

# ARMS 2006 GLOSSARY

## A

**ACTIVE RECORD:** A record that is referenced or used on a regular basis. Active records are usually retained in offices close to users.

**ADDITIONAL RECORD:** Refers to any other copy of a record (other than the official record) required for administrative purposes. Additional records cannot be disposed of without an approved policy. For more information, see the [Saskatchewan Records Management Guidelines](#).

**ADMINISTRATIVE RECORDS:** Records pertaining to administration or "housekeeping" activities of the organization not central to the mandated function of the institution in question. For most government departments and some crown corporations, administrative records may include the management of facilities, property, material, finances, human resources, and information systems.

**ADMINISTRATIVE RECORDS MANAGEMENT SYSTEM 2006 (ARMS 2006):** Government-wide standard incorporating function/subject based classification system with a retention schedule for administrative records. ARMS 2006 supersedes ARMS and the Saskatchewan Administrative Records System (SARS). ARMS 2006 is maintained by the Saskatchewan Archives Board.

**APPRAISAL** see **RECORDS APPRAISAL**

**ARCHIVAL RECORDS:** Records which have archival value.

**ARCHIVAL VALUE:** Records of administrative, operational, legal, financial, evidential, informational, cultural, or commercial value that have sufficient historical significance to be worthy of permanent preservation.

**ARCHIVES:** Facilities where records are preserved because of their continuing historical value.

**ARCHIVES ACT:** *The Archives Act, 2004* sets out the requirements for the proper disposal of all public documents. It also gives authority to the

Saskatchewan Archives Board to collect records of the Government of Saskatchewan which are deemed by the Provincial Archivist to possess long term historical value.

**AUDIT:** A regular examination and verification of a specific activity.

**AUDIT TRAIL:** A procedure that provides documentation for regular examination and verification.

## B

**BLOCK NUMERIC SYSTEM:** A records classification system based on the assignment of blocks or groups of numbers to records related to the same functions, activities, subjects, etc.

## C

**CASE FILE:** A type of file containing a variety of material relating to a specific action, event, person, place, project, or other subject (i.e. project file, client file, employee file, etc.)

**CENTRALIZED RECORDS STORAGE SYSTEM:** A system providing housing for all active records in one location.

**CHRONOLOGICAL FILES:** These files consist of records compiled to serve administrative purposes only - they do not include records of a transitory nature created for short-term reference purposes (e.g. convenience photocopies).

**CLASSIFICATION SYSTEM:** A logical and systematic arrangement of records or files into groups or categories of functions or activities. This arrangement is based on some definite scheme of natural relationships using numbers, letters or key words for identification.

**CONCORDANCE TABLE:** Tables in ARMS 2006 providing easy reference to all primaries and secondaries that have been changed from both ARMS and SARS.

**CONFIDENTIAL RECORD:** A record containing certain information that requires protection against unauthorized access or disclosure in accordance with a security classification system.

**CONVENIENCE COPIES:** Copies of records produced for short-term reference. These can be photocopies, electronic records or any other copy provided a classified and scheduled record exists. Convenience copies do not need to be scheduled. They can be disposed of without written authorization from the Provincial Archivist.

**CONVERSION LIST:** A list maintained to facilitate access and retrieval of information until a new classification system is adopted. It cross-references the formerly used file numbers/titles with the new ones.

**CONVERSION PROCESS** see **FILE CONVERSION**

**CROSS-REFERENCE:** A notation that directs the user to another location where the record or information may be found.

**CURRENT RECORDS:** Records in active use.

## D

**DATABASE:** A collection of interrelated data files or a system managing data files electronically.

**DESTRUCTION:** Destruction occurs when records have served the required retention period and have been identified for destruction according to the Final Disposition (FD) column in ARMS 2006 or if the records have been reviewed by the Saskatchewan Archives Board and determined to possess no long-term historical significance.

**DESTRUCTION NOTIFICATION:** For **ADMINISTRATIVE** records with **DESTROY (D)** in the Final Disposition Column of ARMS 2006. Notification sent to the Saskatchewan Archives Board advising that certain administrative records have met their retention periods and have been destroyed. A *Destruction Notification Form*, which is provided by the Saskatchewan Archives Board, must be used. This includes the name of personnel authorizing destruction (head of institution or designate), date of destruction, where the destruction took place, who witnessed it, and the method of destruction.

