and necessary function in the operation of a system, or (3) is intended to be included as a part of a finished, packaged, and labeled item. Components are usually removable in one piece and are considered indivisible for a particular purpose or use. [General Dictionaries]

compose

v., To compile, formulate, generate or write the content of a document in an orderly, structured manner. [Archives]

compression

v., The (re)coding of digital data to save storage space or transmission time. [Computer and Information Sciences]

v., Removal from a file or data stream of information that may be redundant either in the sense of information theory, or in the sense that the retention of precision, definition, or some similar measure of quality is less important than the necessity to abbreviate the data. In the former sense, the abbreviation is lossless, while in the latter sense it is lossy. Compression permits either or both kinds, and so its effects are not always exactly reversible. [Computer and Information Sciences]

conformed copy

n., An exact copy of a document on which has been written explanations of things that could not or were not copied; e.g., written signature might be replaced on conformed copy with notation that it was signed by the person whose signature appears on the original. [Archives]

content

n., The message contained in the body of a record. [Archives]

n., The intellectual substance of a document – the text, data, symbols, numerals, images, sound and vision. [Archives]

n., The information that a document is meant to convey, as opposed to form. [Archives]

n., The textual, symbolic and/or visual message that is meant to be conveyed. [Archives]

n., The essential matter or substance of a written work or discourse, as opposed to its form or style. In a more general sense, all the ideas, topics, facts, or statements contained in a book or other written work. Synonymous in this sense with subject matter. Also refers to the matter that is the subject of a course of study. Compare with contents. See also: content analysis and editorial content.

[Computer and Information Sciences]

context

n., The framework in which a record is created, used, and maintained. [Archives]

n., The position of an archaeological find in time and space, established by measuring and assessing its associations, matrix, and provenance. The assessment includes the study of what has happened to the find since it was buried in the ground. [Sciences]

n., The physical and cultural circumstances surrounding the deposition of archaeological material and the formation of archaeological deposits. [Sciences]

n., The circumstances that a user may bring to a document that influences that user's understanding of the document. [Archives]

n., The organization functional and operational circumstances in which documents are created and/or received and used. [Archives]

n., The framework in which the action in which the record participates takes place. The types of context include juridical-administrative context, provenancial context, procedural context, documentary context, and technological context. [Archives]

n., The framework of action in which the record participates. [Archives]

n., In a grammar it refers to the symbols before and after the symbol under consideration. If the syntax of a symbol is independent of its context, the grammar is said to be context-free. [Computer and Information Sciences]

controlling agency

***n.*, The agency exercising administrative control (1) over archival documents. [Archives]**

conversion

***n.*, The process of transforming a digital document or other digital object from one format, or format version, to another one. [General Dictionaries]**

n., The process of changing something from one form or medium to another, while leaving the intellectual content unchanged. [Archives]

n., A change from one form to another. Umbrella term that includes migration, refreshment, reproduction, etc. [Archives]

n., [data conversion] Changing the representation of data in a database from one form to another, as for instance changing the storage medium, data format, or the code in which the data is held. [Arts]

v., To move data to a different format, especially data from an obsolete format to a current format; migration. [Computer and Information Sciences]

n., The process of changing the representation of information to a form which is usable by a computer, e.g. converting it to machine 'language'. [Computer and Information Sciences]

n., (in equity) The changing (either actually or fictionally) of one kind of property into another. [Government]

n., Process of changing records from one medium to another or from one format to another. [General Dictionaries]

conversion of records

***v.*, The process of converting records in the usual and ordinary course of business (otherwise the activity is not conversion but creation) for purposes of security, disaster prevention, conservation, overcoming technology obsolescence, ensuring compatibility with a different hardware or software configuration or generation, or compacting the information, while leaving intact their intellectual form. [Archives]**

v., To change the medium (includes copying to the same kind of medium) and/or physical form of a record in the usual and ordinary course of business (otherwise the activity is not convert records but create records), leaving intact the intellectual form, for purposes of security, disaster prevention, conservation, overcoming technology obsolescence, or compacting the information while preserving the record's reliability and authenticity. [Archives]

copy

***n.*, The duplicate of an object, resulting from a reproduction process. *Syn.*: duplicate. [General Dictionaries]**

n., A copy is the result of a reproduction process. A copy can be made from an original or from a copy of either an original or another copy. [Archives]

n., An entity that is generated from and resembles a record. [Archives]

v., To make a reproduction of a record in any state of transmission for business purposes. [Archives]

n., A duplication of the text of an original document prepared simultaneously or separately, usually identified by function or by method of creation. [Archives]

n., Reproduction, duplicate or replica. [Arts]

n., [copies] Specific specimens of a given written or printed work; may be issued in multiples as an edition. [Arts]

n., [copies] Refers to objects derived from or made to resemble original existing objects. Implies less precise and faithful imitation than does the term "reproductions." When copies are presented with intent to deceive, use "forgeries" or "counterfeits." When more than one similar work is produced by the same maker, use "replicas" or "versions." [Arts]

v., Non-fraudulent manual repetition of another work of art. The non-fraudulent copy may be divided into three distinct but not necessarily mutually exclusive categories: the copy as a means of duplication; the copy in art education; and the copy as a starting-point for the creation of another art work (often called "artists' copies" to distinguish the genre from the essentially utilitarian function of the first two categories). [Arts]

v., To reproduce or duplicate something. [Arts]

v., To produce a replica of some stored information in a different part of the store or on a different storage device. For example, a piece of text or graphical information can be copied by marking it in some way, reading it into a temporary storage area, and writing it into a new location (compare cut). [Computer and Information Sciences]

n., Something that is identical to something else; a facsimile. [General Dictionaries]

copy in form of original

***n.*, A copy identical to the original and having the same effects, but generated subsequently. [Archives]**

n., Copy in the form of an original, which is identical to the original although generated subsequently. [Archives]

copy of outgoing document

***n.*, The reproduction of a document sent to an external juridical or physical person, which is simultaneously set aside as a record by the creator, usually in a recordkeeping system. [Archives]**

corporate body

***n.*, An organization or group of persons created by statute that is identified by a particular name and that acts as a legal entity. [Archives]**

n., An institution, organized body, or assembly of persons known by a corporate or collective name. [Computer and Information Sciences]

correct

***a.*, [diplomacy] The state of a record whose content and form fulfill the requirements set by the creator and the juridical system for the record to reach the consequences or produce the effects for which it was intended. With pertinent, precise and truthful, a component of accuracy. [Archives]**

corroboration

***n.*, [diplomacy] An intrinsic element of documentary form that comprises an explicit statement of the means used to validate a record. [Archives]**

n., Evidence that confirms the accuracy of other evidence "in a material particular". [Government]

corruption

***n.*, A change in the form, content or attributes of a record such that the record one is accessing can no longer be considered the one that it purports to be. [Archives]**

n., A change in data such that the data content received is not what was originally sent. [Arts]

n., The act of doing something with an intent to give some advantage inconsistent with official duty and the rights of others; a fiduciary's or official's use of a station or office to procure some benefit either personally or for someone else, contrary to the rights of others. [Government]

countersigner

***n.*, The person who, by signing a record, assumes responsibility for the regularity of the procedure generating it and for its forms. [General Dictionaries]**

cpu

Initialism for "central processing unit." [Computer and Information Sciences]

created record

n. A made or received document declared a record and set aside for action or reference, usually in a recordkeeping system. [Archives]

creation procedure

n. The procedure governing the formation of the record and/or its participation in the act. [Archives]

creator

See: records creator [Archives]

n. An entity that generates records in the course of its activities. [Archives]

n. Individual person, organisation or other body that generates records in the course of their activities (MG). [Archives]

n. The person or organization that creates or receives and accumulates documents. [Archives]

n. The physical or juridical person who makes, receives, or accumulates records by reason of its mandate/mission, functions or activities. [Archives]

n. In archives, the individual or agency responsible for creating, receiving, accumulating, or otherwise producing records or documents for which some form of disposition must be made once their archival value has been appraised. Also refers to the person responsible for producing an original work of visual art. [Computer and Information Sciences]

n. The entity that is responsible for something's production, accumulation, or formation. [General Dictionaries]

cross-platform

n. The capability of software or hardware to run identically on different platforms; facilitated by the adoption of open-standard products and formats. *Syn.:* platform-independent; platform-neutral. [Computer and Information Sciences]

crosswalk

n. A chart or table that represents the semantic mapping of fields or data elements in one metadata standard to fields or data elements in another standard that has a similar function or meaning. [General Dictionaries]

cryptographic system

n. Any computer system that involves cryptography. [Computer and Information Sciences]

cryptography

n. The practice and study of protecting information by transforming it (encrypting it) into an unreadable format, called ciphertext. Only those who possess a secret (private) key can decipher (or decrypt) the message into plaintext. [Computer and Information Sciences]

cryptosystem

n. Shorthand for “cryptographic system.” [Computer and Information Sciences]

current record

n. *See:* active record. [Archives]

custodian

n. A person or institution that has charge or custody (of a child, property, papers, or other valuables). [Government]

n. [custodians] Persons officially entrusted with guarding and keeping things, such as property, artifacts, or records, or with custody or guardianship of people, such as prisoners, inmates, or wards. [Arts]

n., In the legal sense, this word means "guardian" or "protector." It is used euphemistically in lay contexts to mean "janitor."
[Government]

custody

n., **The basic responsibility for guardianship of records/archives based upon their physical possession but not necessarily implying legal title.** [Archives]

n., The care and control of a thing or person for inspection, preservation, or security. [Government]

dat

n., **Initialism for “digital audio tape.”** [Computer and Information Sciences]

data

n., **The smallest meaningful units of information.** [Archives]

n., Relevant observations made on artifacts serving as the basis for study and discussion. [Sciences]

n., Facts or instructions represented in a formalized manner, suitable for transmission, interpretation or processing manually or automatically. [Archives]

n., The symbolic representation of facts or ideas, especially when in the form in which it was originally collected and is unanalyzed. [Archives]

n., Information, in any form, on which computer programs operate. The distinction between program (instructions) and data is a fundamental one in computing (see von Neumann machine). It is in this fundamental sense that the word is used in terms such as data, data break, data bus, data cartridge, data communications, data compression, data name, data protection, data subject, and data type. [Computer and Information Sciences]

n., Numbers, characters, images, or other method of recording, in a form which can be assessed by a human or (especially) input into a computer, stored and processed there, or transmitted on some digital channel. [Computer and Information Sciences]

n., Technically, raw facts and figures, such as orders and payments, which are processed into information, such as balance and due and quantity on hand. However, in common usage, the terms data and information are used synonymously. [Computer and Information Sciences]

n., Any form of information whether in paper or electronic form. In electronic form, data refers to the files and databases, text documents, images and digitally-encoded voice and video. [Computer and Information Sciences]

n., A general term for information; particularly used for information stored in a database. [Computer and Information Sciences]

n., Data is distinguished from other contrasting forms of information on which computers operate, such as text, graphics, speech, and image. The distinguishing characteristic is that it is organized in a structured, repetitive, and often compressed way. Typically the structure takes the form of sets of fields, where the field names are omitted (this omission being a main means of achieving compression). The “meaning” of such data is not apparent to anyone who does not know what each field signifies (for example, only a very limited meaning can be attached to “1234” unless you know that it occupies the “employee number” field). That characteristic gives rise to the popular fallacy that “data is meaningless”. [Computer and Information Sciences]

n., Numbers, characters, images or other methods of recording that represent values that can be stored, processed, and transmitted by electronic systems. [General Dictionaries]

data element

n., **A discrete component of data.** [General Dictionaries]

n., The basic unit of information in the structured table of data elements. [Computer and Information Sciences]

data format

n., **The organization of data within files, usually designed to facilitate the storage, retrieval, processing, presentation, or transmission of the data by software.** [Computer and Information Sciences]

n., A collection of information treated as a unit for storage or use on a computer, especially at the level of the operating system. [Computer and Information Sciences]

data grid

***n.*, The registration of digital entities into a logical name space. Manipulations of registered material can then be automated through any standard computer application programming interface (API). [Archives]**

data hierarchy

***n.*, The system of data objects which provide the methods for information storage and retrieval. Broadly, a data hierarchy may be considered to be either natural or machine. [Computer and Information Sciences]**

data model

***n.*, The product of the database design process which aims to identify and organize the required data logically and physically. A data model says what information is to be contained in a database, how the information will be used, and how the items in the database will be related to each other. [Computer and Information Sciences]**

n., An abstract model of some real-world situation or domain of interest about which information is to be held in a database and which the logical schema for that database encodes. The term data model (or data modeling method) is also used for a set of logical abstractions employed in constructing such a model. [Computer and Information Sciences]

n., A grammar of metadata language; a formalized world view that provides a context for metadata by defining the structural relationships between different types of elements and sometimes by characterizing the things to which the elements refer. [General Dictionaries]

data processing

***v.*, The systematic performance of a single operation or sequence of operations by one or more central processing units on data converted to machine-readable format to achieve the result for which the computer program that controls the processing was written. [Computer and Information Sciences]**

data restoration

***n.*, The process of recovering data or records as bits from a failed, damaged, degraded or obsolete digital medium, followed by steps to restore the intelligibility of the recovered data or records. *Syn.*: digital archaeology. [Computer and Information Sciences]**

data stream

***n.*, A sequence of digitally encoded signals used to represent information in transmission. Also spelled “datastream.” [Computer and Information Sciences]**

data type

***n.*, The representation of information according to preset specifications (e.g., plaintext files, HTML, TIFF, etc.). [Computer and Information Sciences]**

database

***n.*, A collection of data items and links between them, structured in a way that allows it to be accessed, manipulated and extracted by a number of different applications programs or query languages. [General Dictionaries]**

n., A large collection of information that has been coded and stored in a computer in such a way that it can be extracted under a number of different category headings. [Sciences]

n., A structured assembly of logically related data designed to meet various applications but managed independently of them. [Archives]

n., Data organized and stored so that it can be manipulated or extracted to meet various applications but managed independently of them. [Archives]

n., [databases] Structured assemblies of logically related data, usually machine-readable data, designed to meet various applications but managed independently of them. [Arts]

n., Information that is accessed and updated through software (a database management system) that has been organized, structured, and stored so that it can be manipulated and extracted to for various purposes. [Computer and Information Sciences]

n., Any grouping of data for a particular purpose or for the use of a particular set of end users, usually organized via fields, and providing tools to enable manipulation of the data such as sorting, grouping and extraction. [Computer and Information Sciences]

n., Normally and strictly, a body of information held within a computer system using the facilities of a database management system. All accessing and updating of the information will be via the facilities provided by this software as will be the recording of information on the log file, database recovery, and multiaccess control. [Computer and Information Sciences]

n., A set of interrelated files that is created and managed by a DBMS (Database Management System). [Computer and Information Sciences]

n., One or more large structured sets of persistent data, usually associated with software to update and query the data. A simple database might be a single file containing many records, each of which contains the same set of fields where each field is a certain fixed width. [Computer and Information Sciences]

n., An organized collection of information held on a computer. [Government]

n., Any collection of information, automated or not, without regard to how it is accessed or stored. [General Dictionaries]

n., A (large) collection of data items and links between them, structure in a way that allows it to be access by a number of different applications programs or query languages. The terms is also used loosely to describe any collection of data. [General Dictionaries]

date of compilation

See: chronological date. [Archives]

n., The date, and possibly the time, a record has been written, included in the record by the author or the electronic system on the author's behalf. [Archives]

date of document

***n.*, The particular place (topical date) and/or time (chronological date) of the compilation and/or issuing of recorded information (the document).** [Archives]

date of receipt

***n.*, The date the record is received by the agency to which it was sent.** [Archives]

date of record

***n.*, The date assigned to it by the author.** [Archives]

n., The date assigned to it by the author. It appears in the intellectual form of the record. [Archives]

date of transmission

***n.*, The date the record leaves the space in which it was generated.** [Archives]

de facto standard

***n.*, A standard not issued by any official standards-setting body, but nevertheless widely used and recognized by its users as a standard.** [Government]

de jure standard

***n.*, A standard issued by an official standards-setting body, whether national (e.g., ANSI), multi-national (e.g., CEN) or international (e.g., ISO).** [Government]

declared record

***n.*, An identified document, made or received by the creator, which has been classified and registered.** [Archives]

decompression

***v.*, Returning a compressed image or compressed data to its uncompressed form. Some compression methods lose information so that the uncompressed image or data is not equivalent to the original.** [Computer and Information Sciences]

degree of perfection

***n.*, The completeness, primitiveness and effectiveness (enforceability) of a record. The three degrees of perfection for a record are draft, original and copy. [Archives]**

described records

***n.*, Arranged records for which information about their nature, make-up and contexts (juridical-administrative, provenancial, procedural, documentary and technological) are recorded to facilitate administrative and intellectual control. [Archives]**

description

***See:* archival description [Archives]**

description of action or matter

***n.*, Presentation of the ideal motivation (preamble) and the concrete reason (exposition) for the action as well as the action or matter itself (disposition) as expressed in the content of the record. [Archives]**

descriptive instrument

***n.*, A tool prepared in the course of archival description and indexing of records for the purposes of administrative and intellectual control. [Archives]**

designated records preserver

***n.*, The entity responsible for taking physical and legal custody of and preserving (i.e., protecting and ensuring continuous access to) authentic copies of a creator's inactive records. The role of the designated records preserver should be that of a trusted custodian for a creator's records.*Syn.*: designated preserver; preserver. [Archives]**

determine requirements for presenting records/aggregates

Analyse, define and document the requirements for presenting records and their aggregates, based upon the guidelines for organizing them, so they can be presented to fulfill requests for records or record aggregates in ways that reflects their interrelationships. [Models (BDR)]

digital

***a.*, The representation of an object or physical process through discrete, binary values. In contrast to an analogue representation of an object or physical process, a digitally-encoded representation does not resemble the original. [Computer and Information Sciences]**

