

DAT III: English List (Draft)

This list is part of the work of the Project Group on Terminology of the ICA (ICA/DAT). The brackets indicate translations. The other terms will appear in the respective language lists and were considered parts of the professional terminology in the other languages. The selection of relevant terms was made for international exchange and to facilitate the reading of archival publications in other languages.

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English

French

German

Spanish

abstract

Concise summary of a [DOCUMENT](#)

sažetak

(résumé), (intitulé du dossier)

(Abstrakt)

extracto (1)

access

1) Right, opportunity, or means of finding, using, or approaching [DOCUMENTS](#) and/or [INFORMATION](#) 2) In data processing, the process of entering data into and retrieving data from memory

dostup, pristup, korištenje

[droit d'accès](#)

(Zugangsrecht)

1) acceso (1), accesibilidad, 2) acceso (2)

access date

The date at which [RECORDS/ARCHIVES](#) become available for consultation by the general public, usually determined by the lapse of a specified number of years

rok dostupnosti

[délai de communicabilité](#)

[Sperrfrist](#), [Grenzzjahr](#)

(fecha de apertura de consulta)

access point

A name, term, keyword, phrase, or code that may be used to search, identify, or locate a [RECORD](#), [FILE](#), or [DOCUMENT](#)

pristupnica

[point d'accès](#)

(Zugriffspunkt)

(punto de acceso a la información)

access restrictions

See: [restricted access](#)

Ograničenje dostupnosti

accessibility

The availability of [RECORDS/ARCHIVES](#) for consultation as a result both of legal authorisation and the existence of [FINDING AIDS](#). Access may also be affected by the need to protect records/archives from damage due to their physical condition, usable formats, and proximity of materials to researchers

dostupnost

[accessibilité](#), [communicabilité](#)

[Zugänglichkeit](#)

accesibilidad

accession

1) The recording of the formal acceptance into [CUSTODY](#) of an [ACQUISITION](#), 2) An [ACQUISITION](#) so recorded; See also: [accrual](#)

prinova, stečevina, akvizicija

1) [prise en charge](#); 2) [entrée](#)

1) [Übernahme](#), [Zugang](#), (Abgabe), [Akzession](#); 2) Akzession

1) acción de registrar los ingresos, 2) ingreso

accession list/register

A [DOCUMENT](#) in which [ACCESSIONS](#)(2) are recorded, usually in chronological order by date of receipt, and giving the source and other identifying information for each [ACCESSION](#)(2)
knjiga/popis primljenog gradiva

[registre des entrées](#)

Zugangsliste, [Akzessionsjournal](#)

registro general de entrada de fondos y/o documentos

accession number

The unique number or code assigned to permanently identify an [ACCESSION](#)(2)
broj stečevina, akvizicija

(numéro d'entrée)

(Zugangsnummer), [Zugangssignatur](#)

numero de ingreso

accretion

See: [accrual](#)

prirast, prinova

accrual

An [ACQUISITION](#) additional to [SERIES](#) already held by a repository. An accrual is also called an accretion; See also: [accession](#)(2)

prirast

[entrée complémentaire](#)

[Zuwachs](#)

ingreso (por transferencia)

accumulation

The natural process by which [ARCHIVES](#) are created in the conduct of affairs of any kind. The process is usually characterized as a "natural" or "organic" accumulation, in contrast to the purposeful gathering of "artificial" [COLLECTIONS](#)

prirast fonda

(production d'archives)

(organisches Anwachsen der Bestände)

(crecimiento orgánico)

acetate film

A safety film support made from cellulose acetate

acetatni film

(film acétate)

(Azetatfilm)

(película de acetato)

acid-free paper

Paper having a pH of 7.0 or greater. Unless treated with an alkaline substance capable of neutralizing acids, [PAPER](#) that is acid-free at the time of manufacture may become acidic through contact with acidic material or atmospheric pollutants

bezkiselinski papir

[papier non-acide](#)

[säurefreies Papier](#)

(papel sin acidez)

acquisition

1) The process of adding to the [HOLDINGS](#) of a [RECORDS CENTRE](#) or [ARCHIVES](#)(2) by [TRANSFER](#) under an established and legally based procedure, by [DEPOSIT](#), purchase, [GIFT](#) or bequest; 2) An addition so acquired; See also: [accession](#)

stečevina, prinova, akvizicija

1) [accroissement](#)(1); 2) [entrée](#)

[Akzession](#)

1) ingreso; 2) ingreso

acquisition microfilm

Microfilm produced or acquired by an [ARCHIVES](#)(3) to supplement and complement its own [HOLDINGS](#); See also: disposal microfilming, preservation microfilming, security microfilming

[microfilm de complément](#)

dopunski mikrofilm

[Ergänzungsfilm](#)

microfilme de complemento

act

A [DOCUMENT](#) formally embodying a decision of a legislative body or a public authority, or forming part of a legal transaction and drawn up in due form

isprava, dokumenat

(acte)

[Urkunde](#)

acta (1), (2)

active records

See: [current records](#)

tekući zapisi

addition

See: [accrual](#)

nadopuna

administrative history

That part of a [FINDING AID](#) that presents the history of the organization(s) that created or accumulated the material described therein, focusing on its/their structure and functional responsibilities over time; See also: biographical note

povijest ustanove, povijest stvaratelja

(historique d'un fonds)

(Verwaltungsgeschichte), [Behördengeschichte](#)

estudio institucional

administrative value

The usefulness of [RECORDS/ARCHIVES](#) for the conduct of current and/or future administrative business. Administrative value is also called operational value; See also: [fiscal value](#), [legal value](#)

upravna/administrativna vrijednost

[utilité administrative](#)

[Primärwert](#)

valor administrativo

ADP

See: [data processing](#)

agency history

povijest ustanove

See: [administrative history](#)

agency records centre

See: [records centre](#)

pismohrana

alienation

In general archival usage, the [TRANSFER](#) or loss of [CUSTODY](#) of [RECORDS/ARCHIVES](#) by their custodian or owner to someone not legally entitled to them; See also: [removed archives](#), [replevin](#)

otuđenje

[aliénation](#)

(Entfremdung)

expolio

aperture card

A card, usually punched and of a size and shape suitable for use in [DATA PROCESSING](#) systems, with one or more rectangular holes specifically designed to hold a frame or frames of [MICROFILM](#)

aperturna kartica

(carte à fenêtre)

(Lochkarte)

(ficha de ventana)

appraisal

A basic records management/archival function 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; and their relationship to other records

vrednovanje

[tri](#), [évaluation](#)

[Bewertung](#)

valoración y selección

appraisal (monetary)

See: [valuation](#)

novčano vrednovanje/procjena

archival processing

The activities of accessioning, arranging, describing, and properly storing [RECORDS/ARCHIVES](#)

obrada arhivskog gradiva

[traitement](#) (des archives)

[Archivierung](#)

tratamiento archivístico, archivar

archival administration

The management or direction of the program of an [ARCHIVES](#)(3), including the following archival functions: [APPRAISAL](#) and [DISPOSITION](#), [ACQUISITION](#), [ARRANGEMENT](#), [DESCRIPTION](#), [PRESERVATION](#), [REFERENCE SERVICE](#), and [OUTREACH](#)

upravljanje arhivom, arhivska služba

(gestion des archives), [archives](#)(2)

[Archivverwaltung](#), Archivdirektion

administración de archivos

archival agency

arhivska ustanova

See: [archives](#)(3)

archival arrangement

arhivsko sređivanje

See: [arrangement](#)

archival description

arhivski opis

See: [description](#)

archival film

Film exposed, processed, and stored in accordance with international standards concerning image quality and permanence

arhivski film

(archives audiovisuelles répondant aux normes internationales de conservation)

(Archivfilm)

(película normalizada)

archival holdings

arhivski fondovi

See: [holdings](#)

archival institution

arhivska ustanova

See: [archives](#)(3)

archival management

upravljanje arhivom

See: [archival administration](#)

archival quality

The material properties inherent in any [MEDIUM](#) permitting its preservation under controlled circumstances

arhivska kakvoća

(qualité de conservation), (état matériel de conservation)

[Archivfähigkeit](#)

(propiedades materiales inherentes a cualquier soporte que permita su conservación)

archival repository

arhivsko spremište

See: [archives](#)(3)

archival value

Those values - administrative, fiscal, legal, intrinsic, evidential, and/or informational - which justify the indefinite or permanent retention of [RECORDS/ARCHIVES](#)
arhivska vrijednost

[intérêt archivistique](#)

[Archivwert, bleibender Wert](#)

valor archivístico

archive group

The primary division in the arrangement of [ARCHIVES](#)(1) at the level of the independent originating unit or agency

arhivski fond, arhivska skupina

[fonds](#)

[Bestand](#)

fondo

archives

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; 2) The building or part of a building in which [ARCHIVES](#)(1) are preserved and made available for consultation; also referred to as an archival repository; 3) The agency or program responsible for selecting, acquiring, preserving, and making available [ARCHIVES](#)(1); also referred to as an archival agency, archival institution, or archival program

arhiv, arhivska zgrada /ustanova, arhivsko gradivo

1) [archives](#)(1), [document](#) (d'archives); 2) archives(3); 3) archives(2)

1)[Archivgut, Archiv, Registratur](#)(2); 2)Archiv; 3)Archiv

1) documento/s, archivo(1); 2) archivo (3), depósito (1); 3) archivo (2)

archives box

A storage container, variable in terms of composition, construction, and dimensions, intended to protect and facilitate the shelving and handling of [ARCHIVES](#)(1)

arhivska kutija

(carton), (boîte d'archives)

[Archivschachtel](#)

caja

archivist

A person professionally occupied in the administration of [ARCHIVES](#)(1) and/or management of [ARCHIVES](#)(3). In the United States, the term is also frequently used to refer to a [MANUSCRIPT CURATOR](#); See also: [records manager](#)

arhivist

(Archiviste)

(Archivar, -in)

archivero/a

arrangement

The intellectual and physical processes and results of analyzing and 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](#) See also: [archival processing](#)

sređivanje

[classement](#)(1), (ventilation)

[Ordnung](#)

organización

artifactual value

izvorna vrijednost

See: [intrinsic value](#)

artificial collection

umjetna zbirka

See: [collection](#)

audio-visual records/archives

[RECORDS/ARCHIVES](#) in pictorial and/or aural form, regardless of [FORMAT](#); See also: film records/archives, photographic records/archives

audiovizualno gradivo

[archives audio-visuelles](#)
[audiovisuelle Archive](#)

documentos/archivos audiovisuales

authentication

The act of verifying that a [DOCUMENT](#) or a reproduction of a [DOCUMENT](#) is what it purports to be; See also: [certification](#)

ovjera vjerodostojnosti, ovjeravanje

[authentication](#)
[Beglaubigung](#)

autenticación, autenticación

authority control

The process of verifying and authorizing the choice of unique [ACCESS POINTS](#), such as names, subjects, and [FORMS](#)(3), and ensuring that the [ACCESS POINTS](#) are consistently applied and maintained in an information retrieval system; See also: [authority file](#), [authority record](#), [controlled](#)

normativna kontrola

[vocabulary](#)

[contrôle d'autorité](#)
(Zugriffskontrolle)

control de encabezamientos autorizados

authority entry

normirana odrednica

See: [authority record](#)

authority file

A group of [AUTHORITY RECORDS](#) searchable by all established [HEADINGS](#)(2) and cross-references;

See also: [controlled vocabulary](#), [thesaurus](#)

normirana datoteka

[fichier d'autorités](#)
(Zugriffdatei)

(lista de autoridades)

authority list

normirani popis

See: [authority file](#)

authority record

An [ENTRY](#)(2) in an [AUTHORITY FILE](#) that contains information about an [ACCESS POINT](#). An authority record establishes the form of the [HEADING](#)(2), determines cross-references and the relationships of the [HEADING](#)(2) to other [HEADINGS](#)(2) in the [AUTHORITY FILE](#), and documents the decisions; See also:

[authority control](#)

normirani zapis

(notice d'autorité)

[Analyse](#)

(cada una de las autoridades)

automated records

automatski zapisi

See: [machine-readable records](#)

automatic data processing

elektronička obrada podataka

See: [data processing](#)

back-to-back rows/shelving

Two rows of shelving with their backs immediately adjacent to each other along their long axis

dvostruke police

[épi](#)
(doppelseitige Regal)

estantería de doble faz

bay

A unit of shelving, single or double-sided, consisting of horizontal shelves between standards, uprights, or upright frames. In the United States, a bay is also known as a compartment

regal

[travée](#)

(Regal)
balda

binding

1) The fastening together, usually between covers, of manuscript or printed sheets to keep them in a fixed order and to assist in protecting them; 2) The cover in 1 above
uvez

(reliure)
(Binden), (Bindung), (Einband)
(encuadernación)

biographical note

That part of a [FINDING AID](#) which records the highlights of the life and activities of a person or family that generated the [DOCUMENTS](#) described therein; See also: [administrative history](#)
životopis

(éléments biographiques)
(Biographie)
(nota biográfica)

blueprint

A print made on [PAPER](#) or cloth, coated with light-sensitive iron salts, producing an [IMAGE](#) in white on a blue background. The process has been most frequently used to copy maps, drawings, and plans
plavi ispis, tisak

