RECORDS RETENTION PROJECT GLOSSARY

ASBOA
ASSOCIATION OF SCHOOL
BUSINESS OFFICIALS OF ALBERTA

This glossary is designed for use in school boards in the Province of Alberta and draws on nationally and internationally recognized sources of best practice. The glossary is not a comprehensive listing of all terms used in records management. Terms chosen are those used in Alberta school boards and the definitions reflect this usage. The list is a compilation from PIM, Alberta Education, Funding Manual for School Authorities, ASBOA, and the Work Group.

Term/Acronym	Definition
AAAND	Alberta Aboriginal Affairs and Northern Development
AAMDC	Alberta Association of Municipal District and Counties
Access	Authority or permission to consult records or to obtain restricted information.
Access Control	A set of rules or policies that dictate each user's access rights to particular information in an organization.
ACFA	Alberta Capital Finance Authority
ACOL	Alberta Commission on Learning
ACSTA	Alberta Catholic School Trustees' Association
Active Records	Documents or records required for day-to-day business relating to the administration or function of the organization. Active records are normally referred to more than once per month. Also referred to as current records.
ADL	Alberta Distance Learning
ADM	Assistant Deputy Minister
AE	Alberta Education
AERR	Annual Education Results Report
AETS	Alberta Electronic Tendering System
AFS	Audited Financial Statements
AHRE	Alberta Human Resources and Employment
AHSCA	Alberta Home & School Councils' Association
AHSCA	Alberta Home and School Councils' Association
AI	Alberta Infrastructure
AISI	Alberta Initiative for School Improvement
AIT	Agreement on Internal Trade
ALARIE	Alberta Local Authorities Reciprocal Insurance Exchange
AMHSA	Alberta Municipal Health and Safety Association
Analogue Record	A record in a non-paper format that is still readable by the human eye without the aid of a computing device.
AOD	Accumulated Operating Deficit
AOS	Accumulated Operating Surplus
APC	Alberta Purchasing Connection
Application	A collection of one or more related software programs that enables a user to enter, store, view, modify, or extract information from files or databases.
Appraisal of Records	Determination of the value of records before their disposal. This evaluation is based on their current administrative, fiscal, and legal use, and on their value as evidence or as an information source.

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Term/Acronym	Definition
Archival Records/Data	Information considered permanently valuable and preserved for reference and research purposes because it reflects significant events or documents the history and development of the organization. See also: Permanent Records
Archival Value	The permanent and continuing worth of records based on their administrative, legal, financial, or historical usefulness. Also called continuing value, enduring value, or historical value. Also referred to as enduring value.
Archive	To make a backup copy of a computer file for security. To store documents (records) for the purpose of later or long-term reference.
Archives	A repository for records with continuing value. See Also: Remote Storage
ASBA	Alberta School Boards Association
ASBA	Alberta School Boards Association
ASBIE	Alberta School Board Insurance Exchange
ASBOA	Association of School Business Officials of Alberta
ASBOA	Association of School Business Officials of Alberta
ASEBP	Alberta School Employee Benefits Plan
ASN	Alberta Student Number
ATA	Alberta Teachers' Association
ATA	Alberta Teachers' Association
ATRF	Alberta Teachers' Retirement Fund
AUMA	Alberta Urban Municipalities Association
AUPE	Alberta Union of Public Employees
Authentic Record/Document	A document or record that actually is what it says it is or is represented to be and is completely free of any addition, deletion, or corruption.
Authenticate	To verify the identity of a user, user device, or other entity. Authentication is the process of determining whether someone or something is in fact who or what it is declared to be.
Authenticity	Characteristic of a document or record created by the entity represented as its creator, and preserved in its original form without any falsification or tampering. A genuine signature is usually the best proof of authenticity.
Backup Data	Data that is copied (backed up) onto secondary media for purposes of offline, off-site security storage. The primary purpose of data backup is to provide the capability of recovering critical when a data loss of any kind occurs.
Best Practices	Established principles or procedures gained form successful experiences that jurisdictions may use to enhance internal business processes.
BLIMS	Building Land Information Management System
Board-Funded Capital Additions	Capital additions funded from the board's own resources, including capital reserves. (See also Supported Capital Additions)
BR	Budget Report
Breach (Privacy Breach)	An infraction or violation.
Business Management Practice	The ongoing management of all business processes for an organization, including the development, alignment, and continuous review of processes in support of the organization's goals.
CALM	Career and Life Management

