

# Glossary of Digital Preservation Terms & Concepts

Utah State Archives and Records Service

## A

Term:	Definition:
Access	The OAIS entity that contains the services and functions which make the archival information holdings and related services visible to Consumers. (OAIS, p.1-7, Section 1.7.2)
Access Aid	A software program or document that allow Consumers to locate, analyze, and order Archival Information Packages of interest." (OAIS, p.1-7, Section 1.7.2)
Access Collection	A collection of <i>Archival Information Packages (AIPs)</i> that is defined by a <i>Collection Description</i> but for which there is no <i>Packaging Information</i> for the collection in <i>Archival Storage</i> . [Source: Reference Model for an Open Archival Information System (OAIS). Accessed at <a href="http://public.ccsds.org/publications/archive/650x0m2.pdf">http://public.ccsds.org/publications/archive/650x0m2.pdf</a> on August 25, 2015]
Access Copy	A copy/version made from a digital object that is intended for use, so that the original item can be preserved and protected from damage. This is typically an image with low resolution allowing users to see the item such as with a thumbnail or an image preview. [Source: University of Minnesota. <i>Online Digital Preservation Glossary</i> . Accessed at <a href="https://www.lib.umn.edu/dp/glossary#sources">https://www.lib.umn.edu/dp/glossary#sources</a> on August 26, 2015]
Access Format	A chosen format for the <i>Access Copy</i> of a digital object. [Source: ADHS Digital Preservation Glossary. Accessed at <a href="http://www.ahds.ac.uk/preservation/preservation-glossary.pdf">http://www.ahds.ac.uk/preservation/preservation-glossary.pdf</a> on August 26, 2015]
Access Method	"A method for retrieving an Archival Information Package based on its name or identifier, which is available to authorized users." (OAIS, p.1-7, Section 1.7.2)
Access Policy	A set of rules and guidelines that determine how the institution's collections, services, products and databases are accessed. [Source: New Zealand's Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on August 26, 2015]
Access Rights Information	The information that identifies the access restrictions pertaining to the <i>Content Information</i> , including the legal framework, licensing terms, and access control. It contains the access and distribution conditions stated within the <i>Submission Agreement</i> , related to both preservation (by the OAIS) and final usage (by the <i>Consumer</i> ). It also includes the specifications for the application of rights enforcement measures. See also <i>Permissions</i> . [Source: Reference Model for an Open Archival Information System (OAIS). Accessed at <a href="http://public.ccsds.org/publications/archive/650x0m2.pdf">http://public.ccsds.org/publications/archive/650x0m2.pdf</a> on August 25, 2015]
Access Software	"A type of software that presents part of or all of the information content of an Information Object in forms understandable to humans or systems." (OAIS, p.1-7, Section 1.7.2)
Active Record	A record needed to perform current operations, subject to frequent use, and usually located near the user. [Source: ARMA International. <i>Glossary of Records and Information Management Terms</i> , 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Adhoc Order	A request that is generated by a Consumer for information the OAIS has indicated is

