APPENDIX C
GLOSSARY

Accession: To take legal and physical custody of a group of records or other materials and to formally document their receipt. Source: *A Glossary of Archival and Records Terminology,* Copyright © 2012, Society of American Archivists, (*http://www2.archivists.org/glossary*).

Archival Processing: The arrangement, description, and housing of archival materials for storage and use by patrons. Source: *A Glossary of Archival and Records Terminology,* Copyright © 2012, Society of American Archivists, (*http://www2.archivists.org/glossary*). Archival processing Federal records at the National Archives and Records Administration also entails a review for public access. The review is necessary to remove certain information that would compromise national security, violate the privacy of a living person, or would violate a Federal statute. This Information is then indexed so researchers know what has been removed.

Automatic Declassification Review: The declassification of information based solely upon (1) the occurrence of a specific date or event as determined by the original classification authority, or (2) the expiration of a maximum time frame for duration of classification established under this order. Source: E.O. 13526, section 6.1(e).

Byte: A unit of computer information or data-storage capacity that consists of a group of eight bits and that is used especially to represent an alphanumeric character. Source: "Byte." Merriam-Webster.com. Merriam-Webster, 2011.

Classification Challenges: The challenge of classification status of information by an authorized holders of information who, in good faith, believe that its classification status is improper in accordance with agency procedures established under section 1.8 of Executive Order 13526. Source: E.O. 13526, section 1.8.

Classified National Security Information: Information that has been determined (pursuant to E.O. 13526, or any predecessor order) to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form. Source: E.O. 13526, section 6.1(i).

Content Clustering: Connecting two or more computers together in such a way that they behave like a single computer. Clustering is used for parallel processing, load balancing and fault tolerance. Clustering is a popular strategy for implementing parallel processing applications because it enables companies to leverage the investment already made in PCs and workstations. In addition, it's relatively easy to add new CPUs simply by adding a new PC to the network. Source: "Clustering." Webopedia.com. The IT Business Edge Network, 2012.

Context Accumulation: Context accumulation is the incremental process of relating new data to previous data and remembering these relationships, for improved data accuracy. It is an advanced computing process related to entity analytics in which a system is able to predict relevance and importance dynamically, based on the accumulation and persistence of context produced by ingested data. Algorithms are generated using this contextual data and then employed to determine whether newly introduced data have a place or relationship with historical data. Once this determination is made, the system then saves and uses this new observation when evaluating other introduced data. Source: *Using Entity Analytics to Greatly Increase the Accuracy of Your Models Quickly and Easily,* 2012, IBM®, Redbooks®, (*http://www.redbooks.ibm.com/redpapers/pdfs/redp4913.pdf*).

Declassification: The authorized change in the status of information from classified information to unclassified information. Source: E.O. 13526, section 6.1(m).

Derivative Classification: The incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information. Derivative classification includes the classification of information based on classification guidance. The duplication or reproduction

of existing classified information is not derivative classification. Source: E.O. 13526, section 6.1(o).

Digital Asset: The digital content owned by an individual or organization. Digital assets are any digital material owned by an enterprise or individual including text, graphics, audio, video, and animations. Digital content includes individual files such as images, photos, videos, and text files, and also other digital content, such as data in a database. Today, enterprises have a huge amount of digital assets that require managing. PC Magazine, (*http://www.pcmag.com/encyclopedia_term/0,1237,t=dig ital+asset&i=41283,00.asp*) Copyright © 1981–2012, The Computer Language Company, Inc.

Equity: Information that was originated, created by, classified by, or concerns the activities of another government agency or organization and only they can declassify it. Records that contain other agency "equities" must be referred to those agencies for declassification review. Sources: 32 C.F.R. Parts 2001 and 2003 Classified National Security Information; Final Rule, section 2001. 92(g), 75 FR 37279, Document Number 2010-15443 and The U.S. Department of Justice, Office of Information and Privacy (*http://www.justice.gov/open/declassification-faq.html*).

