



BRINGING FORESIGHT AND VISION
TO INFORMATION MANAGEMENT

MOREQ AND PRO SPECIFICATIONS TERMINOLOGY

The table below shows “translations” of the key records management terminology used in both versions of these two definitive specifications.

| PRO 1999 | PRO 2002 | MoReq (2001) | MoReq2 (2008) |
|-----------------------------|-----------------------------|-----------------------------|------------------------------------|
| File Plan | Classification Scheme | Classification Scheme | Classification scheme |
| Entry | <i>No direct equivalent</i> | <i>No direct equivalent</i> | <i>No direct equivalent</i> |
| <i>No direct equivalent</i> | Level | Level | Level |
| Part | Part | Volume | Volume |
| Instance | Extract | Extract | Redaction |
| Disposal Schedule | Disposal Schedule | Retention Schedule | Retention and disposition schedule |
| Folder | Folder | File | File |
| Folder | Class | Class | Class |
| Marker | Marker | <i>No direct equivalent</i> | <i>No direct equivalent</i> |
| Hybrid | Hybrid | Hybrid | <i>No direct equivalent</i> |
| Component | Component | <i>No direct equivalent</i> | Component |
| Render/Rendition | Rendition | <i>No direct equivalent</i> | Render/Rendition |
| Render/Rendition | <i>No direct equivalent</i> | Render/Rendition | <i>No direct equivalent</i> |

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