Appendix: Terminology

The following list is restricted to concepts that are used in Noark-4. *Italics* in a definition refers to an entry in the list. No. = Norwegian.

access code (No.: tilgangskode)	A code which screens off information and documents from access by unauthorized persons. Only those who are *cleared* for the access code in question and *authorized* for the code within the concerned part of the Noark base, may view information which is screened.
access control (No.: tilgangsstyring)	Managing access to information and documents.
access group (No.: tilgangsgruppe)	A group of persons with specific roles are granted read access to (*authorized* for) information and documents which are not publicly available, e.g., information screened using an *access code* (q.v.).
(re)activation date (No.: Obs-dato)	A date for following up a case which the executive officer or manager himself/herself assigns in order to have the case transferred from the registry, or which the executive officer/manager himself/herself enters into and retrieves from the system.
(re)activation list (No.: Obs-liste)	A list which is to make registry personnel aware of cases to be presented to an executive officer at a given date (activation date).
active records (No.: aktivt arkiv)	*Records (1)* in daily use by the *records creator* (arkivskaper).
activity log (No.: aktivitetslogg)	Continuous record of internal activities (events) in a computing system or data network, used for managing the system and uncovering / resolving security violations in the computing system. Provides for a subsequent documentation of the internal handling sequence of the system.
[meeting] agenda (No: møteplan)	A summary of planned meetings within a board.
archival format (No.: arkivformat)	Openly documented, standardized *format* for electronic filing (long-term storage) of documents, authorized by the National Archivist. See also *document format (dokumentformat)* and *production format (produksjonsformat)*.
archival repository (No.: arkivdepot)	Institution where records material worth preserving is kept permanently. The archival repository relieves the records creator by storing older records material and serving users who are interested in the material.
arrears control (No.: restansekontroll)	A reminder sent, as a matter of routine, to the executive officer at specific times warning him/her that there exist received, registered documents which have not been depreciated in the registry.
arrears list (No.: restanseliste)	A list of received documents (document types I and N) which have not been depreciated.
asymmetric encryption (No.:asymmetrisk kryptering)	A cryptographic technique which uses two related methods of converting (transforming and making unavailable) information: a public transformation (defined by a *public key*) and a secret transformation (defined by a *secret key*). At dispatch time, a document is encrypted using the public key of the addressee; it may then be *decrypted* only through the use of the secret key (of the addressee). A document is assigned a *digital signature* using the secret key of the sender; it may then be verified only through the use of the public key of the sender.
attribute (No.: attributt)	A concept used for representing the various pieces of information which may be entered into a table. In everyday usage, the same as a field in a table. To an attribute may be assigned values, which comprise the information entered.
authenticity (No.: autentisitet)	Means that a document is what it purports to be, e.g., that the identity of the sender is correct.

authorize
(No.: autorisere)
To give a person (user) rights in the system (read and write access), e.g., access to a further specified part of the cases and registry entries with their associated documents, which are screened using an *access code*.

board
(No.: utvalg)
In Noark-4: a generic term for collegiate bodies (boards, councils, committees, etc.). The board-handling module is primarily designed for political bodies within city/district councils and county councils, but it may also be used by other bodies when collegiate bodies participate in the decision-making process.

board case
(No.: utvalgssak)
A case due for processing by an individual board.

board case number
(No.: utvalgssaksnummer)
The number assigned to a (board) case in a board. The board case number must not be confused with the case number of the records management system. See also *case number (saksnummer).*

board secretary
(No.: utvalgssekretær)
Person responsible for preparing meetings, recording minutes, etc., as well as other secretarial duties in a board.

case
(No.: sak)
1. Abstract: an issue for processing, based on an external enquiry or an initiative by the organization itself (cfr. the Public Administration Act and the Freedom of Information Act). Also used about the decision-making process.
2. Concrete: a case includes the case documents, registrations, notes, etc., which arise in connection with and are part of a decision-making process.
3. In Noark: a case consists of one or more registry entries and their associated documents, linked together under a common identity (*case number*) and described using common information (*case information*). *Case* is a separate table in the records management module. For more details, see paragraphs 4.2.1 and 9.2.3.

