

## ARMD functions

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### Description

Terms for describing the functions of the Archives department.

Used in the AIS to structure workplans and index policy documents (Office admin module).

### Terms

#### Administration

- NT Administration – General
- NT Administration – Governance and strategic planning
- NT Administration – Policy development
- NT Administration – ARMD records and information management
- NT Administration – Finance and budgeting
- NT Administration – Human resources
- NT Administration – Equipment and supplies
- NT Administration – Facilities and physical infrastructure
- NT Administration – Digital infrastructure

#### Archives

- NT Archives – General
- NT Archives – Acquisition
- NT Archives – Arrangement and description
- NT Archives – Reference service
- NT Archives – Preservation
- NT Archives – Digitization
- NT Archives – Physical control

#### Common functions

- NT Common functions – Education, training and outreach
- NT Common functions – Liaison and cooperation
- NT Common functions – Professional development
- NT Common functions – Leadership and service
- NT Common functions – Authority control

#### FIPPA

- NT FIPPA – General
- NT FIPPA – Access to information requests
- NT FIPPA – Privacy breaches
- NT FIPPA – Privacy Impact Assessments
- NT FIPPA – Correction requests
- NT FIPPA – FIPPA advice
- NT FIPPA – Research Agreements

## Records management

- NT Records management – General
- NT Records management – Record systems design
- NT Records management – Records retention scheduling
- NT Records management – URC operations
- NT Records management – RM advice
- NT Records management – Vital records protection
- NT Records management – Digital readiness