

## GLOSSARY OF RECORDS AND INFORMATION MANAGEMENT TERMS

### A

#### **ACCESS**

Permission and means to use a record. The approach to any means of storing information, e.g., index, catalog, computer.

#### **ACTIVE RECORD**

Records that continue to be used with sufficient frequency to justify keeping them in the office of creation. See also CURRENT RECORD.

#### **ADMINISTRATIVE RECORD**

A record that is related to budget, personnel, supply, and similar administrative or facilitative operations common to all organizations. It is distinguished from an operational record that relates to an organization's specific functions or programs.

#### **ADMINISTRATIVE VALUE**

The usefulness of a record to the originating group in the conduct of its business.

#### **AGENCY BOX NUMBER**

See USER BOX NUMBER.

#### **AGENCY CODE**

The code that is used by State Records Center (SRC) for billing purposes. Each agency has a different code, which represents that specific agency.

#### **AGENCY COPY**

A reproduction of the contents of an original document which is not the official file copy of the agency. Copies are usually identified by their function and in most instances; copies will have a shorter retention than the official file copy.

#### **ANNOTATION**

A note added or attached to an original record.

#### **APPRAISAL**

See RECORDS APPRAISAL.

#### **ARCHIVES**

1. The records created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their historical or continuing value. 2. The building or part of a building where archival materials are located. 3. The agency or program responsible for selecting, acquiring, preserving, and making available archival materials.

#### **ARCHIVING**

1. Used for electronic records, it is the procedure for transferring information from an active file to an inactive file, storage medium, or facility. 2. Act of creating a backup copy of computer files. See also BACKUP.

**ARMA**

The principal educational records and information management organization in the United States and Canada, and one of the organizations accredited by the American National Standards Institute to develop records management standards.

**AUDIT**

See RECORDS AUDIT.

**AUTHENTICATION**

1. The verification of the identity of a person or process. 2. In a communication system, authentication verifies that messages really come from their stated source. 3. The act of establishing that a record has been finalized and is ready for distribution as evidence of the organization's activities. To maintain documentary material over time in such a manner that its identity is unquestionable and it is not corrupted.

**AUTHENTICITY**

The quality of being genuine and not corrupted or altered. The authenticity of a record is typically inferred from internal and external evidence, including the physical characteristics, structure, content and context of that record.

**B****BACKUP**

1. The process of duplicating information primarily for protection in case the original is lost or destroyed.
2. A copy of the record. See also ARCHIVING.

**BOILERPLATE**

Common material (such as wording or format) used consistently from one document to another.

**BORN DIGITAL**

Refers to records that originated in electronic form, e.g. databases or word processing documents and not the ones digitized through scanning.

**BOX NUMBER (SRC BOX NUMBER)**

A unique identifying number assigned by the State Records Center (SRC) to each storage box sent and stored at the SRC. It is also known as the V-Box Number.

**C****CASE FILE**

A file containing standardized contents related to a specific action, event, person, place, project, or subject. Sometimes referred to as a project file or dossier. See also PROJECT FILE.

**CATALOG**

A set of entries arranged in a definite order that describes and indexes a collection of records. Each entry has sufficient details to identify and describe each item. May also contain information on where the record can be located.

**CENTRAL FILE**

The files of several organizational units physically and/or functionally controlled and managed under a centralized service.

**CERTIFICATE OF DESTRUCTION**

A formal assertion, in writing, that records have in fact been destroyed.

**CERTIFICATION/CERTIFIED COPY**

A copy of a document signed and certified as a true copy by the official custodian of the original document.

**CERTIFIED RECORDS MANAGER (CRM)**

A person in the records management profession who has met the experience, educational, and testing requirements of the Institute of Certified Records Managers.

**CHAIN OF CUSTODY**

Auditable and court admissible documentation of the possession, condition, location, transfer, access to and any analysis performed on an item from acquisition through eventual final disposition.

**CHARGE-OUT**

A control procedure to establish the current location of a record when not in the records center or central file, which can be a manual or automated system. See also OUTCARD/GUIDE.

