

## GLOSSARY

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ACCESS. (1) The availability of, or the permission to consult, records. (2) The ability or opportunity to obtain security or controlled information or records. See CLASSIFIED INFORMATION.

ACCESSION. The physical transfer of records to a Federal Records Center or the legal custody transfer of permanent records to the National Archives and Records Administration.

ACCOUNTABLE OFFICERS' ACCOUNTS. Specified records accumulated by collecting, disbursing, and certifying officers and required by the General Accounting Office (GAO) for audit purposes. Also known as site audit records.

ADEQUACY OF DOCUMENTATION. A standard of sufficiently and properly recording actions and/or decisions. Derives from the legal requirement that Agency heads "make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities" (44 U.S.C. 3101). See DOCUMENTATION, RECORD.

ADMINISTRATIVE RECORD: An index of records relating to legal matters involving administrative law.

ADMINISTRATIVE RECORDS. Records relating to budget, personnel, supply, and similar housekeeping, or facilitative functions common to most Agencies in contrast to program records. See PROGRAM RECORDS.

ADMINISTRATIVE VALUE. The usefulness of records in conducting an Agency's current business. Includes fiscal value and legal value which are usually analyzed separately when records are evaluated for disposition. See FISCAL VALUE, LEGAL VALUE.

AERIAL PHOTOGRAPHS. Images of the surface of the earth taken from airborne or spaceborne vehicles. See REMOTE-SENSING IMAGERY RECORDS.

ALIENATION. Unlawfully transferring records or losing custody of them to an unauthorized organization or person.

APERTURE CARD. An 80-column tabulating sized card with a hole, or aperture, containing usually one frame of 35-mm microfilm. Generally used for engineering drawings, maps and charts, and x-rays.

APPRAISAL. The process of determining the value and thus the final disposition of records, making them either temporary or permanent.

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ARCHITECTURAL AND ENGINEERING RECORDS. Drawings and related records depicting the concepts and precise measurements needed to plan and build static structures, such as buildings, bridges, and canals, as well as those needed to complete other public works projects and produce such objects as weapons and machines. Include design and construction drawings and related records. Also include computer-aided design (CAD) system records that relate to architecture and engineering and need to be managed like other electronic records.

ARCHIVES. The archival section of the National Archives and Records Administration that stores records of the Federal Government which have permanent historical value to the public and the nation as a whole. These records become the property of the Archives.

ARCHIVIST OF THE UNITED STATES. The head of the National Archives.

ARRANGEMENT. The act or result of placing records in a particular order or sequence as needed to support mission related program or functional activities

ATTORNEY-CLIENT PRIVILEGE. The client's right to refuse to disclose and to prevent any other person from disclosing confidential communications between the client and their attorney. Also defined as *lawyer-client privilege* whereby the attorney's communications with their client are not subject to disclosure.

AUDIOVISUAL RECORDS. Records in pictorial or aural form, regardless of format. Include still photographs (or still pictures), prints, negatives, transparencies, slideshows, presentations, graphic arts (posters and original art), motion pictures, video recordings, audio (or sound) recordings, digital image files, and related records. See PHOTOGRAPHIC RECORDS.

BLOCK. (1) One or more chronological segments of split, or closed, records that are in the same series and are dealt with as a unit for disposition purposes, especially during the transfer of permanent records to the National Archives. For example, a transfer of records in 5-year blocks. (2) In electronic record-keeping, a grouping of data stored as a unit on an external storage medium and dealt with as a unit by the computer for input or output. See ACCESSION, PERMANENT RECORDS, TRANSFER.

BREAK. Refers to the systematic split or division of a file at regular intervals or when needed (i.e., at the end of each year) to make a file more manageable and simplifies retrieval. Does NOT mean Close File. See SPLIT.

