



Government of **Western Australia**
Department of **Culture and the Arts**
State Records Office of Western Australia



Glossary of Terms

**State Records Office of WA
Perth, Western Australia**

June 2016

DEFINITIONS

Includes terms defined in the *State Records Act 2000* (the Act), as well as terms defined in the context of their application in State Records Commission Standards and State Records Office publications.

Accessibility – see Usability.

Analogue information – means a record of information within the meaning of section 3 of the *State Records Act 2000* that exists in an analogue, physical form and can be read and understood without the aid of computer hardware or software (e.g. audio cassette recordings).

Analogue media – is media which stores information in an analogue, non-digital format (e.g. audio cassettes, microforms).

Application system – is a computer program for a specific activity.

Appraisal – is the process of determining which records are to be retained as State archives and which records will be destroyed.

Archival value – means having permanent value warranting preservation.

Authenticity – means a record can be proven to be what it purports to be, has been created or sent by the person purported to have created or sent it, and has been created or sent at the time purported.

Bit loss – is the corruption of the lowest level of information digital data in transmission or during storage.

Born analogue – means information that was originally created in an analogue format.

Born digital – means information that was originally created in a digital format.

Business continuity planning – is the process of identifying, preventing or preparing for events that may interrupt business activities to protect critical business processes from the effects of major failures or disasters.

Business information system – means:

- An organised collection of hardware, software, supplies, policies, procedures and people, which stores, processes and provides access to an organisation's business information; or
- An automated system that creates or manages data about an organisation's activities.

This includes applications with the primary purpose of facilitating transactions between an organizational unit and its customers – for example, an e-commerce system, client relationship management system, purpose-built or customised database, finance or human resources systems.

Glossary of Terms

Computer security – is the process of enforcing restrictions on access to a computer system (both hardware and software) so that users of the system may only perform pre-defined actions.

Content – is that which conveys information, e.g. text, data, symbols, numerals, images, sound and vision.

Context – means the background information that enhances understanding of technical and business environments to which the records relate e.g. metadata, application software, logical business models, and the provenance (i.e. address, title, link to function or activity, agency, program or section).

Digital information – means any record of information within the meaning of section 3 of the *State Records Act 2000* that exists in digital form and requires computer hardware and software to be read and understood.

Digital media – is media which stores information in a digital format (e.g. DAT tapes, SSD drives).

Digital Rights Management (DRM) – technology used to control or limit access to and use of digital media.

Digitisation – means the process of converting records in an analogue format (source records) to a digital format.

Disaster recovery – preventative measures that may use redundant hardware, software, replicated digital records and other facilities to ensure that a State organization can restore digital records and related business operations as quickly as possible following a disaster.

Disposal – is the process of removing records from the organization by either their destruction or transfer to the State archives collection for permanent retention.

Disposal Authority – is a document setting out the disposition of records and authorising their disposal. Disposal Authorities include:

- General Disposal Authorities;
- Sector Disposal Authorities;
- Retention and Disposal Schedules;
- Ad Hoc Disposal Authorities; and
- Disposal Lists.

Disposition – means the range of processes associated with implementing records retention, destruction or transfer decisions which are documented in disposal authorities.

Glossary of Terms

Electronic Document Record Management System (eDRMS) – is an automated system used to manage the creation, use, management and disposal of physical and electronically created documents and records for the purposes of:

- supporting the creation, revision and management of records;
- managing the retention and disposal of records;
- improving an organization's workflow; and
- providing evidence of business activities.

The system will maintain appropriate contextual information (metadata) and the links between the records to support their value as evidence.

Government information – see Government record.

Government organization – means an organization in Schedule 1 or Schedule 3 of the *State Records Act 2000*.

Government organization employee – means:

- a) a person who, whether or not an employee, alone or with others governs, controls or manages a government organization;
- b) a person who, under the *Public Sector Management Act 1994*, is a public service officer of a government organization; or
- c) a person who is engaged by a government organization, whether under a contract for services or otherwise,

and includes, in the case of a government organization referred to in item 5 or 6 of Schedule 1, a ministerial officer (as defined in the *Public Sector Management Act 1994*) assisting the organization.

