Archiving by Design - Glossary

Due to the different legal environments in the member states mostly international standards are used for explanation of the terms. Also for this reason, some key terms like record, data and information are used synonymously or in similar context.

Anonymization - Process by which personally identifiable information is irreversibly altered in such a way that a personally identifiable information principal can no longer be identified directly or indirectly, either by the personally identifiable information controller alone or in collaboration with any other party.
Reference: SO/IEC 27038:2014 Information technology — Security techniques — Specification for digital redaction

Appraisal - Process of evaluating business activities to determine which records need to be created and captured and how long the records need to be kept. Appraisal combines an understanding of business context with the identification of requirements for evidence of business that should be met through records. This involves the following: a) developing an understanding of the nature of the business and its legal, resourcing and technological setting; b) using risk assessment to determine what records should be created and how they should be managed to meet the range of applicable requirements. This involves assessing 1) the risks affecting the business generally, and 2) risks that can be managed through the creation, capture and management of records. Appraisal should be carried out in cooperation with internal stakeholders and, where required, external stakeholders.
Reference: ISO 15489-1:2016 Information and documentation — Records management — Part 1: Concepts and principles

Availability - Property of being accessible and usable on demand by an authorized entity.
Reference: ISO/IEC 27000:2018: Information security management systems

(AbD) Coordinator / Coordination team - Organised group of professionals of an organisation leading the application of AbD for a defined project. The team is made up of at least one expert in information and/or records management within the organisation, one person representing the business process(es) and one person representing the IT development team. The team ensures the completion of the gathering of documentation, provides input for the definition of the process(es) in scope, for the known problems and the known characteristics of the information system. The team also takes part in the process of selection of users.
Reference: Guidelines for using the Archiving by Design scan (November 2022)

(AbD) Consultant - Professional, often belonging to an archival institution or archives and/or records management policy department, that provides advice to an organisation, (public) agency or body, on how to better ensure sustainable accessibility to the information of the work processes supported by (an) IT system(s) that the organisation is going to purchase, develop or revamp.
Reference: Guidelines for using the Archiving by Design scan (November 2022)

Creator - The corporate body, family or person that created, accumulated and/or maintained records in the conduct of personal or corporate activity.
Reference: International Council on Archives – Committee on Descriptive Standards, "Glossary of Terms Associated with the General Rules," General International Standard Archival Description ISAD(G). Ottawa: International Council on Archives, Second Edition, 1999
[https://www.ica.org/sites/default/files/CBPS_2000_Guidelines_ISAD%28G%29_Second-edition_EN.pdf]

Data - Reinterpretable representation of information in a formalized manner suitable for communication, interpretation, or processing. Examples of data include a sequence of bits, a table of numbers, the characters on a page, the recording of sound etc.
Reference: ISO 14721:2012 Open archival information system (OAIS) — Reference model

Destruction - Process of eliminating or deleting a record, beyond any possible reconstruction.
Reference: ISO 15489-1:2016 Information and documentation — Records management — Part 1: Concepts and principles

(File) Format - The organization of data within digital objects, usually designed to facilitate the storage, retrieval, processing, presentation and/or transmission of the data by software.
Reference: "File format" InterPARES 2 Terminology Database.
[http://www.interpares.org/ip2/ip2_terminology_db.cfm]

(AbD) Facilitator - Professional that helps perform the AbD-scan within an organisation by bringing several experts together and assisting them to find ways to improve sustainable accessibility from a neutral perspective.
Reference: Guidelines for using the Archiving by Design scan (Nov 2022)

Findability - Information can be found quickly and easily by anyone that should have access to the information.
Reference: Archiving by Design Whitepaper (May 2023)

Future-proof (information) - Information that is future-proof can be (re)used during its entire lifecycle because sustainably accessible information is resilient to changes over time in organisation, technology or processes.
Reference: Archiving by Design Whitepaper (May 2023)

Information - Any type of knowledge that can be exchanged. In an exchange, it is represented by data.
Reference: ISO 14721:2012 Open archival information system (OAIS) — Reference model

Information management - Management and execution of tasks relating to the definition of information requirements, information production, and delivery and checking.
Reference: Information management according to BS EN ISO 19650 (Guidance Part A): The information   management   function   and   resources

[https://www.ukbimframework.org/wp-content/uploads/2021/02/Guidance-Part-A_The-information-management-function-and-resources_Edition-2.pdf]

Information model - Representation that describes all the information objects that the information systems contain.
Reference: Guidelines for using the Archiving by Design scan (Nov 2022)

Information object - A data object together with its representation Information (meaningful concepts). An example is JPEG software which is used to render a JPEG file; rendering the JPEG file as bits is not very meaningful to humans but the software, which embodies an understanding of the JPEG standard, maps the bits into pixels which can then be rendered as an image for human viewing.
Reference: ISO 14721:2012 Open archival information system (OAIS) — Reference model