(bleu)
(Blaupause)
(tinta azul)

box list

popis kutija/spremnika

See: [container list](#)

brief

1) A summary, [ABSTRACT](#), or abridgement of a [DOCUMENT](#); 2) A summary of the facts of a case with special reference to the points of law involved to assist in presenting the case before a court of law; 3) An open letter issued by the papal chancery, sealed with a wax [SEAL](#); 4) A letter issued by a lawful authority to an individual or institution commanding the performance of a specified action. Such a [DOCUMENT](#) is also called a writ
regesta, sažetak

1) (résumé d'un document); 2) (exposé sommaire des faits d'un procès avec référence spéciale à la législation, destiné à faciliter la présentation d'une cause devant une instance judiciaire); 3) (bref); 4) (mandement); (instruction)

1) [Regest](#); 2) (Rubrun); 3) (Breve); 4) (Dekret)
1) extracto (1); 2) (resumen legal); 3) breve; 4) (demanda)

bull

1) A round, metal [SEAL](#) attached to a [DOCUMENT](#) of great formality, especially the leaden [SEAL](#) attached to a certain type of papal charter; 2) A [DOCUMENT](#) so sealed
bula

(bulle)
(Bulle)
(bula)

bundle

A storage unit consisting of a number of individual [DOCUMENTS](#), whether or not related by content or function, normally tied together by string, tape, or the like
svežanj, smotak

[liasse](#)
(Bündel), (Faszikel)
legajo, unidad de instalación

calendar

1) A list, usually in chronological order, of individual [DOCUMENTS](#) in the same [SERIES](#) or [CLASS](#) or of a specified kind from a variety of sources, with a summary description of each [DOCUMENT](#) providing content and material information essential to the user, 2) A list, chronologically or alphabetically arranged, with essential personal details of persons committed for trial in a court of law or held in prison
analitički inventar

1) [inventaire analytique](#), 2) (registre d'écrou)

(analytische Inventar), [Analyse](#)
regesta/catálogo

captured archives

zapljenjeno arhivsko gradivo

See: [removed archives](#)

cartographic records/archives

[RECORDS/ARCHIVES](#) containing information depicting in graphic or photogrammetric form, a portion of the linear surface of the earth or of a heavenly body, such as maps, charts, plans, and related materials (globes, topographic and hydrographic charts, cartograms, relief models, and aerial photographs)

kartografsko gradivo

(cartes et plans)

[Kartensammlung](#)

documentos/archivos cartográficos

cartridge

A closed container of film or of a [MAGNETIC TAPE](#), designed for loading and unloading in a [READER](#), projector, recorder, or computer tape drive, without prior threading or rewinding. A double-cored cartridge is called a cassette

kartridž

(cartouche)

(Kassette)

(cartucho)

cartulary

An assemblage, usually in volume form, of [CHARTERS](#), title [DEEDS](#), and other [DOCUMENTS](#) of significance belonging to a person, family, or organization

kartular

(cartulaire)

[Kopialbuch](#), (Kopiar)

(cartulario)

case papers/files

[FILES](#) relating to a specific action, event, person, place, project, or other subject. Case files are sometimes referred to as project files or dossiers. In UK usage, particular instance papers; in Canadian usage, transactional files

dosje/predmetni smotak/svežanj

(dossier individuel)

[Sachakten](#), [Vorgänge](#), [Einzelfallakten](#), [Massenakten](#), [Parallelakten](#)

expediente (personal)

cassette

kazeta

See: [cartridge](#)

catalog/catalogue

A listing of materials, usually arranged systematically, with descriptive details. Catalogs are produced in a variety of formats, including book, card, [MICROFORM](#), or electronic

katalog

[catalogue](#)

(Katalog)

catálogo

CD-ROM

See: [compact disc](#)

cellulose nitrate film

celulozni nitratni film

See: [nitrate film](#)

central registry

središnji upisnik

See: [registry](#)

certification

The act of attesting the official character of a [DOCUMENT](#) or of a [COPY](#) thereof

ovjeravanje, ovjera

(certification conforme)

[Beglaubigung](#)

certificación

chain of custody

lanac čuvanja

See: [custodial history](#)

charge-out

1) The act of recording the removal of [DOCUMENTS](#) from their place of storage. In the UK, [CHARGE-OUT](#) is known as production; 2) The [DOCUMENT](#) used to record this action. In the UK, production ticket

zahtjevnica

1) [communication](#); 2) [fantôme](#), bulletin de demande de communication

1) [Aushebung](#); 2) [Stellvertreter](#), [Bestellschein](#)

1) (movimiento de fondos); 2) testigo

chart

1) A [DOCUMENT](#) showing tabulated or methodically arranged [INFORMATION](#); 2) A cartographic [DOCUMENT](#), usually referring to water, air, or astronomical objects

obrazac

1) (tableau); 2) (carte de navigation)

1) (Tabelle); 2) (Navigationskarte)

1) (tabla), (cuadro); 2) (carta de navegación)

charter

A [DOCUMENT](#), usually sealed, granting specific rights, setting forth aims and principles, embodying formal agreements, authorizing special privileges or exemptions, or, in English law, a deed, conveyance, or similar [DOCUMENT](#)

isprava, povelja

(charte), (diplôme)

[Urkunde](#)

acta, diploma

cinofilm

kino film

See: [motion picture](#)

cinematograph film

film, kinematografski film

See: [motion picture](#)

circulation record

dokumenat koji se traži, kretanje dokumenta

See: [charge-out](#)

class

1) An identifiable and self-contained sub-division of an [ARCHIVE GROUP](#) consisting of a number of [ITEMS](#) with one or more common characteristics (UK). Class is generally equivalent to [SERIES](#); 2) The functional category of a classification plan or scheme

klasa, razred

1) [série](#), 2) (division d'un plan de classement)

[Klassifikations-](#) oder [Gliederungsgruppe](#)

1) serie, 2) (cada una de las divisiones de un cuadro de clasificación)

classification

1) Any method of recognizing relationships between [DOCUMENTS](#); 2) The systematic identification and arrangement of [DOCUMENTS](#) in categories according to logically structured conventions, methods, and procedural rules represented in a classification plan/scheme; See also: [arrangement](#), [filing system](#), [security classification](#)

razredba, klasifikacija

2) [plan de classement](#)(2); [classement](#)(1)

1) [Gliederung](#) oder [Klassifikation](#); 2) [Ordnung](#)

clasificación

classified information/records

povjerljive obavijesti/zapisi

See: [security classification](#)

closed access

zabranjen dostup/pristup

See: [restricted access](#)

closed file

1) A [FILE](#) containing [DOCUMENTS](#) on which action has been completed and to which additional [DOCUMENTS](#) are not likely to be added; 2) A [FILE](#) to which [ACCESS](#) is restricted or denied; See also: [open file](#), [security classification](#)

zatvoreni dosje

1) [dossier clos](#); 2) (dossier non-communicable), (dossier à communication restreinte), (dossier à communication réservée)

1) (abgeschlossene Akten); 2) (gesperrte Unterlagen)

1) (expediente cerrado); 2) (expediente reservado)

closed record group

A [RECORD GROUP](#) to which further [RECORDS](#) are not likely to be added because of the abolition of the creating body, major administrative reorganization, or basic change in the filing plan/system

zaključen fond

(fonds fermé), [fonds clos](#)

[abgeschlossener Bestand](#)

fondo cerrado

collection

1) An artificial gathering of [DOCUMENTS](#) brought together on the basis of some common characteristic, (e.g. means of acquisition, creator, subject, language, medium, [FORM](#)(2), name of collector) without regard to the [PROVENANCE](#) of the [DOCUMENTS](#); 2) The total [HOLDINGS](#) of a manuscript repository

zbirka

1) [collection](#); 2) (ensemble des manuscrits conservés par un département de manuscrits)

[Sammlung](#), [Handschriften](#), [Sammlungsgut](#)

1) colección facticia; 2) (los fondos de una colección privada o de una sección de manuscritos)

common records schedule

razrada zajedničkih/općih spisa

See: [general records schedule](#)

compact disc

A high-density digital disc data storage [MEDIUM](#) commonly used for publishing. A [COMPACT DISC](#) that permits read-only [ACCESS](#)(2) is commonly referred to as [CD-ROM](#) (Compact Disc-Read Only Memory). Information is read by means of a laser; See also: [optical disc](#)

kompaktni disk

(CD), (disque compact)

(Compact Disc)

(disco compacto)

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

kompaktne ploče/kompaktusi

[Rayonnage dense](#) / compact/ mobile

(Kompaktusanlage)

estantería densa, compacta

compartment

odjeljak

See: [bay](#)

computer output microfilm (COM)

računalni ispis na mikrofilm

Computer output produced directly on to [MICROFILM](#), without paper printout as an intermediary

(COM)

(COM)

(microfilme de salida de ordenador)

concordance list

A [FINDING AID](#) in list form establishing the relationship between the past and present reference numbers of [RECORDS/ARCHIVES](#) that have been rearranged, relocated, or, simply, renumbered. A concordance list is also known as a conversion list

Konkordanca

[table de concordance](#)

[Konkordanz](#)

tabla de concordancias

conservation

The component of [PRESERVATION](#) which deals with the physical or chemical treatment of [DOCUMENTS](#)

konzerviranje, zaštita

préservation, restauration

[Konservierung](#)

preservación, conservación

container list

A listing of materials by container, meant to facilitate retrieval. A container list normally includes the title of the [SERIES](#) or [FILE](#)(2), the portion of the [SERIES](#) or [FILE](#)(2) contained in each container, and the [INCLUSIVE DATES](#) of the materials contained therein. A container list may also include shelf locations for each container. A container list is also called a box list; See also: [folder list](#)

popis kutija/spremnika

(type d'instrument de recherche proche répertoire numérique)

(Magazinsliste)

registro topográfico

contingent records

zapisi privremenog trajanja

See: [frozen records](#)

continuing value

trajna vrijednost

See: [archival value](#)

controlled vocabulary

A regularized or standardized list of terms used to increase uniformity in indexing or information retrieval

See also: [authority control](#), [authority file](#), [thesaurus](#)

normirani rječnik

(vocabulaire contrôlé)

(kontrolliertes Vokabular)

vocabulario controlado

controlling agency

The agency or other corporate body that exercises control over a group of [RECORDS](#) with respect to withdrawal and use for its functions, retention or [DISPOSITION](#), and public [ACCESS](#). A controlling agency may be the [OFFICE OF ORIGIN](#), transferring agency, or its successor

vanjska služba

[producteur](#), [service versant](#)

(Ursprungsstelle)

(oficina que controla el acceso a sus documentos)

conversion list

usporedna lista

See: [concordance list](#)

copy

A duplication of an [ORIGINAL DOCUMENT](#) prepared simultaneously or separately, usually identified by function or by method of creation; See also: [record copy](#)

preslik/kopija

(copie), (double)

[Kopie](#), [Abschrift](#)

copia

covering dates

vremenski raspon, granične godine

See: [inclusive dates](#)

creating agency/office

stvaratelj

See: [office of origin](#)

culling

izlučivanje, škartiranje

See: [weeding](#)

current records

RECORDS regularly used for the conduct of the current business of an agency, institution, or organization and which, therefore, continue to be maintained in their place of origin. In Canada, current records are known as active records; See also: [noncurrent records](#), [semicurrent records](#)
tekući zapisi

[archives courantes](#)

[Schriftgut](#)

documentos administrativos

custodial history

The succession of offices or persons who had **CUSTODY** of a body of **DOCUMENTS** from its creation to its acquisition by an **ARCHIVES**(2) or **MANUSCRIPT REPOSITORY**

povijest fonda

(historique d'un fonds)

[Bestandsgeschichte](#)

(historia administrativa)

custody

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**

čuvanje

[conservation](#)

(Verwahrung), [dauernde Aufbewahrung](#)

custodia

data

1) **INFORMATION** represented in a formalized manner, suitable for transmission, interpretation, or processing manually or automatically; 2) Loosely used for **INFORMATION**, especially in large quantities
podaci

1) [donnée](#)(1); 2) donnée(2)

1) [Daten](#); 2) Daten

1) (información normalizada para su tratamiento); 2) (información)

data archives

An organization, or administrative unit thereof, responsible for the acquisition, preservation and communication of data in electronic form, regardless of **PROVENANCE**; See also: [electronic records](#)

arhivi baza podataka

(service chargé de la conservation d'archives électroniques)

[maschinenlesbare Unterlagen](#)

(agencia de datos)

data base

DATA organized and stored so that it can be manipulated or extracted to meet various applications but managed independently of them

baza podataka

[base de données](#)

(Datenbank)

(base de datos)

data dictionary

A structured assembly of information about the definition, structure, and use of data. It does not, however, contain the actual data itself. Specifically, the data dictionary contains the name of each **DATA ELEMENT**, its definition (size and type), where and how it is used, and its relationship to other data

rječnik podataka

(dictionnaire de données)

('Data dictionary')

