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| Accession | <ol style="list-style-type: none"> 1.The formal acceptance into custody 2. An acquisition so recorded |
| Acid Free | Anything having a pH of 7.0 or greater; unless treated with an alkaline substance capable of neutralizing acids, may become acidic through contact with acidic through contact with acidic material or atmospheric pollutants |
| Appraisal | The process of determining the value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records |
| Archives | <ol style="list-style-type: none"> 1.The documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value. Historically, the term referred more narrowly to the noncurrent records of their continuing value. 2.The building or part of a building where archival materials are located; also referred to as an archival repository. 3. The agency or program responsible for selecting, acquiring, preserving, and making available archival materials; also referred to as an archival agency, archival institution, or archival program. |
| Arrangement | The intellectual and physical processes and results of organizing documents in accordance with accepted archival principles, particularly provenance, at as many as necessary of the following levels: repository, collection, record group or fonds, subgroup(s), series, subseries, file unit, and item. The processes usually include packing, labeling, and shelving and are primarily intended to achieve physical control over archival holdings. |
| Authority Control | The process of verifying and authorizing the choice of unique access points, such as names, subjects, and forms, and ensuring that the access points are consistently applied and maintained in an information retrieval system |
| Bulk Dates | Dates of those documents that constitute the largest part of a collection, record group, subgroup, or series. Bulk dates are used to inform researchers of the chronological or period strength of archival materials, particularly when inclusive dates are misleading. |
| Calendar | A chronological list of individual documents, either selective or |

comprehensive, usually with a description providing such information as writer, recipient, date, place, summary of content, type of document, and page or leaf count

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| Compact Shelving | A system of mobile shelving intended to save space and/or guarantee security comprising movable rows, operated manually, mechanically, electrically, or in combination, either horizontally on rails or rotating through a quarter-circle on a pivot. |
| Conservation | The component of preservation that deals with the physical or chemical treatment of documents. |
| Container List | A listing of materials by container, meant to facilitate retrieval. A container list normally includes the title of the series or file, the portion of the file contained in each container, and the inclusive dates of the materials contained therein. A container list may also include shelf locations for each container. |
| Convenience File | Extra copies of documents maintained for ease of access and reference. A convenience file is sometimes known as a personal file or crutch file. |
| Creator | The person or organization that creates or receives and accumulates documents. |
| Cubic Feet | A measurement of volume for records, archives, and manuscripts. |
| Custodian/Custodial | The person or organization with the responsibility for the care of documents based on their physical possession. Custody does not always include legal ownership, or the right to control access to records. |
| Deaccessioning | The process by which an archives or manuscript repository formally removes material from its custody. An archival institution may deaccession material because the material has been reappraised and found to be unsuitable for its holdings, the legal owner has requested permanent return of the materials, or the institution has agreed to transfer the materials to another repository. |
| Deacidification | The process by which the acid in paper is neutralized so that the pH value is at least 7.0, thereby assisting in preservation. Normally, the process deposits alkaline buffer or reserve to inhibit the return of an acidic state. Common forms of deacidification include: |

- a) aqueous deacidification, which uses water as the solvent carrier of the alkaline agent;
- b) non-aqueous deacidification, which uses organic solvents as the solvent carrier;
- c) vapor phase deacidification, which involves the interleaving of documents and the pages of volumes with treated sheets that emit an alkaline vapor (now rarely used because it reportedly produces toxic vapors and does not leave an alkaline reserve);
- d) mass deacidification, which refers to one of various techniques designed to treat large numbers of documents at one time with either gaseous or liquid agents

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| Deed of Gift | A signed, written instrument containing a voluntary transfer of title to real or personal property without a monetary consideration. Deeds of gift to archives or manuscript repositories frequently takes the form of a contract establishing conditions governing the transfer of title to documents and specifying any restrictions on access or use. A deed of gift is also known as an instrument of gift. |
| Deposit | <ol style="list-style-type: none"> 1. The placing of documents in the custody of an archives or manuscript repository without transfer of legal title 2. The documents covered by such an action |
| Description | <ol style="list-style-type: none"> 1. The process of analyzing, organizing, and recording information that serves to identify, manage, locate, and explain the holdings of archives and manuscript repositories and the contexts and records systems from which those holdings were selected. 2. The written representations or products of the above process. 3. In records management, a written account of the physical characteristics, informational content, and functional purpose of a record series or system. |
| Disposition | The actions taken with regard to non-current records as determined by their appraisal pursuant to legislation, regulation, or administrative procedure. Actions include transfer to an archives or destruction. |
| Document | <ol style="list-style-type: none"> 1. Recorded information regardless of medium or characteristics. 2. A single item |
| Encapsulation | The encasing of a document in a clear plastic (usually polyester) envelope of which the edges are sealed. The aim is to provide nonreactive support and protection for a fragile document and still maintain complete visibility. Encapsulation is normally preceded by deacidification. |