**DIRECTIVE:** An instruction from management, usually addressing policy and procedure.

**DISPOSAL REQUEST:** Request sent to the Archives to request disposal of **OPERATIONAL** records that have met their required retention periods. Disposal can include destruction or transfer of records to the Saskatchewan Archives Board. Disposal requests must be made on a *Disposal Request Form*, which is provided by the Saskatchewan Archives Board. An inventory must accompany the *Disposal Request Form*. Inventory forms are available from the Saskatchewan Archives Board. Other inventory forms (department or Records Centre) may be used, providing the relevant information is included.

**DISPOSITION** see **FINAL DISPOSITION**

**DOCUMENT:** A single record item (letter, memorandum, form, etc.).

**DRAFT:** A version of a document that is not finalized.

## E

**ELECTRONIC RECORDS:** Records communicated and maintained by means of electronic equipment, including word processor documents, email messages, spreadsheets, scanned documents, presentations, hypertext documents, multimedia documents, digital, audio and video, and dynamically interlinked documents.

## F

**FILE CLASSIFICATION SYSTEM** see **CLASSIFICATION SYSTEM**

**FILE CONVERSION:** The process of changing from one filing system to another.

**FILE OPERATIONS:** The activities necessary to maintain a records classification system. File operation functions include: mail management, sorting, registration, classification, indexing and cross-reference, location control, filing, charge-out, distribution, recall and search, re-filing, physical maintenance, purging, and retention and disposal.

**FILE SERIES** see **RECORD SERIES**

**FILING:** The action of sorting records into predetermined sequences.

**FINAL DISPOSITION:** The action taken with regard to the disposal of inactive records. Final disposition can involve either the physical destruction of records or appraisal; appraisal can result in transfer of the records to the Saskatchewan Archives Board for permanent preservation, or for unselected records, authorization to destroy.

**FINAL DISPOSITION COLUMN:** Column in ARMS 2006 which provides information on the final disposition of administrative records.

**FISCAL VALUE:** Value attributed to a record/record series that provides documentation of use of governmental funds necessary for audit or operational purposes, data necessary to compile the annual report or to complete the organization's tax return, or documentation of other financial transactions (i.e. purchases and sales).

**FORMAT:** Layout of a record or description of a type of a record in terms of its storage medium (i.e. electronic data, magnetic tape, microfiche, paper, optical disk, CD Rom, etc.).

**FORMS:** Any documents, which are printed or otherwise produced, with a fixed arrangement of captioned space(s) designed for entering, transferring and extracting prescribed information and data.

**FORMS MANAGEMENT:** The centralized establishment of standards for forms and their application. This includes management techniques for the creation, analysis, design and revision of all official forms. Forms management assures better quality forms through controls on their design and production, greater efficiency in gathering and processing of information, and the economical and efficient distribution of forms.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:** Legislation that creates a general right of public access to information held by government institutions. While providing the right of access, it ensures the protection of private information. Government institutions are given 30 days to process a single request.

## **FUNCTIONAL RECORDS CLASSIFICATION**

**SYSTEM:** A system categorizing records under primary headings according to the basic activities or "functions" of the organization for which the system has been established.

## **G**

**GOVERNMENT RECORD:** Government records include all recorded information that relates to the transaction of government business, regardless of physical form, including documents, maps, electronic records, e-mail, drawings, photographs, letters, vouchers, papers, etc. which are received, created, deposited or held by an office of a department, agency, board, crown corporation, commission, or other institution of the Government of Saskatchewan.

## **H**

**HISTORICAL VALUE:** Value of a record based on the information it provides on the history of a government institution or the province in general.

## **I**

**INACTIVE RECORD:** A record that is no longer required for an organization's activities. Inactive records are eligible for disposal once they meet retention requirements stated in a relevant retention schedule. Inactive government records can be disposed of only upon the authorization of the Provincial Archivist.

**INDEX:** A systematic guide which allows access to specific items contained within a larger body of information.

**INFORMATION:** Data that has been given value through analysis, interpretation or compilation in a meaningful way.

**INFORMATION MANAGEMENT:** The systematic control of records from their creation, or receipt, through their processing, distribution, organization, storage, and retrieval to their disposition.

