

Glossary

Access. The permission to consult records.

Accession.

- (1) To take over records from an agency for storage when they are no longer being used.
- (2) A body of records so taken over (by a Federal Records Center, for example).

Accountable Officers Accounts. Specific documents prepared by accountable officers, required by the General Accounting Office to be kept for audit. Also called "site audit records."

Active Records. Current records which must be kept in HUD offices due to frequent reference. (This usually means records that are used more than once per file drawer per month.)

Administrative Records. See "Housekeeping Records."

Administrative Value. In appraisal, the usefulness of records to an agency in conducting current business.

Administratively Restricted Information. Privileged or other nonsecurity-classified information in records sometimes marked "For Official Use Only" or "Limited Official Use" to prevent unauthorized disclosure. See "Classified Information."

Appraisal. Deciding the value and thus the disposition of records based on their administrative uses, evidential and informational or research value, arrangement, and relationship to other records.

Architectural Drawings. Graphic and engineering drawings that show information needed to plan and construct buildings.

Archival Value. The finding by NARA's appraisal archivist that records are worthy of permanent preservation by the National Archives. See "Historical Value."

Archives.

- (1) Permanently valuable records, in whatever form, that are created or received by an agency for its official purposes and made a part of its official documentation.
- (2) An agency set up to preserve and make such records available for use, or a building in which such records are kept (the National Archives, for example).

Audiovisual Records. Motion pictures, still pictures, sound recordings, video recordings, and related documentation.

Automatic Data Processing (ADP) Records. Records of systems for recording and processing data on magnetic media. Also called electronic or "machine-readable" records.

Case File. A file with records on a specific action, event, person, place, project or other subject. Sometimes called "project file" or "transaction file."

Classified Information. Records or information requiring safeguards against unauthorized disclosure to protect national security.

Closed File. A file (usually in a series) on which action is assumed to be complete and to which no papers are to be added.

Convenience File. A file of nonrecord, informational papers kept near the user's desk for immediate reference.

Cubic Feet. A measurement of the volume of records.

Current Records. See "Active Records."

Custody. The maintenance of guardianship of records by the agency that made them or its successor, a Records Center, or the National Archives.

Cutoff. Ending (closing) files at regular intervals to permit their transfer, retirement, or destruction in complete file blocks. Under this process, a file is closed regularly at the end of a specified time or an event, and a new file is set up. Also called "file break."

Design and Construction Drawings. See "Architectural Drawings."

Disposal. Physical destruction of textual records; removal of data from magnetic tapes by deleting, scratching or erasing; physical destruction of other media which cannot be erased and reused or salvaged.

Disposal Authority. The legal authority for destroying records, obtained from the Archivist of the United States and, for certain series, from the Comptroller General.

Disposal List. A document giving one-time authority for destroying certain nonrecurring records.

Disposition. A broad term which can mean:

- (1) Destruction of records.
- (2) Retirement of records to a Federal Records Center or transfer to the National Archives.
- (3) Transfer of records from one office or agency to another.
- (4) Donation to a non-Federal group or person.

Emergency Destruction. Destroying records under abnormal circumstances, as provided by law or regulations.

Evidential Value. The value of agency records to document its organization and operations.

File Break. See "Cutoff."

File Custodian. The person named to set up and operate a file station. Also called "recordkeeper."

Fiscal Value. The usefulness of records for information about an agency's financial transactions and obligations.

General Records Schedules. Records disposition schedules issued by the National Archives and Records Administration (NARA), listing administrative records common to several or all Federal agencies. Use of the GRS is mandatory.

Historical Value. The usefulness of records for historical research on the agency that made them or for information about persons, places, events, or things. See also "Research Value."

Holding Area. Agency space assigned for the temporary storage of inactive records before their retirement to a Federal Records Center. Also called "staging area."

Housekeeping Records. The budget, fiscal, personnel, supply, and other records relating to operations normally common to all agencies, in contrast to records on a specific agency program. See "Program Records."

Inactive Records. Records which are seldom used but which must be kept, temporarily or permanently (in offices, Federal Records Centers, or archives), because of legal or historical and research value.

Informational Value. The value of records based on the information they contain on matters the agencies deal with, instead of information on the agencies themselves.

Inventory.

- (1) A survey of office files before developing a schedule. Generally includes series titles, inclusive dates, use, volume, arrangement, and duplication.
- (2) A detailed inventory listing is a finding aid used to reference records stored in a Federal Records Center or transferred to other agencies or between HUD offices.

Legal Value. The usefulness of records as evidence of legally enforceable rights or obligations of governments and/or private persons.

Maceration. Destroying records by shredding or chopping so they can't be read or put together again.

