

APPENDIX A - GLOSSARY

1. Administrative Records - The records which reflect routine, transitory, internal housekeeping activities relating to subjects and functions common to all offices.
2. Agency Records Management Officer - The title of the designated staff official whose responsibility is to plan, develop and coordinate the agency records management program.
3. Application Security - The set of controls that makes an information system perform, in an accurate and reliable manner, only those functions it was designed to perform. The set of controls includes the following: programming, access, source document, input data, processing, storage, output and audit trail.
4. Application Software - Software specifically produced for the functional use of a computer system, e.g., payroll, inventory control, environmental monitoring and scientific modeling.
5. Artificial Intelligence, Expert, or Knowledge-based Systems - A class of Systems that employs decision rules developed through human experience and from human knowledge to solve problems that require a high degree of human expertise.
6. Automatic Data Processing - The production, conversion, reduction, destruction, storage, transfer or communication of data by electronic digital computers and related peripheral devices. The term "electronic data processing" (EDP) and "automatic data processing" (ADP) are frequently used interchangeably with no significant distinction. Automatic data processing may be performed by a stand alone unit or by several connected units.
7. Automatic Data Processing Equipment - Electronic components and equipment regardless of use, size, capacity or price that are designed to be applied to the solution or processing of a variety of problems or applications.
8. Central Processing Unit (CPU) - That part of a computer that interprets and executes program instruction and communicates with the input, output and storage devices. It consists of the control unit and the arithmetic/logic unit.

9. Classified Records - Records which are restricted to processing or use by cleared individuals and require special protection, e.g., "top secret," "secret" or "confidential."
10. Commercially Available Software - Software that is available through lease or purchase in the commercial market from a concern representing itself to have ownership or marketing rights in the software. Software that is furnished as part of the ADP system but that is separately priced is included.
11. Confidential Business Information - This type of information includes trade secrets, proprietary and commercial/financial information. Business information is entitled to confidential treatment if: (1) business asserts a confidential claim, (2) business shows it has taken its own measures to protect the information, (3) the information is not publicly available or (4) disclosure is not required by statute and the disclosure would either cause competitive harm or impair the Agency's ability to obtain necessary information in the future.
12. Core Systems Standards - The EPA term for a set of standards for end-user interface, software engineering, data interchange and documentation for general purpose computer software to perform functions which are common to many different offices (e.g., project tracking or correspondence control). Core systems are targeted for the personal computer (PC) and office automation computer systems.
13. Current Records - Records or files presently in the physical custody of organizational units, the maintenance of which is required in the conduct of current work.
14. Data - Collection of unorganized facts that have not yet been processed into information.
15. Data Base - Collection of integrated data that can be used for a variety of applications.
16. Data Base Management - A systematic approach to storing, updating and retrieval of information stored as data items, usually in the form of records in a file.
17. Data Base Management System (DBMS) - The software product that provides a data structure containing unrelated data stored so as to optimize accessibility, control redundancy and offer multiple views of the data to multiple application programs.
18. Data Communications - Computer-to-computer,

computer-to-device and device-to-computer communications and other communications such as a record, tele-processing and telemetry.

19. Data Element - A unit of information used to describe data, data characteristics and attributes, e.g., eyes - blue or BL.
20. Data Standards - Standards used generally, but not exclusively, for automated systems to ensure that one type of data is defined the same way in all systems.
21. Designated Senior Official - The individual appointed by the head of an agency who has responsibility for directing the agency's activities administered under the Paperwork Reduction Act of 1980.
22. Distributed Processing - Involves the use of computers or intelligent terminals at a number of sites that share the control, storage and/or computing functions of the central computing system, thus giving the end-user data processing capabilities. The various stations, or network nodes, are connected by telecommunications lines.
23. Distributed Network - This term refers to a network architecture in which nodes, or communications processors, are connected directly or indirectly to each other and share the communications processing functions.
24. Documentation - Information to support the effective design, management, operation, maintenance and transferability of ADP resources, and to facilitate the interchange of information. Documentation includes analysis, technical documents and specifications which are produced in the software life cycle (e.g., project request, feasibility study, benefit/cost analysis, functional requirements, data requirements, system/subsystem specifications, test plan, users' manual, operations manual, test reports and maintenance procedures).
25. Electronic Digital Image Storage and Retrieval Systems The technology that converts and stores images and information in digital form.
26. Electronic Mail - A generic term describing the use of digital computer and other technologies (e.g., facsimile) in the generation and transmission or distribution of messages.
27. End-Users - The ultimate customers or recipients of computer services.

