

Prairie View A&M University

Records Management Glossary

Key Term	Definition
Active Record	A record used on the daily, weekly or monthly basis to conduct business of an organization or individual.
Archives	Records of enduring value selected for permanent preservation.
Convenience Copy	If you are not the Record Owner/Custodian and you have a copy of a record, regardless of the format (paper or electronic) then that copy is considered a Convenience Copy. Convenience Copies don't have to be kept for the full retention period and can be disposed of at any time but please make sure that you are not the owner/custodian of that record before you attempt to dispose of them.
Confidential Documents/Records	Any document, paper, tape, photograph, film, sound recording or other material that contains any or all of the following information: <ul style="list-style-type: none"> • Social Security number • Name and date of birth • Credit Card number • Academic information whereby the student is identified by name and or social security number • Medical records
Degaussing	This is the process of reducing or eliminating a magnetic field which in this case is data that is stored on tape or disk media such as a computer hard drive.
Destruction	This is the disposal of documents by shredding, deletion or degaussing.
Digital/Electronic Record	One that is maintained in an electronic data format that requires an electronic device to create, store, access and read the record.
Filing System	This is a set of policies and procedures that are used to organize and identify files or documents for easier retrieval, use and disposition.
Frozen Records	These are records that are held for litigation, investigation or audit purposes. These records cannot be destroyed until the purpose that they are being held has been satisfied and notification to do so has been sent by the appropriate authority.

Inactive records	These are records that are no longer active because of some reason or action that took place such as a student graduating or an employee leaving the university. At the point the action takes place, the record would be considered inactive and would be placed in the retention state.
Metadata	This is information that describes the structure, data elements, interrelationships and other characteristics of electronic records.
Physical Record	This is a record that is maintained in a tangible form like paper, photographic film or a similar medium.
Record Custodian/Owner	This is the individual or department that is responsible for maintaining a particular record regardless of the format (paper or electronic).
Record Series	This is a group of identical or related records with the same function and are commonly used or filed together and are evaluated as a group for retention scheduling.
Records Lifecycle	<p>This is the time period that the university is in control of the records. The Lifecycle consists of three stages:</p> <ul style="list-style-type: none"> • Creation • Maintenance and use • Disposition
Records Management	This is the practice of handling the systematic control of the creation, maintenance, use and disposition of records.
Records Manager	Individual that has been designated to be responsible for handling the records management process.
Repository	A storage facility, physical or electronic, that preserves an organization's records.
Retention Period	This is the time period that a record is retained before destruction or archival preservation. The time periods are usually expressed in years unless otherwise noted.
Retention Schedule	A standard approved by the Texas State Library Archives Commission that governs the way an agency (Prairie View A&M University) performs retention, transfer, archiving or disposal of state records taking into consideration their legal, fiscal administrative and historical value.
Scanning	This is the action of converting a paper record into an electronic version of the record. This is a manual process that should involve Quality Control procedures to ensure the electronic version is acceptable.