**INVENTORY** see **RECORDS INVENTORY**

## K

**KEY WORD:** A significant word in the abstract, title or text of a work which is used as a descriptor.

## L

**LEGAL VALUE:** Value attributed to a record/records series that documents government ownership, agreements, transactions, etc.

**LIFE CYCLE (OF A RECORD):** The period of time from a record's creation or receipt, through its useful life to its destruction or retention as an historical record in the Saskatchewan Archives Board.

## M

**MICROFICHE:** A type of microform in the shape of a rectangular sheet, having one or more microimages usually arranged in a grid pattern.

**MICROFILM:** A type of resolution film used in micrographics containing an image greatly reduced in size from the source document.

**MICROFORM:** Any form, either film or paper, which contains microimages. Microform is a generic term.

**MICROGRAPHICS:** The techniques associated with the production, handling and use of microforms.

## N

**NON-GOVERNMENT RECORDS:** Not all records created by government institutions are considered a government record and, therefore are not subject to the requirements of *The Archives Act, 2004*. Such records include transitory records [records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document (i.e. convenience (duplicate) copies, advertising material, blank forms, etc.)], published records, non-work-related records (i.e. employees' personal e-mails and letters, records of other organizations with which an employee is involved, but not as part of the government business, i.e. associations, community organizations, etc.), etc.

## O

**OFFICIAL RECORD:** Refers to the official copy of a record that is retained, within your institution, for legal, fiscal, operational, or historical purposes. It exists to fulfill long-term financial, legal and audit requirements. It can be the original and only copy of the record or a replacement copy that is designated as official. Legal concerns for storage media, as defined by *The Electronic Documents Act* and *The Saskatchewan Evidence Act*, must be satisfied before a record is designated as official.

**OPERATIONAL RECORD:** Records which relate to the operations and services provided by an office in carrying out the functions for which it is responsible according to statute, mandate, or policy. In most cases, operational records are distinct from common administrative functions and are unique to each government institution.

**OPERATIONAL RECORDS SYSTEM (ORS):** Function/subject based classification system and retention schedule for operational records of a specific government agency. ORS are systems supplementary to ARMS 2006. An ORS is developed by an individual department or agency in consultation with the Archives.

## P

**POLICY AND PROCEDURE FILES:** Records relating to the plans, decisions, and actions embracing the general goals and acceptable procedures of a government organization. They include development and discussion of policy, policy drafts, approved policies on a specific subject, actual policy statements, interpretations of policy, and inquiries regarding policy.

**PRIMARY:** The basic building block of Administrative and Operational records systems. Each primary relates to a function, activity or a general subject. It is a heading within which specific records and record types may be classified and arranged.

**PUBLICATIONS:** Generally includes books, magazines, pamphlets, printed annual reports, etc.; i.e. any published material with the exception of master copies of institutional publications. In the context of e-mail, messages and digests received from listservs and newsgroups are also publications, and may be disposed of without a

schedule or a disposal request. It is important to note however that while documents are not considered government records according to *The Archives Act, The Legislative Assembly and Executive Council Act* specifies that Saskatchewan government institutions must deposit six copies with the Legislative Library before discarding their own publications.

**PUBLIC RECORDS** see **GOVERNMENT RECORDS**

**PUBLIC RECORDS COMMITTEE:** Committee established under *The Archives Act, 2004* which reviews and approves record schedules.

**PUBLIC WEBSITE:** A collection of electronic files, usually under common administrative control, linked together and made accessible to the public via the World Wide web (See also WEBSITE).

## R

**RECORD:** Recorded information, regardless of medium (paper, computer disks, electronic, microfilm, e-mail, photographs, maps, etc.) or characteristics. A record can refer to a single document or a group of documents in a file folder. Throughout ARMS 2006, "record" most commonly refers to a file folder which may contain a single document, paper or electronic, or many documents.

**RECORD SERIES OR FILE SERIES:** A group of similar or related records that are normally used and filed together as a unit and can be evaluated as a unit for determining the record retention period.

**RECORDS APPRAISAL:** The process of determining the historical value of records for possible transfer to the Saskatchewan Archives Board.