case document
(No.: saksdokument)
According to the Freedom of Information Act, the *case documents of the administration* are documents issued by an administrative body and documents received by or presented to such a body. In a recordkeeping context, the concept is mainly used in a similar manner. Minutes (from meetings) as well as registries and databases are considered to be *record documents* (q.v.), but not usually case documents, cfr. § 2-4 of the Archives Regulation.

case draft
(No.: saksframlegg)
Used in local/regional administration when a case is due for political handling. The draft is prepared by the administration (case-responsible or executive officer). It contains an elucidating part (case elucidation) which covers the case background, facts, evaluations, etc., as well as a conclusion. In cases where the chief municipal officer has the authority or duty to issue recommendations, the draft also contains a proposal for decision (recommendation).

case handling
(No.: saksbehandling)
Evaluation of information relating to an internal or external issue with a view to making a decision. Within public administration, the decision may have a legal effect for one or more physical or legal persons. Often referred to simply as *processing.*

case handling system
(No.: saksbehandlingssystem)
IT system for electronic case handling (processing).

case information
(No.: saksopplysninger)
Information common to all documents within a *case*.

case level
(No.: saksnivå)
The level in the Noark structure which makes it possible to register and retrieve common information about a *case*.

case list
(No.: saksliste)
See *case plan*.

case minutes
(No.: saksprotokoll)
Minutes for the handling of a case in a board meeting (board case).

case number
(No.: saksnummer)
Unique identification number which the system assigns automatically to an individual *case* when the case is created, and which follows the case

	throughout its existence.
case plan (No.: sakskart)	A summary of cases to be handled (processed) in a board meeting. Also referred to as agenda or case list.
case records (No.: saksarkiv)	The portion of the records which consists of *case documents.*
case section (No.: saksdel)	Sub-groups of registry entries within a case.
case type (No.: sakstype)	Category for indicating how a case is to be handled (processed). The case type may be associated with one or more related procedures or activities which are to be performed in connection with the case handling.
case-responsible [person] (No.: saksansvarlig)	Executive officer responsible for the processing of the entire case. See also *executive officer (saksbehandler).*
case-responsible unit (No.: saksansvarlig enhet)	The administrative unit wherein the responsibility for the case resides.
CC addressee (No.: kopimottaker)	Addressee who receives a copy (or copies) of a document, who is thus not responsible for the processing.
centralized registry (No.: sentralisert arkiv)	Registry united under a centralized management with professional responsibility.
certificate (No.: sertifikat)	See *digital certificate (digitalt sertifikat)*.
certificate directory (No.: sertifikatkatalog)	A collection of certificates which are available to users.
change log (No.: endringslogg)	Continuous record of changes in the database which need to be documented.
clear (No.: klarere)	To give a person (general) access to information which is screened using a specific *access code*.
client (No.: korrespondansepartner)	Organization or person with whom a body exchanges letters.
co-sender (No.: medavsender)	A sender who is not formally responsible, where an incoming document has several senders.
code according to filing plan (No.: klassere)	To apply one or several file codes or order values from the classification system (filing plan) to a case document.
complete case exposition (No.: samlet saksframstilling)	Report in Noark which includes all board documents in a political work flow.
completed case handling (No.: fullført saksbehandling)	In local or regional administration: case handling where the writing of the case draft of the administration is completed for the organization which is to make the final decision, even if a lower-level organization is to process the case on its way there. If several boards take part in the process, a board delivers its recommendation directly to the next board.
cryptography (No.: kryptografi)	Technique for transforming electronic data into a form which can only be controlled and deciphered using a corresponding (encryption) key. It is used to ensure confidentiality, integrity and authenticity, including copyright. Cryptography is the core of a secure messaging infrastructure, in *TTP services* and user applications which exploit its infrastructure and TTP services.
decryption (No.: dekryptering)	The transformation of data from ciphertext into plaintext using an *encryption key*.
delegated case (No.: delegert sak)	In local or regional administration: a case where a sub-committee, the mayor or the chief municipal officer is given authority to handle an enquiry, etc., and make a decision.
depreciation (No.: avskrivning)	Registering information in the registry as to when and how the processing of an incoming document has been completed. *Comment: "depreciation" is a specific concept within accounting, and should not have been used in the English version of Noark-4. To sign off of a record in the registry is a better translation of "avskrivning". This will be corrected in later English versions.*

