



# Glossary of Records and Information Management Terms

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**Government Records Office  
Archives of Manitoba**

June 2023

## Introduction

This document is intended to provide relevant definitions related to the concepts used in Government Records Office policies, standards, guidance, and tools. Words accented in bold in the glossary indicate defined terms. Click on the hyperlinks below to jump to a glossary section.

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## A

**access copies** – copies made for regular use rather than preservation. Also see **derivative images**.

**accountability** – "condition where an **organization** is answerable to its governing bodies, legal authorities, and more broadly, its other stakeholders regarding its decisions and **activities**" (ISO 30300:2020, 3.1.1).

**active records** - documents that are being actively created, added to, and used to perform an **activity**, make decisions, or complete a **transaction**.

**activity** – a major task or action performed by a business entity or **organization** as part of a **function**. See [Functional Analysis for Records](#) guidance for more details on activities.

**administrative record** – a record that is related to budget, supply, personnel, accounting and other common administrative functions of the **organization**. See also: **operational record**.

**agency** – see **government agency**.

**amendment** – one of the ways of making formal changes to a **records schedule**. An amendment is used to record minor changes that do not require approval by the **Archivist of Manitoba**. See [Procedure GRO 1: Preparing Records Schedules](#).

**analogue record** – see **physical record**.

**appraisal** – 1. Determining **disposition**. Within the Government of Manitoba, the Archives of Manitoba has the sole authority to determine disposition for **government records**, as per *The Archives and Recordkeeping Act*.; 2. Within the International Standards Organization (ISO) [TC 46/SC 11 Archives/records management](#), appraisal refers to the "analysis and evaluation of business **functions** and **processes**, business context and risk to determine [**recordkeeping**] **requirements**." (30300:2020, 3.3.1) Note: some jurisdictions have not adopted this definition, including Manitoba where analysis and evaluation of business functions continues to be referred to as **functional analysis**.

**archival record** – (as defined in the ARA): see **record of archival value**

**archival value** – see **record of archival value**

**Archives and Recordkeeping Act (ARA)** – *The Archives and Recordkeeping Act* (C.C.S.M. c. A132) was proclaimed in February 2003. The Act applies to **records** of all **departments** and agencies of the Government of Manitoba. It also provides for agreements respecting the management and **preservation** of records of the Courts and the Legislative Assembly and its offices.

The Act establishes a modern framework for managing the **records** of government and for the **Archives'** operation. The ARA:

- uses updated language to encompass records in all formats
- confirms the **Archives'** lead role in establishing policies, guidelines and services needed to promote good **recordkeeping** in government
- sets out the duty of government bodies to schedule records, and to retain and **dispose** of records in accordance with approved **schedules**
- confirms the **Archivist of Manitoba's** role in identifying records of lasting significance to government and society, and in working with **government agencies** to develop strategies for long-term **preservation** and use of the records.

**Archives** – the Archives of Manitoba.

**archiving** – a colloquial term for moving inactive **physical** or **digital records** to secondary storage. Not associated with the activity called **Transfer to Archives**.

**Archivist** – the **Archivist of Manitoba**.

**Archivist of Manitoba** – the official responsible for direction of the **Archives of Manitoba**.

**attestation** – 1. A concluding portion of a document, especially a formal record, signed by witnesses and often containing language intended to strengthen the presumption that all statutory requirements have been met; 2. “The process of bearing witness, especially that a document being witnessed is **authentic**.” (ARMA Glossary)

**audit** – 1. The systematic **process** of obtaining **evidence** and evaluating it objectively to determine the extent to which the audit criteria are fulfilled; 2. Within recordkeeping, “the review of information-related activities to ensure sufficient policies, procedures, and controls are in place and complied with to meet all operational, legal, and regulatory obligations and to identify where and how improvements should be made.” (ARMA Glossary)

**audit trail** – a control record that allows a sequence of events and their effects on the records to be tracked, reviewed, and reconstructed.