Term/Acronym	Definition
Canadian Standards Association (CSA)	A not-for-profit, membership-based association serving business, industry, government, and consumers in Canada and the global marketplace to develop standards that address real needs, such as enhancing public safety and health.
Capital Assets	Long-term assets. These assets are amortized over the life of the asset. Annual amortization is charged as an expense and reduces the annual operating surplus.
Capital Reserves	Funds (surpluses or capital proceeds) set aside for replacement of capital assets.
CASA	Canadian Association of School Administrators
CASS	College of Alberta School Superintendents
CASS	College of Alberta School Superintendents
CEA	Canadian Education Association
CEFPI	Council of Educational Facility Planners International
CEO	Chief Executive Officer (Superintendent of Schools)
CEU	Credit Enrolment Unit - A funding unit used to calculate base instructional funding at the high school level for school authorities. CEUs are assigned when the course, the student, and the student's achievement in a course meet all established criteria
CEU	Credit Enrolment Unit
Charter Board	The society or company that is named in a charter as being responsible for the operation for a charter school, as per section 34(2) of the School Act.
Charter School	A school established under section 32 of the School Act and operated per section 34 of the School Act.
CICA	Canadian Institute of Chartered Accountants
CIDS	Course Information Database System
Classification	The process of identifying records and information in accordance with a predetermined filing system. This includes determination of the function and/or subject of a record and selection of an appropriate classification for filing.
Classification System	A tool for organizing and filing records and documents based upon function and subject, for the purpose of facilitating filing and retrieval.
Comprehensive Assessment	A detailed analysis/review to assist school boards in determining the effects of a program or service delivery initiative on individual privacy.
Confidential Record	A record containing certain information that requires protection against unauthorized access or disclosure.
Conversion of Records Format	The transfer of recorded information from one physical medium or format to another. Conversion includes changing paper records to electronic format, and conversely, transferring records in electronic format to paper.
Crown	The Government of Alberta.
CSA	Canadian Standards Association
CSBA	Canadian School Boards Association
CTS	Career and Technology Studies
CUPE	Canadian Union of Public Employees

