

Introduction to Records & Information Management in the Manitoba Government Glossary

activity – a major task performed by a business entity as part of a **function**.

analogue record – see **physical record**.

Archives and Recordkeeping Act (ARA) – *The Archives and Recordkeeping Act* (C.C.S.M. c. A132) was proclaimed in February 2003. The Act applies to records of all departments and agencies of the Government of Manitoba. It also provides for agreements respecting the management and preservation of records of the Courts and the Legislative Assembly and its offices.

The Act establishes a modern framework for managing the records of government and for the **Archives'** operation. The ARA:

- uses updated language to encompass records in all formats
- confirms the Archives' lead role in establishing policies, guidelines and services needed to promote good recordkeeping in government
- sets out the duty of government bodies to schedule records, and to retain and dispose of records in accordance with approved schedules
- confirms the Archivist of Manitoba's role in identifying records of lasting significance to government and society, and in working with government agencies to develop strategies for long-term preservation and use of the records.

Archives – the Archives of Manitoba.

archival records - (as defined in the **ARA**): “a record of lasting significance to the government or society, such as a record:

- (a) relating to the legal basis, origin, development, organization or activities of the government or its institutions,
- (b) relating to the development or implementation of policies of the government,
- (c) relating to the history of Manitoba, or
- (d) having historical value.”

These records are identified by the **Archives** when records are scheduled, and the **records schedule** authorizes their permanent preservation.

authenticity - the trustworthiness of the electronic record as a record. In the case of **born digital** and digitized materials, it refers to the fact that whatever is being cited is the same as it was when it was first created unless the accompanying metadata indicates any changes. Confidence in the authenticity of digital materials over time is particularly crucial owing to the ease with which alterations can be made. [Digital Preservation Coalition Glossary]

born-digital record - digital record, created in electronic form and which does not have an analogue equivalent, either as the originating source or as a result of **conversion** to **analogue** form. This term is used to differentiate it from 1) digital record created as a result of converting an analogue original (digitizing); and 2) digital record, which may have originated from a digital source but has been printed to paper, e.g. some electronic records. [adapted from Digital Preservation Coalition Glossary]

capture – to save records in a **records system**

conversion – “process of changing records from one format to another.” [ISO 15489-1:2016, 3.6]

department – may be used as a simplified term for all **government agencies** and **government bodies**.

destruction – “process of eliminating or deleting a record, beyond any possible reconstruction.” [ISO 15489-1:2016, 3.7]. For government records scheduled to be destroyed at the end of the retention period, the **Government Records Centre** provides a controlled, secure destruction service for **physical records**. For **electronic records**, controlled deletion or removal of the record following the scheduled retention period is the equivalent of destruction.

digital record –see **electronic record**.

digitization - also known as digital imaging or scanning, is the process of converting any **physical record** into digital format. This includes digitizing text, photographs, maps, microfilm; converting **analogue** voice recordings to digital media; etc. See Digitizing Records Fact Sheet
https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/digitizing_records.pdf

disposal action – the action taken at the end of the total retention period: records are either designated as **archival** or designated for **destruction**. Also referred to as **disposition**. Disposal actions are documented and approved in **records schedules**.

disposition – see **disposal action**.

electronic record - information recorded by a computer and in a form that only a computer can process. It can be a **born-digital** record or record that has been converted from **analogue** form to digital (digitized). Examples may include: e-mail messages, word-processed documents, electronic spreadsheets, digital images and databases. Many electronic records are maintained as part of an electronic system, such as geographic information system (GIS), digital image storage system, computer aided design (CAD) system, etc.

evidence – “documentation of a transaction. This is proof of a business transaction which can be shown to have been created in the normal course of business activity and which is inviolate and complete. It is not limited to the legal sense of the term.” [ISO 15489-1:2016, 3.10]

function – “group of activities that fulfils the major responsibilities for achieving the strategic goals of a business entity.” [ISO 15489-1:2016, 3.11]

government agency (as defined in the **ARA**):

- “(a) any board, commission, association, agency, or similar body, whether incorporated or unincorporated, all the members of which, or all the members of the board of management or board of directors or governing board of which, are appointed by an Act of the Legislature or by the Lieutenant Governor in Council, and
- (b) any other body designated as a government agency in the regulations.”

government body (as defined in the **ARA**):

- “(a) a **department**,
- (b) a **government agency**,
- (c) the Executive Council Office, and
- (d) the office of a minister.”

government record (as defined in the **ARA**): “a record created or received by, or for, a government body in carrying out its activities.” This definition emphasizes the purpose, rather than the physical form or medium of records. The definition includes traditional paper records and records in all other forms, including electronic. Government records are primary sources. They include unpublished documentation in any format, typically maintained in organized filing or other recordkeeping systems in government offices. Published library materials and artifacts are not government records.

Government Records Centre (GRC) – the facility operated by the **Government Records Office (GRO)**, that provides centralized records storage, retrieval and destruction services for all government departments and agencies.

