

APPENDIX 1  
**GLOSSARY**

**Amendments-** Changes made during a five-year Records Retention Schedule

**DGS:** The Department of General Services.

**Departmental Records Storage Facilities:** Space used by agencies to store records and which costs less than office space. Examples are basements and warehouses. Central files in office space are not defined as departmental storage.

**Electronic Records-** Informational or data files that are created and stored in digitized form through the use of computers and applications software. They are stored on various magnetic and optical storage devices and are products of computers and computer software. The format of an electronic document does not change the fact that it is a record, but its electronic form and its dependence on machines for creation and reference do change the way these records must be stored and managed. The Electronic Records Management Handbook is available through SIRM. Also see Appendix 3 for example on posting Electronic Records to the Records Retention Schedule.

**Equipment.** Special equipment used for records management, including:

**Destruction Equipment-**Equipment used to destroy records in order to ensure confidentiality of information.

**Filing Equipment-**Equipment used to store records. This equipment includes, but is not limited to, file cabinets, open shelf filing units, power files, and prepackaged indexing and retrieval systems. Filing equipment does not include electronic data processing hardware, software, nor word processing systems.

**Microfilm Equipment-**Equipment used for the following functions:

1. Filming and viewing records
2. Indexing and retrieving data manually or with automated devices.
3. Processing and duplicating any form of microfilm.
4. Testing standards and quality.
5. Storing film.

This equipment includes microfilm equipment you use with data processing systems, such as Computer Output Microfilm (COM) equipment and Computer Assisted Retrieval (CAR) devices.

**Optical Disk Equipment-**Equipment you use, including:

1. Scanning and displaying records (images).
2. Indexing and retrieving data or images.
3. Storing, retrieving, routing, and printing images.
4. Storing optical disks, laser cards, or other electronic image storage media.

**Imaging-** Recording “human-readable” images such as pictures, images, documents, etc. – into “machine-readable” formats. Image file formats (such as TIFF), microfilm, computer data videotape, Optical Character Recognition output, ASCII code, etc.

**Public-** Any private citizen, partnership, corporation, organization or business trust. Any nongovernment entity or its representative.

**Records.** Records include papers, maps, exhibits, magnetic or paper tapes, microfilm, photographic films and prints, electronic final products and digitized document images. Records are any documents produced, received, owned, or used by an agency, regardless of physical form or characteristics. Library material kept solely for reference are not defined as records. Supplies of publications and printed blank forms are also not defined as records.

- **Active Records.** Those you use for current business. Active records are usually those that are referred to more than once per cubic foot per month.
- **Archival Records.** Those of historical value that have been flagged on your Records Retention Schedule.
- **Inactive Records.** Those you no longer need to conduct current year business. Those you need so seldom to conduct current business that they should be moved to a departmental records facility or to the State Records Center.
- **Permanent Records.** Those of archival, legal, or administrative value which will be safely kept for at least 100 years.

**Records Disposal.** Destroying records.

**Records Management Analyst or Manager.** The individual appointed to oversee an agency records management program.

**Revision-** A new Records Retention Schedule

**SRC.** The State Records Center.

**Vital (Essential) Records.** Those you need to perform your mission or to reconstruct basic agency programs during and after a major disaster. See the Governor’s Disaster Plan.