Data, Records and Information Management Industry Terminologies

Just as we have a 'labyrinth' of standards we also have a wide range of different disciplines and terminologies for managing data, records, and information management.

In response to this IIM has created this resource on the topic of "Data, Records and Information Management Industry Terminologies". It highlights some of the terminologies being used and links to sites for further information.

Archives Management (Archiving, Archival Management and eArchiving):
Archives management is the area of management concerned with the maintenance and use of archives. It is concerned will acquisition, care, arrangement, description and retrieval of records once they have been transferred from an organisation to the archival repository.

Source:
Wikipedia. Archives Management - Wikipedia

Recordkeeping:
Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. - AS 4390-1996 Records management, Part 1: General, Clause 4.19.

Source: State Records, New South Wales.
https://www.records.nsw.gov.au/recordkeeping/resources/glossary#R

Records Management:
Field of management responsible for 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. AS ISO 15489.1 2017 Part 1, Clause 3.15.

Source: State Records, New South Wales.
https://www.records.nsw.gov.au/recordkeeping/resources/glossary#R

Information Management:
Planning, collection, control, distribution and exploitation of information resources within an organisation, including systems development, and disposal or long-term preservation. AS ISO 5127:2017, 3.2.1.23.

Source: State Records, New South Wales.
https://www.records.nsw.gov.au/recordkeeping/resources/glossary#I

Data Management:
Data management is an administrative process that includes acquiring, validating, storing, protecting and processing required data to ensure that accessibility, reliability and timeliness of the data for its users.

Source Business Dictionary.
http://www.businessdictionary.com/definition/data-management.html

Database Management:
Computer program that catalogs, indexes, locates, retrieves, and stores data, maintains its integrity, and outputs it in the form desired by a user. Unlike a data processing system (which manipulates and transforms data), a DBMS performs only minimal mathematical operations. Its overall purpose is to organize and manage data, and make it available on demand.

Source: Business Dictionary.
http://www.businessdictionary.com/definition/database-management-system-DBMS.html

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, to ensure that they are accessible to authorized personnel as and when required.

Source: Business Dictionary.
http://www.businessdictionary.com/definition/document-management.html

Digital Asset Management:
Digital asset management (DAM) is a business process for organizing, storing and retrieving rich media and managing digital rights and permissions. Rich media assets include photos, music, videos, animations, podcasts and other multimedia content.

Source TechTarget.
https://searchcontentmanagement.techtarget.com/definition/What-is-digital-asset-management

Geographic Information System:

A geographic information system is a system designed to capture, store, manipulate, analyse, manage, and present spatial or geographic data. GIS applications are tools that allow users to create interactive queries, analyse spatial information, edit data in maps, and present the results of all these operations.

Source Wikipedia.
https://en.wikipedia.org/wiki/Geographic_information_system

Geographical Information Management:

Geographical information management is an exciting and rapidly growing branch of information technology (IT) incorporating satellite remote sensing, aerial photography and other spatial data such as soil survey information, to derive information which is essential for the management of the earth's resources.

Source: Cranfield University.
https://www.cranfield.ac.uk/courses/taught/geographical-information-management

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