Term/Acronym	Definition
DAISY	Digital Accessible Information Systems The DAISY Digital Talking Books stored on this repository are either "audio only" or "audio with synchronized text." DAISY audio-files have built-in navigation to allow the user to move from one place to another with ease. DAISY audio with synchronized text allows the reader to view the text as it is being highlighted and read with a synthetic speech synthesizer. All images that appear in the print version of the resource will also display in the DAISY version. This format also has a high degree of navigability built in. (Alberta Ed web site
Data	Individual facts or values not significant to an organization until analyzed and/or preserved as a record of the organization's transactions and operations. Data on its own has no meaning; only when interpreted by some kind of data processing system does it take on meaning and become information.
Data Holding	An organized collection of information and data, either paper or electronic (e.g., student information system, data warehouse, records room); a "holding" area for information.
Data Warehouse	A repository of an organization's electronically stored data.
Data Warehousing	The linking of all organization databases to a single relational database for the purpose of sharing information.
Date of Birth (DOB)	The hour (and minute), day, month, and year of birth established in order that exact age may be determined in completed years, months, days, and hours (and minutes) of life as required.
Destruction of Records	The various methods of destroying inactive records scheduled for destruction when authorized by shredding, incineration, pulping, or recycling. Methods for secure destruction of electronic records are also covered by this term.
Digital Record	See: Electronic Document
Disaster Recovery	The process of regaining access to (paper or electronic), hardware and software necessary to resume critical business operations after a natural or human-caused disaster. A disaster recovery plan (DRP) should also include plans for coping with the unexpected or sudden loss of key personnel responsible for any managed information.
Disposal	The final removal—whether for destruction or formal transfer to another agency, records storage centre or archives—of records that have reached the end of their retention period.
Disposition	Disposition refers to the finalizing activities that inactive records undergo. Includes storage, destruction by deleting an electronic record, and shredding/recycling of paper records.
Division	A school division or regional division established pursuant to the current School Act or any predecessor School Act or Ordinance School Act.
Document	The smallest unit of filing housed in a filing system. Recorded information that (regardless of medium, form, or characteristics) serves to establish one or several facts and/or can be relied upon as a proof thereof.
Document Imaging	Microfilming or digitization of paper documents for easy storage, retrieval, and distribution.
Document Management	Coordination and control of the flow (storage, retrieval, processing, printing, routing, and distribution) of electronic and paper documents in a secure and efficient manner in order to ensure that they are accessible to authorized personnel as and when required. See also: Records Management
Document Management Software	Software application used for managing documents that allows users to store, retrieve, and share them with the benefit of security and version control.
EAP	Employee Assistance Program
ECS	Early Childhood Services
ECS	Early Childhood Services

Term/Acronym	Definition
Electromagnetic Degaussing	A method of erasing or destroying data stored in magnetic media, such as hard drives, floppy disks, and magnetic tape using a strong magnetic field.
Electronic Data Interchange (EDI)	Represents the computer-to-computer transfer of information in a structured, predetermined format between two or more partners over a secured network.
Electronic Document	Information recorded in a manner that requires a computer or other electronic device to display, interpret, and process it. See also: Electronic Record
Electronic Document and Records Management System (EDRMS)	Software that provides for the management of electronic documents in a variety of forms and formats using computer equipment and software to manage, control, locate, and retrieve information in the system. EDMS systems are designed to capture, route, and organize electronic documents. Many of these systems also provide document collaboration, revision/version control, secure access, and other features.
Electronic Imaging	Technology or process that records documents as digitized images on computer storage media for subsequent retrieval and use.
Electronic Record	Information captured through electronic means, and which may or may not have a paper record to back it up. See also: Electronic Document
Electronic Storage Media	Any device that is used to store or record electronic information, including, but not limited to hard disks, magnetic tapes, compact discs, videotapes, audiotapes, handheld electronic devices, and removable storage devices such as floppy disks and zip disks.
ELI	Early Literacy Initiative
ERP	Enterprise Resource System
ESL	English as a Second Language
External Agencies	Organizations (other institutions, e.g., non-profit or not-for-profit) with which school boards share operations, information, and services.
FCSS	Family and Community Social Services
FES	Funding Events Systems
FN&MA	First Nations and Métis Authorities
FNAHEC	First Nations Adult and Higher Education Consortium
FNMI	First Nations Métis Inuit
FOIPP	Freedom of Information and Protection of Privacy
FOPS	Family-Oriented Programming Sessions (PUF)
Forms Management	Establishing standards for the research, analysis, design (including format), production, and distribution of all forms used within an organization.
FRA	Financial Reporting and Accountability
Francophone Regional Authority	A Regional Authority for a Region established by the Minister under section 255 of the School Act.
FSL	French as a Second Language
FTE	Full-time Equivalent
FTE	Full Time Equivalent
Functional Responsibility (Also called Office of the Record or Originator)	Certain sites are responsible for certain records and they are responsible for keeping those records for the full period of retention. These sites are responsible for the function or process that requires information from the records and/or generates the records.

