



## Glossary of Terms

The purpose of this glossary is to explain a range of terms reflective of State Records' role as the official custodian for archival records created by state and local government agencies within South Australia and as the agency responsible for administering the *State Records Act, 1997*, the *Freedom of Information Act, 1991* and the Information Privacy Principles Instruction.

The glossary is not a comprehensive listing.

Where applicable, definitions are followed by a brief citation. Terms that have not been referenced are taken from State Records' own publications.

For easier navigation within the glossary, hyperlinks have been included.

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## Acronyms

ARM	<a href="#"><u>Adequate Records Management</u></a>
AS / ISO	<a href="#"><u>Australian standard / International Organization for Standardisation</u></a>
BCS	<a href="#"><u>Business Classification Scheme</u></a>
BIS	<a href="#"><u>Business Information System</u></a>
CRS	<a href="#"><u>Commonwealth Record Series</u></a>
EDRMS	<a href="#"><u>Electronic Document and Records Management System</u></a>
FOI	<a href="#"><u>Freedom of Information</u></a>
GA	<a href="#"><u>Government Agency number</u></a>
GDS	<a href="#"><u>General Disposal Schedule</u></a>
GRG	<a href="#"><u>Government Record Group</u></a>
GRS	<a href="#"><u>Government Record Series</u></a>
IM	<a href="#"><u>Information Management</u></a>
IPPs	<a href="#"><u>Information Privacy Principles</u></a>
ISO	<a href="#"><u>International Organization for Standardisation</u></a>
MRG	<a href="#"><u>Municipal Record Group</u></a>
NAP	<a href="#"><u>Normal Administrative Practice</u></a>
OCR	<a href="#"><u>Optical Character Recognition</u></a>
PDF	<a href="#"><u>Portable Document Format</u></a>
RDS	<a href="#"><u>Records Disposal Schedule</u></a>
SARKMS	<a href="#"><u>South Australian Recordkeeping Metadata Standard</u></a>
VEO	<a href="#"><u>VERS Encapsulated Object</u></a>
VERS	<a href="#"><u>Victorian Electronic Records Strategy</u></a>

## A

### Access

The right, opportunity, means of finding, using, or retrieving information.

*AS ISO 15489.1 – 2002*

### Access Conditions

The regulations and instructions governing the access to particular records and archives.

*Ellis (ed), Keeping Archives (2nd edition)*

### Access Control Scheme

A scheme of non-hierarchical mechanisms, which may be applied to records and record plan entities to prevent access by unauthorised users. These may include the definition of user access groups and ad hoc lists of individual named users.

[\*National Archives of Australia - Glossary\*](#)

See also [User Access Group](#); [User Access Privileges](#); [User Profile](#); [User Role](#)

### Access Determination

A determination made subject to Part 8 of the *State Records Act, 1997* that sets the conditions of access for records in the custody of State Records.

### Accountability

The principle that individuals, organisations and the community are responsible for their actions and may be required to explain them to others.

*AS ISO 15489.1 – 2002*

### Accredited FOI Officer

The person responsible for dealing with a Freedom of Information application on behalf of an agency. The term 'Accredited FOI Officer' is further defined in section 4 of the *Freedom of Information Act, 1991*.

*Freedom of Information Act 1991 (SA)*

### Action Completed

A disposal action directing the legal destruction of records documenting a particular set of transactions linked to a function and activity set when **all** business action relating to that function and activity has been completed (if known).

### Action Officer

An employee who is responsible for work on a particular task within an organisation.

## **Active Record**

Record required for day-to-day functioning of an agency or person. Also referred to as current record.

*Ellis (ed), Keeping Archives (2nd edition)*

Records in frequent use, regardless of their date of creation, required for current business relating to the administration or function of the organisation. Such records are usually maintained in office space and equipment close to hand.

[Glossary of Recordkeeping Terms, State Records NSW](#)

## **Activity**

A task or operation performed, as part of an organisation's business, to execute some or all of a function. An activity may be performed in relation to one or more administrative or operational functions.

See also [Business Activity](#); [Function](#); [Transaction](#)

## **Activity Descriptor**

The level of descriptor that follows a keyword. The activity descriptor reflects the activity performed within the function that is represented by the keyword. Used in records management thesauri.

[Glossary of Recordkeeping Terms, State Records NSW](#)

See also [Keyword](#); [Keyword Classification](#)

## **Adequate Records Management (ARM)**

Defined as practices which have the following impacts:

- records management is planned
- records management is resourced
- records management is monitored and reviewed
- records are created, captured and controlled
- records are secure and accessible as appropriate
- records disposal is managed

More generally, records should be adequate for the purposes for which they are kept. Thus a major initiative will be extensively documented, while a routine administrative action can be documented with an identifiable minimum of information. There should be adequate evidence of the conduct of business activity to be able to account for that conduct.

[Adequate Records Management Standard v3 December 2013, State Records of SA](#)

## Agency

As defined by *the State Records Act, 1997*, an agency means:

- the Governor
- a Minister of the Crown
- a court or tribunal
- a person who holds an office established by an Act
- an incorporated or unincorporated body established for a public purpose by or under an Act; or established subject to control or direction by the Governor
- a Minister of the Crown or any instrumentality or agency of the Crown
- a department or other administrative unit of the public service
- the police force
- a municipal or district council
- a person or body declared to be an agency.

It does not mean:

- a House of Parliament or a committee of the Parliament or a House of Parliament
- a present or former officer of a House of Parliament
- a present or former member of a House of Parliament (other than a Minister in respect of records made or received in his or her capacity as a Minister), a present or former member of staff of a House of Parliament or the joint parliamentary service.

*State Records Act 1997 (SA)*

## Agent

A person, or group of persons, a workgroup or organisational unit that creates records as a result of the conduct of business and uses records as evidence of the conduct of such business.

## Appraisal

The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, the requirements of organisational accountability and community expectations.

*AS4390-1 1996/ Ellis (ed), Keeping Archives (2nd edition)*

## Archives

1. Records of organisations and individuals that have been selected for indefinite retention on the basis of their continuing value for legal, administrative, financial or historical research purposes.
2. The name given to the repository in which an archival collection resides.
3. An organisation (or part of an organisation) whose main function is to select, manage, preserve and make archival records available for use.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

The context of the term will usually indicate which meaning is relevant.

## **ArchivesSearch**

The software used to hold and provide searching of catalogue information about the collection of official State and Local Government records held by State Records of South Australia. Records can be ordered on-line for viewing at the State Records' Research Centre.

See also [Research Centre](#)

## **Archivist**

A person professionally responsible for the management of archival records.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

## **Arrangement and Description**

The process of organising materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials, and the process of analysing, organising, and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

See also [Control](#); [Intellectual and Physical Control](#)

## **Australian Standard 4390: Records Management**

Although replaced by AS ISO 15489 Records Management, AS 4390 is still referenced, as there is significant continuity between the two standards.