digital certificate (No.: digitalt sertifikat)	Confirmation that a *public key* belongs to the person (identity) which it purports to represent. The certificate is normally issued by the organization (for instance a *TTP*) which generated the key. It should also be possible for the same organization to verify the connection between key and identity at a later stage.
digital signature (No.: digital signatur)	Cryptographic tool based on *asymmetrical pairs of keys* used to authenticate and check the integrity of a document. A digital signature is applied using the secret key of the sender (issuer). The addressee (recipient) may verify the document using the publicly available *public key*.
dispatch date (No.: ekspedisjonsdato)	The date that indicates when a case was dispatched.
disposal (No.: kassasjon)	To decide what records material should be removed from the records, and then to destroy it.
disposal list (No.: kassasjonsliste)	A summary of material which is to be, or has been, disposed of.
disposal plan (No.: kassasjonsplan)	A summary of rules which apply to the disposal of an organization: what kind of material may be disposed of, when may this happen and in what way.
division of cases (No.: saksdeling)	Subdivision of a case whereby the documents within the case are divided into groups by assigning different order values to the registry entries.
document (No.: dokument)	According to § 2 of the Archives Act, a medium which stores information for subsequent reading, listening, viewing or transfer. In Noark-4, a document is a logically delimited quantity of information which may be stored on paper, electronically or on other media. Typical examples of documents are letters, memos, circulars, reports, minutes, etc. See also *record document (arkivdokument)* and *case document (saksdokument)*.
document internal to the organization (No.: organinternt dokument)	Document which an administrative body has prepared for its own internal preparation.
document number (No.: dokumentnummer)	A number which the system automatically assigns to an individual registry entry as it is created. The document number is associated with the case number as a sub-number which indicates the sequence of the documents within a case.
document template (No.: dokumentmal)	Model for setting up a particular type of document. The template is designed as a separate document containing elements which are common to all documents of the same type. The elements in a document template may for instance be text and formatting, styles, macros, toolbars and menus. The document templates should make sure documents of a given type look the same and have standardized and structured contents.
document type (No.: dokumenttype)	Indicates the function of the registered documents through the type of correspondence they represent. The various document types are subject to different handling rules. The following document types exist in Noark: incoming document (type I), outgoing document (type U), internal document with follow-up duties (type N), internal document without follow-up duties (type X) and case draft/recommendation (type S).
downgrading (No.: avgradering)	Revoking the *grading* from a specific date. In Noark-4, the concept is used generally about revoking *access codes*.
DTD	Document Type Definition. A template or "book of rules" which defines the specific structure for a class of *SGML* documents, i.e., which structural elements may occur in these documents, and how the elements link together. All SGML documents require a DTD. A SGML DTD may also describe a table structure in a database (cfr. Noark's *export* and *transfer formats*). There is a number of standardized DTD's, e.g. for various industries such as airlines and cars, medicine, humanist literature, etc.
e-mail reception (No.: e-postmottak)	Electronic ”mail box” for receiving messages and documents sent via e-mail. Administrative bodies should normally have an e-mail reception in connection