**authenticity** – : 1. Quality of a **record** that can be proven to be what it purports to be, to have been created or sent by the agent purported to have created or sent it, and to have been created or sent when purported." (ISO 30300:2020, 3.2.2); 2. The quality of being genuine, not a counterfeit, trustworthy, and free from tampering and corruption. In the case of **born-digital** and **digitized** materials, it refers to the fact that whatever is being cited is the same as it was when it was first created, unless the accompanying **metadata** indicates any changes. Confidence in the authenticity of digital materials over time is particularly crucial owing to the ease with which alterations can be made.

**authoritative record** – "**record** which possess the characteristics of **authenticity, reliability, integrity, and usability**." (ISO 30300:2020, 3.2.3)

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**bit depth** – the number of bits (zeros or ones) used to describe the colour of the smallest component of a digital image. Bit depth ranges from 1 bit to 48 bits.

**born-digital record** – a **record** that is created or received in a digital environment. This term is used to differentiate **digital records** that were created as a result of **digitization**.

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**capture** – a deliberate action to keep **records** that are created or received in a **records system** so that they will be there when needed, for as long as required, and accessible, trustworthy, and **reliable**. (ISO 30300:2020, 3.4.3)

**classification** – the "systematic arrangement of **records** or business **activities** into categories according to methods, procedures or conventions represented in a scheme" (ISO 30300:2020, 3.4.4). Also see **file structure**.

**colour resolution** - a means of reducing the size of a **digital image** for storage or transmission. Compression is either “lossy” or “lossless.”

**components** – separate, identifiable groups of **records** within a **records series**. On a **records schedule**, components may have different **retention periods** and/or **disposal actions**. Also referred to as records schedule **items** or **sub-series**.

**compression** – a means of reducing the size of a **digital image** for storage or transmission. Compression is either “lossy” or “lossless.”

**conversion** – “changing **records** from one format to another.” (ISO 30300:2020, 3.2.10) For example, **digitizing** or scanning **physical records**, or taking a screenshot of a text or instant message.

**current year** – the year the **records** were created; identified in fields 20-21 of the **records schedule** as part of the retention period, if applicable, and used to calculate the **disposal date** of the records.

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**data** – 1. “a set of characters or symbols to which meaning is or could be assigned.” (ISO 30300:2020, 3.2.4); 2. “any symbol or character that represents raw facts or figures and form the basis of **information**.” (ARMA Glossary)

**defensible disposition** – the disposal actions that result from following approved records schedules and the associated policies and procedures that the **Archives of Manitoba** issue, as defined by the **Archives and Recordkeeping Act**. Also see **destruction**.

**department** – may be used as a simplified term for all **government agencies** and **government bodies**.

**derivative images** – user or **access copies** created from **master images** of **digitized records** through the editing process. The process usually involves **compressing** the **file size** or altering an image using enhancement techniques.

**destruction** – “eliminating or deleting a **record**, beyond any possible reconstruction” (ISO 30300:2020, 3.4.7). For **government records** scheduled to be destroyed at the end of the **retention period**, the **Government Records Centre** provides a controlled, secure destruction service for **physical records**. For **digital records**, controlled deletion or removal of the record following the scheduled retention period is the equivalent of destruction. Note: records cannot be destroyed without a **schedule** in place – see **unauthorized destruction** and **defensible disposition**.

**digital image** – a **born-digital** record or a record that has been converted from **analogue** form to digital.

**digital record** – **information** recorded by a computer and in a form that only a computer can process. It can be a **born-digital** record or a record that has been converted from **analogue** to digital form (**digitized**). Examples may include: email messages, word-processed documents, spreadsheets, digital images, and databases. Many digital records are maintained as part of an electronic system, such as geographic information system (GIS), digital image storage system, computer aided design (CAD) system, etc.

**digital signature** – see **electronic signature**.

**digital transformation** – changes in processes and systems to streamline **records** creation and **capture** to **born-digital** formats and meet **recordkeeping requirements**.

**digitization** – the process of converting any **physical record** into digital format (also known as digital imaging or scanning). This includes digitizing textual records, photographs, maps, microfilm; converting **analogue** voice recordings to digital media; etc.

