

Record series: A set of records grouped together because they relate to a particular subject or function, or result from the same activity

Records officer: Designated museum staff member who serves as the primary liaison between their department and the records management office.

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 the business activities and transactions in the form of records. (ISO 15489)

Records retention schedules: A plan for the management of records, listing types of records and how long they should be kept; the purpose is to provide continuing authority to dispose of or transfer records to historical archives.

Records surveys: A process by which the records that are maintained by all or a part of an organization are identified and described.

Vital records: Records that are indispensable to the continuity of mission-critical operations; that is, to business processes and activities essential to an organization's purpose and obligations.

SAA Museum Archives Section Working Group Example