(diccionario de datos)

data element

The smallest unit of data for which attributes are specified, generally corresponding to a field in a data processing **RECORD**(2) or a numbered box on a printed FORM. For example, name, address, series title, and record group number are all data elements

element podatka

(élément d'une donnée)

[Eintrag](#)

(unidad más pequeña de datos)

data processing

The systematic performance of an operation or sequence of operations upon [DATA](#) by one or more computer-processing units to achieve a desired end result. [DATA PROCESSING](#) is used synonymously with information processing

obrada podataka

[traitement de l'information](#)

(Datenverarbeitung)

tratamiento automático de datos

data record

zapis podataka

See: [record](#)(2)

data set

skup podataka, set podataka

See: [file](#)(3)

date range

raspon podataka

See: [inclusive dates](#)

date span

raspon podataka

See: [inclusive dates](#)

dates of accumulation

vrijeme nastanka

See: [inclusive dates](#)

deaccession

The process by which an [ARCHIVES](#)(3) formally removes material from its [CUSTODY](#). An [ARCHIVES](#)(3) 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; See also: [reappraisal](#)

povrat, otpis

[sortie définitive](#)

(Rückgabe)

salida (de documentos)

deacidification

Removal of acid from or reduction of acid in a material such as paper by treating with mild alkali

otkiseljavanje

(désacidification)

(Entsäuerung)

(deacidificación)

declassification

The removal of all [SECURITY CLASSIFICATION](#) restrictions on information or [RECORDS](#); See also:

downgrade

deklasifikacija

(Déclassification)

[Herabstufung](#)

(apertura de consulta)

deed

A [DOCUMENT](#), usually under seal, in many countries made before a notary public, which, when delivered, gives effect to some legal disposition or agreement between parties

bilježnička isprava

(titre), (acte notariée)

(notarielle) [Beglaubigung](#)

acta notarial

dehumidification

Removal of moisture from the air by mechanical and/or chemical means

odvlaživanje, odvlažnjenje

[dés humidification](#)

[Entfeuchtung](#)

(deshumidificación)

deposit

1) The placing of [DOCUMENTS](#) in the [CUSTODY](#) of an [ARCHIVES](#)(3) without transfer of legal title; 2) The [DOCUMENTS](#) covered by such an action; See also: [acquisition](#)

depozit, polog, pohrana, ostava

[dépôt](#)(1); [dépôt](#)(1)

[Hinterlegung](#), [Depositum](#)

[depósito](#) (2,3)

description

1) The process of capturing, analyzing, organizing, and recording [INFORMATION](#) that serves to identify, manage, locate, and explain the [HOLDINGS](#) of [ARCHIVES](#)(3) and [MANUSCRIPT REPOSITORIES](#) and the contexts and records systems which produced them; 2) The products of the above process

opis

[description archivistique](#)

[Verzeichnung](#), [Erschließung](#)

[descripción](#)

descriptive inventory

opisni inventar

See: [inventory](#)

descriptive unit

jedinica opisa

See: [unit of description](#)

destruction

The [DISPOSAL](#) of [DOCUMENTS](#) of no further value by methods as incineration, maceration, pulping or shredding

uništavanje, izlučivanje, škartiranje

[élimination](#), [pilon](#)

[Vernichtung](#), [Kassation](#)

[destrucción](#)

destruction schedule

popis s ograničenim rokovima čuvanja

See: [records schedule](#)

diazo film

A type of film used in duplication [MICROFILM](#) in which an image is produced by the effect of ultraviolet light on diazonium-sensitized materials. [DIAZO FILM](#) is not considered to be of [ARCHIVAL QUALITY](#) and is generally used for research copies rather than preservation copies; See also: [silver halide film](#), [vesicular film](#) diazo film

(film diazo)

(Diazofilm)

(película diazo)

diploma

1) A [CHARTER](#) issued by a sovereign; 2) A formal [DOCUMENT](#) conferring some honour, degree, privilege, or license

diploma

(diplôme)

(Diplom)

1) diploma; 2) diploma, título

diplomatics

The discipline that studies the genesis, [FORMS](#)(2), and transmission of archival [DOCUMENTS](#) and their relationship with the facts represented in them and with their creator, in order to identify, evaluate, and communicate their nature

diplomatika

[diplomatieque](#)

[Diplomatik](#), [Aktenkunde](#)

[diplomática](#)

disaster plan

The policies and procedures intended to prevent or minimize damage to [RECORDS/ARCHIVES](#) resulting from disasters; See also: [vital records management](#)

plan zaštite u slučaju nepogode

[plan de sécurité](#)

[Katastrophenplan](#)
(plan de seguridad)

disc

disk

See: [floppy disc](#), [hard disc](#), [magnetic disc](#)

dispersal

A process for safeguarding [RECORDS](#) in which copies are transferred to locations other than those where the originals are housed; See also: [remote storage](#)

razmještanje

(action consistant à conserver les copies d'archives dans un autre dépôt que celui où sont conservés les originaux à des fins de sécurité)

(Auslagerung von Kopien)

archivo de seguridad

disposable records

zapisi s ograničenim rokom čuvanja

See: [temporary records](#)

disposal

The actions taken with regard to [NONCURRENT RECORDS](#) following their [APPRAISAL](#) and the expiration of their retention periods as provided for by legislation, regulation, or administrative procedure.

Actions include [TRANSFER](#) to an [ARCHIVES](#)(3) or [DESTRUCTION](#). In the United States, [DISPOSAL](#) is also known as disposition

izlučivanje

[sort final](#)

[Aussonderung](#)

eliminación, (salida de documentos por transferencia)

disposal date

The date on which the specified [DISPOSAL](#) actions should be initiated as specified in a [RECORDS SCHEDULE](#)

rokovi čuvanja

délai de conservation, [délai d'élimination](#)

[Aufbewahrungsfrist](#)

(fecha de eliminación), (fecha de transferencia)

disposal microfilming

The creation of microfilm to save or recover storage space and equipment and the substitution of the microfilm for the originals, which are destroyed. Disposal microfilming is also called space saving or substitution microfilming; See also: [acquisition microfilm](#), [preservation microfilming](#), [security microfilming](#)

zamjensko mikrofilmiranje

[microfilm de substitution](#)

[Substitutionsverfilmung](#), [Ersatzverfilmung](#)

microfilme de substitución

disposal schedule

popis s rokovima čuvanja

See: [records schedule](#)

disposition

odabiranje, izlučivanje, razmještanje

See: [disposal](#)

disposition date

rok čuvanja

See: [disposal date](#)

disposition schedule

popis s rokovima čuvanja

See: [records schedule](#)

document

1) Recorded information regardless of [MEDIUM](#) or characteristics; 2) A single ITEM
dokument

1) [document](#), [archives](#)(1); 2) [article](#)(1)

[Dokument](#)

1) documento; 2) documento

document management system

An organized means of creating, indexing, searching, and accessing [DOCUMENTS](#) or [INFORMATION](#)
spisovodstvo, sustav upravljanja spisima

[gestion électronique de documents](#)

[Dokumentenverwaltungssystem](#)

(sistema automatizada de gestión de la información) documental)

document type

vrsta dokumenta

See: [form](#)(2)

documentation

1) In archival usage, the creation or acquisition of [DOCUMENTS](#) to provide evidence of the creator, an event, or an activity; 2) In [MACHINE-READABLE RECORDS](#), an organized series of descriptive [DOCUMENTS](#) explaining the operating system and software necessary to use and maintain a [FILE](#)(3) and the arrangement, content, and coding of the data which it contains

dokumentacija

1) [documentation](#); 2) documentation

[Dokumentation](#)

1) (generación de documentos para testimoniar la actividad del productor); 2)

(documentación de apoyo)

donation

darovanje

See: [gift](#)

donor restriction

ograničenje darovatelja

See: [restricted access](#)

dossier

dosje

See: [case file](#)

downgrade

To reduce the level of [SECURITY CLASSIFICATION](#) of specified [INFORMATION/RECORDS](#); See also: [declassification](#)

smanj enje stupnja povjerljivosti

(passage à l'échelon inférieur dans les degrés de la classification)

[Herabstufung](#)

(reducción del grado de reserva de ciertos documentos))

draft

1) A rough or preliminary form of a [DOCUMENT](#), sometimes retained as evidence; 2) A written order directing the payment of money

nacrt

1) (projet), (brouillon); 2) (ordre écrit de paiement)

[Entwurf](#)

1) borrador, minuta(1, 2); 2) (libramiento)

duplicating master

negativ druge generacije

See: [master](#)

durability

The degree to which a [MEDIUM](#) such as paper retains its original strength or properties, especially under conditions of heavy, sustained use

trajnost nosača

(durabilité d'un support)

[Haltbarkeit](#), [Alterungsbeständigkeit](#)

(durabilidad)

electronic mail

An electronic technology that handles the sending and receiving of messages

elektronička pošta

(messagerie électronique)

('E-mail')

(correo electrónico)

electronic records

[RECORDS](#) on electronic storage media; See also: machine-readable records/archives

elektronički zapisi
(archives électroniques)
[elektronische Aufzeichnungen](#)
(documentos electrónicos)

electrostatic copy

A [COPY](#), created on [PAPER](#) or [FILM](#) support, using electrical photoconductivity
elektrostatski preslik/kopija
(copie électrostatique)
(elektrostatische Kopie)
(copia electrostática)

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 visibility. [ENCAPSULATION](#) is normally preceded by [DEACIDIFICATION](#)
plastificiranje, inkapsulacija
(encapsulation)
(Einbettung)
(encapsulación)

enduring value

trajna vrijednost

See: [archival value](#)

entry

1) The recording of a [DOCUMENT](#), [TRANSACTION](#), or other information in a [CATALOG](#), [JOURNAL](#), list, [REGISTER](#), etc; 2) An item thus recorded; 3) The [UNIT OF DESCRIPTION](#) in a [FINDING AID](#) or [RECORDS SCHEDULE](#)

upis/unos

1) [analyse](#), [unité archivistique](#); 2) analyse; 3) unité archivistique, [article](#)
[Eintrag](#)

1) asiento, (entrada); 2) asiento, (entrada); 3) asiento

environmental control

The creation and maintenance of a storage environment for archival [HOLDINGS](#) conducive to their long-term preservation. Environmental control encompasses temperature, relative humidity, air quality, lighting, freedom from biological infestation, housekeeping procedures, security, and protection from fire and water damage

kontrola klimatskih uvjeta

(contrôle des conditions climatiques)
(Steuerung der Umweltbedingungen)
control ambiental

ephemera

Informal [DOCUMENTS](#) of transitory value, sometimes preserved as samples or specimens.

Advertisements, calling cards, notices, and tickets are examples of [EPHEMERA](#)

uzorak

[spécimen](#)

[Weglegesachen](#)

(documentos de escaso valor, de valor temporal)

essential record

bitni zapis

See: [vital record](#)

estray

A [DOCUMENT](#) not in the possession of its legal custodian

otuđeni zapis

(document qui n'est pas en possession de son propriétaire légal)
(entfremdendes Archivgut)
(documento ilegalmente custodiado)

estreat

izvod

See: [extract](#)

evaluation

procjena, vrednovanje

See: [appraisal](#)

evidential value

The worth of [DOCUMENTS/ARCHIVES](#) for illuminating the nature and work of their creator by providing evidence of the creator's origins, functions, and activities. Evidential value is distinct from informational value; See also: [administrative value](#), [fiscal value](#), [informational value](#), [legal value](#), [intrinsic value](#)

dokazna/ evidencijska vrijednost

(information apportée par les documents pour la connaissance de leurs producteur)

[Evidenzwert](#)

valor informativo

extract

1) A [COPY](#) of part of the text of a [DOCUMENT](#); 2) An authentic copy of an [ENTRY](#); (2) especially used for [ENTRIES](#) in registers; See also: [abstract](#)

izvod

1) (extrait); 2) (extrait conforme)

[Auszug](#)

1) extracto(1); 2) extracto(1)

facsimile

1) A reproduction of a [DOCUMENT](#) that approximates as nearly as possible the content, [FORM](#)(2), and appearance of the original, but not necessarily the size, 2) The exact [IMAGE](#) of a [DOCUMENT](#) transmitted electronically to another location. Used in this context, a facsimile is also known as a "fax" faksimil, fotokopija

1) (fac-similé); 2) (télécopie), (fax)

[Faksimile](#)

facsimil

family (and estate) archives

[ARCHIVES](#)(1) and/or [ARCHIVES](#)(3) of one or more related families and/or individual members thereof relating to their private and public affairs and to the administration of their estates. Family (and estate) archives are also known as patrimonial archives

osobni i obiteljski arhivski fondovi/arhivi

[archives personnelles et familiales](#)

[Familienarchiv](#)

archivo familiar

file

1) An organized unit (folder, volume, etc) of [DOCUMENTS](#) grouped together either for current use by the creator or in the process of archival [ARRANGEMENT](#), because they relate to the same subject, activity, or transaction. A [FILE](#) is usually the basic unit within a record [SERIES](#); 2) A series of [FILES](#)(1); 3) In [DATA PROCESSING](#), two or more [RECORDS](#)(2) of identical layout treated as a unit. The unit is larger than a [RECORD](#)(2) but smaller than a data system, and is also known as a data set or file set

