

Glossary

Architecture: An enterprise-wide architecture is a logically consistent set of principles that guide the design and development of an organization's information systems and technology infrastructure.

Backward-compatible: The ability of a software program or piece of hardware to read files in previous versions of the software or hardware.

Bits: The smallest discrete units of digital data. Short for binary digit.

Byte: Eight consecutive bits of digital data.

Checksum: A checksum is a count of the number of bits in a transmission unit that is included with the unit so that the receiver can check to see whether the same number of bits arrived. If the counts match, then one can assume that the complete transmission was received.

Compound document: A document with multiple elements (e.g., images, text, animation, hypertext).

Compression: A process, using special software, that reduces the file size of a given electronic file. May cause loss of data, see Lossiness.

Conversion: Changing a record's file format, often to make the record software-independent and in a standard or open format.

Digital data: Data that consists, at its most basic level, of just 0s and 1s.

Digital signature: A transformation of a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine: (1) whether the transformation was created using the private key that corresponds to the signer's public key; and (2) whether the initial message has been altered since the transformation was made.

Disposal date: The date on which the records retention period for a given records series expires and the records may be disposed of, either by destruction or for permanent records transfer to the Wyoming State Archives.

Disposition: Either the destruction of a record, retain in agency permanently, or the transfer of the record to the Wyoming State Archives.

Dublin Core metadata set: A widely used set of metadata elements that is easily embedded in a web page.

Electronic document management system (EDMS): A software program and supporting hardware that automate and integrate the records management process.

Electronic mail (e-mail): Electronic correspondence sent from one user to one or more recipients.

Electronic record: “A record created, generated, sent, communicated, received, or stored by electronic means” (Wyoming Statutes, 40-21-102 (a) (vii)).

Electronic signature: “An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record” (Wyoming Statutes, 40-21-102 (a) (viii)).

Extranet: A type of Internet site to which organizations allow only selected external access.

File name: The name of the file independent of location.

File path: The location of the file as it is stored in a series of directories.

File transfer protocol (FTP): A type of URL that is commonly used to store and exchange large files.

Forward-compatible: The ability of a software program to create files that can be read by more advanced versions of the software.

Free-text search: A document searching function that searches every word in a document or specified group of documents.

Gigabyte: 1,024 megabytes of digital data.

Gopher: An early URI protocol used primarily in academic and governmental settings that is rarely used today.

Group list: A list of names and e-mail addresses, organized into a group, that enables the e-mail message sender to enter only the group list name when sending an e-mail message to the group list members.

Hypertext: A special type of database system that allows links among documents.

Hypertext transfer protocol (HTTP): A protocol commonly used to access resources on the Internet.

Information: “Data, text, images, sounds, codes, computer programs, software, databases, or the like” (Wyoming Statutes, 40-21-102 (a) (x)).

Internet: The vast network of computer systems that enables worldwide connectivity among users and computers.

Intranet: An internal Internet site that cannot be accessed by anyone outside the organization.

Kilobyte: 1,204 bytes of digital data.

Lossiness: The degree to which data is lost during file compression.

Mailto: This protocol is used for e-mail exchange.

Markup Language: A mechanism to identify structures in a document. Common markup languages are SGML (Standard Generalized Markup Language) – used in government offices worldwide as an international standard; HTML (Hypertext Markup Language) – used to display most of the information on the World Wide Web; XML (Extensible Markup Language) – a relatively simple language, based on SGML, that is becoming more widely used for managing and sharing information.

Megabyte: 1,024 kilobytes of digital data.

Metadata: Data about data. It describes how, when and by whom a particular set of data was collected, and how the data was formatted. Most often it includes, but is not limited to, items like file type, file name, creator name and date of creation.

Migration: Moving files to another computer platform which may require changing their formats.

Nearline storage: Storage in a system that is not a direct part of the network in daily use, but that can be accessed through the network.

News: A URI access protocol for newsgroups.

Offline storage: The storage of digital data outside the network in daily use (e.g., on backup tapes) that is only accessible through the offline storage system, not the network.

Online storage: The storage of digital data as fully accessible information on the network in daily use.

Persistent uniform resource locator (PURL): A type of URI scheme that is functionally a URL, but that redirects the user to a PURL server instead of the URL.

Pixel: A dot of color in a raster-based graphics file.

Raster graphics: A type of graphics file that stores the images as a collection of pixels. Also called bitmapped images.

Record: According to the State of Wyoming, an item that documents an official government transaction or action.

"Public records" when not otherwise specified includes the original and copies of any paper, correspondence, form, book, photograph, photostat, film, microfilm, sound recording, map drawing or other document, regardless of physical form or characteristics that have been made by the state of Wyoming and any counties, municipalities and political subdivisions thereof and by any agencies of the state, counties, municipalities and political subdivisions thereof, or received by them in connection with the transaction of public business, except those privileged or confidential by law. (Wyoming Statute, 16-4-201, (a) (v)).

Recordkeeping: The act or process of creating, maintaining, and disposing of records. See also *Records management*.

Records continuum: An Australian concept that holds that each person who touches the record should manage the record during its existence, using the stage of the record (e.g., creation, use, long-term storage) as a reference point, not a separate function.

Records management: The planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance, use, and disposition of records. See also *Recordkeeping*.

Records retention period: The length of time a given records series must be kept, expressed as either time period (e.g., four years), an event or action (e.g., audit), or a combination (e.g., six months after audit).

Records retention schedule: A plan for the management of records listing types of records and how long they should be kept; the purpose is to provide continuing authority to dispose of or transfer records to the Wyoming State Archives.

Records series: Records arranged according to a filing system or kept together because they relate to a particular subject or function or result from the same activity.

Telnet: A URI access protocol that provides the user remote control (not just access) to another computer. Most commonly used for interactive, text-based sites.

Terabyte: 1,024 gigabytes of digital data.

Transfer protocol: A series of commands that defines how information is formatted, retrieved, and delivered. Usually used in reference to information transferred over the Internet.

Uniform resource identifier (URI): A short text string that describes an item on the Internet. Also, known as the resource's "address."

Uniform resource locator (URL): A type of URI scheme that allows users to access resources on the Internet.

Uniform resource name (URN): A type of URI scheme that is designed to serve as a persistent, location-independent resource identifier.

Vector graphics: A type of graphics file that stores the image as a collection of geometric shapes.

Vital record: A record that is essential to the organization's operation or to the reestablishment of the organization after a disaster.

Web site: A collection of Uniform Resource Indicators (URIs) in the control of one administrative entity. May include different types of URIs (e.g., file transfer protocol sites, telnet sites, as well as World Wide Web sites).

Web site snapshot: The capture of a complete web site as a backup copy using special software.