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	currently available. (OAIS, p.1-7, Section 1.7.2)
Administration Functional Entity	The OAIS entity that contains the services and functions needed to control the operation of the other OAIS functional entities on a day-to-day basis." (OAIS, p.1-7, Section 1.7.2)
Administrative Metadata	Data that is necessary to manage and use information resources and that is typically external to informational content of resources. Administrative metadata often captures the context necessary to understand information resources, such as creation or acquisition of the data, rights management, and disposition. [Source: Society of American Archivists Glossary. Accessed at <a href="http://www2.archivists.org/glossary/terms/a/administrative-metadata">http://www2.archivists.org/glossary/terms/a/administrative-metadata</a> on September 15, 2015]
Administrative Value	The usefulness of a record in the conduct of an organization's business or the value of a record for the purpose for which it was created. [Source: ARMA International. Glossary of Records and Information Management Terms, 3rd ed. Lenexa, KS: ARMA International, 2007]
Adobe Acrobat	A suite of software programs that can convert documents from a variety of formats to the Portable Document Format (PDF), enabling them to be viewed, but not revised, with a very close approximation of the original formatting on many different computer systems. Acrobat is a registered trademark of Adobe Systems. The Adobe Reader, formerly called Acrobat Reader, is distributed at no cost and can be used to view documents in the Portable Document Format (PDF). [Source: Society of American Archivists Glossary. Accessed at <a href="http://www2.archivists.org/glossary/terms/a/acrobat">http://www2.archivists.org/glossary/terms/a/acrobat</a> on September 15, 2015]
AIFF (.aif)	Audio Interchange File Format. Most often an uncompressed audio file commonly used by Apple computers, but able to be read by other platforms/devices. File extension is .aif. [Source: University of Minnesota. <i>Online Digital Preservation Glossary</i> . Accessed at <a href="https://www.lib.umn.edu/dp/glossary#sources">https://www.lib.umn.edu/dp/glossary#sources</a> on August 26, 2015]
AIP	See Archival Information Package
American Standard Code for Information Interchange (ASCII)	A character-encoding scheme used by many computers. The ASCII standard uses 7 of the 8 bits in a byte to define the codes for 128 characters. Example: In ASCII, the number "7" is treated as a character and is encoded as: 00010111. Because a byte can have a total of 256 possible values, there are an additional 128 possible characters that can be encoded into a byte, but there is no formal ASCII standard for those additional 128 characters. Most IBM-compatible personal computers do use an IBM "extended" character set that includes international characters, line and box drawing characters, Greek letters, and mathematical symbols. See also <i>EBCDIC</i> . [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on August 26, 2015]
API	See <i>Application Programming Interface</i>
Application Programming Interface (API)	An application programming interface (API) is a set of definitions of the ways in which one piece of computer software communicates with another. [Source: New Zealand's Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on August 26, 2015]
Appraisal	Process of evaluating records to determine their retention based on administrative, legal, and fiscal requirements and historical value. [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Archival Information	An Archival Information Package whose Content Information is an aggregation of

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Collection (AIC)	other Archival Information Packages." (OAIS, p.1-7, Section 1.7.2).
Archival Information Package (AIP)	An Information Package, consisting of the Content Information and the associated Preservation Description Information (PDI), which is preserved within an OAIS. (OAIS, p.1-7, Section 1.7.2)
Archival Information Unit (AIU)	"An Archival Information Package whose Content Information is not further broken down into other Content Information components, each of which has its own complete Preservation Description Information. It can be viewed as an 'atomic' AIP. An example of an AIU would be a table of numbers representing temperatures in a certain region with all the associated documentation describing how and where the temperatures were measured, what instruments were used to make the measurements, who made the measurements, why they were made, what processing has been performed on the measurements and who has had custody of these measurements since they were first created, how the measurements relate to other information, how the measurements can be uniquely referenced by others, etc." (OAIS, p.1-8, Section 1.7.2)
Archival Storage Functional Entity	The OAIS entity that contains the services and functions used for the storage and retrieval of Archival Information Packages. (OAIS, p.1-8, Section 1.7.2)
Archival Value	The ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain that justifies their continued preservation. [Source: COSA Education Subcommittee of the State Electronic Records Initiative glossary]
Archive	"An organization that intends to preserve information for access and use by a Designated Community." (OAIS, p.1-8, Section 1.7.2)
Associated Description	The information describing the content of an Information Package from the point of view of a particular Access Aid." (OAIS, p.1-8, Section 1.7.2)
Audit Trail	Data that allows the reconstruction of a previous activity, or which enables attributes of a change (such as date, time or operator) to be stored so that a sequence of events can be documented in the correct chronological order. It is usually in the form of a database or one or more lists of activity data. [Source: COSA Education Subcommittee of the State Electronic Records Initiative glossary]
Authentication [User Authentication]	In the IT context, it is the process of establishing, to the required level of confidence, the identity of one or more parties to a transaction. Consists of identity management (establishing who you are) and login management (confirming who you are). [Source: New Zealand's Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on August 27, 2015]
Authentication [Object]	A mechanism that attempts to establish the authenticity of digital materials at a particular point in time. <i>Digital signatures</i> and <i>Hash Values</i> are possible mechanisms. [Source: New Zealand's Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on August 27, 2015]
Authentication Key	A method used by an individual to authenticate his or her identity over the Internet. Examples of authentication keys include passwords, one-time passwords, software tokens, hardware tokens and biometrics. Authentication keys are also referred to as 'keys'. [Source: New Zealand's Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on August 27, 2015]
Authenticity	A mechanical characteristic of any digital object that reflects the degree of trustworthiness in the object, in that the supportive metadata accompanying the object makes it clear that the possessed object is what it purports to be. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/nds/nds-glossary.html">http://www.digitalpreservation.gov/nds/nds-glossary.html</a> on August 27, 2015]