28. Essential Elements of Information (EElS) - This term is modeled after the Department of Defense and National Aeronautics and Space Administration Data Item Descriptions (DIDs). The EElS represent the set of information for a given system's life cycle products (e.g., software management plan, software design document) that are required for a specific systems development project or for an existing system's operation. EElS are required for the successful management of a project.
29. Federal Records Centers - The depositories established by the National Archives and Records Administration for the housing of non-current, inactive or permanent records pending ultimate disposition in accordance with the Agency Record Retention and Control Schedules.
30. Filing Equipment - Any equipment used to provide storage for information, e.g., lateral, vertical, mechanized and ADP.
31. Filing Supplies - Items such as folders, guides, cross-reference sheets and charge-out cards.
32. Fourth Generation (4EL) Programming Language - The term refers to modern programming languages (e.g., INFO, FOCUS) designed for end-users or to increase programmer productivity, which, have a number of tools such as English language syntax, dictionaries, screen builders and reference to data by name. These languages tend to be dependent on specific computer architectures and are not usually transportable. They usually imply a proprietary database management system (DBMS) or data management system (DMS).
33. Geographic Information System (GIS) - A computer-based system that combines geographic and/or cartographic analysis capabilities with a computer data base system that can support data entry, data management, data manipulation and data display capabilities.
34. Hardware - Physical equipment such as the computer and its related peripheral devices, tape drives, disk drives, printers, etc.
35. Highly Sensitive Information - Information whose loss would seriously affect the agency's ability to function, threaten the national security or jeopardize human life and welfare. Specifically, information of this type includes National Security Information, information critical to the performance of a primary agency mission, information that is life critical and financial information related to check issuance, funds transfer and similar asset

accounting/control functions.

36. Host Computer - Central computer to which computers or other input/output devices are connected in a distributed data processing environment.
37. Information - Any communication or reception of knowledge such as facts, data or opinions, including numerical, graphic or narrative forms, whether oral or maintained in any medium, including computerized data bases, paper, microform or magnetic tape.
38. Information Collection Budget (ICB) - An annual submission to the Office of Management and Budget (OMB) of burden on the public related to information that Federal agencies propose to collect from non-Federal sources during a fiscal year. ("Burden" includes, but is not limited to, the estimated time required to read instructions and generate, review, report and keep records on information in response to Federal requests or requirements.) The ICB is similar to EPA's fiscal budget except that it deals in burden hours rather than dollars and is not submitted to Congress.
39. Information Management - The processes necessary for the creation, use and disposal of information regardless of the media on which it is recorded.
40. Information Processing - To copy, exchange, read, combine mathematically or logically, record, store, transmit or write information from one medium or format to another.
41. Information Resources Management (IRM) - The planning, budgeting, organizing, directing, training and controls associated with information. The term encompasses both information itself and related resources such as personnel, equipment, funds and technology.
42. IRM Steering Committee - At EPA this group is chaired by the Director, Office of Information Resources Management (OIRM) and has members representing EPA national and Regional programs, the EPA research community and the States. The Committee is responsible for advising OIRM concerning IRM policies, resources and priorities and assisting OIRM in communicating and implementing these policies and priorities within EPA. The Committee assists OIRM in conducting periodic reviews of the Agency's information resources and the policies and programs for managing these resources and in designing improvements where needed.
43. Information Security - This term encompasses three different

types of security: applications security, installation security and personnel security. In total, information security involves the precautions taken to protect the confidentiality, integrity and availability of information.

44. Information System - The organized collection, processing, transmission and dissemination of information in accordance with defined procedures, whether automated or manual.
45. Information Systems Inventory (ISI) - A collection of descriptive data regarding the Agency's automated and manual information systems. The data base for EPA's ISI resides on an IBM PC/AT and provides for the retrieval of over 500 manual and automated information systems and applications which have been identified by administrative and program offices.
46. Information Technology - The hardware and software used in connection with government information, regardless of the technology involved, whether computers, telecommunications, micrographics or others.
47. Installation - The physical location of one or more information systems, whether automated or manual. An automated installation consists of one or more computer or office automation systems, including related peripheral and storage units, central processing units, telecommunications and operating and support system software. Automated installations may range in size from large centralized computer centers to stand-alone personal computers.
48. Installation Security - The use of locks, badges and similar measures to control access to the installation and the measures required for the protection of the structure housing the installation from accident, fire and environmental hazards. In addition to the above physical security measures, installation security also involves ensuring continuity of operations through disaster planning.
49. Life Cycle - The complete time span of a system from the origin of the idea that leads to the creation of the system to the end of its useful life.
50. Life Cycle Costs - The sum total of all the direct, indirect, recurring, nonrecurring and other related costs incurred or predicted to be incurred in the formulation of requirements and feasibility studies, and in the design, development, production, operation, maintenance and support of an information system throughout its useful life.