***n.*, Operating on data (textual, numeric, graphic or audio) represented as a series of usually binary digits or in similar discrete form.**

***n.*, Representing data as discrete variables in the form of numerical characters, as in a digital clock or a digital computer.**

digital archaeology

***n.*, *See:* data restoration [Computer and Information Sciences]**

digital audio tape

***n.*, (DAT) A type of magnetic digital medium that can store up to 4 gigabytes of digital data per cassette by using helical scan recording. [Computer and Information Sciences]**

digital component

***n.*, A digital object that is part of one or more digital documents, and the metadata necessary to order, structure or manifest its content and form, requiring a given preservation action. [Archives]**

n., A digital object that contains all or part of the content of an electronic record, and/or metadata necessary to order, structure, or manifest the content, and that requires specific methods for preservation of one or more electron [Archives]

digital data

***n.*, The smallest meaningful units of information, expressed as binary bits that are digitally encoded and affixed to a digital medium. [Computer and Information Sciences]**

digital document

***n.*, A digital component, or group of digital components, that is saved and is treated and managed as a document. [Archives]**

digital encoding

***v.*, The use of discrete numeric values (such as the binary values 0 and 1) rather than a continuous spectrum of values (such as those generated by an analogue system). [Computer and Information Sciences]**

digital entity

***n.*, A real or abstract digital construct. [Archives]**

n., Any aggregation of data. [Archives]

digital format

***n.*, The byte-serialized encoding of a digital object that defines the syntactic and semantic rules for the mapping from an information model to a byte stream and the inverse mapping from that byte stream back to the original information model. In most contexts, digital format is used interchangeably with digital file-related concepts such as file format, file wrapper, file encoding, etc. However, there are some contexts, “such as the network transport of formatted content streams or consideration of content streams at a level of granularity finer than that of an entire file, where specific reference to “file” is inappropriate.”*Syn.*: digital presentation. [Computer and Information Sciences]**

digital linear tape

***n.*, (DLT) A type of magnetic digital medium that can store up to 35 gigabytes of digital data per cassette by using longitudinal recording. [Computer and Information Sciences]**

digital medium

***n.*, Physical material, such as a CD, DVD, DAT or hard disk, used for storage of digital data. [Computer and Information Sciences]**

digital object

***n.*, A discrete aggregation of one or more bitstreams and the metadata about the properties of the object and, if applicable, methods of performing operations on the object. [General Dictionaries]**

n., In the technical sense, a type of data structure consisting of digital content, a unique identifier for the content (called a "handle"), and other data about the content, for example, rights metadata. See also: digital asset management and Digital Object Identifier [Computer and Information Sciences]

n., A unit of digital information that includes properties of the object and may also include methods of performing operations on the object. [General Dictionaries]

digital presentation

***n.*, *See*: digital format [Computer and Information Sciences]**

digital preservation

v., The specific process of maintaining digital materials during and across different generations of technology over time, irrespective where they reside. [Computer and Information Sciences]

digital record

n., A digital document that is treated and managed as a record. [Archives]

n., A record whose content and form are encoded using discrete numeric values (such as the binary values 0 and 1) rather than a continuous spectrum of values (such as those generated by an analogue system).

n., A record that has been captured and fixed for storage and manipulation in a computer system and that requires the use of the system to be intelligible by a person. [Archives]

digital signature

n., An electronic signature based on public key cryptography. [Archives]

n., A digital mark that has the function of a signature in, is attached to, or is logically associated with a record, and is used by a signatory to take responsibility for, or to give consent to, the content of the record. [Archives]

n., A code, generally created using a public key infrastructure (PKI), that is associated with a digital object that can verify that the object has not been altered and, in some contexts, may be used to authenticate the identity of the sender. [Computer and Information Sciences]

n., An electronic signature that cannot be forged. It is a computed digest of the text that is encrypted with the sender private key and sent along with the text message. The recipient decrypts the signature with the sender's public key and recomputes the digest from the received text. If the digests match, the message is authenticated and proved intact from the sender. [Computer and Information Sciences]

n., In electronic commerce, a system to confirm the identity of a message's sender as well as the authenticity and integrity of electronic documents. [Computer and Information Sciences]

n., Extra data appended to a message which identifies and authenticates the sender and message data using public-key encryption. [Computer and Information Sciences]

n., Data appended to a unit of data held on a computer, or a cryptographic transformation of a data unit, that allows the recipient of the data unit to prove its source and integrity and protects against forgery. The International Standards Organization defined this means of identification and protection. An electronic signature, as defined by the Electronic Communications Act 2000, has a similar effect in relation to a commercial agreement. [Government]

digital system

n., Any system handling binary data, as opposed to an analogue system. [Computer and Information Sciences]

digital timestamp

n., A binary code attached to a record indicating the time that an event occurred, such as creation, receipt, reading, modification or deletion. [Computer and Information Sciences]

digital videodisc

n., (DVD) A type of single- or double-sided, optical digital medium that is capable of storing from 4.7 to 8.5 gigabytes of digital data on two continuous, microscopic, spiral tracks or grooves that are cut and read by a laser beam. Its logical format specifications are governed by the Universal Disk Format (UDF) specification. *Syn.*: digital versatile disc. [Computer and Information Sciences]

diplomatics

n., The discipline which studies the genesis, forms and transmission of archival documents, and their relationship with the facts represented in them and with their creator, in order to identify, evaluate, and communicate their true nature. [Archives]

n., The science dealing with the types and elements of documents. [Archives]

n., The study of the creation, forms, and transmission of records, and their relationship to the facts represented in them and to their creator, in order to identify, evaluate, and communicate their nature and authenticity. [Archives]

n., An analytical technique for determining the authenticity of records issued by sovereign authorities in previous centuries. [Archives]

directive

***n.*, An order or instruction, especially one issued by an agency, corporate body, organization or other central authority. [Government]**

disposition

***n.*, [archives] Records' final destruction or transfer to an archives as determined by their appraisal. [Archives]**

***n.*, [diplomacy] An intrinsic element of documentary form that comprises the core of the text of a document narrating the expression of the will of the author and the action of the record. [Archives]**

n., The actions taken with regard to non-current records following their appraisal and the expiration of their retention periods as provided for by legislation, regulation or administrative procedure. [Archives]

n., The destination of archival documents as determined by their appraisal. [Archives]

n., [records schedules] Documents describing the recurring records of an organization or administrative unit, specifying those records to be preserved as having archival value, and authorizing, on a continuing basis and after the lapse of specified retention periods and the occurrence of specified actions or events, the destruction of the remaining records. [Arts]

n., The arrangement of different stops or registers among the keyboards or divisions of a harpsichord or organ. For example, a single unison register of a harpsichord is usually designated as 1 × 8'; an octave higher (the four foot) as 1 × 4'. A three-register harpsichord with two unisons and an octave would be designated 2 × 8', 1 × 4'. [Arts]

n., The action taken after the appraisal of non-current documents. This may include transfer to a records center or archive depository for temporary or permanent storage, reproduction on microfilm, or destruction. [Computer and Information Sciences]

n., The act of transferring something to another's care or possession, esp. by deed or will; the relinquishing of property. [Government]

n., Disposal; disposition. Both mean generally "a getting rid of," but "disposal" has more often to do with trash or inconsequential items, whereas "disposition" is used of assets given to relatives and friends by will. "Disposition" connotes a preconceived plan and an orderly arrangement. "Disposal," by contrast, bears derogatory connotations--more so in AmE than in BrE. [Government]

dispositive

***a.*, (of a document) constituting a juridical act. [Archives]**

dispositive record

***n.*, A retrospective record whose purpose is to put into existence an act, the effects of which are determined by the writing itself; that is, the written form of the record is the essence and substance of the act. With enabling, instructive, narrative, probative and supporting, one of six functional categories of records. [Archives]**

dlt

***n.*, Initialism for "digital linear tape." [Computer and Information Sciences]**

document

***n.*, An indivisible unit of information constituted by a message affixed to a medium (recorded) in a stable syntactic manner. A document has fixed form and stable content. [Archives]**

n., Recorded information or object which can be treated as a unit. [Archives]

n., Recorded information regardless of medium or characteristics. [Archives]

n., A combination of a medium and the information recorded on or in it, which may be used as evidence or for consultation. [Archives]

n., A single archival, record or manuscript item. Usually physically indivisible. [Archives]

n., Information that has been fixed in written form. [Archives]

n., Refers especially to recorded information regardless of medium or characteristics, whether created specifically as records of information or used as such at some time subsequent to their creation. In its broadest sense, however, can include any item amenable to cataloging and indexing, that is, not only written and printed materials in paper or microform versions but also nonprint media and, in some circumstances, three-dimensional objects or realia. [Arts]

n., A single record or item. Examples include: a sheet of paper with writing; an E-Mail message; a film with images; a magnetic tape with a sound recording. [Arts]

n., A single component or entity in a set of archival materials, usually a physically indivisible object. [Computer and Information Sciences]

n., Any specific type of file produced or edited by a specific application; usually capable of being printed. E.g. "Word document", "Photoshop document", etc. [Computer and Information Sciences]

n., A generic term for a physical entity consisting of any substance on which is recorded all or a portion of one or more works for the purpose of conveying or preserving knowledge. [Computer and Information Sciences]

n., A piece of text considered to be a single item and usually stored as a file. The document might be a letter, a report, a chapter, etc. It will usually have a unique name, and may have other attributes attached to it, such as a brief description of what it contains and who composed it. [Computer and Information Sciences]

n., Something that records or transmits information, typically in writing on paper. For the purposes of providing evidence to a court, documents include books, maps, plans, drawings, photographs, graphs, discs, tapes, soundtracks, and films. [Government]

n., A unit of data or information, especially written or textual, that has been compiled and formatted for a specific purpose that includes content and structure, and may include context. [General Dictionaries]

document schema

n., A file describing the tag structure of an XML-encoded document, as in an XML Document Type Definition. [Computer and Information Sciences]

document type definition

n., (DTD) **A formal specification that contains or points to the syntactic rules according to which an SGML-compliant document can be composed.** [Computer and Information Sciences]

n., (DTD) The definition of a document type in SGML or XML, consisting of a set of mark-up tags and their interpretation. [Computer and Information Sciences]

documentary context

n., **The archival fonds to which a record belongs, and its internal structure.** [Archives]

documentary form

n., **The rules of representation according to which the content of a record, its administrative and documentary context, and its authority are communicated. Documentary form possesses both extrinsic and intrinsic elements.***Syn.:* **documentary presentation.** [Archives]

n., Rules that structure a document's extrinsic and intrinsic elements in order to communicate its content, its administrative and documentary context, and its authority. [Archives]

documentary presentation

n., *See:* **documentary form** [Archives]

documentary procedure

n., **The body of rules governing the making of an archival document. The more standardized and rigorous the procedure, the more reliable the record is presumed to be.** [Archives]

documentation

***n.*, All material that serves primarily to describe a system and make it more readily understandable, rather than to contribute in some way to the actual operation of the system. Documentation is frequently classified according to purpose; thus for a given system there may be requirements documents, design documents, and so on. In contrast to documentation oriented toward development and maintenance of the system, user documentation describes those aspects of the system that are of interest to end-users. [Computer and Information Sciences]**

n., The organization and processing of documents or data including location, identification, acquisition, analysis, storage, retrieval, presentation and circulation for the information of users. [Archives]

n., Use broadly for the gathering and recording of information, especially to establish or provide evidence of facts or testimony. For the organizing and controlling of information, use "information management." For the records of information, regardless of medium or characteristics, either created specifically as records of information or used as such at some time subsequent to their creation, use "documents." [Arts]

dossier

***n.*, The aggregation of all the records that participate in the same affair or relate to the same event, person, place, project, or other subject. *Syn.*: file. [Archives]**

n., A file relating to a specific action, event, person, place, project, or other subject. A case file is sometimes referred to as a project file or dossier. [Archives]

n., The smallest interrelated aggregation of records, usually named after the person, activity, or subject to which it refers. A dossier should not be confused with a folder. A dossier is a conceptual unit aggregated on the basis of the action or matter with which it deals. [Archives]

n., The aggregation of all the documents related to the same affair. [Archives]

n., A dossier may be distributed across a number of folders. [Archives]

n., A group of documents assembled to provide information about a specific topic. [General Dictionaries]

draft

***n.*, A record made for purposes of correction. [Archives]**

n., A rough or preliminary form of a document, sometimes retained as evidence. [Archives]

n., A temporary compilation made for purposes of correction. [Archives]

n., [Drafts] Preliminary or tentative versions of documents. [Arts]

n., A version of a document, in handwritten, typed, printed, or digital form, not intended to be final but instead subject to future modification (correction, revision, etc.), sometimes by a person or persons other than the original author. See also: bill. [Computer and Information Sciences]

n., An initial unsigned agreement, treaty, or piece of legislation, which is not yet in force. [Government]

n., A document ordering a second party to transfer a specified amount of money to an individual named in the document. [General Dictionaries]

n., A version of a text or image, especially a preliminary version to be further revised. [General Dictionaries]

dram

***n.*, Initialism for "dynamic random-access memory." [Computer and Information Sciences]**

dtd

***n.*, Initialism for "document type definition." [Computer and Information Sciences]**

duplicate

See: copy

durable encoding

***n.*, The encoding of digital documents or other digital objects to conform to well-known data processing standards down to the level of encoding bits as ASCII or Unicode UTF-8, and objects as XML. [Computer and Information Sciences]**

dvd

Initialism for “digital videodisc” or “digital versatile disc.” [Computer and Information Sciences]

dynamic computing

***n.*, Flexible and adaptable approaches to tailoring computing resources to demands. [Computer and Information Sciences]**

dynamic random-access memory

***n.*, (DRAM) A type of semiconductor memory in which the information is stored in capacitors on a metal oxide semiconductor integrated circuit. Due to leakage the capacitor discharges gradually and the memory cell loses the information. Therefore, to preserve the information, the memory has to be refreshed periodically. [Computer and Information Sciences]**

dynamic record

***n.*, A record the content of which is dependent upon data that might have variable instantiations and be held in databases and spreadsheets internal or external to the system in which the record is generated. [Archives]**

n., A document that includes content taken from external sources that changes as those external sources change. [Archives]

dynamic system

n., A system linked to particular algorithmic programming and mathematical system capabilities, as expressed in this statement: "The identification of dynamic systems concerns the definition of a mathematical model which behaves like a process solely on the basis of its measurements" [Computer and Information Sciences]

effective record

***n.*, A record capable of reaching the consequences or producing the effects for which it was intended. [General Dictionaries]**

effectiveness

***a.*, The characteristic of a record that refers to the presence within it of all the elements required by the creator and the juridical system for it to be capable of reaching the consequences or producing the effects for which it was intended. With completeness and primitiveness, a quality presented by an original record. [Archives]**

n., The capacity to be effective, i.e. to reach the purpose for which the object was generated. [General Dictionaries]

e-government

***n.*, The use of information technologies, especially the Internet to improve government services for and interactions with citizens (G2C) , businesses and industry (G2B), and different division of government (G2G) by simplifying processes, and by integrating and eliminating redundant systems. [General Dictionaries]**

n., Services on the net, that are customer (citizen/business) oriented and not service provider oriented. It is service delivery independent of place and time. And it is hopefully a single interface to government. [General Dictionaries]

n., The delivery of information and services online through the Internet or other digital means. [General Dictionaries]

n., Cross government co-operation. Data should be a shared resource. [General Dictionaries]

n., Services based on Internet technologies. This involves IP networking, WWW technologies and standard browsers for easy and flexible access to information and to interactive services. [General Dictionaries]

n., Government use of the web to enhance information access and service delivery to citizens, businesses and other government customers. [General Dictionaries]

electroacoustic record

***n.*, An aural record generated by an electronic device. [Arts]**

electroacoustics

n. A science that deals with transformation of sound energy into electric energy and vice versa. [General Dictionaries]

electronic

n. Device or technology associated with or employing low voltage current and solid state integrated circuits or components, usually for transmission and/or processing of analogue or digital data. [Computer and Information Sciences]

electronic address

n. A location of data, usually in main memory or on a disk. You can think of computer memory as an array of storage boxes, each of which is one byte in length. Each box has an address (a unique number) assigned to it. By specifying a memory address, programmers can access a particular byte of data. Disks are divided into tracks and sectors, each of which has a unique address. [Computer and Information Sciences]

n. A name or token that identifies a network component. In local area networks (LANs), for example, every node has a unique address. On the Internet, every file has a unique address called a URL. [Computer and Information Sciences]

electronic record

n. An analogue or digital record that is carried by an electrical conductor and requires the use of electronic equipment to be intelligible by a person.

