

# Key definitions

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Term	Definition	Source
<b>Access</b>	Right, opportunity, means of finding, using, or retrieving information.	ISO 15489-1:2016, 3.1 SA/SNZ TR ISO 16175-3:2012 AS/NZS ISO 30300:2012 AS/NZS ISO 13008:2014
<b>Access Authority</b>	The instrument that defines the access conditions that are authorised for specified records which have been in existence for 25 years, or that are about to be transferred to the control of the Chief Archivist.	Public Records Act 2005 (s43; s44)
<b>Access register</b>	The Chief Archivist maintains a register of access restrictions placed on public archives (and associated metadata). The register is available for public inspection.	Public Records Act 2005 (s19)
<b>Accountability</b>	Principle that individuals and organisations are responsible for their actions and may be required to explain them to others.	AS/NZS ISO 30300:2012
<b>Activity (business activity)</b>	The second level of a business classification scheme. NOTE: Activities are the major tasks performed by an organisation to accomplish each of its functions. An activity is identified by the name it is given and its scope note. The scope of an activity encompasses all the transactions that take place in relation to it. Depending on the nature of the transactions involved, an activity may be performed in relation to one function, or it may be performed in relation to many functions.	SA/SNZ TR ISO 16175-2:2012
<b>Administrative head</b>	Means, in relation to— (a) a public office that is not a public office to which paragraph (b) applies, the person responsible for the performance of that office, for example, a chief executive within the meaning of section 2(1) of the Public Finance Act 1989; (b) a public office that involves carrying out a statutory function, the holder of that office, for example, the Registrar-General of Land; (c) a local authority, the person responsible for the performance of the local authority, for example, the chief executive appointed under section 42 of the Local Government Act 2002 or the chief executive of an organisation referred to in paragraph (b) of the definition of the term local authority in section 4.	Public Records Act 2005 (s4)
<b>Appraisal</b>	The process of evaluating business activities. Includes analysis of business context, business activities and risk to enable decision making on what records to create and capture, and how to ensure the appropriate management of records over time.	Adapted from ISO 15489-1:2016, 7.1
<b>Approved repository</b>	Means a repository approved by the Minister under section 26 [of the Public Records Act 2005].	Public Records Act 2005 (s4)

Term	Definition	Source
<b>Archival value</b>	The values, evidential and/or informational, that justify the continuing retention of records as archives.	Keeping Archives, 2 <sup>nd</sup> ed. 1993, Australian Society of Archivists, J.Ellis (ed)
<b>Archives</b>	Permanent records Records maintained for continuing use NOTE 1: Archives can be a place where archival materials are preserved and made available for consultation. This is also referred to as an archival repository. NOTE 2: Archives can be an organisation, agency or programme responsible for selecting, acquiring, preserving and making available archives. This is sometimes referred to as an archival agency, archival institution, or archival programme.	AS/NZS ISO 30300:2012
<b>Archives New Zealand</b>	Means the repository referred to in section 9 [of the Public Records Act 2005].	Public Records Act 2005 (s4)
<b>Archway</b>	A bespoke archives management that Archives New Zealand uses that contains descriptive metadata about its archival holdings.	
<b>Asset</b>	Anything that has value to the organisation NOTE: There are many types of assets, including: a) information; b) software, such as a computer programme; c) physical, such as a computer; d) services; e) people, and their qualifications, skills, and experience; and, f) intangibles, such as reputation and image.	ISO/IEC 27000:2016 AS/NZS ISO 30300:2012
<b>Authentication</b>	The process of testing an assertion in order to establish a level of confidence in the assertion's reliability.	SA/SNZ TR ISO 16175-3:2012
<b>Authenticity</b>	Record that can be proven to be what it purports to be, to have been created or sent by the person purported to have created or sent it, and to have been created or sent at the time purported.	AS/NZS ISO 13008:2014
<b>Business activity</b>	An umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees. Includes public administration as well as commercial business.	SA/SNZ TR ISO 16175-2:2012
<b>Business classification scheme (BCS)</b>	The conceptual, hierarchical, representation of the functions and activities performed by an organisation. NOTE 1: A Business classification scheme is usually a taxonomy derived from the analysis of business activity. Tool for linking records to the context of their creation.	SA/SNZ TR ISO 16175-2:2012 ISO 15489-1:2016, 3.4
<b>Business continuity</b>	The capability of the organization to continue delivery of products or services at acceptable predefined levels following a disruptive incident.	ISO 22301: 2016