See also [Australian Standard 15489 – Records management](#)

## **Australian Standard 5090-2003: Work Process Analysis for Recordkeeping**

Provides guidance for any organisation that wishes to analyse its work processes as the starting point for a variety of recordkeeping purposes. Useful to all organisations regardless of size, sector, or industry.

## **Australian Standard 15489 – Records Management**

Provides a systematic approach to the management of records, essential to protecting and preserving them as evidence of actions. Records management systems ensure that you and your business have access to a wealth of information whenever you need it.

See also [Australian Standards 4390: Records Management](#)

## **Australian standard / International Organization for Standardisation (AS/ISO)**

A publication with an AS/ISO prefix is a standard that has been adopted and published by both Standards Australia and the International Organization for Standardisation.

See also [International Organization for Standardisation \(ISO\)](#); [Standards Australia](#)

### **Australian Standard/ISO 15489.1 – 2002: Records Management - General**

Provides best practice records management policies and procedures to ensure that appropriate attention and protection is given to all records, and that the evidence and information they contain can be retrieved more efficiently and effectively.

#### **Authenticity**

Authenticity denotes that a record is what it purports to be – it can be relied upon as representing the meaning intended by the person or organisation that made it.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

## **B**

### **Born Digital**

Describes materials that are not intended to have an analogue equivalent, either as the originating source or as a result of conversion to analogue form. This term has been used to differentiate born digital materials from:

1. digital materials that have been created as a result of converting analogue originals
2. digital materials that may have originated from a digital source but have been printed to paper.

[Digital Preservation Coalition, UK – Introduction: Definitions and Concepts](#)

### **Business Activity**

Umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees. Includes public administration as well as commercial business.

*AS4390-1 1996*

See also [Activity](#); [Function](#); [Transaction](#)

### **Business Classification Scheme (BCS)**

A conceptual representation of the functions and activities performed by an organisation. The scheme is derived from the analysis of business activity. It is the basis from which classification tools, such as a functional thesaurus and record classification scheme, are developed. These tools help agency personnel create meaningful titles for records.

[National Archives of Australia - Glossary](#)

The BCS contains terms and scope notes that represent and describe functions, activities, transactions or other elements and shows their relationships. The number of levels within the scheme can vary depending on the level of refinement required and how the scheme will be used. The structure of the scheme is hierarchical, moving from the general to the specific. Each function has activities that are identified in relation to it, and each activity (linked to a function) has categories of transactions that are encountered.

*See also* [Classification](#); [Keyword Classification](#); [Records Classification Scheme](#)

## **Business Information System (BIS)**

An automated system that creates or manages information about an organisation's activities. Includes applications whose primary purpose is to facilitate transactions between an organisational unit and its customers eg. an e-commerce system, client relationship management system, purpose-built or customised database, finance or human resources systems. Business information systems that create or manage records should have the appropriate functionality for these tasks, or they should interface with other systems that manage the records.

*[National Archives of Australia - Glossary](#)*

## **C**

### **Cache**

A cache (pronounced "cash") stores recently used information so that it can be quickly accessed at a later time. Computers incorporate several different types of caching in order to run more efficiently, thereby improving performance. Common types of caches include browser cache, disk cache, memory cache, and processor cache.

Browser cache - Most web browsers cache webpage data by default. For example, the browser may cache the HTML, images, and any CSS or JavaScript files referenced by a page you visit. When you browse through other pages on the site that use the same images, CSS, or JavaScript, your browser will not have to re-download the files. Instead, the browser can simply load them from the cache, which is stored on your local hard drive.

Memory cache - When an application is running, it may cache certain data in the system memory, or RAM. Since RAM can be accessed much more quickly than a hard drive, this reduces lag when accessing files.

*[Tech Terms Computer Dictionary](#)*

### **Capture**

A deliberate action that results in the registration of a record into a recordkeeping system. For certain business activities, this action may be designed into electronic systems so that capture of records is concurrent with the creation of the record.

*AS4390-1996 Pt 1*

## Classification

Systematic identification and arrangement of business activities and / or records into categories according to logically structured conventions, methods, and procedural rules represented in a classification system.

*AS ISO 15489.1 – 2002*

See also [Business Classification Scheme \(BCS\)](#); [Keyword Classification](#); [Record Classification Scheme](#)

## Commonwealth Record Series (CRS)

System, developed by the National Archives of Australia in the 1960s, to document government agencies and the series they create.

See also [Series System](#)

## Compliance

Ensuring that the requirements of laws, regulations, industry codes and organisational standards are met.

*AS3806 –1998 Compliance Programs – now AS3806-2006*

A compliance audit is a comprehensive review of an organisation's adherence to regulatory guidelines. Independent consultants evaluate the strength and thoroughness of compliance preparations. Auditors review security policies, user access controls and risk management procedures over the course of a compliance audit.

[TechTarget](#)

Compliance auditing determines whether a process or transaction has or has not followed applicable rules. If rules are violated, the auditor determines the cause and recommends ways to prevent future deviations.

[Reference for Business, Encyclopaedia for Business 2<sup>nd</sup> edition](#)

## Conservation

The physical aspects and processes of preservation of original archival materials.

- [Preventive Conservation](#). Those measures taken in order to prevent or delay future degradation of holdings, eg the provision of environmentally sound and secure storage; the installation of warning devices; the withdrawal, restriction or copying of fragile items. Also referred to as macro-conservation.
- [Restorative Conservation](#). Those measures taken to repair or restore damaged or deteriorated archival (and other) material to its original condition. In doing this, it is important that the evidential value of the original be retained, and consequently repairs are usually reversible and visible. Also referred to as micro-conservation.

*Ellis (ed), Keeping Archives (2nd edition)*

See also [Preservation](#)

## Consignment

Comprises units or record items belonging to a single record series and transferred to the custody of State Records as part of the one series. A consignment may comprise the whole or only part of a series. A separate consignment number is allocated for each transfer of that series.

## Context

The knowledge necessary to sustain a record's meaning or evidential value. Context describes the 'who, what, when, where and why' of records creation and management.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

See also [Provenance](#)

## Control

Control systems and processes associated with records management include:

- registration - which provides evidence of the existence of records in a recordkeeping system
- classification - which allows for appropriate grouping, naming, security protection, user permissions and retrieval
- indexing - which allocates attributes or codes to particular records to assist in their retrieval
- tracking - which provides evidence of where a record is located, what action is outstanding on a record, who has seen a record, when such access took place and the recordkeeping transactions that have been undertaken on the record.

*AS 4390 Part4 Clause 1- update*

See also [Arrangement and Description](#); [Intellectual and Physical Control](#)

## Control Records

Records created and maintained by a recordkeeping organisation to help identify, track and retrieve other records. Control records include such records management tools as records management software packages, file registers, subject indexes and name indexes.