**disposal action** – the action taken at the end of the total **retention period**: **records** are either designated as **archival** or designated for **destruction**. Also referred to as **disposition**. Disposal actions must be documented and approved in **records schedules** in order to be considered a **defensible disposition**.

**disposal date** - the exact date that **records** in a **transfer** are due for **disposition**. The disposal date is calculated on the total **retention period** and the latest date of records in a **transfer**.

**disposal hold** – a process to prevent any **disposition** on identified **records**. Normally a disposal hold is used to stop the application of a **disposal action**, pending the resolution of litigation, **audit**, investigation or other matters that require the records to remain **accessible, usable**, and identified.

**disposition** – see **disposal action**.

**disposition authority** – see **records schedule**.

**DPI (dots per inch)** – a measure of the **resolution** of a printer. It refers to the number of dots the printer is able to place in a linear one-inch space. The more dots per inch, the higher the resolution and the higher the printing quality.

**duty to document** – the responsibility to create, **capture**, and manage **records** that document the **functions, activities**, and decisions a **government body** undertakes to support the day-to-day activities of government; provide **evidence** of government's actions; and enable the **preservation** and use of records of continuing value to future generations. This responsibility also entails ensuring that records are not **destroyed** without an approved **records schedule** in place – see **unauthorized destruction**.

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**EDRMS** – see **Electronic Document and Records Management System**.

**Electronic Document and Records Management System (EDRMS)** – a **recordkeeping system** which **captures** and organizes **digital records** into a system that provides the necessary structure, content, and context of **records**; ensures records are fixed so they cannot be altered (**authenticity**); links related records; enables **retrieval**; retains records; controls access to records; and allows for the **disposal** of records according to business and **records management** rules.

**electronic record** – see **digital record**.

**electronic signature** – “an electronic symbol or process attached to or logically associated with an **electronic record** and executed or adopted with the intent to authenticate the record. *Note:* electronic signatures are used to verify both the identity of the originator and that the document is unchanged” (ARMA Glossary). Commonly referred to as a **digital signature**.

**evidence** – 1. “**Information** that could be used either by itself or in conjunction with other information, to establish proof about an event or action. Evidence can be shown to be inviolate and complete. It is not limited to the legal sense of the term.” (ISO 30300:2020, 3.2.6); 2. “The qualities that are necessary to provide the trustworthiness, **reliability** and **authenticity** of a **records** and that can be used to prove or dispose a fact in a legal proceeding” (ARMA Glossary).

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**file format** – 1. The media of a **record**, e.g. paper or digital; 2. The organization or characteristics of a file that determines which software program can be used to access and/or edit the file.

**file size** – the amount of space that a digital file occupies in its storage location.

**file structure** – a scheme for organizing **records**, linking them to the context of their creation. Good file structures are **useable**, universally adopted among staff, and well-documented, and reflect the business context of a program area. Also known as a **records classification system** or file plan. See [File Structures Fact Sheet](#).

**format** – see **file format**

**function** – a “group of activities aimed at achieving one or more goals of an **organization**.” (ISO 30300:2020, 3.1.12). See [Functional Analysis for Records](#) guidance for more details on functions.

**functional analysis** – the identification of the business **functions** and **activities** of an **organization**, and the linking of those functions and activities to the **records** that are created. It provides a high-level, top-down understanding of *what* the organization does and *why* it does it, setting the foundation that will enable other **records management** activities to happen, such as the development of **file structures** or **records schedules**. See [Functional Analysis for Records](#).

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**government agency** – (as defined in the **ARA**):

“(a) any board, commission, association, agency, or similar body, whether incorporated or unincorporated, all the members of which, or all the members of the board of management or board of directors or governing board of which, are appointed by an Act of the Legislature or by the Lieutenant Governor in Council, and  
(b) any other body designated as a government agency in the regulations.”

**government body** – (as defined in the **ARA**):

“(a) a **department**,  
(b) a **government agency**,  
(c) the Executive Council Office, and  
(d) the office of a minister.”

