

Archiving in general is a process that will ensure that information is preserved against technical obsolescence and physical damage. It will also help conserve very expensive resources and ensure that the research potential of the information is fully exploited. In the Philippine Statistical System (PSS), the adoption of archiving measures has been identified by the NSCB through Resolution No. 11 (s. 1997) as a key policy to ensure the preservation, systematic storage and retrieval of statistical data including records on their methodology, concepts and other metadata.²⁴

Automated Fingerprint Identification System (AFIS) is a biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze fingerprint data.²⁵

Cloud computing is the use of computing resources (hardware and software) that are delivered as a service over a network (typically the Internet).²⁶

Co-located is an arrangement wherein a space is provided for a customer's telecommunications equipment on the service provider's premises.²⁷

Computing devices include mainframes, minicomputers and microcomputers i.e. desktop personal computers (PCs), laptops PCs including notebooks and netbooks, and handheld devices like mobile phones including smart phones, Personal Digital Assistants (PDAs), palmtops, tablets and multimedia players.

Data Center is a centralized repository, either physical or virtual, for the storage, management, and dissemination of data and information organized around a particular body of knowledge or pertaining to a particular business.²⁸

Desktop PC is a PC that is not designed for portability and is expected to be set up in a permanent location.²⁹

Digital signature is an authentication code created with a sender's secret key and can be verified by a recipient using the sender's public key.³⁰

External hard drive is a hard drive that sits outside the main computer tower in its own enclosure. It allows the user to back up or store important information separate from the main internal hard drive, which could become compromised, damaged or corrupted.³¹

Firewall is a hardware, software or a combination of the two protecting a computer network from unauthorized access.

Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data.³²

Intranet is "a private network that is contained within an enterprise. It may consist of many inter-linked LANs. The main purpose of an intranet is to share company information and computing resources among employees".³³

Laptop, also called a **notebook**, is a portable PC that integrates the display, keyboard, a pointing device or trackball, processor, memory and hard drive all in a battery-operated package slightly larger than an average hardcover book.³⁴

Local Area Network (LAN) is "a group of computers and associated devices that share a common communications line or wireless link and typically share the resources of a single processor or server within a small geographic area (for example, within an office building)".³⁵

Magnetic card reader is a device used to read magnetic stripe cards, such as credit cards.³⁶

Mainframe is an ultra high-performance computer made for high-volume, processor-intensive computing.³⁷

MICR reader is a device that can recognize human readable characters printed on documents such as cheques using a special magnetic ink. MICR stands for Magnetic Ink Character Recognition.³⁸

Microfiche is a sheet of microfilm (a film bearing a photographic record on a reduced scale of printed or other graphic matter) containing rows of microimages of pages of printed matters³⁹

Mobile phone is a handheld or wearable device that may not only have call and short messaging service (SMS) functions but may be integrated with common computer applications (email, database, multimedia, calendar/scheduler).

Multimedia player combine the functions of a PDA with multimedia features, such as a digital camera, an MP3 player and a video player.⁴⁰ This does not include digital voice recorders that only play and record audio files.

Office automation software are ready-made or in-house developed software packages that support clerical and other common office tasks.

²⁴ ISSP Template Revised 2003 iib

²⁵ <http://searchsecurity.techtarget.com/definition/Automated-Fingerprint-Identification-System>

²⁶ http://en.wikipedia.org/wiki/Cloud_computing

²⁷ <http://searchsoa.techtarget.com/definition/collocation>

²⁸ <http://searchdatacenter.techtarget.com/definition/data-center>

²⁹ <http://computer.howstuffworks.com/10-types-of-computers.htm#page=2>

³⁰ http://linux.about.com/cs/linux101/g/digital_signatu.htm?terms=Digital+signature

³¹ <http://www.wisegeek.com/what-is-an-external-hard-drive.htm>

³² <http://www.nwgis.com/gisdefn.htm>

³³ http://searchwebservices.techtarget.com/sDefinition/0,,sid26_gci212377,00.html

³⁴ <http://computer.howstuffworks.com/10-types-of-computers.htm#page=3>

³⁵ http://searchsmallbizit.techtarget.com/sDefinition/0,,sid44_gci212495,00.html

³⁶ http://en.wikipedia.org/wiki/Card_reader

³⁷ <http://www.techterms.com/definition/mainframe>

³⁸ <http://simple.wikipedia.org/wiki/MICR>

³⁹ <http://www.m-w.com/cgi-bin/dictionary?book=Dictionary&va=microfiche>

⁴⁰ <http://electronics.howstuffworks.com/gadgets/travel/pda1.htm>