# C
# Glossary of Records Management Terms

**Access Control**: Restrictions or permissions on the operations that different users can perform in the records system.

**Accession**: The physical and legal transfer of custody of records to another repository or archive . Typically accession involves the transfer of records from a government agency to National Archives and Records Administration (NARA) or to a Federal Records Center.

**Audit**: A review and examination of records and activities that checks for compliance with stated policies or standards.

**Audit Trail**: The complete history of all operations that have occurred on a record from document creation until the present time.

**Authorized Individual**: A System administrator or Records Manager with privileges to manage the operation of the records system.

**Auto-Filing**: The ability to automatically file records without user intervention.

**Automatic Classification**: The automatic recognition, classification, and sorting of records by software.

**Business Continuity**: Procedures to ensure that an organization will be able to remain functional after a disruptive event or disaster.

**Classification Markings**: Metadata associated with a records object that specifies the classification status. For example, typical markings might be "Secret" or "Confidential".

**Closed Folder**: A folder to which records can no longer be added.

**Cutoff**: The action or event that starts the clock on the countdown to the final disposition for a record or folder.

**Cutoff Date**: Date after which filing into a folder is no longer allowed and the process to dispose or transfer affected records begins.

**Date Declared**: Date when a document in the File Plan is declared as a record.

**Date Filed**: Date when a document is moved into a folder of the File Plan.

**Destruction**: The removal of the electronic file content associated with a record from the records system. This often occurs as the last step in a record lifecycle. After destruction, the record metadata and audit history still remain in the records system.

**Disposition**: The actions taken on records when they are no longer needed, typically accession, destruction, or transfer.

**Disposition Action**: The action taken on the disposition date, typically is accession, destruction, or transfer.

**Disposition Action Date**: The date when records are due for disposition action.

**Disposition Instructions / Disposition Schedule**: The steps needed to carry out disposition, typically starting with cutoff and leading to the final disposition action.

**Electronic Record**: Information stored electronically that provides evidence of a transaction, occurrence, or event and which has vital, operational, legal, fiscal, or historical value.

**Electronic Records Management**: The application of standard Records Management practices to the management of electronic records.

**Event-driven Trigger**: A trigger that fires based on the occurrence of a specified event.

**File Plan**: The hierarchical structure for organizing records. The File Plan links records and folders to an appropriate retention schedule.

**Freeze**: The suspension or extension of the disposition schedule for a record or Folder. A freeze is the result of a special circumstance that makes it necessary to ensure that a record is not improperly disposed of because it may contain important evidence.

**Lifecycle**: The collection of steps for a record from when it is first filed and declared to its final disposition.

**Link**: A reference or association between records.

**Media Type**: The material and format used for storing a record, for example, paper, electronic, or microfiche.

**Metadata**: Information describing other data, specifically the characteristics of and inter-relationships between records.

**Permanent Records**: A record that has sufficient historical or other value that warrants its continued preservation.

**Product Combinations**: The integration of two or more products to create the records system. Often, one product controls the record creation and storage management, and the other product manages the record disposition schedule.

**Publication Date**: The date and time when the author of a document completed it and signed it. This is not necessarily related to the dates in the records system.

**Record**: Recorded information that provides evidence of a transaction, occurrence, or event and which has vital, operational, legal, fiscal, or historical value.

**Record Category**: The level below the Record Series in the File Plan. The category is associated with a disposition schedule that is applied to all record folders and records under the category.

**Record Category Identifier**: A unique identifier for the record category.

**Record Folder**: The level below the Record Category in the File Plan. It is used for organizing records and for the management of retention and disposition.

**Record Identifier**: A unique system-generated identifier for the record.

**Records Management**: The management of the entire lifecycle of the records in an organization—from their creation to their eventual disposal. Records Management includes the management tasks of collecting, classifying, securing, storing, and disposing of records.

**Record Series**: Containers at the top level of the File Plan used for organizing records. Record Series contain record categories.

**Repository**: The storage area where electronic records and their metadata are kept.

**Retention Period**: The length of time a record must be kept before it is disposed of.

**Retention Schedule**: Instructions for how long a record should be kept before being disposed of.

**Role**: A list of access rights that can be assigned to a group of users and that define the operations that those users are permitted.

**Supplemental Markings**: Metadata for a record that contain document handling instructions.

**Time-driven trigger**: A trigger that fires based on a scheduled time.

**Temporary Records**: A record of short-term value that can be destroyed immediately or within a short time period.

**Transfer**: The act of moving records from one location to another.

**Vital Records**: Records that are essential for an organization to be able to re-establish or continue operations in the event of a disaster or disruptive event.