CARTOGRAPHIC RECORDS. Graphic representations at reduced scale of selected physical and cultural features of the surface of the earth and other planets. Include maps, charts (hydrographic/nautical, weather, and aeronautical), photomaps, atlases, cartograms, globes, relief models, and related records; field survey notes, map history case files, and finding aids. Also include digital cartographic records, such as geographic information system records, which are managed like other electronic records. See REMOTE-SENSING IMAGERY RECORDS.

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CASE FILES. Records, regardless of media, documenting a specific action, event, person, place, project, or other matter. Include personnel, project, and transaction files which are types of case files.

CASE WORKING FILES. Background or support files, such as work-sheets, questionnaires, rough notes, calculations, or drafts used to prepare or analyze case file documents. Often bulky when in paper form. See WORKING REFERENCE FILES.

CENTRAL FILES. Files accumulated by several offices or organizational units and maintained and supervised in one location

CENTER FOR ELECTRONIC RECORDS. The organization within the National Archives that appraises, collects, preserves, and provides access to records in a format designed for computer processing.

CHARGEOUT. The act and result of recording the removal and loan of a document or a file to indicate its location. Usually involves the use of a form, such as 7-2213.

CLASSIFICATION. (1) The process of selecting the length of time the record is needed for current business purposes based on its informational value to the Agency. This results in the assignment of a short-term, long-term, or permanent retention code based on the importance of the record. See FILE CODES. (2) The process or result of identifying records containing national security information.

CLASSIFIED INFORMATION. Records or information requiring, for national security reasons, safeguards against unauthorized disclosure. See FOUO.

CLOSE FILE. Ending files at regular intervals, usually at the close of a fiscal or calendar year, to permit their disposal or transfer in complete blocks and for correspondence files to permit the establishment of new files. Case files are generally closed at the end of the year in which the case is completed. See BLOCK (1), BREAK, SPLIT.

CLOSED FILE. A file unit or series containing documents on which action has been completed and to which more documents are not likely to be added.

CODE. (1) See FILE CODES. (2) In electronic recordkeeping, a set of rules to convert data from one form of representation to another. Examples include ASCII (American Standard Code for Information Interchange) and EBCDIC (Extended Binary Coded Decimal Interchange Code).

CODE OF FEDERAL REGULATIONS (CFR). A systematically arranged collection of laws or regulations, such as the United States Code (U.S.C.) or the Code of Federal Regulations (CFR).

COMPUTER-AIDED DESIGN (CAD). See ARCHITECTURAL AND ENGINEERING RECORDS.

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CONSTRUCTION DRAWINGS. See ARCHITECTURAL AND ENGINEERING RECORDS.

CONTINGENT RECORDS. Records scheduled for final disposition after the occurrence of an event at some unspecified future time, such as "when vehicle is no longer in agency custody."

CONTINUING VALUE. The lasting value of records, especially of permanent records. See PERMANENT RECORDS.

COPY. (1) A reproduction of the contents of an original document prepared simultaneously or separately and usually identified by function or by method of creation. Copies identified by function include action copy, information or reference copy, official file copy, reading or chronological file copy, suspense or tickler file copy, and stock copy. (2) In electronic recordkeeping, the action or result of reading data from a source, leaving the source data unchanged, and writing the same data elsewhere on a medium that may differ from the source.

CORRESPONDENCE. General memorandums, letters, e-mails, etc.

DATA. Symbols or representations of facts or ideas that can be communicated, interpreted, or processed by manual or automated means. Often associated with electronic data or with statistics or measurements. See INFORMATION.

DATA BASE. In electronic recordkeeping, a set of data consisting of at least one file or of a group of integrated files usually stored in one location and made available to several users at the same time for various applications.

DATA ELEMENT. In electronic recordkeeping, a combination of characters or bytes referring to one separate item of information, such as name, address, or age.

DATA FIELD. A specific area of an electronic record allocated for a particular category of data, usually one data element, such as a name.

DECIMAL FILING SYSTEM. A system for classifying records by subject, developed in units of 10, and coded for arrangement in numerical order.