n. [Defined as MACHINE READABLE RECORDS/ARCHIVES] Records/archives usually in code, recorded on a medium such as a magnetic disc, magnetic tape, punched card, whose contents are accessible only by machine and organized in accordance with the principle of provenance. [Archives]

n. A record which is in electronic form. [Archives]

n. Information that has been captured and fixed for storage and manipulation in an automated system and that requires the use of the system to render it intelligible by a person. [Archives]

n. Records on electronic storage media. [Archives]

n. A record that has been made or received, and fixed for storage and manipulation in a computer system and that requires the use of the system to be intelligible by a person. [Archives]

n. Bibliographic or archival records stored on a medium, such as magnetic tape/disk or optical disk, that requires computer equipment for retrieval and processing. Compare with machine-readable records. [Computer and Information Sciences]

electronic seal

n. A means of authenticating a record and its author or a means of protecting the confidentiality of the record by ensuring that the record is only opened by the intended addressee. It is a distinct type of electronic signature. [Archives]

electronic signature

n. A digital mark that has the function of a signature in, is attached to, or is logically associated with a record, and is used by a signatory to take responsibility for, or to give consent to, the content of the record. [Archives]

n. A digital mark, code, or other symbol that identifies an individual and indicates responsibility for or consent to the content of the material to which it is affixed. [Archives]

n. An electronic symbol, sound, or process that is either attached to or logically associated with a document (such as a contract or other record) and executed or adopted by a person with the intent to sign the document. Types of electronic signatures include a typed name at the end of an e-mail, a digital image of a handwritten signature, and the click of an "I accept" button on an e-commerce site. [Government]

electronic system

n. [Electronic Records System] Any information system that produces, processes, or stores records by using a computer. Often called an automated information system. [Government]

element

n., A fundamental, essential, or irreducible constituent of a composite entity. [General Dictionaries]

element of form

n., A constituent part of the record's documentary form, visible on the face of the record. It may be either extrinsic, like a seal, or intrinsic, like a subscription. [Archives]

element set

n., Collections of elements that have at least one characteristic in common. [General Dictionaries]

n., Collections of objects or elements that have at least one characteristic in common. For example, the set X may consist of all the elements x1, x2, x3, etc. This is written {x1, x2, x3,...} = X. [Sciences]

e-mail

n., An abbreviation of electronic mail, an Internet protocol that allows computer users to exchange messages and data files in real time with other users, locally and across networks. [Computer and Information Sciences]

n., Messages, documents, etc., sent between users of computer systems, the computer systems being used to transport and hold the e-mail. [Sciences]

n., A means for an originator of information to distribute information to an unlimited number of recipients via a value added network service which mimics the functions of the paper postal services. [Arts]

n., Messages automatically passed from one computer user to another, often through computer networks and/or via modems over telephone lines. [Computer and Information Sciences]

n., A means of transmitting correspondence over telephone lines, cable lines and/or computer networks or of relaying messages via satellite networks. [General Dictionaries]

n., The transmission of messages over communications networks. Language designation refers to the language of the host site. [General Dictionaries]

e-mail attachment

n., A file that is linked to and is transmitted along with an e-mail message. The attached file can be of any type. [Computer and Information Sciences]

emulation

n., The reproduction of the behaviour and results of obsolete software or systems through the development of new hardware and/or software to allow execution of the old software or systems on future computers. *Syn.*: preservation emulation. [General Dictionaries]

n., A process of imitation, which is a frequent feature accompanying competition. Customs, buildings, and artifacts in one society may be adopted by neighbouring ones through imitation, which is often competitive in nature. [Sciences]

n., Moving the information to new hardware but with a additional software component which emulates the old hardware, thus allowing execution of the old application software. [Archives]

n., When one system performs in exactly the same way as another, though perhaps not at the same speed. A typical example would be emulation of one computer by (a program running on) another. You might use an emulation as a replacement for a system whereas you would use a simulation if you just wanted to analyse it and make predictions about it. [Computer and Information Sciences]

n., Emulation should be more than simulation. This should mimic exactly the behaviour of the circumstances that it is emulating. [Computer and Information Sciences]

n., The exact execution on a given computer of a program written for a different computer, accepting the identical data and producing the identical results. Emulation is thus the imitation of all or part of one computer system by another system. It may be achieved by software, microprogram, or hardware. A particular emulation could be used as a replacement for all or part of the system being emulated, and furthermore could be an improved version. For example, a new computer may emulate an obsolete one so that programs written for the old one will run without modification. [Computer and Information Sciences]

n., The use of one system to reproduce the behaviours and results of another system. [General Dictionaries]

enabling record

***n.*, A prospective record encoded in machine language that is actively involved in carrying out an action or process. With dispositive, instructive, narrative, probative and supporting, one of six functional categories of records. [Archives]**

encapsulation

***n.*, The process of binding together a digital document or other digital object and the means of providing access to it, normally in a wrapper that describes what it is in a way that can be understood by a wide range of technologies (such as an XML document). [Computer and Information Sciences]**

n., The technique used by layered protocols in which a layer adds header information to the protocol data unit (PDU) from the layer above. As an example, in Internet terminology, a packet would contain a header from the physical layer, followed by a header from the network layer (IP), followed by a header from the transport layer (TCP), followed by the application protocol data. [Computer and Information Sciences]

encoding

***n.*, The representation of symbols in some alphabet by symbols or strings of symbols in some other alphabet. [Computer and Information Sciences]**

encryption

***n.*, The conversion of data into a secret code (or of plaintext into ciphertext) for transmission over a public network. [Computer and Information Sciences]**

n., The process of encoding plaintext into ciphertext so that it can be read only by those who know the cipher to unscramble the message. [Computer and Information Sciences]

n., The mechanism of coding data transmitted by various telecommunications systems so that only authorized users may have access to it. [Computer and Information Sciences]

n., Any procedure used in cryptography to convert plaintext into ciphertext (encrypted message) in order to prevent any but the intended recipient from reading that data. [Computer and Information Sciences]

entitling

***n.*, [diplomats] An intrinsic element of documentary form that comprises the name, title, capacity and address of the physical or juridical person issuing the document, or of which the author of the document is an agent. [Archives]**

entity

***n.*, A real or abstract thing. [Archives]**

n., In Geographic Information Systems, a thing that exists such as a building or a lake, which is distinguishable from another entity, cannot be divided into two or more similar entities, and about which information can be stored, possibly in terms of attributes, position, shape, and relationships. An entity class is a specified group of entities. [Sciences]

n., In programming, any item, such as a data item or statement, that can be named or denoted in a program. [Computer and Information Sciences]

entity type

***n.*, The kind of entity identified or described in or addressed by a metadata schema; for example, fonds, records, agents, recordkeeping business. [Archives]**

eschatocol

***n.*, [documentary form] The final part of the document, which contains the documentary context of the action and the final formulae. [Archives]**

evidence

***n.*, All the means by which any alleged matter of fact, the truth of which is submitted to investigation, is established or disproved. [Government]**

n., The relationship shown between a fact to be proven and the record(s) that prove(s) it. [Archives]

n., That which tends to prove the existence or nonexistence of some fact. It may consist of testimony, documentary evidence, real evidence, and, when admissible, hearsay evidence. [Government]

n., A record, an object, testimony, or other material that is used to prove or disprove a fact. [General Dictionaries]

executed record

***n.*, A record that has participated in the execution phase of an administrative procedure and to which metadata that convey the actions taken during the course of the procedure have been attached, such as priority of transmission, transmission date, time and/or place, actions taken, etc. [Archives]**

execution annotation

***n.*, An addition made to a record, after its creation, as part of the document execution phase of an administrative procedure. [Archives]**

execution phase

***n.*, An administrative procedure constituted by all the actions (validation, communication, notification, publication) that give formal character to the transaction and the resulting record. [Archives]**

experiential record

***n.*, A record produced, used and maintained in an experiential system. [Archives]**

experiential system

***n.*, A system which immerses the user in a sensory experience. [General Dictionaries]**

n., Objects whose essence goes beyond the bits that constitute the object to incorporate the behaviour of the rendering system, or at least the interaction between the object and the rendering system. [Archives]

exposition

***n.*, [diplomacy] An intrinsic element of documentary form that comprises the part of the text of a document that narrates the concrete and immediate circumstances generating the act and/or the document. [Archives]**

extensible markup language

***n.*, (XML) A general-purpose specification for creating custom, cross-platform, text-based, markup languages used both to encode documents and to serialize data; a subset of General Standardized Markup Language (SGML) with use and design similar to Hypertext Markup Language (HTML) but employing user-definable markup tags that indicate the logical structure in addition to the display specifications of data elements. [Computer and Information Sciences]**

external user

***n.*, Secondary users (e.g., journalists, researchers and other external users) who are allowed to access the records creator's recordkeeping system on-line. [Archives]**

extrinsic element

***n.*, [diplomacy] An element of the documentary form of a record that constitutes its external appearance. The types of extrinsic elements include presentation features, electronic signatures, electronic seals, digital timestamps issued by a trusted third party, and special signs. [Archives]**

n., Specific, perceivable features of the record that are instrumental in communicating and achieving the purpose for which it was created. [Archives]

fact

***n.*, A condition or event that exists, as distinguished from its effects, consequences, or interpretations, such as a state of things or a motion. [General Dictionaries]**

n., An event or state of affairs known to have happened or existed. It may be distinguished from law (as in trier of fact) or, in the law of evidence, from opinion. [Government]

n., A thing done; an action performed or incident transpiring; an event or circumstance; an actual occurrence; an actual happening in time, space, or an event mental or physical. [General Dictionaries]

feasibility information

***n.*, Assessment of the cost and technical capability required for the permanent preservation of a given body of records. [Archives]**

feasibility of preservation

***a.*, The determination that the digital components conferring identity and ensuring the integrity of the things you want to preserve can indeed be preserved given current and future anticipated preservation capabilities. [Archives]**

field

***n.*, An item of data consisting of a number of characters, bytes, words, or codes that are treated together, e.g., to form a number, a name, or an address. [Computer and Information Sciences]**

n., In Geographic Information Systems, a group of one or more characters incorporating map information. [Sciences]

n., Refers to the spread of light intensity across a beam. Most profile lanterns have an adjustable field. A Flat field has an even distribution, a peak field has a "hot spot" in the centre of the beam. A flat field is essential when using gobos. [Arts]

n., Used in videotape. Videotape runs 30 frames per second. Each frame has two fields, one which scans odd lines and one which scans even lines. [Arts]

n., An area of a database record, or graphical user interface form, into which a particular item of data is entered. [Computer and Information Sciences]

n., In machine-readable records, the position of a data element or a set of data elements, regarded as a single descriptive element; it may be allocated a unique identification symbol in the record format. [Computer and Information Sciences]

file

***n.*, The aggregation of all the records that participate in the same affair or relate to the same event, person, place, project, or other subject. *Syn.*: dossier. [Archives]**

***v.*, To set aside a made or received document among the records that participate in the same action/affair or relate to the same person or subject, so that they may be retrieved for action or reference. [General Dictionaries]**

n., A collection of data stored in a computer. It may consist of program instructions or numerical, textual, or graphical information. It usually consists of a set of similar or related records. [Sciences]

n., Where this term is used in isolation, it refers to both electronic files and paper files. [Archives]

n., An organized unit (folder, volume, etc.) of documents grouped together either for current use or in the process of archival arrangement. [Archives]

n., In machine-readable records/archives, two or more records of identical layout treated as a unit. The unit is larger than a record but smaller than a data system, and is also known as a data set or file set. [Archives]

v., [Defined as FILING] The placing of individual documents within a file. [Archives]

n., An integrated aggregation of records that are related by person, project, or other subject. *Syn.*: dossier. [Archives]

n., A collection of information, referred to by file name; for example, a user-created document, program data, or the program itself. [Computer and Information Sciences]

n., A collection of documents usually related in some way, stored together, and arranged in a systematic order. In computing, a collection of structured data elements stored as a single entity or a collection of records related by source and/or purpose, stored on a magnetic medium (floppy disk, hard disk, Zip disk, etc.). [Computer and Information Sciences]

n., An element of data storage in a file system. [Computer and Information Sciences]

n., Something that is used to support an understanding or argument. [General Dictionaries]

v., Arranging and sorting documents so that they may be retrieved rapidly when needed. [General Dictionaries]

file format

***n.*, The organization of data within digital objects, usually designed to facilitate the storage, retrieval, processing, presentation and/or transmission of the data by software. [Archives]**

n., The way in which the information in a file is encoded. There are many proprietary formats – nearly every application has its own, often changing with new versions – as well as standard file formats such as RTF, TIFF, and EPS. In some systems, such as Apple Macintosh, the information about file format and originating application is part of the file, but in other systems it is up to the user to know what the format is, although there are more-or-less strict file-naming conventions. The multiplicity of file formats is a continuing problem for both software developers and users. [Computer and Information Sciences]

final clause

***n.*, A formula at the end of the text of a document intended to ensure the execution of the act embodied in the document, or avoid its violation, guarantee its validity, preserve the rights of third parties, attest the execution of required formalities, or indicate the means employed to give the document probative value. [Archives]**

first manifestation of a record

***n.*, The documentary form that a record has when it is open for the first time upon receipt or after having been captured and declared as a record. [Archives]**

fixed form

***n.*, The quality of a record that ensures its content remains complete and unaltered. [General Dictionaries]**

a., Once output is created, it is immutable. If it needs to be changed, either an update must be appended or a new version must be created. [Archives]

fixity

***a.*, The quality of a record that makes it immutable and requires changes to be made by appending an update or creating a new version. [Archives]**

folder

***n.*, A cover in which non-electronic records, belonging in the same dossier, are loosely kept, usually in chronological order. A dossier may be distributed across a number of folders. [Archives]**

n., A folded sheet of cardboard or heavy paper serving as a cover for a file or a number of documents. [Archives]

n., [folders] Folded sheets of light cardboard used to cover or hold papers, letters, or other flat documents, as in a file. [Arts]

n., A directory in the sense of a collection of computer files. The term is more common in systems such as the Macintosh or Windows 95 which have a graphical user interface and provide a graphical file browser in which directories are traditionally depicted as folders (like small briefcases). [Computer and Information Sciences]

n., In the Macintosh and Windows 95, a simulated file folder that holds data, applications and other folders. [Computer and Information Sciences]

fonds

***n.*, The whole of the records that a physical or juridical person accumulates by reason of its function or activity; the highest-level archival aggregation. *Syn.*: archives [records]; archival fonds. [Archives]**

n., The whole of the records created (meaning made or received and set aside for action or reference) by a physical or juridical person in the course of carrying out its activities. [Archives]

n., The whole of the records of a creator. [Archives]

n., The whole of the records created by an agency and preserved. Alias: archives. [Archives]

n., The whole of the documents, regardless of form or medium, organically created and/or accumulated and used by a particular person, family, or corporate body in the conduct of personal or corporate activity. [Archives]