Machine-Readable Records. See "Automatic Data Processing Records."

Maintenance of Records.

- (1) For current records: All operations which are part of the upkeep of an organized filing system. Includes classifying, indexing, sorting, filing, and referencing records.
- (2) For records in a Federal Records Center or archives: Their proper storage, protection, and repair if needed.

Microfilm.

- (1) In general, the process of making a miniature photographic copy of a document.
- (2) The term also applies to a long strip or roll of film that is 16mm, 35mm, 70mm, or 105mm in width and has a series of micro images.

Microform. Any miniaturized form containing micro images, such as microcards, microfiche, and microfilm.

Noncurrent Records. Records that are no longer needed for current business and can be retired to a Federal Records Center or destroyed.

Nonrecord Material. Papers (or other media) not meeting the requirements for "record material." Include stocks of publications, directives, library material, duplicate copies of record material (such as reading files), catalogs, and papers of transitory value (such as drafts, worksheets, informal notes, and routing slips). Nonrecord materials should be destroyed when no longer needed.

Offer. A document requesting NARA's selection of records for permanent retention and immediate or future transfer to the National Archives without going through the scheduling process. An offer can cover:

- (1) Unscheduled records no longer being created, or
- (2) Unusually significant records which are part of a series scheduled as disposable.

Official Files. See "Record Material."

Permanent Records. Records appraised by NARA as having lasting value because they:

- (1) Document the organization and functions of the Federal agency that created or received them, and/or

(2) Contain significant information on persons, things, problems, and conditions with which the agency dealt.

Program Records. Records of the policies, plans, procedures and day-to-day operations of an agency in carrying out its assigned functions.

Record Copy. The copy of a document specifically intended to be kept as a record. Also called "official file copy."

Record Material. Papers, photographs, maps, or other documentary materials, regardless of physical form or characteristics, which have documentary or evidential value. Such papers, created or received in the course of agency business, are kept as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities because of their informational value. Also called "official files."

Record Set. The group of serial issuances (e.g., press releases, handbooks, or notices) that, among many groups of copies, is kept to serve as the official record.

Records Disposition Schedules. A complete listing and description of records created or received which gives their authorized retention and disposition instructions. Schedules provide for the periodic retirement of records to Federal Records Centers as well as for their final disposal or retention. Also called "records control schedules."

Research Value. The usefulness of records for research by the Government, private organizations, and scholars. See also "Historical Value."

Retention Period. The period of time that records must be kept. Records are kept in offices while active and in Federal Records Centers or the National Archives after they become inactive.

Retirement. Movement of inactive records to Federal Records Centers for storage.

Sampling. Selecting part of a body of similar records for retention to represent the whole.

Scheduled Item. A type or group of records separately listed and described in a records disposition schedule.

Scheduled Records. Records given retention periods and disposition authority in HUD records disposition schedules or General Records Schedules.

Screening. Removing from a group of records any material eligible for destruction. Also called "purging" or "weeding."

Series. A separately kept group of files with similar traits such as similar subject matter, a single system of arrangement, similar types of papers within each folder, and the like. Each record series is the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for disposal purposes.

Shelf List. Series-by-series list of records arranged in the order in which they are retired to a Federal Records Center and arranged there on the shelves or stacks. (Prepared on SF 135 and SF 135A.)

Source Documents. Documents supplying input data for ADP records systems.

Staging Area. See "Holding Area."

Tickler File. A file set up by date to help select records for disposal when they become due.

Textual Records. Handwritten or typed materials or copies, as distinct from cartographic, audiovisual, and ADP records.

Transaction File. See "Case File."

Transfer. The movement of records out of office space and equipment to the National Archives, another Federal agency or elsewhere within HUD.

Unscheduled Records. Records not having an authorized disposition. Includes records covered by an SF 115 approved before May 14, 1973, for which no final disposition was given (i.e., the disposition instruction was "permanent," "retain," "disposal not authorized," or the like).

Working Papers. Rough notes, calculations, or drafts used in preparing or analyzing other documents.

Acronyms

ADP	Automatic (or automated) data processing
ASCII	American Standard Code for Information Interchange
CFR	Code of Federal Regulations
CF	cubic foot (feet)
DRMO	Departmental Records Management Officer
EMF	Employee medical folder
FRC	Federal Records Center

GAO	General Accounting Office
GRS	General Records Schedule(s)
IRM	Information resources management
NARA	National Archives and Records Administration
NPRC	National Personnel Records Center
OF	Optional form
OPF	Official personnel folder
POH	Primary organization head
RG	Record group
RMLO	Records Management Liaison Officer
SF	Standard form
U.S.C.	United States Code
WNRC	Washington National Records Center