

## GLOSSARY

### General Glossaries

The following resources are glossaries that focus on archival, library, and information science terms. Use these resources to learn more about general archival terminology used in these guidelines.

- A Glossary of Archival and Records Terminology.<sup>1</sup> (Hosted by the Society of American Archivists.)
- Glossary of Recordkeeping Terms<sup>2</sup> (Hosted by the United Nations Archives and Records Management Section.)
- Online Dictionary for Library and Information Science (ODLIS)<sup>3</sup>

### Minnesota Specific Terms

**Collection Policy.** A written statement that defines a repository's collection scope and specifies the subject and format of materials to be collected. Collection policies guide the process of appraisal.

**Federal Electronic Signatures in Global and National Commerce Act (E-Sign).** Passed by the federal government in June of 2000, E-Sign confirms that electronic signatures and electronic records generally satisfy legal requirements for written signatures and paper records. E-Sign is similar but less comprehensive than the Uniform Electronic Records Act (UETA). See also *Uniform Electronic Transactions Act (UETA)*.

**Government Records.** Defined as state and local records that are created in accordance with state law or in connection with public business transactions. 2008 Minnesota Statute 138.17 defines government records as “state and local records, including all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, 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”<sup>4</sup>.

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<sup>1</sup> Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*. The Society of American Archivists. 2005. <http://www.archivists.org/glossary/index.asp>

<sup>2</sup> United Nations Archives and Records Management Section. (ARMS) *Glossary of Recordkeeping Terms*. <http://archives.un.org/unarms/en/unrecordsmgmt/unrecordsresources/glossaryofrecordkp.html>

<sup>3</sup> Reitz, Joan M. *ODLIS – Online Dictionary for Library and Information Science*. April 3, 2006. <http://lu.com/odlis/about.cfm>

<sup>4</sup> Minnesota Office of the Revisor of Statutes. *2008 Minnesota Statutes: 138.17 Government Records; Administration*. <https://www.revisor.leg.state.mn.us/statutes/?id=138.17>

**Minnesota Department of Administration, Information Policy Analysis Division (IPAD).** A Minnesota government agency that assists other government agencies and private organizations in understanding and complying with a variety of laws that constitute policy decisions about data practices, and access to government data and to other types of data and information. IPAD also provides assistance to the legislature in the development of statutes relating to data access and disposition.

**Minnesota Government Data Practices Act (MGDPA).** Governs access to government records and is found in Minnesota Statutes, Chapter 13. The basic tenet of this act is that government records are presumed public and open to everyone unless the data in the records are classified as not public.

**Minnesota Office of Enterprise Technology (MN OET).** Agency whose “mission is to provide leadership and services that improve government through the effective use of information technology.”

**Records Disposition Panel.** Established by the Records Management Act, Minnesota Statutes, Chapter 138.17, this panel reviews and approves proposed records retention schedules and applications for authority to dispose of records for the state of Minnesota. It is composed of the State and Legislative Auditors, the Attorney General, and the Director of the Minnesota Historical Society.

**State Archives, Minnesota Historical Society (Minnesota State Archives).** A unit of the Minnesota Historical Society, established by Minnesota Statute 138.161 that documents the history of Minnesota by identifying, preserving, and making accessible the evidential record of government activities and the historically valuable information created by government.

**Uniform Electronic Transactions Act (UETA).** An act that supports the use of electronic commerce by establishing that the electronic record of a transaction is as legally valid as that of a paper record. States that have not passed UETA are bound by the Federal Electronic Signatures in Global and National Commerce Act (E-Sign). See also *Federal Electronic Signatures in Global and National Commerce Act (E-Sign)*.