Recordkeeping Metadata Glossary

Electronic Record:
“A record created, generated, sent, communicated, received, or stored by electronic means.” (Minnesota Statutes, section 325L.02)

Information:
“Data, text, images, sounds, codes, computer programs, software, databases, or the like.” (Minnesota Statutes, section 325L.02)

Metadata:
Data about data. Information that is used to facilitate intellectual control of, and structured access to, other information.

Record:
“All cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings and other data, information or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency. . . . The term “records” excludes data and information that does not become part of an official transaction, library and museum material made or acquired and kept solely for reference or exhibit purposes, extra copies of documents kept only for convenience of reference and stock of publications and processed documents, and bonds, coupons, or other obligations or evidence of indebtedness, the destruction or other disposition of which is governed by other laws.” (Minnesota Statutes, section 138.17, subd. 1)

“Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.” (Minnesota Statutes, section 325L.02)

Record 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.

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 Schedule:**
A plan for the management of records listing types of records and how long they should be kept, the purpose of which is to provide continuing authority to dispose of or transfer records to the State Archives.

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