1. dosje, predmetni smotak/svežanj 2. u sudstvu u Hrv. - spis

1) [dossier](#), 2) dossiers; 3) (fichier informatique)

1) [Akte](#), [Ablage](#); 2) Akten; 3) (Datei)

1) expediente; 2) serie; 3) (fichero informatizado)

file copy

kopija dosjea, preslik predmetnog smotka/dosjea

See: [record copy](#)

file set

skup dosjea/ predmetnog smotka

See: [file](#)(3)

file unit

jedinica dosjea/ predmetnog smotka

See: [file](#)(3)

filing

The placing of individual documents within a [FILE](#)(1)

odlaganje

[rangement](#)(1)

[Ablage](#)(2)

(formación del expediente)

filling plan

A classification plan for the physical arrangement, storage, and retrieval of [FILES](#)(1). A filing plan is usually identified by the type of symbols used, e.g. alphabetical, numerical, alpha-numerical, decimal

registraturni/razredbeni nacrt
(plan de classement)(1)

[Aktenplan](#)

(control y organización de expedientes)

filing system

A group of conventions, methods, and procedural rules according to which DOCUMENTS are sorted, classified, cross-referenced, stored, and retrieved

razredbeni sustav

[plan d'archivage](#)

[Schriftgutverwaltung](#)

(sistema elegido para archivar)

film

A flexible sheet or strip of transparent material upon which [IMAGES](#) can be recorded; See also: diazo film, silver halide film, vesicular film

film

(film)

(Film)

película

film records/archives

[RECORDS/ARCHIVES](#) in the form of [MOTION PICTURES](#); See also: audio-visual records/archives

filmski zapisi/arhivsko gradivo

[archives cinématographiques](#)

(Filmarchiv)

archivos/documentos filmicos

finding aid

The descriptive tool, published or unpublished, manual or electronic, produced by a creator, [RECORDS CENTRE](#), [ARCHIVES](#)(3), or [MANUSCRIPT REPOSITORY](#) to establish [PHYSICAL CONTROL](#) and/or [INTELLECTUAL CONTROL](#) over [RECORDS/ARCHIVES](#). Basic finding aids include local, regional, or national descriptive data bases; [GUIDES](#), [INVENTORIES](#); [REGISTERS](#)(2); location registers; [CATALOGS](#); special lists; [INDEXES](#); [CALENDARS](#); and, for [ELECTRONIC RECORDS](#), software [DOCUMENTATION](#)(2)

obavijesno pomagalo/informativno pomagalo

[instrument de recherche](#)

[Findmittel](#), [Repertorium](#)

instrumento de consulta, instrumento de control, instrumento de descripción,

instrumento de difusión, instrumento de referencia

fiscal value

The worth of [RECORDS/ARCHIVES](#) for the conduct of current or future financial or fiscal business and/or evidence thereof; See also: [administrative value](#), [legal value](#)

računovodstvena/financijska vrijednost

(valeur fiscale)

(fiskalischer Wert)

valor fiscal

flat-filing

The placing of [RECORDS/ARCHIVES](#) whether bound or in containers in a position parallel to the shelf

čuvanje, odlaganje u vodoravnom položaju

[rangement à plat](#)

(Horizontalablage)

instalación (horizontal)

flattening

The process of restoring to a flat condition [DOCUMENTS](#) that have been folded, rolled, or are otherwise in need such treatment, usually by the application of pressure which has been preceded by

[HUMIDIFICATION](#)

izravnavanje

(mise à plat)

(Glätten)

(planchado)

floppy disc

A flexible [MAGNETIC DISC](#) revolving within a protective cover. A [FLOPPY DISC](#) is also called a diskette;
See also: [hard disc](#)

disketa

(diskette)

(Diskette)

(disquete)

folder list

A list, prepared by the creator or an [ARCHIVES](#)(3) or [MANUSCRIPT REPOSITORY](#) to facilitate retrieval, detailing the titles of folders contained in one or more records centre cartons/containers or archives boxes/containers; See also: [container list](#)

popis mapa/predmetnih smotaka

(type d'instrument de recherche proche du répertoire numérique détaillé)

[Ablieferungsliste](#)

(relación de expedientes contenidos en cada caja)

foliation

1) The act of numbering the leaves or folios of a [DOCUMENT](#) as distinct from numbering pages, i.e., [PAGINATION](#); 2) The result of this action

označavanje listova tekućim brojem, folijacija

(foliotation)

(Folierung), [Paginierung](#)

foliación

fonds

The whole of the [DOCUMENTS](#), regardless of [FORM](#)(2) or [MEDIUM](#), organically created and/or accumulated and used by a particular person, family, or corporate body in the course of that creator's activities and functions; See also: [record group](#)

fondovi

[fonds](#)

[Archivgutbestand](#), [Fonds](#)

fondo

form

1) A [DOCUMENT](#), printed or otherwise produced, with predesignated spaces for the recording of specified information; 2) In [DIPLOMATICS](#), all the characteristics of a [DOCUMENT](#) which can be separated from its content. Historically and functionally, FORM distinguishes materials by their physical character, the subject matter of their intellectual content, or the order of information within them; See also: [genre](#), [medium](#), [record type](#)

oblik, obrazac

1) (formulaire); 2) (caractères externes)

1) (Formular); 2) (Form)

1) (impreso normalizado); 2)(formato/caracteres externos del documento)

form of material

oblik gradiva

See: [form](#)(2)

format

1) The plan or arrangement of a [DOCUMENT](#); 2) In [DATA PROCESSING](#), the arrangement of data; 3) In descriptive practice, a selection of descriptive elements arranged in a prescribed manner and sequence so that the resulting [DESCRIPTION](#)(2) will be standardized

format

1) (format); 2) (format); 3) (format de présentation)

(Format)

1) (formato); 2) (distribución de los datos); 3) (descripción normalizada)

foxing

The discoloration of [PAPER](#) by brownish stains, often in the form of specks or small spots

požutnjenje papira

(tache brunâtre causé par l'humidité au papier)

(Stockflecken)

("foxing"/moteado)

freeze drying

The treatment of water-soaked [DOCUMENTS](#) by freezing to prevent further damage from water, and subsequent drying under high vacuum with the controlled application of heat, usually from heating coils installed in special shelving

sušenje dubokim smrzavanjem
(séchage à froid), (lyophilisation)

[Gefriertrocknung](#)

(líoifilización)

frozen records

In [RECORDS MANAGEMENT](#), those [TEMPORARY RECORDS](#) that cannot be destroyed on schedule because special circumstances, such as a court order, require a temporary extension of the approved [RETENTION PERIOD](#)

zapisi s ograničenim rokom čuvanja

(documents dénués d'intérêt historique mais dont la conservation est demandée au delà de leur délai d'utilité administrative)

(aufbewahrungspflichtiges Schriftgut)

(congelación del plazo de eliminación de documentos en circunstancias especiales, tales como una orden judicial)

fugitive archives

odstranjeno arhivsko gradivo

See: [removed archives](#)

fumigation

The exposure of [DOCUMENTS](#) to the vapor of a volatile substance or toxic chemical in a closed container or chamber in order to destroy fungi and/or insects

raskuživanje plinom, fumigacija

[désinfection](#)

(Desinfektion)

fumigación

general guide

opći vodič/pregled fondova

See: [guide](#)

general records schedule

A [RECORDS SCHEDULE](#) governing specified [SERIES](#) of [RECORDS](#) common to several or all agencies or administrative units of a corporate body. A general records schedule is also called a common records schedule or general schedule

opća lista s rokovima čuvanja

(tableau de conservation de documents communs à plusieurs services)

[Aktenplan](#)

manual de normas

general schedule

opći popis

See: [general records schedule](#)

generation

The degree of remoteness of a [COPY](#), usually photographic, from the original

generacija

(génération)

[Generation](#)

(generación)

genre

A distinctive type or category of artistic or literary composition characterized by a particular style, [FORM](#)(2), and/or content (e.g., comedy, documentary, essay, or hymn); See also: [record type](#)

vrsta

(genre)

[Strukturtypen](#), (Gattung)

(tipo documental específico de los archivos de arte y/o literatura)

gift

An addition to [HOLDINGS](#) acquired without monetary consideration and becoming the sole property of the recipient, frequently effected by a deed of gift

dar

[don](#)

[Schenkung](#)

donación

guide

1) A [FINDING AID](#) giving a general account of all or part of the [HOLDINGS](#) of one or several [ARCHIVES](#)(3) and/or [MANUSCRIPT REPOSITORIES](#). A guide is usually arranged by [FONDS](#), [RECORD/ARCHIVE GROUP](#), or [COLLECTION](#)(1) and [CLASSES](#) or [SERIES](#) therein; 2) A [FINDING AID](#) describing the [HOLDINGS](#) of one or more [ARCHIVES](#)(3) and/or [MANUSCRIPT REPOSITORIES](#) relating to particular subjects, periods, or geographical areas or to specified types or categories of [DOCUMENTS](#). This type of guide is usually called a thematic or subject guide

vodič

1) [guide](#) par services d'archives; 2) guide par sujet de recherche, [guide thématique](#)

1) [Beständeübersicht](#); 2) [sachthematisches Inventar](#)

1) guía; 2) guía de fuentes

hard copy

A [COPY](#), usually on paper, capable of being read without the assistance of a technical device

tvrdi kopija/preslik

(copie papier)

(Ausdruck)

copia (en papel)

hard disc

A hardware device used to store electronic [DATA](#). It is not flexible and is completely enclosed in an airtight case to exclude dust; See also: [floppy disc](#)

tvrdi disk

(disque dur)

(Festplatte)

(disco duro)

header

Eye-legible [INFORMATION](#) on the top of a [MICROFICHE](#) or [MICROFORM JACKET](#)

zaglavlje, glava

(mire)

(Kopf)

(ficha técnica del microfilme)

heading

1) The title or inscription at the head of a page, chapter, or other section of a [DOCUMENT](#); 2) A name, word, or phrase at the beginning of an [ENTRY](#)(2) in an [INDEX](#), [CATALOG](#), or other [FINDING AID](#), which serves as an [ACCESS POINT](#) to the materials being described

ključna riječ

1) (vedette); 2) [descripteur](#)

1) (Kopf); 2) -

encabezamiento

historical manuscripts

povijesni rukopisi

See: [manuscripts](#)

holdings

The totality of [DOCUMENTS](#) in the [CUSTODY](#) of a [RECORDS CENTRE](#), [ARCHIVES](#)(3), or [MANUSCRIPT](#) repository

arhivski fondovi

[fonds](#), [collections](#)

[Bestand](#)

fondos de archivo

holdings maintenance

A [PRESERVATION](#) activity that includes unfolding or unrolling [DOCUMENTS](#), removing or replacing harmful fasteners, reproducing unstable [DOCUMENTS](#), placing materials in acid-free folders and boxes, and shelving them in environmentally controlled and secure space

čuvanje/održavanje arhivskih fondova

[conservation](#), [conditionnement](#)

[Magazinierung](#)

acondicionamiento

honeycombing

The process of leaving space between shelved [RECORDS](#) in stack areas for future [ACCESSIONS](#)(2) or [ACCRUALS](#) to [RECORD/ARCHIVES GROUPS](#), [FONDS](#), or [COLLECTIONS](#)(1), [SUBGROUPS](#), or [SERIES](#) or [CLASSES](#) already accessioned in part

ostavljanje slobodnog prostora za smještaj

[rangement discontinu](#)

(Lagerung nach Bestandszugehörigkeit)

(instalación espaciada)

humidification

The process of humidifying

ovlaživanje

[humidification](#)(1+2)

(Befeuchtung)

(humidificación)

hypertext

non linear text

hipertekst

(hypertexte)

(Hypertext)

(hipertexto)

iconographic records/archives

[RECORDS/ARCHIVES](#) in the form of pictures, photographs, illustrations, prints, and the products of other pictorial processes; See also: photographic records/archives

slikovni zapisi/ gradivo

(archives iconographiques)

(Bildarchiv)

documentos/archivos iconográficos

image

Visual representation of the subject matter reproduced

slika/snimak

(image)

(Abbildung)

(imagen)

imprescriptability

The concept that because [PUBLIC RECORDS/ARCHIVES](#) are inalienable public property, they remain permanently subject to [REPLEVIN](#); See also: [inalienability](#)

nazastarivost

[imprescriptibilité](#)

(Unveräußerlichkeit)

imprescriptibilidad

inactive records

neaktivni zapisi

See: [noncurrent records](#)

inalienability

The quality of [PUBLIC RECORDS/ARCHIVES](#) that prevents such materials from being alienated, surrendered, or transferred to anybody not entitled by law to their ownership. This concept is also called inviolability; See also: [imprescriptibility](#)

neotudivost

[inaliénabilité](#)

(Unveräußerlichkeit)

(inalienabilidad)

inclusive dates

The beginning and ending dates of the materials being described. In the United Kingdom, [INCLUSIVE DATES](#) are also known as covering dates

vremenski raspon

[dates extrêmes](#)

