

Kathryn Miller  
 LBSC 775  
 July 3, 2014

### ASSIGNMENT 3: THESAURUS CONSTRUCTION

This thesaurus is for terms relating to the life cycle of records, aimed at an audience of records management professionals and/or students. It is meant to be a practical thesaurus, focusing on those terms most commonly used during the management of records from their identification to disposal. This thesaurus includes two displays: hierarchical and alphabetical, the format and descriptors (SN=scope note; UF=use for; BT=broader terms; NT=narrower terms; RT=related terms) are modeled after the ERIC Thesaurus. The scope note definitions for each term are adapted from the International Records Management Trust (IRMT) Training in Electronic Records Management Glossary of Terms. The sample entries below will give users guidance in searching and using the thesaurus. The hierarchical display indicates the levels of hierarchy amongst the preferred terms using periods (.) and the alphabetical display lists all preferred and non-preferred, with cross references, terms in alphabetical order with applicable descriptors.

*Figure 1. Hierarchical Display Sample*

#### Identification

- . Accession
- . Appraisal (Values-based)
  - .. Primary Value
  - ... Administrative Value
  - ... Legal Value

*Figure 2. Alphabetical Display Sample*

#### **Legal Value**

- |    |   |
|----|---|
| SN | In context of records management, the primary value of records for the continuation of legal business of record-creating agencies, or as evidence of legal rights or obligations. |
| BT | Primary Value   |
| RT | Administrative Value<br>Record-creating Agencies<br>Secondary Value<br>Vital Records  |

## Hierarchical Display of Preferred Terms

### Access

- . Classified Records
- . Description
- .. Authority Control
- ... Authority Files
- .. Finding Aids
- .. Metadata
- ... Dublin Core
- ... METS
- ... XML
- . Private Records
- . Public Records

### Classification

- . File Plan
- .. Collection
- ... Series
- .... File (Classification)
- ..... Item (Classification)
- .. Original Order

### Disposal

- . Destruction
- . Retention
- . Retention and Disposal Schedule
- . Transfer
- .. Archives
- .. Repositories

### Identification

- . Accession
- . Appraisal (Values-based)
- .. Primary Value
- ... Administrative Value
- ... Legal Value
- .. Secondary Value
- ... Evidential Value
- ... Informational Value
- ... Intrinsic Value
- . Permanent Records
- . Records
- .. Electronic Records
- ... Digital Records
- ... Files (Electronic)
- ... Scanning
- .. Physical Records
- ... Files (Physical)
- ... Microforms
- ... Paper Records

- . Record-creating Agencies
- . Temporary Records
- . Vital Records

#### Standards

- . ISO 14721:2003
- . ISO 15489-1:2001
- . MoReq
- . US Department of Defense Standard 5015.2

## Alphabetical Display of Preferred and Non-preferred Terms

### 5015.2

USE US Department of Defense Standard 5015.2

#### Access

- SN In context of records management, to grant or limit the ability of individual(s) to examine records or archives.
- NT Classified Records
  - Description
  - Private Records
  - Public Records
- RT Authority Control
  - Authority Files
  - File Plan
  - Finding Aids
  - Standards

#### Accession

- SN In context of records management, records received by an archival or records management institution/unit.
- BT Identification
- RT Appraisal (Values-based)
  - Disposal
  - File Plan
  - Transfer

#### Administrative Value

- SN In context of records management, the primary value of records for the continuation of the administration or operations of record-creating agencies.
- UF Operational Value
- BT Primary Value
- RT Legal Value
  - Original Order
  - Record-creating Agencies
  - Secondary Value
  - Vital Records

#### Appraisal (Values-based)

- SN In context of records management, the process of values-based appraisal to determine the value of records for further use.
- NT Primary Value
  - Secondary Value
- BT Identification
- RT Accession
  - Classification
  - Destruction
  - Disposal
  - Permanent Records

Retention  
 Retention and Disposal Schedule  
 Temporary Records  
 Transfer  
 Vital Records

### **Archives**

SN In context of records management, the records of primary and secondary value selected for permanent preservation. Archives are normally preserved in repositories.

BT Transfer

RT Disposal  
 Identification  
 Permanent Records  
 Primary Value  
 Repositories  
 Retention  
 Retention and Disposal Schedule  
 Secondary Value  
 Transfer

### **Arrangement**

USE File Plan

### **Authority Control**

SN In context of records management, verifying and maintaining the choice of unique access points for describing records.

NT Authority Files

BT Description

RT Access  
 Finding Aids  
 Metadata

### **Authority Files**

SN In context of records management, a controlled vocabulary used as unique access points for describing records.