DELETING. The process of permanently removing, erasing, or obliterating recorded information from a medium, especially a magnetic tape or disk, which then may be reused. In electronic recordkeeping, sometimes called scratching or erasing. See DESTRUCTION.

DESIGN DRAWINGS. See ARCHITECTURAL AND ENGINEERING RECORDS.

DESTRUCTION. The process of destroying records including burning, pulping, and selling or salvaging the record medium. See also DELETING, DISPOSITION, EMERGENCY DESTRUCTION.

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DIAZO FILM (purple). In microform records, film containing images produced by exposing an emulsion of diazonium salts to ultraviolet light and then ammonia fumes for the purpose of copying a master microform. See MICROFILM.

DIGITAL. Representing data as discrete variables in the form of numerical characters, as in a digital clock or digital computer.

DIGITAL IMAGE. A photographic image stored electronically in binary form and divided into a matrix of pixels, each consists of one or more bits of information that represent either the brightness, or brightness and color, of the image at that point. Digital images are typically created by a scanner or a camera that captures the photo not on film, but in an electronic imaging sensor that takes the place of film.

DIGITAL IMAGE COMPRESSION. A method of decreasing the size of the computer file containing a digital image by applying mathematical formulas to limit the volume of data required to reproduce the image. Compression generally reduces the quality of the resulting image and may limit the computer applications that can access it.

DIGITAL IMAGE QUALITY. Image resolution (the total number of pixels recorded) and image depth or color mode (the possible range of color and/or brightness values available for each pixel) combine to form the physical quality possible from a digital image.

DIGITAL PHOTOGRAPH. See DIGITAL IMAGE.

DIRECTIVE. A written instruction communicating policy and/or procedure in the form of orders, regulations, bulletins, circulars, handbooks, manuals, notices, numbered memorandums, and similar issuances.

DISPOSITION. The process of applying the approved Records Retention Schedules to records no longer needed for current business needs. These actions include transfer to an authorized storage facilities, Federal Records Center, or the National Archives; transfer from one Federal Agency to another; or destruction of temporary records. Disposition is the third stage of the records life cycle. See DESTRUCTION.

DISPOSITION AUTHORITY. The legal authority granted to agencies by the National Archives and Records Administration to apply the approved Records Retention Schedule.

DISPOSITION FREEZE: Holds on record information that can be self imposed or imposed by another agency/department (DOJ). They relate to specific records that cannot be destroyed on schedule because of special circumstances, such as a court order or an investigation. They may require a temporary extension of the approved retention period or the freeze may last forever.

DISPOSITION INSTRUCTIONS. Guidelines describing the actions required to close files and apply the Record Retention Schedules.

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DOCUMENT. Recorded information regardless of media. Often used interchangeably with record.

DOCUMENTATION. The result of creating information by recording the actions, activities, and/or decisions. See ADEQUACY OF DOCUMENTATION.

ELECTRONIC MAIL. The result of creating, sending, and receiving messages in electronic form via a computer network.

ELECTRONIC RECORD MANAGEMENT (ERM) SYSTEM. A computer software program that collects, manages, stores and processes information and data.

ELECTRONIC RECORDS (ER). Any information that is captured, processed, and stored in a form that only a computer can read.

EMERGENCY DESTRUCTION. Destroying records under abnormal circumstances, as provided by law or regulations, such as national emergencies, natural disasters, or environmental circumstances. See DESTRUCTION.

EMERGENCY-OPERATING RECORDS. Vital records essential to the continued functioning or reestablishment of an organization during and after an emergency. See VITAL RECORDS.

EVIDENTIAL VALUE. The usefulness of records in documenting the organization, functions, and activities of the Agency creating or receiving them. Considered by the National Archives in appraising records for permanent retention.

FEDERAL RECORDS CENTER (FRC). A facility operated by the National Archives and Records Administration for the low-cost storage and servicing of records belonging to the agency that created them and are awaiting final disposition. See RECORDS CENTER, STANDARD FORM 135.

