

Guidelines for Managing Web Site Content: Section 4.0

Definitions

Dublin Core Metadata

Metadata is, in its most simple definition, data about data. The Dublin Core Metadata Initiative (DCMI) is dedicated to promoting the widespread adoption of interoperable metadata standards and developing specialized metadata vocabularies for describing resources that enable more intelligent information discovery systems.

Publication

Publications include, but are not limited to, reports (annual, technical, research, statistical), directories, pamphlets, brochures, fact sheets, laws, rules, handbooks, manuals, bulletins, circulars, forms, newsletters, press releases, maps, charts, multi-media files that are intended for public use and distribution by any department, division, bureau, board or commission of the state government, regardless of format. Publications exclude information that is for strictly internal administrative or operational purposes, having no public interest or educational or historic value.

Record

"Records" includes any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office." (ORC 149.43)

Recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transactions of business or the conduct of affairs and kept as evidence of such activity.

Record Series

Records that are created for a common purpose, logically relate to one another, are filed or maintained together, and that have the same retention period.

Retention Schedule

A document that establishes the length of time a particular record series must be retained by the originating office in its particular format(s).

Snapshots

Full and accurate record copies of an agency's public web resources captured at particular points in time.

Web Resource

A discrete file or group of files available via the World Wide Web that is created and managed as a unit to convey information about a particular subject.

Web site

A collection of electronic files, usually under common administrative control, linked together and made accessible to the public via the World Wide Web.

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