## Controlled vocabulary

A list containing headings or terms which are authorised or controlled so that one heading or term is allowed to represent a concept or name. Can also be represented in a thesaurus. The alternative to a controlled vocabulary is free text.

[Glossary of Recordkeeping Terms, State Records NSW](#)

## Conversion

Process of changing records from one medium to another or from one format to another.

*AS ISO 15489.1 – 2002*

Conversion is the process of changing from an existing system to a new one.

*AS4390-1996 Records Management Pt 3*

See also [Migration](#); [Rendition](#)

## **Cookie**

A small amount of data generated by a website and saved by your web browser. Its purpose is to remember information about you. A cookie's most common purpose is to store login information for a specific site. Cookies are also used to store user preferences for a specific site. For example, a search engine may store your search settings in a cookie.

*[Tech Terms Computer Dictionary](#)*

## **Current Records**

See [Active Record](#)

## **Custody**

1. The responsibility for the care of records, archives or other material, usually based on their physical possession. Custody does not always include legal ownership, or the right to control access to records.
2. The physical location of the records or archives.

*Ellis (ed), Keeping Archives (2nd edition)*

## **D**

### **Destruction**

The process of eliminating or deleting records beyond any possible reconstruction.

*AS ISO 15489.1 – 2002*

### **Digital Document/Record**

A record created, and/or maintained by means of digital computer technology. Includes records that are 'born digital' or have undergone conversion from a non-digital format. That is, they have been digitised using OCR or imaging technology. It also includes encapsulated objects for example VEOs.

Record created, communicated and maintained by means of electronic or computer equipment.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

See also [Optical Character Recognition \(OCR\)](#); [VERS Encapsulated Object \(VEO\)](#)

## Digital Signature

A security mechanism included within a digital record that enables the identification of the creator of the digital object and that can also be used to detect and track any changes that have been made to the digital object.

[National Archives of Australia - Glossary](#)

## Digital Watermark

A complex visible or invisible pattern denoting provenance or ownership information. A watermark may be superimposed on a digital image and can only be removed by use of an algorithm and a secure key. Similar technologies may be applied to digitised sound and moving picture records.

[National Archives of Australia - Glossary](#)

## Digitisation

The process of converting documents or objects into digital form so that they may be read, stored, managed and transmitted electronically by a digital computer. For example photographs or other images may be digitised by use of a scanner.

See also [Optical Character Recognition \(OCR\)](#)

## Disaster Plan

A written procedure setting out the measures to be taken to minimise the risks and effects of disasters such as fire, flood or earthquake etc, and to recover, save and secure the vital records should such as disaster occur.

*Ellis (ed), Keeping Archives (2nd edition)*

See also [Vital Records](#)

## Disposal

The range of processes associated with implementing records retention, destruction or transfer decisions, which are documented in disposal authorities or other instruments.

*AS ISO 15489.1 – 2002*

See also [Disposal Schedule](#); [Disposal Trigger](#); [Dispose](#); [Normal Administrative Practice \(NAP\)](#); [Sentence](#)

## Disposal Authority

See [Disposal Schedule](#)

## Disposal Schedule

A systematic listing of records created by an organisation or agency that plans the life of these records from the time of their creation to their disposal. A disposal schedule is a continuing authority for implementing decisions on the value of records specified in the schedule.

A disposal schedule may include:

- the records created by the agency
- the retention period for each series or class of records
- the disposal sentence for each series or class of records, specifying whether the records are to be retained as archives or destroyed
- the custody arrangements for each series or class of records, specifying when the records are to be transferred to intermediate storage and/or to archives.

General disposal schedules cover functions common to a number of agencies, typically used by government archival authorities to cover functional areas such as Personnel, Finance and Stores.

A recent development in appraisal methodology is the view that functional analysis is more efficient than records analysis in producing disposal schedules. The resultant disposal schedules are based on function or activity within function, either across a range of related organisations or to provide a specific disposal schedule for a particular agency.

*Ellis (ed), Keeping Archives (2nd edition)*

See also [Disposal](#); [Disposal Trigger](#); [Dispose](#); [Normal Administrative Practice \(NAP\)](#); [Sentence](#)

## **Disposal Trigger**

In disposal schedules the event or activity that indicates the active life of the record is over and the disposal schedule can be applied.

*Ellis (ed), Keeping Archives (2nd edition)*

See also [Disposal](#); [Disposal Schedule](#); [Dispose](#); [Normal Administrative Practice \(NAP\)](#); [Sentence](#)

## **Dispose**

To dispose of an official record means destroy or abandon the record; or carry out an act or process as result of which it is no longer possible or reasonably practical to reproduce the whole or part of the information contained in the record; or transfer or deliver ownership or possession of or sell the records, or purport to do so. Does not include to transfer or deliver the record to State Records or between one agency and another.

*State Records Act 1997 (SA)*

More generally, beyond the definition of dispose within the *State Records Act, 1997* can also include the permanent retention of a record.

See also [Disposal](#); [Disposal Schedule](#); [Disposal Trigger](#); [Normal Administrative Practice \(NAP\)](#); [Sentence](#)

## **Docket**

An organised unit of documents accumulated during current use and kept together because they deal with the same subject, activity or transaction. Dockets were typically fastened together and folded.

*(Adapted from definition of file) Ellis (ed), Keeping Archives (2nd edition)*

See also [File](#)

## **Document**

Recorded information or object, which can be treated as a unit. In its widest sense a document may be a sound file, an image, a digital video or any other recorded information format as well as the more traditional word processing document or email. A paper document. Any computer file that may be printed.

*AS ISO 15489.1 – 2002*

Includes anything in which information is stored or from which information may be reproduced.

*Freedom of Information Act 1991 (SA)*

## **Download**

As a verb, it refers to the process of receiving data over the Internet. Downloading is the opposite of uploading, or sending data to another system over the Internet. As a noun, download may refer to either a file that is retrieved from the Internet or the process of downloading a file.

You can also download data using mediums besides the web. For example, you can download files using an FTP program, download email messages with an email client, and download software updates directly through your operating system.

[\*Tech Terms Computer Dictionary\*](#)

## **E**

### **Electronic/Digital Document**

See [Document](#)

### **Electronic/Digital Record**

See [Digital Document/Record](#)

### **Electronic Document and Records Management System (EDRMS)**

An automated system used to manage the creation, use, management and disposal of physical and electronically created documents and records for the purpose of:

- supporting the creation, revision and management of digital documents
- improving an organisation's work-flow

- providing evidence of business activities.

These systems maintain appropriate contextual information (metadata) and links between records to support their value as evidence. EDRMS are a subset of business information systems whose primary purpose is the capture and management of digital records.