**CHRONOLOGICAL FILE (CHRON)**

Records filed in date sequence either in reverse (latest date on top) or forward (earliest date on top) chronologic order.

**CIRCULATION RECORD**

A document/file that identifies the borrower, date, and identification of records charged out of a records center, central file, or library.

**CLASSIFICATION**

The process of identifying and arranging business activities and the resulting records into categories according to logically structured conventions, methods and procedural rules.

**CLASSIFICATION SYSTEM**

A system in which related material is filed under a major subject and its subheadings. Also known as encyclopedic subject filing.

**CLASSIFIED INDEX**

An index in which the entries are divided into a number of main headings which in turn are subdivided into secondary and/or tertiary headings, each sequence of entries being arranged alphabetically.

**CLASSIFIED RECORD (INFORMATION)**

See CONFIDENTIAL RECORD.

**CLASSIFYING**

The act of analyzing and determining the subject content of a document and then selecting the subject category under which it will be filed.

**CLIMATE CONTROL**

See ENVIRONMENTAL CONTROL.

**CLOSED FILE**

1. A file where access is denied to users and retrieval is only performed by authorized personnel. 2. A file on which action has been completed and to which documents are unlikely to be added.

**CLOUD COMPUTING**

Cloud computing is a model for enabling convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

**CODE OF FEDERAL REGULATIONS (CFR)**

A codification of the general and permanent rules published in the Federal Register by the executive and other branches/agencies of the federal government of the United States. It is divided into 50 titles that represent broad areas subject to federal regulation.

**CODING**

Act of assigning a systematically arranged file designation to records as they are classified. Record may be manual or electronic

**COLD SITE**

An alternative facility that is void of any resources or equipment, except air conditioning and raised flooring that can be used as a backup site for disaster recovery. See also RELOCATION SITE.

**CONFIDENTIAL RECORD**

A record or document requiring protection against unauthorized disclosure, modification, or destruction. See also PRIVILEGED RECORD and RESTRICTED ACCESS.

**CONTINGENCY PLAN**

See DISASTER RECOVERY PLAN.

**CONVENIENCE FILE**

An unofficial file, containing copies of documents, that is maintained for ease of access and reference, physically located near the point of usage. Usually considered non-records. See also REFERENCE FILE/COPY.

**COPY**

Duplicate of a document prepared simultaneously or separately by the action of duplicating.

**COPYRIGHT**

Legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

**CORRESPONDENCE**

Any form of addressed communication sent and received, including (but not limited to) email, memos, letters and postcards.

**COST-BENEFIT ANALYSIS**

Evaluating operations or services to show the cost savings of performing work using one alternative versus another alternative.

**CREATION (CR)**

The date a record was made or received. May indicate the beginning of the retention period.

**CREATION OF RECORDS**

The first phase of a record's life cycle in which a record is made or received and then captured in a record-keeping system for action or for its evidentiary value.

**CROSS-REFERENCE**

1. A notation in a file or on a list showing that a record has been stored elsewhere. 2. An entry directing attention to one or more related items.

**CURRENT RECORD**

The most recent record or collection of records that is used on a regular basis. See also ACTIVE RECORD.

**D****DATA MANAGEMENT**

The development and execution of architectures, policies, practices and procedures that properly manage the full data lifecycle needs of an enterprise. Data management can involve protecting the physical security of data, ensuring backup and recovery procedures are in place, protecting confidential or private information in data, reducing redundancy in data, and establishing an enterprise data architecture.

**DATA RECOVERY**

The process of salvaging and handling the data through the data from damaged, failed, corrupted, or inaccessible secondary storage media when it cannot be accessed normally.

**DATABASE**

A collection of related data stored in a computer system that can be manipulated or extracted for use with various applications but managed independently of them.

**DATABASE MANAGEMENT SYSTEM (DBMS)**

A systematic approach to storing, updating, and retrieving information stored as data items, usually in the form of records in files where many users access common data banks.