UF Authority Lists

BT Authority Control

RT Access  
 Description  
 Finding Aids  
 Metadata

### **Authority Lists**

USE Authority Files

### **Born-digital Records**

USE Digital Records

**Classification**

- SN In context of records management, identifying and arranging records into categories according to logically structured conventions, methods, and procedures.
- NT File Plan
- RT Appraisal (Values-based)
  - Collection
  - Description
  - Identification
  - Metadata
  - Records

**Classified Records**

- SN In context of records management, records that have restricted access because they contain sensitive information.
- BT Access
- RT Classification
  - Identification
  - Private Records
  - Public Records
  - Records

**Collection**

- SN In context of records management, the entire body of records of record-creating agencies.
- UF Fonds
- NT Series
- BT File Plan
- RT Classification
  - Description
  - Finding Aids
  - Identification
  - Original Order

**Depositories (Archival Storage)**

USE Repositories

**Description**

- SN In context of records management, capturing and organizing information that serves to identify, manage, locate, and explain records and record-creating agencies.
- NT Authority Control
  - Finding Aids
  - Metadata
- BT Access
- RT Classification
  - Collection
  - File Plan
  - Records
  - Record-creating Agencies
  - Standards

**Destruction**

- SN In context of records management, the disposal of temporary records through incineration, pulping, shredding, deletion, or another method.
- BT Disposal
- RT Appraisal (Values-based)  
File Plan  
Retention and Disposal Schedule  
Temporary Records

**Digital Records**

- SN Records originally created and stored in electronic format.
- UF Born-digital Records
- BT Electronic Records
- RT Files (Electronic)  
METS  
Physical Records

**Disposal**

- SN In context of records management, the actions taken to retain, destroy, or transfer records according to the retention and disposal schedule. Note: Disposal is not the same as destruction, though destruction is a disposal option.
- UF Disposition
- NT Destruction  
Retention  
Retention and Disposal Schedule  
Transfer
- RT Accession  
Appraisal (Values-based)  
Archives  
File Plan  
Identification  
Permanent Records  
Records  
Repositories  
Temporary Records

**Disposal Schedule**

USE Retention and Disposal Schedule

**Disposition**

USE Disposal

**Dublin Core**

- SN An officially recognized international metadata standard designed to manage the description of records.
- BT Metadata
- RT Classification  
Description  
Standards

**Electronic Records**

- SN Records that can be stored, transmitted, or processed by a computer. Applies to both digital records and physical records converted to electronic format.
- NT Digital Records  
Files (Electronic)  
Scanning
- BT Records
- RT METS  
Physical Records

**Evidential Value**

- SN In context of records management, the secondary value of records in providing information on decisions, actions, transactions, and communications made by record-creating agencies.
- BT Secondary Value
- RT Archives  
Informational Value  
Intrinsic Value  
Original Order  
Primary Value  
Record-creating Agencies  
Repositories

**File (Classification)**

- SN In context of records management, the third level in the classification hierarchy of a record file plan (1: collection; 2: series; 3: file; 4: item).
- BT Series
- NT Item (Classification)
- RT Classification  
Collection  
File Plan  
Original Order

**Files (Electronic)**

- SN An assembly of records stored within a computer system. The term is loosely used to describe a very wide range of assemblies of records from a single electronic record to an entire database. Applies to both digital records and physical records converted into a digital format.
- BT Electronic Records
- RT Digital Records  
Files (Physical)  
Scanning

**Files (Physical)**

- SN A physical assembly of documents, usually held within a folder, that have been grouped together for current use.
- BT Physical Records
- RT Files (Electronic)  
Paper Records



**File Plan**

- SN In context of records management, a detailed list or inventory of the individual files or file categories within a classification scheme. A file plan allows for the systematic identification, filing, and retrieval of records.
- UF Arrangement
- NT Collection  
Original Order
- BT Classification
- RT Access  
Accession  
Classification  
Description  
Disposal  
Identification  
Permanent Records  
Records  
Temporary Records  
Vital Records

**Finding Aids**

- SN In context of records management, documents or other access points that list and describe a body of records, along with their classification and location.
- BT Description
- RT Access  
Authority Control  
Authority Files  
Classification  
Collection  
Metadata

**Fonds**

- USE Collection

**Historical Value**

- USE Intrinsic Value

**Identification**

- SN In context of records management, the process of identifying records and ascribing appropriate values, permanence, and integration into a retention and disposal schedule.
- NT Accession  
Appraisal (Values-based)  
Permanent Records  
Records  
Record-creating Agencies  
Temporary Records  
Vital Records
- RT Archives  
Classification  
Disposal

