

Glossary

Definitions are within the context of Seamless Flow Programme at The National Archives (TNA)

Term	Description
Accession (see SIP)	Completion of a set of intellectual and physical processes required to effect the transfer of custody and/or ownership of records from the creating or other responsible agency to the archive repository or agency permanently and with perpetual access.
AIP	See OAIS below
Appraisal	The process of distinguishing records of continuing value from those of no further value so that the latter may be eliminated
Digital Archive (DA)	The depository of original accessioned electronic records
Deliverable unit	A constituent part of a record that is logically deliverable and possesses a unique reference. e.g. a web page, a folder, an email, document, disk, tape or film
DIP	See OAIS below
DORIS	Document Ordering Record Information System - TNA document ordering system
Electronic Record	<p>A record produced, housed or transmitted by electronic means rather than physical means and satisfies the definition of a record.</p> <p>A record can consist of one or more objects e.g. a web page, a folder, an email, a document, disk, tape or film</p>
ERMS	Electronic Record Management System. A system that manages electronic records throughout their lifecycle, from creation and capture through to their disposal or permanent retention and retains their integrity and authenticity while ensuring that they remain accessible
Electronic Records Online (EROL)	The system that currently contains and presents the presentation versions of the Digital Archive
Freedom of Information Act 2000 (FOI)	An Act of Parliament providing a general right of access to all information held by public authorities, regardless of its date and unless an exemption (as specified by the Act) applies

Term	Description
FOI exemption	Exemptions that an OGD can apply for under the Freedom of Information Act
Information registry	A repository for metadata related to digital records, but not specific records
Loader application	The mechanism by which we envisage OGDs to transfer records and metadata to TNA
Manifestation	A copy or version of a record which has been created for a number of reasons, e.g. original accession, redaction, migrated version, version for presentation purposes, hidden sensitive information. A record may therefore have multiple manifestations
Metadata (ISO 15489.1)	Contextual information about a record. Data describing context, content and structure of records and their management through time. Metadata is structured information that enables us to describe, locate, control and manage other information
Migration pathway	A defined stage that forms a part of the overall plan that exists for migrating a record manifestation
Migration plan	An overall migration plan for a record manifestation, i.e. a defined path, or set of paths, the objects to migrate and when to migrate them
National Digital Archive of Datasets (NDAD)	Part of The National Archives. NDAD preserves and provides online access to archived digital datasets and documents from UK central government departments. The collection spans 40 years of recent history, with the earliest available dataset dating back to about 1963.
Open Archive Information Systems (OAIS)	<p>ISO standard 14721 : 2003, a standard common language to discuss digital archiving :</p> <p>AIP Archival Information Package, the collection of digital objects and surrounding metadata created (from the SIP- see below) for permanent archival storage</p> <p>DIP Dissemination Information Package, the collection of digital objects and surrounding metadata created (from the AIP – see above) for presentation to users</p> <p>SIP Submission Information Package, the collection of digital objects and surrounding metadata created for transfer to an archive</p>

Term	Description
Office of Government Commerce (OGC)	The OGC works with government to improve procurement and project/programme management
OGC Gateway	The review of a programme (Gateway 0) or project (Gateways 1 – 5) is a review of an acquisition programme or procurement project carried out at a key decision point by a team of experienced people, independent of the project team
OGD	Other Government Department, a term for all government Departments where a record emanates from
Ontology	The definition of a thing and its relationships, showing the types of relationship – and therefore existences – it has
Operational Selection Policy (OSP)	Produced by Records Management Department (RMD) to guide how records created in OGDs should be selected for transfer to The National Archives (TNA)
Pre-accession	An air-gapped area where a record is held upon transfer before it is formally accessioned (where it undergoes a period of quarantine before being loaded)
Presentation manifestation	A version of an electronic record where all files are in formats that can be viewed by the average web user using software either installed on their PC or otherwise freely available. Making a presentation version available may involve migrating files in an accessioned electronic record into alternate formats.
Preservation (ISO 15489.1)	Processes and operations involved in ensuring the technical and intellectual survival of authentic records through time
Prince2	P rojects I n C ontrolled E nvironments ² , a project management methodology
PRONOM	The National Archives application system suite for the control of file format identification, used as an input to digital record migration planning
PUID	Persistent Unique Identifier, a method of referencing a record or object that is retained throughout its life

Term	Description
Record (ISO 15489.1)	Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations, or in the transaction of business
Record Classification (ISO 15489.1)	Systematic identification and arrangement of business activities and / or records into categories according to logically structured conventions, methods and procedural rules represented in a classification system
Record Management Department (RMD)	Provides advice and guidance to government departments and other public record bodies on the management of records, and their selection and transfer to The National Archives
Redaction	The process of removing, withholding or hiding parts of a record due to either the application of an FOI Exemption or a decision by TNA to restrict access where sensitivity, copyright or Data Protection issues arise
SAR	System for Access Regulation - TNA record closure control system
Selection criteria	Criteria used to guide the appraisal and selection of records for historical purposes
Semi current records	Records between the time they go out of current use in Government Departments and the time they are transferred to The National Archives
SIP	See OAIS above
Taxonomy	A structured list or hierarchy used for classification
UML	Unified Modelling Language, object oriented analysis and design language
Wild west	Source of records that are unstructured or unmanaged, i.e. they have not emanated from an ERMS
XML	eXtensible Mark-up Language used for definition of data formats, of key importance to the transfer of metadata