[Laufzeit](#)

fechas extremas

indefinite value

neograničena vrijednost

See: [archival value](#)

index

A systematically arranged list providing [ACCESS](#) to the contents of [FILE](#)(2), [DOCUMENT](#), or groups of [DOCUMENTS](#), consisting of [ENTRIES](#)(2) giving enough information to trace or locate each [ENTRY](#)(2) by means of a page number or other pointers

kazalo

[index](#)

[Index](#)

índice

information

Recorded [DATA](#)

obavijest

(information)

[Information](#)

(información)

information management

The administration of [INFORMATION](#), its use and transmission, and the application of theories and techniques of information science to create, modify, or improve information handling systems

upravljanje obavijestima/informacijama

[gestion de l'information](#)

(Informationsverwaltung)

(gestión de la información)

information processing

obrada obavijesti/informacija

See: [data processing](#)

informational value

The worth of [DOCUMENTS/ARCHIVES](#) for reference and research deriving from the information they contain on persons, places, subjects, etc, as distinct from their [EVIDENTIAL VALUE](#); See also:

[administrative value](#), [intrinsic value](#)

obavijesna vrijednost/informacijska vrijednost

(intérêt documentaire)

[Informationswert](#)

valor informativo

inspection, right of

The legally imposed responsibility of an [ARCHIVES](#)(3) or a [RECORDS MANAGEMENT](#) program to inspect and propose measures to improve the [RECORDS](#) creation, maintenance, and [DISPOSITION](#) practices of operating agencies within their jurisdiction

nadzor, pravo na nadzor

contrôle scientifique et technique

(Inspektionsrecht)

(derecho de inspección)

instrument

A [DOCUMENT](#), such as a contract or a [DEED](#), executed and delivered as formal evidence of a legal act or agreement, for the purpose of creating, securing, modifying, or terminating a right

isprava, instrument

(titre)

(Instrument)

(instrumento)

intellectual control

The acquisition and creation of [DOCUMENTATION](#) required to access the informational content of [RECORDS/ARCHIVES](#); See also: [physical control](#)

intelektualni nadzor

(ensemble des opérations relatives au traitement intellectuel des archives)

[Erschließungsangaben](#)

control intelectual

intermediate master

A subsequent [GENERATION](#) of a [MASTER](#) used for reproduction of further [COPIES](#)

negativ druge generacije

(original de 2e génération)

(zweite Generation)
(segunda generación)

intermediate storage

The storage of semi-current records in a [RECORDS CENTRE](#) pending their ultimate [DISPOSAL](#)
međuarhiv

[préarchivage](#)
(Altregistratur, Zwischenlagerung)
(depósito intermedio)

intrinsic value

The inherent worth of a [DOCUMENT](#) based upon factors such as age, content, usage, circumstances of creation, signature, or attached seals; See also: [administrative value](#), [evidential value](#), [informational value](#)
unutarnja vrijednost

(valeur intrinsèque)
(eigenständiger, formaler Wert), [intrinsicher Wert](#)
valor intrínseco

inventory

1) A basic archival [FINDING AID](#) whose unit of [ENTRY](#)(3) is usually [CLASS](#) or [SERIES](#). An inventory generally includes a brief [ADMINISTRATIVE HISTORY](#) of the organization(s) whose [RECORDS](#) are being described as well as [DESCRIPTIONS](#)(2) of the [RECORDS](#). [SERIES](#)/class descriptions normally give such data as title, [INCLUSIVE DATES](#), quantity, arrangement, relationships to other [CLASSES](#) or [SERIES](#), and scope and content notes. Inventories may also contain appendices which provide such supplementary information as [CONTAINER LISTS](#), [FOLDER LISTS](#), a glossary of abbreviations and special terms, lists of [FILES](#)(1) on special subjects, [INDEXES](#), and classification or [FILING PLANS](#). In the United Kingdom, an [INVENTORY](#) is also known as a repertory; 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](#)

inventar, našastar

1) [répertoire numérique](#); 2) (ensemble des informations recueillies sur le service en vue de l'élaboration d'un tableau de conservation)

1) [Findbuch](#), [Inventar](#); 2) [Aktenverzeichnis](#)
1) inventario; 2) -

inviolability

nepovredivost

See: [inalienability](#)

item

The smallest intellectually indivisible archival unit (e.g., a letter, memorandum, report, or photograph).

Items accumulate to form [CLASSES](#) or [SERIES](#). See also: [document](#), [piece](#), [record](#)

predmet, jedinica, komad, spis

[pièce](#), [article](#)
[Einheit](#), [Element](#)
unidad documental

journal

1) A chronological [RECORD](#) containing impersonal accounts of an individual's or organization's daily occurrences or transactions or of the proceedings of a legislative body; 2) In double-entry bookkeeping, an account book into which are transcribed the items entered in the day book. [JOURNALS](#) are organized by account and make for more convenient posting in the ledger than do day books, which are organized by transaction

dnevnik

1) (livre journal); 2) (livre de comptes)
(Journal)
1) (libro diario); 2) (libro de cuentas por partida doble)

keyword

A word or group of words taken from the title or text of a [DOCUMENT](#) characterizing its content and facilitating its retrieval; See also: [thesaurus](#)

ključna riječ

[mot-clé](#); [descripteur](#)
(Stichwort)
(palabra clave), (descriptor)

label

1) A piece of material affixed to the front or spine of a [FILE](#)(1), volume, box, or other container upon which a [REFERENCE NUMBER](#) or other [INFORMATION](#) is recorded to facilitate storage and retrieval, 2) A code used to identify or locate an [ITEM](#), an area of memory, a [RECORD](#) or a [FILE](#)

naljepnica

1) (étiquette portant la cote) 2) [adresse](#)

1) (Label); 2) (Aufkleber)

1) cartela(1); 2) cartela(1)

lamination

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: a) thermoplastic lamination, which involves the application of heat and pressure to two sheets of plastic foil, usually cellulose acetate; or b) 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; See also: [silking](#)

laminacija

[lamination](#)

[Laminierung](#)

(laminación)

laser disc

laserski disk

See: [optical disc](#)

legal custody

čuvanje po pravnoj osnovi

See: [custody](#)

legal value

The worth of [RECORDS/ARCHIVES](#) for the conduct of current or future legal business and/or as legal evidence thereof; See also: [administrative value](#), [fiscal value](#)

pravna vrijednost

(valeur légale)

(rechtlicher Wert)

valor jurídico, valor legal

letter(s) close

A letter, to a specified addressee and closed with a seal to keep its contents private

zapečaćeno pismo

(lettre(s) close(s))

(Brief)

(carta cerrada)

letter(s) patent

A formal open letter issued under a [SEAL](#) in favour of a specified addressee but addressed generally, so as to make known the contents

patent

(lettre(s) patente(s))

(offener Brief)

(carta patente)

letterbook

A volume in which draft or fair copy out-letters have been written, usually in chronological order

knjiga korespodencije, kopijalna knjiga

(chrono), (pelurier)

[Kopialbuch](#), (Kopiar)

(libro copiadador de cartas)

letterpress copybook

A [LETTERBOOK](#) of tissue paper in which copies are recorded by transfer of ink through direct contact with the original, using moisture and pressure in a copy press

indigo knjiga korespodencije, kopijalna indigo knjiga dopisivanja

(pelurier), (chrono)

(Kopierbuch)

(libro copiadador de calco)

level of description

The [LEVEL OF ARRANGEMENT](#) that is described in a [UNIT OF DESCRIPTION](#) in a [FINDING AID](#)

razina opisa

(niveau de description)

[Erschließungsstufe](#)

nivel de descripción

levels of arrangement

The hierarchical groupings of archival [HOLDINGS](#) for purposes of [PHYSICAL](#) and [INTELLECTUAL CONTROL](#). The levels are: repository; [RECORD/ARCHIVE GROUP](#), [FONDS](#), or [COLLECTION\(1\)](#); [SUBGROUP\(S\)](#); [CLASS](#) or [SERIES](#); [SUBSERIES](#); [FILE](#); and [ITEM](#)

razina sređivanja

(niveau de classement)

(Gliederungsstufen)

(niveles de organización)

life cycle (of a record)

The life span of a [RECORD](#) from its creation or receipt to its final [DISPOSAL](#)

životni krug/vijek spisa

(théorie des trois âges)

(Lebenszyklus)

loan ciclo vital de los documentos

posudba

The temporary physical transfer of [ARCHIVES\(1\)](#) to an outside location for reference or consultation, reproduction, or exhibition purposes

[communication avec déplacement](#)

[Ausleihe](#), [Leihgabe](#)

préstamo de documentos

location index/register

A [FINDING AID](#) used to control and locate [HOLDINGS](#)

topografski inventar, našastar

[récolement permanent](#), (inventaire topographique)

(Magazinverzeichnis)

registro gráfico de depósitos

logical record

In [DATA PROCESSING](#), a [RECORD](#) defined on the basis of its content, rather than its physical location or space requirements; See also: [physical record](#)

logički zapis

(logischer Datensatz)

(ficha normalizada para descripción, control de fondos, transferencias, etc.)

machine-readable records/archives

[RECORDS/ARCHIVES](#), usually in code, recorded on a [MEDIUM](#) such as a magnetic disc, magnetic tape, or punched card/tape, whose contents are accessible only by machine and organized in accordance with the principle of [PROVENANCE](#) as distinct from [DATA ARCHIVES](#); See also: [electronic records](#)

strojno čitljivi zapisi

[nouvelles archives](#)

[maschinenlesbare Unterlagen](#)

(documentos/archivos automáticos o en nuevos soportes)

macrofiche

A single frame [MICROFICHE](#) in which the [IMAGE](#) covers the whole area except the [HEADER](#)

makrofiš

(macrofiche)

(Macrofiche)

(macroficha)

magnetic disc

A flat, circular [MEDIUM](#), the surfaces of which are covered with a magnetized layer permitting the recording and storage of electronic media

magnetski disk

(disque magnétique)

(Magnetplatte)

(disco magnético)

magnetic tape

A tape coated with a magnetizable material, capable of storing [INFORMATION](#) in the form of electromagnetic signals

magnetska vrpca

(bande magnétique)

(Magnetband)

(cinta magnética)

manuscript

A handwritten or typed [DOCUMENT](#). A typed [DOCUMENT](#) is more precisely called a typescript; See also: [manuscripts](#)

rukopis

(manuscrit)

[Manuskript](#)

manuscrito

manuscript collection

zbirka rukopisa

See: [collection](#)(1,2)

manuscripts

[DOCUMENTS](#) of manuscript character usually having historical or literary value or significance. The term is variously used to refer to [ARCHIVES](#), to artificial [COLLECTIONS](#) of [DOCUMENTS](#) acquired from various sources usually according to a plan but without regard to [PROVENANCE](#), and to individual [DOCUMENTS](#) acquired by an [ARCHIVES](#)(3) because of their significance; See also: [papers](#), [records](#)

rukopisi

(manuscrits)

[Handschriften](#)

(fondo histórico y/o colección de manuscritos)

map

A [DOCUMENT](#) depicting in graphic or photogrammetric form, normally to scale and usually on a flat [MEDIUM](#), a selection of material or abstract features on or in relation to the surface of the earth or of a heavenly body

nacrt, plan

(plan), (carte)

[Plan](#)

plano, mapa

map case

ormar za nacrt

See: [plan cabinet/case](#)

marginalia

[INFORMATION](#) recorded in the margin of a [DOCUMENT](#). Marginalia is also referred to as marginal notes

marginalije

(mention marginale), (apostille)

(Randvermerk), [Angabe](#)

(notas marginales)

master

A [COPY](#) of a [DOCUMENT](#) or, in some processes, the original [DOCUMENT](#), from which [COPIES](#) can be made

prva kopija, matrica

(master), (matrice)

(Master)

(máster)

medium

The physical material in or on which information may be recorded (i.e., clay tablet, papyrus, paper, parchment, film, magnetic tape); See also: [form](#)(2)

nosač, medij

[support](#)

[Datenträger](#)

soporte

memorandum

1) A [DOCUMENT](#) recording [INFORMATION](#) used for internal communication and intended for future reference; 2) A [DOCUMENT](#) drawn up in support of a case in court or a request memorandum

(mémoire)

(Denkschrift)

1) (nota interior); 2) (memorial)

metadata

[DATA](#) describing [DATA](#) and data systems; that is, the structure of DATA BASES, their characteristics, location, and usage

metapodaci

(métadonnée)

(Metadaten)

(datos que describen datos)

micro-opaque

?

