

# Glossary for Policy Documents of the National Transportation Library

Version 1.3, February 14, 2018

**Access:** 1) The ability to locate relevant information through the use of catalogs, indexes, finding aids, or other tools. 2) The permission to locate and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance. 3) Computing: The physical processes of retrieving information from storage media.

Society of American Archivists. "A Glossary of Archival and Records Terminology." Society of American Archivists, 2013. <http://www2.archivists.org/glossary/terms/a/access>

**Archive:** An organization that intends to preserve information for access and use by a Designated Community.

Consultative Committee for Space Data Systems. Recommendation for Space Data System Practices: Reference Model for an Open Archival Information System (OAIS): Recommended Practice, Issue 2. Washington, DC, USA: CCSDS Secretariat, June 2012. Page 1-9. <http://public.ccsds.org/publications/archive/650x0m2.pdf>

**Curation (or Data Curation):** The active and ongoing management of data through its lifecycle of interest and usefulness to scholarship, science, and education. Data curation enables data discovery and retrieval, maintains data quality, adds value, and provides for re-use over time through activities including authentication, archiving, management, preservation, and representation.

Transportation Data Management Wiki. Data Curation. [http://libraryconnectivity.org/datamgt/index.php/Data\\_Curation](http://libraryconnectivity.org/datamgt/index.php/Data_Curation)

**Data:** The digitally recorded factual materials resulting from research that is necessary to validate research findings, and/or, numerical information gathered and analyzed using statistical methods.

Office of Science and Technology Policy memo, February 22, 2013, Subject: Increasing Access to the Results of Federally Funded Scientific Research, page 5, [https://obamawhitehouse.archives.gov/sites/default/files/microsites/ostp/ostp\\_public\\_access\\_memo\\_2013.pdf](https://obamawhitehouse.archives.gov/sites/default/files/microsites/ostp/ostp_public_access_memo_2013.pdf)

**Data Dictionary:** A machine readable file that contains the metadata which describes and defines a dataset's elements. The metadata describes the meanings and purposes of each data element. This helps you maintain consistency in how you describe and categorize the data.

UC Merced Library, University of California, Merced. "What Is a Data Dictionary?" <http://library.ucmerced.edu/node/10249>

**Data Provenance:** Documentation of data creation, changes, transformations, use, and re-use to ensure quality and completeness of the dataset.

NTL staff; Based on Consultative Committee for Space Data Systems. Recommendation for Space Data System Practices: Reference Model for an Open Archival Information System (OAIS): Recommended Practice, Issue 2. Washington, DC, USA: CCSDS Secretariat, June 2012. Page 1-14. <http://public.ccsds.org/publications/archive/650x0m2.pdf>

**Data Stewardship:** Data stewardship is the management and oversight of an organization's data

assets to help provide business users with high-quality data that is easily accessible in a consistent manner.

Luna, Melanie. "What Is Data Stewardship? - Definition from WhatIs.com." SearchDataManagement, 2013. <http://searchdatamanagement.techtarget.com/definition/data-stewardship>

**Dataset (or Digital Dataset):** Collection of data in all electronic formats, that is human readable and machine readable.

Transportation Data Management Wiki. "Digital Data Sets." 2013. Accessed February 14, 2018. [http://libraryconnectivity.org/datamgt/index.php/Digital\\_Data\\_Sets](http://libraryconnectivity.org/datamgt/index.php/Digital_Data_Sets)

**Long-Term Preservation:** The act of maintaining information, independently understandable by a designated community, and with evidence supporting its authenticity, over the long term.

Consultative Committee for Space Data Systems. Recommendation for Space Data System Practices: Reference Model for an Open Archival Information System (OAIS): Recommended Practice, Issue 2. Washington, DC, USA: CCSDS Secretariat, June 2012. Page 1-13. <http://public.ccsds.org/publications/archive/650x0m2.pdf>

**Metadata:** Metadata is structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource.

Project Open Data. Common Core Metadata Schema v1.1. Accessed February 14, 2018. <https://project-open-data.cio.gov/v1.1/schema/>

**Nonproprietary Archival Formats (or Open Formats):** In the simplest cases, a non-proprietary format is a format which does not have restrictions on its use and over which no one claims intellectual property rights. For long term access to files, digital preservation experts tend to recommend 'non-proprietary' and 'open' formats. The logic here is that if the code behind the software is publically available (i.e. open source), then that format/software will be supported so long as at least one competent tinkerer still finds it interesting or useful. In contrast, a private software company can go out of business or stop producing a compatible version of the software in whose format your data was saved, and no one will have the rights or knowledge to provide it anymore.

University of Cambridge. Research Data Management. FAQ. Formats. What are 'non-proprietary' or 'open' formats, and why would I use them? Accessed December 14, 2013. <http://www.lib.cam.ac.uk/dataman/glossary.html>

**Open Data:** Open data are made available in convenient, modifiable, and open formats that can be retrieved, downloaded, indexed, and searched. Formats should be machine-readable (i.e., data are reasonably structured to allow automated processing). Open data structures do not discriminate against any person or group of persons and should be made available to the widest range of users for the widest range of purposes, often by providing the data in multiple formats for consumption. To the extent permitted by law, these formats should be non-proprietary, publicly available, and no restrictions should be placed upon their use.

Office of Management and Budget. Open Data Policy--Managing Information as an Asset. Memorandum and attachment. Washington, DC: Executive Office of the President, Office of Management and Budget, May 9, 2013. <https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2013/m-13-13.pdf>

**Public Access:** *Public.* Consistent with OMB's Open Government Directive, agencies must adopt a presumption in favor of openness to the extent permitted by law and subject to privacy, confidentiality, security, or other valid restrictions.

*Accessible.* Open data are made available in convenient, modifiable, and open formats that can be retrieved, downloaded, indexed, and searched. Formats should be machine-readable (i.e., data are reasonably structured to allow automated processing). Open data structures do not discriminate against any person or group of persons and should be made available to the widest range of users for the widest range of purposes, often by providing the data in multiple formats for consumption. To the extent permitted by law, these formats should be non-proprietary, publicly available, and no restrictions should be placed upon their use.

Office of Management and Budget. Open Data Policy--Managing Information as an Asset. Memorandum and attachment. Washington, DC: Executive Office of the President, Office of Management and Budget, May 9, 2013. <https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2013/m-13-13.pdf>

**Repository:** A direct access device on which the electronic records and associated metadata are stored. Also a synonym for archive.

Cambridge Systematics, Inc. Improving Management of Transportation Information. National Cooperative Highway Research Program. Washington, DC: Transportation Research Board, 2013, page 137. [http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp\\_rpt\\_754.pdf](http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_754.pdf)

**Section 508:** Under this, information is made available to the public in formats that provide equal access to persons with disabilities. Essential to meeting this objective is ensuring that all electronic and information technology (EIT) that is developed, procured, maintained, or used by the Federal Government is accessible, as required by Section 508 of the Rehabilitation Act of 1973.

Adapted from Office of Management and Budget. "Strategic Plan for Improving Management of Section 508 of the Rehabilitation Act." Washington, DC: Executive Office of the President, Office of Management and Budget, January 24, 2013. <https://www.section508.gov/sites/default/files/strategic-plan-508-compliance.pdf>

**US DOT Public Access Plan:** "Plan to Increase Public Access to the Results of Federally-Funded Scientific Research," United States Department of Transportation.

Available from: <http://ntl.bts.gov/public-access/>