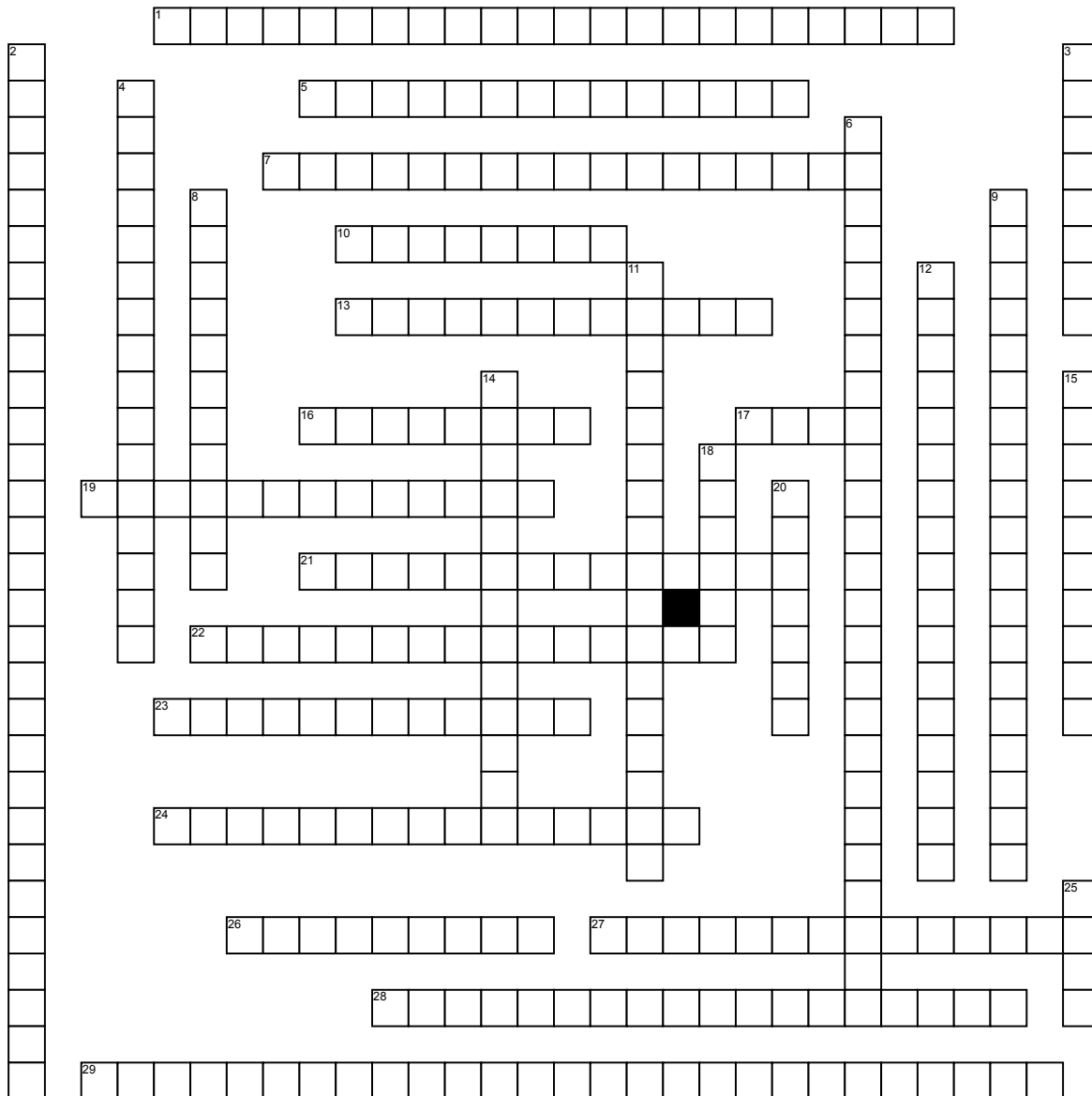


# Records Management Chapter 1 Vocabulary



## Across

1. electronic payments and collections (EFT)
5. a record that contains information needed to operate an organization
7. an association for information management professionals
10. a standard for records management policies and procedures
13. a part of the Internet that contains HTML documents that can be displayed and searched using web browser programs
16. a worldwide network of computers that allows public access to send, store, and receive electronic information over public networks
17. a page or collection of web pages that allows people who access it to contribute or modify content
19. a group of interrelated resources acting together according to a plan to accomplish the goals of the records and information management program
21. a record created for use outside an organization
22. a record that assists in performing business operations and is usually replaceable but at great cost
23. a record that is helpful in conducting business operations and is usually replaceable at slight cost
24. an automated system for scanning, storing, retrieving, and managing images of physical records in an electronic format

26. an electronic method to communicate and to transact business over networks and through computers
27. a system that enables users to compose, transmit, receive, and manage electronic documents and images across networks
28. a record that has no predictable value after its initial use
29. the technologies, tools, and methods used to capture, manage, store, preserve, and deliver content across an enterprise (ECM)

## Down

2. the life span of a record as expressed in the five phases of creation, distribution, use, maintenance, and final disposition
3. facilities where records of an organization are preserved because of their continuing or historical value
4. a record stored on electronic media that can be readily accessed or changed
6. a communication procedure between two companies that allows the exchange of standardized documents through computers (EDI)
8. a record that is necessary for the continuing operation organization and is usually not replaceable
9. a record used in an organization's day-to-day operations
11. contains information needed to carry on the operations of a firm over long periods

12. the systematic control of all records from their creation or receipt, through their processing, distribution, organization, storage, and retrieval, to their ultimate disposition
14. an online place where people can post and read messages; also called a message board
15. the process of using an organization's resources to achieve specific goals through the functions of planning, organizing, leading and controlling
18. stored information made or received by an organization that is evidence of its operations and has value requiring its retention for a specific period of time
20. a broadcast sent over the Internet to receivers who hear and/or view the information via computers, MP3 players, or other electronic devices
25. a shared, online journal