**RECORDS CLASSIFICATION SYSTEM** see **CLASSIFICATION SYSTEM**

**RECORDS DISPOSITION** see **FINAL DISPOSITION**

**RECORDS INVENTORY:** An analytical list of the records or part of the records of a unit of government. A records inventory may have various applications (i.e. development of records schedule, disposal of records, conversion to ARMS 2006 or ORS, etc.) The inventory identifies types of

records and provides a description of records/records series. At minimum it should include titles of records, description of records contents including purpose and function, format, physical extent, date range of the records. It may also include any other information which may have bearing on the records' classification, retention and disposal.

**RECORDS MANAGEMENT** see **INFORMATION MANAGEMENT**

**RECORDS RETENTION** see **RETENTION PERIOD**

**RECORDS SCHEDULE** see **SCHEDULE**

**REQUEST FOR APPRAISAL:** For **ADMINISTRATIVE** records with **APPRAISAL REQUIRED (A)** in the Final Disposition column (FD) in ARMS 2006. Request sent to the Saskatchewan Archives Board asking for an archival review of administrative records that have met their retention period and have been identified for appraisal in ARMS 2006. Records will either be transferred to the Archives for permanent archival retention or identified for destruction. A *Request for Appraisal Form* must be used. Forms are available from the Saskatchewan Archives Board. An inventory must accompany the *Request for Appraisal Form*. Inventory forms are available from the Saskatchewan Archives Board. Other inventory forms (department or Records Centre) may be used, providing the relevant information is included.

**RES:** Revenue Expenditure System

**RETENTION PERIOD:** The minimum length of time required to keep a record as determined by a schedule approved by the Public Records Committee.

## S

**SASKATCHEWAN ADMINISTRATIVE RECORDS SYSTEM (SARS):** Former government-wide standard for administrative records. SARS is no longer applicable and is superseded by ARMS 2006.

**SCHEDULE:** The schedule is an effective tool for records management which provides a classification system, a concise and convenient description of each record and its required retention period. Records Schedules are the

authority by which government organizations may dispose of records no longer required. All records schedules must be approved according to the procedures set out in *The Archives Act, 2004*.

**SCOPE NOTE:** Describes the subject content of the primary and gives a general statement about the records which are to be located within the primary. In addition, the scope note may indicate specific types of records, such as forms and reports, which are to be classified within the primary.

**SECONDARY:** Subdivisions under each primary that represent records relating to the primary subject matter. There are generally five kinds of secondaries: policy and procedures, general, reports and statistics, subject files, and case files.

**SECTION:** The first major division of ARMS 2006 or ORS representing the general administrative or operational functions.

**SEMI-ACTIVE RECORDS:** Records which are referred to infrequently and are not required currently for constant use. They are retained to satisfy administrative, operational, fiscal or legal retention requirements but may be removed from expensive office space to a lower cost storage facility until the retention period has expired. (See also ACTIVE RECORDS and INACTIVE RECORDS).

**SUBJECT FILES:** Files containing records which relate to specific subjects or functions and which are arranged according to common informational content. The purpose of subject files is to bring together records and information on the same topic in order to facilitate information retrieval.

## T

**TERTIARY:** Further and more detailed subdivision of the secondary level into a more specific definition of records (i.e. individual employee files, specific internal committee files, etc.) Tertiaries may be created within a government office to facilitate retrieval of information.

**TRANSITORY RECORDS:** Records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document. They are not required to meet statutory obligations or to sustain administrative or

operational functions. Once they have served their purpose, they should be destroyed

## U

**UNSCHEDULED RECORDS:** Records that are not included in an approved retention schedule and for which a retention period has not yet been determined. Unscheduled records pertaining to programs or functions which are ongoing are considered permanent records in Saskatchewan government until a schedule is developed for them.

## V

**VITAL RECORDS:** Records of the government which contain information essential to conduct of emergency operations during and immediately following a disaster, resumption/continuation of government services or operations, re-establishment of the legal, financial and functional responsibilities of government, and re-establishment of the rights and obligations of individuals, corporate bodies and other governments with respect to the Government of Saskatchewan.

## W

**WEBSITE:** In ARMS 2006 it is used as a generic term that refers to all types of web-based sites, including public websites, extranets and intranets. It does not include records generated from an interactive website or that document transactions. (See also PUBLIC WEBSITE).

**WORKING COPY:** A duplicate or copy of a document which may be marked up or annotated.

**WORKING PAPERS:** Material used in the development of agreements, contracts, policies or any other documents. Includes drafts, working copies, background information, reference material, etc.