Electronic Records  
 File Plan  
 Physical Records  
 Primary Value  
 Retention and Disposal Schedule  
 Secondary Value

### **Informational Value**

SN In context of records management, the secondary value of records derived from the information contained in them, which may be incidental to their original purpose.  
 BT Secondary Value  
 RT Evidential Value  
 Intrinsic Value  
 Original Order  
 Primary Value  
 Record-creating Agencies  
 Repositories

### **Intrinsic Value**

SN In context of records management, the secondary value of records by reason of their age, historical associations, physical features, aesthetic quality, or monetary value.  
 UF Historical Value  
 BT Secondary Value  
 RT Evidential Value  
 Informational Value  
 Primary Value  
 Record-creating Agencies  
 Repositories

### **ISO 14721:2003**

SN An International Organization for Standardization standard specifying a reference model for an open archival information system.  
 BT Standards  
 RT ISO 15489-1:2001  
 MoReq  
 US Department of Defense Standard 5015.2

### **ISO 15489-1:2001**

SN An International Organization for Standardization standard on records management needs for records management in a government and non-government organizations.  
 BT Standards  
 RT ISO 14721:2003  
 MoReq  
 US Department of Defense Standard 5015.2

### **Item (Classification)**

SN In context of records management, the fourth level in the classification hierarchy of a record file plan (1: collection; 2: series; 3: file; 4: item).  
 BT File (Classification)

RT Classification  
Collection  
File Plan  
Original Order  
Series

### **Legal Value**

SN In context of records management, the primary value of records for the continuation of legal business of record-creating agencies, or as evidence of legal rights or obligations.  
BT Primary Value  
RT Administrative Value  
Record-creating Agencies  
Secondary Value  
Vital Records

### **Metadata**

SN Data describing the context, content, and structure of records and their management.  
NT Dublin Core  
METS  
XML  
BT Description  
RT Access  
Authority Control  
Authority Files  
Classification  
File Plan  
Finding Aids  
Standards

### **METS**

SN Metadata Encoding and Transmission Standard (METS) is a metadata standard for encoding descriptive, administrative, and structural metadata about electronic records.  
BT Metadata  
RT Access  
Electronic Records  
MoReq  
Standards  
XML

### **Microforms**

SN Any forms (i.e., film or paper), containing microreproductions of documents for transmission, storage, reading, and printing.  
BT Physical Records  
RT Electronic Records  
Files (Physical)  
Paper Records  
Scanning

**MoReq**

- SN The Model Requirements for Electronic Records and Document Management (MoReq) is a formal requirements specification which provides a template for electronic records management systems.
- BT Standards
- RT Electronic Records  
ISO 14721:2003  
ISO 15489-1:2001  
METS  
US Department of Defense Standard 5015.2

**Operational Value**

USE Administrative Value

**Original Order**

- SN In context of records management, the order in which records were initially created, arranged, and maintained by record-creating agencies.
- UF Provenance  
Respect des Fonds
- BT File Plan
- RT Administrative Value  
Collection  
Evidential Value  
Identification  
Informational Value  
Records  
Record-creating Agencies

**Paper Records**

- SN Records created and maintained in paper format.
- BT Physical Records
- RT Electronic Records  
Files (Physical)  
Scanning

**Permanent Records**

- SN In records management context, the identification of records as having permanence and should be integrated into a retention and disposal schedule for transfer to repositories.
- BT Identification
- RT Appraisal (Values-based)  
Archives  
Disposal  
File Plan  
Records  
Repositories  
Retention and Disposal Schedule  
Temporary Records

**Physical Records**

- SN Records created and maintained in a physical (i.e., not electronic) format.
- NT Files (Physical)
  - Microforms
  - Paper Records
- BT Records
- RT Electronic Records

**Primary Value**

- SN In context of records management, the continuing utility of records to document the actions and transactions of record-creating agencies.
- NT Administrative Value
  - Legal Value
- BT Appraisal (Values-based)
- RT Archives
  - Classification
  - Identification
  - Repositories
  - Retention
  - Retention and Disposal Schedule
  - Secondary Value
  - Vital Records

**Private Records**

- SN In context of records management, records created, received, and maintained by private organizations, families, or individuals.
- BT Access
- RT Classification
  - Classified Records
  - Identification
  - Public Records
  - Records

**Provenance**

- USE Original Order

**Public Records**

- SN In context of records management, records created or received and maintained in any public sector agency such as a government, quasi-government agency, or state corporation.
- BT Access
- RT Classification
  - Classified Records
  - Identification
  - Private Records
  - Records