FICHE. See MICROFICHE.

FILE. (1) The grouping of records or nonrecord materials using a specific characteristic such as a number, title, name, or subject arranged according to a functional file plan. (2) A unit, such as a folder, microform, or electronic medium, containing such records or nonrecord materials. (3) In electronic recordkeeping, an organized collection of related data, usually arranged into logical records that are stored together and treated as a unit. See also FILING.

FILE CODES. Numbers or symbols used to represent the length of time the record is needed for current business purposes based on its informational value to the Agency.

FILE PLAN. (1) A plan designating the physical location(s) at which an Agency's files are to be maintained, the specific types of files to be maintained there, and the organizational element(s)

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having custodial responsibility. (2) A document containing the identifying number, title or description, and disposition of files held in an office.

FILE STATION. Any designated location in an organization where records are maintained for current use.

FILES CUSTODIAN. An individual responsible for the management of files created in a specific office. Often used interchangeably with records custodian.

FILES MANAGEMENT. See RECORDS MANAGEMENT.

FISCAL VALUE. The usefulness of records in documenting an Agency's financial transactions and obligations. See ADMINISTRATIVE VALUE, LEGAL VALUE.

FOUO – FOR OFFICIAL USE ONLY. Records or information required for national security reasons and safeguarding them against unauthorized disclosure.

FUNCTIONAL SERIES. The division of records into categories and subcategories to reflect the programs, activities, and transactions of the organization filing the records.

GENERAL RECORDS SCHEDULE (GRS). The National Archives issued schedule governing the disposition of specified records common to several or all Agencies. See RECORDS RETENTION SCHEDULE, STANDARD FORM 115.

INFORMATION. Facts, data, and knowledge created, received, and maintained for use to document program decisions and mission-related activities regardless of storage media or format.

INFORMATION MANAGEMENT. The process of applying management principles to the acquisition, organization, control, and dissemination of information dealing with an organizations operations and performance in relationship to the value, quality, ownership, use, and security of the information available to it.

INFORMATION RESOURCES MANAGEMENT (IRM). The planning, budgeting, organizing, directing, training, and controlling associated with the creation, maintenance and use, and disposition of information and related resources. Includes data processing, telecommunications, and records management. See RECORDS MANAGEMENT.

INFORMATION SYSTEM. The collection, processing, transmission, and dissemination of information in accordance with an organized method. Often refers to a system containing electronic records. See ELECTRONIC RECORDS, OUTPUT.

INFORMATIONAL VALUE. The importance of the content within a record that documents the persons, places, things, or activity and administration of the organization. Considered by the

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National Archives in appraising records for permanent retention. See EVIDENTIAL VALUE, PERMANENT RECORDS, RECORDS.

INPUT. Source documentation or data used to create, update, or modify electronic systems. See OUTPUT, SOURCE DOCUMENTS, DATA.

INTRINSIC VALUE. The irreplaceable value or monetary worth applied to a document or physical item that defines its historical significance and public importance. Considered by the National Archives in appraising records for permanent retention.

JPEG. A digital image format designed by the Joint Photographic Experts Group to facilitate the free exchange of images with default extension .JPEG, .JFIF, and .JPG. A wide range of image compression is possible with increasing loss of image quality as file sizes are reduced. See DIGITAL IMAGE COMPRESSION.

LEGAL VALUE. The importance of records and information used to document the rights and obligations of those parties involved in issues of law regarding agency activities. See ADMINISTRATIVE VALUE, FISCAL VALUE.

LIFE CYCLE MANAGEMENT. The 3 stages of records management: creation, maintenance and use, and disposition.

LITIGATION HOLD. Holds on record information as a result of a court action. They relate to specific records that cannot be destroyed on schedule. They may require a temporary extension of the approved retention period. Litigation Holds will expire after the court action is settled.

LONG-TERM TEMPORARY FILES. Files with a temporary retention period based on the value of the information and its relationship to current and future business needs which diminishes over a long period of time.

