RECORDS AND INFORMATION MANAGEMENT GLOSSARY

Active Records Records that are still used regularly by an agency so need to be retained within the agency office.

Agency For purposes of management and preservation of public records, AS 40.21.150(1) defines "agency" or "state agency" to mean "a department, office, agency, state board, commission, public corporation, or other organizational unit of or created under the executive branch of the state government, the term does not include the University of Alaska".

Archives The state agency responsible for preserving state records with permanent historical/research value.

Archiving The process of sending records to the State Archives.

Authentic The record is what it purports to be and hasn't been altered.

Business Essential Records

1. Are necessary for emergency response.
2. Are necessary to resume or continue operations.
3. Protect the health, safety, property, and rights of residents.
4. Would require massive resources to reconstruct.
5. Document the history of communities and families.

Disposition The process where records are either destroyed or transferred to the State Archives.

Duplicates Duplicates records are all copies of a record that are not the official record copy. If your agency does not hold the official record copy, you hold a duplicate copy. However, if your copy contains alterations or markings that should be preserved for their independent informational value, your copy would be subject to the retention requirement for an original record. A duplicate that has only different metadata is also generally not a record with independent informational value, although metadata may be subject to legal discovery or to a legal hold.

If you hold the official record copy, you may also have duplicates. Only one copy of the record should be retained according to the prescribed retention period for the official record copy.

Electronic Record Any information that is recorded in machine readable form.

Records and Information Management Glossary

General RRDS	This refers to the group of general records retention and disposition schedules including the General Administrative Records Retention and Disposition Schedule (GARRDS); Commissioner General Records Retention and Disposition Schedule; School District Model General Administrative Records Retention and Disposition Schedule, and the Local Government General Administrative Records Retention Schedule.
GARRDS	General Administrative Records Retention and Disposition Schedule.
Inactive Records	Records that are no longer used regularly by an agency but still need to be retained.
Lifecycle	This refers to the different phases that records go through starting when it has been created or received by an agency, through its use and maintenance as an active or inactive records before being disposed of i.e. destroyed or transferred to the State Archives.
Metadata	Data describing context, content, and structure of records and their management through time.
Microform	Microfilm and/or microfiche.
Official Record Copy	The official record copy refers to the copy of the record that must be retained by the state to fulfill all its legal responsibilities and must be retained for the total retention period stated.
Record	AS 40.21.150(6) defines *Record* to mean "any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, electronic record, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or a political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them."
Record Center	A place to store inactive records before they are disposed of.
Records Series	A group of alike records filed together by their content e.g. Personnel Records.
RDA	Records Disposition Authorization.

RDN	Records Disposition Notice.
RIMS	Records & Information Management Service.
RRDS	Records retention and disposition schedule.
RTL	Records Transfer List.