

glossary of records management pdf

This glossary provides definitions for many of the archival and records management terms found on this website. Note that definitions are specific to the Smithsonian Institution.

Records Management Glossary of Terms

xiv A Glossary of Archival and Records Terminology grapple with born-digital documents and to become familiar with arcane aspects of technology used to record and authenticate electronic documents, such as ciphers, encryption keys, and encoding schemes. At the same time, other professions adopted "sometimes appropriated" archival terms.

A Glossary of Archival and Records Terminology

these training modules on the management of records in electronic form. The project deliverables also include case studies conducted in Botswana, Ghana, India, Sierra Leone, Tanzania and Zambia.

IRMT TERM Glossary of Terms - The International Records

ADMINISTRATIVE RECORDS: Records that pertain to the administration or "housekeeping" activities of an organization not central to its mandate. For most Government Institutions, administrative records may include the management of facilities, property, material, finances, human resources, and information systems.

Glossary of Records Management Terms

TAB | Glossary of Records Management Terms | A - E 4 www.tab.com Return to main menu Bar Code Tracking Use of a hardware scanning device (stationary or hand held) to read a printed optical or 2D data pattern. Bar codes are used for a variety of functions including asset tracking, inventory control and records management.

Glossary of Records Management Terms - TAB

NARA Records Management Key Terms and Acronyms 1 NARA Records Management Key Terms and Acronyms The following is a list of key terms and acronyms used in NARA's core records management

KA2 Reference KT: NARA Records Management Key Terms and

Glossary of Records Management Terms A The transfer of legal and physical custody of permanent records from an agency to the National Archives and Records Administration (NARA).

Glossary of Records Management Terms

RECORDS MANAGEMENT SERVICES GLOSSARY Records Management Manual-- Currently, we have 4 Records Management Manuals that can period for records either in one of the on-line records management manuals or on our site at management.

RECORDS MANAGEMENT SERVICES GLOSSARY - colorado.gov

With an expanded scope that encompasses more than 100 new entries from key information governance (IG) disciplines, this PDF version of the fifth edition of the glossary now defines more than 1,000 terms from disciplines that intersect with records and information management (RIM), including security, privacy, audit, legal, information technology, archives, and business management.

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