Government Records Office (GRO) – a unit of the **Archives**, the GRO is the central agency responsible for promoting good recordkeeping in government. The GRO provides expert advice and support to government departments and agencies on recordkeeping best practices, requirements, issues and challenges including electronic recordkeeping, records scheduling, and a variety of program specific recordkeeping needs.

metadata – data about the records. It provides a behind-the-scenes description and context of the record and enables the creation, management, and use of records over time. For example, a photograph is the record. A photograph’s metadata might include the date captured, location and subjects photographs, photographer, camera used, resolution, format, compression, etc. Metadata can be embedded in the record, can be automatically added by classifying and saving/capturing a record into a robust **records system**, or needs to be added.

migration – “process of moving records from one hardware or software configuration to another without changing the format.” [ISO 30300:2011, 3.3.8]

physical record - record not captured and stored in digital or binary format. Examples may include papers, photographs, and films made with light-sensitive media, video recordings, phonograph records and older magnetic sound recordings. Also referred to as an **analogue record**.

record (as defined in the **ARA**): “a record of information in any form, including electronic form, but does not include a mechanism or system for generating, sending, receiving, storing or otherwise processing information.” Records are made up of information, but they are something more than information alone. Records are the product of activities - they are created or received in the normal course of business and deliberately captured and 'fixed'. They are defined in terms of their essential purpose and value - which is to provide needed **evidence** of actions and events.

record of archival value (as defined in the **ARA**): “a record of lasting significance to the government or society, such as a record:

- (a) relating to the legal basis, origin, development, organization or activities of the government or its institutions,
- (b) relating to the development or implementation of policies of the government,
- (c) relating to the history of Manitoba, or
- (d) having historical value.”

These records are identified by the **Archives** when records are scheduled, and the **records schedule** authorizes their permanent preservation.

recordkeeping – refers to the entire range of functions involved in creating and managing records throughout their life cycle. It includes:

- creating / capturing adequate records
- maintaining them in trustworthy recordkeeping systems for defined retention periods
- enabling retrieval for use
- controlling access according to defined rules
- disposing of records that are no longer needed, according to formal retention and disposition rules
- maintaining and providing information about records holdings
- documenting recordkeeping practices and actions.

The term **recordkeeping** is used interchangeably with the terms **records management** and **records and information management (RIM)**.

records and information - in everyday language ‘information’ is often used to mean ‘record’. The words can be used interchangeably. But ‘information’ can also refer to discrete pieces of information, or data, which are not the same thing as a record. Since records are made up of information, the quality of the information is also important. Managing information as records provides government with valuable evidence that can be used and re-used, protected, kept for as long as required and disposed of when no longer needed.

records and information management (RIM) - the systematic control of the creation, receipt, retention, use and disposition of records and information. It includes policies, practices and systems used for the management of records and information in an organization. The term is used interchangeably with the terms **recordkeeping** and **records management**.

records management - is about controlling records within a comprehensive regime made up of policies, procedures, systems, processes and behaviours. Together they ensure that reliable **evidence** of actions and decisions is kept and remains available for reference and use when needed, and that the organization benefits from effective management of one of its key assets, its **records**. [TNA UK, 2010] The term is used interchangeably with the terms **recordkeeping** and **records and information management (RIM)**.

records schedule (as defined in the **ARA**): “a formal plan that identifies government records, establishes their retention periods and provides for their disposition.”

records series – a group of records maintained together to support a **function** or **activity**. Records in a series are often related or interdependent. A series may consist of separate, identifiable components. Records series are the basis upon which records are scheduled.

records system - system which captures, manages and provides access to records through time. A system may be manual or automated and includes the processes, procedures and business rules required to operate it.

Records systems make it easy for users to: file, locate, and retrieve the records they need; group related records together so that the ‘complete’ record of the activity or case is available; remove the need for individual or ad hoc decisions on managing records; help prevent the proliferation of duplicates and unmanaged records; and make it possible to apply records management rules – such as access controls and retention periods.

Additional capabilities may include the ability to: document records management actions for audit and accountability purposes; apply holds on records in the case of litigation or FIPPA requests; and transfer records to another system for purposes of migration, change in custody or archival preservation.

retention period – the minimum time that records must be retained prior to **disposition**, as set out in a **records schedule**.

retrieval - temporary return of semi-active records for use by the office responsible for the records.

RIM – see **records and information management**.

schedule – see **records schedule**.

semi-active storage – the off-site storage provided by the **Government Records Centre (GRC)** for government records during their scheduled retention period. Records in semi-active storage are no longer in ‘active’ (frequent) use by the creating office, and therefore may be moved to less costly, off-site storage at the GRC. The records may be retrieved from the GRC for use by the creating office when needed.

transaction – “smallest unit of a **work process** consisting of an exchange between two or more participants or systems.” [ISO/TR 26122:2012, 3.5]

transitory records – see Transitory Records Fact Sheet

https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/transitory_fact_sheet.pdf