

## Sources of Information

Almanacs: statistical data gathered relevant to a particular year or time period

Artifact: physical object with significant connection to your topic of study

Databases: specialized collections of information that have been designed specifically for research,

Diary: personal recollections or memories

Documentaries: films that center around a particular topic and are informational in nature

Encyclopedia: well researched and documented information on a topic, found in print or online.

Graphs and charts: visual representation of statistics or data

Interview: direct communication of questions and answers with a person relevant to your topic of study

Maps: record of the physical location of an event

Photograph: pictorial representation of an event

Primary source: information from a person who participated in or witnessed an event firsthand

Songs, lyrics; artistic expression which can represent the sentiment of an individual or group

Sources of information: newspapers, books, artifacts, interviews, surveys, documentaries, web sites, museums, photographs, paintings, government documents

Speeches: words of an individual delivered to an audience

Survey: collective opinions of many people on a particular topic or product

Transcripts: actual record of an official proceeding, such as a court transcript

Website: online resource that can vary in quality, should be current and multidimensional offering many useful links and resources, should be used very sparingly in research

## **Information Management Vocabulary**

**Accuracy:** the document must be correct so you can put a point across

**Audit trail:** there are minimum requirements of business record retention that are recommended for business owners to keep in the event of a tax audit.

**Bias:** an inclination of temperament or outlook, especially a personal and sometimes unreasoned judgment

**Copying:** make a similar or identical version of; reproduce.

**Criticism:** is the practice of judging the merits and faults of something. Criticism as an evaluative or corrective exercise can occur in any area of human life. In specific areas of human endeavor, the form of criticism can be highly specialized and technical; it often requires professional knowledge to understand the criticism.

**Documentation:** Every organization needs to save information for its own purposes, such as institutional memory, transaction lookup and analysis, and so on.

**Drafts:** adequate information and understanding, are near or at the end of gathering research, and have completed an exercise in prewriting.

**Employer analysis:** identify what data a company has and how its employees typically use that data. That information can help in deciding what should be collected and retained, both for legal and corporate purposes.

**Factual information:** a piece of information presented as having an objective reality; knowledge or information based on real occurrences

**Filing systems:** purchased software is not adequate to maintain all programs used

**Formality of information:** the degree of trust of formal information sources over purely informal information sources

**Heritage preservation:** photos, newspaper articles on company activities, etc. saved as memorabilia

**Historical information:** found in academic/scholarly journals, books, government publications, and reference collections

**Manipulating:** to use or change (numbers, information, etc.) in a skillful way or for a particular purpose

**Obsolescence of format or medium:** when deciding which format or medium in which to keep a document/file, the particular software which is purchased may become obsolete or redundant

**Opinions:** a view, judgment, or appraisal formed in the mind about a particular matter; a belief or judgment that rests on grounds insufficient to produce complete certainty

**Outlines:** an outline arranges materials hierarchically and sequentially by identifying main topics, subtopics, and details under the subtopics. Outlines allow you to group materials by similar concepts or content and put them into a logical order.

**Personal files:** allows you to back up records and keep them in a safe place in case of fire or theft.

**Primary sources:** original materials on which other research studies are based. Primary sources report a discovery or share new information; they present first-hand accounts and information relevant to an event.

**Proposals:** a plan or suggestion, especially a formal or written one, put forward for consideration or discussion by others.

**Quoting:** repeat or copy out (a group of words from a text or speech), typically with an indication that one is not the original author or speaker. "he quoted an article from the newspaper"

**Recordkeeping:** documents are duplicated or replaced

**Reliability:** is, literally, the extent to which we can rely on the source of the data and, therefore, the data itself. Reliable data is dependable, trustworthy, unflinching, sure, authentic, genuine, reputable

**Secondary sources of information** is one that was created by someone who did not have first-hand experience or did not participate in the events or conditions being researched. They are generally accounts written after the fact with the benefit of hindsight.

**Security of information:** storing information sets you up for a risk: E-discovery requests in lawsuits expose a company's data and data management to close scrutiny. The more you store, the more they can ask for, increasing the odds of damaging findings.

**Storage space:** purchased software is not large enough

**Storyboards:** a storyboard is a sketch of how to organize information and a list of its contents.

**Summaries:** an overview of content that provides a reader with the overarching theme, but does not expand on specific details.

**Summarizing:** is a strategy in which readers sort through the information presented in a text in order to pull out and paraphrase the essential ideas. It requires readers to determine what is important, to condense this information, and to state it in their own words

Timeliness: having information when you need it. It means that the sooner the information is available to decision makers, the better.

Validity: refers to the degree to which a study accurately reflects or assesses the specific concept that the researcher is attempting to measure