The InterPARES 2 Project
Glossary
(Current as of September 21, 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]**

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]**

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]**

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

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]**

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]**

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]**

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]**

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]**

activity

n., **A series of acts or actions aimed to one purpose. [Archives]**

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]**

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]**

administrative context

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

administrative control

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]**

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

admissibility

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

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]**

agent

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

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]**

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]**

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]**

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]**

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]**

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., **[diplomatics] 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]**

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]**

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]**

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]**

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]**

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] 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]**

archivist

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

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]**

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]**

attributes

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

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

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]**

clause

n., **[diplomatics] 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.**

competence

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

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]**

compliant

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

complimentary clause

n., **[diplomatics] 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]**

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]**

context

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

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]**

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]**

copy

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

copy in form of original

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

correct

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

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]**

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]**

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]**

custody

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

dat

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

data

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

data element

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

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]**

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]**

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]**

date of compilation

See**: chronological date. [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]**

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]**

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]**

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]**

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]**

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]**

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]**

digital signature

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

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]**

directive

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

disposition

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

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]**

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]**

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]**

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]**

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]**

draft

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

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]**

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]**

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]**

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]**

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.**

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]**

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]**

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]**

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]**

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]**

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]**

entitling

n., **[diplomatics] 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]**

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]**

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]**

exposition

n., **[diplomatics] 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., **[diplomatics] 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]**

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]**

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]**

file

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., **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]**

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]**

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]**

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]**

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]**

form

n., **Rules of representation that determine the appearance of an entity and convey its meaning. [General Dictionaries]**

format

n., **The structure or layout of an entity. [Computer and Information Sciences]**

formula perpetuitatis

n., **[diplomatics] 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]**

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]**

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]**

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]**

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]**

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]**

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."

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]**

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]**

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]**

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]**

initialization

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

inscription

***n.,* [diplomatics] 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]**

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]**

intellectual form

n., **[diplomatics] 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]**

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]**

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]**

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]**

interoperability

n., **The ability of one application/system to communicate or work with another. [General Dictionaries]**

intrinsic element

n., **[diplomatics] 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]**

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]**

invocation

n., **[diplomatics] 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]**

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)]**

juridical-administrative context

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., **[diplomatics] 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]**

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]**

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]**

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]**

metadata

n., **[data] Information that characterizes another information resource, especially for purposes of documenting, describing, preserving or managing that resource. [General Dictionaries]**

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]**

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]**

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]**

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]**

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]**

notification

n., **[diplomatics] 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]**

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]**

official record

n., **A complete, final, and authorized version or instantiation of a record. [Archives]**

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]**

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., **[diplomatics] 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; diplomatics] 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]**

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., **[diplomatics] 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., **[diplomatics] 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 is 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., **[diplomatics] 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., **[diplomatics] 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]**

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]**

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]**

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]**

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., **[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., **[record] *See*: protocol register [Archives]**

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]**

protocol register

n., **A type of register that records the identifying attributes of incoming, outgoing, and/or internal records, specifying the action taken. [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]**

publication

n., **Recorded information that is intended for communication and/or dissemination to the public at large. [Archives]**

qualification of signature

n., **[diplomatics] An intrinsic element of documentary form that comprises the mention of the title and capacity of the signer, usually accompanying the attestation. [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]**

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]**

record attribute

n., **[diplomatics] A defining characteristic of a record or of a record element (e.g., the name of the author). [Archives]**

record characteristic

n., **[diplomatics] 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]**

record element

n., **[diplomatics] 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]**

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]**

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]**

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]**

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 Syn.*: creator. [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]**

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]**

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]**

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]**

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]**

reliable record

n., **A record capable of standing for the facts to which it attests. [Archives]**

render

v., **To draw a real-world object as it actually appears. [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]**

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]**

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]**

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]**

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]**

secondary storage

n., See**: non-volatile storage [Computer and Information Sciences]**

secretarial note

n., **[diplomatics] 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]**

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]**

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]**

simple copy

n., **A copy that only reproduces the content of a record. [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., **[diplomatics] 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., **[diplomatics] 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]**

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)]**

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., **[diplomatics] 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]**

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 relevent. 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]**

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., **A collection of words, numbers, or symbols that conveys meaning as language. [General Dictionaries]**

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]**

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]**

title

n., **[diplomatics] 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]**

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]**

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]**

truthful

a., **[diplomatics] 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]**

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]**

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]**

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]**