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Authorization	1. An “authorization” is a right or a permission that is granted to a system entity to access a system resource. 2. An “authorization process” is a procedure for granting such rights. 3. To “authorize” means to grant such a right or permission. [Source: New Zealand’s Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on August 27, 2015]
AVI (.avi)	Audio Video Interleave is a container format for video. There are both compressed and uncompressed codecs that can be used. The file extension is .avi. [Source: University of Minnesota. <i>Online Digital Preservation Glossary</i> . Accessed at <a href="https://www.lib.umn.edu/dp/glossary#sources">https://www.lib.umn.edu/dp/glossary#sources</a> on August 27, 2015]

**B**

<b>Term:</b>	<b>Definition:</b>
Backup	Additional copies of a digital asset made to protect against loss due to unintended destruction or corruption of the primary set of digital assets. The essential attribute of a back-up copy is that the information it contains can be restored in the event that access to the master copy is lost. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Bag	A package of content that conforms to the BagIt Specification (specification available at <a href="http://www.digitalpreservation.gov/documents/bagitspec.pdf">http://www.digitalpreservation.gov/documents/bagitspec.pdf</a> ). Under the specification, a bag consists of a base directory containing a small amount of machine-readable text to help automate the content's receipt, storage and retrieval and a subdirectory that holds the content files. See also <i>BagIt Specification</i> and <i>Bagger</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Bagger	A graphical software application tool to produce a package of data files that conforms to the BagIt Specification. See also <i>BagIt Specification</i> and <i>Bag</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
BagIt Specification	An Internet Engineering Task Force (IETF) Internet-Draft specification for a hierarchical file packaging format for the storage and transfer of arbitrary digital content. Specification available at <a href="http://www.digitalpreservation.gov/documents/bagitspec.pdf">http://www.digitalpreservation.gov/documents/bagitspec.pdf</a> . See also <i>Bag</i> and <i>Bagger</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Best Edition	The edition of a work, published in the United States at any time before the date of deposit that the Library of Congress determines to be most suitable for its purposes. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Best Practices	Procedures and guidelines that are widely accepted because experience and research has demonstrated that they are optimal and efficient means to produce a desired result. [Source: COSA Education Subcommittee of the State Electronic Records Initiative glossary]
Binary Format	Any file format in which information is encoded in some format other than a standard character-encoding scheme. A file written in binary format contains information that is not displayable as characters. Software capable of understanding the particular binary format method of encoding information must be used to interpret the information in a binary-formatted file. Binary formats are often used to store more information in less space than possible in a <i>Character Format</i> file. They can also be searched and analyzed more quickly by appropriate software. A file written in binary format could store the number "7" as a binary number (instead of as a character) in as little as 3 bits (i.e., 111), but would more typically use 4 bits (i.e., 0111). Binary formats are not normally portable, however. Software program files are written in binary format. Examples of numeric data files distributed in binary format include the IBM-binary versions of the Center for Research in Security Prices files and the U.S. Department of Commerce's