	with their registry office, cfr. § 3-2 of the Archives Regulation.
E-R model (No.: ER-dialekt)	ER means ”Entity Relationship”. A commonly used modelling language for describing the structure of Noark-4, part 1.
electronic case handling (No.: elektronisk saksbehandling)	Case handling (processing) based on electronic document flow and IT support throughout for organizing and carrying out the process from the case is received and registered until it is completed.
electronic case records (No.: elektronisk saksarkiv)	*Records (arkiv) (1)* consisting of electronic *case documents*.
electronic document (No.: elektronisk dokument)	A document stored on an electronic medium and adapted for retrieval , processing and computer communication.
electronic document storage (No.: elektronisk dokumentlager)	A store of documents on an electronic medium, adapted for search and retrieval using document handling functions . Electronic records are a variant of electronic document storage, subject to the rules and principles which apply to *records (arkiv) (1)*. Electronic records may also be part of a more comprehensive electronic document storage.
electronic records (No.: elektronisk arkiv)	*Records (arkiv) (1)* which consist of *electronic documents*.
encryption (No.: kryptering)	Transformation (distortion) of data from plaintext into ciphertext using an encryption key.
encryption key (No.: krypteringsnøkkel)	Coding system used to encrypt and decrypt data.
enquiry (No.: forespørsel)	In local and regional administration, a case or issue (sometimes called an interpellation) raised in a board by a board member, either in writing before the meeting or orally during the meeting.
entry into records	See *registration (journalføring)*.
exchange format (No.: utvekslingsformat)	Format used for exchanging documents via e-mail, usually as an attachment to e-mail messages.
executive officer (No.: saksbehandler)	The person within an organization who is responsible for following up and processing one or more documents in a case. See also *case-responsible [person] (saksansvarlig).*
export (No.: eksport)	In Noark-4, copying and converting table information, including any associated electronic documents, from a Noark system to external files in a format which is independent of the concerned Noark system. The export format should have the same structure as the *transfer format*. Information and documents which are exported from one Noark system, may be imported into another, but may also be used for other purposes, such as web reports.
external documents (No.: eksterne dokumenter)	Correspondence between units which do not register in the same Noark base (document types I and U).
file code (No.: arkivkode)	A single order value in a filing plan. File codes in a topic-based filing plan are often called subject codes (or topic codes; *emnekoder* in Norwegian), whereas file codes in an object-based filing plan are often called object codes (*objektkoder*). A file code may be numerical, alphabetical, a special character or a mixture of these. See also *order value (ordningsverdi)*.
filing plan (No.: arkivnøkkel)	Classification system which includes all areas which an organization deals with. It provides a systematic inventory of the values (file codes) which are used for sorting the cases in a records entity. See also *sorting principle (ordningsprinsipp)*.
free-text search (No.: fritekstsøk)	A search for all (indexed) words in text fields or documents.
freedom of access to documents (No.: dokumentoffentlighet)	Means that the case documents of an administrative body should normally be available to the public, unless an exemption is granted by a legal act or pursuant to a legal act. The freedom of access to documents is regulated by the