Term	Definition	Source
<b>Business information system</b>	<p>Automated systems that create or manage data about an organization's activities.</p> <p>NOTE 1: Business information systems are (often multiple or related) applications whose primary purpose is to facilitate transactions between an organizational unit and its customers, for example, an e-commerce system, client-relationship management system, purpose-built or customized database, and finance or human resources systems.</p> <p>NOTE 2: Business information systems typically contain dynamic data, that is commonly subject to constant updates, able to be transformed (manipulated) and holds 'current' data.</p> <p>NOTE 3: Although digital records management systems are business information systems they differ from most others in that their primary function is the management of records rather than to facilitate a business process.</p>	AS/NZS ISO 13028:2012 SA/SNZ TR ISO 16175-2:2012
<b>Business system</b>	An organised collection of hardware, software, supplies, policies, procedures and people which stores, processes and provides access to an organisation's business information.	AS/NZS ISO 23081-2:2007
<b>Checksums</b>	A method of checking for data loss or corruption by counting and comparing the binary values of a block of data.	[various]
<b>Chief Archivist</b>	Means the Chief Archivist referred to in section 10 [of the Public Records Act 2005].	Public Records Act 2005 (s4)
<b>Chief Executive</b>	Means the chief executive of the department [Department of Internal Affairs].	Public Records Act 2005 (s4)
<b>Compliance</b>	The use of the term 'must' and standards are used as a means to ensure compliance with legislation but do not prevent the use of alternative methods, provided it meets the specified criteria.	Adapted from Standards New Zealand's website ( <a href="https://www.standards.govt.nz/news/regulations-and-standards/">https://www.standards.govt.nz/news/regulations-and-standards/</a> - accessed 07/07/2016)
<b>Controlling local authority</b>	In relation to a local authority record,— (a) means the local authority that controls the local authority record; and (b) includes any successor to that local authority.	Public Records Act 2005 (s4)
<b>Controlling public office</b>	(a) means,— (i) in relation to a public record, the public office that controls the public record; (ii) in relation to a public archive, the public office that has power to determine conditions of access to the public archive; and (b) includes any successor to that public office.	Public Records Act 2005 (s4)
<b>Data</b>	Facts or instructions represented in a formalised manner, suitable for transmission, interpretation or processing manually or automatically.	SA/SNZ TR ISO 16175-3:2012

Term	Definition	Source
<b>Database</b>	An organised collection of related data. Databases are usually structured and indexed to improve user access and retrieval of information. Databases may exist in physical or digital format.	SA/SNZ TR ISO 16175-3:2012
<b>Deletion</b>	The process of removing, erasing or obliterating recorded information from a medium outside the [disposal] process. Deletion within digital systems generally refers to the removal of the pointer (for example, location information) that allows the system to identify where a particular piece of data is stored on the medium.	SA/SNZ TR ISO 16175-3:2012
<b>Department</b>	Means the department of State that, with the authority of the Prime Minister, is for the time being responsible for the administration of this Act [Department of Internal Affairs].	Public Records Act 2005 (s4)
<b>Destruction</b>	Process of eliminating or deleting a record, beyond any possible reconstruction.	AS/NZS ISO 13028: 2012 SA/SNZ TR ISO 16175-3:2012 SA/SNZ TR ISO 16175-2:2012 AS/NZS ISO 30300:2012 ISO 15489-1:2016, 3.7
<b>Digital preservation</b>	Principles, practices, methods, strategies and managed activities that ensure long term preservation for continued access to digital materials for as long as necessary.	National Digital Heritage Archive derived from Digital Preservation Coalition
<b>Digital record</b>	A record on digital storage media, produced, communicated, maintained and/or accessed by means of digital equipment.	AS/NZS ISO 16175-1:2012 SA/SNZ TR ISO 16175-3:2012
<b>Digital records management system</b>	An automated system whose primary function is to manage the creation, use, maintenance and disposition of digitally created records for the purposes of providing evidence of business. NOTE: these systems maintain appropriate contextual information (metadata) and links between records.	SA/SNZ TR ISO 16175-2:2012
<b>Digitisation</b>	Means of converting hard-copy of non-digital records into digital format. NOTE: Examples of digitisation include scanning or imaging, taking digital photographs of the non-digital source records, or converting analogue voice recordings to digital media.	AS/NZS ISO 13028:2012
<b>Disposal</b>	Range of processes associated with implementing records retention, destruction or transfer decisions which are documented in [disposal] authorities or other instruments. In relation to a public record or local authority record, means— (a) the transfer of control of a record; or (b) the sale, alteration, destruction, or discharge of a record.	AS/NZS ISO 13028:2012 AS/NZS ISO 16175-1:2012 AS/NZS ISO 30300:2012 ISO 15489-1:2016, 3.8 Public Records Act 2005 (s4)
<b>Disposal authority</b>	Instrument that defines the [disposal] actions that are authorised for specified records.	ISO 15489-1:2016, 3.9
<b>Document (noun)</b>	Recorded information or object which can be treated as a unit.	AS/NZS ISO 30300:2012