*Adapted from the ERMS entry of [National Archives of Australia - Glossary](#)*

## **Electronic Record**

See [Digital Document/Record](#)

## **Encapsulated Object**

Digital record that has been 'packaged' with enough metadata to preserve its content and context, and to support its reconstruction at some time in the future. The encapsulated metadata is managed as an integral part of the record.

*[National Archives of Australia - Glossary](#)*

See also [VERS Encapsulated Object \(VEO\)](#)

## **Encryption**

The process of converting data to an unrecognizable or "encrypted" form. It is commonly used to protect sensitive information so that only authorized parties can view it.

An encrypted file must be decrypted in order to be recognized. Some encrypted files require a password to open, while others require a private key to unlock the file.

Encryption is also used to secure data sent over wireless networks and the Internet. Many websites and other online services encrypt data transmissions using SSL

*[Tech Terms Computer Dictionary](#)*

## **Enduring Format**

An enduring format is one that will be readable far into the future. It is characterised by being lossless (no bits of data are lost to compression or migration), open format, transparent (the manner in which the information is encoded should be easy to understand and interpret) and supported by multiple suppliers.

*[Gary F. Simons \(2006\) "Ensuring that digital data last: the priority of archival form over working form and presentation form" SIL International, Dallas Texas](#)*

See also [Open Format](#)

## **Evidence**

Information that tends to prove a fact. Not limited to the legal sense of the term.

*Australian Standard AS 4390-1996, Records Management*

## Export

A disposal process whereby copies of a digital record (or group of records) are passed with their metadata from one system to another, either within the organisation or elsewhere. Export does not involve removing records from the first system.

[National Archives of Australia - Glossary](#)

## F

### File

An organised unit of documents accumulated during current use and kept together because they deal with the same subject, activity or transaction.

[National Archives of Australia - Glossary](#)

See also [Docket](#)

### Finding Aids

Tools to guide users to the information they are seeking from or about archives, to aid access. They provide additional access points to the archival collection. Types of finding aids include registers, guides, inventories and indexes and may be in hard copy or electronic form.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

### Folio

A single leaf of paper or page of a register, usually numbered only on one side

*Ellis (ed), Keeping Archives (2nd edition)*

### Format

- (a) The physical medium in which information is recorded or carried, eg paper files, computer printout, photographs, microfilm, plans, cards, volumes, etc.
- (b) A selection of descriptive elements set out in a prescribed manner and sequence so that the resulting description will be standardised for all types of records.

*Ellis (ed), Keeping Archives (2nd edition)*

- (1) The defined arrangement of data encoded in a file, essential for the correct recording and recovery of data on different devices.
- (2) The arrangement of text on printed output or a display screen, or a coded description of such an arrangement

[Collins Dictionary](#)

A pre-established layout for data. A computer program accepts data as input in a certain format, processes it, and provides it as output in the same or another format. All data is stored in some format with the expectation that it will be processed by a program that knows how to handle that format.

[WhatIs.com](#)

See also [Non-standard Format](#)

## **Freedom of Information (FOI)**

An administrative process to enable members of the public to access information held by the government and amend incomplete, incorrect, out-of-date or misleading information about them held by the government.

To make these rights legally enforceable, Parliament enacted the *Freedom of Information Act, 1991* that came into force in South Australia on 1 January 1992. Other States and Territories of Australia and the Commonwealth have their own FOI legislation.

See also [Freedom of Information Application](#); [Freedom of Information Notice of Determination](#)

## **Freedom of Information Application (FOI)**

An application made by a member of the public (including the media and members of parliament) to an agency subject to the *Freedom of Information Act, 1991* to either access documents held by that agency or to amend their personal records held by that agency. A member of the public who is aggrieved by the initial determination of an agency can also make an application for internal review in certain circumstances.

*Freedom of Information Act 1991 (SA)*

See also [Freedom of Information \(FOI\)](#); [Freedom of Information Notice of Determination](#)

## **Freedom of Information Notice of Determination**

A notice of determination is a written decision about the documents or information that an agency has determined to grant access to through the FOI process. A notice of determination must be issued to every FOI applicant within 30 calendar days of the agency receiving the FOI application (unless the agency has extended the time to deal with the application).

*Freedom of Information Act 1991 (SA)*

See also [Freedom of Information \(FOI\)](#); [Freedom of Information Application](#)

## **Full and Accurate Records**

Full and accurate records are sources of detailed information and evidence that can be relied on and used to support current activities. They are records that have been created and managed in ways to ensure that they can be reused and understood in the future. This use can be for everyday business purposes, as evidence in legal proceedings, for accountability to internal or external stakeholders, or for future historical research.

To be full and accurate, records must:

- be made
- be accurate
- be authentic
- have integrity
- be useable.

["Standard on Full and Accurate Records" \(Standard No.7, Issued April 2004\) State Records NSW](#)

## Function

The first level of a Business Classification Scheme. Functions represent the major responsibilities that are managed by an agency or jurisdiction. Functions represent the major responsibilities that are managed by the organisation to fulfil its goals. They are high-level aggregates of the agency's activities.

[National Archives of Australia - Glossary](#)

See also [Activity](#); [Business Activity](#); [Transaction](#)

## G

### General Disposal Schedule (GDS)

See [Disposal Schedule](#)

### Government Agency Number (GA)

When an agency transfers records to State Records, they are allocated a unique government agency (GA) number. For example, GA 1484 is the agency Lenswood Primary School.

### Government Record Group (GRG)

Under this system, a unique control number was allocated to the state government agency that created, received or used the records. For example GRG 78 is the now defunct Hospitals Department. The Record Group System was superseded by the Series System in 1982 but you will still see records arranged by this earlier system at the Research Centres.

See also [Record Group System](#); [Record Series](#); [Series System](#)

### Government Record Series (GRS)

A record series that contains agency official records and is registered by State Records as a series that is under the control of the Agency.

See also [Record Series](#); [Series System](#)

## H

## I

### Inactive record

A record that is no longer required to be readily available for the business purposes of a department or agency and may therefore be transferred to intermediate storage, archival custody or be destroyed subject to applicable laws. Also referred to as non-current records.

[National Archives of Australia - Glossary](#)

## Indexing

The process of establishing access points to facilitate the retrieval of records and / or information.

*AS ISO 15489.1 – 2002*

See also [Control](#); [Finding Aids](#)

## Information Management (IM)

Describes the measures required for the effective collection, storage, access, use and disposal of information to support agency business processes. The core of these measures is the management of the definition, ownership, sensitivity, quality and accessibility of information. These measures are addressed at appropriate stages in the strategic planning lifecycle and applied at appropriate stages in the operational lifecycle of the information itself.

[\*Information Management Framework Guidelines \(2002\) Office of Information Technology, NSW\*](#)

## Information Privacy Principles (IPPs)

The South Australian Government's Information Privacy Principles (IPPs) form part of an instruction of Cabinet to regulate the way Government agencies collect, use, store protect and disclose personal information.