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	<p>National Trade Data Bank on CD-ROM. The International Monetary Fund distributes International Financial Statistics in a mixed-character format and binary (packed-decimal) format. SAS and SPSS store their system files in binary format. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]</p>
Bit	<p>A bit is the smallest unit of information that a computer can work with. Each bit is either a "1" or a "0". Often computers work with groups of bits rather than one bit at a time; the smallest group of bits a computer usually works with is a Byte, which is 8 bits. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]</p>
Bit-Level Preservation	<p>A baseline preservation approach that ensures the integrity of digital objects and associated metadata over time in their original form, even as the physical storage media which houses them evolves and changes. Also known as "bit preservation." [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]</p>
Bit Loss	<p>The corruption of the lowest level of information associated with digital data in transmission or during storage. [Source: COSA Education Subcommittee of the State Electronic Records Initiative glossary]</p>
Bitstream	<p>Contiguous or non-contiguous data within a file that has meaningful common properties for preservation purposes. [Source: New Zealand's Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on September 15, 2015]</p>
Born-digital	<p>A descriptor for information that is created in digital form, as opposed to digitized from analog sources. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]</p>
Broadcast Wave (BWF or BWAV)	<p>A file format intended for the exchange of audio material between different broadcast environments and equipment based on different computer platforms. Based on the Microsoft WAVE audio file format, Broadcast Wave adds a required "Broadcast Audio Extension" (bext) chunk to hold the minimum information considered necessary for broadcast applications. File extensions include .wav, .bwf, and .bwav. [Source: University of Minnesota. <i>Online Digital Preservation Glossary</i>. Accessed at <a href="https://www.lib.umn.edu/dp/glossary#sources">https://www.lib.umn.edu/dp/glossary#sources</a> on September 15, 2015]</p>
Business Continuity	<p>Describes the processes and procedures an organization puts in place to ensure that essential functions can continue during and after a disaster. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]</p>
Byte	<p>Eight <i>Bits</i>. A byte is simply a chunk of 8 ones and zeroes. For example: 01000001 is a byte. A computer often works with groups of bits rather than individual bits and the smallest group of bits that a computer usually works with is a byte. A byte is equal to one column in a file written in character format. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on</p>

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**C**

<b>Term:</b>	<b>Definition:</b>
Cataloging	The process of providing access to materials by creating formal descriptions to represent the materials and then organizing those descriptions through headings that will connect user queries with relevant materials. - 2. The process of providing such access, plus additional work to prepare the materials for use, such as labeling, marking, and maintenance of authority files. The United States data content standard for cataloging archival collections is <i>Archives, Personal Papers, and Manuscripts</i> . The equivalent Canadian standard is <i>Rules for Archival Description</i> . The standard for bibliographic materials in English-speaking countries is <i>Anglo-American Cataloguing Rules</i> . [Source: Society of American Archivists Glossary. Accessed at <a href="http://www2.archivists.org/glossary/terms/c/cataloging">http://www2.archivists.org/glossary/terms/c/cataloging</a> on September 15, 2015]
CD-ROM	Compact Disc Read-Only Memory (CD-ROM) is a storage medium. Data are "stamped" onto the disc during the burning/saving process. The disc is read-only. A variant has appeared that is rewritable (CD-RW), but this variant is not recommended for dissemination of archival data. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]
Chain of Custody	A process used to maintain and document the chronological history of the handling, including the transfer of ownership, of any arbitrary digital file from its creation to a final state version. See also "provenance." [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Character-Encoding Scheme	A method of encoding characters including alphabetic characters (A-Z, uppercase and lowercase), numbers 0-9, punctuation and other marks (e.g., comma, period, space, &, *), and various "control characters" (e.g., tab, carriage return, linefeed) using binary numbers. For a computer to print a capital "A" or a number "7" on the computer screen, for instance, we must have a way of telling the computer that a particular group of bits represents an "A" or a "7". There are standards, commonly called "character sets," that establish that a particular byte stands for an "A" and a different byte stands for a "7". The two most common standards for representing characters in bytes are <i>ASCII</i> and <i>EBCDIC</i> . [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]
Character Format	Any file format in which information is encoded as characters using only a standard character-encoding scheme. A file written in "character format" contains only those bytes that are prescribed in the encoding scheme as corresponding to the characters in the scheme (e.g., alphabetic and numeric characters, punctuation marks, and spaces). A file written in the ASCII character format, for instance, would store the number "7" in eight bits (i.e., one byte): 00010111. A file written in EBCDIC would store the number "7" in eight bits as 11110111. Contrast with <i>binary format</i> . [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]
Checksum	An algorithmically-computed numeric value for a file or a set of files used to