- n.*, The whole of the documents that every organization or physical or juridical person accumulates by reason of its function of activity. [Archives]
- n.*, The total body of records/archives accumulated by a particular individual, institution or organization in the exercise of its activities and its functions. [Archives]
- n.*, Use to designate the documents created or accumulated and used by a particular individual, organization, or other entity that are kept together within a larger collection. [Arts]

form

- n.*, Rules of representation that determine the appearance of an entity and convey its meaning. [General Dictionaries]**
- n.*, The physical characteristics—size, shape, composition, etc.—of any archaeological find. Form is an essential part of attribute analysis. [Sciences]
- n.*, A document, printed or otherwise produced, with predesignated spaces for the recording of specified information. [Archives]
- n.*, All the characteristics of a record determined by the application of the rules of representation of content typical of a given environment. Form breaks down into physical form, the characteristics of the external appearance of the record; and intellectual form, the characteristics of the internal composition of the record. [Archives]
- n.*, A document intended to serve as a model. [Archives]
- n.*, The structure and design of a composition. [Arts]
- n.*, Term applied to such aspects of a work of art as internal organization and shape, often used with some degree of distinction from the subject-matter, content, function and style of works of art. [Arts]
- n.*, Used with reference to works of art and architecture to mean the arrangement of visual elements such as line, mass, shape, or color. [Arts]
- n.*, A classification term applied to the manner in which the text of a book is arranged, as a dictionary, or the literary form in which it is written, as drama, poetry, etc. [Computer and Information Sciences]
- n.*, The data structure within a computer system representing the final result to be printed or displayed. [Computer and Information Sciences]
- n.*, A page of printer media. [Computer and Information Sciences]

format

- n.*, The structure or layout of an entity. [Computer and Information Sciences]**
- n.*, The plan or arrangement of a document. [Archives]
- n.*, Any particular physical representation of a document. [Archives]
- n.*, In automatic data processing, the arrangement of data. [Archives]
- n.*, Width to height ratio of the film as it is projected on the screen. [Arts]
- n.*, In the context of bibliographic control, the formalised structure in which the specific elements of bibliographic description are accommodated. [Arts]
- n.*, To put data into a predetermined structure or divide a storage medium, such as a disk, into sectors, so that it is ready to receive data. [Computer and Information Sciences]
- n.*, The layout or presentation of items in a machine-readable form according to hardware and software requirements. [Computer and Information Sciences]

formula perpetuitatis

- n.*, [diplomacy] An intrinsic element of documentary form that comprises a sentence declaring that the rights put into existence by the document are not circumscribed by time. [Archives]**

framework

- n.*, A basic conceptual structure of rules, policies, procedures, tools and mechanisms intended to serve as a support or guide for the design, implementation and maintenance of an integrated system. [General Dictionaries]**
- n.*, In object-oriented systems, a set of classes that embodies an abstract design for solutions to a number of related problems. [Computer and Information Sciences]

framework requirement

***n.*, A rule that guides the design of the record-making, recordkeeping, and permanent preservation system. [Archives]**

freeze

***v.*, To lock an evolving software distribution or document against changes so it can be released with some hope of stability. [Computer and Information Sciences]**

function

***n.*, All of the activities aimed to accomplish one purpose, considered abstractly. [Archives]**

n., Any operation or procedure that relates one variable to one or more other variables. [Sciences]

n., The goal to which an institution addresses its activity and produces the relative records. The function is the scope of an activity; the jurisdiction indicates the territory and the sector of competence to pursue a function. [Archives]

n., All of the acts aimed to accomplish one purpose within a given jurisdiction or locale. [Archives]

n., 1. The activities of an organization or individual performed to accomplish some mandate or mission. – 2. Computing • Software code that performs a specific task, usually accepting one or more data values as input and, based on a manipulation of the input values, returning a single output value. [Archives]

n., [functions] Areas of responsibility in which activities are conducted in order to accomplish a purpose. [Arts]

functionality

***n.*, The capabilities or behaviours of a computer program, part of a program, or system, seen as the sum of its features. [Computer and Information Sciences]**

n., Features built into a search interface that determine the ease with which users may formulate queries and obtain results. [Computer and Information Sciences]

genuine record

***n.*, A record having actual character, which is not counterfeited, imitated or adulterated, and a definite origin from a certain known source. [Archives]**

genuineness

***n.*, The quality of a record that is truly what it purports to be. The two concepts that allow for the indirect assessment and verification of the genuineness of a record are those of reliability and authenticity. [Archives]**

geographic information system

***n.*, (GIS) A computer-based system consisting of hardware, software, geographic information, procedures and personnel designed to facilitate the efficient capture, storage, maintenance, manipulation, analysis, querying and display of spatially-referenced (geospatial) data from a wide variety of data sources in a wide variety of data formats—such as maps, graphs, photographs, remotely sensed data, tabular data and text—providing an automated link between the geospatial (locational) data and the descriptive (attribute) data, usually in relation to a system of coordinates (latitude, longitude, elevation or depth, etc.). [Sciences]**

n., A digital mapping used for exploration, demographics, dispatching and tracking. [General Dictionaries]

gis

Initialism for “geographic information system.”

gloss

***n.*, A note explaining a difficult or obscure word or phrase, especially such a note made between lines or in the margin of a document. [Archives]**

graphic record

n. A record that represents an object or outline of a figure, plan, or sketch by means of lines. A representation of an object formed by drawing. [Archives]

n. A broad class of records that are primarily images, as distinguished from textual records. [Archives]

guideline

n. A statement or other indication of policy or procedure by which to determine a course of action, accomplish a given task or achieve a set of goals and objectives, formulated by a body with authority to speak on the subject but less binding than a directive or formal standard. [General Dictionaries]

handling office

n. The office (or officer) formally competent for carrying out the action to which the record relates or for the matter to which the record pertains. *Syn.*: handling person. [Archives]

handling person

n. *See*: handling office [Archives]

hard disk

n. A magnetic digital medium, composed of one or more flat, circular plates (platters) of a hard material capable of storing a large quantity of digital data, which (typically) resides permanently within a computer. *Syn.*: hard drive. [Computer and Information Sciences]

hearsay rule

n. A legal provision excluding testimony that is based on second-hand, rather than personal, knowledge (hearsay). [Archives]

n. A statement, other than one made by the declarant while testifying at the trial or hearing, offered in evidence to prove the truth of the matter asserted. [Government]

n. The rule that no assertion offered as testimony can be received unless it is or has been open to test by cross-examination or an opportunity for cross-examination, except as provided otherwise by the rules of evidence, by court rules, or by statute. [Government]

hierarchy

n. A group of related entities, or information about the entities, within a system arranged in a graded order, typically from the most general to the most specific. [General Dictionaries]

historical accountability

n. A need to provide and receive explanation and understanding from one generation to another. Groups of individuals often derive their cohesiveness, legitimacy and the authority for their actions from their understanding and evaluation of the past. [Archives]

html

Initialism for “Hypertext Markup Language.”

html document

n. An SGML-compliant digital document encoded using Hypertext Markup Language (HTML) in conformance with the syntactic rules described in a Document Type Definition (DTD) or a schema document. [Computer and Information Sciences]

human-readable format

***n.*, A document or code that can be read by a human being, with or without the aid of magnification, as opposed to one in a format that can be read only by a computer. [Computer and Information Sciences]**

hypertext

***n.*, A method of presenting digital information that allows related files and elements of data to be interlinked, rather than viewed in linear sequence; usually differentiated from the normal text in a document by a different colour, by underlining, or by both. [Computer and Information Sciences]**

hypertext markup language

***n.*, (HTML) A cross-platform, text-based, markup language used to define a single, fixed type of document with markup tags that structure the layout, styling and display of text and provide some provision for hypertext and multimedia; a subset of General Standardized Markup Language (SGML). [Computer and Information Sciences]**

idef0

Acronym for “integrated definition function modeling method.”

***n.*, A method designed to model the decisions, actions, and activities of an organization or system. [Models (MCP)]**

identified document

***n.*, A made or received document to which the identity metadata (e.g., persons, actions and dates of compilation) have been attached. [Models (MCP)]**

identifier

***n.*, Terms, such as acronyms, projects, proper names of persons, geographical locations, the number of a patent's specification or of a national standard, or any part or a bibliographical description, test names, and trade names which provide subject indexing, in addition to descriptors. [Computer and Information Sciences]**

identify

***n.*, The whole of the characteristics of a document or a record that uniquely identify it and distinguish it from any other document or record. With integrity, a component of authenticity. [Archives]**

identity

***n.*, The whole of the characteristics of a document or a record that uniquely identify it and distinguish it from any other document or record. With integrity, a component of authenticity. [Archives]**

***n.*, The definition and status of individuals and groups in the past. Such studies include the recognition of gender, rank, status, or place within society at the individual level, but may also look more widely at the relationships between contemporary cultures and the extent to which material culture is used to signal differences between social groups. [Sciences]**

***n.*, The way in which archaeological remains are widely used in order to promote and support particular views of contemporary personal, local, regional, and national identity, especially through the application of ARCHAEOLOGICAL RESOURCE MANAGEMENT, the deployment of public funds, and state legislation. In this sense archaeology is an extremely powerful political tool, and has been for many generations. [Sciences]**

***n.*, The characteristics determining the individuality of a being or entity; in the constitution of national identities these characteristics may be fostered by myths. [Sciences]**

***n.*, Those characteristics or conditions of a thing, person, or group that remain the same amid change or that distinguish a thing, person, or group from another. [Arts]**

***n.*, [Evidence]. The authenticity of a person or thing. [Government]**

imitative copy

***n.*, A copy that reproduces both the content and form of the record, but in such a way that it is always possible to tell the copy from the original. [Archives]**

inactive record

***n.*, A record that is no longer used in the day-to-day course of business, but which may be kept and occasionally used for legal, historical, or operational purposes. *Syn.*: non-current record. [Archives]**

n., Records no longer needed by their creator to conduct current business. [Archives]

n., Records which are no longer needed for ongoing agency business. [Archives]

n., [Defined as NON-CURRENT RECORDS] Records no longer needed for current business. [Archives]

n., A record which is no longer needed for the ongoing activity of their creator. [Archives]

incoming document

***n.*, *See*: received document [Archives]**

incoming record

***n.*, *See*: received record [Archives]**

indication of action

***n.*, The subject line(s) and/or the title at the top of a record. [Archives]**

indication of attachments

***n.*, The mention of autonomous items that have been linked inextricably to the record before transmission (i.e., added during its execution) for it to accomplish its purpose. [Archives]**

information

***n.*, An assemblage of data intended for communication either through space or across time. [Archives]**

n., Recorded data. [Archives]

n., An accusation exhibited against a person for some criminal offense, without indictment. [Archives]

n., A message or knowledge which has been voluntarily or involuntarily conveyed. [Archives]

n., An aggregate of data meant for communication. [Archives]

n., Recorded data. Examples include: writing on a sheet of paper; the dyes on a photographic still; the sound in the grooves of a disc; the binary digits forming an E-Mail message. [Arts]

n., Data presented in readily comprehensible form to which meaning has been attributed within the context of its use. In a more dynamic sense, the message conveyed by the use of a medium of communication or expression. [Computer and Information Sciences]

n., All ideas, facts, and imaginative works of the mind which have been communicated, recorded, published and/or distributed formally or informally in any format. [Computer and Information Sciences]

n., An assemblage of data in a comprehensible form capable of communication. [General Dictionaries]

n., Knowledge communicated or received concerning a particular fact or circumstance. [General Dictionaries]

n., Knowledge derived from study, experience, or instruction. [General Dictionaries]

information system

***n.*, A computer-based system with the defining characteristic that it provides information to users in one or more organizations. Information systems are thus distinguished from, for example, real-time control systems, message-switching systems, software engineering environments, or personal computing systems. [Computer and Information Sciences]**

n., A computer hardware and software system designed to accept, store, manipulate, and analyze data and to report results, usually on a regular, ongoing basis. An IS usually consists of a data input subsystem, a data storage and retrieval subsystem, a data analysis and manipulation subsystem, and a reporting subsystem. [Computer and Information Sciences]

initialization

***n.*, A group of commands that initialize a device, such as a printer. [Computer and Information Sciences]**

inscription

***n.*, [diplomats] An intrinsic element of documentary form that comprises the name, title and address of the addressee of the document and/or the action. [Archives]**

instantiation

***n.*, To represent by an instance. [Government]**

instructive record

***n.*, A prospective record that contains instructions about executing an action or process. With dispositive, enabling, narrative, probative and supporting, one of six functional categories of records. [Archives]**

intact record

***n.*, A record that has had no relevant part removed or destroyed. [Archives]**

integrated business and documentary procedures

***n.*, Procedures for carrying out the creator's business that have been linked to a scheme or plan for organization of the creator's records. [Models (MCP)]**

integrated definition function modeling method

***n.*, (IDEF0) A method designed to model the decisions, actions, and activities of an organization or system. [Computer and Information Sciences]**

integrity

***n.*, The quality of being complete and unaltered in all essential respects. With identity, a component of authenticity. [General Dictionaries]**

n., The integrity of a record refers to its wholeness and soundness: a record has integrity when it is complete and uncorrupted in all its essential respects. [Archives]

n., The preservation of programs and data for their intended purpose. [Arts]

n., A digital entity has integrity when it is whole and sound or when it is complete and uncorrupted in all its essential respects. [Arts]

n., The accuracy and completeness of data, particularly after it has undergone transmission from one system to another. [Computer and Information Sciences]

n., Resistance to alteration by system errors. A user who files data expects that the contents of the files will not be changed by system errors in either hardware or software. Since such errors inevitably will occur from time to time, the prudent system manager maintains a system of protective dumps, organized in such a way that there always exists a valid copy of a recent version of every file on the system. [Computer and Information Sciences]

n., Integrity refers to the protection of information from unauthorized access or revision. [Computer and Information Sciences]

n., The quality of being whole and unaltered through loss, tampering, or corruption. [General Dictionaries]

intellectual content

***n.*, See: intellectual form [Archives]**

intellectual control

***n.*, The control established over archival material by documenting in finding aids its provenance, arrangement, composition, scope, informational content and internal and external relationships. [Archives]**

n., The creation of tools such as catalogs, finding aids, or other guides that enable researchers to locate materials relevant to their interests. [Archives]

intellectual form

***n.*, [diplomats] The whole of the formal attributes of the record that represent and communicate the elements of the action in which the record is involved and of its immediate context, both documentary and administrative. [Archives]**

intellectual property rights

***n.*, (IPR) The rights of individuals or organizations to control the use or dissemination of ideas or information. They include copyright, trademarks and patents. [Government]**

interactive record

***n.*, A record with variable content or form that is dependent on user input that is often based on earlier content. [Archives]**

n., Records corresponding to one of four possible models:

- * Navigable structure: An articulation of space; real, virtual or conceptual. Here the artist provides the architecture and the audience chooses the path (ex: hypertext narratives).

- * The use of new media: Artistic interaction via new medium invented by the artist (ex: programs with modify user input into a visual or sound medium).

- * Transforming mirrors: viewer image becomes an active force in a computer generated context (ex: video installations).

- * Automata: not intended to be extensions of the interactor; creations are essentially self-motivated and autonomous (ex: autonomous robots). [Archives]

interactive system

***n.*, A system in which each user entry causes a response from or an action by the system, by virtue of automated reasoning based on data from its apparatus. [General Dictionaries]**

n., An interactive system is a machine system which reacts in the moment, by virtue of automated reasoning based on data from its sensory apparatus. An Interactive Artwork is such a system which addresses artistic issues. A painting is an instance of representation. A film is a sequence of representations. Interactive artworks are not instances of representations, they are virtual machines which themselves produces instances of representation based on real-time outputs. [Arts]

interactivity

***v.*, An expression of the extent that in a given series of communication exchanges, any third (or later) transmission (or message) is related to the degree to which previous exchanges referred to even earlier transmissions. [Computer and Information Sciences]**

internal document

***n.*, A document that is transmitted across space or through time only within the creating organization, rather than to an external party. [Archives]**

n., A document, such as a memorandum or report, intended for distribution within an organization, rather than for wider publication. Sensitive internal documents may be classified to restrict access to authorized personnel, and shredded when no longer needed. [Computer and Information Sciences]

internal mandates

The authority derived from external mandates and within the given strategic framework, invested by management or a corporate board or subsidiary to perform specific functions. [Models (BDR)]

internal record

***n.*, A record, such as a memorandum or report, which is transmitted across space or through time only within the creating organization, rather than to an external party. [Archives]**

internal requests for records or information

Requests from internal users to consult or receive records, their aggregates, or information about records. [Models (BDR)]

interoperability

***n.*, The ability of one application/system to communicate or work with another. [General Dictionaries]**

n., The ability of one application, system, or metadata schema to communicate, work, or interface with another; the ability to provide services and accept services from other systems, enabling information that originates in one context to be used in another in ways that are as highly automated as possible. [Archives]

n., The ability of software and hardware on multiple machines from multiple vendors to communicate. [Computer and Information Sciences]

n., The processes, technologies and protocols required to ensure data integrity when transferring it from one computer system to another, together with the transmission of meaningful and correct results to the end user. [Computer and Information Sciences]

intrinsic element

***n.*, [diplomats] An element of the documentary form of a record that constitutes its internal composition and that conveys the action in which the record participates and its immediate context. [Archives]**

n., The elements of a record that constitute its internal composition. The types of intrinsic elements include name of author, name of originator, chronological date, name of place of origin of record, name of addressee(s), name of receiver(s), indication of action (matter), name of writer, corroboration, attestation, and qualification of signature. [Archives]

n., The discursive parts of the record that communicate the action in which the record participates and the immediate context. They fall into three groups:

- 1) elements that convey aspects of the record's juridical and administrative context (e.g., the name of the author, addressee, the date);
- 2) elements that communicate the action itself (e.g., the indication and description of the action or matter);
- 3) elements that convey aspects of the record's documentary context and its means of validation (e.g., the name of the writer, the attestation, the corroboration). [Archives]

n., The inherent worth of a document upon factors such as age, content, usage, circumstances of creation, signature or attached seals. [Archives]

inventory

***n.*, A descriptive instrument that represents the records of a fonds in their hierarchical structure and arrangement, and illustrates the administrative history of their creator, their custodial history and their administrative and documentary context. [Archives]**

n., [inventories] Detailed lists of things in one's view or possession, as of all goods and materials on hand, or detailed lists of all items in a given category. For documentation of examination conducted to achieve a comprehensive view, use "surveys." [Arts]

invocation

***n.*, [diplomats] An intrinsic element of documentary form that comprises the mention of God in documents issued by religious bodies. [Archives]**

ipr

***n.*, Initialism for "intellectual property rights." [Government]**

iso

***n.*, Initialism for "International Organization for Standardization." [Government]**

item

***n.*, The smallest indivisible archival unit, which represents the smallest intellectual entity within a fonds no longer usefully subdivisible for descriptive purposes. [Archives]**

juridical person

***n.*, An entity having the capacity or the potential to act legally and constituted either by a succession or collection of physical persons or a collection of properties. [Archives]**

n., Juridical persons are collections or successions of natural persons having the capacity to act legally in the context of the enacted law or system of rules peculiar to any one people, such as an organization (collection) or a position (succession). [Archives]

juridical system

***n.*, A social group that is organized on the basis of a system of rules and that includes three components: the social group, the organizational principle of the social group, and the system of binding rules recognized by the social group. [Models (MCP)]**

n., A collectivity organized on the basis of a system of rules. [Models (MCP)]

n., A social group founded on an organizational principle that gives its institution(s) the capacity of making compulsory rules. [Models (MCP)]

juridical-administrative context

***n.*, The legal and organizational system in which the creating body belongs. [Archives]**

n., The legal and organizational system in which the creating body belongs. [Archives]

lan

***n.*, Initialism for “local area network.” [Computer and Information Sciences]**

language

***n.*, [diplomats] An extrinsic element of documentary form that comprises the expression and organization of ideas and discourse including composition, style, rhythm, and vocabulary. [Archives]**

legitimate successor

***n.*, Either the person or organization acquiring the function(s) from which the records in question result and the records themselves, or a designated records preserver. [Archives]**

lifecycle

***n.*, *See*: records lifecycle [Archives]**

list of annotations

***n.*, Recorded information about additions made to a record after it has been created. [Archives]**

list of format changes

***n.*, Recorded information about modifications to a record’s documentary form or digital format after it has been created. [Archives]**

literary warrant

***n.*, The mandate from law, professional best practices, professional literature, and other social sources requiring the creation and continued maintenance of archival description and other metadata supporting the accuracy, reliability, authenticity and preservation of records. [Archives]**

local area network

***n.*, (LAN)** A data communications network that is geographically limited (typically to a one kilometre radius) allowing easy interconnection of terminals, microprocessors and computers within adjacent buildings. [Computer and Information Sciences]

logical format

n. The organized arrangement of data on a digital medium that ensures file and data control structures are recognizable and recoverable by the host computer operating system. Two common logical formats for files and directories are ISO 9660/13490 for CDs, and Universal Disk Format (UDF) for DVDs. [Computer and Information Sciences]

logical namespace

n. A set of names in which all names are unique. [Computer and Information Sciences]

n. The set of names in a naming system. [Computer and Information Sciences]

n. A logical grouping of the names used within a program. Also called name scope. [Computer and Information Sciences]

logical structure

n. The syntactic organization of data elements in an SGML-compliant document. [Computer and Information Sciences]

longevity

n. Long life; long duration of existence. [General Dictionaries]

n. The expectation of the lifespan of a person, culture, and so on. [Sciences]

n. The persistence of an individual for longer than most members of its species, or of a genus or species over a prolonged period of geological time. [Sciences]

n. The length of time for which a given information medium remains fit for use under normal conditions, before deterioration and other factors render it unusable. Longevity is affected by inherent vice, preservation procedures (cleaning, storage conditions, etc.), and obsolescence of technology in the case of electronic media.

lossless compression

n. A term describing a data compression algorithm which retains all the information in the data, allowing it to be recovered perfectly by decompression. *Opp.*: lossy compression. [Computer and Information Sciences]

lossy compression

n. A term describing a data compression algorithm which actually reduces the amount of information in the data, rather than just the number of bits used to represent that information. *Opp.*: lossless compression. [Computer and Information Sciences]

machine code

n. *See*: machine language [Computer and Information Sciences]

machine hierarchy

n. A data hierarchy that reflects the facilities of the computer, both hardware and software. [Computer and Information Sciences]

machine language

n. A set of instructions for a specific central processing unit, designed to be usable by a computer without being translated. *Syn.*: machine code. [Computer and Information Sciences]

machine-readable format

n., Data in a form that can be recognized, accepted, and interpreted by a machine, such as a computer or other data processing device, whether created in such a form or converted from a format that a machine cannot read. [Computer and Information Sciences]

made document

n., A document composed or compiled by the creator. [Models (MCP)]

made record

n., A made document declared a record and set aside for action or reference, usually in a recordkeeping system. [Archives]

maintenance strategy

n., A coherent set of objectives and methods for protecting and maintaining accessibility of authentic copies of digital records through their early stages in the chain of preservation. [Archives]

man

n., Initialism for “metropolitan area network.” [Computer and Information Sciences]

manifest

v., To render a stored digital object in a form suitable for presentation either to a person (i.e., in human-readable form) or to a computer system (i.e., in machine language). [Archives]

manifested digital component

n., A digital component that is visualized or rendered from a stored digital component in a form suitable for presentation within a document either to a person (i.e., in human-readable form) or to a computer system (i.e., in machine language). [Models (MCP)]

manifested digital document

n., A digital document that is visualized or rendered from a stored digital document and/or stored digital component(s) in a form suitable for presentation either to a person (i.e., in human readable form) or to a computer system (i.e., in machine language). [Models (MCP)]

manifested digital record

n., A manifested digital document that is treated as a record. *Syn.*: presented digital record. [Models (MCP)]

marginalia

n., Notes made in the margin of a document. *Syn.*: marginal notes. [Archives]

mark-up

v., To add codes (markup tags) to a digital document to give semantic structure to the content. *Syn.*: tag. [Computer and Information Sciences]

markup language

n., A computer-processable encoding language and associated rules that can be used to mark-up or tag SGML-compliant documents to indicate their logical structure, layout, display and styling. [Computer and Information Sciences]

n., A notation for defining the structure and formatting of a document by using ordinary characters embedded in the text. This system of tags identifies the logical components of the document and relates them to a syntactic definition of the document structure. [Computer and Information Sciences]

n., In computing, a predefined set of descriptors (symbols and tags) or a method of defining descriptors that are used to embed external information in an electronic text document, usually to specify formatting or facilitate analysis. [Computer and Information Sciences]

markup tag

n., The markup characters that indicate the start or end of a data element in an SGML-compliant document. A tag serves as an instruction to a processing or reading program, specifying how the data element is defined or displayed. [Computer and Information Sciences]

medium

n., [diplomatics] An extrinsic element of documentary form that comprises the material carrying the message of a document. [Archives]

n., The physical material or substance upon which information can be or is recorded or stored. [Archives]

n., In information storage and retrieval, the physical substance or material on which data is recorded (parchment, paper, film, magnetic tape or disk, optical disk, etc.) or through which data is transmitted (optical fiber, coaxial cable, twisted pair, etc.). In a more general sense, the material or technical means by which any creative work is expressed or communicated, in print or nonprint format.

n., The material support of the record content and form. Alias: storage medium. [Archives]

n., The physical material in or on which data may be recorded, i.e. clay tablet, papyrus, paper, parchment, film, magnetic tape (plural: mediums). [Archives]

n., A material or base on which information is stored or transmitted. It may be a physical medium such as a gramophone record or a piece of paper or be virtual (for example, a radio carrier signal). [Arts]

n., Term used to refer to the material or form of expression employed by an artist; thus painting, sculpture, and drawing are three different media, and bronze, marble, and wood are three of the media of sculpture. [Arts]

n., Term used to refer to the actual physical material chosen as a vehicle of expression for any work of art. In painting it is used more specifically for the liquid in which the pigment is suspended. [Arts]

metadata

n., Any file or database that holds information about a document, record, aggregation of records or another database's structure, attributes, processing or changes. [Computer and Information Sciences]

n., [data] Information that characterizes another information resource, especially for purposes of documenting, describing, preserving or managing that resource. [General Dictionaries]

n., Data describing data and data systems; that is the structure of databases, their characteristics, location and usage. [Archives]

n., Structured or semi-structured information which enables the creation, management and use of records through time and within and across domains in which they are created. [Archives]

n., Data describing context, content and structure of records and their management through time. [Archives]

n., Information about a publication as opposed to the content of the publication; includes not only bibliographic description but also other relevant information such as its subject, price, conditions of use, etc. [Arts]

n., Data about data. In data processing, meta-data is definitional data that provides information about or documentation of other data managed within an application or environment. [Computer and Information Sciences]

n., Data describing or documenting the management, nature, or use of information resources. [General Dictionaries]

n., Data associated with either an information system or an information object for purposes of description, administration, legal requirements, technical functionality, use and usage, and preservation. [General Dictionaries]

metadata element

n., A discrete component of metadata. [General Dictionaries]

metadata element set

n. A grouping of metadata elements along with their attributes, such as name, identifier, definition or relationship to other concepts, collated for a specific purpose, community or domain. [General Dictionaries]

metadata encoding scheme

n. A controlled vocabulary for metadata element values and encoding structures. [Computer and Information Sciences]

metadata instance

n. A particular collection of metadata elements associated with a set of values for those elements. [Archives]

metadata mapping

n. A formal identification of equivalent or nearly equivalent metadata elements or groups of metadata elements within different metadata schemas, carried out in order to facilitate semantic interoperability. [Archives]

metadata registry

n. An authoritative source of repository for names, semantics and syntaxes for one or more schemas. An application that uses metadata languages in a form processable by machines to make those languages available for use by both humans and machines. [Archives]

metadata schema

n. A framework that specifies and describes a standard set of metadata elements and their interrelationships that need to be recorded to ensure the identification of records and their authenticity. Schemas provide a formal syntax (or structure) and semantics (or definitions) for the metadata elements. [Archives]

metadata schema registry

n. An authoritative resource that can be used to catalogue, describe, document and analyze metadata schemas and versions thereof. [Archives]

metadata set

n. *See:* metadata element set [Archives]

methodology

n. The system of broad principles or rules from which specific methods or procedures may be derived to understand different situations (or solve different problems) within the scope of a particular discipline. [General Dictionaries]

metropolitan area network

n. (MAN) A data network intended to serve an area the size of a large city. [Computer and Information Sciences]

migration

n. The process of moving or transferring digital objects from one system to another. [Computer and Information Sciences]

migration of records

n. The process of moving records from one system to another to ensure their continued accessibility as the system becomes obsolete, while leaving intact their physical and intellectual forms. [General Dictionaries]

n. Converting information to new formats which can be accessed by current hardware and software. [Archives]

n. Process of moving records from one system to another while maintaining the records' authenticity, integrity, reliability and usability. [Archives]

n., The process of moving records from one system or storage medium to another to ensure their continued accessibility as the system or medium becomes obsolete or degrades over time. [General Dictionaries]

n., The process of translating from one to another. Data migration is necessary when an organization decides to use new computing systems or that is incompatible with the current system. [General Dictionaries]

n., The process of copying data from one information system or storage media to another to ensure continued access to the information as the system or media becomes obsolete or degrades over time. [General Dictionaries]

mode of transmission

n., The method of transmission of a record (e.g., by fax). [Archives]

model

n., A schematic description of a system, theory, or phenomenon that accounts for its known or inferred properties and may be used for further study of its characteristics. [General Dictionaries]

name of action or matter

n., The subject line(s) and/or the title at the top of the record. [Archives]

name of place of origin of record

n., The name of the geographic place where the record was generated; included in the content of the record by the author or by the electronic system on the author's behalf. [Archives]

namespace

n., A collection of names, identified by a URL reference, used as element types and attribute names. [Archives]

n., The names of the variables accessible at a particular point in the text of a program.

narrative

n., (of a document) Constituting written evidence of an activity which is juridically irrelevant. [Archives]

narrative record

n., A retrospective record constituting written evidence of activities that are juridically irrelevant. With dispositive, enabling, instructive, probative and supporting, one of six functional categories of records. [Archives]

natural hierarchy

n., A data hierarchy that arises from the alphabet or syntax of the language in which the information is expressed. [Computer and Information Sciences]

natural person

n., *See*: physical person [Archives]

network

n., A hardware and software data communication system. Networks are often also classified according to their geographical extent: local area network (LAN), metropolitan area network (MAN), wide area network (WAN) and also according to the protocols used. [Computer and Information Sciences]

non-current record

n., *See*: inactive record [Archives]

non-proprietary

n., In reference to hardware technology, software applications and/or file formats, the state of not being protected by trademark, patent or copyright nor owned or controlled solely by one company or institution. *Opp.*: proprietary. [Computer and Information Sciences]

non-repudiation

n., The capacity of a digital security service of ensuring that a transferred message has been sent and received by the parties claiming to have sent and received the message, and of providing proof of the integrity and origin of data, both in an unforgeable relationship, which can be verified by any third party at any time. [General Dictionaries]

n., A security service which prevents the receiver of a message from denying that the message had been received . [Arts]

n., In reference to digital security, nonrepudiation means to ensure that a transferred message has been sent and received by the parties claiming to have sent and received the message. [General Dictionaries]

n., Non-repudiation gives a recipient the confidence that the sender cannot deny having sent the data at a later date. [General Dictionaries]

non-volatile storage

n., Computer memory that does not require electrical power to maintain its stored content. *Syn.*: persistent storage; secondary storage. *Opp.*: volatile storage. [Computer and Information Sciences]

normalization

n., The process of creating and/or storing digital documents or other digital objects in a limited number of, often standardized, data or file formats. [Computer and Information Sciences]

notation

n., An annotation or comment in a document, often handwritten marginalia or a gloss. [Archives]

n., The written recording of movement through signs. [Arts]

n., Also known as stenochoregraphy, choreography or dance-script. Visual and graphic methods for recording dances, which include numerous systems, geometric, anatomical, and cinematographic. [Arts]

notification

n., [diplomats] An intrinsic element of documentary form that comprises the expression of the purport of the document intended to communicate to all who have an interest in the act consigned to the document. [Archives]

object

n., A tangible entity. [General Dictionaries]

obsolescence

n., The process of becoming obsolete or the condition of becoming nearly obsolete. [General Dictionaries]

obsolete record

n., A record no longer in use or no longer useable or useful to the creator for action or reference. [Archives]

n., a) No longer in use or no longer useful. b) Of a kind of style no longer current. [General Dictionaries]

obsolete technology

n., An out-of-date technological invention no longer in use. [General Dictionaries]

office of primary responsibility

n. The office given the formal competence for maintaining the authoritative version or copy of records belonging to a given class within a classification scheme. [Archives]

n., The corporate body or administrative unit in which a group of records are created or received and accumulated in the conduct of its business. [Archives]

n., The office given the formal competence for maintaining the authoritative (that is, official) records belonging to a given class within an integrated classification scheme and retention schedule. The purpose of designating an Office of Primary Responsibility for each class of record is to reduce duplication and to designate accountability for records. [Archives]

official record

n. A complete, final, and authorized version or instantiation of a record. [Archives]

n., A complete, final, and authorized copy of a record, especially the copy bearing an original signature or seal. [Archives]

n., A record created by, received by, sanctioned by, or proceeding from an individual acting within their designated capacity. – 2. A complete, final, and authorized copy of a record, especially the copy bearing an original signature or seal. [Archives]

n., A record, in law, having the legally recognized and judicially enforceable quality of establishing some fact. [Archives]

n., The formal written documents in which the ongoing activities of a company, government, organization, or institution are recorded, usually retained in archives for their evidential, legal, informational, or historical value, in accordance with instructions contained in a disposition schedule (example: Congressional Record). See also: office of record [Computer and Information Sciences]

open architecture

n., [computing] An architecture whose specifications are public. This includes officially approved standards as well as privately designed architectures whose specifications are made public by the designers. [Computer and Information Sciences]

open-source

a. A method and philosophy for software licensing and distribution designed to encourage use and improvement of software written by volunteers by ensuring that anyone can copy the source code and modify it freely. *Opp.*: proprietary. [Computer and Information Sciences]

n. A computer program in which the source code is available to the general public for use and/or modification from its original design free of charge (open). *Opp.*: proprietary. [Computer and Information Sciences]

open-standard products and formats

n., Freely available structures, procedures, or tools for the uniform creation and description of data. Usually defined and perhaps maintained by a central body, but, unlike proprietary standards, users are not reliant on a private organization to license use and provide support. [Archives]

operational record

n. A record that relates to the substantive activities an organization undertakes to accomplish its mission or mandate. *Syn Syn.*: program record. [Archives]

optical disk

n. A high-density, direct access, digital storage medium consisting of a specially coated disk on which data are encoded in a pattern of tiny pits burned into the surface with a laser, to be read by a device that reflects a laser beam off the pitted surface, then decoded by a microprocessor into digital signals. [Computer and Information Sciences]

organization

n. A social system that has an unequivocal collective identity, and exact roster of members, a program of activity, and procedures for replacing members. [Government]

original file

***n.*, In the paper environment, a file that contains originals of documents received and drafts and/or copies of documents sent (i.e., the first complete and effective file). [Archives]**

original record

***n.*, The first copy or archetype of a record; that from which another instrument is transcribed, copied, or initiated. [Government]**

originator

***n.*, The person assigned the electronic address where the record has been generated (i.e., from which the record is sent or where the record is compiled and kept). [Archives]**

