

A FEDERAL RECORDS MANAGEMENT GLOSSARY

1989

ALPHABETICALLY BY SUBJECT

National Archives and Records Administration
Office of Records Administration
Agency Services Division

Federal Records Management Glossary

Tobias Bleicker

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Selected for their relevance and usefulness to Federal records managers the terms in this glossary come from related disciplines such as ADP as well as traditional records management Containing many terms abbreviations and acronyms relating to the management of electronic microform and other records Section I provides definitions of terms Section II lists selected abbreviations and acronyms with their meanings *A Federal Records Management Glossary 1993*, 1993 [The Record](#) United States. National Archives and Records Administration, 1997 **Disposition of Federal Records** Richard A. Wire, 1992 **Management of Records**, 1994 **Disposition of Federal Records**, 1997 **Recordfacts Update**, 1991

IRS Records United States. General Accounting Office, 1997 *Annual Report for the Year Ended ...* United States. National Archives and Records Administration, **A Glossary of Archival and Records Terminology** Richard Pearce-Moses, 2005 Intended to provide the basic foundation for modern archival practice and theory **NARA Files Maintenance and Records Disposition Manual** United States. National Archives and Records Administration, 1986

Managing Cartographic and Architectural Records Jeanne Young, Nancy G. Miller, 1989 **The Failure to Produce White House E-mails** United States. Congress. House. Committee on Government Reform, 2000 **Monthly Catalog of United States Government Publications** United States. Superintendent of Documents, 1989 [Harrod's Librarians' Glossary and Reference Book](#) Ray Prytherch, 2016-04-15 Listing over 10 000 entries Harrod s Librarians Glossary and Reference Book spans everything from traditional printing terms to search engines and from book formats to URLs Revisions for this tenth edition have centred in particular on the Information Society and its ramifications on the general shift towards electronic resources and on e commerce e learning and e government whilst at the same time maintaining key areas predating the IT revolution Web terminology URLs and IT terms have been checked and updated and coverage of terms relating to digitization and digital resources portals multimedia and electronic products has been revised or expanded as necessary Harrod s Glossary now includes Knowledge Management terms and this edition has also focused on developments in the field of intellectual property copyright patents privacy and piracy It gives wide international coverage of names addresses and URLs of major libraries and other important organizations in the information sector of professional associations fellowships networks government bodies projects and programmes consortia and institutions influential reports and other key publications Entries are included on classification and file coding on records management and archiving and on both the latest and the most enduring aspects of library and information skills Even with the Web at your fingertips Harrod s Librarians Glossary and Reference Book remains a quicker reference for explaining specialist terms jargon and acronyms and for finding the URLs you need whether you are working in a print based or digital library in archiving records

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