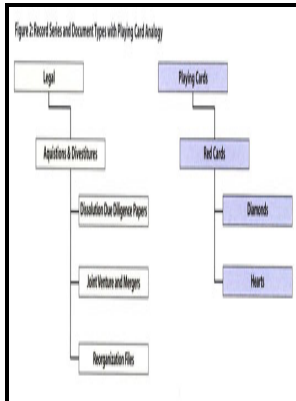


# Glossary of records and information management terms.

## ARMA International - Records Management Terminology



Description: -

-  
 Mass media -- Developing countries -- Case studies.  
 Mitogaku -- Bibliography.  
 Records -- Management -- Dictionaries. Glossary of records and information management terms.  
 -Glossary of records and information management terms.  
 Notes: Includes bibliographical references (p. 29)  
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### Records Management and Archives: Definitions

Policy — a policy is a high level, strategic statement, authorized by the executive management that dictates what type of position the organization has taken on specific issues. Cost engineering may also be called project controls in some industries.

### Glossary of Records Management Terms

See also Active Record, Current Record, and Semiactive Record ARMA International. Task - In project management, a task is a unit of work or activity needed for progress towards project goals. B J K M Q U X Y Z A Access Permission and means to use a record ARMA International.

### ARMA TR 22

Peer review helps to ensure the quality of an information source by publishing only works of proven validity, methodology, and quality. Electronically Stored Information ESI Information created, manipulated, communicated, stored, and best utilized in digital form, requiring the use of computer hardware and software.

### Records Management and Archives: Definitions

Records series: a single record-type or group of related records that as a stand-alone or combined collection of documents represent a business function or process that documents that official business and its transactions. Refers to a logical grouping of applications where indexes and permissions are defined Archival Destruction.

### Glossary of Records Management Terms

Records Management Liaison See Records Coordinator. Also called a records retention and disposition schedule, it provides a minimum period of time that a specific type of record must be preserved. DISPOSITION SCHEDULE Instructions governing retention and disposition of current and noncurrent recurring records series of an organization or agency.

## **Glossary**

Archives acquire historical material through the action of law or through internal institutional regulation or policy. Process management - The act of planning, coordinating, and overseeing processes with a view to improving outputs, reducing inputs and energy costs, and maintaining and improving efficiency and efficacy.

## **Glossary**

Offsite Shredding refers to materials destruction performed at a secure facility.

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