**government record** – (as defined in the **ARA**): “a **record** created or received by, or for, a **government body** in carrying out its **activities**.” This definition emphasizes the purpose, rather than the physical form or medium of records. The definition includes traditional paper records and records in all other forms, including **digital records**. Government records are primary sources. They include unpublished documentation in any format, typically maintained in organized filing or other **recordkeeping systems** in government offices. Published library materials and artifacts are not government records. See [Identifying Government Records Fact Sheet](#).

**Government Records Centre (GRC)** – the facility operated by the **Government Records Office (GRO)**, that provides centralized **records semi-active storage**, **retrieval** and **destruction** services for all government **departments** and **agencies**.

**Government Records Office (GRO)** – a unit of the **Archives**, the GRO is the central **agency** responsible for promoting good **recordkeeping** in government. The GRO provides expert advice and support to government **departments** and **agencies** on recordkeeping best practices, **requirements**, issues and challenges including electronic recordkeeping, **records scheduling**, and a variety of program-specific recordkeeping needs.



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**high-risk/high-value** – high-risk and high-value **records** and **information** are assets that are essential to the **organization** in carrying out core **functions**, making key decisions, and providing **evidence** of **activities**. See [High-risk/High-value Fact Sheet](#).

**hold** - see **disposal hold**.

**hybrid system** – a **recordkeeping system** that is composed of both digital and paper filing systems.

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**inactive record** – a **record** that is no longer being added to but needs to be kept for a period of time to meet business **recordkeeping requirements**. Note: inactive records are often stored at the **Government Records Centre** or on an offline or tiered media until the end of the scheduled **retention period**. See also: **semi-active records**.

**indexing** – “the act of specifying the predetermined topic, name, number of caption under which a document is to be filed.” (ARMA Glossary)

**information** – 1. “**data** in context with a particular meaning” (ISO 30300:2020, 3.2.7). 2. “Data that has been given value through analysis, interpretation, or complication in a meaningful form.” (ARMA Glossary)

**integrity** – *record* – the “quality of being complete and unaltered” (ISO 30300:2020, 3.2.8) through loss, tampering, or corruption. In the context of **records**, integrity relates to the potential loss of physical or intellectual elements after a record has been created. For example, case files should have all of the records related to that file. If records are missing or cannot be located, the file has lost its integrity; *system* - the integrity of a record is influenced by the system and processes that support **recordkeeping**. For example, electronic systems that do not track if records are altered, moved, or deleted do not demonstrate systemic integrity.

**interoperability** – the ability of different systems to use and exchange information through a shared format.

**items** – see **components**.

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**JPEG 2000** – an image encoded system defined in ISO 15444:2000. JPEG 2000 provides higher image quality at smaller **file sizes** than the original JPEG format. It supports both lossless and lossy image compression.

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**legacy system** – “any software and/or hardware that is retained despite its obsolescence or replacement.” (ARMA Glossary)

**lifecycle (of records)** – a course of phases that **records** go through from their creation to their **disposition**. They can be grouped into the following four phases:

- 1) creating and **capturing** records
- 2) organizing and using records
- 3) protecting and managing records, and
- 4) **retaining** and **disposing** of records.

**“lossless”** – a type of **compression** which means that no **information** is irretrievably lost and the decompressed object will always appear exactly the same as the original.

**“lossy”** – a type of **compression** which involves the removal of **information** during the compression process and is irreversible.

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**master images** – faithful digital reproductions of documents, optimized for longevity, and for the production of a range of delivery versions (**derivative images**). Master images are captured at the highest practicable quality or **resolution** and stored for long-term use. They can serve as **recordkeeping copies**, if authorized.

**medium** – see **file format**.

**metadata** – “structured or semi-structured control **information**, which enables and documents the **records processes** through time.” (ISO 30300:2020, 3.2.9) Metadata can be embedded in the **record**, can be automatically added by **classifying** and **capturing** a record into a robust **records system**, or may need to be added manually.

