

Archival Resources	Those non-current public records which are no longer essential to the functioning of the agency of origin and which the State Archivist determines to have permanent value for research, reference, or other use appropriate to document the organization, function, policies, and transactions of government. See ND Century Code (Section 55-02.1-01) .
Closed Record	All or part of an exempt record that a public entity in its discretion has not opened to the public.
Confidential Record	Records expressly identified as confidential by: a) the North Dakota Century Code, b) the Code of Federal Regulations, or c) a state or federal court of law decision. Any other records are open for public inspection during reasonable office hours. See ND Century Code (Section 44-04-18) .
Essential Record	A record an organization needs to continue or resume business activities during or after a disaster. These records must be adequately protected from damage or loss due to fire, tornado, accident, sabotage, etc.
Exempt Record	All or part of a record that is neither required by law to be open to the public, nor is confidential, but may be open at the discretion of the public entity.
Form	Any document designed to record information, and containing blank spaces and which may contain headings, captions, boxes or other printed or written devices to guide the entry and interpretation of the information.
Non-Record Material	The following are not considered to be records: <ul style="list-style-type: none"> • Library and museum material made or acquired and preserved solely for reference or exhibition purposes. • Extra copies of documents retained only for convenience of reference. • Stocks of publications and of processed documents. See ND Century Code (Section 54-46-02).
Original Record	A record created by your office, your office is the source of the information, or your office adds information to the record received from another office.
Permanent Record	Retention of any document with a long-lasting administrative, fiscal, or legal value. Permanent retention dates are subject to approval from the Records Management Task Force.
Processed document	Includes the following: <ul style="list-style-type: none"> • Brochures or informational pamphlets for distribution

- Rough drafts prior to final version

Record

A document, book, paper, photograph, sound recording or other material regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business. See [ND Century Code \(Section 54-46-02\)](#).

- Most records are created and retained to assist us in carrying out our routine operations
- Many records are required by law (taxes, patents, EEO, etc.)
- Some records are important for their historical or archival value

Records Inventory

A complete listing and analysis of all record series maintained by a department or division.

Records Management

Those measures established to control the collection, storage, maintenance, retention, retrievability, and proper disposal or archival transfer of records.

Record Series

A group of logically related records with the same retention and disposition value.

Retention Schedule

A document that identifies the length of time a record must be retained in active and inactive storage and authorizes the transfer and disposition of all records of a department or division.

State Agency or Agency

Includes any department, office, commission, board, or other unit, however designated, of the executive branch of state government. See [ND Century Code \(Section 54-46-02\)](#).

State Record

A record of a department, office, commission, board, or other entity, however designated, of the state government and shall also include the following:

- A record of the state legislative assembly
- A record of any court of record, whether of statewide or of local jurisdiction
- Any other record designated or treated as a state record under state law. See [ND Century Code \(Section 54-46-02\)](#).