**DECENTRALIZED FILE**

Records located and maintained in or near the unit immediately responsible for the functions in which they are used.

**DEPARTMENT LEGAL CUSTODIAN**

The individual within an agency with the responsibility to make decisions about the release of records.

**DESCRIPTOR**

A word or phrase used to indicate the content of a record.

**DESTRUCTION**

See RECORDS DESTRUCTION.

**DESTRUCTION NOTICE**

A notification (memo, listing, form, etc.) of the scheduled destruction of records.

**DESTRUCTION SUSPENSION**

Records that are scheduled for routine destruction but are preserved because they may be needed as evidence in litigation, investigation, audit, merger or other special circumstance. See also LEGAL HOLD.

**DIGITIZE**

The process of converting an image or other data into a binary representation that may be processed electronically.

**DISASTER RECOVERY PLAN**

A written and approved course of action to implement when disaster strikes, which ensures an organization's ability to respond to an interruption in services by restoring the critical business functions. Also referred to as a contingency plan.

**DISCOVERY**

The legal process, generally conducted near the beginning of litigation, which enables parties of the litigation to obtain relevant records and information from each other.

**DISPOSITION**

The actions taken with regard to records as determined by the applicable records schedule. Actions might include destruction or preservation for archival purposes.

**DIVISION CODE**

Numeric code assigned to an agency's division, bureau, office or sub-department for use in storing records at the State Records Center. Often times the code is assigned by the agency Records Officer.

**DOCUMENT**

1. Recorded information regardless of medium or characteristics. Frequently used interchangeably with the word record. 2. A single record item (letter, memorandum, form or report) consisting of one or more pages.

**DOCUMENT MANAGEMENT (DM)**

A management control system used to regulate the creation, use and maintenance of electronically created documents. Also referred to as electronic document management.

**DOCUMENTATION**

An organized set of documents explaining a system, process, project, etc., and the requirements needed to use and maintain the system.

**DRAFT**

A rough or preliminary form of a document.

**DUPLICATE**

An exact copy of a document

## **E**

### **ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS):**

An electronic system or process, managed with the aid of computers and software, implemented in order to manage different kinds of documents in an organization. Electronic document management systems may have limited records management functionality and may be combined with electronic records management systems.

### **ELECTRONIC FILING**

Capturing and storing document images in an electronic system. Through the indexing of key words or identifying elements, the documents can be retrieved electronically.

### **ELECTRONIC RECORD/DOCUMENT**

A record stored on electronic storage media that can be readily accessed or changed.

### **ELECTRONIC RECORDS MANAGEMENT SYSTEM**

Information system which can capture, manage and provide access to records through time.

### **ELECTRONIC SIGNATURE**

The acceptance of, or method of authenticating, a document through use of a password or other electronic method.

### **ENCRYPTION**

Any procedure used in cryptography to prevent unauthorized use.

### **ENVIRONMENTAL CONTROL**

The maintenance of a storage environment for long-term storage of records that includes monitoring the temperature, humidity, light, and impurities in the air.

### **ERASE**

The process of permanently removing, overwriting, or obliterating information from an erasable storage medium.

### **ESSENTIAL RECORDS**

Records which are necessary to the continued functioning or reconstitution of an agency during and after an emergency. These records are necessary to re-create the organization's legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens. See also IMPORTANT RECORDS.

*Note: Essential records are sometimes called vital records but are not to be confused with the records that document significant life events such as birth, death and marriage certificates.*

### **ESSENTIAL RECORDS INVENTORY**

A detailed list identifying the organization's essential records, their location, protection instructions, and method of protection in case of a disaster.

### **EVENT (EVT):**

The action which initiates the next step of a record's lifecycle.

**EVIDENTIAL VALUE**

The value of those records of an organization that is necessary to provide legal, authentic, and adequate documentation of its structure and functioning.

**F****FILE**

1. A collection of related records filed together. 2. The action of arranging documents into a predetermined sequence. 3. A named set of records stored or processed as a unit electronically.