**metadata schema** – a “logical plan for **metadata** for **records** showing the relationships between elements, establishing rules for semantics, the syntax and the optionality (obligation level) of values.” (ISO 30300:2020, 3.5.5)

**microfiche** – a flexible, transparent sheet of film that contains micro-images arranged in a grid pattern, often imaged from paper-based records.

**microfilm** – a high-resolution film in roll form that contains micro-images, often imaged from paper-based records.

**microfilm jacket** – a flat, transparent, plastic carrier made to hold single or multiple microfiche strips.

**microfiche / microfilm reader** – a device that enlarges micro-images for viewing.

**migration** – “moving **records** from one hardware or software configuration to another.” (ISO 30300:2020, 3.4.10)

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**non-filed office paper** – see **transitory records**.

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**operational record** – a **record** that relates to the substantive activities of an **organization**, the result of **activities** undertaken to accomplish its mission or mandate.

**organization** – a general term to describe an area in government, may be correlated with **department/agency** or **program area**.

**original order** – the order in which records were arranged by the **organization** that created/received them.

**outsource** – “to make an arrangement where an external **organization** performs part of an organization’s **function** or **process**.” (ISO 30300:2020, 3.1.20)

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**paper record** – a type of **physical record**.

**PDF** – “portable document format,” a file format which cannot be (easily) modified but can be shared and printed.

**PDF/A** – a file format based on a subset of the Adobe PDF format that is optimized for the long-term storage of digital documents. A constrained version of PDF version 1.4 with various proprietary fonts and formats removed, issued as ISO 19005-1:2004.

**physical record** – a **record** not **captured** and stored in digital or binary format. Examples may include papers, photographs and films made with light-sensitive media, video recordings, phonograph records, and older magnetic sound recordings. Also referred to as an **analogue record**.

**PPI (pixels per inch)** – commonly used measure for the **resolution** of **digital images**. The more pixels per inch, the finer the resolution. PPI is used to describe the resolution of an image in a virtual state, or on a monitor. ‘PPI’ is often confused with ‘**DPI**’ (**dots per inch**), which is used to describe the resolution of a printing device.

**preservation** – the measures taken to ensure the **usability, authenticity, reliability** and **integrity** of **records** over time.

**process** – see **workflow process**.

**program area** – an area in government that works together achieve the same mandate and goals; generally at the unit or branch level, but may cross organizational lines.

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**quality control (QC)** – steps taken to ensure the quality of a product or service. Within **records management** often associated with **digitization** and system development.

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**record** – (as defined in the **ARA**): “a record of information in any form, including electronic form, but does not include a mechanism or system for generating, sending, receiving, storing or otherwise processing information.” Records are made up of **information**, but they are something more than information alone. Records are the product of **activities** – they are created or received in the normal course of business and deliberately **captured** and ‘fixed’. They are defined in terms of their essential purpose and value – which is to provide needed **evidence** of actions and events.

**record of archival value** – (as defined in the **ARA**): “a **record** of lasting significance to the government or society, such as a record:

- (a) relating to the legal basis, origin, development, **organization** or **activities** of the government or its institutions,
- (b) relating to the development or implementation of policies of the government,
- (c) relating to the history of Manitoba, or

(d) having historical value.”

These records are identified by the **Archives** when records are scheduled, and the **records schedule** authorizes their permanent **preservation**.

**recordkeeping** – refers to the entire range of **functions** involved in creating and managing **records** throughout their **lifecycle**. It includes:

- creating/**capturing** adequate records
- maintaining them in trustworthy **recordkeeping systems** for defined **retention periods**
- enabling **retrieval** for use
- controlling access according to defined rules
- disposing of records that are no longer needed, according to formal **retention** and **disposition** rules
- maintaining and providing **information** about records holdings
- documenting recordkeeping practices and actions.

The term recordkeeping is used interchangeably with the terms **records management** and **records and information management (RIM)**.

**recordkeeping copy** – sometimes referred to as official file copy or master copy. This is a copy of a **record** that will be filed in an appropriate, official **recordkeeping system** as **evidence**, and governed by an approved **records schedule**.