51. Mainframe - This term connotes a large computer.
52. Maintenance of Records - This term refers to the grouping, filing, storing and safeguarding of business records.
53. Major Information System - An information system that requires special continuing management attention because of its importance to an agency mission; its high development, operating or maintenance costs; or its significant impact on administration of agency programs, finances, property or other resources. In this context, high development, operating or maintenance cost means either (1) the cost of initial development from conception through implementation exceeds one million dollars or (2) the cost of operating and maintaining the system in any fiscal year exceeds 500 thousand dollars.
54. Management Information System (MIS) - A computer-based or manual information system having applications in support of management activities.
55. Microcomputer - One of a large variety of general purpose computers manufactured utilizing one or more microprocessors. Microcomputers can range from computers with relatively small amounts of memory to computers with large amounts of random access memory and several peripheral devices. Typically, an end-user microcomputer is of desktop size and requires no special environmental site preparation.
56. Microfilm - High resolution film containing an image or images greatly reduced in size from the original that is recorded on the film.
57. Microfiche - A sheet of film containing multiple microimages in a grid pattern. It usually contains a heading or title which can be read without magnification.
58. Microform - Any form containing microimages.
59. Micrographics - The science and technology of document and information microfilming and associated microform systems including microfilm, microfiche and microimages.
60. Minicomputer - A computer somewhere in size between a microcomputer and a mainframe. These units are characterized by higher performance than microcomputers, richer instruction sets, higher price and a proliferation of high-level languages, operating systems and networking methodologies.

61. Mission-based Planning - The process of planning for an agency's investments in and management of information resources and technology that are required to achieve the agency's missions and priorities. At EPA all national program managers and Regional offices are responsible for developing mission-based plans for their respective organizations. Mission-based plans are tied to the budget process and are used to support investment decisions made during the budget preparation process. These plans are strategic or long range in scope but are updated annually to reflect progress in implementation, program changes, changes that affect information requirements and advancements in technology.
62. National Security Information - Information that is classified as "Top Secret," "Secret" or "Confidential" under Executive Order 12356 or predecessor orders.
63. Network - Computer system using data communications equipment to connect two or more computers.
64. Non-procedural Language - See definition for Fourth Generation (4GL) Language.
65. Official Record File - Used in the context of records management, this term refers to documentation including all background material resulting from specific transactions, operations or processes which are accumulated and maintained in files equipment. They may include any media such as film, microfilm, cards, papers and magnetic tapes and disks.
66. Operating System - Software that controls and supports the execution of computer programs and contributes to optimal use of the computing system. An operating system may provide services such as resource allocation, scheduling, input/output control, error recovery and data management. Although operating systems are predominantly software, partial or complete firmware implementations are possible.
67. Permanent Records - Records of continuing value which are considered to be so important or unique in documenting the history of the Agency or for informational content that they should be preserved "forever" as part of the National Archives of the United States.
68. Personal Computer - Microcomputer used by individuals for various personal uses in the home or office.
69. Procedural or High Order Language - See definition for Third Generation Language (3GL).

70. Program - Step-by-step set of instructions that directs the computer to perform certain operations.
71. Program Records - Records created, received and maintained by an agency in the conduct of the mission functions for which it is responsible. The term is used in contrast with administrative or facilitative records.
72. Proprietary - Any item, usually commercial software or a specialized data base, for which the Government or public does not have unlimited rights.
73. Privacy - The right of an individual to control the collection, storage and dissemination of information about himself/herself to avoid the potential for substantial harm, embarrassment, inconvenience or unfairness.
74. Records - In records management parlance, this term refers to recorded information of continuing administrative, fiscal, legal, historical or informational value, including published materials, papers, maps, photographs, microfilm, audiovisual, machine-readable materials (ADP tapes/disks) or other documentary material, regardless of physical form or characteristics, made or received by the agency that evidences organization, functions, policies, decisions, procedures, operations or other activities of the Government.
75. Records Control Schedules - This term refers to the list of scheduled reviews of agency records to determine their disposition.
76. Records Management - This term describes the management of the media on which information is recorded and the control of all the agency's program and administrative records.
77. Records Management Officer - The title of the designated staff officials whose responsibilities are to assist the operating Agency Records Management Officer by carrying out the policies of the records management program in their respective organizational units.
78. Risk Analysis - A means of measuring and assessing the relative vulnerabilities and threats to a collection of sensitive data and the people, systems and installations involved in storing and processing that data. Its purpose is to determine how security measures can be effectively applied to minimize potential loss. Risk analyses may vary from an informal, quantitative review of a microcomputer installation to a formal review of a major computer center.