**FILE CLASSIFICATION SYSTEM**

A logical and systematic method for arranging records into subject groups or categories based on some definite scheme of natural relationships representing numbers, letters, or key words for identification.

**FILE CONVERSION**

The process of changing records from one filing system to another or from one medium to another. See also MIGRATION.

**FILE INTEGRITY**

The quality of a record, either paper or digital, being whole and unaltered through loss, tampering or corruption.

**FILE MAINTENANCE**

The activity of keeping a file up-to-date by adding, changing, or deleting information.

**FILE MANAGEMENT**

Activities relating to the creation, use, maintenance, and disposal of files, including design and review of classification systems, equipment, and procedures, in order to ensure that the operations are efficient and economical.

**FISCAL (FIS)**

For RDA purposes, this retention period is tied to the current fiscal year. Unlike CR and EVT retention periods, FIS record series are managed in blocks by fiscal year. For example, "FIS+4 years" indicates that records must be retained for the current fiscal year and four complete additional fiscal years.

**FISCAL VALUE**

Value attributed to a record series that documents financial transactions. Such records are usually required for audit purposes.

**FREEDOM OF INFORMATION ACT (FOIA)**

A U.S. federal law that requires public disclosure of the records, opinions, findings, policies, and procedures of federal agencies, with the exception of information that is privileged, confidential, or classified.

**FUNCTIONAL CLASSIFICATION SYSTEM**

A filing system in which records are categorized under primary headings according to the basic activities or program functions of the organization.

## **G**

### **GENERAL CORRESPONDENCE**

Consists mainly of letters and memorandums but also forms, reports, and other material, all relating to program and administrative functions, not to specific cases.

### **GENERAL RECORDS SCHEDULE**

A uniform schedule for the retention and disposition of recurring records series commonly found in many agencies, indicating their respective retention periods and other instructions for the disposition of those records.

## **H**

### **HARD COPY**

A document made using paper or other durable media (such as microfilm) that is in human-readable form and can be read without machine assistance.

### **HISTORICAL RECORDS**

Records deemed to have historical value. These are usually maintained by the Wisconsin Historical Society.

### **HISTORICAL VALUE**

Records that are retained permanently for enduring value and better understanding of the past rather than for strictly business purposes.

### **HOLDING AREA**

An area used for the temporary storage of records awaiting accession, disposition, or move to a more permanent location. See also STAGING AREA.

### **HOLDINGS**

The overall volume and type of records stored in a records center or other repository.

### **HOT SITE**

A disaster recovery facility that mirrors the organization's production databases in real time. Operational recovery is provided within minutes of a disaster. See also RELOCATION SITE.

## **I**

### **IMAGING**

The process of copying documents by reproducing their appearance through photography or scanning. Imaging, especially scanning, is often used to copy paper documents into a document management system that provides the ability to access the images.

**IMPORTANT RECORDS**

Records that contain information pertinent to an organization that would need to be re-created or replaced if lost or destroyed. See also ESSENTIAL RECORDS

**INACTIVE RECORD**

A record that is no longer used in the day-to-day course of business, but which must be kept for legal, fiscal, or historical purposes. See also NON-CURRENT RECORD.

**INDEX**

A systematic guide that allows access to specific items contained within a larger body of information.

**INFORMATION MANAGEMENT (IM)**

Principles and techniques to process, store, retrieve, manipulate, and control access to information so that users can find information they need.

**INFORMATION SYSTEMS (IS) (OR SERVICES)**

The structures, processes, and technologies used to generate, process, and transmit information to support an organization.

**INFORMATIONAL VALUE**

The value of a record derived from the information it contains on persons, places, etc., and not on the originating agency itself.

**INPUT**

1. To enter data into a computer system. 2. The data being entered.

**INTELLECTUAL PROPERTY**

An idea, secret, mark, or expression that is protected by patent, trade secret, trademark, or copyright; the product of someone's intellect. Also an organization's work product that is owned by the organization.