Term/Acronym	Definition
GAAP	Generally Accepted Accounting Principles, which are established by the Canadian Institute of Chartered Accountants.
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards, which are followed by independent auditors.
GAAS	Generally Accepted Auditing Standards
GLA	Grade Level of Achievement
GLAR	Grade Level of Achievement Reporting
Governance	A process and structure that brings together capable people and relevant information to achieve goals. Governance defines an organization's accountability systems and ensures the effective use of public resources.
GRE	Government Reporting Entity
GRF	General Revenue Fund
Guideline	A recommended course of action.
HR	Human Resources
HRDC	Human Resources Development Canada
ICA	Investment in Capital Assets
ICT	Information and Communication Technology
Identity	The collective aspect of the set of characteristics by which a person is definitively recognizable or known.
IEP	Individual Education Plan
IMR	Infrastructure Maintenance and Renewal (formerly BQRP & IMP)
INAC	Indian and Northern Affairs Canada
Inactive Records	Documents no longer required in the day to day operations of an organization, but which must be kept for administrative, historical, fiscal, audit, or legal purposes.
Information	Organized data that has been arranged for better comprehension or understanding.
Information Management Standard	The systematic management and control of school board/authority information assets throughout its life cycle, which covers acquisition; receipt; creation; active use; maintenance; off-site storage; inactive use and preservation; and disposition, destruction, and transfer.
Informed Consent	Requires that the person consenting understand the exact nature of the information for which consent is sought, understand the potential consequences of signing the consent form, and be given the right to revoke the consent at any time. Students 16 or older must sign the consent form. If a student is less than 16 years of age, parent or guardian must provide informed consent.
IPP	Individualized Program Plan - A statement of intentions developed to address the student/child's learning needs, and is based on individual assessments that help identify the level and types of instructional strategies and supports the student/child requires. An IPP is mandatory for all students/children identified as having special education needs, including mild, moderate, and severe disabilities/delays and those who are gifted and require additional challenges.
IPP	Individualized Program Plan
IS	Information Services
IT	Information Technology
K&E	Knowledge & Employability
LAB	Local Authorities Board
LAC	Local Authorities Pension Plan

Term/Acronym	Definition
Lifecycle of a Record	The lifespan or time period from the creation or receipt of a record through to its final disposition. The five stages in the life cycle of a record include creation; distribution and use; storage or maintenance; retention and disposition; and archival preservation or ultimate destruction.
LRC	Learning Resources Centre
Memorabilia	Individual items of historical value such as programs, posters, brochures, clippings, photographs, etc.
Metadata	Data that describes the context, content, and structure of records and their management through time. An integral component of an electronic record, metadata describes (among other attributes) how, when, and by whom the record was collected, created, accessed, modified, formatted, and transferred.
Migration	The transfer of electronic records/data across hardware and software configurations and across subsequent generations of computer technologies, preserving its integrity. Used to ensure continued access to information as systems or media become obsolete overtime.
Minister	Refers to the Minister of Education.
Near-line Storage	An inexpensive, scalable way to store large volumes of data.
Non-Record	A document such as a draft, worksheet, routine memo, or extra copy created for convenience or distribution, and which has no retention value and no need to be filed.
Office of the Record	The office assigned responsibility for custody and maintenance of specific records. Generally, the office in which they were originally created and filed. See also: Functional Responsibility
Official Record	A significant, vital, or important record having the legally recognized and enforceable quality of establishing a fact, and of continuing value to be protected, managed, and retained according to established retention schedule; often, but not necessarily, an original.
Off-line Storage	The term used to describe any storage medium that must be inserted into a storage drive by a person before it can be accessed by the computer system.
OH&S	Occupational Health and Safety
Organizational Taxonomy	A hierarchical structure for documents and information of major and subordinate categories from the most general to the most specific; can be departmental, organizational, or functional.
Original Record	A primary or first-generation record from which copies can be made.
Outsourcing	The process of subcontracting to a third party company to complete a task.
Overwriting	A method of sanitation and is used to replace previously stored data on the electronic media with a pattern of meaningless random or non-random information.
P3	Public Private Partnership
PAR	Program Accounting & Reporting
PASI	Provincial Approach to Student Information
PAT	Provincial Achievement Test
PD	Professional Development
Performance Target	The expected result for a performance measure.
Permanent Record	A document which is retained permanently because of its administrative, historical, fiscal, audit, or legal value.

