

Definitions

The following terms have been taken and adapted from *A Glossary of Archival and Records Terminology* (Society of American Archivists, 2005). Terms that only apply to Centers of Excellence are starred with an asterisk (*).

***Acid-free**

A medium is acid-free when it has a pH of 7.0 or greater when manufactured.

***Appraisal**

1. The process of identifying materials offered to an archives that have sufficient value to be accessioned.

and/or

2. The process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness.

Archives

1. The division within an organization responsible for maintaining the organization's records of enduring value.

and/or

2. The building (or portion thereof) housing archival collections.

Archivist

An individual with responsibility for management and oversight of an archival repository or of records of enduring value. This individual may be responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context.

***Base-buffered**

A medium (like paper, folder, or box) that has been treated with an alkaline substance in order to protect items against damage caused by acidic paper.

***Bit loss/bit rot**

The corruption of the lowest level of electronic data in transmission or during storage.

***Checksum**

A mathematical value used in a simple error-detection method to verify data.

***Climate-controlled space**

A space used for the storage of records and archival material where temperature and relative humidity can be controlled and measured

***Collection development**

The function within an archives that establishes policies and procedures used to select materials that the archives will acquire, typically identifying the scope of creators, subjects, formats, and other characteristics that influence the selection process.

Collection management

The function within an archives that implements policies and procedures used to provide administration, organization, supervision, and oversight over archival materials, including acquisition, appraisal, processing, and access.

***Copyright**

A property right that protects the interests of authors or other creators of works in tangible media (or the individual or organization to whom copyright has been assigned) by giving them the ability to control the reproduction, publication, adaptation, exhibition, or performance of their works.

For example, copyright law in the United States deems works to be the property of the creator for a certain amount of time, even after the creator's death. Presently, if something was created prior to 1923, copyright no longer applies unless the creator or their heirs renew the copyright.

In most cases, the legal entity representing the church holds the copyright to works produced by that entity.

However, national laws on copyright differ widely, and those laws should be consulted when creating a copyright statement for an entity.

***Deed of gift**

An agreement transferring title to property without an exchange of monetary compensation. This differs from a Memorandum of Understanding in that the property is permanently transferred rather than loaned.

Electronic record

Data or information that has been captured and fixed for storage and manipulation in an automated system and that requires the use of the system to render it intelligible by a person.

***Electronic records manager**

An individual responsible for the administration of programs for the efficient and economical handling, protecting, and disposing of electronic records

***High-density shelving**

Shelving designed so that rows can be moved next to each other, with no intervening aisle, to provide dense storage. Depending on the system, compact shelving may be moved using a manual crank or an electric motor. (High-density shelving has also been called compact shelving, mobile shelving, mobile aisle shelving, and movable shelving.)

***Manuscript librarian**

An individual responsible for acquiring, providing access to, and managing collections of manuscripts

Memorandum of Understanding

An agreement between two or more parties regarding the housing and keeping of records with enduring value without an exchange of monetary compensation. This differs from a deed of gift in that the records are loaned rather than permanently transferred.

Processing

The arrangement, description, and housing of materials for storage and use by patrons

A collective term used in archival and records management that refers to the activity required to gain intellectual control of records, papers, or collections, including accessioning, arrangement, culling, boxing, labeling, description, preservation and conservation

Record, archival

Materials created or received by an entity in the conduct of their affairs and preserved due to its enduring value in a historical sense

Records center

A location used for storage of inactive and semicurrent records before those records are destroyed or transferred to an archives.

Records management

The systematic and administrative control of records throughout their life cycle to ensure efficiency and economy in their creation, use, handling, control, maintenance, and disposition.

Records manager, designated

An individual whose responsibilities include the administration of programs for the efficient and economical handling, protecting, and disposing of records throughout their life cycle

***Records manager, dedicated**

An individual responsible for the administration of programs for the efficient and economical handling, protecting, and disposing of records throughout their life cycle

***Remote storage**

Facilities for housing materials away from where they are used; off-site storage. Remote storage can be used for inactive or low-use materials or for keeping copies of vital or essential records to protect against the destruction of the records due to a disaster.

Researcher, external

An individual who uses the collections and services of an archives or records center and comes from outside the institution or entity producing and keeping the records

Researcher, internal

An individual who uses the collections and services of an archives or records center and comes from within the institution or entity producing and keeping the records

***Social media coordinator**

An individual responsible for coordinating and creating content across social media platforms