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	validate the state and content of the file for the purpose of detecting accidental errors that may have been introduced during its transmission or storage. The integrity of the data can be checked at any later time by recomputing the checksum and comparing it with the stored one. If the checksums match, the data was almost certainly not altered. See also <i>Fixity Check</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Client	An application which exchanges information with another application (see also Consumer)." (OAIS, p.1-8, Section 1.7.2)
Codec	A codec is the means by which sound and video files are compressed for storage and transmission purposes. There are various forms of compression: 'lossy' and 'lossless', but many codecs perform lossless compression because of the much larger data reduction ratios that occur with lossy compression. Most codecs are software, although in some areas codecs are hardware components of image and sound systems. Codecs are necessary for playback, since they uncompress [or decompress] the moving image and sound files and allow them to be rendered. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]
Collection Description	A type of Package Description that is specialized to provide information about an Archival Information Collection for use by Access Aids. (OAIS, p.1-8, Section 1.7.2)
Common Services	The supporting services such as inter-process communication, name services, temporary storage allocation, exception handling, security, and directory services necessary to support the OAIS. (OAIS, p.1-8, Section 1.7.2)
Complex Digital Object	A group of multiple digital entities that are managed and preserved as one or more groups. [Source: New Zealand's Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on September 15, 2015]
Compression	A method of reducing the size of computer files. There are several compression programs available, such as gzip and WinZip. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]
Compression Ratio or Reduction Ratio	The ratio that is used to discuss the quantity of original data versus the quantity of data after compression. [Source: ISPCR Glossary of Selected Social Science Computing Terms and Social Science Data Terms. Accessed at <a href="http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary">http://www.icpsr.umich.edu/icpsrweb/datamanagement/support/glossary</a> on September 15, 2015]
Conceptual Data Model	A data model that represents an abstract view of the real world. (ISO 11179-3) A higher-level data artifact that is often used to explore domain concepts with project stakeholders. Logical data models are often derived from conceptual data models. At this level, the data modeler attempts to identify the highest-level relationships among the different entities. [Source: New Zealand's Archives Glossary Digital Continuity Definitions. Accessed at <a href="http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions">http://archives.govt.nz/advice/continuum/glossary/digital-continuity-definitions</a> on September 15, 2015]
Consumer	"The role played by those persons, or client systems, who interact with OAIS services to find preserved information of interest and to access that information in detail. This can include other OAISs, as well as internal OAIS persons or systems." (OAIS, p.1-8, Section 1.7.2)
Content Data Object	The Data Object, that together with associated Representation Information, is the

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	original target of preservation. (OAIS, p.1-8, Section 1.7.2)
Content Information	The set of information that is the original target of preservation. It is an Information Object comprised of its Content Data Object and its Representation Information. An example of Content Information could be a single table of numbers representing, and understandable as, temperatures, but excluding the documentation that would explain its history and origin, how it relates to other observations, etc. (OAIS, p.1-8, Section 1.7.2)
Context Information	The information .that documents the relationships of the Content Information to its environment. This includes why the Content Information was created and how it relates to other Content Information objects. (OAIS, p.1-8, Section 1.7.2)
Co-operating Archives	Those archives that have Designated Communities with related interests. They may order and ingest data from each other. At a minimum, Co-operating Archives must agree to support at least one common Submission Information Package (SIP) and Dissemination Information Package (DIP) for inter-archive requests. (OAIS, p.1-9, Section 1.7.2)

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**D**

<b>Term:</b>	<b>Definition:</b>
Department of Administrative Services	
Derivative	A transformed version of an original source file, often called a "service," "access," "delivery," "viewing" or "output" file, used to facilitate access to or additional use of the content. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Digital Content	Any arbitrary item created, published or distributed in a digital form, including, but not limited to text, data, sound recordings, photographs and images, motion pictures and software. Used interchangeably with <i>Digital Materials</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Digital Materials	Any arbitrary item created, published or distributed in a digital form, including, but not limited to text, data, sound recordings, photographs and images, motion pictures and software. Used interchangeably with <i>Digital Content</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Digital Object	A conceptual term that describes an aggregated unit of digital content comprised of one or more related digital files. These related files might include metadata, derivative versions and/or a wrapper to bind the pieces together. [Source: ARMA International. Glossary of Records and Information Management Terms, 3rd ed. Lenexa, KS: ARMA International, 2007]
Digital Preservation	The series of managed activities, policies, strategies and actions to ensure the accurate rendering of digital content for as long as necessary, regardless of the challenges of media failure and technological change. [Source: ARMA International. Glossary of Records and Information Management Terms, 3rd ed. Lenexa, KS: ARMA International, 2007]
Digital Signature	A method to authenticate digital materials that consists of an encrypted digest of the file being signed. The digest is an algorithmically-computed numeric value based on the contents of the file. It is then encrypted with the private part of a public/private key pair. To prove that the file was not tampered with, the recipient uses the public key to decrypt the signature back into the original digest, recomputes a new digest from the transmitted file and compares the two to see if they match. If they do, the file has not been altered in transit by an attacker. See also <i>Checksum</i> and <i>Fixity Check</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 27, 2015]
Disposition	"A final administrative action taken with regard to records, including destruction, transfer to another entity, or permanent preservation." [Source: ARMA International. Glossary of Records and Information Management Terms, 3rd ed. Lenexa, KS: ARMA International, 2007]