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| Ephemera | Documents created specifically for a transitory purpose. Advertisements, calling cards, notices, and tickets are examples of ephemera. |
| Finding Aid | The descriptive tool, published or unpublished, manual or electronic, produced by a creator, records center, archives, or manuscript repository to establish physical control and/or intellectual control over records and/or archival materials. Basic finding aids include local, regional, or national descriptive databases; guides, inventories; registers; shelf and container lists; indexes; calendar and, for electronic records, software documentation. |
| Fonds | The whole of the documents, regardless of form or medium, organically created and/or accumulated and used by a particular person, family, or corporate body in the conduct of personal or corporate activity. |
| Holograph | A document entirely in the handwriting of the person who signed it. |
| Hygrometer | An instrument for measuring relative humidity. |
| Hygrothermograph | A device used to measure and record both relative humidity and temperature. |
| Interleaving | The placing of sheets of one materials between sheets of a similar or different material for such purposes as drying wet documents, providing an alkaline buffer, or preventing documents from rubbing. |
| Inventory | <p>1. A basic archival finding aid whose unit of entry is usually the series. An inventory generally includes a brief administrative history of the organization(s) whose records are being described as well as descriptions of the records. eries descriptions give as a minimum such data as title, inclusive dates, quantity, arrangement, relationships to other series, and scope and content notes. Inventories may also contain appendices that provide such supplementary information as container lists, folder lists, a glossary of abbreviations and special terms, lists of file units or special subjects, indexes, and classification plans/schemes</p> <p>2. In records management, a detailed listing of the volume, scope, and complexity of an organization's records, usually compiled for the purpose of creating a records schedule.</p> |

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| Lamination | <p>A process, preceded by deacidification, for reinforcing a weak or damaged paper document by enclosing it between two sheets of thin tissue. The methods of attaching the tissue are:</p> <ol style="list-style-type: none"> thermoplastic lamination, which involves the application of heat and pressure to two sheets of plastic foil, usually cellulose acetate; hand or solvent lamination, in which adhesion is created by placing a sheet of plastic foil, usually cellulose acetate, between the tissue and the document and applying acetone. |
| Ledger | <p>A document of final entry in accounting in which are entered debits, credits, and all other money transactions under each individual account or heading.</p> |
| Letterbook | <ol style="list-style-type: none"> A volume of blank or lined pages on which letters have been written. The letters may be drafts written by the author or fair copies made by the author or a clerk. Copies of letters, originally on loose sheets and most frequently carbon copies, bound together, usually in chronological order. |
| Life Cycle | <p>The life span of a record from its creation or receipt to its final disposition.</p> |
| Linear feet | <ol style="list-style-type: none"> A measurement for descriptive and control purposes of shelf space occupied by documents. For vertical files (records filed on edge) the total length of drawers, shelves, or other equipment occupied is calculated; in the case of material filed horizontally (flat or piled up), the total vertical thickness is used. Linear feet, except for card indexes and oversized materials, may be equated with cubic feet on a one-to-one basis for description of textual records. A measurement for descriptive and control purposes of the length of film, tape, or microfilm (usually expressed as feet). |
| Magnetic Media | <p>Various recording materials coated with magnetic material on which data can be stored by selective magnetization of portions of the surface.</p> |
| Manuscripts | <p>A handwritten or typed document. A typed document is more precisely called a typescript.</p> |
| Office of origin | <p>The corporate body of administrative unit in which a group of records are created or received and accumulated in the conduct of its business.</p> |
| Outreach | <p>Organized activities of archives or manuscript repositories</p> |

intended to acquaint potential users with their holdings and their research and reference value.