***n.*, The person owning the address where the record has been generated (i.e. from which the record is sent or where the record is compiled and kept) [Archives]**

originator's name

***n.*, The name of the person from whose electronic address the record has been sent. [Archives]**

outgoing document

***n.*, A document that is sent to an external juridical and/or physical person in the course of the activities of the records creator, a draft or record copy of which is also set aside by the creator, usually in a recordkeeping system. [Archives]**

outgoing record

***n.*, *See*: outgoing document [Archives]**

overall presentation

***n.*, [diplomacy] An extrinsic element of documentary form concerning a record's overall information configuration; i.e., the manner in which the content is presented to the senses using text, image or sound, either alone or in combination. [Archives]**

packet

***n.*, A piece of a message transmitted over a packet-switching network. One of the key features of a packet is that it contains the destination address in addition to the data. [Computer and Information Sciences]**

packet switching

***n.*, Refers to protocols in which messages are divided into packets before they are sent. Each packet is then transmitted individually and can even follow different routes to its destination. Once all the packets forming a message arrive at the destination, they are recompiled into the original message. [Computer and Information Sciences]**

parity bit

***n.*, A bit included in a unit of digital data to detect errors in transmission. [Computer and Information Sciences]**

perfect

***a.*, [law; diplomacy] Complete, finished, without defect and enforceable. [Archives]**

perfect record

***n.*, A record that is able to produce the consequences wanted by its author; perfection is conferred on a record by its form. [Archives]**

permanent preservation

***n.*, See: records preservation [Archives]**

n., The physical and technological stabilization and protection of intellectual content of materials intended for their continuing, enduring, stable, lasting, uninterrupted, and unbroken chain of preservation, without a foreseeable end. [Archives]

permanent preservation system

***n.*, See: records preservation system [Archives]**

persistent archive

n., A strategy that seeks to make the architecture of archival information systems used to preserve digital records independent of the technology used to implement them. [Archives]

persistent format

n., A data type, which may be simple or complex, that is independent of specific hardware or software, such that an object in this data type can be transferred from a source platform to an arbitrary target platform with no significant alteration of essential attributes or behaviours. [Computer and Information Sciences]

persistent object

n., A digital object normalized to a persistent format and encapsulated so that it is self-describing and readable by newer platforms. [Computer and Information Sciences]

persistent object preservation

n., (POP) A permanent preservation technique to ensure digital records remain accessible by making them self-describing in a way that is independent of specific hardware and software. [Computer and Information Sciences]

persistent storage

***n.*, See: non-volatile storage [Computer and Information Sciences]**

person

n., An individual or legally defined entity who is the subject of rights and duties, and who is recognized by the juridical system as capable of or having the potential for acting legally. [General Dictionaries]

pertinent

a., [diplomacy] The quality of a record whose content is relevant to the purpose for which it is created and/or used. With correct, precise and truthful, a component of accuracy. [Archives]

physical form

n., [diplomacy] The whole of the formal attributes of the record that determine its external make-up. [Archives]

physical person

n., A human being, as distinguished from a juridical person, who has natural rights and duties and who has the ability to act in his or her own right in relations with other people. *Syn.*: natural person. [General Dictionaries]

physical structure

n., Constituting the data storage elements in an SGML-compliant document and their content. [Computer and Information Sciences]

pkc

***n.*, Initialism for “public key cryptosystem.” [Computer and Information Sciences]**

pke

***n.*, Initialism for “public key encryption.” [Computer and Information Sciences]**

pki

***n.*, Initialism for “public key infrastructure.” [Computer and Information Sciences]**

plaintext

***n.*, Text or other data that contains no formatting and/or is not encrypted. [Computer and Information Sciences]**

planned disposition

***n.*, *See*: disposition rule [Archives]**

platform

***n.*, The specific hardware architecture of a computer and/or its operating system; usually for a model or entire family of computers. [Computer and Information Sciences]**

platform-independent

***n.*, *See*: cross-platform [Computer and Information Sciences]**

platform-neutral

***n.*, *See*: cross-platform [Computer and Information Sciences]**

policy

***n.*, A formal statement of direction or guidance as to how an organization will carry out its mandate, functions or activities, motivated by determined interests or programs. [Archives]**

pop

***n.*, Initialism for “persistent object preservation.” [Computer and Information Sciences]**

potential record

***n.*, A document that is a record in becoming. If the creator treats it as a record, associates it with entities that are undeniably records, and does so in the course of an activity and for its purpose, such an object only needs a stable content and a fixed form to materialize itself as a complete record. [Archives]**

preamble

***n.*, [diplomacy] An intrinsic element of documentary form that comprises the part of the text of a document that expresses the ideal motivation of the action. [Archives]**

precise

***a.*, [diplomacy] The quality of a record that strictly conforms in every detail of content and form to an established standard, guideline or convention. With correct, pertinent and truthful, a component of accuracy. [Archives]**

presented digital record

***n.*, *See*: manifested digital record [Models (MCP)]**

preservation

n. The whole of the principles, policies, rules and strategies aimed at prolonging the existence of an object by maintaining it in a condition suitable for use, either in its original format or in a more persistent format, while leaving intact the object's intellectual form. [Archives]

n., Preservation has been defined as the protection of human features in the landscape, as opposed to conservation which is concerned with the protection of the natural landscape. This distinction is not always made. [Sciences]

n., Processes and operations involved in ensuring the technical and intellectual survival of authentic records through time. [Archives]

n., The process of protecting documents from deterioration or damage; the non-invasive treatment of fragile documents. [Archives]

n., The storing and protecting of archives against damage and deterioration. [Archives]

n., The totality of processes and operations involved in the stabilization and protection of documents against damage and deterioration and in the treatment of damaged or deteriorated documents preservation may also include the transfer of information to another medium such as microfilm. [Archives]

n., Refers to actions taken to prevent further changes or deterioration in objects, sites, or structures. [Arts]

n., The overall package of administrative and/or practical measures, such as boxing, good housekeeping, careful handling and environmental control, which ensure the survival of documents without specialist intervention. Conservation and restoration procedures are part of a preservation policy. [Arts]

n., To keep from harm, injury, decay, or destruction. [General Dictionaries]

preservation emulation

n., *See*: emulation [Computer and Information Sciences]

preservation strategy

n., *See*: records preservation strategy [Archives]

preservation system

n., *See*: records preservation system [Archives]

preserved record

n., A record in the records preservation system that is the result of good record-making, recordkeeping and permanent preservation practices, and is available for output (upon request). [Archives]

preserver

n., *See*: designated records preserver [Models (MCP)]

preserver's certificates of authenticity

n., Attestations by the preserver that one or more records are authentic. [Models (MCP)]

presumption of authenticity

n., An inference as to the fact of a record's authenticity that is drawn from known facts about the manner in which that record has been created and maintained. [Archives]

primary storage

n., *See*: volatile storage [Computer and Information Sciences]

primitiveness

***n.*, The quality of being first, of not being derived from something else. With completeness and effectiveness, a quality presented by an original record. [Archives]**

priority of transmission

***n.*, Indication of the relative importance or urgency with which a record is to be transmitted. [Archives]**

private key

***n.*, In a Public Key cryptosystem, that part of a key pair that is held by a logical or legal entity in an authentication system, protected by a password, and not made available to anyone else. [Computer and Information Sciences]**

probative

***a.*, (of a document) Constituting evidence of a completed juridical act. [Archives]**

probative record

***n.*, A retrospective record for which the juridical system requires a written form as evidence of an action that came into existence and was complete before being manifested in writing. With dispositive, enabling, instructive, narrative and supporting, one of six functional categories of records. [Archives]**

n., Records whose written form is required by the juridical system as proof that an action has taken place prior to its documentation. [Archives]

n., Documents constituting written evidence of a juridical act which was complete before being documented. [Archives]

procedural context

***n.*, The business procedure in the course of which a record is created. [Archives]**

procedure

***n.*, In general, the body of written and unwritten rules governing the conduct of a transaction, or the formal steps undertaken in carrying out a transaction. [Archives]**

n., Records of established forms or methods for conducting the affairs of a business, legislative body, or court of law. [Arts]

n., A section of a program that carries out some well-defined operation on data specified by parameters. It can be called from anywhere in a program, and different parameters can be provided for each call. [Computer and Information Sciences]

n., The formal manner in which legal proceedings are conducted. [Government]

process

***n.*, The series of motions, or activities in general, carried out to set oneself to work and go on towards each formal step of a procedure. [Archives]**

n., Used for actions or procedures followed to produce some end, and for the actions or changes that take place in materials or objects. When emphasis is on the manner or method by which actions or procedures are performed, use "techniques." [Arts]

n., The sequence of states of an executing program. A process consists of the program code (which may be shared with other processes which are executing the same program), private data, and the state of the processor, particularly the values in its registers. It may have other associated resources such as a process identifier, open files, CPU time limits, shared memory, child processes, and signal handlers. [Computer and Information Sciences]

v., To manipulate data by mechanical means. [Computer and Information Sciences]

n., Process has special legal senses (1) "the proceedings in any action or prosecution" , and (2) "the summons by which a person is cited to appear in court" . Sense (2) is especially baffling to nonlawyers unfamiliar with legal procedures. E.g., "an execution is a 'process' of the court issued to enforce the judgment of that court." [Government]

n., A summons or writ, esp. to appear or respond in court. [Government]

n., The proceedings in any action or prosecution. [Government]

profile

n., An analysis representing the extent to which an entity exhibits various characteristics. [General Dictionaries]

program record

n., *See*: operational record [Archives]

proprietary

a., In reference to hardware technology, software applications and/or file formats, the state of being privately owned and controlled. A proprietary design or technique...implies that the company has not divulged specifications that would allow other companies to duplicate the product. [Computer and Information Sciences]

prospective record

n., A record that guides what to do and/or how to do it. A prospective record can enable (enabling record) or inform (instructive record) interactions, experiences or dynamic processes. [Archives]

protocol

n., [documentary form] The initial section of a document, usually containing the identification of the persons concurring to its formation and of its temporal, geographical and administrative context. [Archives]

n., [record] *See*: protocol register [Archives]

n., [computing] A set of formal rules describing how to transmit data, especially across a network. Low level protocols define the electrical and physical standards to be observed, bit- and byte-ordering and the transmission and error detection and correction of the bitstream. High level protocols deal with the data formatting, including the syntax of messages, the terminal to computer dialogue, character sets, sequencing of messages, etc. [Computer and Information Sciences]

n., Either the minutes of the proceedings at an international conference or an addendum to a treaty. [Government]

n., A summary of a document or treaty. [Government]

n., A treaty amending and supplementing another treaty. [Government]

n., A set of conventions governing the treatment and especially the formatting of data in an electronic communications system. [General Dictionaries]

protocol register

n., A type of register that records the identifying attributes of incoming, outgoing, and/or internal records, specifying the action taken. [Archives]

n., A register containing unique, consecutive numbers assigned to records and including additional information about the identity of persons involved and the documentary context of the record. [Archives]

n., The protocol register [...] records the document's protocol number (i.e., a unique identifier), the name and official title of the sender, the protocol number in the office of the sender (if applicable), the nature of the action, and indication of any enclosures and their types, the assigned classification number, and the office handling the matter. [Archives]

provenance

n., The relationships between records and the organizations or individuals that created, accumulated and/or maintained and used them in the conduct of personal or corporate activity. [Archives]

provenancial context

n., The creating body, its mandate, structure and functions. [Archives]

pseudo-original

n., A copy of a record in which the maker of the copy tries to imitate perfectly the original in order to deceive. [Archives]

public accountability

***n.*, 'Right to know,' a right to receive openly declared facts that may lead to public debate by the citizens and their elected representatives. [Government]**

public key

***n.*, In a public key cryptosystem, that key of a user's key pair that is publicly known. [Computer and Information Sciences]**

public key cryptosystem

***n.*, (PKC) A cryptographic system that uses two keys: a public key known to everyone and a private or secret key known only to the recipient of the message. [Computer and Information Sciences]**

public key encryption

***n.*, (PKE) The use of two keys—a public key known to everyone and a private or secret key known only to the recipient of the message—to encrypt and decrypt information transmitted between two parties. [Computer and Information Sciences]**

public key infrastructure

***n.*, (PKI) The underlying systems and processes necessary to support the trustworthiness and wide-scale use of public key encryption to authenticate individuals in a digital environment, especially over the Internet. [Computer and Information Sciences]**

***n.*, A system of public key encryption using digital certificates from Certificate Authorities and other registration authorities that verify and authenticate the validity of each party involved in an electronic transaction.**

PKIs are currently evolving and there is no single PKI nor even a single agreed-upon standard for setting up a PKI. However, nearly everyone agrees that reliable PKIs are necessary before electronic commerce can become widespread. [Computer and Information Sciences]

publication

***n.*, Recorded information that is intended for communication and/or dissemination to the public at large. [Archives]**

qualification of signature

***n.*, [diplomacy] An intrinsic element of documentary form that comprises the mention of the title and capacity of the signer, usually accompanying the attestation. [Archives]**

***n.*, The mention of the title and capacity of the signer of a document. [Archives]**

rdf

***n.*, Initialism for "resource description framework." [Computer and Information Sciences]**

received document

***n.*, A document transmitted to a creator from an external juridical or physical person. [Archives]**

received record

***n.*, A received document declared a record and set aside for action or reference, usually in a recordkeeping system. [Models (MCP)]**

recipient

***n.*, Person(s) to whom the record is copied for information purposes. *Syn.*: receiver. [Archives]**

***n.*, An electronic device that detects and amplifies radio signals captured by an antenna. [Sciences]**

***n.*, The end of a linear process of message transfer. [Arts]**

n., A person appointed by the court to preserve and protect property that is at risk, to enable another person to obtain the benefit of rights over the property or to obtain payment of a debt if the common-law remedy is inadequate. [Government]

recipient's name

n., The name of the office or individual receiving the record. [Archives]

reconstitute

v., To link and assemble the stored digital component(s) of a document to enable the document to be reproduced and manifested in authentic form. [Archives]

record

n., A document made or received in the course of a practical activity as an instrument or a by-product of such activity, and set aside for action or reference. *Syn.*: archival document. [Archives]

n., Recorded information (documents) regardless of form or medium created, received and maintained by an agency, institution, organization or individual in pursuance or its legal obligations or in the transaction of business. [Archives]

n., Recorded information produced or received in the initiation, conduct or completion of an institutional or individual activity that comprises content, context and structure sufficient to provide evidence of the activity. [Archives]

n., A representation of a fact or act that is memorialized on a physical carrier—that is, a medium—and preserved by a physical or juridical person in the course of carrying out its activities. [Archives]

n., Documents created or received by public authorities in the course of carrying out their public function. [Archives]

n., In data processing, a grouping of interrelated data elements forming the basic unit of a file. [Archives]

n., Data or information that has been fixed on some medium; that has content, context, and structure; and that is used as an extension of human memory or accountability. [Archives]

n., A document created or received and maintained by an agency, organization, or individual in pursuance of legal obligations or in the transaction of business. [Archives]

n., Document(s) produced or received by a person or organisation in the course of business, and retained by that person or organisation. A record may incorporate one or several documents (e.g. when one document has attachments), and may be on any medium in any format. In addition to the content of the document(s), it should include contextual information and, if applicable, structural information (i.e. information which describes the components of the record). A key feature of a record is that it cannot be changed. [Archives]

n., Recorded information, regardless of medium, created, received, and maintained by an agency, institution, organization, or individual in pursuance of its legal obligations or in the transaction of business. [Arts]

n., Any electronic, photographic or mechanical recording of music, singing, dialogue, sound effects or visual events, including CDs, DVDs, audio tapes, films, videos and the like. [Arts]

n., A document preserving an account of fact in permanent form, irrespective of media or characteristics. [Computer and Information Sciences]

n., An ordered set of fields, usually stored contiguously. The term is used with similar meaning in several different contexts. In a file, a "record" probably has some fixed length, in contrast to a "line" which may have any length and is terminated by some End Of Line sequence). A database record is also called a "row". In a spreadsheet it is always called a "row". Some programming languages use the term to mean a type composed of fields of several other types (C calls this a "struct"). [Computer and Information Sciences]

n., The documents constituting an authentic account of the proceedings before a court, including the claim form or other originating process, the statements of case, and the judgment or order, but usually not the evidence tendered. [Government]

record attribute

n., [diplomacy] A defining characteristic of a record or of a record element (e.g., the name of the author). [Archives]

record characteristic

n., [diplomacy] A quality that belongs to all records, such as a fixed documentary form, a stable content, an archival bond with other records either inside or outside the system, and an identifiable context. [Archives]

record creation

***n.*, The first phase of a record's lifecycle in which a record is made or received and then set aside for action or reference, usually in a recordkeeping system. [Archives]**

***n.*, The generation of bibliographic records by, for example, a bibliographic agency. [Arts]**

record element

***n.*, [diplomacy] A constituent part of a record's documentary form; an element is a formal expression visible on the face of the record (e.g., a signature) [Archives]**

record identity

***n.*, The distinct character of a record, identifiable through the attributes that uniquely characterize it and distinguish it from other records. [Archives]**

record integrity

***n.*, A record's wholeness and soundness. The quality or state of being complete and uncorrupted. [Archives]**

record profile

***n.*, An electronic form designed to contain the attributes of the record that attest to its identity and integrity, and which is generated when a user tries to send or to close an electronic record and remains inextricably linked to the record for the entire period of its existence. [Archives]**

record version

***n.*, One of two or more forms in which a record is issued. [Archives]**

***n.*, The state of a document at some point during its development. A version is usually one of the drafts of a document, or the final document. In some cases, however, finished documents exist in several versions, e.g. technical manuals. Note also that records cannot exist in more than one version. [Archives]**

recordkeeping

***v.*, The whole of the principles, policies, rules and strategies employed by the creator that establishes and maintains administrative, intellectual and physical control on its records. [Archives]**

***v.*, The making, receiving, setting aside, and handling of records; the intellectual and physical maintenance of those records; and their ultimate disposition all done in accordance with a set of internally consistent rules plus any tools and mechanisms to implement those tools. [Archives]**