## Glossary of Digital Preservation Terms & Concepts

### **E**

<b>Term:</b>	<b>Definition:</b>
Emulation	A means of overcoming technological obsolescence of hardware and software by developing techniques for imitating obsolete systems on future generations of computers. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Essential Records	See "Vital Records"

**F**

<b>Term:</b>	<b>Definition:</b>
File Format	Packages of information that can be stored as data files consisting of a fixed byte-serialized encoding of a specified information model, and/or a fixed encoding of that encoding in a tangible form on a physical storage structure. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Fiscal Value	“Worth of records for the conduct of current or future financial business and/or evidence thereof.” [Source: ARMA International. Glossary of Records and Information Management Terms, 3rd ed. Lenexa, KS: ARMA International, 2007]
Fixity Check	A mechanism to verify that a digital object has not been altered in an undocumented manner. Checksums, message digests and digital signatures are examples of tools to run fixity checks. Fixity information, the information created by these fixity checks, provides evidence for the integrity and authenticity of the digital objects and are essential to enabling trust. See also <i>Checksum</i> and <i>Digital Signature</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Format Migration	A means of overcoming technical obsolescence by preserving digital content in a succession of current formats or in the original format that is transformed into the current format for presentation. The purpose of format migration is to preserve the digital objects and to retain the ability for clients to retrieve, display, and otherwise use them in the face of constantly changing technology. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]

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**G**

<b>Term:</b>	<b>Definition:</b>
General Records Retention Schedule	“A records schedule governing specified series of records common to several or all agencies or administrative units of a corporate body, which are sometimes characterized as functional retention schedules.” [Source: ARMA International. Glossary of Records and Information Management Terms, 3rd ed. Lenexa, KS: ARMA International, 2007]
Government Records Access and Management Act (GRAMA)	

## H

<b>Term:</b>	<b>Definition:</b>
Hard Copy	“Synonymous with paper.” [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Historical Value	“Determination that records possess value in documenting the history of an organization and are thus worthy of permanent preservation.” [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]

## Glossary of Digital Preservation Terms & Concepts

### I

<b>Term:</b>	<b>Definition:</b>
Inactive Record	"A record no longer needed to conduct current business but preserved until it meets the end of its retention period." [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Ingest	The process through which digital objects are added into a managed environment. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Instance	Any particular instantiation of a digital file, object or collection. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Integrity	See <i>Fixity Check</i> .



**J**

<b>Term:</b>	<b>Definition:</b>
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**K**

<b>Term:</b>	<b>Definition:</b>
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Glossary of Digital Preservation Terms & Concepts

**L**

<b>Term:</b>	<b>Definition:</b>
Legal Value	"Usefulness of a record in complying with statutes and regulations, as evidence in legal proceedings, as legal proof of business transactions, or to protect an individual's or organization's rights and interests." [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Life Cycle	A set of iterative, modular processes that govern the creation, acquisition, selection, description, sustainability, access and preservation of digital content over time. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Life Cycle of Record	"Distinct phases of a record's existence, from creation to final disposition." This usually consists of creation, maintenance and use, and final disposition. [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]