Information system - An interconnected set of information resources under the same direct management control that shares common functionality. A system normally includes hardware, software, information, data, applications, communications, and people.
Reference: NIST Special Publication 800-66 Revision 1
[https://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-66r1.pdf]

Informational value - The usefulness or significance of materials based on their content, independent of any intrinsic or evidential value.
Reference: Pearce-Moses, Richard. A Glossary of Archival and Records Terminology. Chicago: Society of American Archivists, 2005
[https://dictionary.archivists.org/entry/appraisal.html]

Interpretability - The meaning of information is clear, and it is known by whom it was created, in which context and for which purpose.
Reference: Archiving by Design Whitepaper (May 2023)

(Record) lifecycle - The distinct phases of a record's existence, from creation to final disposition.
Reference: Pearce-Moses, Richard. A Glossary of Archival and Records Terminology. Chicago: Society of American Archivists, 2005
[https://dictionary.archivists.org/entry/appraisal.h

Metadata - Data that define and describe other data (e.g. descriptive, administrative, structural, etc.)
Reference: ISO/IEC 11179-1:2023 Information technology — Metadata registries (MDR) — Part 1: Framework

Migration - One of the main strategies in digital preservation based on transfer of the digital information to the same or new media or creation of a new representation in different file format (mostly suitable for long-term preservation).
Reference: ISO 14721:2012 Open archival information system (OAIS) — Reference model

Pseudonymisation - Processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional

information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.
Reference: Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

Readability - Information can be visualized and can be processed by people and/or machines.
Reference: Archiving by Design Whitepaper (May 2023)

Record - Information created, received and maintained as evidence and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business
Reference: ISO 15489-1:2016 Information and documentation — Records management — Part 1: Concepts and principles

Risk assessment - The consequence of risk events to records processes and systems is the loss of, or damage to, records which are therefore no longer usable, reliable, authentic, complete, or unaltered, and therefore can fail to meet the organization's purposes. The risk identification process includes identifying the causes and source of the risk, events, situations or circumstances which could have a material impact upon the organization's objectives and the nature of that impact. (see Appraisal)
Reference: ISO/TR 18128:2014 Information and documentation — Risk assessment for records processes and systems

Redaction - permanent removal of information within a document. (see Anonymization)
Reference: ISO/IEC 27038:2014 Information technology — Security techniques — Specification for digital redaction

Reliability - Information is trusted and complete and based on correct data so that it can be reused.
Reference: Archiving by Design Whitepaper (May 2023)

Retention period - The length of time records should be kept in a certain location or form for administrative, legal, fiscal, historical, or other purposes. Retention periods are determined by balancing the potential value of the information to the agency against the costs of storing the records containing that information. Retention periods are set for record series, but specific records within that series may need to be retained longer because they are required for litigation or because circumstances give those records unexpected archival value. (see Appraisal; Risk assessment)
Reference: Pearce-Moses, Richard. A Glossary of Archival and Records Terminology. Chicago: Society of American Archivists, 2005
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situations or circumstances which could have a material impact upon the organization's objectives and the nature of that impact. (see Appraisal)
Reference: ISO/TR 18128:2014 Information and documentation — Risk assessment for records processes and systems

(AbD) scan - Methodology providing steps to apply Archiving by Design during the purchasing, the design and building, the revamp or phasing out of an information system. Includes assessment of the information system and its documentation, related work processes, the processed information and its users.
Reference: Guidelines for using the Archiving by Design scan (Nov 2022)

(AbD) Sponsor - Role can also be seen as a principal client. It should be someone on the managerial level, a department head or the Chief Information Officer or equivalent. Having a sponsor secures that design choices/improvement measures will be followed up and implemented. In other words, it is a means to make sure the AbD-advice or recommendations will receive a favorable reception and to make sure that all necessary capacity in the organisation will be available during the AbD-scan.
Reference: Guidelines for using the Archiving by Design scan (Nov 2022)

Sustainable accessibility - Set of quality requirements to ensure, that the information is findable, available, readable, interpretable, reliable and future proof.
Reference: Archiving by Design Whitepaper (May 2023)

Primary and Secondary (user) - Selection to identify the information needs and problems of the users concerned by the work process. Primary users are those actors involved in the work process itself, secondary users refer to those not involved in the process but that make use of the information of the work process, at present or in the future, inside or outside the organisation.
Reference: Guidelines for using the Archiving by Design scan (Nov 2022)

Workflow - Automation of a process, in whole or part, during which electronic documents, information or tasks are passed from one participant to another for action, according to a set of procedural rules.
Reference: ISO 12651-2:2014 Electronic document management — Vocabulary — Part 2: Workflow management

(Work) process - Network of activities and their relationships, criteria to indicate the start and termination of the process, and information about the individual activities, such as participants, associated IT applications and data.
Reference: ISO 12651-2:2014 Electronic document management — Vocabulary — Part 2: Workflow management