	Freedom of Information Act.
freedom of access to meetings (No.: møteoffentlighet)	The principle that meetings in elected bodies (boards) should normally be open to the public, unless professional secrecy dictates otherwise or a decision is made in accordance with § 31 of the Act on Municipalities.
grading (No.: gradering)	The screening of information against access according to the safety instruction and the security and protection instruction.
help index (No.: hjelperegister)	Table (record) used as a reference for the system. In Noark-4, there are help indices for a number of purposes, such as permissible document types, access codes, statutory authority for access codes, etc.
integrity (No.: integritet)	Integrity means that data have not been modified or corrupted in an unauthorized way, for instance that the contents of a document sent by e-mail have not been modified.
internal document (No.: internt dokument)	1. In the Freedom of Information Act: a document prepared for an administrative body's internal preparation of a case, either by the body itself or by a lower-level unit, by special advisers or experts or by a ministry for use by another ministry. 2. In Noark: documents communicated internally in a unit or between units registering in the same Noark base; base-internal document.
key cryptography (No.: nøkkelkryptografi)	See *cryptography (kryptografi)*.
lending list (No.: utlånsliste)	A summary of cases and documents which have been lent out, who has borrowed them and when. The list is used to remind executive officers who have had the case/document in their possession for too long.
long-term storage format (No.: langtidslagringsformat)	See *archival format (arkivformat)*.
mailing list (No.: postliste)	A complete summary of the case documents which have been received by or presented to a body, i.e., received case documents.
maturity control (No.: forfallskontroll)	A reminder concerning the processing of documents whose processing should be completed within certain deadlines, sent as a matter of routine.
maturity date (No.: forfallsdato)	The deadline for processing which the sender has applied to a document.
maturity list (No.: forfallsliste)	Summary of incoming documents to be processed within specific deadlines.
memo (No.: notat)	Internal document prepared within an organization as part of the preparation of a case. The addressee may be an administrative unit or (for local or regional administrations) a political board. See also *internal document (internt dokument)*.
[meeting] minutes (No.: møteprotokoll)	A report (minutes) from a specific meeting in a board. It consists of information such as time, place, attendance, etc., as well as *case minutes (saksprotokoller)* for all cases that were processed during the meeting. See also "møtebok" in the Act on Municipalities (kommuneloven).
object code (No.: objektkode)	File code (order value) which identifies an object, such as a compound farm number ("gårds- og bruksnummer"), birth number, municipality number (kommunenummer), etc.
OCR	Optical Character Recognition. Optical recognition of a character (letters and digits) for transferring a scanned document or parts of a such document from image into text.
OCR program (No.: OCR-program)	A program which makes it possible to transfer scanned documents into text form.
order value (No.: ordningsverdi)	Permissible value according to a sorting principle, usually a file code.
pair of keys, asymmetric	A set of encryption keys used for *digital signatures*. It consists of a public part and a secret part. The public part is publicly available, whereas the secret one

	is available only to the owner.
partial records (No.: delarkiv)	Records entity created by a records creator which is part of a larger unit, for instance one or more departments in a public body. The concept is used in Noark-3 and Koark, whereas Noark-4 uses *records (1)* instead.
PDF	Portable Document Format. Non-editable format (printing format) which handles both text and graphics, authorized as archival format in Noark-4.
PEM format (No.: PEM-format)	Privacy Enhanced Mail. One of several formats used for exchanging digitally signed documents.
periodization (No.: periodisering)	To define regular time intervals for the recordkeeping. This means that all cases containing documents which have been registered within a specific period of time (known as a *records period*), are sent for remote storage simultaneously and comprise a unit in the remote-storage records. In the Noark base, periodization is carried out by moving all registrations belonging to one or several records periods out of the active Noark base to a historic base and/or preserving them as printouts on paper or microfiche.
political case (No.: politisk sak)	A case in local or regional administration which is handled (processed) by one or more political boards.
political work flow (No.: politisk saksgang)	Handling sequence for a case in political bodies, i.e., *boards*. See also *work flow (saksgang)*.
precedent (No.: presedens)	A fundamentally important decision which establishes a precedent for the processing of similar cases.
preservation (No.: bevaring)	Storing documents and/or other information for a long period of time.
primary code (No.: primærkode)	The primary filing plan according to which a case is coded.
processing	See *case handling (saksbehandling)*.
processing deadline (No.: behandlingsfrist)	The processing deadline which the recipient applies to a document.
production format (No.: produksjonsformat)	The format in which an electronic document was produced. Production formats are usually *proprietary*, which means that a document may be displayed in a satisfactory way (or may only be displayed) using the application system with which it was produced.
project (No.: prosjekt)	In Noark-4, a project is on a higher logical level than a case. It is a common category which may be used to find cases which have been linked together.
proprietary (No.: proprietær)	Application programs, systems, etc., which are based on format standards which are specific to the individual vendor. Typically, they are not openly documented.
public key (No.: offentlig nøkkel)	In digital signatures: that key in a party's pair of keys which may be made public. When digital signatures are used, this is the key used for verification (during reception) and encryption (during dispatch).
public key cryptography (No.: offentlig nøkkelkryptografi)	See *cryptography*.
public registry (No.: offentlig journal)	A copy of the registry (journal) having the general public as its target group, where information which is exempt from public access has been deleted.
public version of document (No.: offentlig versjon av dokument)	A version of a document which is exempt from public access, where all sensitive information has been screened off/deleted, so that the document may be published.
recommendation (No.: innstilling)	Recommendation for decision, from the administration or a lower-level organization.
record case (No.: arkivsak)	A case in the records. See *case (sak)*.
record case number (No.: arkivsaksnummer)	See *case number (saksnummer)*.