See: [microcard](#)

microcard

[MICROIMAGE](#) arranged in similar manner to those on a [MICROFICHE](#), but on an opaque [MEDIUM](#). [MICROCARDS](#) are also known as micro-opaques or microprints

mikrokartica

(microcarte)

(Mikrokarte)

(microficha opaca)

microcopy

A copy, usually obtained by optical reduction, in a size too small to be read without magnification

mikrokopija

[microcopie](#)

(Mikrokopie)

(microcopia)

microfiche

A flexible transparent sheet of [FILM](#) bearing a number of [MICROIMAGES](#) arranged in horizontal rows and vertical columns with a [HEADER](#)

mikrofiš

(microfiche)

(Mikrofiche)

(microficha)

microfilm

A high-resolution [FILM](#) in roll form containing, after exposure and processing, [IMAGES](#) reduced in size from the original

mikrofilm

(microfilm)

(Mikrofilm)

(microfilme)

microfilm jacket

A transparent holding, with [HEADER](#), into which strips of [MICROFILM](#) may be inserted

mikrofilmski džepić

(jaquette)

(Jacket)

(funda), (jacket)

microfilm strip

A segment of roll [MICROFILM](#) that is usually inserted into a [MICROFILM JACKET](#)

mikrofilmski odrezak

(bande de microfilm)

(Mikrofilmstreifen)

(tira de microfilme)

microfilm target

[IMAGES](#) on a [MICROFORM](#) containing information such as identification, coding, or test charts to facilitate control and use

mikrofilmska meta

(mire)
(Vorspann), (Nachspann)
cartela(2), (ficha técnica)

microform

Generic term for all media containing [MICROIMAGES](#)

mikrooblik

[microforme](#)
(Mikroformen)
microforma

micrographics

The technology and processes used to record information on [MICROFORMS](#)

mikrografija

[micrographie](#)
[Mikrographie](#)
micrografía

microimage

An [IMAGE](#) too small to be read without magnification

mikrosnimak

(microimage)
(Mikrofilmaufnahme)
(microimagen)

microphotography

mikrofotografija

See: [micrographics](#)

microprint

mikrotisak

See: [microcard](#)

migrated archives

preseljeno arhivsko gradivo

See: [removed archives](#)

minutes

1) A [RECORD](#) of what was said and done at a meeting or conference; 2) The final [DRAFT](#) of a [DOCUMENT](#)

zapisnik

1) (procès-verbal); 2) (minute)
1) (Protokoll); 2) (Reinkonzept), [Entwurf](#)
1) acta(2) 2) minuta(1)

monetary appraisal

novčana procjena

See: [valuation](#)

motion picture

A sequence of [IMAGES](#) on roll [FILM](#) or videotape that as the [FILM](#) or tape is advanced, presents the illusion of motion or movement. MOTION PICTURES are also called moving images; in Canada, cinefilm; and in Australia, cinematograph film

pokretna slika/film

[archives cinématographiques](#)
(bewegte Bilder) (Film)
(película), (cinta de vídeo)

moving images

pokretne snimke

See: [motion picture](#)

muniments

[DOCUMENTS](#) serving as evidence of inheritance, title to property, etc

povelje

(titres)
(Titel)
(título), (ciertos documentos probatorios)

negative

A photographic [IMAGE](#) with reversed polarity or, if coloured, complementary tonal values to those of the original

negativ

(négatif)

(Negativ)

negativo

nitrate film

A highly unstable and flammable [FILM](#) support made from cellulose nitrate and used for photographic [NEGATIVES](#) and motion picture [FILM](#) from c. 1890 to c. 1950. [NITRATE FILM](#) is commonly recopied onto another [MEDIUM](#), such as [SAFETY FILM](#)

nitratni film

(film nitrate)

[Nitrofilm](#)

(película de nitrato)

noncurrent records

[RECORDS](#) no longer needed by their creator to conduct current business; See also: current records, semicurrent records

zaključeni/odloženi zapisi

[archives intermédiaires](#)

[Altablage](#)

(documentos prescritos)

note

1) A brief statement of, e.g. a fact or experience, written down for review, or as an aid to memory, or to inform someone else; 2) A short, informal letter; 3) A formal diplomatic or other official communication

bilješka

1) (note); 2) (note); 3) (communiqué)

1) [Aktenvermerk](#); 2) (Notiz); 3) (Note)

1) (nota informativa); 2) (nota), (carta breve); 3) (nota), (comunicado oficial)

numbering

The process of assigning and affixing a reference number to individual [ITEMS](#) and/or [PIECES](#) to provide [INTELLECTUAL](#) and [PHYSICAL CONTROL](#); See also: [foliation](#)

signiranje, označavanje

[cotation](#)

(Signierung)

numeración

office of origin

The corporate body or administrative unit in which a group of [RECORDS](#) are created or received and accumulated in the conduct of its business; See also: [controlling agency](#)

ured stvaratelja

[producteur](#)

(Herkunftsstelle); [Provenienzstelle](#)

(oficina productora),; sujeto productor

open file

1) A [FILE](#)(1,2) to which [DOCUMENTS](#) are being added; 2) A [FILE](#)(1,2) with no restrictions as to [ACCESS](#) as distinct from a [CLOSED FILE](#)(2)

otvoreni dosje/predmetni smotak

1) [dossier ouvert](#); 2) (dossier librement communicable)

(nicht abgeschlossene Akte)

1) expediente (abierto); 2) expediente (sin reserva de acceso)

operational value

operativna vrijednost

See: [administrative value](#)

optical character recognition (OCR)

The detection, identification, and acceptance by a machine of printed characters using light-sensitive devices

optički prepoznavatelj slova

(reconnaissance optique de caractères)

(optische Zeichenerkennung)

reconocimiento óptico de caracteres

optical disc

A device that allows the storage of either digital or analog signals on a disc. The data is retrieved through the use of a laser. An [OPTICAL DISC](#) is also known as a laser disc; See also: [compact disc](#),

optički disk

(disque optique)

[optische Speicher](#)

(disco óptico)

ordinance

A governmental, especially municipal, statute or regulation

naredba, odredba

(règlement), (ordonnance)

(Satzung)

(ordenanza), (reglamento)

original document

The initially created [DOCUMENT](#) as distinguished from any copy thereof

izvornik

(original)

(Original)

original

original order

prvotni poredak

See: [respect for original order \(principle of\)](#)

original record

izvorni zapis

See: [original document](#)

originating agency/office

ured stvaratelj

See: [office of origin](#)

outreach program

Organized activities of [ARCHIVES](#)(2) intended to acquaint potential users with their [HOLDINGS](#) and their research and reference value

kulturna djelatnost arhiva, otvorenost arhiva javnosti

[action culturelle](#)

[Archivpädagogik](#), [Öffentlichkeitsarbeit](#)

difusión

pagination

1) The act of numbering pages in a [DOCUMENT](#); 2) The results of this action; See also: [foliation](#)

paginacija/označavanje stranica

(pagination)

[Paginierung](#)

(paginación)

palimpsest

Writing material, usually parchment, that has been written on more than once

palimpsest

(palimpseste)

(Palimpsest)

(palimpsesto)

paper

A [MEDIUM](#) commonly made from pulped cellulose fibers (derived mainly from rags or certain grasses) suspended in water, formed into sheets on a screen, and dried

papir

(papier)

(Papier)

(papel)

papers

1) A natural accumulation of personal and family [DOCUMENTS](#); 2) A general term used to designate more than one type of [MANUSCRIPT](#) material (US); See also: [personal papers](#), [private records/archives](#), [manuscripts](#)

osobni i obiteljski arhivi

- 1) [archives personnelles et familiales](#), 2) [papiers](#),
(Papiere)

1) documentos/ archivos personales, familiares; 2) (tipos diferentes de manuscritos)

paperwork management

uredsko poslovanje

See: [records management](#)

papyrus

A tall water plant (*Cyperus papyrus*) of the sedge family native to the region of the Nile, the pith of which was used by ancient Egyptians, Greeks, and Romans to make a writing material

papirus

(papyrus)

(Papyrus)

(papiro)

parchment

A translucent or opaque material made from the wet, limed, and unhaired skins of sheep, goats, or similar small animals, by drying at room temperature under tension on wooden frames

pergamena

(parchemin)

(Pergament)

(pergamino)

patrimonial archives

vlastelinski arhivi

See: [family \(and estate\) archives](#)

permanent value

trajna vrijednost

See: [archival value](#)

permanent withdrawal

trajno povlačenje

See: [deaccession](#)

permanent/durable paper

A [PAPER](#) made to resist the effects of ageing. [DURABILITY](#) is reflected by the retention of physical qualities under continual use, while permanence is judged by resistance to chemical action either from impurities in the PAPER or from environmental conditions

trajni papir

[papier permanent](#)

[alterungsbeständiges Papier](#)

(papel perdurable)

personal papers

The private [DOCUMENTS](#) accumulated by or belonging to an individual and subject to his/her [DISPOSITION](#); See also: [papers](#)

osobno i obiteljsko arhivsko gradivo i slikopisne ostavštine

[Nachlaß](#)

[archives personnelles et familiales](#), [papiers](#)

archivos/documentos personales/familiares

pertinence, principle of

načelo pripadnosti/primjerenosti

See: [principle of pertinence](#)

photocopy

Generic term for [HARD COPY](#) produced by photo-chemical means

fotokopija/preslik

(photocopie)

(Fotokopie)

(fotocopia)

photograph

An [IMAGE](#) produced on photo-sensitive material by the chemical action of light or other radiant energy.

[PHOTOGRAPHS](#) are also called still pictures

fotografija

(photographie)

(Fotografie)

(fotografía)

photographic records/archives

[RECORDS/ARCHIVES](#) in the form of [PHOTOGRAPHS](#), including [NEGATIVES](#) and prints; See also: [audio-visual records/archives](#)

fotografski zapisi/ slikopisni zapisi/arhivsko gradivo

[archives photographiques](#)

[Fotosammlung](#), (Bildarchiv)

(documentos/archivos fotográficos)

physical control

The control established over the physical aspects (such as format, quantity or location) of [DOCUMENTS](#) in the physical custody of a [RECORDS CENTRE](#) or [ARCHIVES](#)(2), See also: [intellectual control](#)

tvarni/ fizički nadzor

(ensemble des opérations relatives à la conservation matérielle des archives)

[Magazinierung](#)

(control físico)

physical custody

tvarno/ fizičko čuvanje

See: [custody](#)

physical form

tvarni/fizički oblik

See: [form](#)(2)

physical record

In [DATA PROCESSING](#), a [RECORD](#) defined in terms of its form or the physical space it requires; See also: logical record

tvarni/fizički zapis

(document défini par sa taille et son emplacement sur le disque dur)

(physischer Datensatz)

piece

1) The smallest physically indivisible archival unit (e.g., a page in a letter). Pieces can accumulate to form [ITEMS](#) or can be equivalent to an [ITEM](#); 2) Unit of production (UK)

komad

1) [pièce](#); 2) [communication](#)

[Einheit](#), Schriftstück

1) (pieza documental)

plan

A [DOCUMENT](#) in graphic or photogrammetric form, depicting the arrangement in horizontal sections of a structure, piece of ground etc

nacrt

(plan)

[Riß](#), [Plan](#)

plano

plan cabinet/case

A cabinet, usually metal, for the horizontal or vertical storage of maps, plans, charts, and other oversize [DOCUMENTS](#). A [PLAN CABINET/CASE](#) is also known as a map case

ormar za nacрте

(meuble à plans)

(Kartenschrank)

(archivador de planos), planero

planetary camera

koračna kamera

A microfilm camera with a suspended film unit so constructed that the original document and FILM are stationary during exposure

(caméra statique)

[Schrittkamera](#)

cámara planetaria

polyester film

A [SAFETY FILM](#) support made from polyester

poliesterski film

(film polyester)

(Polyesterfilm)
(película poliéster)

positive

A photographic [IMAGE](#) containing the same tonal values as those of the original
pozitiv

(positif)
(Positiv)
positivo

poster

A [DOCUMENT](#) usually printed on one side of a single sheet of paper and often illustrated, posted to advertise or publicize something
plakat

(affiche), (poster)
(Plakat)
cartel

preliminary inventory

privremeni inventar/našastar

See: [inventory](#)

preliminary survey

privremeni pregled

See: [records survey](#)

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;