Term	Definition	Source
<b>Document (verb)</b>	Record, substantiate or annotate for retrieval later.	AS/NZS ISO 30300:2012
<b>Electronic document and records management system (EDRMS)</b>	A digital records management system capable of providing document management functionality.	SA/SNZ TR ISO 16175-3:2012
<b>Encoding scheme</b>	Controlled list of all the acceptable values in natural language and/or as a syntax-encoded text string designed for machine processing.	ISO 23081-1:2006, 3.2
<b>Estray record</b>	(a) means a public record, public archive, or protected record that has been disposed of otherwise than— (i) in accordance with an authorisation of the Chief Archivist under this Act; or (ii) as required by or under another enactment; but (b) does not include a discharged public record.	Public Records Act 2005 (s4)
<b>Evidence</b>	Documentation of a transaction. NOTE: This is proof of a business transaction which can be shown to have been created in the normal course of business activity and which is inviolate and complete. It is not limited to the legal sense of the term.	AS/NZS ISO 30300:2012 ISO 15489-1:2016, 3.10
<b>Executive Sponsor</b>	Person within an organisation who is assigned strategic and managerial responsibility for the oversight of information and records management.	Archives New Zealand publication reference 16/F11
<b>File format</b>	Encoding of a file type that can be retrieved or interpreted in a consistent, expected and meaningful way through the intervention of a particular piece of software or hardware which has been designed to handle that format. NOTE: A file may (or may not) be a container containing zero or more files of various formats. File formats may be defined by a specification, or by a reference software system. Many file formats exist in forms with minor variations and many also in more than one version. Typing of file formats should be interpreted generously rather than strictly, but sufficiently precisely to distinguish versions where such distinctions have significant interpretive consequences.	AS/NZS ISO 13008:2014
<b>Format</b>	The physical form (such as paper or microfilm) or computer file format in which a record is maintained.	SA/SNZ TR ISO 16175-3:2012
<b>Function</b>	Group of activities that fulfils the major responsibilities for achieving the strategic goals of a business entity.	ISO 15489-1:2016, 3.11
<b>Functional analysis</b>	Functional analysis seeks to group together all the processes undertaken to achieve a specific, strategic, goal of an organisation. It uncovers relationships between functions processes and transactions which have implications for managing records.	ISO 26122:2008, 3.2

Term	Definition	Source
<b>Government Digital Archive (GDA)</b>	The name Archives New Zealand uses to describe the various applications, systems and processes use for preserving, storing and managing digital objects.	
<b>Information</b>	Knowledge communicated or received. The result of processing, gathering, manipulating and organising data in a way that adds to the knowledge of the receiver.	AS/NZS ISO 16175-1:2012
<b>Information asset</b>	A body of information and/or records that can be defined and managed as a single unit so it can be understood, shared, protected and exploited effectively.	GEA-NZ Information Asset Catalogue Guidelines v2.0
<b>Information asset custodian</b>	Title of the business custodian accountable for the asset, usually Tier 1, CE, Commissioner.	GEA-NZ Information Asset Catalogue Guidelines v2.0
<b>Information asset register</b>	A simple way to help organisations to document and manage their information assets and the risks to them. Also referred to as an Information Asset Catalogue.	
<b>Information asset steward</b>	Tier 2 or Tier 3 role that is accountable for the definition, management and use of the asset.	GEA-NZ Information Asset Catalogue Guidelines v2.0
<b>Ingestor</b>	A bespoke application Archives New Zealand uses for ingesting digital objects into Rosetta against the unit of description in Archway. Used for homogeneous products of digitisation only.	
<b>Local authority</b>	(a) has the same meaning as in section 5(1) of the Local Government Act 2002; and (b) includes the following organisations defined in section 5(1) of that Act: (i) a council-controlled organisation; (ii) a council-controlled trading organisation; (iii) a local government organisation.	Public Records Act 2005 (s4)
<b>Local authority archive</b>	(a) means a local authority record that— (i) is no longer in current use by the controlling local authority; or (ii) has been in existence for 25 years or more (whether or not in current use); and (b) includes— (i) a protected record; and (ii) a local authority record that the controlling local authority resolves is worth permanent preservation.	Public Records Act 2005 (s4)
<b>Local authority record</b>	Means a record or class of records in any form, in whole or in part, created or received (whether before or after the commencement of this Act) by a local authority in the conduct of its affairs.	Public Records Act 2005 (s4)
<b>Maturity Model</b>	A maturity model can be viewed as a structured collection of elements based on levels of achievement. A maturity model provides a framework to assess current performance and guide future improvements.	Queensland State Archives <i>Recordkeeping Maturity Model Overview</i> , October 2010