Government record – means a record created or received by a government organization or a government organization employee in the course of the employee's work for the organization.

Information security – is the protection of information from unauthorized access, use, misuse, deletion or modification.

Information system – is an organized collection of hardware and software which provides access to information, often in a database.

Integrity – refers to a record being complete and unaltered, and protected against unauthorised alteration.

Integrity check – is a mechanism to verify that the present state of data does not involve tampering, modification or bit loss in a manner that compromises authenticity, integrity, and reliability.

Keep – in relation to a record includes a reference to;

- creating, maintaining, indexing, organizing, storing, preserving, securing, retaining and managing records; and
- maintaining, preserving, securing and retaining the means by which any information on a record can be recovered.

Glossary of Terms

Long-term – greater than one generation of technology.

Metadata – means data describing the context, content and structure of records. This must be captured to enable the record to be usable and to support its management and use through time.

Migration – the act of moving records from one information system or media to another, while maintaining the records' authenticity, integrity, reliability and usability. Migration involves a set of organized tasks designed to periodically transfer digital material from one hardware or software configuration to another, or from one generation of technology to another.

Open standard – is a standard that is non-proprietary, and publicly available for review and use.

Parliamentary department – means a department that is deemed to have been constituted in relation to the administration of Parliament for the purposes of the *Financial Management Act 2006* by regulations made for the purposes of section 5(1) of that Act.

Parliamentary record – means a record created or received by –

- a) a parliamentary department; or
- b) a person in the course of the person's work for the department, whether the person is employed under a contract of service or is engaged under a contract for services or otherwise.

Physical information – means a record of information within the meaning of section 3 of the *State Records Act 2000* that exists in an analogue, physical form and can be read and understood without the aid of hardware or software (e.g. words printed on paper).

Preservation – is the process and operations involved in ensuring the technical and intellectual survival of authentic records over time.

Record – means any record of information however recorded and includes —

- (a) any thing on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Recordkeeping Plan – is the plan required under Parts 2 and 3 of the *State Records Act 2000*.

Glossary of Terms

Recordkeeping system – a system to capture, maintain and provide access to records over time that displays features for ensuring authentic, reliable, complete and usable records that function as evidence of business transactions.

Recordkeeping systems include:

1. a set of authorized policies, assigned responsibilities, delegations of authority, procedures and practices; policy statements, procedures manuals, user guidelines and other documents which are used to authorize and promulgate corporate practices;
2. the records themselves;
3. specialized information and records systems used to control the records; and
4. software, hardware and other equipment, and stationery.

Reformatting – is the act of converting records from one format to another while maintaining the records' authenticity, integrity, reliability and usability. This may involve the digitization of analogue materials.

Refresh – is the transfer of digital files to new media on a regular basis.

Reliability – means the contents of a record can be trusted to be a full and accurate representation of the matters to which the record relates.

Relative humidity – means the percentage of water vapour present in an environment.

Reproduction – means a copy or duplicate of an original, such as a reproduction in digital format (via digitisation) of a source record in an analogue format.

Source record – means any record in an analogue format (e.g. paper, film, photograph) from which a reproduction in digital format has been created.

State archive – means a State record that is to be retained permanently.

State archives collection – consists of:

- a) State archives that on the commencement of the *State Records Act 2000* are taken to be in the collection;
- b) State archives that have been transferred to the collection under section 32 of the Act;
- c) Records that have been transferred to the collection under another written law; and
- d) Records that have been transferred to the collection with the approval of the State Archivist.

State Archivist – means the Director of State Records referred to in section 70 of the Act. Also known as the State Archivist and Executive Director State Records.

State organization – means a parliamentary department or a government organization.

State record – means a parliamentary record or a government record.

Glossary of Terms

Technology dependent media – means a storage media which is dependent upon specific hardware or software to read the content of the media.

Temporary value – records which are not State archives and which will eventually be destroyed.

Usability – means the record can be located, retrieved, presented and interpreted.

Vital record – is a record that is essential for the ongoing business of a State organization in case of a disaster.