

TECH-to-English: Working Definitions of Commonly Used Digital Preservation Terms	
Authentication	A mechanism that attempts to verify that a document is the same as that which a user expected based on prior reference. Mechanisms to ensure authentication may include naming schemes, watermarking and various kinds of encryption techniques.
Born Digital	Digital materials that are not intended to have an analog equivalent, either as the originating source or as a result of conversion to analog forms.
Digital Archiving	A term used differently with various sectors. Libraries use it interchangeably with digital preservation. Computing professionals tend to use digital archiving to mean the process of backup and on-going maintenance as opposed to strategies for long-term digital preservation.
Digital Preservation	Preserving the digital medium that holds the digital information by storing it in the correct environment and following agreed storage and handling procedures. Copying the digital information onto newer, fresher media before old media deteriorates past the point where the digital information can be read or becomes so obsolete that we can no longer find a storage device to read it on. Preserving the integrity of the digital information during the copying process.
Electronic Document / Record	Records and documents created digitally in the day-to-day business of the organization and assigned formal status by the organization. These documents or records may include: word processing documents, emails, databases, web pages, images, etc.
Emulation	A digital preservation strategy whereby digital materials are stored in their original format as a bit stream and software and hardware emulators are employed to mimic the behavior of obsolete hardware platforms and emulate the relevant operating system to allow for access.
Life Cycle Management	The progressive technology and workflow requirements needed to ensure long-term sustainability of and accessibility to digital objects and/or metadata.
Metadata	Data that describes a resource. Usually metadata is any data that aids in the identification, description and location of an electronic resource. Preservation metadata helps manage the process of ensuring long-term preservation and usability of information resources by making certain that essential contextual, historical and technical information are preserved along with the digital object.
Migration	Set of organized tasks designed to achieve the periodic transfer of digital materials from one hardware/software configuration to another, or from one generation of computer technology to a subsequent generation.
Reformatting	Copying information content from one storage medium to a different storage medium or converting from one file format to a different file format.
Refreshing	Copying information content from one storage media to the same storage media
Security Backup	A second copy of a digital asset made to protect against loss due to unintended destruction or corruption of the primary object. Security backups are created routinely and are not to be considered archives.