

What are we talking about?

	Administrate	Transfer	Ingest	Keep, manage, access and reuse
From - To	Creating actors		Keeping actors (institutions holding archives)	
We call it	Records (archive)	Transfer / interoperability interchangeability / acquire	Archive	Archives
It is better to call it	Administration	Transfer	Capture	Collection
It is not	To archive			
It is	During the effectuation of a process, project or other activity recording information with its context for use and reuse in usable, findable and reliable form, contained and fixed in information objects in a way that use, management and persistence of it is verifiable ensured during the retention period that does justice to the retention interests.	Formal and possibly physical transfer to a keeper of records. Subject to a different custodial policy Transition if necessary migration, conversion or emulation. This depends on the level of interchangeability and sustainability	Ingest, (further) accessible, regulate sustainability, make available for use and reuse	
Dimensions records continuum	CREATE	CAPTURE		ORGANISE & PLURALISE
Primary process	All business processes (including projects and other kind of activities) 1. channel 2. evaluate 3. record 4. execute 5. result 6. keep	Retain	Ingest (substitution like conversion, migration, emulation)	OAIS (= business processes of institutions holding archives) 1. Ingest 2. Archival storage 3. Data management 4. Administration 5. Access Applying for instance ISAD(g), ISAAR(cpf), ISDF
Supported by	RM-Process		RM-Process (OAIS-administration 4)	
	1. Identification 2. appraising 3. capture 4. registration 5. classification 6. saving and execution 7. access 8. track 9. disposition 10. document	Dispose (export and destruction. substitution like conversion, migration, emulation) Document	Capture Document	1. identification 2. appraising 3. capture 4. registration 5. classification 6. saving and execution 7. access 8. track 9. disposition 10. document
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