**INTRINSIC VALUE**

The inherent value of a record dependent upon unique factors such as age, circumstances of creation, a signature, or an attached seal that is integral to its material nature and would be lost in reproduction.

**INVENTORY**

See RECORDS INVENTORY.

**J****K****KEYWORD**

A word or phrase taken from the title or text of a document characterizing its content and facilitating its retrieval.

**KEYWORD INDEXING**

Compiling an index exclusively using keywords.

**KEYWORD SEARCHING**

Locating records using keywords.

**L****LEGAL CUSTODIAN**

The person designated by the Department to be the keeper of records/files and be the contact person when an Open Records Request is made.

**LEGAL CUSTODY** - The ownership and the responsibility for creating policy governing access to materials, regardless of their physical location.

**LEGAL HOLD**

A suspension of the records destruction process because of special circumstances such as an audit, court order, or investigation. See also DESTRUCTION SUSPENSION.

**LEGAL VALUE**

1. Value inherent in records that provide legal proof of business transactions. 2. The value of records in demonstrating compliance with legal, statutory, and regulatory requirements.

**LIFE CYCLE (OF A RECORD)**

The distinct phases of a record's existence from its creation or receipt, through its useful life to its final disposition or retention as a historical record.

**LOG**

A list, either in electronic or hard-copy format, used in posting the sequence of transactions or events.

**LONG-TERM RECORD**

Records that have historical significance and/or enduring value to the organization.

**M****MACHINE-READABLE RECORD**

Digitized and coded information that requires a mechanical device to make it intelligible to humans. 'Machine-readable' is commonly used to refer to digital computer data files. See also ELECTRONIC RECORD/DOCUMENT.

**MAGNETIC MEDIA**

Materials in various formats that use a magnetic signal to store information. e.g., card, cartridge, cassette, floppy disk, hard disk, magnetic tape, etc.

**MEDIA (STORAGE)**

The physical material that serves as the carrier for information or where is recorded (i.e. magnetic disks/tapes, paper, or microforms). Singular form is Medium.

**METADATA**

Metadata is "data about data". Metadata is frequently used to locate or manage information resources by abstracting or classifying those resources or by capturing information not inherent in the resource. Metadata can be used in the management of records to track the date and source of acquisition, disposal date/method, information about the content and format of the document and any activities performed on the document such as reformatting. For email, metadata may include message origin and destination, date/time sent/received, sender's identity, addressee(s) identity, subject, attachments and return receipts, among other things.

**MICROFICHE**

A transparent film with micro images requiring a reader for viewing.

**MIGRATION**

Moving from one electronic system to another, usually in upgrading hardware or software without having to undergo a major conversion or re-inputting of data. See also FILE CONVERSION.

**N****NON-CURRENT RECORD**

Records that are no longer used in the day-to-day course of business, but which are preserved and occasionally used for legal, historical, or operational purposes. They are often stored out of the office of creation, in a records center or on offline media. They are either be destroyed at the end of their retention period or transferred to an archival repository for permanent retention. See Also INACTIVE RECORD

**NON-ESSENTIAL RECORD**

Records that are not necessary to resume functions following a disaster.

**NON-RECORD**

Information or items that are not usually included within the scope of official records, e.g., convenience file, day file, reference materials, drafts, etc.

**NUMERIC FILING SYSTEM**

Any classification system for arranging records that is based on numbers.

**O****OBSOLETE RECORDS**

Records that are no longer relevant to current programs or the functional responsibilities of a department or office.

**OFFICE OF RECORD**

The organization or administrative unit that is officially designated for the maintenance, retention, and disposition of record copies. See also ORIGINATING DEPARTMENT. *Note: The office of record is not always the office of origin.*

**OFFICIAL RECORD**

1. Significant, records of continuing value to be protected, managed and retained. These are often, but not necessarily an original. 2. A complete, final, and authorized copy of a record, often containing an original signature or seal. Note: the official record is sometimes used to distinguish records from drafts, convenience files, personal papers, and other non-records.