(No.: arkivsaksnummer)

record series
(No.: arkivserie)
Part of a *records entity*, divided and sorted according to the same principle.

recordkeeping system
(No.: arkivsystem)
System used for registering, managing, preserving and retrieving the documents of a records entity, electronically as well as manually. A recordkeeping system contains a collection of documents, document descriptions and functions for (document) maintenance, management, lending, searches, report printouts, statistics, etc.

records
(No.: arkiv)
1. Documents created as part of an activity, i.e., documents which are received or produced by a single records creator and collected as a result of his/her activity (also known as records entity). Records are handled according to the rules and principles described in chapter 2. A Noark base may comprise one or several records entities.
2. The same as *archival repository* (arkivdepot; q.v.).

records creator
(No.: arkivskaper)
An organizational unit or person who creates *records (1)* as part of his/her/its activities. A records creator may be a public body, a company, an organization, a foundation, etc., or part of such a unit. Also known as *originating organization*.

records document
(No.: arkivdokument)
Document received or produced as part of the activity which an organization performs, and which is not subject to records weeding. See also *case document (saksdokument)*.

records entity
(No.: enkeltarkiv)
See *records (arkiv) 1.*

records management
(No.: arkivstyring)
The function in a recordkeeping system (in Noark-4: the central system module) which keeps track of and manages the access to all case documents and their associated information. Includes the registry (*journal*) part of Noark-3 and Koark, but the records management functions go far beyond traditional entry into records.

records period
(No.: arkivperiode)
The period of time into which the records are divided in connection with remote storage, etc.

records section
(No.: arkivdel)
An arbitrarily defined part of a records entity where all the material is divided and sorted according to the same sorting principle as primary key. Its definition is often, but not necessarily, identical to that of a *records series* (arkivserie).

records weeding
(No.: arkivbegrensning)
Excluding or removing from the records documents which are neither subject to processing (case handling) or of documentational value, cfr. § 3-18 of the Archives Regulation.

referred case
(No.: referatsak)
A document presented to a board for their information.

registering unit
(No.: journalførende enhet)
See *registry management unit.*

registration
(No.: journalføring)
Systematic and continuous logging of information on incoming and outgoing as well as internal documents which are used in case handling (processing). Also known as "entry into records".

registry
(No.: arkiv)
1. Storage place for *records* (arkiv) 1.
2. Organizational unit which performs tasks relating to *records 1* (arkiv), also known as *registry office* (arkivtjeneste).

registry
(No.: journal)
System for continuous registration of reference information on record documents. This registration associates individual documents with cases, and forms the basis of the case administration, work management and application of provisions concerning special access for parties involved and public access to information. The registry is part of the *records management* of Noark-4.

registry entry
Table (in the records management module) for registering reference