[\*PC012 Information Privacy Principles, Instructions and Privacy Committee Proclamation, Revised 16 September 2013, Dept Premier and Cabinet \(SA\)\*](#)

## Information Systems

Organised collections of hardware, software, supplies, policies, procedures and people, which store, process and provide access to information.

*AS 4390 Part 1 Clause 4.17*

## Intellectual and Physical Control

Intellectual: The control established over the informational content of records and archives resulting from ascertaining and documenting their provenance, and from the processes of arrangement and description.

Physical: The control established over the physical aspects (such as format, quantity and location) of the archives and records in custody.

*Ellis (ed), Keeping Archives (2nd edition)*

See also [Arrangement and Description](#); [Control](#)

## International Organization for Standardisation (ISO)

An international standard-setting body composed of representatives from various national standards organizations. Founded on 23 February 1947, the organization promotes worldwide proprietary, industrial and commercial standards. It is headquartered in Geneva, Switzerland

See also [Australian standard/International Organization for Standardisation \(ISO\); Standards Australia](#)

## **Internet Bookmark**

A bookmark is a saved shortcut that directs your browser to a specific webpage. It stores the title and URL of the corresponding page. Saving bookmarks allows you to easily access your favourite locations on the Web. All major web browsers allow you to create bookmarks, though each browser provides a slightly different way of managing them.

*[Tech Terms Computer Dictionary](#)*

## **Item**

The smallest discrete unit of record material that accumulates to form a series (ie a file or part file in a series of files; a volume in a series of volumes, etc.).

*Ellis (ed), Keeping Archives (2nd edition)*

An item is a single recordkeeping item that exists as a discrete entity. An item could be a group of folios fastened together to form a file, a single volume, card, map, photograph, film, sound recording, computer tape or any other document. Within a series there may be only one record item or there may be several thousand or more.

See also [Record Series](#)

## **J**

### **JPG / JPEG**

The term stands for "Joint Photographic Experts Group," because that is the name of the committee that developed the format. However, it is used to indicate a compressed image file format. The JPEG format is best used for compressing photographic images. A large, colourful image on the Web, it is most likely a JPEG file.

File extensions: .JPG and .JPEG

*[Tech Terms Computer Dictionary](#)*

## **K**

### **Keyword**

Pre-determined, prescribed and controlled descriptors that represent broad functions undertaken by an agency. They are the first element or highest level term in the classification hierarchy (and consequently in a title).

*[Glossary of Recordkeeping Terms, State Records NSW](#)*

See also [Activity Descriptor](#)

## Keyword Classification

Keyword classification involves grouping records into broad, functionally based areas represented by keywords. Records are further classified by the use of activity descriptors and optional subject descriptors.

*[Glossary of Recordkeeping Terms, State Records NSW](#)*

See also [Activity Descriptor](#); [Business Classification Scheme \(BCS\)](#); [Classification](#); [Record Classification Scheme](#); [Subject Descriptor](#)

## Knowledge Management

A multi-disciplined approach to achieving organisational objectives by making best use of knowledge. It involves the design, review and implementation of both social and technological processes to improve the application of knowledge, in the collective interest of stakeholders.

*AS 5037 Clause 1.2.4*

## L

## M

### Metadata

Data describing contexts, content and structure of records and their management through time.

*AS ISO 15489.1 - 2002*

In the context of recordkeeping, metadata includes that which:

- gives a record its unique identity in the system and classifies it in a classification scheme
- describes content, structure and context. For example a title, abstract, its type format and context, who created it, where it was created, when it was created and its relationship with other records
- provides information or evidence about processes a record may have undergone such as viewing, transmitting, transferring custody, accessing, reviewing, sentencing, etc.

*[South Australian Recordkeeping Metadata Standard v4.3 \(2012\), State Records of South Australia](#)*

Metadata provides information about an item's content. For example, an image may include metadata that describes how large the picture is, the color depth, the image resolution and when the image was created. A text document's metadata may contain information about how long the document is, who the author is and when the document was written.

Web pages often include metadata in the form of meta tags. These can be keywords used to describe the web page's content. Most search engines use this data when adding pages to their search results.

See also [South Australia Recordkeeping Metadata Standard \(SARKMS\)](#)

## Migration

The act of moving records from one system to another, while maintaining the records authenticity, integrity, reliability and usability.

*AS ISO 15489.1 – 2002*

*See also* [Conversion](#); [Rendition](#)

## Municipal Record Group (MRG)

Under this system, a unique control number was allocated to the local government agency that created, received or used the records. For example MRG 78 is the now defunct District Council of Prospect. The Record Group System was superseded by the Series System in 1982 but you will still see records arranged by this earlier system.

*See also* [Record Group System](#); [Record Series](#); [Series System](#)

## N

### Native format

The format in which the record was created, or in which the originating application stores records.

### Non-current Record

*See* [Inactive Record](#)

### Non-standard format

Records that due to their physical nature or format, are not suitable for managing on a traditional file. They include but are not limited to:

- bound documents and publications
- drawings
- maps
- plans
- legal agreements
- films
- tapes
- discs
- videos.

*See also* [Format](#)

### Normal Administrative Practice (NAP)

NAP is the concept that material can be destroyed according to “normal administrative practices”. This provides for the routine destruction of drafts, duplicates and

publications, with the test that it is obvious that no information of continuing value to the organisation will be destroyed.

Originating in the National Archives the term is in general use in Commonwealth Government agencies and has been adopted by some Australian states.

Material that can be disposed of under NAP comprises items of an ephemeral or transitory nature created, acquired or collected by agency officers in the course of their official duties. Such material has no ongoing value and is not usually incorporated into the agency recordkeeping system.

NAP falls into six main groups:

- transitory or short term items, e.g. phone messages, notes, compliment slips, office notices and circulars
- rough working papers and/or calculations created in the preparation of official records
- drafts not intended for further use or reference, excluding official version drafts of agreements, submissions and legal documents
- duplicate copies of material retained for reference purposes only
- published material which does not form an integral part of an agency record
- system printouts used to verify or monitor data, or answer ad hoc queries, that are not part of regular reporting procedures and not required for ongoing use.

### ***Electronic Media***

Just as telephone conversations or other verbal communications that contain information of ongoing value should be documented, so voice mail, email, facsimiles, word processed documents, spreadsheets, etc. should be captured into corporate recordkeeping systems when they contain information of ongoing value.

Agency induction and procedures must ensure that all officers are aware of their recordkeeping responsibilities and that digital records with ongoing value are captured and retained in an appropriate way. Only data included in the six categories outlined above may be deleted from electronic systems according to Normal Administrative Practice.