**M**

<b>Term:</b>	<b>Definition:</b>
Metadata: Administrative	Administrative metadata comprises both technical and preservation metadata and is generally used for internal management of digital resources. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Metadata: Descriptive	Metadata that identifies a resource and describes its intellectual content for purposes such as discovery and identification. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Metadata: Preservation	The contextual information necessary to carry out, document, and evaluate the processes that support the long-term retention and accessibility of digital content. Preservation metadata documents the technical processes associated with preservation, specifies rights management information, establishes the authenticity of digital content, and records the chain of custody and provenance for a digital object. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Metadata: Rights Management	Administrative metadata that indicates the copyrights, user restrictions, and license agreements that might constrain the end-use of digital content (including metadata files). [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Metadata: Structural	Metadata used to describe the logical or physical types, versions, relationships or other characteristics of content files comprising a complex digital object. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Metadata: Technical	Metadata that describes the technical state of and process used to create a file. Often closely related either to its file format or the original software used to create the file, e.g. scanning equipment and settings used to create or modify a digital object. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Migration	Use instead either <i>Format Migration</i> or <i>Storage Migration</i>

**N**

<b>Term:</b>	<b>Definition:</b>
Non-record	"Item that is not usually included within the scope of official records." Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]

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### O

<b>Term:</b>	<b>Definition:</b>
Off-site Storage	"A potentially secure location, remote from the primary location, at which inactive or vital records are stored." [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
On-site Storage	"Storage of records on the premises of the organization." [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Open Records Portal	
Organizational Unit	A department, division, directorate, program, sector or other group working to curate and preserve a digital collection. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]

**P**

<b>Term:</b>	<b>Definition:</b>
Package (Noun)	Any arbitrary container of digital data. See <i>Package (Verb)</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Package (Verb)	The act of creating an arbitrary container of digital data. See <i>Package (Noun)</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Permanent	"A record that has been determined to have sufficient historical, administrative, legal, fiscal, or other value to warrant continuing preservation." [Source: ARMA International. Glossary of Records and Information Management Terms, 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Permissions	The access available to system users attached to specific roles in a computing environment, as well as the mechanism for administering access to a specific object on a computer system. Depending on the system or application, permissions can be defined for a specific user, specific groups of users, or all users; or for a role, or groups of roles; or based on one or more user attributes. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Portable Document Format (PDF and PDF-A)	A file format developed by Adobe Systems that can be used to distribute formatted output, including text and graphics, from a variety of applications to users working on a variety of platforms. The PDF format can be created using a variety of authoring tools, including Acrobat. The format can be read using the freely distributed Adobe Reader (previously called Acrobat Reader), which is both a stand-alone application and a plug-in for browsers. PDF is not perfectly platform-independent as it requires a reader to render the file, although reader software exists for most platforms. PDF-A is an extension of the format intended to be appropriate for the long-term preservation of digital documents. [Source: Society of American Archivists Glossary. Accessed at <a href="http://www2.archivists.org/glossary/terms/p/portable-document-format">http://www2.archivists.org/glossary/terms/p/portable-document-format</a> on September 15, 2015]
Preservation Copy	Digital content targeted for preservation that is considered the master version of the intellectual content of any arbitrary digital resource. Preservation master files may capture additional information about the original beyond the content itself. Because they are created to high capture standards, preservation master files could take the place of the original record if the original was destroyed, damaged, or not retained. Preservation masters generally do not undergo significant processing or editing. Preservation masters are often used to make other copies including reproduction and distribution copies. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Process (Noun)	A continuous and regular action or succession of actions occurring or performed in a definite manner, and having a particular result or outcome; a sustained operation or series of operations. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Process (Verb)	To register or interpret (information, data, etc.); Computing to operate on (data) by means of a program [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]

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	on August 31, 2015]
Provenance	Information on the origin of a digital object and also on any changes that may have occurred over the course of its life cycle. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]



**Q**

<b>Term:</b>	<b>Definition:</b>
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**R**