**OFF-SITE STORAGE**

A secure location for housing inactive or essential records away from where they are used.

**OFFLINE STORAGE**

Offline storage is frequently used to store older, inactive data that is seldom accessed. It may be stored on tape or disk.

**ON-SITE STORAGE**

Storage of records, usually inactive, on the premises of the organization.

**ONLINE STORAGE**

Online storage connotes facilities such as hard drives used principally for data storage, rather than system memory used as cache or firmware used to load the operating system.

**OPEN ACCESS**

Records which are available and accessible without restrictions.

**OPERATIONAL RECORD**

Records that relate to the substantive activities an organization undertakes to accomplish its mission or mandate; program records.

**OPERATIONAL VALUE**

The value of records for the continuation of the administration or operation of the creating agency or as evidence of the actions and transactions of that agency.

**ORIGINAL RECORD**

A primary or first generation record from which copies can be made.

**ORIGINATING DEPARTMENT**

The department or other organizational unit that originates a record. See also OFFICE OF RECORD.

**OUTCARD/GUIDE**

A device used to physically replace material that is removed from a file that indicates what was taken, by whom, and the date removed. See also CHARGE-OUT.

**OUTPUT**

1. In computing terms, information that is the product of data processing activity and that is made available externally. 2. The processes that allow information to be extracted from a system.

*Note: Output may be in human-readable form, such as a display or printout. It may also be in machine-readable form, such as a bit stream passed from one function to another, or on a recorded medium such as tape or disk.*

## **P**

### **PENDING FILE**

Materials held for further settlement or action. A group of documents filed chronologically under some future date when they require further attention or action.

### **PERMANENT RECORD**

Information that has been designated for continuous preservation because of reference, historical, or administrative significance to the organization.

### **PERSONALLY IDENTIFIABLE INFORMATION (PII)**

Information that can be associated with a particular individual through one or more identifiers or other information or circumstances. Wis. Stats. §19.62(5).

### **PRIVACY ACT (1974)**

Act passed by the U.S. Congress in recognition that the privacy of an individual must be protected through control of the collection, maintenance, use, and dissemination of information by federal agencies. See also FREEDOM OF INFORMATION ACT (FOIA).

### **PRIVILEGED RECORD**

A document with restricted access, containing information that can only be viewed by specified individuals. See also CONFIDENTIAL RECORD and RESTRICTED ACCESS.

### **PROJECT FILE**

1. Contains records that pertain to a set of activities or pursuits designated as a project by the organization and therefore filed as records series instead of individually. 2. Contains records which document a specific action, event or project. Project files have a clear beginning and end date. See also CASE FILE.

### **PROPRIETARY RECORD**

A record owned exclusively by an organization and with limited access. It is also considered a confidential record.

### **PUBLIC RECORD**

Recorded information, in any format (including paper, electronic, audio/visual, calendars, maps) created or received by a state employee/agency in the transaction of business. Information content determines what is a record and not the format in which the information is generated. Records may be textual, pictorial, paper, electronic, audio, video, etc. Wis. Stat §16.61(2)(b).

### **PUBLIC RECORDS BOARD (PRB)**

A governor-appointed board established to safeguard the legal, financial and historical interests of the state in public records. It's roles and responsibilities are defined under Wis. Stat §16.61(3)(a).

### **PURGE**

To remove information from a file that has reached the end of its retention period in accordance to its designated retention policy.

## **R**

### **RECORD COPY**

A single copy of a record, often the original that is designated as the official copy for legal, operational, reference or historical purposes. See also OFFICIAL RECORD.

### **RECORD KEEPING SYSTEM**

An information system that captures, manages, and provides access to records as evidence over time and allows for disposition according to records retention schedules.

### **RECORD SERIES**

A group of records that are arranged under a manual or automated filing system, or are kept together as a unit, because they relate to a particular subject, result from the same activity (e.g. personnel file may contain a job application, reference letters and benefit forms, etc.), or have a particular form. These records can be evaluated as a unit for retention scheduling purposes.

