

Glossary of Records Management Terms

Active record: A record referenced often in the conduct of current departmental business.

Administrative record: Records documenting the day to day operation and administration of an office (eg: legal, financial, budget, personnel and other common operations.)

Archival Record: Permanent record which is inactive and no longer needs to be housed in the office in which it originates. These records are of enduring value, and document the history and the development of the organization.

Archives: An area used for the permanent storage of valuable records and documents for the benefit of scholars and for future generations.

Back-file conversion

The process of scanning in, indexing and storing a large backlog of documents on an imaging system.

Case file: Record groupings that pertain to a specific action, event, person, place, thing, organization, location, program or project. Include personnel, project, and transaction files

Chronological Files: Files arranged in date order

Chronological Filing: Filing in date sequence.

Classification: The process of assigning a file series (or class) to a document.

Closed File: A file folder in which documents should not be added.

Current Files Area: The area in which frequently used records are maintained.

Cut-Off: The time at which all new (Active) material is placed in a new set of folders and the previous folders (Inactive) are removed from the current files area and transferred to a storage area, records center or archives. The cut off date varies with the record type and departmental procedures. (eg: July 1, end of quarter, end of semester, etc.).

Disposal: The final removal, whether for destruction or transfer to another records storage center or archives, of records that have reached the end of their retention period.

Disposition: The action taken, regarding records no longer needed for current business, which may include changing the location or physical format of the records. Action may include shredding or recycling, digitizing, microfilming,

duplication, or transferring to records center or archives.

Duplicate File: A photocopy of official record created for easy reference that is not located in the Office of Record.

Eye-readable: A record that can be read by the naked eye, without the aid of hardware or software. (e.g.: paper or microfilm/fiche is considered eye-readable although it must be magnified to be read.)

File Series: A set of documents all having the same subject. For example, invoices, purchase orders, resumes, job descriptions, and meeting minutes are all different series (classes) of documents. (May also be referred to as Class)

Format: The physical form in which material appears – books, slides, photographs, film, recordings, etc

Inactive record: A record no longer needed in the conduct of current business.

Input: In electronic records, data to be entered into a computer for processing.

Input Records: Non electronic documents are used to create, update, or modify records in an electronic medium; or electronic records containing data used to update a separate computer file. Sometimes called source records or source documents.

Journal: In accounting, a (book) register of daily transactions that are posted to the general ledger (e.g.: payroll, sales)

Life Cycle of Records: Records management's three stages of a record: creation, maintenance and use, and disposition.

Machine-readable

Records that must be read by using hardware and/or software.

Medium (Media): The physical makeup of recorded information. (eg: paper, film, disks, etc.)

Microform: An arrangement of images reduced in size, as on microfilm or microfiche.

Non-current record: A record no longer required for the day-to-day conduct of an active business.

Non-record: Materials excluded from the legal definition of (public) record. (e.g.: copies of documents kept only for convenience of reference, extra copies of printed records or publications and materials intended solely for reference or exhibition.

Off-site Storage: A facility other than the normal place of business where records

are stored for protection.

Office of record: The office that maintains an "official record" copy of a document, in support of state business, as opposed to a duplicate.

Official Copy: A document possessing public record status, created or received by a state officer or state employee, while conducting state business and serving state government in an official capacity. This is the copy that must be kept the entire retention period.

Out Card: Card inserted in place of a file that has been removed from its place of storage/file cabinet for access. The out card should identify the records, the date taken, and the person taking them.

Output: Information transmitted from internal to external units of a computer, or to an outside medium.

Output Records: Information generated by a computer and placed on an outside medium, such as paper, microform, or an electronic storage medium.

Pending file: Correspondence, reference and similar materials, filed in chronological order and generally used for reference and convenience.

Permanent Record: A record which has a permanent or lasting administrative, legal, fiscal, research or historical value and therefore must be retained and preserved indefinitely.

Personal Papers (Personal files or personal records): Materials belonging to an individual that are not used to conduct agency business or that are used exclusively for that individual's convenience. Must be clearly designated as such and kept separate from the agency's records.

Public Record: According to the *Open Records Act (O.C.G.A. 50-18-70)*, (public) records are "all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, or similar material prepared and maintained or received in the course of the operation of a public office or agency"

Records Inventory: A survey of records to determine the size, scope, and intricacy of the department/agency's records. It should include the record series, inclusive dates, types of records, quantity, arrangement, & description.

Records Series: A group of identical or related records that are used, filed, and disposed of in a similar fashion. (Human Resources & Student records are examples of Record Series, while College Department Student Files and Veterans Records are types of records that fall under the Student Records Series. Each record type would have a separate Retention schedule.)

Records Manager: The person assigned primary responsibility for the records management program.

Records Retention Schedule: Instructions for what to do with public records (based on administrative need and legal requirements) from their creation, through active and inactive use, to their destruction or retirement. The schedule provides a minimum period of time that a specific type of record must be preserved.

Retention Period: The period of time during which records must be kept before they are either destroyed or stored in an archival area (i.e., records as of June 30, 2007 having a retention period of three years should be kept until June 30, 2010).

Retirement: The removal of records from an active location to a storage or records center. Or from a records center to an archival area.

Retrieval: Locating and pulling records for use.

Scanner

A device that optically scans a human readable image and converts the image to machine readable code, with applicable software.

Scheduled Records

Records for which there is an official records retention schedule.

Subject Files: Records arranged and filed according to their general informational, or subject, content. Mainly letters and memorandums but also forms, reports, and other material, all relating to program and administrative functions, not to specific cases. (Also known as general correspondence files)

Transfer: The process of moving records from one location to another. For example: From office space to storage facility, Records Center, or Archives.

Transitory Records

Routine correspondence with short-term records value, to be destroyed after the action covered by this correspondence is completed.

Transmittal Sheet: Used by agencies in transferring records to the Records Center or Archives, which lists box contents along with other statistical data.

Vital (Essential) Records

Records containing essential information, necessary for the resumption of operations after a disaster, the reestablishment of the legal and financial status of the organization, and to fulfill obligations to the organization, its students and employees, and to outside parties.

Working Copies/files (Reference Only Copies): Documents with short-term or transitory use and used as reference-only. May include rough notes, calculations, or drafts used to prepare or analyze other documents. Working copies are documents that have no administrative, operational, financial, legal or historic value.