[General Disposal Schedule 15 for State Government Agencies in South Australia 8<sup>th</sup> edition \(GDS 15\), State Records of SA](#)

## **O**

### **Official Record**

A record made or received by an agency in the conduct of its business, but does not include:

1. A record made or received by an agency for delivery or transmission to another person or body (other than an agency) and so delivered or transited; or
2. A record made by an agency as draft only and not for further use or reference; or
3. A record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or

4. A Commonwealth record as defined by the Archives Act, 1983 of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or
5. A record that has been transferred to the Commonwealth.

*State Records Act 1997 (SA)*

See also [Record](#)

## Open Format

An open format is a specification for storing and manipulating content, that is usually maintained by a standards organisation. In contrast, a proprietary format is usually maintained by a company, with a view to exploiting the format by incorporating it into other products they sell, such as software. Open formats are critical to the effectiveness of the 'open access' concept. Information and data published using an open format ensures that users, regardless of their operating system or platform will be able to access information.

[\*AusGOAL: Australian Governments Open Access and Licensing Framework\*](#)

The criteria for open format are that it:

- is based on an underlying open standard
- is developed through a publicly visible, community driven process
- is affirmed and maintained by a vendor-independent standards organization
- is fully documented and publicly available
- does not contain proprietary extensions.

[\*Sun Microsystems – Open document format for office application\*](#)

See also [Enduring Format](#)

## Optical Character Recognition (OCR)

This technology allows scanning of paper copies of text into a computer file that can be read by a word processing program. Without OCR, the page would be viewed by a computer as an image, rather than individual characters making up text. More advanced OCR programs can even keep the formatting of the document in the conversion.

[\*Tech Terms Computer Dictionary\*](#)

See also [Digital Document/Record](#); [Digitisation](#); [VERS Encapsulated Object \(VEO\)](#)

## Original Order

The sequence or grouping in which archival records were originally accumulated or kept by their creator.

Maintaining the original order preserves the context of their creation and the authenticity of records. It also provides valuable evidence about the organisation and/or person who created the records.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

## P

### Permanent Record

A record that has archival value and is retained permanently in accordance with an approved disposal schedule, and will be available for research by the general community subject to appropriate access conditions.

See also [Disposal Schedule](#)

### Personal Information

Information or an opinion, whether true or not, relating to a natural person or the affairs of a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

*[PC012 Information Privacy Principles, Instructions and Privacy Committee Proclamation, Revised 16 September 2013, Dept Premier and Cabinet \(SA\)](#)*

### Policy

A policy is a concise, definitive statement of direction which is mandated and provides a framework for decision-making.

Policies state **what** the agency's position is on a specific topic or issue. **Why** it has adopted that position and to **whom** it applies.

A policy should demonstrate:

- Legislative compliance and strategic alignment
- Clear direction, accountability and transparency.

*[Department for Education and Child Development \(DECD\) Brighter Futures e-Bulletin \(2013\)](#)*

### Portable Document Format (PDF)

A multi-platform file format developed by Adobe Systems, PDF stands for 'Portable Document Format'. A PDF file captures document text, fonts, images, and even formatting of documents from a variety of applications. A PDF document will look the same way on a Mac screen as on a PC screen. Since PDFs contain colour-accurate information, they should also print the same way they appear on a screen.

Adobe Reader, a free application program distributed by Adobe Systems, is used to view PDFs. Adobe also makes an Acrobat Plug-in for Web browsers that enable PDF files to be viewed inside a browser window.

*[Tech Terms Computer Dictionary](#)*

### Preservation

The processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

*AS ISO 15489.1 – 2002*

See also [Conservation](#)

## Privacy

An individual's right to control the exposure of information about themselves, their views and their behaviours to others.

## Procedure

A procedure is a series of mandatory step-by-step instructions that states how a policy or decision by agency executive must be implemented.

Procedures state **who** is responsible, **what** they must do and **how** and **when** they must do it.

A procedure should demonstrate:

- Mandatory operational actions to be followed
- Reference to related legislation policy or decision by agency executive

*[Department for Education and Child Development \(DECD\) Brighter Futures e-Bulletin \(2013\)](#)*

## Provenance

The agency, office or person of origin of records, ie the entity which created, received or accumulated and used the records in the conduct of business or personal life. Also referred to as records' creator.

The chain of custody that reflects the office(s) or person(s) that created received or accumulated and used the records in the conduct of business or in the course of personal life.

In archival theory, the principle of provenance requires that the archives of an agency or person not be mixed or combined with the archives of another, i.e. the archives are retained and documented in their functional and/or organisational context.

*Ellis (ed), Keeping Archives (2nd edition)*

See also [Context](#)

## Q

### Quality Management

Coordinated activities to direct and control an organisation with regard to quality.

*AS/NZS ISO 9000:2006*

### Quality Management System

Part of the organisation's management system that focuses on the achievement of results, in relation to quality objectives, to satisfy the needs, expectation and requirements of interested parties as appropriate.

*AS/NZS ISO 9000:2006*

## Quality Records

Documents stating results achieved or providing evidence of activities performed to the degree to which a set of inherent characteristic fulfils the need or expectation that is stated, generally implied or obligatory.

*Adapted from AS/NZS ISO 9000:2006*

## R

### Record

As defined by the *State Records Act, 1997* means:

1. written, graphic or pictorial matter; or
2. a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

*State Records Act 1997 (SA)*

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.

*AS ISO 15489.1 – 2002*

See also [Official Record](#)

### Records' Creator

See [Provenance](#)

### Records Disposal Schedule (RDS)

See [Disposal Schedule](#)

### Record Group System

Records transferred to State Records under the Record Group System are controlled by:

1. Government Record Group (GRG) - for State Government Agencies.
2. Municipal Record Group (MRG) - for Local Government Authorities.

Under this system, a unique control number - GRG or MRG - was allocated to the government agency that created, received or used the records. For example GRG 78 is the now defunct Hospitals Department.

The Record Group System was superseded by the Series System in 1982.

See [Series System](#)

## Record Series

Those records or archives having the same provenance, which belong together because they are part of a discernible, filing system (alphabetical, numerical, chronological, or a combination of these). They have been kept together because they result from the same activity, or they are of similar formats and relate to a particular function. Also referred to simply as a series.

*Ellis (ed), Keeping Archives (2nd edition)*

See also [Government Record Series \(GRS\)](#); [Series System](#)

## Recordkeeping

Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. (AS 4390 Part 1 Clause 4.19)

Recordkeeping includes the following:

- the creation of records in the course of business activity and the means to ensure the creation of adequate records
- the design, establishment and operation of recordkeeping systems
- the management of records used in business (traditionally regarded as the domain of records management) and as archives (traditionally regarded as the domain of archives administration). (AS 4390 Part 3 Foreword)

*Glossary of Recordkeeping Terms, State Records NSW*

## Recordkeeping System

Information systems that are specifically designed to capture, protect, store and manage data or documents as reliable records for as long as they are needed to satisfy business, legal, fiscal and historical requirements.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

## Record Classification Scheme

A hierarchical classification tool which, when applied to a business information system, can facilitate the capture, titling, retrieval, maintenance and disposal of records. A record classification scheme stems from an organisation's business classification scheme.

