

SAM—RECORDS MANAGEMENT

TERMS AND DEFINITIONS

1601

(Reviewed 6/2015)

Public Record: State law defines a public record to include but not be limited to "...any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by a state or local agency regardless of physical form or characteristics..." ([Govt. Code 6252\(e\)](#)).

Archival Value: "...the ongoing usefulness or significance of a record based on the administrative, legal, fiscal, evidential, or historical information it contains, justifying its permanent preservation." ([Govt. Code 12271\(b\)](#))

See the Record Management Handbook for additional terms, and definitions.