See also: [conservation](#)

zaštita

[conservation](#), [préservation](#)
[Bestandserhaltung](#), [Aufbewahrung](#)
conservación

preservation microfilming

The creation of archivally acceptable microfilm to preserve the informational content of [DOCUMENTS](#) that either are in poor condition or that were created utilizing poor quality materials, as well as to preserve originals from deterioration through repeated handling and use; See also: [acquisition microfilm](#), [disposal microfilming](#), [security microfilming](#)

zaštitno snimanje

[microfilm de conservation](#)
[Schutzverfilmung](#)
microfilme de conservación

primary value

The worth that [RECORDS/ARCHIVES](#) possess, by virtue of their contents, for the continued transaction of the business that gave rise to their creation; See also: [secondary value](#)

prvotna vrijednost

[valeur primaire](#)
[Primärwert](#)
valor primario

principle of pertinence

A principle, now mostly rejected, for the arrangement of [ARCHIVES](#) in terms of their subject content regardless of their [PROVENANCE](#) and original order

načelo pripadnosti, pertinencije

principe de pertinence
[Pertinenzprinzip](#)
(principio temático)

principle of provenance

The basic principle that [RECORDS/ARCHIVES](#) of the same [PROVENANCE](#) must not be intermingled with those of any other [PROVENANCE](#); frequently referred to as "respect des fonds"; See also: [respect for original order \(principle of\)](#)

načelo podrijetla

principe de provenance, respect des fonds

[Provenienzprinzip](#), [Fondsprinzip](#)
principio de procedencia

print

1) A [COPY](#) of a photographic [IMAGE](#), especially one made from a [NEGATIVE](#); 2) A picture or design reproduced by any printing process, including both proofs and final versions

ispis

- 1) (tirage), (épreuve)
- 1) (Abzug); 2) (Ausdruck)
- 1) (fotografía); 2) (impresión)

printed archives

The published (including printed and near-print) [DOCUMENTS](#) of an organization which have [ARCHIVAL VALUE](#)

tiskovine

[archives imprimées](#)
[Druckschriften](#)
(literatura gris con valor archivístico)

private papers

osobni dokumenti, zasebnički/privatni dokumenti

See: [personal papers](#)

private records/archives

[RECORDS/ARCHIVES](#) of nongovernmental [PROVENANCE](#); See also: [public records](#)

osobni zapisi

[archives privées](#)
(Privatarchiv)
(documentos) /archivos privados

proceedings

A [RECORD](#) of business transacted at a meeting or conference. [PROCEEDINGS](#) are also called transactions

zapisnik

- (procès-verbal), (compte rendu des réunions)
- (Konferenzbeiträge)
- acta(2)

production

izdavanje gradiva

See: [charge-out](#)

production ticket

zahtjevnica

See: [charge-out](#)

project file

projektni dosje

See: [case file](#)

protocol

1) A formal [DOCUMENT](#) embodying the terms of a legal transaction; 2) A diplomatic [DOCUMENT](#) especially the final text of a treaty or compact, signed by the negotiators and subject to subsequent ratification

protokol

- 1) (document formel dans lequel sont incorporés les termes d'une transaction légale); 2) (protocole)
- (Protokoll)
- 1) (documento que refleja una transacción legal); 2) (protocolo)

provenance

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 CENTRE](#) or [ARCHIVES](#)(3); See also: [custodial history](#), [principle of provenance](#), [respect for original order \(principle of\)](#)

podrijetlo

- (Provenance)
- [Provenienz](#)
sujeto productor, procedencia

provenance (principle of)

načelo podrijetla

See: [principle of provenance](#)

public programming

djelatnost arhiva

See: [outreach program](#)

public records

1) [RECORDS/ARCHIVES](#) legally defined as public; also used to designate [RECORDS/ARCHIVES](#) open to public inspection; 2) [RECORDS/ARCHIVES](#) created or received and accumulated by government agencies in the conduct of public business, which may or may not be open to public inspection; See also: [private records/archives](#)

javni zapisi

1) [archives publiques](#); 2) archives publiques

1) [öffentliche Archive](#); 2) (behördliches Schriftgut)
documentos/archivos públicos

purging

izlučivanje, škartiranje

See: [weeding](#)

racking

smještanje na police

See: [shelving](#)

reader

An optical device for viewing a projected and enlarged [MICROIMAGE](#)

čitač

(lecteur de microformes)

[Lesegerät](#)

aparato lector de microformas

reader-printer

A machine which combines the functions of a [READER](#) and a printer, capable of producing an enlarged [MICROIMAGE](#) in [HARD COPY](#)

mikročitač-šampač

(lecteur reproducteur)

(Reader-printer)

aparato lector-reproductor

reappraisal

The process of reevaluating the [HOLDINGS](#) of an [ARCHIVES](#)(3) to determine which [HOLDINGS](#) should be retained and which should be deaccessioned. [REAPPRAISAL](#) is also known as retention review

ponovno vrednovanje, prevrednovanje

(Réévaluation)

(Nachbewertung)

(segunda) valoración

record

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](#)(3)

zapis

1) document d'archives, [archives](#)(1); 2) [document](#)

1) [Aufzeichnung](#), 2) (Datensatz)

1) documento; 2) (registro informático)

record copy

That [COPY](#) of a [DOCUMENT](#) that is placed on file as the official copy. A [RECORD COPY](#) is also referred to as the file copy

kopija zapisa

(double)

[Entwurf](#)

minuta(3), original múltiple

record group

A body of organizationally related [RECORDS](#) established on the basis of [PROVENANCE](#) by an [ARCHIVES](#)(3) for control purposes. A [RECORD GROUP](#) constitutes the [ARCHIVES](#) (or the part thereof)

in the [CUSTODY](#) of an archival institution) of an autonomous recordkeeping corporate body; See also: [collection](#), [fonds](#), [subgroup](#)
arhivski fond/grupa zapisa

[fonds](#)
[Bestand](#)

sección

record office

In the United Kingdom, an archives service or repository
pismohrana

[archives](#)(2), (3)

[Archiv](#)

(servicio de) archivos

record series

serija zapisa

See: [series](#)

record subgroup

podfond, podskupina

See: [subgroup](#)

record type

The functional title for a [RECORD](#) or [SERIES](#), such as license, proclamation, or register. The title normally specifies or at least implies function or use, and often implies the basic layout of information;

See also: [form](#)(2), [genre](#)

vrsta zapisa

[typologie documentaire](#)

(Schriftstückart)

tipo documental

records administration

uredsko upravljanje

See: [records management](#)

records administrator

spisovoditelj

See: [records manager](#)

records centre

A facility for the low-cost storage, maintenance and reference use of [SEMICURRENT RECORDS](#) pending their ultimate [DISPOSITION](#). Records centres are also referred to as intermediate storage or limbo

međuarhiv, pismohrana, međuspremište

[centre de préarchivage](#)

[Zwischenarchiv](#)

(depósito intermedio)

records control schedule

popis rokova čuvanja

See: [records schedule](#)

records disposal

uništavanje zapisa

See: [disposition](#)

records disposal schedule

popisi s rokovima čuvanja

See: [records schedule](#)

records inventory

inventar zapisa

See: [inventory](#)

records management

A field of management responsible for the efficient and systematic control of the creation, maintenance, use, and [DISPOSITION](#) of [RECORDS](#)

uredsko poslovanje / spisovodstvo

[gestion des documents](#)

[Schriftgutverwaltung](#), [Ablage](#)(3)

tratamiento archivístico

records manager

A person professionally occupied in the conduct of a [RECORDS MANAGEMENT](#) program. A [RECORDS MANAGER](#) is also known as a records officer or records administrator

spisovoditelj

(Archiviste), (gestionnaire de documents)

(Registrar, -in)

(Ađgestor@đ de documentos)

records officer

spisovoditelj, djelatnik u pismohrani

See: [records manager](#)

records retention plan

rok čuvanja zapisa

See: [records schedule](#)

records retention schedule

popis s rokovima čuvanja

See: [records schedule](#)

records schedule

A [DOCUMENT](#) describing [RECORDS](#) of an agency, organization, or administrative unit, establishing a timetable for their life cycle, and providing authorization for their [DISPOSITION](#). A records schedule is also referred to as comprehensive records schedule, disposal schedule, records retention schedule, records disposition schedule, retention schedule, and transfer schedule; See also: [general records schedule](#)

popis s rokovima čuvanja

(tableau de conservation)

(Liste der Aufbewahrungsfriste), [Aktenverzeichnis](#)

cuadro de valoración y selección

records survey

A survey which gathers basic information on the [RECORDS](#) of an organization with respect to their quantity, [FORM\(2\)](#), location, physical condition, storage facilities, rate of accumulation, and uses for the purpose of planning [RECORDS MANAGEMENT](#) and/or archival operations and activities

pregled pismohrane/ pregled stanja pismohrane

(rapport de visite)

(Registraturplan)

(encuesta que recoge toda clase de información sobre los documentos cara al establecimiento de un plan de tratamiento, previsión de transferencias, etc.)

reel

A [MICROFILM](#), [MOTION PICTURE](#), [FILM](#), or magnetic tape roll carrier consisting of a circular core and two circular flanges

smotak

(rouleau), (bobine)

(Spule)

(carrete), (rollo)

reference copy

A copy of a [RECORD](#) used primarily for consultation purposes

radna kopja

(copie)

(Benutzungskopie)

(copia de trabajo)

reference number

The unique number assigned to [SERIES](#), [FILE\(S\)](#), [ITEMS](#) and/or [PIECES](#) to facilitate storage and retrieval

signatura

[cote](#)

[Signatur](#), [Aktenzeichen](#)

signatura topográfica

reference service

The range of activities involved in assisting researchers using archival materials; including providing information about or from [RECORDS/ARCHIVES](#), making [HOLDINGS](#) available for use in search rooms, and providing copies or reproductions

referalna služba, INDOK služba
[service des renseignements](#) au public
[Benutzung](#)

servicio de referencia

reference/research value

istraživačka/ informativna vrijednost

See: [informational value](#)

register

A [DOCUMENT](#), usually a volume, in which regular entry is made of data of any kind by statutory authority or because the data are considered of sufficient importance to be exactly and formally recorded

upisnik

(registre)

[Amtsbuch](#), [Register](#)

registro(1)

registry

A unit of an agency responsible for the creation, control and maintenance of [CURRENT RECORDS](#) and/or [SEMICURRENT RECORDS](#). A registry may exist at various organizational levels, such as central or departmental

pismohrana, registratura

[bureau d'ordre](#)

[Registratur](#)

registro(2)

registry principle

načelo prvobitnog reda

See: [respect for original order \(principle of\)](#)

remote storage

Off-site storage of [RECORDS/ARCHIVES](#); See also: [dispersal](#)

sabirni centar

(dépôt annexe)

[Archivdepot](#)

depósito (anejo)

removed archives

[ARCHIVES](#) that have been removed from the country in which they were originally accumulated.

Removed archives are sometimes called migrated, fugitive or captured archives; See also: [alienation](#)(2),

[replevin](#)

udaljeno gradivo

[archives déplacées](#)

(erobertes Archivgut)

(archivos/documentos desplazados)

repertory

repertorij

See: [inventory](#)

replevin

A legal action for the recovery of [RECORDS/ARCHIVES](#) by an agency, organization or individual claiming ownership of them

(zahtjev za povrat arhivskog gradiva)

[revendication](#)

(Rückforderung)

(reivindicación de documentos)

report

A [DOCUMENT](#) containing a presentation of facts or the record of some proceeding, investigation, or event

izvješće

(compte rendu), (rapport)

(Bericht)

(informe)

reprographics/reprography

All copying processes, including [MICROGRAPHICS](#), using any form of radiant energy and all duplication and office printing processes including operations connected with such processes

reprografija

(reprographie)

[Reprographie](#)

reprografia

research tool

istraživačko pomagalo

See: [finding aid](#)

respect des fonds

poštivanje prvobitnog poretka

See: [provenance \(principle of\)](#)

respect for original order (principle of)

The principle that [ARCHIVES](#) of a single [PROVENANCE](#) should retain the arrangement (including the [REFERENCE NUMBERS](#)) established by the creator in order to preserve existing relationships and evidential significance and the usefulness of [FINDING AIDS](#) of the creator; See also: [provenance \(principle of\)](#), [restoration of original order](#)

načelo poštivanja prvobitnog poretka

[respect de l'ordre primitif](#)

[Registraturprinzip](#)

principio de respeto al orden original

restoration

The process of improving the condition of every kind of archival material as far as practical

restauracija

[restauration](#)

[Restaurierung](#)

restauración

restricted access

A limitation on [ACCESS](#) to [RECORDS/ARCHIVES](#), to individual [DOCUMENTS](#), or to information of a specified type, imposed by general or specific regulations determining [ACCESS DATE](#) or general exclusions from [ACCESS](#); See also: [security classification](#)

ograničena dostupnost

[communicabilité réservée](#), [restriction de communicabilité](#)

(einschränkter Zugang), [Benutzungsbeschränkung](#)

restricción de consulta

retention period

The length of time, usually based upon an estimate of the frequency of use for current and future business, that [RECORDS](#) should be retained in offices or [RECORDS CENTRES](#) before they are transferred to an [ARCHIVES](#)(3) or otherwise disposed of

rok čuvanja

[délai d'utilité administrative, délai de versement](#)

[Aufbewahrungsfrist](#)

(periodo preventivo de permanencia de los documentos en la oficina antes de su transferencia)

retention plan/schedule

popis rokova čuvanja

See: [records schedule](#)

retention review

ponovno vrednovanje

See: [reappraisal](#)

retention schedule

popis rokova čuvanja

See: [records schedule](#)

reversibility (principle of)

The principle that no procedure or treatment should be undertaken on archival materials that cannot be undone if necessary

načelo povrata

(réversibilité)

(Reversibilitätsprinzip)

(principio de reversibilidad))

roll

1) A [DOCUMENT](#) or assembly of [DOCUMENTS](#) consisting of one or more membranes of parchment or sheets of paper in which the membranes and/or sheets are sewn together end to end and rolled; 2) A [DOCUMENT](#) wound in cylindrical form for convenience of storage; 3) A [DOCUMENT](#) listing the names of persons drawn up for a special purpose
svitak

1) (rôle); 2) (rouleau); 3) (registre matricule)

1) (Rotulus); 2) (Rolle); 3) (Rolle)

1) (rollo); 2) (documento enrollado); 3) (lista), (rollo), (matrícula)

rotary camera

A [MICROFILM](#) camera so constructed that the original document and [FILM](#) are moved simultaneously by connected transport mechanisms avoiding movement between [FILM](#) and [DOCUMENT](#) during exposure
protočna kamera

