

GLOSSARY

1. **Active record.** A record needed to perform current operations, subject to frequent use, and usually located near the user.
2. **Administrative record.** A record that reflects routine, transitory, and internal housekeeping activities relating to subjects and functions common to all offices. Examples include budget, personnel, supply, and training, etc.
3. **Appraisal.** The process of evaluating records to determine their retention based on administrative, legal, fiscal, and historical value.
4. **Archives.** The documents created or received and accumulated by a person or organization in the course of the conduct of affairs and preserved because of their continuing value; often used to refer to any collection of documents that are old or of historical interest, regardless of how the collection is organized; in this sense, the term is synonymous with permanent records.
5. **ARCIS.** The Archives and Records Center Information System, is a web-based application replacing legacy systems such as NARS-5 and CIPS. Customer agencies may use ARCIS to conduct business transactions such as reference requests and records transfers online.
6. **Arrangement.** In files management, it is the act or result of placing records in a particular order or sequence.
7. **Audiovisual Records.** Records in pictorial or aural form. Includes still and motion pictures; graphic materials, such as posters and original art; audio and visual recordings and combinations of media, such as slide-tape productions.
8. **Authentication.** Process of verifying that a record is what it purports to be.
9. **Back up.** To duplicate information primarily for protection in case the original is lost or destroyed.
10. **Business continuity.** An organization's ability to continue to operate in the event of a disaster or disruption.
11. **Case file.** A file containing standardized contents relating to a specific action, event, person, place, project, or subject.
12. **Central files.** Files of one or more organizational components stored in one physical location to improve their management and control.
13. **Certificate of destruction.** Formal documentation that certain records have been destroyed.

14. **Check out.** A control procedure designed to identify the current location of a record that has been removed from its assigned location.
15. **Chronological file.** Records filed in date sequence.
16. **Classification system.** A system in which related material is filed under a major subject and its subheadings.
17. **Classifying.** Act of analyzing and determining the subject content of a document and then selecting the subject category under which it will be filed and/or indexed.
18. **Closed file.** A file on which action has been completed and to which documents are unlikely to be added.
19. **Code of Federal Regulations.** A codification of rules, including those relating to recordkeeping, published in the Federal Register by the executive and other branches of the Federal government of the United States.
20. **Contractor records.** Data produced and/or maintained by a contractor for a Federal agency and required to provide adequate and proper documentation of that agency's programs and to manage them effectively.
21. **Controlled Unclassified Information (CUI).** CUI means unclassified information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulation, and Government-wide policy.
22. **Correspondence.** A written communication, including letters, memos, and e-mail, addressed to a particular individual or group.
23. **Cubic foot.** A measurement of volume for records. A single records storage box holds one cubic foot of letter or legal size paper records.
24. **Cut-off.** Breaking or ending files at regular intervals, usually at the close of a fiscal or calendar year, to permit their disposal or transfer in complete blocks. Case files are generally cut off at the end of the calendar year in which the case is closed.
25. **Destruction.** Physical destruction of records by shredding, incineration, or other permanent means.
26. **Disposition.** Final administrative action taken with regard to records, including destruction, transfer to another entity, or permanent preservation.
27. **Documentary materials.** A collective term that usually refers to records and nonrecord materials, but it may also include personal papers.
28. **Electronic information system.** An information system that contains and provides

access to computerized Federal records and other information.

29. **Electronic mail message.** A document created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message.
30. **Electronic record.** Any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record in 44 U.S.C. 3301. Federal electronic records are not necessarily kept in a "recordkeeping system" but may reside in a generic electronic information system or are produced by an application such as word processing or electronic mail. Also referred to as machine-readable records.
31. **Electronic Records Archive.** NARA electronic system that allows Federal agencies to perform critical records management transactions online.
32. **Essential records.** Any record necessary for the resumption or continuation of business operations following an emergency or disaster. These types of records should be kept in a location separate from the place of business and updated on a regular basis. Formerly known as vital records.
33. **Federal Records Centers (FRC).** A national network of 17 regional facilities operated by the National Archives and Records Administration (NARA) for the purpose of storing records created by Federal agencies.
34. **File.** An arrangement of records. The term is used to denote papers, photographs, photographic copies, maps, machine-readable information, or other recorded information regardless of physical form or characteristics, accumulated or maintained in filing equipment, boxes, or machine-readable media, or on shelves, and occupying office or storage space.
35. **File plan.** A file plan is a comprehensive outline that defines the records series, file organization, active file locations, file transfer instructions, file retention and disposition instructions, and other specific instructions that provide guidance for effective management of records.
36. **Files custodian.** An individual(s) who actually create, maintain and utilize the files and/or filing systems in their office. Usually maintain the official record copy of materials created in the office of record.
37. **Filing system.** The collective noun for a storage system (like files, boxes, shelves or electronic applications and storage systems) in which records are stored in a systematic manner according to a file plan.