79. Semi-active Records - This term refers to records worthy of preservation, that have long term permanent value and will be retired from expensive office space and equipment to the area Federal Records Center for storing, servicing and ultimate disposition in accordance with Agency Records Control Schedules.
80. Senior Information Management Official (SIRMO) - At EPA this term has been used to designate those individuals who are responsible for directing and managing information resources planning and budgeting and for assuring that the information systems and information technology acquisitions within their organizations comply with Federal and EPA policies and regulations.
81. Sensitive Application Systems - Systems that process sensitive information and require protection because of the loss or harm which could result from the improper operation or deliberate manipulation of the application itself. Automated decision-making application systems are highly sensitive if the wrong decision could cause serious loss.
82. Sensitive Information - Information that requires protection due to the risk and magnitude of loss or harm that could result from inadvertent or deliberate disclosure, alteration or destruction of the information.
83. Service Level Agreement - A Service Level Agreement is a documented contract between the National Data Processing Division (NDPD) and any client organization which describes the services which will be provided by NDPD to the client. There are two types of Service Level Agreements. One is a generic documented service description which applies to all with an individual client organization. The latter is developed primarily where the level of service requested is beyond the normal service levels contained in the generic service agreement. Service Level Agreements generally contain a description of availability, capacity, workload, performance, reliability and cost.
84. Software - Computer programs, procedures, rules and associated documentation pertaining to the operation of a computer system.
85. Software Engineering - This term refers to the discipline of applying software tools, techniques and methodologies to promote software quality and productivity.
86. Software Life Cycle - The period of time beginning when a software product is conceived and ending when the product no

longer performs the function. for which it was designed. The software life cycle is typically broken into phases such as requirements, design, programming and testing, installation and operation and maintenance.

87. Software Maintenance - The performance of those activities required to keep a software system operational and responsive after it is accepted and placed into operation. It is the set of activities which result in changes to the originally accepted (baseline) product. These changes consist of modifications required to: (1) insert, delete, extend and enhance the baseline system (performance maintenance); (2) adapt the system to changes in the processing environment (adaptive maintenance); and (3) fix errors (corrective maintenance).
88. Software Tools - This term refers to packaged, often commercial computer program(s) used to help develop, test, analyze or maintain computer programs, data and information systems. Examples include statistical software such as SAS, SPSS, sort systems, etc.
89. System - The organized set of procedures used to collect, process and array information whether automated or manual.
90. Telecommunications - The transmission and/or reception of information by telephone, telephone lines, telegraph, radio or other methods of communication over a distance. The information may be in the form of voice, pictures, text and/or encoded data.
91. Telecommunications Network - An interconnected set of locations or devices linked by communications facilities, including telephone lines and microwave and satellite connections.
92. Temporary Records - Records created incidental to performance of the mission of the agency and considered to be of short term value.
93. Testing - This term refers to the examination of the behavior of a program by executing the program on sample data sets.
94. Third Generation (3GL) Programming Language - A programming language that usually includes features such as nested expressions and parameter passing, that can run on a variety of different computer systems and are independent of machine architecture (e.g., COBOL, BASIC, FORTRAN, PL/1). It is a problem oriented language that facilitates the expression of

a procedure as an explicit algorithm. In contrast to fourth generation programming language, third generation programming language is normally independent of a data base management system and is transportable between different computer architectures.

95. Threshold - A point, usually expressed in dollars, above which specific actions are required. For instance, a sole-source procurement of data processing equipment having an estimated value below the \$250,000 threshold does not require a delegation of procurement authority from the General Services Administration, while a procurement above that threshold does require a delegation.
96. Timeshare - This procedure allows many users to access and use simultaneously the resources of a central computer through remote terminals. Access privileges are usually purchased by (or charged back to) the user, based on a formula of various unit prices. The chargeback formula may include charges for use of the computer's central processing unit, adding or altering data on a computer storage disk, computer tape handling and storage and the amount of time a user has interacted with the computer (connect time). Other items may be included in the chargeback formula which are inherent in delivering the computer services to the user.
97. Triennial Review - This review is a government-wide three-year planning and reporting cycle set forth to meet the requirements established by the Paperwork Reduction Act of 1980. Agencies are required to perform reviews of their information resources management activities and prepare synopses and updates of these reviews to GSA on a yearly basis for a three-year duration. The objective of the Triennial Review Program is to ensure that agencies are carrying out their information management activities in an efficient manner. In EPA OIRM is responsible for managing the review process with input from the program offices.
98. Vital Records - Records essential to the continued operation of the Agency and to the preservation of the legal rights and interests of employees and individual citizens, in wartime and disaster.
99. Voice Communications - The transmission and switching of voice traffic by public and private facilities. The public-switched network is an example of a public facility; private branch exchanges (PBX) and private voice lines exemplify private facilities.
100. Word Processing - Computer-based system for inputting,

editing, storing and printing of documents.