(caméra cinétique)

(Durchlaufkamera)

(cámara rotativa)

safety film

A [FILM](#) for photographic [NEGATIVES](#) and [MOTION PICTURES](#) that, unlike [NITRATE FILM](#), has a relatively non-flammable base. Examples of [SAFETY FILM](#) include cellulose idacetate, cellulose triacetate, and polyester
sigurnosni/nezapaljivi film

(film non-inflammable)

(Sicherheitsfilm)

(película no-inflamable)

sampling

In [APPRAISAL](#), the selection of [ITEMS](#) from a body of [RECORDS](#) made in such a way that, taken together, the ITEMS selected are representative of the whole
odabiranje uzoraka, uzorkovanje

[échantillonnage](#)

[Sampling](#)

muestreo

schedule

popis

See: [records schedule](#)

screening

The examination of [HOLDINGS](#) to determine the presence of [DOCUMENTS](#) or information subject to [RESTRICTED ACCESS](#). Screening is usually followed by segregation; See also: [weeding](#)
pregled, provjeravanje

(examen des archives visant à y déceler soit la présence de documents dont l'accès serait réservé, soit des informations susceptibles d'en restreindre l'accès)

(Feststellen gesperrter Teile von Beständen, gefolgt von ihrer Sekretierung)

(revisión de los plazos de reserva)

seal

1) A die/matrix, usually of metal, engraved in intaglio with the device or design used to produce a [SEAL](#)(2) by the application of pressure. Dies may be of one-sided design only or in pairs producing dissimilar designs simultaneously in each [SEAL](#)(2); 2) A piece of wax, lead, or other material upon which an impression in relief from a [SEAL](#)(1) has been made, attached to a [DOCUMENT](#), or applied to the face thereof, originally serving as a means of [AUTHENTICATION](#); also used to close a [DOCUMENT](#)
pečat, pečatnjak

1) (matrice de sceaux); 2) (sceau)

1) (Typar); 2) (Sigel)

1) (matriz); 2) sello

secondary value

The capacity of [DOCUMENTS](#) to serve as evidence or sources of information for persons and organizations other than their creator; See also: [primary value](#)
sekundarna vrijednost

[valeur secondaire](#)

[Sekundärwert](#)

valor secundario

security classification

The restriction on [ACCESS](#) to and use of [RECORDS/ARCHIVES](#) or information therein imposed by a government in the interests of national security. The [RECORDS](#) or information concerned are referred to as classified records or classified information; See also: [declassification](#), [downgrade](#), [restricted access](#)

[classification](#)

(Sicherheitsklassifikation)

restricción de consulta

security copy

A [COPY](#) of a [DOCUMENT](#) made in order to preserve the information it contains in case the original is lost, damaged, or destroyed; See also: [dispersal](#), [security microfilming](#), [vital records management](#)

sigurnosna kopija/preslik

[Copie](#) de sécurité

(Sicherungskopie)

copia de seguridad

security microfilming

The creation of microfilm to safeguard the information in [DOCUMENTS](#); See also: [acquisition](#), [microfilming](#), [disposal microfilming](#), [preservation microfilming](#), [security copy](#), [vital records management](#)

sigurnosno mikrofilmiranje

[microfilm de sécurité](#), [microfilm de consultation](#)

(Sicherungsfilm)

microfilme de seguridad

selection

odabiranje

See: [appraisal](#)

semi-active records

poluaktivni zapisi

See: [semicurrent records](#)

semicurrent records

[RECORDS](#) required so infrequently in the conduct of current business that they should be moved from an office to a holding area or directly to a [RECORDS CENTRE](#), pending their ultimate [DISPOSITION](#); See also: [current records](#), [noncurrent records](#)

polutekući zapisi

[archives intermédiaires](#)

[Altablage](#)

(documentos/archivos poco consultados en la oficina por lo que se transfieren al archivo)

series

[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](#)(2); or because of some other relationship arising out of their creation, receipt, or use. A series is also known as a record series

serija

[série](#)

[Serie](#)

serie

shelf list

A list of the [HOLDINGS](#) in a [RECORDS CENTRE](#) or [ARCHIVES](#)(2) arranged in the order of the contents of each shelf; See also: [location index/register](#)

topografski inventar

[récolement](#), (inventaire topographique)

(Magazinsliste)

registro topográfico

shelving

1) Collectively, the shelves upon which [RECORDS/ARCHIVES](#) are stored. [SHELVING](#) is also called racking; 2) The process of placing [RECORDS/ARCHIVES](#) on shelves in the course of [ARRANGEMENT](#)

smještaj po policama

1) [rayonnage](#), [épi](#); 2) [rangement](#)(2)

1) (Lagerung); 2) (Magazinierung)

1) estantería; 2) estanteo

sigillography

The science dealing with seals

pečatoslovlje

[sigillographie](#)

(Siegelkunde)

sigilografia

silking

A process formerly used in repair of a [DOCUMENT](#) by pasting silk gauze to the back or both sides of a [DOCUMENT](#). The process has been abandoned since its useful life is too short for archival materials;

See also: [lamination](#)

osviljavanje

(séricollage)

(Einbettung in Seidengaze)

(ensedado)

silver halide film

A type of photographic [FILM](#) using light-sensitive silver halide particles, suspended in emulsion, for the production of [IMAGES](#). [SILVER HALIDE FILM](#) is also known as silver gelatin film and, when correctly processed and stored, is considered an archival [MEDIUM](#)

srebrnohalogenidni film

(film argentique)

(Silberfilm)

(película de sales de plata)

skippet

A small box, usually of wood or metal, used to protect a seal attached to a [DOCUMENT](#)

kutija za pečat

(étui à sceau)

(Kapsel)

(cazoleta), (estuche)

slide

A single positive frame on transparent material normally held in a mount and intended for projection

dijapozitiv

(diapositive)

(Diapositiv)

diapositiva, (transparencia)

sound recording

A disc, tape, filament, or other [MEDIUM](#) on which sound has been recorded

zvučni zapisi

(archives sonores)

(Tonaufzeichnung)

registro sonoro, registro(3)

span dates

vremenski raspon

See: [inclusive dates](#)

stack/storage plan

A plan of a stack or storage area indicating placement of shelving or other storage equipment and actual or intended use of the available space

plan/nacrt smještaja

(plan de magasinage), [récèlement permanent](#)

(Magazinplan)

(plano de depósito)

stacks

The storage areas in a [RECORDS CENTRE](#) or [ARCHIVES](#)(2)

spremište

[magasin](#)

[Magazin](#)

depósito(1)

stamping

The placing of an identifying stamp upon a [DOCUMENT](#) or the leaves thereof denoting that it is the property of or in the legal [CUSTODY](#) of an [ARCHIVES](#)(3). A [REFERENCE NUMBER](#) may also be placed within an identifying stamp. Stamping is also called marking; See also: [numbering](#)

[éstampillage](#)

(Stempeln)

sellar

step-and-repeat camera

A [MICROFILM](#) camera that produces a series of [IMAGES](#) according to a predetermined sequence, usually in rows and columns, in 105mm [MICROFILM](#), which is cut after processing to create [MICROFICHE](#)

kamera za mikrofiševe

(caméra pour microfiches)

(Mikroplanfilmkamera)

(cámara de microfichas)

still picture

nepomična slika

See: [photograph](#)

stripping

izlučivanje

See: [weeding](#)

structural guide

strukturni vodič

See: [guide](#)

sub-fonds

podfond

See: [subgroup](#)

subgroup

A body of related [RECORDS/ARCHIVES](#) within a [RECORD GROUP](#), [FONDS](#), or [ARCHIVE GROUP](#) 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

podfond, podskupina

[sous-fonds](#)

(Klassifikationsuntergruppe)

(división orgánica del fondo)

subject guide

tematski/predmetni vodič

See: [guide](#)

subseries

A body of [DOCUMENTS](#) within a [SERIES](#) readily identifiable in terms of filing arrangement, type, [FORM](#)(2), or content

podserije

[sous-série](#)

(Gliederungsuntergruppe)

(subdivisión de la serie)

substitution microfilming

zamjensko mikrofilmiranje

See: [disposal microfilming](#)

temporary records

In [RECORDS MANAGEMENT](#), [RECORDS](#) appraised as having temporary or limited value and approved for destruction, either immediately or after a specified [RETENTION PERIOD](#). Temporary records are also called disposable records

zapisi s ograničenim rokom čuvanja

[éliminables](#), [pilon](#)

(zu kassierende Unterlagen)

(documentos eliminables)

thematic guide

tematski vodič

See: [guide](#)

thermographic copy

A [COPY](#) relying upon heat for formation of the [IMAGE](#)

termička kopija

(copie thermique)

(Thermokopie)

(copia termográfica)

thesaurus

A compilation of words and phrases showing synonymous, hierarchical and other relationships and dependencies, the function of which is to provide a standardized vocabulary for information storage and retrieval. Component parts are an index vocabulary and a lead-in vocabulary; See also: [authority file](#), [controlled vocabulary](#)

tezaurus

[thésaurus](#)

[Thesaurus](#)

tesauro

title

A word, phrase, character, or group of characters that name a [UNIT OF DESCRIPTION](#)

naslov

[titre](#)

[Titel](#)

(título)

transactional file

predmet u obradi

See: [case file](#)

transactions

transakcija, radnja

See: [proceedings](#)

transfer

1) The act involved in a change of physical [CUSTODY](#) of [RECORDS/ARCHIVES](#) with or without change of legal title; 2) [RECORDS/ARCHIVES](#) so transferred

predaja

1) [entrée](#); 2) [versement](#)

1) [Übergabe](#), [Abgabe](#)(2), 2) [Ablieferung](#)

1) transferencia, 2) transferencia

transfer list

A list of [RECORDS/ARCHIVES](#) affected by a single [TRANSFER](#)

popis predanog gradiva

[bordereau de versement](#)

[Ablieferungsliste](#), [Aussonderungsliste](#)

relación de entrega

transfer schedule

primopredajni popis

See: [records schedule](#)

ultrafiche

A [MICROFICHE](#) with a reduction ratio greater than 90X

ultrafiš

(ultrafiche)

(Ultrafiche)

(ultraficha)

unit of description

A [DOCUMENT](#) or set of [DOCUMENTS](#) in any physical form, treated as an entity, and, as such, forming the basis for a single description, e.g. [FONDS](#), [RECORD GROUP](#), [ARCHIVE GROUP](#), [COLLECTION](#), [SUBGROUP](#), [SERIES](#), [ITEM](#)

jedinica opisa, opisna jedinica

[unité archivistique](#)

[Verzeichnungseinheit](#)

(unidad de descripción)

unscheduled records

[RECORDS](#) for which final [DISPOSITION](#) has not been determined; See also: [records schedule](#)

zapisi za koje nije određen rok čuvanja

(documents dont le sort final n'a pas été déterminé)

(unbewertete Unterlagen)

(documentos no valorados)

valuation

The determination, based upon fair market prices, of the monetary value of [DOCUMENTS](#). Valuation is also known as monetary appraisal

vrednovanje

(Estimation)

(Evaluation)

tasación

weeding

The removal of individual [DOCUMENTS](#) or [FILES](#) lacking continuing value from a [SERIES](#). Weeding is also known as culling, purging or stripping; See also: [SCREENING](#)

izlučivanje

(tri et élimination des documents dénués d'intérêt)

(Nachkassation)

(entresacar duplicados)

vertical filing

The storage of [DOCUMENTS](#) in an upright position as distinguished from [FLAT-FILING](#)

čuvanje u okomitom položaju

[rangement vertical](#)

(Vertikalablage)

instalación (vertical)

vesicular film

A type of [FILM](#) in which nitrogen released during exposure expands on subsequent heating to form minute vesicles (bubbles) which produce an [IMAGE](#) by light scattering. This type of [FILM](#) is used for the production of copies from other [FILMS](#); it is not considered to be of [ARCHIVAL QUALITY](#)

mjehuričasti film

(film vésiculaire)

(Vesikularfilm)

(película vesicular)

vidimus

A charter in which the grantor states that an earlier [DOCUMENT](#) has been seen and/or inspected, which is now receipted and confirmed

vidimus?

(vidimus)

(Vidimus)

(vidimus)

visual media

vizualni zapisi

See: [audio-visual records/archives](#)

vital records management

The application of [RECORDS MANAGEMENT](#) principles and techniques to ensure the preservation of [RECORDS](#) vital to the continuity of business in cases of emergency or after a disaster; See also:

[dispersal](#), [disaster plan](#)

upravljanje vitalnim zapisima

[plan de sécurité](#)

(Verwaltung der lebenswichtigen Unterlagen)

(aplicación de principios y técnicas destinados a salvaguardar documentos que

conzideran de vital importancia)

withdrawal

The return of [DOCUMENTS](#) from the physical and legal custody of [ARCHIVES](#)(3) to the creating agency or its successor, or in the case of deposited [PRIVATE RECORDS/ARCHIVES](#), to their owner; See also:

[deaccession](#)

povrat gradiva stvaratelju

[sortie définitive](#)

(Rückgabe)

devolución de documentos

writ

See: [brief\(4\)](#)

regesta, sažetak