### **RECORDS AND INFORMATION MANAGEMENT (RIM)**

A term that places emphasis on the role of information in the records management field.

### **RECORDS APPRAISAL**

The process of evaluating records based on their current operational, regulatory, legal, fiscal, and historical significance, their informational value, arrangement, and their relationship to other records.

### **RECORDS AUDIT**

Conducting a periodic inspection to verify that an operation is in compliance with the records management program.

### **RECORDS CENTER**

A centralized area for housing and servicing inactive or semi-active records whose reference rate does not warrant their retention in a prime office space.

### **RECORDS COORDINATOR**

Individual responsible for coordinating records management activities within a department and acting as liaison between the department and the records manager/administrator.

### **RECORDS DESTRUCTION**

1. The disposal of records of no further value by deletion, incineration or shredding. 2. The definitive obliteration of a record beyond any possible reconstitution.

### **RECORDS DISPOSITION**

After records have reached the end of their retention period in active and/or inactive storage, they may be transferred to archives for retention or be destroyed. See also RECORDS DESTRUCTION and ARCHIVES.

### **RECORDS INVENTORY**

1. A detailed listing that could include the types, locations, dates, volumes, equipment, classification systems, and usage data of an organization's records. 2. The dissecting of each record to capture all pertinent information about the record to be used in its appraisal.

**RECORDS MANAGEMENT (RM)**

1. The practice of maintaining records throughout their lifecycle. 2. The systematic control of all records from their creation, or receipt, through their processing, distribution, organization, storage, and retrieval to their ultimate disposition.

**RECORDS MANAGEMENT POLICY**

A formal policy that delineates the general administrative management, creation, use, maintenance and disposition of records.

**RECORDS MANAGEMENT PROGRAM**

The activities, policies, and procedures within an organization to implement records management.

**RECORDS MANAGER**

The individual within an organization who is responsible for managing the recorded information generated and received by the organization.

**RECORDS OFFICER**

The person designated or appointed by a state agency or political subdivision, to ensure compliance with all records management laws and rules under Wis. Stats. §15.04(1)(j) and to act as a liaison between the agency and the Public Records Board.

**RECORDS PRESERVATION**

The maintenance of documents in physical or electronic environments throughout their scheduled life span.

**RECORDS PROCESSING**

The activities needed to prepare documents for use and/or storage. Generally includes documentation, physical preparation, coding, and filing.

**RECORDS RETENTION/DISPOSITION AUTHORIZATION (RDA)**

SEE also RECORDS RETENTION SCHEDULE.

**RECORDS RETENTION SCHEDULE**

A policy document that identifies and describes an organization's records, usually at the series level, mandates the length of their retention and provides instructions for the disposition of the records throughout their life cycle. Also known as a RECORDS RETENTION/DISPOSITION AUTHORIZATION (RDA).

**RECORDS STORAGE AREA**

Space set aside for the local storage of relatively inactive, noncurrent records that must be retained for an additional period before destruction or transfer to a records center.

**RECORDS VALUE**

The usefulness of records for operational, legal, regulatory, fiscal, and historical purposes.

**REFERENCE FILE/COPY**

A copy of a record used primarily for consultative purposes. See also CONVENIENCE FILE.

**REFERENCE MATERIALS**

Items usually considered as non-records and not included in a records inventory or on a records retention schedule.

**RELOCATION SITE**

The emergency operating location to which vital records are brought during an emergency. See also COLD SITE and HOT SITE

**REPOSITORY**

A storage location, physical or electronic, where archives, records, or manuscripts are kept for safekeeping.

**RESTRICTED ACCESS**

A limitation on the use or access to records. Restrictions may be imposed by law or the organization. See also CONFIDENTIAL RECORD and PRIVILEGED RECORD.

**RETENTION**

The function of preserving and maintaining records for continuing use for a specified period of time.

