

GLOSSARY: G-I

PURPOSE: To provide definitions for the most commonly-used records and information management (RIM) terms for use by FHFA employees.

G

General Records Schedules (GRS). A NARA-issued schedule governing the disposition of specified records common to several or all agencies. The GRS authorizes the disposition instructions for common administrative records regardless of format.

H

Housekeeping Records. *See Administrative Records.*

I

Inactive Records. Records that are no longer needed for the daily operation of business but must be retained for a period of time for legal, fiscal, administrative, or historical reasons. They are usually boxed, indexed, and sent to the FRC for storage, or, if they are permanent records, transferred to NARA.

Information System. A system or organized collection, including processing, transmission, and dissemination of information following defined procedures, whether automated or manual. The term often refers to a system containing electronic records, which is comprised of input or source documents, records on electronic media, and output records along with related documentation and any indexes.

Interfiling. Inserting or adding files or documents to an accession.

Inventory. (1) A survey of agency record and nonrecord materials that is conducted primarily to develop records retention and disposition schedules and also to identify various records management problems, such as improper applications of recordkeeping technology. (2) In archives administration, a description, index, or finding aid for accessioned records.