Term/Acronym	Definition
Personal Information	Recorded information about an individual that renders that individual identifiable, including: name, address, phone number; race, ethnic origin, or religious or political beliefs or associations; age, sex, sexual orientation, metal status, or family status; any identifying number or symbol; fingerprints, blood type, or inheritable characteristics; medial history; educational, financial, criminal, or employment history; personal views or opinions, except if they are about someone else; or anyone else's opinion about that individual.
Personal Information Bank	Any collection of personal information that is organized or retrievable by an individual's name, or by any identifying number, symbol, or other identifier assigned to an individual.
Personal Information Protection and Electronic Documents Act (PIPEDA)	Federal legislation for the private sector meant to ensure personal information is collected and used in ways that secure and protect that information.
PIPA	Personal Information Protection Act
PLC	Professional Learning Community
POARA	Professional and Occupational Association Registration Act
Policy	A high-level statement of intent.
POM	Plant Operations & Maintenance
Privacy	The quality or condition of being secluded from the presence or view of others. The state of being free from unsanctioned intrusion: a person's right to privacy.
Privacy Compliance Checklist	Provides considerations for assessing compliance in a structured format. By responding systematically to the specific questions or statements related to each privacy element, public bodies and trustees are able to review practices and determine what action may be needed to initiate or improve compliance.
Privacy Impact Assessment (PIA)	An assessment framework used to identify the actual or potential risks that a proposed or existing information system, technology, or program may have on an individual's privacy.
Privacy Standard	A set of rules, guidelines, and characteristics that helps to foster a culture of privacy regarding the way Ontario school boards/authorities collect, use, disclose, secure, retain, and dispose of personal information. It also ensures the right of individuals to have access to personal information about themselves and, as appropriate, to have it corrected.
Procedure	The approved steps required to accomplish the high-level statement of intent (policy).
Protocol	A code of correct conduct.
PSAB	Public Sector Accounting Board
PSBAA	Public School Boards' Association of Alberta
PUF	Program Unit Funding
PUFS	Program Unit Funding System
Purging	Cleaning out inactive or obsolete records or data from the set of active files (whether physical or computer-based) for archiving or destruction (deletion). Also called culling.
RAP	Registered Apprenticeship Program
RCF	Regional Consortium Funding
RCPA	Relative Cost of Purchasing Goods & Services Adjustment
Reception Equipment	Refers to the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical, or other mechanical, electronic, or digital device.