*National Archives of Australia - Glossary*

See also [Business Classification Scheme](#); [Classification](#); [Keyword Classification](#)

## Records Continuum

The whole extent of a record's existence. Refers to a consistent and coherent regime of management processes for the time of creation of records (and before creation, in the design of recordkeeping systems) through to the preservation and use of records as archives.

*Bettington, Eberhard, Loo & Smith (eds), Keeping Archives (3rd edition)*

## Records Management

The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposal of records including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

*AS ISO 15489.1 – 2002*

## Registration

The act of giving a record a unique identity on its entry into a system.

*AS ISO 15489.1 – 2002*

## Rendition

Instance of a digital record made available in another format or on different medium by a process entirely within the control of an electronic records management system, without loss of content. A rendition should display the same metadata and be managed in a tightly bound relationship with the native format record. Renditions may be required for preservation, access and viewing purposes.

*[National Archives of Australia - Glossary](#)*

See also [Conversion](#); [Electronic Document and Records Management System \(EDRMS\)](#); [Migration](#)

## Repository

The building or room, or part thereof, set aside for the storage of archives and/or intermediate records. Archival repositories are often constructed to meet specific environmental standards designed to ensure the longevity of the records.

*Ellis (ed), Keeping Archives (2nd edition)*

## Research Centre

State Records has a Research Centre in the city, co-located with the National Archives of Australia and the State Library of South Australia, in the Mabel Somerville Reading Room of the State Library on North Terrace. For records that are too fragile or too large to transport from the repository to the city, customers can view those records by appointment at the Gepps Cross Repository, located 10km north of the city at Cavan Road. The city Research Centre has a reading and searching area where visitors can use specialised finding aids to search, order and view records and speak to expert staff.

See also [ArchivesSearch](#)

## Retention Period

The period of time, usually based on an estimate of the frequency of current and future use, and taking into account statutory and regulatory provisions, that records need to be retained before their final disposal. Sometimes also used to indicate the length of time records are to be retained in offices before being transferred to secondary storage.

## S

### Search Engine

Google and Yahoo are examples of search engines. They index millions of sites on the Web. By creating indexes, or large databases of Web sites (based on titles, keywords, and the text in the pages), search engines can locate relevant Web sites when users enter search terms or phrases. When you are looking for something using a search engine, it is possible to use Boolean operators (AND, OR, NOT) to narrow and refine your search so that it results in more relevant sites.

### Secondary Storage

The function of storing records for future retrieval and use.

Secondary storage is for official records once they are no longer required for current administrative purposes and have been sentenced according to a disposal schedule determined by the Manager (Director of State Records) and approved by the State Records Council.

[Management and Storage of Temporary Value Records with an Approved Service Provider \(ASP\) Standard v4.1 August 2009, State Records of SA](#)

A low-cost, warehouse-style repository or storage area where inactive or semi-active records are housed and referenced pending their ultimate destruction or transfer to archives.

Ellis (ed), *Keeping Archives* (2nd edition)

See also [Storage](#)

### Security Classification

An administrative label assigned to official records that not only shows the value of the information but also defines the level of protection to be provided during use, storage, transmission, transfer and disposal of the official records. Security classifications include dissemination limiting markers and caveats.

[Adapted from the Australian Government Protective Security Policy Framework Glossary of security terms, v1.3 amended December 2014, Attorney-General's Department \(Cwlth\)](#)

Examples of security classification are TOP SECRET, PROTECTED, SENSITIVE, FOR OFFICIAL USE ONLY (FOUO) and PUBLIC. Security classifications can be augmented by the use of other terms taken from schema including dissemination limiting markers and caveats, for example SENSITIVE: LEGAL, SENSITIVE: MEDICAL, etc.

South Australian government security classifications are described and mandated in the *Information Security Management Framework* issued by the Office of the Chief Information Officer, and the *South Australian Recordkeeping Metadata Standard* issued by State Records of SA.

See also [South Australian Recordkeeping Metadata Standard \(SARKMS\)](#)

## Sentence

The act of applying the relevant disposal schedules to records.

*Ellis (ed), Keeping Archives (2nd edition)*

Sentencing is the process of identifying the disposal class a record belongs to and applying the disposal action specified in the relevant records authority. Sentencing is the implementation of decisions made during appraisal. Together appraisal and sentencing help agencies to identify how long records should be retained.

[National Archives of Australia - Glossary](#)

See also [Disposal](#); [Disposal Schedule](#); [Disposal Trigger](#); [Dispose](#); [Normal Administrative Practice \(NAP\)](#)

## Series

See [Record Series](#)

## Series System

Based on the Commonwealth Record Series (CRS) system, developed by the National Archives of Australia in the 1960s. The system documents government agencies and the series they create.

Each series under the series system is allocated a Government Record Series (GRS) number. For example, GRS 10033 is the series Lenswood Primary School - Admission Registers.

See also [Government Agency Number \(GA\)](#); [Government Record Series \(GRS\)](#)

## Sitemap

Sometimes written 'site map', this is an overview of the pages within a website. Site maps of smaller sites may include every page of the website, while site maps of larger sites often only include pages for major categories and subcategories of the website. While site maps can be organized in a variety of ways, most use an outline form, with pages arranged by topic. This gives visitors a good overall picture of how the site is organized and clearly defines all the resources the website has to offer.

[Tech Terms Computer Dictionary](#)

## South Australian Recordkeeping Metadata Standard (SARKMS)

This standard outlines the basic core set of metadata elements required to manage records in accordance with best practice.

It provides a standard approach for capturing, describing, using and managing information about records, and their associated functions and the agents that create and use them. The Metadata Standard is also known as SARKMS, and is particularly important when implementing new electronic and Internet based business and recordkeeping systems.

See also [Metadata](#); [Security Classification](#)

## Standards Australia

Standards Australia is a standards organisation recognised through a Memorandum of Understanding with the Australian government as the peak non-government standards development body in Australia. Standards Australia develops internationally aligned Australian standards (AS) and participates in standards-related activities that deliver benefit to the nation. Standards Australia and Standards New Zealand work together to develop joint standards (AS/NZS).

See also [Australian standard/International Organization for Standardisation \(AS/ISO\); International Organization for Standardisation](#)

## Storage

See [Secondary Storage](#)

## Subject Descriptor

The level of descriptor that follows an activity descriptor. Subject descriptors define the subject content of the activities represented by the activity descriptor.

*[Glossary of Recordkeeping Terms, State Records NSW](#)*

See also [Activity Descriptor](#); [Keyword Classification](#)

## System Administrator

A user role with designated responsibility for configuring, monitoring and managing the EDRMS and its use. This role may exist at various degrees of seniority with a variety of permissions to undertake system administration functions and some records management processes.