**recordkeeping requirements** – the statement of need identifying what recorded **evidence** of business a **function, activity** and/or **transaction** must be **captured** and retained to meet organizational needs, and the processes and systems required to ensure that the records will be **authoritative** for as long as necessary.

**recordkeeping standards** – guiding principles and organizational requirements for effective **records management**, including specifications for electronic **recordkeeping**; many are developed and published by the International Standards Organization (ISO). See [Recordkeeping Standards Fact Sheet](#).

**recordkeeping system** – see **records system**.

**records and information management (RIM)** – the entire range of **functions** involved in creating and managing **records** and **information** throughout their **lifecycle**. It includes policies, practices and systems used for the management of records and information in an **organization**. The term is used interchangeably with the terms **recordkeeping** and **records management**.

**records classification system** – see **file structure**. See also **classification**.

**records control** – an “instrument for helping in the conduct of **records processes**. Examples of records controls include **metadata schemas** for **records**, business **classification** schemes, access and permission rules, and **disposition** authorities.” (ISO 30300:2020, 3.5.6)

**records management** – "field responsible for the efficient and systematic governance of **records**, using **records processes**, **records controls** and **records systems**." (ISO 30300:2020, 3.4.12). This term is used interchangeably with the terms **recordkeeping** and **records and information management (RIM)**.

**records management capability** – the functionality that is needed in an electronic system to **capture**, retain, use, protect and dispose of **records**. It also includes the ability to support document management and workflow, access rights management, and protection of personal and sensitive **information**. The standard specifications that define this functionality are based on the principles set out in the ISO Records Management **standards** (see [Recordkeeping Standards Fact Sheet](#)). See also **Electronic Document and Records Management System (EDRMS)**.

**records process** – a "set of activities for managing authoritative **records**." (ISO 30300:2020, 3.4.13)

**records schedule** – (as defined in the **ARA**): "a formal plan that identifies **government records**, establishes their **retention periods** and provides for their **disposition**." Records schedules, developed by and for each business area, are the government's policy on how long **records** need to be kept and how they are to be disposed of, and are intended to apply to records in all media. Also known as a records disposition authority. See [Records Schedules: What Managers Need to Know Fact Sheet](#) and [Procedure GRO 1: Preparing Records Schedules](#).

**records series** – a group of **records** maintained together to support a **function** or **activity**. Records in a series are often related or interdependent. A series may consist of separate, identifiable **components**. Records series are the basis upon which records are **scheduled**. See [Functional Analysis for Records guidance](#) for more details on records series.

**records system** – system which **captures**, manages and provides access to **records** through time. A system may be manual or automated and includes the processes, procedures and business rules required to operate it. Sometimes used interchangeably with **recordkeeping system**. See [Recordkeeping Systems Fact Sheet](#) for more information.

**Records Transfer List** – a standard form which serves as a request to **transfer records** and becomes the official record of what was transferred to the **Government Records Centre** for **semi-active storage** and **disposition**. See [Procedure GRO 2: Transferring Records](#).

**reliability** – "quality of a **record** that can be proven to be complete and accurate." (ISO 30300:2020, 3.2.11)

**resolution** – the amount of picture data in a specific area of an image. Resolution is usually measured in **pixels per inch (PPI)**. The higher the resolution, the sharper and clearer an image will be.

**retention** – see **retention period**.

**retention period** – the minimum time that **records** must be retained prior to **disposition**, as set out in a **records schedule**, and as identified by an **organization** as meeting their business **recordkeeping requirements**. This period can include specifics, for example, if records are retained to the end of the **current year**.

**retention requirements** – see **retention period**.

**retrieval** – temporary return of **semi-active records** for use by the office responsible for the **records**.

**revision** – one of the ways of making formal changes to a **records schedule**. A revised schedule is a new schedule, approved by the **Archivist of Manitoba**, that replaces one or more previously approved schedules. See [Procedure GRO 1: Preparing Records Schedules](#).

**RIM** – see **records and information management**.

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**scanning** – see **digitization**

**schedule** – see **records schedule**.

**semi-active records** – **records** stored at the **Government Records Centre** during their scheduled **retention period**, prior final **disposition** (**destruction** or **Transfer to Archives**). See [Procedure GRO 2: Transferring Records](#). See also **inactive records**.