***v.*, The systematic storage, use, maintenance and disposition of records by the creator to meet its administrative, programmatic, legal and financial needs and responsibilities. [Archives]**

recordkeeping access privileges

***n.*, The authority to annotate, read, retrieve, transfer and/or destroy records in the recordkeeping system, granted to officers and employees of the creator. [Models (MCP)]**

recordkeeping metadata schemes

***n.*, Lists of all necessary metadata to be recorded to ensure the identification and integrity of records maintained in the recordkeeping system. [Models (MCP)]**

recordkeeping office

***n.*, The office given the formal competence for designing, implementing and maintaining the creator's trusted recordkeeping system. [Archives]**

recordkeeping system

n. A set of rules governing the storage, use, maintenance and disposition of records and/or information about records, and the tools and mechanisms used to implement these rules. [Models (MCP)]

record-making

n. The whole of the principles, policies, rules and strategies that controls the process of creating records from made or received documents. [Archives]

n. The process of drafting or compiling, capturing and identifying a document and declaring (i.e., classifying and registering) it a record. [Archives]

record-making access privileges

n. The authority to compile, annotate, read, retrieve, transfer and/or destroy records in the record-making system, granted to officers and employees of the creator. [Models (MCP)]

record-making metadata schemes

n. Lists of all necessary record-making metadata to be recorded to ensure the reliability, accuracy, identification and integrity of records created in the record-making system. [Models (MCP)]

record-making system

n. A set of rules governing the making of records, and the tools and mechanisms used to implement these rules. [Models (MCP)]

records aggregation

n. A natural accumulation of an interrelated group of records, such as a file, dossier, series or fonds, which results from the way in which a records creator carries out its activities or functions. *Syn.*: aggregated records. [Archives]

records continuum

n. A model of archival science that emphasizes overlapping characteristics of recordkeeping, evidence, transaction, and the identity of the creator. [Archives]

A records continuum perspective can be contrasted with the life cycle model. The life cycle model argues that there are clearly definable stages in record-keeping and creates a sharp distinction between current and historical record-keeping. The record continuum, on the other hand, has provided Australian records managers and archivists with a way of thinking about the integration of record-keeping and archiving processes. [Archives]

n. The whole extent of a record's existence. Refers to a consistent and coherent regime of management processes from the time of the creation of records (and before creation, in the design of recordkeeping systems), through to the preservation and use of records as archives. [Archives]

records creator

n. The physical or juridical person who makes, receives or accumulates records by reason of its mandate/mission, functions or activities and who generates the highest-level aggregation in which the records belong (that is, the fonds). *Syn*: creator. [Archives]

n. The person or office that generates the highest-level aggregation in which the record belongs (that is, the fonds). [Archives]

records forms

n. Specifications of the documentary forms for the various types of records of the creator. [Models (MCP)]

records keeper

n. *See*: records manager [Archives]

records lifecycle

***n.*, A model of records management and archival science that characterizes the life span of a record as comprising eight sequential stages: creation or receipt; classification; maintenance and use; disposition through destruction or transfer to an archival institution or agency; description in archival finding aids; preservation; reference and use. [Archives]**

***n.*, The theory that records go through four distinct stages of change in activity, including creation or receipt, use and maintenance, in-active storage, and disposition (destruction or transfer to an archives). [Archives]**

records management

***n.*, The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. [Archives]**

***n.*, The systematic design, implementation, maintenance and administrative control of a framework for the making and keeping of records by a records manager (trusted records officer) to ensure efficiency and economy in their creation, use, handling, control, maintenance and disposition. [Archives]**

***n.*, The systematic control of the creation, maintenance, use, and disposition of records. [Archives]**

***n.*, The creation and implementation of systematic controls for records and information activities from the point where they are created or received through final disposition or archival retention, including distribution, use, storage, retrieval, protection and preservation. [Archives]**

***n.*, The application of systematic and scientific control to the creation, use, maintenance, storage, retrieval, disposition, and preservation of all form of recorded information produced by an organization in the conduct of its operations. [Archives]**

***n.*, That area of general administrative management concerned with achieving economy and efficiency in the creation, maintenance, use and disposal of records, i.e. during their entire life cycle. [Archives]**

***n.*, The systematic control of all records from their creation or receipt through their processing, distribution, organization, storage and retrieval, and to their ultimate disposition. [Archives]**

***n.*, The discipline concerned with the control and use of information-bearing media within an organization. [Computer and Information Sciences]**

records management function

***n.*, The whole of the activities of a creator aimed at the creation, use and maintenance of records to meet its administrative, programmatic, legal, financial and historical needs and responsibilities. [Archives]**

records manager

***n.*, The person responsible for the management of active and semiactive records of a creator. The role of a records manager should be that of a trusted records officer. *Syn.*: records keeper; records officer. [Models (MCP)]**

records officer

***n.*, *See*: records manager; trusted records officer [Archives]**

records preservation

***n.*, The whole of the principles, policies, rules and strategies that controls the physical and technological stabilization and protection of the intellectual form of acquired records intended for their continuing, enduring, stable, lasting, uninterrupted and unbroken chain of preservation, without a foreseeable end. *Syn.*: archival preservation; permanent preservation. [Archives]**

records preservation strategy

***n.*, A coherent set of objectives and methods for protecting and maintaining (i.e., safeguarding authenticity and ensuring accessibility of) digital components and related information of acquired records over time, and for reproducing the related authentic records and/or archival aggregations. *Syn.*: preservation strategy; permanent preservation strategy. [Archives]**

records preservation system

n. A set of rules governing the permanent intellectual and physical maintenance of acquired records and the tools and mechanisms used to implement these rules. ***Syn.***: archival preservation system; preservation system; permanent preservation system. [Archives]

records retention schedule

n., ***See***: retention schedule [Archives]

records series

n., Dossiers, file units or individual documents that are arranged in accordance with a classification or filing system or that are maintained as a unit because they result from the same accumulation or filing process, the same function or the same activity, and that have a particular form or because of some other relationship arising out of their creation, receipt or use. ***Syn.***: series. [Archives]

n., A grouping of documents within a fonds created to accomplish one function. [Archives]

n., Documents arranged systematically or maintained as a unit because they relate to a particular function or subject, result from the same activity, have a particular form, or because of some other relationship arising from their creation, receipt, and use. [Archives]

n., A group of related records arranged according to a filing system that are the product of the same business process, or because of some other relationship arising out of the process of creation, receipt, or use. Large, complex record series may be subdivided. [Archives]

n., A group of record items, either controlled by numbers or other symbols or not, which results from the same accumulation, are subject to the same processes and procedures of organization, or have similar physical shape and informational content. [Archives]

records system

n., A set of rules governing record-making and recordkeeping, as controlled by the creator's records management function, and the tools and mechanisms used to implement these rules. [Archives]

n., Information system which captures, manages and provides access to records through time. [Archives]

n., File units or documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function or the same activity; have a particular form or because of some other relationship arising out of their creation, receipt, or use. [Archives]

n., The records system of a creator comprises the methods and the rules which determine the regular accumulation of records produced or acquired, and permits the delineation of a coherent archival structure adequate for the administrative and informational needs of the creator in the following areas · control of provenance, definition of the procedures for production, acquisition, accumulation, and movement of records; · organization and regular accumulation, which involves the same records functions with respect to the activities from which the records results (creation and maintenance of the archival bond); · secure preservation and transmission of integral and authentic records (elimination of risks of manipulation and dispersion). (Richard Pearce-Moses) [Archives]

n., The system that comprises the creator's records, its record-making and recordkeeping systems and is controlled by the creator's records management function. [Archives]

refreshing

n., The process of copying the digital content from one digital medium to another (includes copying to the same kind of medium). [Archives]

refreshing of records

n., The process of refreshing digital records in the usual and ordinary course of business to ensure their continued accessibility as their storage medium becomes obsolete or degrades over time, while leaving intact their intellectual form. [Archives]

registered record

***n.*, A record that has been assigned a registration number and for which all the data necessary to identify the persons and acts involved and the documentary context of the record are recorded within a protocol register. [Archives]**

registration number

***n.*, A consecutive number added to each incoming or outgoing record in the protocol register, which connects it to previous and subsequent records made or received by the creator. [Archives]**

registration scheme

***n.*, A method for assigning a unique identifier to each record. [Models (MCP)]**

registry system

***n.*, A system controlling the creation, maintenance, and use of current and semicurrent records through the use of formal registers, lists and indexes. [Archives]**

reliability

***n.*, The trustworthiness of a record as a statement of fact. It exists when a record can stand for the fact it is about, and is established by examining the completeness of the record's form and the amount of control exercised on the process of its creation. [Archives]**

n., The records ability to serve as reliable evidence. [Archives]

n., An attribute of any system that consistently produces the same results, preferably meeting or exceeding its specifications. The term may be qualified, e.g software reliability, reliable communication. [Computer and Information Sciences]

n., The ability of a computer system to perform its required functions for a given period of time. It is often quoted in terms of percentage of uptime, but may be more usefully expressed as MTBF (mean time between failures). [Computer and Information Sciences]

n., The quality of being sufficiently accurate and authentic to serve as the basis for a decision or action; worthy of trust. [General Dictionaries]

reliable record

***n.*, A record capable of standing for the facts to which it attests. [Archives]**

n., A reliable record is one whose contents can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities. Records should be created at the time of the transaction or incident to which it relates, or soon afterwards, by individuals who have direct knowledge of the facts or by instruments routinely used within the business to conduct the transaction. [Archives]

render

***v.*, To draw a real-world object as it actually appears. [Computer and Information Sciences]**

v., The conversion of a high-level object-based description into a graphical image for display.

For example, ray-tracing takes a mathematical model of a three-dimensional object or scene and converts it into a bitmap image. Another example is the process of converting HTML into an image for display to the user.

[Computer and Information Sciences]

reproduce

***v.*, To make a copy. [Archives]**

reproduced digital record

***n.*, An authentic representation or other version of a digital record reconstituted from its digital component(s). [Models (MCP)]**

reproducible digital record

***n.*, The digital component(s) of a record together with the technical information or software necessary to reproduce and manifest it from the digital component(s). [Models (MCP)]**

reproduction

***n.*, The process of generating a copy. [Archives]**

n., An exact copy of a document in content and form but not necessarily in size and appearance. [Archives]

n., Object made as an exact copy of an earlier original. [Arts]

n., Copies of art images, art objects, or other valued images or objects, made without intent to deceive; with regard to art images, includes photographic reproductions; implies more precise and faithful imitation than does the term "copies (derivative objects)." Where the intent is to deceive, see "forgeries" or "counterfeits." [Arts]

repurposing

***n.*, The process of taking content from one medium (such as from a book, a newspaper, TV, or radio) and repackaging it for use in another medium (such as on the Web). [General Dictionaries]**

n., The creation of a new fonds. The process of updating the documentary context through changes to descriptive metadata. [Archives]

n., The process of modifying the content of an existing record to use it for a different purpose. [Archives]

n., Part of reusability or re-purposing clearly is the ability to contribute, over time, to a large array of interpretations or presentations of materials for many different audiences and purposes. [General Dictionaries]

requirement

***n.*, A constraint, demand, necessity, need, or parameter that must be met or satisfied, usually within a certain timeframe or as a prerequisite. [General Dictionaries]**

resource description framework

***n.*, (RDF) An XML-based language for representing information about resources in the World Wide Web. It is particularly intended for representing metadata about Web resources, such as the title, author, and modification date of a Web page, copyright and licensing information about a Web document, or the availability schedule for some shared resource. [Computer and Information Sciences]**

retention schedule

***n.*, A document providing description of records series and/or classes and specifying their authorized dispositions. [Archives]**

n., [record schedule] Documents describing the recurring records of an organization or administrative unit, specifying those records to be preserved as having archival value, and authorizing, on a continuing basis and after the lapse of specified retention periods and the occurrence of specified actions or events, the destruction of the remaining records. [Arts]

retrieval system

***n.*, A set of rules governing searching and finding records in recordkeeping and records preservation systems, and the tools and mechanisms used to implement these rules. [Archives]**

n., A sequence of actions which result in obtaining required information. [Computer and Information Sciences]

retrospective record

***n.*, A record that is a means of remembering what was done. [Archives]**

rule

n., An authoritative statement of what to do or not to do in a specific situation, issued by a competent person. [General Dictionaries]

salutation

n., [diplomatics] An intrinsic element of documentary form comprising a form of greeting that appears only in letters, usually following the inscription. [Archives]

save

v., To affix a digital object in non-volatile storage on a digital medium. [Computer and Information Sciences]

schema

n., A structured framework or plan. [General Dictionaries]

schema document

n., An SGML-compliant document that defines the structure and contents of other SGML-compliant documents, in a similar manner to a Document Type Definition (DTD).*Syn.*: document schema. [Computer and Information Sciences]

scheme

n., A group of independent but interrelated elements comprising a unified whole. [General Dictionaries]

science

n., The body of knowledge comprising measurable or verifiable facts acquired through application of the scientific method, and generalized into scientific laws or principles. [Sciences]

scientific method

n., A rigorous, systematic approach, designed to eliminate bias and other subjective influences in the search, identification, and measurement or validation of facts and cause-effect relationships, and from which scientific laws may be deduced. [Sciences]

script

n., [diplomatics] An extrinsic element of documentary form that comprises the characteristics of a document's writing such as the layout of the writing with respect to the physical form of the document, the presence of different hands or types of writing in the same document, the correspondence between paragraphs and conceptual sections of the text, type of punctuation, abbreviations, initialisms, ink, erasures, corrections, etc. [Archives]

seal

n., A piece of wax, lead or other material upon which an impression has been made and attached to a document or applied to the face thereof. Originally serving as a means of authentication of the author of a record and of the record itself. [Archives]

n., A device for impressing characteristic marks into a soft surface, often to indicate ownership. Seals may be in the form of stamps or cylinder seals. [Sciences]

n., A piece of wax, lead or other material upon which an impression in relief from a seal has been made, attached to a document or applied to the face thereof, originally serving as a means of authentication; also used to close a document. [Archives]

n., A die or signet, having a raised or incised emblem used to stamp an impression upon a receptive substance such as wax or lead. [Archives]

n., A die/matrix, usually of metal, engraved in intaglio with the device or design used to produce by the application of pressure a seal. Dies may be of one-sided design only or in pairs producing dissimilar designs simultaneously on each seal. [Archives]

n., Electronic Seal. Specific electronic means of authenticating a record or ensuring that it is only opened by the intended addressee. It is a distinct type of electronic signature. [Archives]

n., Artifacts bearing monograms, writing, numbers, or designs in intaglio for making an impression in relief on some soft, tenacious substance such as clay or wax. They may be flat or cylindrical, the impression made by rolling the seal over the surface. [Arts]

n., Die or signet, often in the form of a cylinder or ring, having a raised (cut) or incised (engraved) emblem, such as a heraldic device or monogram. A seal is used to stamp an impression on wax or lead as a means of authentication or to seal closed a document or letter. [Arts]

n., A stamp, carved cylinder, signet ring, etc., used to make an impression in molten wax to secure a letter or other document, confirming the identity of the sender and/or the authenticity of the contents. Also refers to the impressed design or mark itself, a broken seal indicating that the document has been opened. [Computer and Information Sciences]

n., Wax impressed with a design and attached to any document as a sign of its authenticity; alternatively, an adhesive wafer or anything else intended to serve the purpose of a seal may be used. [Government]

v., a) To confirm or make secure by or as if by a seal. b) To solemnize for eternity. [General Dictionaries]

secondary storage

n., **See:** non-volatile storage [Computer and Information Sciences]

secretarial note

n., [diplomacy] **An intrinsic element of documentary form that comprises any of several types of clerical notes that might appear on a document, such as the initials of the typist, the mention of enclosures, or an indication that the document is copied to other persons.** [Archives]

self-authenticating

v., **Authentication without extrinsic evidence of truth or genuineness. In federal courts, certain writings, such as notarized documents and certified copies of public records, may be admitted into evidence by self-authentication.** [Government]

self-describing

n., **An object whose data structure, form, or layout provides both definitions and values for the data or formats of the object. A self-describing entity can be evaluated, with all its elements and forms understood, without the need of external references.** [Computer and Information Sciences]

semantic rule

n., **A rule that governs the meanings or interpretations of symbols or elements within an object.** [Computer and Information Sciences]

semantic schema

n., **The representation of a vocabulary in a particular machine-processable form, such as an RDF or relational-database schema.** [Computer and Information Sciences]

semiactive record

n., **A record which are no longer needed for the purpose of carrying out the action for which it was created, but which is needed by the records creator for reference.***Syn.:* semicurrent record. [Archives]

n., Records required so infrequently in the conduct of current business that they should be transferred from offices to a records centre pending their ultimate disposal/disposition. [Archives]

semicurrent record

n., **See:** semiactive record [Archives]

sent document

n., **See:** outgoing document [Models (MCP)]

sent record

n., **See:** outgoing document [Archives]

serialize

v., **To save a digital object onto a storage medium in a location-independent way so that it can be transmitted or stored elsewhere.** [Computer and Information Sciences]

series

n., **See:** records series [Archives]

set aside

v., **To declare a record and retain it for future reference or use, usually in a recordkeeping system.** [Archives]

a., Of a record that is filed or archived, by assigning to it a classification code, including it in a folder or consigning it to a recordkeeping system, or that is associated with other records by any other means. [Archives]

v., (Of a court) to annul or vacate (a judgment, order, etc.) [Government]