(No.: journalpost)	information on an individual record document (including any attachment). Corresponds to the ”document” of Noark-3/ Koark. A registry entry should always be associated with a *case*.
registry management unit (No.: journalenhet)	A record-organizational unit which carries out registration (entry into records).
registry office (No.: arkivtjeneste)	See *registry (arkiv)* 2.
registry period (No.: journalperiode)	Was used in Noark-3 and Koark. Corresponds to *records period (arkivperiode)*.
regular periodization (No.: fast periodeinndeling)	Periodization where all finalized cases within the time period are sent for remote storage simultaneously.
remote storage (No.: bortsetting)	Removing, after a certain period of time (normally a specific number of years, cfr. *records period*), records material from the active records and storing it in an appropriate location. See also *remote-storage records (bortsettingsarkiv)*.
remote-storage list (No.: bortsettingsliste)	List of records material which is transferred to remote-storage records.
remote-storage records (No.: bortsettingsarkiv)	1. Material which has been stored according to principles described under *remote storage (bortsetting)*. 2. Storage location for *remote-storage records (bortsettingsarkiv) 1*.
reorganization (No.: sanering)	Removing all cases from a completed records period in the Noark base.
role (No.: rolle)	A function which may be assigned to one or more persons.
routing of mail (No.: postruting)	Means and route of dispatch for sending via e-mail.
secondary code (No.: sekundærkode)	File code which indicates a secondary subdivision of the primary code.
secret key (No.: hemmelig nøkkel)	In a *digital signature:* the part of an asymmetric *pair of keys* which should only be known to and used by the owner of the key. It is used to apply a digital signature to a document, and also to *decrypt* a document (when the document has been encrypted using the addressee's public key).
serial number (No.: løpenummer)	The serial number is a registration number for registry entries. It is assigned automatically by the system.
SGML	Standard Generalized Markup Language. Standardized syntax for describing structural elements in a *document format*. Originally designed as a standard for the printing industry. Authorized as archival format in Noark-4. See also *DTD*.
sharp period division (No.: skarpt periodeskille)	Absolute period division for records and registries, whereby reorganization and remote storage is carried out as soon as a period is concluded.
sorting principle (No.: ordningsprinsipp)	A principle for sorting records material. A sorting principle in Noark-4 may be associated with one or several records sections. It is normally a filing plan or part of a filing plan.
storage format (No.: lagringsformat)	Format for storing electronic data. See *archival format (arkivformat)*, *production format (produksjonsformat)* and *transfer format (avleveringsformat)*.
symmetric encryption (No.: symmetrisk kryptering)	Encryption method whereby the same key is used for encryption and decryption.
TIFF	Tagged Image File Format. Standardized raster-graphics format, authorized as archival format in Noark-4.
topic word (No.: emneord)	Keyword used to describe the contents of a document. Topic words are predefined (checked topic word) and gathered in a topic-word list or a thesaurus.
traditional case handling	The case handling of city/district councils and county councils where the

(No.: tradisjonell saksbehandling)	administration prepares a new case draft for each board that deals with the case.
transfer (No.: avlevering)	The transfer of older and finalized documents to archival repository, cfr. § 5-1 of the Archival Regulation.
transfer format (No.: avleveringsformat)	The way in which electronic tabular information and documents are structured when being transferred to an archival repository. In Noark, the transfer format for tabular information is *SGML*-specified, whereas documents should be in *archival format*.
trusted third party (No.: tiltrodd tredjepart)	Abbreviated TTP. An independent organizational/technical unit trusted by other parties to maintain security functions and tasks on their behalf. When *digital signatures* are used, TTP's represent a necessary infrastructure by issuing a digital *certificate* and by verifying the connection between a person/identity and his/her *public key*.
TTP	See *trusted third party.*
UML	Unified Modeling Language. Modelling language used for object-oriented analysis and design. It is used to describe data models in Noark-4, part 2: technical specifications.
variant	An alternative edition of a document *version* (see the following) which is filed in addition to it (usually the final version). Variants in Noark: public edition and digitally signed edition of a document version.
version (No.: versjon)	Edition of an electronic document. A document may exist in several draft versions before it is finalized. The last version is usually the final version, but it should be possible to store even previous (draft) versions.
version number (No.: versjonsnummer)	Unique number for separate versions of an electronically filed document.
work flow (No.: saksgang)	A processing sequence for a case. It includes the steps or phases which a case follows from its conception to its conclusion.
work-flow template (No.: saksgangsmal)	A summary (index) of the bodies (administrative and political), roles and persons who are to handle specific types of cases, the activities involved in the case handling and the order in which this is to take place.