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Information Management Assessment Programme Glossary

	A glossary covering the key terms and concepts referenced throughout the Information Management Assessment Programme	
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Information Management Assessment Glossary

This document contains a glossary of key terms and concepts referenced throughout the [Information Management Assessment](#) (IMA). The glossary combines terms found throughout the S46 Code of Practice, definitions provided through the [S46 Practice Study](#) and other sources. Please consult the right-hand column of the below table for information on the source of terms used throughout the IMA.

Appraisal	The process of distinguishing information of continuing value from that of no further value so that the latter may be subject to disposition.	S46 Code of Practice
Appraisal methodology	The process in place which ensures an efficient, consistent, auditable, and transparent approach to understanding how records are appraised and why they are selected.	S46 Code of Practice
Authority	Refers to public authorities subject to the Freedom of Information Act 2000 and bodies subject to the Public Records Act 1958 or The Public Records Act (Northern Ireland) 1923 .	S46 Code of Practice
Contractor	A privately owned or publicly traded but not a state-owned enterprise – either for profit or non-profit – that produces goods or services under contract for the government.	S46 Code of Practice
Data Protection	Measures undertaken in accordance with data protection legislation, including the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR).	S46 Code of Practice
Designated Manager	The role of the designated manager will depend on the size and functions of the authority. In Government Departments the designated manager is the Departmental Record Officer (DRO) and in Northern Ireland the Information Manager (IM). Detailed information on these roles is provided at Annex C of the Code .	S46 Code of Practice
Destruction	The process of eliminating or deleting a record, beyond any possible reconstruction. [BS ISO 15489-1:2016]	S46 Code of Practice
Digital continuity	The ability to use your information in the way you need, for as long as you need. Managing digital continuity means making sure that information is complete, available, and usable to meet your organisation's needs and obligations. Activities that can help you manage digital continuity include information management, information risk assessment and understanding technical dependencies.	S46 Code of Practice

Digital Preservation	Refers to the series of managed activities necessary to ensure long term access to digital materials. It includes actions to maintain persistence and fixity, manage dependencies, survive media failure, and maintain usability and context through generations of technological, organisational, and societal change.	S46 Code of Practice
Disposal schedule	A schedule that identifies types of information and specifies how long it will be kept before it is either reviewed, designated for permanent preservation, or destroyed. [BS ISO 15489-1:2016]	S46 Code of Practice
Disposition	A range of processes associated with implementing destruction or transfer decisions which are documented in the disposal schedule.	S46 Code of Practice
Functional metadata	Metadata that represents the functional (business) activity associated with the classified content	M365 Maturity Model
Governance	Governance, for the purposes of the IMA toolkit, is defined as the structures in place within public sector bodies that govern corporate activities.	S46 Practice Study
Information Asset	A body of information, defined and managed as a single unit so it can be understood, shared, protected, and exploited efficiently. Information assets have recognisable and manageable value, risk, content, and lifecycles.	S46 Code of Practice
Keeping records	Creating, handling, and storing information in an orderly way to record the transactional activities of the authority.	S46 Code of Practice
Metadata	Contextual information that describes and gives more information about the records and information such as title, author, date, subjects, keywords etc. It enables the management and use of records over time and within and across domains. [ISO 23081-2:2007, 3.7]	S46 Code of Practice
Place of Deposit	An archive appointed to receive, preserve, and provide access to public records selected for permanent preservation but not transferred to The National Archives. The power of appointment is delegated by the Secretary of State to the Chief Executive and Keeper of The National Archives or an officer of appropriate seniority.	S46 Code of Practice
Presentation	An arrangement under the Public Records Act 1958 where records not selected for permanent preservation are presented to an appropriate body by The National Archives.	S46 Code of Practice

Public records	Records created by bodies subject to the Public Records Act 1958 or the Public Records Act (Northern Ireland) 1923 . The term 'public records' includes Welsh public records as defined by section 148 of the Government of Wales Act 2006 . Public records are the records of government departments and their executive agencies, some non-departmental public bodies, the courts, the NHS and the armed forces. In England and Wales local government records are not public records, but those in Northern Ireland are.	S46 Code of Practice
Records	Recorded information created, received, and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business. [BS ISO 15489-1:2016]	S46 Code of Practice
Records management	The efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.	S46 Code of Practice
Regular Review	<p>The groups all concluded similarly that 'Regular' should have a temporal element, but also reflect something happening in response to a particular event. For example, regular could be interpreted as 'After no more than every 6/12/18/24 month [as agreed within your organisation] or following one of a recognised group of triggers, such as updates to fundamental legislation'.</p> <p>Within your organisation, agree a definition of regular that works for you, and is compatible with your risk appetite. This may be timebound, or respond to various trigger events, like a change in legislation.</p>	S46 Practice Study
Retention	An arrangement under the Public Records Act 1958 whereby authorities are permitted by the Secretary of State for Digital, Culture, Media and Sport to delay the transfer of specified public records for an agreed period and to retain them until the end of that period.	S46 Code of Practice
Selection	A decision-making process which encompasses initial appraisal judgements and determines which records will be selected for permanent preservation and transferred to an archive.	S46 Code of Practice

Senior Leadership	<p>S46 Study Group: 'Across the groups, the terms 'Senior' and 'Senior Leader' were generally interpreted in terms of the level of accountability held by the individual, for the purposes of supporting compliance with the theme described in the question. While there was no single definition, interpretations included a Senior Leader as someone who:</p> <ul style="list-style-type: none"> · Is positioned at executive or other senior decision-making level. · Can influence organisational decisions and direction. · Can act as a point of consistent and ongoing representation. · Has a high level of accountability in the organisation. · Has broad contextual knowledge of the organisation, and insight into the organisation's structure and governance. · Has the ability to consult subject matter experts and make considered recommendations and decisions. · Can advocate for information and records management issues to other senior stakeholders both internally and externally, for example concerning restructures, resourcing, and procurement. · Has access to the organisation's risk register and is able to contextualise risks escalated to them. 	S46 Practice Study
Sensitivity review	A process whereby public records are reviewed by the public record transferring body to identify whether they should be retained, transferred, or transferred subject to FOI exemptions.	S46 Code of Practice
Technical metadata	<p>Technical information about the record (e.g., format, filename, size)</p> <p>What is a record? - Digital Preservation Coalition (dpconline.org)</p>	Digital Preservation Coalition
Transfer	The process of transferring public records to an archive such as The National Archives, The Public Record Office of Northern Ireland, or a Place of Deposit. Under s 3(6) PRA, authorities can also present public records as 'gifts' to other bodies, such as a museum or research body. Transfer of ownership must be approved by The National Archives.	S46 Code of Practice