

## GLOSSARY: J-M

**PURPOSE:** To provide definitions for the most commonly-used records and information management (RIM) terms for use by FHFA employees.

### J

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### K

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### L

**Legal and Financial Rights Records.** The type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable, social security and payroll, retirement, and insurance records. These records are also called “rights-and-interests” records. *See also* **Emergency Operating Records** and **Vital Records**.

**Life Cycle of Records.** The management concept that records, and the information in the records, pass through three stages: creation, maintenance and use, and disposition.

### M

**Media.** The various types of storage materials on which information is recorded such as paper, microfilm, photographs, magnetic disks and tapes, flash drives, and optical disks.

**Migration.** The process or result of moving files from one computer system to another, and validating that the complete set of files and information was moved.