38. **General Records Schedule (GRS).** A publication issued by the Archivist of the United States that provides disposition authorization for records common to several or all agencies of the Federal government.
39. **Health record.** The health record is a chronological documentation of health care and medical treatment given to a patient by professional members of the health care team and includes all handwritten and electronic components of the documentation. It is an accurate, prompt recording of their observations including relevant information about the patient, the patient's progress, and the results of the treatment.
40. **Indian Health Service Records Disposition Schedule (IHSRDS).** A publication that contains records unique to the IHS and are not covered by the General Records Schedule.
41. **Inventory.** A survey of agency records and nonrecord materials that is conducted primarily to develop records schedules.
42. **Life cycle of record.** The management concept that records pass through three stages: creation, maintenance and use, and disposition.
43. **Litigation hold.** A process to stop the normal disposition or processing of records as a result of current, pending, or anticipated legal action, audit, or investigation. Once a litigation hold is instituted, records cannot be destroyed or altered.
44. **Machine-readable records.** Records containing coded data or information which must be translated by a computer. May be stored on magnetic tape, diskettes, optical disks, or imaging systems and may include computer software, programs, database management systems, applications, and textual records such as system documentation.
45. **Mission-specific records.** Records documenting the unique, substantive functions and activities that stem from the distinctive mission of the agency.
46. **National Archives and Records Administration (NARA).** Serves as the nation's record keeper of all documents and materials with legal and historical significance, and created in the course of business on behalf of the Federal government. NARA also oversees records management in the government and authorizes disposition of all Federal records.
47. **Non-record materials -** Federally owned informational materials that do not meet the statutory definition of records (44 U.S.C. 3301) or that have been excluded from coverage by the definition. Excluded materials are extra copies of documents kept only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit.
48. **Office of record.** The group, department, or office in an organization responsible for maintaining the official records for the total retention.

49. **Official record.** Significant, vital, or important records of continuing value to be protected, managed, and retained according to established records schedules. Often, but not necessarily an original.
50. **Permanent record.** Any Federal record determined by NARA to have sufficient value to warrant its preservation in the National Archives of the United States.
51. **Personal files.** Documentary materials maintained in Federal offices belonging to an individual because they relate solely to an individual's own affairs or are used exclusively for that individual's convenience and not used in the transaction of government business.
52. **Program.** *n.* The collective set of functions and activities performed by a **program unit** within a government agency or other organization that contributes to performance of the agency's overall mission; a recognizable segment of the agency mission, usually under the direction of a program manager.
53. **Program unit.** A division, department, section, or other administrative unit of a corporation, government agency, or other organization, responsible for carrying out one or more program.
54. **Records -** all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government or because of informational value of data in them.
55. **Records Liaison Officer (RLO).** Designated individual who coordinates records management activities for an Area.
56. **Records liaison.** Designated individual within an office component who oversees records management activities including, but not limited to, assistance with development of file plans, maintaining recordkeeping systems and disposition activities.
57. **Records management.** 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.
58. **Records schedule.** A comprehensive listing and description of records created or accumulated that shows all legally authorized action to be taken in relation to the retention and disposition of the records. Records disposition schedules provide for

cutting off records and carrying out their disposition. Also known as a records retention schedule.

59. **Records series.** A grouping of related records filed together because they relate to the same subject or function or because they document a specific kind of transaction.
60. **Temporary records.** Records approved by NARA for disposal, either immediately or after a specified retention period.
61. **Unscheduled records.** Records that have not been formally appraised by NARA and as a result, do not have a disposition schedule. Unscheduled records may not be discarded.