Term	Definition	Source
<b>Metadata</b>	Data describing context, content and structure of records and their management through time.	AS/NZS ISO 30300:2012 AS/NZS ISO 13008:2014
<b>Migration</b>	Process of moving records from one hardware or software configuration to another without changing the format.	ISO 30300:2012, 3.3.8 ISO 15489-1:2016, 3.13
<b>Minister</b>	Means the Minister of the Crown who, under the authority of any warrant or with the authority of the Prime Minister, is for the time being responsible for the administration of this Act. [Minister of Internal Affairs].	Public Records Act 2005 (s4)
<b>Minister's papers</b>	Means records created or received (whether before or after the commencement of this Act) by a Minister while holding office as a Minister of the Crown.	Public Records Act 2005 (s4)
<b>Open access record</b>	Means— (a) a public record— (i) that has been in existence for at least 25 years or has been transferred to the control of the Chief Archivist; and (ii) that is classified as an open access record under section 44(2); and (iii) to which public access has not been prohibited under section 49: (b) a local authority archive— (i) that is classified as an open access record under section 46(2); and (ii) to which public access has not been prohibited under section 49.	Public Records Act 2005 (s4)
<b>Organisation</b>	Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives. NOTE: The concept of organisation includes, but is not limited to, sole trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.	AS/NZS ISO 30300:2012
<b>Permanent records [archive(s)]</b>	Records maintained for continuing use. NOTE 1: Archives can be a place where archival materials are preserved and made available for consultation. This is also referred to as an archival repository. NOTE 2: Archives can be an organisation, agency or programme responsible for selecting, acquiring, preserving and making available archives. This is sometimes referred to as an archival agency, archival institution, or archival programme.	AS/NZS ISO 30300:2012
<b>Portability</b>	The state or quality of being portable; the ability to transfer, to be moved; etc.	Webster Dictionary; Wikipedia, etc.
<b>Prescribed record</b>	Means a record declared under section 38 [of the Public Records Act 2005] to be a prescribed record for the purposes of this Act.	Public Records Act 2005 (s4)

Term	Definition	Source
<b>Private record</b>	Means a record that is not created in, or received by, a public office or local authority, and that is not a Minister's paper.	Public Records Act 2005 (s4)
<b>Protected record</b>	Means a local authority record declared under section 40 [of the Public Records Act 2005] to be a protected record for the purposes of this Act.	Public Records Act 2005 (s4)
<b>Public access register</b>	Means the register referred to in section 19(1)(d) [of the Public Records Act 2005].	Public Records Act 2005 (s4)
<b>Public archive</b>	Means a public record that is under the control of the Chief Archivist.	Public Records Act 2005 (s4)
<b>Public office</b>	<p>(a) means the legislative, executive, and judicial branches of the Government of New Zealand; and</p> <p>(b) means the agencies or instruments of those branches of government; and</p> <p>(c) includes (without limiting the agencies or instruments)—</p> <p>(i) departments as defined in section 2 of the State Sector Act 1988; and</p> <p>(ii) Offices of Parliament as defined in section 2(1) of the Public Finance Act 1989; and</p> <p>(iii) State enterprises as defined in section 2 of the State-Owned Enterprises Act 1986; and</p> <p>(iv) Crown entities as defined in section 7(1) of the Crown Entities Act 2004; and</p> <p>(v) the Parliamentary Counsel Office; and</p> <p>(vi) the Parliamentary Service; and</p> <p>(vii) the Office of the Clerk of the House of Representatives; and</p> <p>(viii) the New Zealand Police; and</p> <p>(ix) the New Zealand Defence Force; and</p> <p>(x) the New Zealand Security Intelligence Service; and</p> <p>(xi) any person or class of persons declared by an Order in Council made under section 5(1)(a)(i) to be a public office for the purposes of this Act.</p>	Public Records Act 2005 (s4)
<b>Public record</b>	<p>(a) means a record or a class of records, in any form, in whole or in part, created or received (whether before or after the commencement of this Act) by a public office in the conduct of its affairs; and</p> <p>(b) includes—</p> <p>(i) a record or a class of records declared under section 5(1)(a)(ii) [of the Public Records Act 2005] to be a public record for the purposes of this Act; and</p> <p>(ii) stray records; but</p> <p>(c) does not include—</p> <p>(i) a special collection; or</p> <p>(ii) records created by the academic staff or students of a tertiary education institution, unless the records have become part of the</p>	Public Records Act 2005 (s4)

Term	Definition	Source
	records of that institution.	
<b>Record</b>	Means information, whether in its original form or otherwise, including (without limitation) a document, a signature, a seal, text, images, sound, speech, or data compiled, recorded, or stored, as the case may be,— (a) in written form on any material; or (b) on film, negative, tape, or other medium so as to be capable of being reproduced; or (c) by means of any recording device or process, computer, or other electronic device or process.	Public Records Act 2005 (s4)
<b>Retention period</b>	The length of time after the [disposal] trigger that a record must be maintained and accessible. At the expiration of the retention period, a record may be subject to a [disposal] action.	SA/SNZ TR ISO 16175-3:2012
<b>Risk</b>	Effect of uncertainty. NOTE 1: An effect is a deviation from the expected - positive or negative. NOTE 2: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood. NOTE 3: Risk is often characterised by reference to potential events (ISO Guide 73:2009, 7.5.1.3) and consequences (ISO Guide 73, 3.6.1.3) or a combination of these. NOTE 4: Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood (ISO Guide 73, 3.6.11) of occurrence.	SA/SNZ TR 18128:2015, 3.1.1
<b>Rosetta</b>	A proprietary digital preservation software systems used by Archives New Zealand as a digital repository.	
<b>Security controls</b>	A scheme of protective markings that may be allocated to users, digital records and record plan entities to restrict access. May include a hierarchical security category, possibly in conjunction with a non-hierarchical qualifier.	SA/SNZ TR ISO 16175-3:2012

Term	Definition	Source
<b>Service level agreement (SLA)</b>	Written agreement between a service provider and a client that documents services and agreed service levels.	ISO/TR 17068:2012, 2.8
<b>Standards</b>	Means the standards issued by the Chief Archivist under section 27 [of the Public Records Act 2005].	Public Records Act 2005 (s4)
<b>System</b>	Set of interrelated or interacting elements.	AS/NZS ISO 9000:2016 AS/NZS ISO 30300:2012
<b>Taxonomy</b>	The classification of entities in an ordered system that indicates natural relationships.	SA/SNZ TR ISO 16175-2:2012
<b>Tertiary education institution</b>	Has the same meaning as in section 7(1)(e) [of the Public Records Act 2005] of the Crown Entities Act 2004.	Public Records Act 2005 (s4)
<b>Thesaurus</b>	A records classification tool comprising an alphabetical presentation of a controlled list of terms linked together by semantic, hierarchical, associative or equivalence relationships. NOTE: In a thesaurus, the meaning of the term is specified and relationships to other terms are shown. A thesaurus should provide sufficient entry points to allow users to navigate from non-preferred terms to preferred terms adopted by the organisation.	SA/SNZ TR ISO 16175-2:2012
<b>Tikanga Māori</b>	Means Māori customary values and practices.	Public Records Act 2005 (s4)
<b>Transfer</b>	Change of custody or ownership of records. NOTE 1: Transfer may include moving records from one location to another. NOTE 2: Adapted from ISO 15489-1:2001, 3.20 and 3.21.	AS/NZS ISO 30300:2012