Term/Acronym	Definition
Record	A document, regardless of physical format or characteristics, that memorializes and provides objective evidence of activities performed, events elapsed, results achieved, or statements made in the course of the organization's daily activities.
Record Classification	Process in which records are identified and categorized for filing on the basis of their subject matter and subject category, and are assigned a file number or code for efficient retrieval.
Records Control	The administration of documents, files, and records created or received by an organization in order to ensure proper authorization and procedure for having access to or handling of records.
Records Control Centre	A centralized location that is used for organized storage of inactive records retained for administrative or operating purposes, usually for a limited period of time. See also: Remote Storage, Archives
Records Disposition	See: Disposition
Records Inventory	List of all documents, files, and records created/received and maintained by an organization. It describes the title, function, purpose, content, date, format, and recording media, etc., and helps in the development of a record retention schedule.
Records Management	Systematic administration of records and documented information for its entire life cycle, from creation/receipt, classification, use, filing, retention, storage, to final disposition. See also: Document Management
Records Retention Period	The minimum amount of time to keep a record as determined to be necessary by law or other authority. Original records cannot be destroyed until the retention time has expired. Likewise, records should not be retained longer than the retention time without good reason.
Records Retention Schedule	A tool that describes (1) the length of time each document or record will be retained as an active record, (2) the reason (legal, fiscal, historical) for its retention, and (3) the final disposition (archival or destruction) of the record. Also called a record control schedule, record disposition schedule, or records schedule.
Records Transfer List	A form that tracks the whereabouts and disposition status of inactive records. This form constitutes evidence of authorized and regular disposition of records.
RECS	Regional Educational Consulting Services
Remote Storage	Off-site storage of records in board-owned or commercial storage facilities. Applies to paper and electronic records.
Repository	Storage for indefinite or permanent placement. By comparison, a depository is storage in which something is placed to be taken out later.
Retrieval	The process of locating and accessing filed records.
Risk Management	The systematic application of management policies, procedures, and practices to the tasks of identifying, analyzing, assessing, treating, and monitoring risk.
SACS	Safe and Caring Schools
SAFRS	School Authorities Funding & Revenue System
Sanitizing	The removal of information from electronic media or equipment such that data recovery using standard techniques or analysis is prevented.
SBDM	Site Based Decision Making
School Authorities	For purposes of this manual includes school jurisdictions, accredited funded private schools, and private ECS operators.
School Board	The board of trustees of a school jurisdiction (excluding Charter Schools).
School Board	The board of trustees of a school jurisdiction (excluding Charter Schools) (collectively).
School Board Trustee	A member of the board of trustees of a school jurisdiction (individually).

Term/Acronym	Definition
School Jurisdiction	For funding purposes this is an Alberta school district, school division, regional division, Francophone Regional Authority, charter school, the Lloydminster Public School Division, or the Lloydminster Roman Catholic Separate School Division
School Jurisdiction	For funding purposed this is an Alberta school district, school decision, regional division, francophone regional authority, charter school.
School Year	For funding and financial reporting purposes, means the 12-month period from September 1 to August 31. This applies to all school authorities. See also section 147 (1) of the School Act, the Private School Regulation and the Early Childhood Services Regulation
School-Generated Funds	Fundraising, non-instructional fees, and other revenue generated at the school level and restricted to the purpose intended.
Scope Note	The component of a classification system that describes the function, uses, and content of records that are to be classified together.
SCSI	Small Class Size Initiative
Sealed Records	Records protected by a court order which cannot be accessed or unsealed without another court order.
Security Classification	Security level assigned to a government document, file, or record based on the sensitivity or secrecy of the information. Four common security classifications are: (1) Top secret: Highest degree of protection for information that is paramount in national defence matters and whose unauthorized disclosure may cause extremely grave danger or damage to the nation. (2) Secret: Unauthorized disclosure of which may result in serious damage or danger. (3) Confidential: Unauthorized disclosure of which may undermine defence or government operations. (4) Restricted: Unauthorized disclosure of which is undesirable.
Sensitive Record	A record containing information considered private or confidential or which allows for identification of an individual. Examples include personnel files, student records, and litigation records. See also: Personal Information Banks
SEP	School Education Plan
Service Channel	Identifies the channel through which service/information is available (e.g., telephone, mail, in-person, Internet) and appropriate contact information for each channel.
SF	School Finance
SGF	School Generated Funds: School generated funds are funds that are raised in the community for student activities that come under the control and responsibility of school management. (Elk Island Admin Procedure 511
SGF	School Generated Funds
SIPP	Supplemental Integrated Pension Plan
SIS	Student Information System
Social Insurance Number (SIN)	A nine-digit number that one needs in order to work in Canada or to have access to government programs and benefits.
SPOSA	School Plant Officials of Alberta
SSBN	Small Schools by Necessity
Standard	A set of rules, guidelines, and characteristics for activities or their results provided for common and repeated use. It is typically established by consensus and is usually a collective work created by bringing together the experience and expertise of all interested parties and stakeholders.