MASTER FILES. A collection of source data entered into a computer system which contains descriptive information about specific topics that are used to perform or process a particular job or request according to a defined set of parameters.

MEDIA. Materials that hold data in any form or that allow data to pass through them, including paper; transparencies; multipart forms; hard, floppy and optical discs; magnetic tape; wire; cable; and fiber. Media is the plural of "medium."

MEDIUM. The physical form of recorded information. Includes paper, film, disk, magnetic tape, and other materials on which information can be recorded. See RECORDS.

METADATA. A term for data about data. When applied to electronic records it is discreet file information attached as a part of a computer file that can be revealed or augmented by software. Examples include information about the creation and alteration of the file such as digital camera or scanner settings, software used, changes made, Reclamation captioning for digital images, and



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the time and date for each of these actions. Several different schemes exist to structure what information is recorded. The most common is known as EXIF (Exchange Information Fields). For digital images Reclamation uses a specialized version of EXIF data known as the IPTC Standard which is used by publishers world-wide. Reclamation has reassigned the content of some IPTC fields to comply with the unique needs of the agency for captioning and numbering photographs.

MICROFICHE. Miniaturized images arranged in rows that form a grid pattern on card-size transparent sheet film. Usually contains a title readable without a magnifying device. Sometimes abbreviated as fiche.

MICROFILM. (1) Unexposed and unprocessed film suitable for use in micrographics. (2) High-resolution film containing micro-images. See DIAZO FILM (purple), SILVER HALIDE FILM (black).

NATIONAL ARCHIVES. The section of the National Archives and Records Administration responsible for the appraisal, accessioning, and permanent preservation of historically significant records created by the Federal Government. When permanently valuable records are transferred to the custody of the National Archives, they become the property of the Archives.

NEGATIVE FILM. Film in which the dark portions of the original image appear light and the light portions dark. Used as the master copy from which positive copies can be made.

NONRECORD. Materials excluded from the legal definition of records. Includes extra copies, reference documents, publications, and library or museum materials intended solely for reference or exhibition.

OPTIONAL FORM 11 – REFERENCE REQUEST – FEDERAL RECORDS CENTERS. A form that an Agency may use to obtain reference service involving records it has stored in a Federal Records Center.

OUTPUT. Processed information and data transmitted from a computer system to paper, microform, or an electronic storage medium.

PERMANENT RECORDS. Records appraised by the National Archives as having sufficient historical or other value to warrant continued preservation by the Federal Government beyond the time they are needed for administrative, legal, or fiscal purposes. Sometimes called archival records.

PERSONAL PAPERS. Nonofficial or private materials relating solely to an individual's own affairs. Must be clearly designated as such and kept separate from the Agency's records.

PHOTOGRAPHIC MEDIA. A wide range of physical and electronic methods of recording an image including film negatives and prints, transparencies, motion pictures, videotapes, and

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digital images and the computer files associated with photographic products. See AUDIOVISUAL RECORDS.

PHOTOGRAPHIC RECORDS. Records associated with visual communication products. These include film (negatives, prints and motion pictures), video, digital images and some computer files associated with them. See AUDIOVISUAL RECORDS.

PIXEL. A picture element of a digital image. Photographs are comprised of thousands or millions of them with each element recording the color and brightness value and their location within the image.

POSITIVE FILM. Film in which the dark portions of the original image appear dark and the light portions light.

PRESERVATION. (1) The act of controlling environmental conditions specified by NARA and used to enhance the longevity of information and data, including adequate facilities for the protection, care, and maintenance of records regardless of the media on which they are recorded. (2) Conservation measures, individual and collective, undertaken to maintain, repair, restore, or protect records.

PRIVILEGED RECORD. After legal review, the documents designated as not subject to disclosure during the course of a lawsuit.

PROGRAM RECORDS. Records documenting the administration of federally mandated activities to enhance the public welfare for which an Agency is responsible such as: Water 2025, Freedom of Information Act, Privacy Act, Rural Water Supply Act, etc.