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| Papyrus | <ol style="list-style-type: none">1. A medium made from a waterplant by the ancient Egyptians, Greeks, and Romans by soaking, pounding, and drying thin slices of its pith laid crosswise.2. A document on papyrus. |
| Parchment | <ol style="list-style-type: none">1. Traditionally, the skin of an animal, usually a sheep or goat, prepared for use as a writing material. Today, this term is sometimes used interchangeably with vellum.2. A document or parchment. |
| Preservation | The totality of processes and operations involved in the stabilization and protection of documents against damage or deterioration and in the treatment of damaged or deteriorated documents. Preservation may also include the transfer of information to another medium, such as microfilm. |
| Processing | <ol style="list-style-type: none">1. The activities of accessioning, arranging, describing, and properly storing archival materials2. The treatment of exposed photographic material to make the latent image(s) visible. |
| Provenance | <ol style="list-style-type: none">1. The organization or individual that created, accumulated, and/or maintained and used records in the conduct of business prior to their transfer to a records center, archives, or manuscript repository.2. Information regarding the origin and custodial history of documents. |
| Reappraisal | The process of reevaluating the holdings of an archives or manuscript repository to determine which holdings should be retained and which should be deaccessioned. Reappraisal is also known as retention review. |
| Record | <ol style="list-style-type: none">1. A document created or received and maintained by an agency, organization, or individual in pursuance of legal obligations or in the transaction of business.2. In data processing, a grouping of inter-related data elements forming the basic unit of a file. |
| Records Center | A facility for the low-cost storage, maintenance, and reference use of semicurrent records pending their ultimate disposition. Records centers are also referred to as intermediate storage or limbo. |

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| Records Manager | An individual within an organization who is responsible for managing the life cycle of records created and received by the organization. A records manager is sometimes called a records administrator. |
| Records Survey | A survey that gathers basic information on the records of an organization with respect to their quantity, form, location, physical condition, storage facilities, rate of accumulation, and uses for the purpose of planning records management and/or archival operations and activities. |
| Reference Interview | The formal conversation that an archivist conducts with each researcher. Reference interviews are conducted to ascertain the identity of the researcher; to determine his/her information needs and purposes of research; to guide the researcher to appropriate access tools and relevant sources; to inform him/her of basic procedures and limitations on access, handling of documents, and reproduction; and to evaluate the success of the research visit and the effectiveness of the reference service offered to the researcher. The initial reference interview is often referred to as an orientation interview; the interview at the end of a research visit is often referred to as an exit interview. |
| Register | 1. A list, often in the form of a volume, of items, names, events, actions, etc. The entries are usually in numerical or chronological sequence. Registers often accomplish the legal function of providing evidence of facts and acts and may also serve as a finding aid to records, such as a register of letters sent. |
| Repository | A place where documents are kept. Repository is frequently used synonymously with depository. |
| Respect For Original Order | The principle that archives of a single provenance should retain the arrangement (including reference numbers) established by the creator in order to preserve existing relationships and evidential significance and the usefulness of finding aids of the creator. |
| Sampling | In appraisal, the selection of file units or items from a body of records made in such a way that, taken together, the items selected are representative of the whole. |
| Scope and Content Note | In description, a narrative statement summarizing information on the characteristics of the described materials, including function |

and use as well as the kinds and types of information contained therein.

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| Series | File units or documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt, or use. A series is also known as a record series. |
| Subgroup | A body of related records within a record group or fonds, corresponding to administrative subdivisions in the originating agency or organization or, when that is not possible, to geographical, chronological, functional, or similar groupings of the material itself. When the creating body has a complex hierarchical structure, each subgroup has as many subordinate subgroups as are necessary to reflect the levels of the hierarchical structure of the primary subordinate administrative unit. |
| Thermohygrometer | A non-recording device used to measure both relative humidity and temperature. |
| USMARC Format | A communications format developed at the Library of Congress for producing and distributing machine-readable bibliographic records on magnetic tape. |
| Vellum | Traditionally, unsplit calfskin, specially treated to be used as a writing medium and in binding. Vellum may also be made from lambskin or goatskin. Today, the term is sometimes used interchangeably with parchment. |
| Vital Record | A record containing information essential to re-establish or continue an organization in the event of a disaster. Vital records comprise the records necessary to re-create the organization's legal and financial status, and to determine the rights and obligations of employees, customers, stockholders, and citizens. |
| Weeding | The removal of individual documents or files lacking continuing value from a series. Weeding is also known as culling, purging, or stripping. |
| Xerography | Synonymous with Electrostatic Process. A direct, dry reproduction process creating copies on ordinary paper in an automatic machine using electrical photoconductivity. |