*[National Archives of Australia - Glossary](#)*

See also [Electronic Document and Records Management System \(EDRMS\)](#)

## T

### Temporary Record

Records with no archival value that can be sentenced for destruction.

*Ellis (ed) Keeping Archives (2nd edition)*

### Thesaurus

An alphabetical presentation of a controlled list of terms linked together by semantic, hierarchical, associative or equivalence relationships. Such a tool acts as a guide to allocating classification terms to individual records.

*AS ISO 15489*

## Timeout

An interrupt signal generated by a program or device that has waited a certain length of time for some input but has not received it. Many programs perform time-outs so that the program does not sit idle waiting for input that may never come.

[Webopedia](#)

## Tracking

Creating, capturing and maintaining information about the movement and use of records.

*AS ISO 15489.1 - 2002*

## Transaction

The process resulting from undertaking a piece of business, or from the interrelationship between or within agencies, between people or between and agency and a person.

*Ellis (ed), Keeping Archives (2nd edition)*

See also [Activity](#); [Business Activity](#); [Function](#)

## Transfer

1. (Custody) change of custody, ownership and / or responsibility for records.
2. (Movement) moving records from one location to another.

*AS ISO 15489.1 - 2002*

## U

### Unit

A storage unit used by State Records to store records and to provide physical control over them. A unit may be a box, bundle, plan press drawer, tube etc, containing individual record Items. A unit may also be a single volume. Each unit has a physical location within the State Records repository.

### Unsentenced Records

A record for which a value has not been determined and which consequently, has not been sentenced using a current records authority.

[National Archives of Australia - Glossary](#)

### URL

Uniform Resource Locator or URL is the address of a specific Web site or file on the Internet. It cannot have spaces or certain other characters and uses forward slashes to denote different directories.

[Tech Terms Computer Dictionary](#)

## **User Access Group**

Discrete set of named individuals (users known to the EDRMS) who make up a stable and nameable group. Access to particular records or other file plan entities may be restricted to members of certain user access groups in accordance with an access control scheme.

*[National Archives of Australia - Glossary](#)*

See also [Access Control Scheme](#); [Electronic Document and Records Management System \(EDRMS\)](#); [User Access Privileges](#); [User Profile](#); [User Role](#)

## **User Access Privileges**

The authorization given to users that enables them to access specific resources in an EDRMS or business system. User privileges also designate the type of access. For example, can data only be viewed (read only) or can they be updated (read/write). Also referred to as "user rights", "user authorisations" and "user permissions."

See also [Access Control Scheme](#); [Electronic Document and Records Management System \(EDRMS\)](#); [User Access Group](#); [User Profile](#); [User Role](#)

## **User Agent**

Any piece of software (or combination of pieces of software) -- including browsers, multimedia players, graphics viewers, plug-ins, and assistive technologies -- that helps retrieve and render Web content for users.

*[World Wide Web Consortium \(W3C\) –Accessibility Guidelines FAQ](#)*

## **User Authorisations**

See [User Access Group](#)

## **User Permissions**

See [User Access Group](#)

## **User Profile**

A summary of all attributes allocated to a user of an EDRMS. Includes all data known to the system, such as user-name, ID and password, security and access rights, functional access rights.

*[National Archives of Australia - Glossary](#)*

See also [Access Control Scheme](#); [Electronic Document and Records Management System \(EDRMS\)](#); [User Access Group](#); [User Access Privileges](#); [User Role](#)

## **User Rights**

See [User Access Privileges](#)

## User Role

An aggregation or standard set of EDRMS functional permissions that may be granted to a predefined subset of system users.

*[National Archives of Australia - Glossary](#)*

See also [Access Control Scheme](#); [Electronic Document and Records Management System \(EDRMS\)](#); [User Access Group](#); [User Access Privileges](#); [User Profile](#)

## V

### VERS Encapsulated Object (VEO)

A record which has been encapsulated using XML as outlined in PROS 99/007 Specification 3, and which conforms to the VERS metadata scheme as outlined in PROS 99/007 Specification 2, and which contains documents expressed in a long term preservation format.

*[Advice 9 - Introduction to the Victorian Electronic Records Strategy \(VERS\) PROS 99/007 \(Version 2\)](#)*

See also [Digital Document/Record](#); [Encapsulated Object](#); [Optical Character Recognition \(OCR\)](#)

### Victorian Electronic Records Strategy (VERS)

The Victorian Electronic Records Strategy (VERS) has been developed by Public Record Office Victoria (PROV) to help government agencies manage, store and access their electronic records, and to ensure that Victoria's key electronic information will be identified, preserved and accessible in the future, regardless of how it was created. VERS is a framework of standards, guidance, training, consultancy and implementation projects, which is centred around the goal of reliably and authentically archiving electronic records.

*[Victorian Electronic Records Strategy, Public Records Office Victoria](#)*

### Vital Records

Those records that are essential for the ongoing business of an agency, and without which the agency could not continue to function effectively. The identification and protection of such records is a primary object of records management and disaster planning.

*Ellis (ed), [Keeping Archives \(2nd edition\)](#)*

See also [Disaster Plan](#)

## **W**

### **Web Accessibility**

Web accessibility means that people with disabilities can use the Web. More specifically, Web accessibility means that people with disabilities can perceive, understand, navigate, and interact with the Web, and that they can contribute to the Web. Web accessibility also benefits others, including older people with changing abilities due to aging.

Web accessibility encompasses all disabilities that affect access to the Web, including visual, auditory, physical, speech, cognitive, and neurological disabilities.

[World Wide Web Consortium \(W3C\)](#)

### **Web Browser**

A web browser, or simply "browser," is an application used to access and view websites. Common web browsers include Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari.

The primary function of a web browser is to render HTML, the code used to design or "mark up" webpages. Each time a browser loads a web page, it processes the HTML, which may include text, links, and references to images and other items, such as cascading style sheets and JavaScript functions. The browser processes these items, then renders them in the browser window.

[Tech Terms Computer Dictionary](#)

### **Webmaster**

The webmaster is the person in charge of maintaining a Web site. The job of a webmaster includes writing HTML for Web pages, organizing the Web site's structure, responding to e-mails about the Web site, and keeping the site up-to-date.

[Tech Terms Computer Dictionary](#)

### **Workflow**

The automation of a business process in whole or part, during which documents, information or tasks are passed from one participant to another for action, according to a set of procedural rules.

*AS ISO 5090 – 2003*

## **X**

### **XML (eXtensible Markup Language)**

A simple, flexible computer language developed by the World Wide Web Consortium as an open, non-proprietary technology that creates common information formats so that both the format and the data can be shared between organisations, regardless of their respective Internet computing platforms.

[National Archives of Australia - Glossary](#)

**Version control**

Version: 3.0

Details: Revision and addition of definitions

Verification of links

Issued: 29 June 2015

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Classification: Public