**RETENTION PERIOD**

The time period records must be kept to meet operational, legal, regulatory, fiscal or historical requirements.

**RETENTION SCHEDULE**

See RECORDS RETENTION SCHEDULE.

**RETRIEVAL**

1. The process of locating and withdrawing a record from a filing system or records center. 2. The action of accessing information from stored data on a computer system.

**RISK ASSESSMENT**

An evaluation of the probabilities of an adverse event occurring and the possible extent of the damage in order to help minimize the exposure.

**S****SCHEDULING**

A technique to apply retention and disposition instructions to different types of information or categories of records.

**SEMIACTIVE RECORD**

A record that is infrequently referred to but is still needed for reference.

**SIGN-OUT**

See CHARGE-OUT.

**SOURCE DOCUMENT**

Record on which an original transaction was captured; can be hard copy or electronic.

**SPOILIATION**

The destruction or alteration of a document that destroys its value as evidence in a legal proceeding. Spoliation often carries an inference of intentional destruction in order to avoid negative implications associated with evidence.

**STAGING AREA**

An area set aside for preparing and processing incoming/outgoing materials whether for filing areas or records centers. See also HOLDING AREA.

**STANDARDS**

A complete and well-defined set of published rules pertaining to a certain subject.

**STATE RECORDS CENTER (SRC)**

A secure facility that offers Wisconsin state agencies and local units of government off-site storage and control over their semi-active and inactive records.

**STATUTE OF LIMITATIONS**

A period of time in which legal action can be taken. Federal and state statutes of limitation should be considered when developing the retention period of records.

**SUBJECT FILE**

A file in which the documents relate to a specific subject matter.

**SUBSERIES**

Within a records series, a group of records readily separable in terms of physical form, type, subject, or filing arrangement.

**SUNSET**

A time, for an approved RDA, at which expiration automatically occurs unless there is a formal renewal of the RDA. The Public Records Board sets this time period.

**SUNSET REQUIREMENT**

Is the requirement dictated by Wis. Stat §16.61 (4) (c) that governs the length of time an approved RDA is effective.

**T****TEMPORARY RECORDS**

Records appraised as having temporary or limited value and approved for destruction, either immediately or after a short specific retention period. See also TRANSITORY RECORD.

**TEST PLAN**

The recovery plans and procedures that are used in a systems test to ensure viability. A test plan is designed to exercise specific action tasks and procedures that would be encountered in a real disaster.

**TICKLER FILE**

A date-sequenced file by which matters pending are flagged for attention on the proper date.

**TRANSFER**

The act of changing the physical custody or location of records with or without change of legal title.

**TRANSFER LIST**

See TRANSMITTAL LIST.

**TRANSITORY RECORD**

Routine correspondence, documents, or records with short-term value. See also TEMPORARY RECORDS.

**TRANSMITTAL LIST**

A document that lists the records being transferred from one area to another such as from active (office) storage to inactive (records center) storage. The document may also transfer legal responsibility for the records as well as physical custody.

**U****UNSCHEDULED RECORDS**

Records that do not yet have an approved records retention schedule (or RDA). *Note: These records cannot be destroyed without having an approved RDA in place.*

**USER BOX NUMBER**

A number that is agency assigned to each State Records Center storage box. This is also known as the Agency Box Number.

**BOX NUMBER (SRC BOX NUMBER)**

A unique identifying number assigned by the State Records Center (SRC) to each storage box sent and stored at the SRC. It is also known as the V-Box Number.

**V****VITAL RECORD**

See ESSENTIAL RECORD.

**W****WISCONSIN HISTORICAL SOCIETY (WHS)**

A state agency charged with collecting, advancing, and dissemination knowledge of Wisconsin and its history. The Wisconsin Historical Society houses the State Archives.

**WORKING COPY**

Documents that have no administrative, operational, financial, legal or historic value in relation to public record management requirements.

**WORKING PAPERS**

Documents such as notes, calculations, or drafts assembled or created and used in the preparation or analysis of other documents.

**X****Y****Z**