

GLOSSARY: T-Z

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

T

Temporary Records. Records approved by NARA for disposal, either immediately or after their specified retention period expires. Unlike permanent records, these records do not become part of the holdings of the National Archives because they have been determined by the Archivist of the United States to have insufficient value to warrant their preservation by NARA. This determination may take the form of:

- Records designated as disposable in an agency records disposition scheduled approved by NARA; or
- Records designated as disposal in a General Records Schedule.

A transitory record is an example of a temporary record.

Transfer. The process of moving records from one location to another, especially from FHFA office space to an FRC. Permanent records are transferred either from FHFA or from the FRC to NARA for permanent preservation.

Transfer Media. Agencies may transfer electronic records to the National Archives on the following media: (1) **Magnetic Tape**; (2) **Compact-Disk, Read Only Memory (CD-ROM)** -- for fielded data files or text files if they: conform to the International Standards Organization (ISO) 9660 standard and to the American Standard Code for Information Interchange (ASCII); are not compressed unless NARA has approved the transfer of the compressed form in advance; and are individually addressable. The CD-ROMs may contain software files and temporary records, but permanent records must be in files that contain only permanent records; or (3) **File Transfer Protocol (FTP)** -- for preservation into the National Archives.

Transitory Records. Documents of short-term interest (180 days or less), including those in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value. Transitory records can be destroyed immediately or when no longer needed for reference. A transitory record is a type of **temporary record**. Examples include conference room scheduling, lunch arrangements, and routine inquiries for publications.

Transmission and Receipt Data. Transmission data are the information in e-mail systems that include the identities of sender and addressee(s) and the date and time messages were sent. Receipt data are information in e-mail systems identifying the date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s).

Trustworthy Record: A record that exhibits the following characteristics:

- **Authenticity**—the record is one that is proven to be what it purports to be and to have been created or sent by the person who purports to have created and sent it;
- **Integrity**—the record is complete and unaltered;
- **Reliability**—the record's content can be trusted as a full and accurate representation of the transactions, activities, or facts to which it attests and can be depended upon in the course of subsequent transactions or activities; and
- **Usability**—the record is one that can be located, retrieved, presented, and interpreted. In any subsequent retrieval and use, the record should be capable of being directly connected to the business activity or transaction that produced it. It should be possible to identify a record within the context of broader business activities and functions.

To preserve a trustworthy record, it is necessary to preserve its content, context, and structure.

U

Unscheduled Records. Federal records that do not have a NARA-approved disposition authority or records schedule.

Unstructured data. Information that either does not have a pre-defined data model or fixed location and/or does not fit well into relational tables. Unstructured data consists of two basic categories:

- **Bitmap Objects-** Inherently non-language based, such as an image, video, or audio files, including PDF files.
- **Textual Objects-** Based on a written or printed language, such as Microsoft Word documents, e-mails, or Microsoft Excel spreadsheets.

V

Vital Records. Essential records that are needed to meet FHFA's operational responsibilities under national security emergencies or other emergency conditions (emergency operating records), or are needed to preserve the Government's rights and interests or those of its citizens (legal and financial rights records). See also **Emergency Operating Records** and **Legal and Financial Rights Records**.

Vital Records Program. Policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect the vital records needed to meet operational responsibilities under national security emergencies or other emergencies or disaster conditions or to protect the government's rights or the rights of its citizens. Vital records considerations are part of FHFA's continuity of operations (COOP) disaster prevention and recovery program.

W

Working Files. Documents such as rough notes, calculations, or drafts used to prepare or analyze other documents.

X, Y, Z