<b>Term:</b>	<b>Definition:</b>
Received Version	The primary authentic and unique item, either the original or the closest surviving surrogate or copy, as originally acquired by the Library. See also <i>Preservation Copy</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsas/ndsas-glossary.html">http://www.digitalpreservation.gov/ndsas/ndsas-glossary.html</a> on August 31, 2015]
Records Inventory	"A detailed listing that includes the types, locations, dates, volumes, equipment, classification systems, and usage data of an organization's records in order to evaluate, appraise, and organize the information." [Source: ARMA International. <i>Glossary of Records and Information Management Terms</i> , 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Records Management	"The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records." [Source: ARMA International. <i>Glossary of Records and Information Management Terms</i> , 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Records Ombudsman	
Records Retention Schedule	"A comprehensive list of records series, indicating for each the length of time it is to be maintained and its disposition." [Source: ARMA International. <i>Glossary of Records and Information Management Terms</i> , 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Records Series	"A group of related records filed/used together as a unit and evaluated as a unit for retention purposes, e.g., a personnel file consisting of an application, reference letters, benefit forms, etc." [Source: ARMA International. <i>Glossary of Records and Information Management Terms</i> , 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]
Restricted Use	A category of digital content restricted for any number of reasons including copyright restrictions, donor agreements, security clearance, presence of personally identifying information (PII), or simply that the content is intended for internal use only. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsas/ndsas-glossary.html">http://www.digitalpreservation.gov/ndsas/ndsas-glossary.html</a> on August 31, 2015]
Retention Period	"Length of time a record must be kept to meet administrative, fiscal, legal, or historical requirements." [Source: ARMA International. <i>Glossary of Records and Information Management Terms</i> , 3 <sup>rd</sup> ed. Lenexa, KS: ARMA International, 2007]

**S**

<b>Term:</b>	<b>Definition:</b>
Schema	A formal description of a data structure. For XML, a common way of defining the structure, elements, and attributes that are available for use in an XML document that complies to the schema. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
State Archives	
State Records Center	
State Records Committee	
Storage Migration	The process of copying content from one generation or configuration of digital data storage onto an updated generation or configuration. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Storage: Archival	The category of digital storage that provides the services and functions for the long-term storage, maintenance and retrieval of digital objects. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Storage: Nearline	A term used in computer science to describe an intermediate type of data storage that represents a compromise between online storage (supporting frequent, very rapid access to data) and offline storage/archiving (used for backups or long-term storage, with infrequent access to data). "Nearline" is a contraction of "near-online." See also <i>Offline Storage</i> and <i>Online Storage</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Storage: Offline	Any digital storage medium that must first be attached to a computing device before being made accessible to the computing system. Offline storage may be in the form of tape drives, fixed media (CDs, DVDs, flash drives) or hard drives that are not continuously network accessible. Also called removable storage. See also <i>Nearline Storage</i> and <i>Online Storage</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]
Storage: Online	Local or network-accessible storage utilized for data that is immediately accessible to an application without the need to stage it in from a lower tier of storage. See also <i>Nearline Storage</i> and <i>Offline Storage</i> . [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]

# I

<b>Term:</b>	<b>Definition:</b>
Transitory Record	"A record that has little or no documentary or evidential value and that need not be set aside for future use." [Source: ARMA International. Glossary of Records and Information Management Terms, 3rd ed. Lenexa, KS: ARMA International, 2007]

**U**

<b>Term:</b>	<b>Definition:</b>
Unique Identifier	A string that uniquely identifies an object within an identification scheme. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html">http://www.digitalpreservation.gov/ndsa/ndsa-glossary.html</a> on August 31, 2015]

**V**

<b>Term:</b>	<b>Definition:</b>
Validation	The process of making sure that data is correct and useful when checked against a set of data validation rules. These might include rules for package or file structure or specific file format profiles. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/nds/nds-glossary.html">http://www.digitalpreservation.gov/nds/nds-glossary.html</a> on August 31, 2015]
Verify	The process of checking a copy of a data file to make sure that it is exactly equal to the original data file, or that a file remains unchanged over time. [Source: the National Digital Stewardship Alliance (NDSA) Glossary. Accessed at <a href="http://www.digitalpreservation.gov/nds/nds-glossary.html">http://www.digitalpreservation.gov/nds/nds-glossary.html</a> on August 31, 2015]
Vital Records	“Records that are fundamental to the functioning of an organization. Certain vital records contain information critical to the continued operation or survival of an organization during or immediately following a crisis. Such records are necessary to continue operations without delay under abnormal conditions. They contain information necessary to recreate an organization’s legal and financial status and to preserve the rights and obligations of stakeholders.” [Source: Vital Records: Identifying, Managing, and Recovering Business-Critical Records, ANSI/ARMA 5-2003, p. 6]

**W**

Term:	Definition:
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**X**

<b>Term:</b>	<b>Definition:</b>
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**Y**

<b>Term:</b>	<b>Definition:</b>
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**Z**

<b>Term:</b>	<b>Definition:</b>
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## **Sources**