Executive Order (E.O.) 13526: E.O. 13526, "Classified National Security Information," signed by President Barack Obama in 2008. This order prescribes a uniform system for classifying, safeguarding, and declassifying national security information, including information relating to defense against transnational terrorism. Its immediate predecessor Orders were E.O. 12958, signed by President William J. Clinton in 1995, and E.O. 13292, which amended E.O. 12958, and was signed by President George W. Bush in 2003. E.O. 12958 established the concept of automatic declassification, in which all classified records shall be automatically declassified on December 31 of the year that is 25 years from the date of their original creation, unless properly exempted from declassification. E.O. 13292 and E.O. 13526 continued this automatic declassification requirement. Source: E.O. 13526, introduction and section 3.3(a).

Foreign Relations of the United States (FRUS): The official documentary historical record of major U.S. foreign policy decisions and significant diplomatic activity. The series, which is produced by the State Department's Office of the Historian, began in 1861 and now comprises more than 350 individual volumes. The volumes published since 1980 increasingly contain declassified records from all the foreign affairs agencies. Source: The U.S. Department of State, Office of the Historian, (*www.state.gov/r/pa/ho/frus/*).

Formerly Restricted Data (FRD) Information: As designated by the Department of Energy under provisions of the Atomic Energy Act, FRD information is classified information that has been removed from the Restricted Data category after the Departments of Energy and Defense jointly determine that it relates primarily to the military utilization of atomic weapons and can be adequately safeguarded in a manner *similar* to national security information. FRD information is automatically excluded from declassification review under the current Executive Order. Sources: Public Law 83-703 The Atomic Energy Act of 1954, 42 U.S.C. § 2011 et seq.: section 142 and 10 C.F.R. PART 1045 Nuclear Classification and Declassification; Final Rule, section 1045.3.

Historically Significant Records: Federal records, Presidential papers, or Presidential records that the Archivist has determined should be maintained permanently in accordance with title 44, United States Code. Records or materials that demonstrate and record the national security policies, actions, and decisions of the United States, including (1) policies, events, actions, and decisions that led to significant national security outcomes; and (2) the development and evolution of significant United States national security policies, actions, and decisions. These records will provide a significantly different perspective in general from records and materials publicly available in other historical sources and would need to be addressed through ad hoc record searches outside any systematic declassification program established under Executive order. Sources: E.O. 13526, section 6.1(ii) and the Public Interest Declassification Board enabling legislation: Public Law 106-657, section 709.

Index: The process of creating an ordered list of concepts, expressed as terms or phrases, with pointers to the place in indexed material where those concepts appear.

Source: *A Glossary of Archival and Records Terminology,* Copyright © 2012, Society of American Archivists, (*http://www2.archivists.org/glossary*). At the National Archives, indexing occurs during archival processing and entails documenting decisions to remove certain records from public access. Typically, records are restricted from public access for statutory reasons (e.g. the Privacy Act) or for reasons of national security.

Information Security Oversight Office (ISOO): A component of the National Archives that receives program and policy guidance from the National Security Staff at the White House. Among its main responsibilities, ISOO oversees the security classification programs in both Government and industry and reports annually to the President on their status. Source: ISOO Report to the President, FY 2011.

Kyl-Lott Amendment: This provision is named after its two legislative sponsors, Senators Trent Lott and John Kyl, who authored an amendment to the National Defense Authorization Act of 1999. Section 3161, "Protection against Inadvertent Release of Restricted Data and Formerly Restricted Data," requires the Department of Energy to develop a plan to prevent the release of nuclear weapons design and employment information. Among its provisions is the requirement that records subject to the automatic declassification provisions of E.O. 13526 be reviewed on a page-by-page basis for Restricted Data and Formerly Restricted Data unless the originating agency certifies that the records are highly unlikely to contain RD or FRD information. Source: Public Law 105-261, section 3161.

Mandatory Declassification Review: The review for declassification of classified information in response to a request for declassification that meets the requirements under section 3.5 of Executive Order 13526. Source: E.O. 13526, section 6.1(aa).

Metadata: A characterization or description documenting the identification, management, nature, use, or location of information resources (data). Source: *A Glossary of Archival and Records Terminology* Copyright, © 2012, Society of American Archivists, (*http://www2.archivists. org/glossary*).