PROJECT. Features, structures, and supporting facilities constructed to perform a specific function such as irrigation, hydroelectric power production, or water delivery for municipal and industrial use and which has no set expiration or ending.

project. An assigned task with specific parameters that require an end result and have defined beginning and ending points.

PROJECT FILES. See CASE FILES.

PUBLIC RECORDS. (1) Records that document Government activities which are typically available for public use. (2) Records open to public inspection by law such as Freedom of Information Act (FOIA).

PUBLICATIONS. Printed text intended for public distribution such as: brochures, pamphlets, books, handbooks, journals, etc. See NONRECORD, RECORD.

READING FILES. Outgoing correspondence arranged chronologically, in contrast to those arranged by subject. Sometimes called chronological (chron) or day files.

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RECORD. (1) According to 44 U.S.C. 3301, the term "includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that Agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included." (2) information and data created, received, and maintained which document activities of an organization and is retained as evidence of functional programs and business transactions

RECORD GROUP. A body of related records established by an Agency and assigned a National Archives authorized tracking number which never changes. Reclamation's official number is 115.

RECORDS CENTER. A facility for the low-cost storage and servicing of records pending their disposal or transfer to the National Archives. Includes the National Archives-authorized Agency records centers and the National Archives-operated Federal records centers. See FEDERAL RECORDS CENTER.

RECORDS CREATION. The first stage of life cycle management.

RECORDS DISPOSITION. The actions taken regarding records no longer needed for current business needs. These actions include transfer to Agency storage facilities or Federal records centers, transfer from one Federal Agency to another, transfer of permanent records to the National Archives, and disposal of temporary records. Disposition is the third stage of the records life cycle.

RECORDS DISPOSITION AUTHORITY. Legal approval empowering an Agency to transfer permanent records to the National Archives or carry out the disposal of temporary records. Must be obtained from National Archives and also, for certain records proposed as temporary, from the General Accounting Office (GAO).

RECORDS FREEZE. Holds on record information that is self imposed (agency/department initiated). They relate to specific records that cannot be destroyed on schedule because of special circumstances, such as a court order or an investigation. They may require a temporary extension of the approved retention period or the freeze may last forever.

RECORDS MAINTENANCE AND USE. Any action involving the handling, storage, and retrieval of records. This is the second stage of the records life cycle.

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RECORDS MANAGEMENT. The planning, controlling, directing, organizing, training, promoting, evaluating, and other managerial activities related to the creation, maintenance and use, and disposition of records to achieve adequate and proper documentation of Federal policies and transactions and effective and economical management of Agency operations. Also called records administration.

RECORDS AND INFORMATION MANAGEMENT OFFICER (RIMO). (1) The person assigned responsibility by the Agency head for overseeing an Agency-wide records management program. (2) A person responsible for overseeing a records management program in a headquarters or field office in cooperation with the Agency records management officer. Also called records officer or records manager.

RECORDS RETENTION SCHEDULE. A document providing National Archives and Records Administration authority that describes the process and actions to be taken regarding the final disposition of records.

RECORDS REVIEW. (1) An assessment of the office filing procedures and file plan to determine compliance with records management requirements. (2) Reviewing files to apply access restrictions. See ACCESS.

RECORDS SERIES. Documents or related materials filed as a grouping because they relate to a particular subject, function, activity, or document a specific kind of transaction.

REFERENCE FILES. Information that is needed for continual use but is not part of the official record, such as articles, periodicals, reports, studies, vendor catalogs, etc. See NONRECORD, WORKING REFERENCE FILES.

REMOTE-SENSING IMAGERY RECORDS. Aerial photographs and other visual images of the surface of the earth or other planets taken from airborne or spaceborne vehicles to evaluate, measure, or map the cultural and/or physical features of the landscape. Also include related indexes. See CARTOGRAPHIC RECORDS.