sgml

n., **Initialism for “Standard Generalized Markup Language.”** [Computer and Information Sciences]

sgml document

n., **A digital document encoded using Standard Generalized Markup Language (SGML) in conformance with the syntactic rules described in a Document Type Definition (DTD) or a schema document.** [Computer and Information Sciences]

sgml-compliant document

n., **A digital document encoded using Standard Generalized Markup Language (SGML) or any one of its derivative markup languages, such as Hypertext Markup Language (HTML) and eXtensible Markup Language (XML)** [Computer and Information Sciences]

signature

n., **The name or special mark of a person, affixed by the person’s hand or by its authorized agent on a document for the purpose of taking responsibility for, approving, or validating all or part of its content.** [Archives]

n., The characteristics of geophysical anomalies within a region or along a profile. It is often based on Fourier or power-spectrum analyses of either gravity (gravity signature) or magnetic (magnetic signature) residual anomalies. [Sciences]

n., The name of a person written in his own hand. Also known as an autograph. [Archives]

n., The name or special mark of a person written on a document. The signature may be handwritten by the person in his/her own hand or typed, or may be affixed by an office authorized to do so. [Archives]

n., Persons' names written in their own hand. [Arts]

n., A ‘sign’ placed at the opening of a comp. or of a section of a comp., indicating the key (key signature) or the value of the beat and the no. of beats in each measure (time signature). [Arts]

n., Letters or numbers, or combinations of letters and numbers, printed at the foot of the first page, and sometimes on subsequent leaves of a gathering, as a guide to the binder in arranging them in their correct order. [Arts]

n., A few lines of information about the sender of an electronic mail message or news posting. Most Unix mail and news software will automatically append a signature from a file called .signature in the user's home directory to outgoing mail and news. [Computer and Information Sciences]

n., A collection of symbols intended to be associated with sets and with functions on and elements from the sets. [Computer and Information Sciences]

n., A name or other distinctive mark made by an individual or made with his or her authority. [General Dictionaries]

simple copy

n., A copy that only reproduces the content of a record. [Archives]

n., The mere transcription of the content of the original. [Archives]

software re-engineering

n., The systematic transformation of existing software or systems into a new form to realize quality improvements in operation, system capability, functionality, interoperability, performance or evolvability. [Computer and Information Sciences]

special sign

n., [diplomats] An extrinsic element of documentary form that comprises a symbol that identifies one or more of the persons involved in the compilation, receipt or execution of a record. [Archives]

specific presentation feature

n., [diplomats] An extrinsic element of documentary form concerning specific aspects of the record's formal presentation that are necessary for it to achieve the purpose for which it was created, such as special layouts, hyperlinks, deliberately employed type fonts or colours, image resolutions, audio sampling rates, etc. [Archives]

specification

n., A detailed description of features and/or functions in the design of an entity or system. [Computer and Information Sciences]

stable

a., With reference to content, either unchangeable or changeable according to fixed rules, that is, endowed with bounded variability. [Archives]

standard

n., The complex of established norms aiming to make the characteristic of a product, process, or service uniform within or across a sector, a country, or a system. [Archives]

n., Established principle, rule, guide or measure. [Arts]

n., A publicly available definition of a hardware or software component, resulting from international, national, or industrial agreement. [Computer and Information Sciences]

n., An acceptable level or criterion according to which something is compared, measured, or judged. Also refers to an amount, extent, quality, pattern, criterion, etc., fixed by usage or convention or established as the norm by prevailing authority, as in the standard size of a catalog card used by libraries prior to the development of machine-readable cataloging. A standard may also be a specification that identifies model methods, materials, or practices. A standard may be approved by a formal ANSI-accredited standards body, such as NISO. A de facto standard is one that becomes generally accepted without the formal endorsement of a standard-setting organization. A community standard is a de facto standard developed and used within a particular user group. Compare with bench mark, best practices, and guidelines. See also: standards.

Also, any object, such as a flag or banner, used to symbolize a nation, people, military unit, etc. [Computer and Information Sciences]

n., Rules established to prescribe qualities or practices in order to achieve common goals. [General Dictionaries]

n., A set of rules and guidelines co-operatively adhered to by national and international peer entities. [General Dictionaries]

n., Benchmarks used to measure some quality or practice. [General Dictionaries]

standard generalized markup language

***n.* (SGML) An ISO standard text-formatting language for defining descriptions of the structure and content of different types of digital documents. [Computer and Information Sciences]**

standards

***n.* Sets of rules or guidelines co-operatively adhered to by peer entities. [Models (MCP)]**

***n.* Criteria, rules, procedures, or devices approved by official authority or general consent, that serve as examples to be followed or as measures for evaluation or comparative judgment. [Models (MCP)]**

***n.* A set of guidelines, usually drafted by experts in a particular field of technology, that are issued for general use by national and international standards organisations. [Models (MCP)]**

***n.* The format used to distribute a television signal. Examples include NTSC, PAL, SECAM. [Models (MCP)]**

state of transmission

***n.* See: status of transmission [Archives]**

status of transmission

***n.* The degree of perfection of a record; that is, whether a record is a draft, an original or a copy. [Archives]**

stored digital component

***n.* A digital object that is placed in a storage system on a digital medium and is treated and managed as a digital component. [Models (MCP)]**

stored digital document

***n.* A digital document that is placed in a storage system on a digital medium and is treated and managed as a document. [Models (MCP)]**

stored digital object

***n.* A digital object that is placed in a storage system on a digital medium. [Models (MCP)]**

stored digital record

***n.* A stored digital document that is treated and managed as a record. [Models (MCP)]**

strategy

***n.* The complex of practical means formally articulated by an entity for reaching a specific purpose, that is, a plan or a road map for implementing policies. [Archives]**

subject

***n.* [diplomacy] An intrinsic element of documentary form that comprises a symbol that identifies one or more of the persons involved in the compilation, receipt, or execution of a record. [Archives]**

subject line

***n.* Location of statement signifying what a document is about such as specific topics, functions, or activities. [Archives]**

subscription

***n.* The act of signing one's name on a document; the signature so affixed. [Government]**

superscription

***n.*, [diplomatics] An intrinsic element of documentary form that comprises the mention of the name of the author of the document and/or the action and which may take the form of an entitling. [Archives]**

***n.*, Something written, printed, or engraved at the top or on the outside surface of an object, especially a name and/or address on the outside of an envelope or parcel. [Computer and Information Sciences]**

supporting

***a.*, (of a document) Constituting evidence of a juridically relevant activity. [Archives]**

supporting record

***n.*, A retrospective record constituting written evidence of an activity that does not result in a juridical act, but is itself juridically relevant. With dispositive, narrative, probative and prospective, one of five functional categories of records. [Archives]**

symbol

***n.*, A character, image, mark, shape, characteristic, or thing used to represent or denote something else by association, convention, or unintended resemblance. [General Dictionaries]**

syntactic rule

***n.*, A rule that governs the ways symbols or elements within an object can be arranged and used. [Computer and Information Sciences]**

system

***n.*, An organized and integrated set of detailed methods, policies, procedures, resources, routines, rules and tools established or formulated to carry out a specific activity, perform a duty, or solve a problem. [General Dictionaries]**

tag

***n.*, *See*: mark-up; markup tag [Computer and Information Sciences]**

technological context

***n.*, The characteristics of the hardware, software, and other components of an electronic computing system in which records are created. [Archives]**

***n.*, The hardware and software environment in which the record exists or was created. [Archives]**

technology preservation

***n.*, A digital records preservation strategy that involves maintaining the original software and hardware platforms with which the records were created or last manifested in authentic form. [Archives]**

technology-dependent authentication

***n.*, The use of technological mechanisms, such as digital signatures or other cryptographic techniques, to authenticate records; technology-independent authentication. [Archives]**

technology-independent authentication

***n.*, The authentication of records based on the use of administrative procedures to establish a presumption of authenticity or, if necessary, a verification of authenticity, especially through comparison of the evidence compiled about a record's identity and integrity and the procedural controls exercised over its creation, use, maintenance and/or preservation with the requirements for authentic records. [Archives]**

terms and conditions of transfer

***n.*, Formal instruments that identify in archival and technological terms digital records to be transferred, together with relevant documentation, and that identify the medium and format of transfers, when the transfers will occur, and the parties to the transfers. [Models (MCP)]**

text

***n.*, [documentary form] The central section of a document, which contains the action, including the considerations and circumstances which gave origin to it, and the conditions related to its accomplishment. [Archives]**

***n.*, A collection of words, numbers, or symbols that conveys meaning as language. [General Dictionaries]**

n., The main body of a document as distinct from its introductory part and conclusive parts. [Archives]

n., The wording of a document. [Archives]

n., Generally, written or printed words, phrases, or sentences arranged to make a communication. Includes oral verbal communications set down in writing or print. [Arts]

n., A signifying structure organized by codes and conventions, capable of creating meaning, capable of being read. [Arts]

n., Words, numbers, or symbols. [General Dictionaries]

third-party intellectual property rights

***n.*, Rights belonging to a party other than the author or the addressee of a record. [Archives]**

timestamp

***n.*, An attestation by a trusted third party that a record was received at a particular point in time. [Archives]**

n., A notation made on a record indicating the time, and sometimes the date, that some action occurred. [Archives]

n., The time and date of an operation or event when automatically added to a screen display, log file, or output file of a computer procedure. It is a valuable aid to the tracking down of errors and can be used as part of an auditing process. The time and date are derived from the computer's internal real-time clock. [Computer and Information Sciences]

title

***n.*, [diplomacy] An intrinsic element of documentary form comprising an indication of the action, matter of subject of the record, usually under the entitling or in its place. [Archives]**

tools

***n.*, Information, technology and other equipment and supplies used to manage the lifecycle of records. [Models (MCP)]**

topical date

***n.*, The place of the compilation of a record, included in the record by its author. [Archives]**

transaction

***n.*, An act or several interconnected acts in which more than one person is involved and by which the relations of those persons are altered. [Archives]**

n., Element in the organization of a file or consisting of documents which relate to a specific administrative action; case papers/files may be restricted to a single transaction (Canadian usage: transactional files). [Archives]

n., An act capable of changing the relationship between two or more physical or juridical persons. [Archives]

n., A unit of interaction with a DBMS or similar system. It must be treated in a coherent and reliable way independent of other transactions. [Computer and Information Sciences]

n., An action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs (TISH). [General Dictionaries]

transformative migration

***n.*, The process of converting or upgrading digital objects or systems to a newer generation of hardware and/or software computer technology. [Computer and Information Sciences]**

transformative migration of records

***n.*, The process of converting records in the usual and ordinary course of business (otherwise the activity is not migration but creation) to maintain their compatibility with a newer generation of hardware and/or software computer technology, while leaving intact their intellectual form. [Archives]**

transmission

***n.*, The moving of a record across space (from a person or organization to another, or from a system to another), or through time. [Archives]**

trusted custodian

***n.*, A preserver who can demonstrate that it has no reason to alter the preserved records or allow others to alter them and is capable of implementing all of the requirements for the preservation of authentic copies of records. [Archives]**

trusted preservation system

***n.*, The whole of the rules that control the preservation and use of the records of the creator and provide a circumstantial probability of the authenticity of the records, and the tools and mechanisms used to implement those rules. [Models (MCP)]**

trusted recordkeeping system

***n.*, The whole of the rules that control the creation, maintenance use and disposition of the records of the creator and provide a circumstantial probability of the authenticity of the records, and the tools and mechanisms used to implement those rules. [Archives]**

n., A type of system where rules govern which documents are eligible for inclusion in the record-keeping system, who may place records in the system and retrieve records from it, what may be done to and with a record, how long records remain in the system, and how records are removed from it. [Archives]

n., A system that comprises the whole of the rules that control the creation, maintenance, use and disposition of the records of the creator and that provide a circumstantial probability of the authenticity of the records within the system. [Archives]

trusted records officer

***n.*, An individual or a unit within the creating organization who is responsible for keeping and managing the creator's records, who has no reason to alter the creator's records or allow others to alter them and who is capable of implementing all of the requirements for authentic records. [Archives]**

trusted third party

***n.*, Any outsider or person not a party to the fact or act nor immediately concerned with it. [General Dictionaries]**

trustworthiness

***n.*, The accuracy, reliability and authenticity of a record. [Archives]**

n., Both an accurate statement of facts and a genuine manifestation of those facts. [Archives]

n., Dependable as authentic, reliable, and having integrity. [General Dictionaries]

truthful

***a.*, [diplomacy] The quality of a record whose content is in accordance with the actual state of affairs. With correct, pertinent and precise, a component of accuracy. [Archives]**

udf

***n.*, Initialism for "uniform disk format." [Computer and Information Sciences]**

unbroken custody

n. A traceable and uninterrupted line of care, control and usually possession of a body of records from creation to preservation that can serve as a means of protecting the authenticity of the record. [Archives]

unicode

n. A universal 16-bit (two byte) standard character set for representing all scripts in active modern use as plain text in computer processing. [Computer and Information Sciences]

uniform resource locator

n. (URL) A standard way of [uniquely] specifying the location of an object, typically a Web page, on the Internet; the form of address used on the World-Wide Web.***Syn.***: universal resource locator. [Computer and Information Sciences]

universal character set transformation format 8

n. (UTF-8) An ASCII-compatible scheme for encoding Unicode values in sets of eight bits. [Computer and Information Sciences]

universal disk format

n. A universal, vendor-independent file system standard (ISO 13346) for storing data on optical media; designed for data interchange and portability, allowing an operating system to read, write and modify data stored on optical media that were created by another operating system. [Computer and Information Sciences]

universal resource locator

n. *See*: uniform resource locator [Computer and Information Sciences]

updated storage information

n. Information indicating a change in the location of a digital component in storage, the occurrence of a storage problem, the action taken to correct a storage problem, the results of such actions, or the copying of the components from older to new storage media. [Archives]

upgrade

n. A new or better version of some hardware or software computer technology. [Computer and Information Sciences]

v. To develop or install a new or better version of some hardware or software computer technology. [Computer and Information Sciences]

v. To raise (something esp. equipment or facilities) from one grade to another; to improve or enhance physically. [General Dictionaries]

url

n. Initialism for “uniform resource locator.” [Computer and Information Sciences]

utf-8

n. Initialism for “universal character set transformation format 8.” [Computer and Information Sciences]

verification of authenticity

n. The act or process of establishing a correspondence of known facts about the record itself and the various contexts in which it has been created and maintained with the proposed fact of the record's authenticity. [Archives]

version

n. One of several variations of an intellectual work, possibly created for a purpose or use other than the one originally intended. [General Dictionaries]

virtual record

n. A digital document perceived as existing by the user, but not existing in the system as seen. [General Dictionaries]

n. The characteristics of an entity as perceived by the user, regardless of how they have been physically represented in a database. Thus an employee would have one virtual record, but may have numerous physical records linked together to accommodate repeating addresses, jobs held, benefits received, etc. [Archives]

n. Documents existing only as variables which are not connected by statements expressing their significance and relationships, such as annotations on the verso of a blank parchment or date sent by electronic mail but remaining in non-related form with the sender. [General Dictionaries]

vital record code

n. The indication of the degree of importance of a record to continue the activity for which it was created or the business of the person/office that created it. [Archives]

volatile storage

n. Computer memory that requires electrical power and, in some cases periodic refreshment (e.g., DRAM), to maintain its stored content. *Syn.*: primary storage. *Opp.*: non-volatile storage. [Computer and Information Sciences]

wan

n. Initialism for “wide area network.” [Computer and Information Sciences]

wide area network

n. (WAN) A data network usually constructed over distances greater than one kilometre. [Computer and Information Sciences]

word

n. [computing] A fundamental unit of storage in a computer. The size of a word in a particular computer architecture is one of its chief distinguishing characteristics. [Computer and Information Sciences]

work

n. A distinct expression of human thought or emotion made in language, signs, symbols, numerals, images, or some other form, for purposes of communication and remembrance. [Archives]

wrapper

n. A data structure or software that encapsulates (“wraps around”) other data or software objects, appends code or other software for the purposes of improving user convenience, hardware or software compatibility, or enhancing data security, transmission or storage. [Computer and Information Sciences]

wrapper format

n. A specified wrapper structure for encapsulating multiple bitstreams into a single file. [Computer and Information Sciences]

writer

n. Person having the authority and capacity to articulate the content of the record. [Archives]

n. The person responsible for the intellectual form of the record. [Archives]

n., Writer is an obsolescent Scottishism in the sense "an attorney or law-agent; an ordinary legal practitioner in country towns; a law-clerk" (OED). [Government]

n., [Securities]. A person or institution that sells securities or futures option contracts. [Government]

writer's name

n., The designation (name) of the person competent for the articulation of the content of the record. [Archives]

written record

n., A document created by a physical or juridical person in the course of practical activity that is produced on a medium (paper, magnetic tape, disc, plate, etc.) by means of a writing instrument (pen, pencil, typing machine, printer, etc.) or of an apparatus for fixing data, images and/or voices. [Archives]

xml

n., Initialism for "eXtensible Markup Language." [Computer and Information Sciences]

xml document

n., An SGML-compliant digital document encoded using eXtensible Markup Language (XML) in conformance with the syntactic rules described in a Document Type Definition (DTD) or a schema document. [Computer and Information Sciences]