

Terms Useful in Working With E-Records:

Artificial Intelligence (AI) – field of computer science that deals with the development of systems that mimic human intelligence such as problem solving

Automatic indexing – the automated selection of key words from a document in order to develop index entries (also see Classifying)

Backfile conversion – the process of identifying, indexing, coding, and/or inputting a large volume or backlog of documents into a recordkeeping system

Backup – the process of duplicating information, primarily for protection against damage or loss (i.e. backup tapes)

Bar code – a coding system of vertical lines or bars set in a predetermined pattern that, when read by an optical reader, can be converted to machine-readable language.

Bit – the smallest unit of information recognized by a computer

8 bits = 1 byte

1,024 bytes = 1K (kilobyte)

1,000 K = 1MB (megabyte) (1,048,576 bytes)

1,000MB = 1GB aka 1GIG (gigabyte) (1,073,741,824 bytes)

1,000GB = 1TR (terabyte) (one trillion bytes)

1,000TR = 1PB (petabyte) (one quadrillion bytes)

FYI – a terabyte or more of storage space has become possible for personal computers – cost of TR of memory in 2005, \$450; down from \$1,000 in 2003

Bit-mapped image file – a computer processible file that encodes images as patterns of dots - often referred to as raster graphics

Classifying – the act of analyzing and determining the subject content of a document and then selecting the subject category under which it will be filed. (Some new RM software systems have the capability to “auto classify” documents based on key words.)

Cold site – an unfurnished space suitable for the installation of computer and communications equipment. An alternative facility that is void of any resources or equipment, except air-conditioning and raised flooring that can be used as a backup site for disaster recovery

Compact disk-read-only memory (CD-ROM) – a read-only optical disk format for computer-processible information

Compact disk-recordable (CD-R) – a write-once optical disk in the compact disk format (write once, read many)

Compact disk-rewritable (CD-RW) – an erasable/rewritable optical disk in the compact disk format

Data – groups of characters that represent a specific value or condition, data provides the building blocks of information (see also Metadata)

Data archiving – the process of transferring electronic records from on-line storage devices, such as hard drives, to removable recording media, such as magnetic tape or optical disks, for off-line storage. In most cases, the archived data is relatively inactive and does not need to be accessible on-line.

Data compression – techniques implemented through computer programs that reduce the amount of storage space required for a given quantity of information.

Database – a collection of related data stored on a computer system that can be manipulated or extracted for use with various applications but managed independently of them

Digital audio tape (DAT) – a four-millimeter magnetic tape format utilized for audio or data recording

Digital coding – a coding scheme that represents information by predetermined sequences of bits. Electronic records created by computer systems employ digital coding, as do certain audio and video records.

Digital linear tape (DLT) – a high-capacity recording media that uses half-inch magnetic tape enclosed in a plastic cartridge (frequently used in storing seismic data, 100 regular tapes can fit on 1 DLT)

Direct-access storage device (DASD) – a hard disk drive in a large computer installation

Document management (DM) – a management control system used to regulate the creation, use and maintenance of electronically created documents. Also referred to as EDMS – electronic document management system

Dots per inch (dpi) – the most common measure recording density/resolution of images in computer systems. (When used in scanning paper documents 200 dpi and 300 dpi most often preferred.)

Drawing interchange format (DXF) – a file format used in computer aided (CAD) design programs

Electronic data interchange (EDI) – a standardized method of electronically transmitting and processing data from one computer to another

EDMS – electronic document management system

Electronic record – a record that contains machine-readable, as opposed to human-readable, information

Electronic records management (ERM) - applying records management principles to electronic records that are located on disks, tapes, or any form of magnetic or optical media

Encryption – any procedure used prevent anyone except the intended recipient from reading the data. There are many types of data encryption that are the basis of network security.

Fat Client – see Thick Client

Field – space allocated for a particular item of information. The smallest unit of information within a database record. In database management, a required field is one in which you must enter data, while an optional field is one you may leave blank.

File – a general term that denotes a collection of records

File transfer protocol (FTP) – a client-server protocol that allows a user on one computer to transfer files to and from another computer over a TCP/IP network (transmission control protocol)

Fixed magnetic disk drive – a magnetic disk drive with nonremovable, rigid platters. It is the most common type of hard disk drive.

Floppy disk – a platter-shaped magnetic recording medium with a flexible substrate; also known as a diskette, it can be removed from a disk drive

Full – text search – the ability of a system to search text files for specific words, digits, sentences, or set patterns (strings) of characters

Graphic interchange format (GIF) – a widely utilized format for computer images in Internet, intranet and extranet implementations. It supports color and various resolutions, very effective with scanned images.

Hard disk – a type of magnetic disk on which you can store computer data. Hard disks are the storage media of choice in high-performance computing applications. Hard disks may be fixed or removable.

Hard drive – a magnetic disk mechanism that reads and writes data on a hard disk.

