

Glossary of Records and Information Management Terms



A Technical Report
prepared by
ARMA International
and registered
with ANSI
September 2012

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4th Edition

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FOREWORD

Publication of this Technical Report that has been registered with ANSI has been approved by ARMA International, 11880 College Boulevard, Suite 450, Overland Park, Kansas 66210. This document is registered as a Technical Report according to the *Procedures for the Registration of Technical Reports with ANSI*. This document is not an American National Standard and the material contained herein is not normative in nature.

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This publication supersedes the *Glossary of Records and Information Management Terms, 3rd edition*.

Rationale

This technical report may complement the ARMA International Generally Accepted Recordkeeping Principles® and ISO 15489-1, *Information and documentation – Records management – Part 1: General*.

INTRODUCTION

Scope and Purpose

This glossary is intended for anyone whose work includes records and information management. Terms were included from numerous disciplines that have an impact on the profession, including records management, archives, information technology, legal services, and business management. Terms that have no particular records connotation were generally excluded.

Organization

This technical report contains a main section that is an alphabetical glossary of **Terms** and several **Appendices**. The Appendices contain a list of international standards and American National Standards applicable to the archives/records management industry; national libraries and archives from the countries on the ISO TC46 (Information and documentation) SC11 (Archives and records management) committee; and professional and trade organizations involved in records and information management.

Term Entries

Each term is followed in parentheses by its abbreviation (if applicable). A term heading is followed by its definition(s). Where more than one definition applies, the alternative definitions are numbered. Where alternate terminology exists, it is introduced by the phrase "Also referred to as." The alternate terminology is also included alphabetically with a "See" reference back to the preferred term. Additional explanatory information may be included in a "Note" statement. Related, but not interchangeable, entries in the glossary are cited by the use of "See also" cross-references. If the definition has been taken from another document, the referenced document is labeled as the "Source." Bracketed numbers in Source lines refer to the corresponding Bibliography entry where the complete citation can be found.

The following entry example is labeled to indicate the different types of information included:

