

DEFINITIONS

1. **Disposition** are those actions taken regarding records no longer needed for the conduct of the regular current business of the agency (reference (b) §1220.18).
2. **Electronic Information Systems** are information systems (IS) that contain and provide access to computerized Federal records and other information (reference (b) §1236.2). The Defense Travel System and DITPR-DON are examples of EISs.
3. **Federal Records** are documentary materials that are evidence of a Federal Agency's organization, functions, policies, decisions, procedures, operations, or other activities (reference (d) §3301).
4. **Information System** is the organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual (reference (b) §1220.18).
5. **Records Management Applications (RMAs)** are software used by an organization to manage records. RMA software categorizes, locates, stores, and retrieves records and identifies records that are due for disposition (reference (d)). For example, TRIM (Total Records and Information Management) is a compliant RMA available to many Navy and Secretariat commands via NMCI. TRIM is also approved by the Enterprise Services Functional Area Manager (reference (c)).
6. **Retention Period** is the length of time that records must be kept (reference (b) §1220.18).
7. **Scheduled Records** are records with a NARA approved disposition and retention period.