

GLOSSARY

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.

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.

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

Archives.

- (1) The 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).

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

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.

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, or

(4) Donation to a non-Federal group or person.

DRMO. Departmental Records Management Officer. Located in the Management Services Division, Office of Administrative and Management Services, Administration.

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

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

General Records Schedules (GRS). Records disposition schedules issued by the National Archives and Records Administration, 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."

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.

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

Lifecycle. See System Lifecycle.

NARA. National Archives and Records Administration.

Noncurrent Records. Records that are no longer needed for current business and so 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.

Official Files. See "Record Material."

Permanent Records. Records appraised by the National Archives and Records Administration 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.

RMLO. Records Management Liaison Officer. An RMLO is named for each Headquarters Primary Organization and Administration Office and for each Regional Office. The RMLO for the Office of Information Policies and Systems is located in the Resource Management Staff.

Schedule 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.

Source Documents. Documents supplying input data for automated systems.

System Lifecycle. In system development, the course or developmental changes through which a system passes from its conception to the termination of its use.

System Sponsor. The HUD organizational element where the functions of management and control of a particular system reside. The sponsoring organization is responsible for system planning and budgetary support and is accountable for the quality of data in the system.

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

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

Unscheduled Records. Records not having an authorized disposition.