Term/Acronym	Definition
Storage Device	Refers to a video tape, computer disk or drive, CD-ROM, computer chip, or other device used to store the recorded data or visual, audio, or other images captured by a video surveillance system.
Structured Information	▪ IT perspective: Structured information refers to database-type information, where each field is defined and information entered into a field is always used in consistent ways by the application. ▪ Reports, memos, letters, spreadsheets, etc., are structured by nature. The information within the document remains in a specific location at all times. ▪ Structured information is most typically identified as databases, spreadsheets, and other formalized representations of information. Also included in this category may be forms (whether paper or electronic)—specifically, the information input into the form. Mail merge documents also fall into this category. See also: Unstructured Information
Superseded Record	A record is superseded when it is replaced with a new and up-to-date version (e.g., a procedure).
Systems (Accounting)	A set of interrelated accounting control processes for revenue, spending, the preservation or use of assets, and the determination of liabilities.
Systems (Management)	A set of interrelated management control processes designed to achieve goals economically and efficiently.
Systems Audit	An audit and recommendations for system improvements designed to help improve the use of public resources and ensure value for money. The audit process includes developing criteria that a system or procedure should meet, obtaining management's agreement with the criteria, gathering evidence, and matching the evidence to the criteria. If the system does not meet all the criteria, the unmet criteria lead to a recommendation.
Technical Security Standard for Information Technology (TSSIT)	The RCMP TSSIT specifies security standards for information technology including media sanitization requirements. Media may be sanitized by using a software application that overwrites the media a minimum of three times by using a degausser or by physically destroying the media. See also : Electromagnetic Degaussing, Sanitizing
Third Party	A person or group who is not a party to a contract but who may become involved in an indirect way or be affected by it.
Third Party Personal Information	Refers to personal information about an individual that appears in conjunction with the personal information about one or more other individuals.
Third Party Service Provider	An external company or organization a school board/authority will "hire" to provide services, such as the warehousing of data.
Threat-Risk Assessment	An analysis that examines the different "threats" to an organization and identifies and corrects the most immediate and obvious security concerns.
TPA	Teaching Profession Act
TQS	Teacher Salary Qualification Board
Transitory Record	Routine correspondence and documents that have temporary usefulness and short-term value and which are not incorporated into standard records control or filing systems.
UNA	Unrestricted Net Assets

Term/Acronym	Definition
Unified Messaging	A communication technology used for integrating voice mail into an organization's larger messaging environment (email) and computing infrastructure. This technology represents the convergence between voice and data communication systems in which email, voice mail, instant messaging, and other communications systems are integrated. The records/information management significance of this technology is that digitized voice mail messages require management as organizational records under retention and other organizational rules and policies.
Unstructured Information	▪ IT perspective: Unstructured information is more free-form and does not provide guidance as to how to find a certain type of information within the document. ▪ Unstructured information includes most types of documents and records that do not fall into the category of structured information, including audio and video recordings, word processing documents, PowerPoint presentations, graphics, etc. See also: Structured Information
Video Surveillance System	A video, physical , or mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of individuals in school buildings and on school premises (per IPC Video Surveillance Guidelines). Within the board, the surveillance system includes hand-held, portable digital devices used by principals and vice-principals to record school incidents for investigative purposes. Additional components of the surveillance system include portable video cameras that are used to record incidents on designated school buses from time to time as required.
Vital Records	A document, file, or record in any form or format, containing information that is (1) essential to the operations and/or survival of the organization, (2) necessary to recreate the organization's legal and financial position, and (3) necessary to preserve its claims and rights and those of its stakeholders. Also referred to as essential records.
Workflow	The documented flow of information in a business processes; the act of tracking work procedures through a fully documented process.
ZS	Zone Services