**Records**

- SN In context of records management, documentary evidence, regardless of form or medium, created, received, maintained, and used by record-creating agencies in pursuance of legal obligations or in the transaction of business.
- NT Electronic Records  
Physical Records
- BT Identification
- RT Classification  
Classified Records  
Disposal  
File Plan  
Original Order  
Permanent Records  
Private Records  
Public Records  
Record-creating Agencies  
Temporary Records  
Vital Records

**Record-creating Agencies**

- SN In context of records management, the organization, family, or individual that creates records.
- BT Identification
- RT Administrative Value  
Evidential Value  
Informational Value  
Intrinsic Value  
Legal Value  
Original Order  
Records

**Repositories**

- SN In context of records management, a storage facility—physical or electronic—where records and archives are held for safekeeping. Note: To avoid confusion with the use of the term ‘archives’ to refer to records with ongoing value, the term ‘archives’ is not used to refer to repositories.
- UF Depositories (Archival Storage)
- BT Transfer
- RT Archives  
Disposal  
Identification  
Permanent Records  
Primary Value  
Retention  
Retention and Disposal Schedule  
Secondary Value

**Respect des Fonds**

- USE Original Order

**Retention**

- SN In context of records management, the function of preserving and maintaining records for continuing use. Records may be retained in the system of origin, or transferred to repositories.
- BT Disposal
- RT Appraisal (Values-based)  
Archives  
Identification  
Permanent Records  
Repositories  
Retention and Disposal Schedule  
Transfer  
Vital Records

**Retention and Disposal Schedule**

- SN In context of records management, an ongoing schedule specifying which records should be preserved permanently as archives and which can be destroyed after a certain period.
- UF Disposal Schedule  
Transfer Schedule
- BT Disposal
- RT Appraisal (Values-based)  
Archives  
Destruction  
File Plan  
Identification  
Permanent Records  
Repositories  
Retention  
Temporary Records  
Transfer  
Vital Records

**Scanning**

- SN In context of records management, the process of converting physical records into electronic records.
- BT Electronic Records
- RT Files (Electronic)  
Files (Physical)  
Paper Records  
Physical Records

**Secondary Value**

- SN In context of records management, the value of records by virtue of their contents, for purposes other than transactions of record-creating agencies.
- NT Evidential Value  
Informational Value  
Intrinsic Value
- BT Appraisal (Values-based)

RT Archives  
 Classification  
 Identification  
 Primary Value  
 Repositories  
 Retention  
 Retention and Disposal Schedule  
 Transfer

### **Series**

SN In context of records management, the second level in the classification hierarchy of a file plan (1: collection; 2: series; 3: file; 4: item).

BT Collection

NT File (Classification)

RT Classification  
 File Plan  
 Item (Classification)  
 Original Order

### **Standards**

SN A definition, format, specification, procedure, or methodology that has been approved by a recognized standards organization or is accepted as a standard by an industry.

NT ISO 14721:2003  
 ISO 15489-1:2001  
 MoReq  
 US Department of Defense Standard 5015.2

RT Access  
 Description  
 Dublin Core  
 Metadata  
 METS  
 XML

### **Temporary Records**

SN In records management context, the identification of records as having temporary value and should be integrated into a retention and disposal schedule for eventual destruction.

BT Identification

RT Appraisal (Values-based)  
 Destruction  
 Disposal  
 File Plan  
 Permanent Records  
 Records  
 Retention and Disposal Schedule

### **Transfer**

SN In context of records management, the act of changing the location or ownership of permanent records.



NT Archives  
 Repositories  
 BT Disposal  
 RT Accession  
 Appraisal (Values-based)  
 Archives  
 File Plan  
 Permanent Records  
 Primary Value  
 Retention  
 Retention and Disposal Schedule  
 Secondary Value

### **Transfer Schedule**

USE Retention and Disposal Schedule

### **US Department of Defense Standard 5015.2**

SN The Design Criteria Standard for Electronic Records Management Software Applications which defines requirements for the management of records within the Department of Defense.  
 UF 5015.2  
 BT Standards  
 RT ISO 14721:2003  
 ISO 15489-1:2001  
 MoReq

### **Vital Records**

SN In context of records management, records that are essential to record-creating agencies' operations or to the resumption of operations after a disaster.  
 BT Identification  
 RT Administrative Value  
 Appraisal (Values-based)  
 File Plan  
 Legal Value  
 Primary Value  
 Records  
 Record-creating Agencies  
 Retention  
 Retention and Disposal Schedule

### **XML**

SN Extensible mark-up language (XML) is an International Organization for Standardization standard for sharing structured metadata via the Internet.  
 BT Metadata  
 RT Access  
 Description  
 Electronic Records  
 METS  
 Standards