

Appendix 1: Glossary

Archiving is a process used for long-term preservation of documents and content. Archiving makes more efficient use of storage devices to reduce storage costs while providing users with the necessary access. At MIT this critical function of preservation resides in the Libraries with the Institute Archivist. When implementing an archiving plan, an organization should balance the extent and need for preservation with their available resources. Some considerations to guide the plan include selection of content to archive, evaluation of tools and technology, and reflection on available resources.

Backup is a process that refers to making copies of documents and content so that these additional copies may be used to restore in the event the original is lost.

PIRN: personal information requiring notification

Workflow supports business processes by routing content, assigning work tasks and states, and creating audit trails.

Data

Structured data can be shared because the structure and meaning of data has been standardized and usually determined by a data model. Use of the same data structures to store and access data enables different applications to share the data. Structured data is managed by technology that allows for querying and reporting against predetermined data types and understood relationships. It is stored in databases and has a better chance at persistence.

Examples: *Department of Facilities Space Inventory database, MIT Data Warehouse.*

Unstructured data refers to information that either does not have a predefined data model and is not stored in a database but in documents.

Examples: *Resumes in MS Word Format, Departmental Project documents associated with Project Management Applications, meeting agendas, minutes stored in wikis.*

Metadata describes one or more aspects of the data content and enables users to search for the content they need. Since content is being generated by many business processes and several tools and technology are involved, “tagging” the information with metadata, allows for ease of retrieval. Some types of content have just a few attributes worth indexing. Other types of content have many attributes that could be useful to store. Different people in different roles have different reasons to find and use the same content. This means they are likely to use different types of metadata to locate the content they need. The use of metadata allows for data exchange between systems and leverages a central data warehouse repository of an organization's electronically stored data.

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Document and data management

Enterprise Content Management (ECM) is a suite of tools that typically include Digital Assets Management, Document Management, Records Management and Archiving, Document imaging & capture and Workflow. Features include document imaging and capture, check-in and check out capability, version control, security, search and workflow, capture and scanning.

Digital Asset Management (DAM) Also known as Media Asset Management, is a segment of the content management market focused on the systematic cataloging and management of digital media (text, images, video, and audio) to enable their efficient storage, retrieval, and reuse.

Document Management unites documents and business processes for greater efficiency and compliance while reducing the time users spend managing documents and other content. Records Management helps manage legal and financial risk by managing the retention and defensible disposition of content according to internal guidelines and external regulations.

Document imaging & capture is used to capture, store and reprint images for business documents. Document imaging systems can take many forms including microfilm, on demand printers, facsimile machines, copiers, multifunction devices (MFD), document scanners, computer output microfilm (COM) and archive writers.

Printing

Desktop printing. Ink-jet or toner based printing on a small device that fits on a desktop or in a relatively small space in a business office. Desktop printers are usually networked devices that produce a paper print out from an electronic file and may produce color or black and white print outs.

Digital printing. Printing by plateless imaging systems that are imaged by digital data from prepress systems. Includes toner, ink-jet, and other processes. Any process that can regenerate a new image for each impression or print cycle. Traditional offset presses print multiple copies of an identical image at high quantities. Digital printing devices may incorporate variable data to customize each print in a run and can efficiently produce as few as one copy.

Offset printing. The process of using an intermediate blanket cylinder to transfer an image from the image carrier to the substrate. Also, short for offset lithography. A process used to cost effectively produce large volumes of the same document. A technology employed by print vendors (not internal to MIT).

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Multi-function device (MFD) is an electronic device that performs more than one function such as desktop printing, scanning, copying and faxing. MFDs with scan capability usually incorporate email functionality to transmit files.

Signatures

A **digitized signature** is a graphic representation of a signature (e.g. JPEG file) that can be inserted into a record, and executed or adopted by a person with the intent to sign a record. A digitized signature is easy to implement, since a typed name can serve as one. They require additional measures of security, as there is nothing to prevent one individual from typing another individual's name,

Digital Signature (or e-signature) takes the concept of traditional paper-based signing and turns it into an electronic "fingerprint." This "fingerprint," or coded message, is unique to both the document and the signer and binds both of them together. The digital signature ensures the authenticity of the signer. Any changes made to the document after it is signed invalidate the signature, thereby protecting against signature forgery and information tampering. The digital signature is based on Public Key Infrastructure (PKI) and is a result of a cryptographic operation that guarantees signer authenticity, accountability, data integrity and non-repudiation of signed documents. The digital signature cannot be copied, tampered or altered. This technical mechanism aims to make documents unable to be forged.

E-sign is a Federal law (Public Law #106-229) signed on June 30, 2000 that states that a contract or signature "may not be denied legal effect, validity, or enforceability solely because it is in electronic form". This simple statement provides that electronic signatures and records are just as good as their paper equivalents, and therefore subject to the same legal scrutiny of authenticity that applies to paper documents.

It is important to check with the Office of General Counsel at MIT prior to using the E-sign approach.

Examples: *US Federal Taxes returns filed electronically use E-sign. MIT Housing uses them for undergraduate and graduate housing contracts.*

A **wet signature** refers to an original signature written on a piece of paper, or in wet ink as it were.

Sources

<http://www.bostonprintbuyers.com/resources/glossary/index.html>

http://en.wikipedia.org/wiki/Main_Page