**semi-active storage** – the off-site storage provided by the **Government Records Centre (GRC)** for **government records** during their scheduled **retention period**. Records in semi-active storage are no longer in ‘**active**’ (frequent) use by the creating office, and therefore may be moved to less costly, off-site storage at the GRC. The records may be retrieved from the GRC for use by the creating office when needed.

**source records** – original **analogue records** that are converted into a different format and are no longer considered the **recordkeeping copies**, often as part of a microfilm or **digitization** project.

**standards** – see **recordkeeping standards**.

**sub-series** - see **components**.

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**textual record** – see **physical record, paper record**.

**transaction** – “smallest unit of an **activity** consisting of an exchange between two or more participants or systems.” (ISO 30300:2020, 3.1.29)

**transfer** –the basic unit for managing **records** at the **Government Records Centre (GRC)**. A ‘transfer’ is a group of records: covered by one **records schedule** and by one number **component** if applicable; and having the same **disposal date**; and shipped together to the GRC. A ‘transfer’ is handled as a unit for the purpose of **semi-active storage** and **disposal action**. See also **transfer number**. See [Procedure GRO 2: Transferring Records](#) for details of the transfer process from a **government body** to the Government Records Centre.

**transfer list** – see **records transfer list**.

**transfer number** – a unique number assigned to a **transfer** of **records** by the **Government Records Centre**, and used to track the records through **semi-active storage** and **disposition**. See [Procedure GRO 2: Transferring Records](#).

**Transfer to Archives** – one of the possible **disposal actions** authorized by a **records schedule**. **Records of archival value** are scheduled for "Transfer to Archives," which means they will be permanently **preserved**. This *should not be confused* with the **transfer** of records to the **Government Records Centre** for **semi-active storage**. See [Procedure GRO 2: Transferring Records](#).

**transferring office** – the office responsible for transferring **records** to the **Government Records Centre** (usually the office that created the records). See [Procedure GRO 2: Transferring Records](#).

**Transferring Officer** – an officer (employee) of the **transferring office**, responsible for preparing and signing **Records Transfer Lists**. See [Procedure GRO 2: Transferring Records](#).

**transitory records** – **records** that do not provide **evidence** of an **activity**, do not need to be filed, and can be **destroyed** immediately. See [Transitory Records Fact Sheet](#).

**TIFF** – Tagged Image File Format, a computer **file format** for storing graphics images.

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**unauthorized destruction** – Section 28 of the **ARA** states: "No person shall, with an intent to deprive the government, a **government body**, or the **archives**, of the custody, control, use of or access to a **government record**,

- a) destroy or damage a government record;
  - b) erase or remove **information** from a government record or make a government record illegible;
  - c) remove or conceal a government record from the government, a government body or the archives; or
  - d) direct, counsel or cause any person in any manner to do anything mentioned in clause (a), (b) or (c);
- except as provided in a records schedule approved under this Act.



**unscheduled** – without an approved **records schedule**. Unscheduled **records** cannot be disposed of until they are scheduled.

**usability** – “1. the qualities of a **record** that allow it to be accessed, processed and understood over time; 2. The qualities of applications, software, programs, and/or media that allow records to be accessed, processed, and understood over time.” (ARMA Glossary)

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**version control** – the systems and procedures used to identify the sequence and versioning of a document, allowing users to manage its successive iterations. (ARMA Glossary)

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**workflow process** – a series of controlled, sequenced steps that are performed by a user or application to complete a **transaction**, **activity**, or make a decision. Workflow processes generally result in **records**.

## X Y Z

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[no entry]

## References

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ARMA International TR 22-2016 *Glossary of Records Management and Information Governance Terms*, 5<sup>th</sup> edition, Overland Park, KS.

Digital Preservation Coalition, *Digital Preservation Handbook*, Glossary, <https://www.dpconline.org/handbook/glossary>. Last accessed 2023-05-29.

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