Multiple Agency Equities: Refers to when a record contains information that was originated, classified by, or concerns the activities of *more than one* government agency or organization. These records are challenging to review for public access as they must be referred to each agency that owns information in the record. Source: E.O. 13526, section 3.3 (b) (3).

National Declassification Center: The center established within the National Archives to streamline declassification processes, facilitate quality-assurance measures, and implement standardized training regarding the declassification of records determined to have permanent historical value. E.O. 13526, section 3.7.

National Security: The national defense or foreign relations of the United States. Source: E.O. 13526, section 6.1(cc).

Original Classification: The initial determination that information requires, in the interest of the national security, protection against unauthorized disclosure. Source: E.O. 13526, section 6.1(ff).

Petabyte: 1,024 terabytes or 1,125,899,906,842,624 bytes. See "Byte; Terabyte." Source: "Petabyte." Dictionary.com Unabridged. Random House, Inc. 21 Nov. 2012.

Predictive Analytics: An area of statistical analysis that deals with extracting information from data and using it to predict future trends and behavior patterns. The core of predictive analytics relies on capturing relationships between explanatory variables and the predicted variables from past occurrences, and exploiting it to predict future outcomes. It is important to note, however, that the accuracy and usability of results will depend greatly on the level of data analysis and the quality of assumptions. Source: Nyce, Charles (2007), Predictive Analytics White Paper, American Institute for Chartered Property Casualty Underwriters/Insurance Institute of America, p. 1.

Records Having Permanent Historical Value: Federal records, Presidential papers, or Presidential records that the Archivist has determined should be maintained permanently in accordance with title 44, United States Code. Source: E.O. 13526, section 6.1(ii).

Referral of Records: The act of identifying and sourcing information to the original information owner and requesting review of that information for declassification or other access measure. The process of referring records entails the identification of records containing classified information that originated with other agencies or the disclosure of which would affect the interests or activities of other agencies. Those records that could reasonably be expected to fall under one or more of the exemptions in section 3.3(b) of the Order are eligible for referral. The referral process also entails formal notification to those agencies, making the records available for review by those agencies, and recording final agency determinations. Sources: E.O. 13526, section 3.3(d)(3) and 32 C.F.R. Parts 2001 and 2003 Classified National Security Information; Final Rule, section 2001.34.

Records: The records of an agency and Presidential papers or Presidential records, as those terms are defined in title 44, United States Code, including those created or maintained by a Government contractor, licensee, certificate holder, or grantee that are subject to the sponsoring agency's control under the terms of the contract, license, certificate, or grant. Source: E.O. 13526, section 6.1(hh).

Restricted Data (RD) Information: Information concerning the design, manufacture, or utilization of atomic weapons; the production of special nuclear material; and the use of special nuclear material to *generate* electricity. RD information is automatically excluded from declassification review under the current Executive Order. Sources: Public Law 83-703 The Atomic Energy Act of 1954, 42 U.S.C. § 2011 et seq.: section 11

and 10 C.F.R. PART 1045 Nuclear Classification and Declassification; Final Rule, section 1045.3.

Schedule: The process of identifying and describing records held by an organization, determining their retention period, and describing disposition actions throughout their life cycle. Source: *A Glossary of Archival and Records Terminology,* Copyright © 2012, Society of American Archivists, (*http://www2.archivists.org/glossary*).

Systematic Declassification Review: The review for declassification of classified information contained in records that have been determined by the Archivist to have permanent historical value in accordance with title 44, United States Code. Systematic Declassification Review occurs to those records containing information exempted from automatic declassification. This includes individual records as well as file series of records. Agencies shall prioritize their review of such records in accordance with priorities established by the NDC. Sources: E.O. 13526, section 6.1(pp) and 32 C.F.R. Parts 2001 and 2003 Classified National Security Information; Final Rule, section 2001.31.

Terabyte: 1024 gigabytes or 1,099,511,627,776 bytes; also: one trillion bytes. See "Byte; Petabyte." Source: "Terabyte." Merriam-Webster.com. Merriam-Webster, 2011.

Transfer: The process of moving records as part of their scheduled disposition, especially from an office to a records center, or from a records center to an archives. Source: *A Glossary of Archival and Records Terminology,* Copyright © 2012, Society of American Archivists, (*http://www2.archivists.org/glossary*).