RESOLUTION. (1) The minimum difference between two discrete values that can be distinguished by a measuring device. Note: High resolution does not necessarily imply high accuracy. (2) The degree of precision to which a quantity can be measured or determined. (3) A measurement of the smallest detail that can be distinguished by a sensor system under specific conditions.

RESTRICTED ACCESS -A groups of files, information, and/or records to which access is limited.

RETENTION PERIOD. The length of time after folder closure that records are retained before disposition occurs. See DISPOSITION.

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RETIREMENT. The transfer of records to Agency storage facilities or a Federal records center. See ACCESSION, DISPOSITION, TRANSFER.

SCANNER. A device which makes an electronic copy of printed material similar to a digital photograph. However, unlike a photograph, the resulting file is commonly referred to as a “scan” which infers that it is a copy and not a unique image.

SHORT-TERM TEMPORARY FILE. Files with a temporary retention period based on the value of the information and its relationship to current and future business needs, typically 10 years or less.

SILVER HALIDE FILM (Black). In microform records, archival-quality film containing images produced by using light-sensitive silver halide crystals suspended in a gelatin emulsion. More precisely called silver gelatin film to distinguish it from dry silver film which is of nonarchival quality. See MICROFILM.

SOURCE DOCUMENTS OR DATA. Paper documents or data entered into an electronic system. See INPUT.

SPLIT. Refers to the systematic break or division of a file at regular intervals or when needed (i.e., at the end of each year) to make a file more manageable and simplifies retrieval. Does NOT mean Close File. See BREAK.

STANDARD FORM 115, REQUEST FOR RECORDS DISPOSITION AUTHORITY. The form used by Federal Agencies to obtain disposition authority from the National Archives for records to which the General Records Schedules are inapplicable.

STANDARD FORM 135, RECORDS TRANSMITTAL AND RECEIPT. The form submitted by Agencies to a Federal records center before transferring records there. It is also used to transfer custody of records from one organization or agency to another.

STANDARD FORM 258, REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES. The form used by Federal Agencies to transfer legal and physical custody of permanent records to the National Archives.

SUBJECT FILES. Records arranged and filed according to their general informational value or content. Documentation or other materials that are not specific to a particular action, event, person, place, or project. May include letters, memorandums, e-mail or other media that relate to programs and administrative functions.

SYSTEM DOCUMENTATION. Records, generally in paper form, required to plan, develop, operate, maintain, and use electronic records. Included are systems specifications, file specifications, codebooks, record layouts, user guides, and output specifications. See MASTER FILES.

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**TEMPORARY RECORDS.** Records approved by the National Archives for disposal after a specified retention period or when the informational value is no longer required for current business purposes. May have short-term or long-term value based on specific agency needs. See DESTRUCTION, PERMANENT RECORDS.

**TIFF.** The Tagged Image File Format is one format for digital images and uses default file extensions .TIFF and .TIF. This format can be compressed with minimal losses to image quality in order to reduce file size. see DIGITAL IMAGE COMPRESSION.

**TRANSFER.** The act or process of moving records from one location to another, such as from office space to a NARA approved offsite storage facility, Federal Records Center, or the National Archives for long term or permanent preservation in accordance with an approved records retention schedule.

**TRANSITORY FILES.** Nonrecord materials having short term informational value to the office creating or receiving it, such as training announcements, requests for publications, general government information which is needed only for current business purposes, etc.

**UNITED STATES CODE (U.S.C.).** A systematically arranged collection of laws or regulations, such as the United States Code (U.S.C.) or the Code of Federal Regulations (CFR).

**VITAL RECORDS.** Records essential to the continuing operation or reestablishing an organization during and after an emergency. Includes those records essential for protecting the rights and interests of that organization and of the individuals directly affected by its activities.

**WORKING REFERENCE FILES.** Reference materials used on a frequent basis during the life of the project or task. May consist of preliminary drafts, notes, published reference works, standard technical texts, professional articles from journals, or a collection of information used on a consistent basis.