Hardware – equipment or physical devices used to store or process data

Hierarchical index – an index based on an orderly relationship of items where the most important items or topics are identified and subdivided into more specific categories

Hierarchical storage management (HSM) – a data storage management strategy in which special software is used to separate active and inactive computer data by migrating files between primary and secondary storage media

Hit – term used to indicate an answer located by an electronic system that seems to meet or match the search parameters

Hot site – a fully equipped, standby computing facility available to subscribers for emergency use on short notice. An alternative facility that has the equipment and resources to recover the business functions affected by the occurrence of a disaster

Hypertext markup language (HTML) – a mark-up language used for formatting information on the Internet and in intranets and extranets

Image file – a file containing computer-processible images

Imaging – the process of capturing information electronically (by scanning) from paper or microform

Interface – a device or program that permits one part of a computer system to work with another

JPEG – an image compression method developed by the Joint Photographic Experts Group

Jukebox – a robotic retrieval unit that provides unattended access to information recorded on optical disks or magnetic tapes; also known as an autochanger. A storage device that holds optical disks or tapes and has one or more drives that provide automatic on-line access to the information contained therein

Key field – a field selected for indexing records contained in a database

Keyword – a word or phrase taken from the title or text of a document characterizing its content and facilitating its retrieval

Local area network (LAN) – a data communication network intended to allow several computers, connected through one computer to share data and software

Magnetic card – an obsolete, rectangular medium coated with a magnetizable recording material

Magnetic disk – a platter-shaped substrate coated with a magnetizable recording material

Magnetic tape – a thin ribbon or strip of polyester coated with a magnetizable recording material; it may be wound on a reel or packaged into a cartridge or cassette

Metadata - information about a particular data set that may describe, for example, how, when, and by whom it was received, created, accessed, and/or modified and how it is formatted. Some metadata, such as file dates and sizes, can easily be seen by users; other metadata can be hidden or embedded and unavailable to computer users who are not technically adept. Metadata is generally not reproduced in full form when a document is printed. ...

Metafile format – a computer file format that transcends specific programs

MPEG-2 – a compression method developed by the Motion Picture Experts Group for such applications as digitized video images and computer animation

MP3 – a compressed file format for digital audio information

Near-line storage – an autochanger that provides unattended access to information recorded on optical disks or magnetic tape (a jukebox or tower are examples of this)

Network – a group of computers connected to each other by communications lines to share information and resources

Offline information – Turned off, not connected. Information stored apart from the device on which it will be retrieved or played back (i.e. tapes, digital disks)

Online information – Turned on and connected - information immediately and continuously available to a computer

Optical character recognition (OCR) – machine-reading of printed or written characters through the use of optical scanners. (An OCR system enables you to take a document, feed it directly into an electronic computer file, and then search or edit the file using appropriate software programs.)

Optical disk – storage medium from which data is read and to which it is written by lasers. Optical disks can store up to 6 GB. Three basic types of optical disks: CD-ROM, WORM, erasable optical disks (EO)

Optical tape – a ribbon or strip of polyester coated with an optical recording material

Portable document format (PDF) – a file format developed by Adobe for machine-readable documents with complex formatting characteristics

Protocol – standard rules that govern how computers talk to each other.

Random-access memory (RAM) - the place in a computer where the operating system, application programs, and data in current use are kept so that they can be quickly reached by the computer's processor. RAM is much faster to read from and write to than the other kinds of storage in a computer, the hard disk, floppy disk, and CD-ROM. (the larger amount of RAM the more efficient your computer can be)

Redundant array of inexpensive disks/redundant array of independent disks (RAID) – these devices are hard drive arrays with fault-tolerant attributes

Scanner – device that transforms printed matter (photos, illustrations or text) into electronic data

Software – computer programs to perform specific functions, (anything that can be stored electronically is software; the storage devices and display devices are hardware)

Source documents – paper documents that contain information to be converted to electronic records. A record – hard copy or original – on which an original transaction was captured

SYLK – a file format developed by Microsoft for the interchange of information among computer programs

Tag image file (TIF) format – an industry standard format supported by many computer-generated imaging programs

Text file – a computer file that contains character-coded representations of letters of the alphabet, numeric digits, punctuation marks, and other symbols encountered in typewritten documents. Text files may be created by word processing programs, electronic mail programs, or other computer software

Thin Client – a PC/client that has little or no installed software – utilizes as few of the resources on the host computer as possible, but has access to software that is managed and delivered by network servers that are attached to it.

Thick client - a PC/client that performs the bulk of any data processing operations itself with storage and memory on the PC, and relies on the network server it is associated with primarily for data storage. (also known as Fat Client and Heavy Client)

Uniform rules of evidence (URE) – a set of rules governing items admissible into evidence in U.S. Courts

Uniform Resource Locator (URL) – the global address of documents and other resources on the World Wide Web

Virus – a computer program that replicates itself into other programs that are shared among systems with the intention of causing damage

Vital record – a record that is essential to an organization’s mission. A record identified as such for the continuation or survival of the organization if a disaster strikes. Such records are necessary to re-create the organization’s legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens

Waveform audio file (WAV) format – a format for digital audio information

Write once optical disk (WORM – write once, read many) – a nonerasable type of optical disk (after writing data to the disk, it behaves like a CD-ROM)

WYSIWYG – Pronounced *WIZ-zee-wig* - “what you see is what you get” – an application that enables a website developer to see on the display screen exactly what the end result will look like while the document is being created

References:

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