

# INVITATIONAL MEETING OF EXPERTS ON ARRANGEMENT FINAL REPORT

## APPENDIX B

### Glossary of Terms Relating to Arrangement and Description

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Please note: The SAA definitions come from the exposure draft of the SAA glossary which is available on the SAA website ([www.archivists.org](http://www.archivists.org)). The SAA definitions may be accompanied by notes and citations. Other definitions come from the “Select Glossary of Archival Terminology,” compiled by the UBC School of Library, Archival, and Information Studies, *Rules for Archival Description* compiled by the Bureau of Canadian Archivists, and the InterPARES 1 Glossary.

#### **accumulation**

The organic process by which a collection of records grows out of a routine process. (SAA)

The natural process by which archives are made and received in the course of affairs of any kind. (SLAIS)

#### **administrative control**

The responsibility for management of materials in a repository's custody, including the documentation of actions taken on those materials. (SAA)

#### **Notes:**

Administrative control is independent of the intellectual content of the records. It includes accessioning materials into a records center, subsequent transfer to an archives, or disposal by destruction; managing rights and restrictions during access; and tracking use and preservation treatment of the materials.

Administrative control is distinguished from physical and intellectual control. Administrative control emphasizes functions relating to the custody of a repository's holdings. For example, administrative control is concerned that a potential acquisition is subject to the appraisal process and that, if acquired, the acquisition process is properly followed. Should a collection be deaccessioned, administrative control would ensure that the process meets the legal and institutional requirements. (SAA)

1) The exercise of authority over maintenance, use, disposition, and accessibility of current archives to carry on the function for which they were created. 2) The means

of physically locating the holdings of records centres and archival institutions through numbering and listing. (SLAIS).

### **agency**

1) A unit of government authorized by law to perform a specific function. 2) A business that provides services by acting on behalf of or as a representative of another party. (SAA)

An administrative body having the delegated authority to act competently as an agent of a higher body. (SLAIS)

### **analysis**

The process of identifying, reviewing, and abstracting the components of some thing. (SAA)

### **archival bond**

The relationship that links each record, incrementally, to the previous and subsequent ones and to all those which participate in the same activity. It is originary (i.e., it comes into existence when a record is made or received and set aside), necessary (i.e., it exists for every record), and determined (i.e., it is characterized by the purpose of the record). (InterPARES)

The interrelationships between a record and other records resulting from the same activity. (SAA)

### **archival processing**

1. The arrangement, description, and housing archival materials for storage and use by patrons. – 2. Photography · Techniques for processing<sup>2</sup> photographs that are designed to produce very stable, long-lasting images. (SAA)

#### **Notes**

Archival processing<sup>1</sup> is frequently shortened to just processing – Archival processing<sup>2</sup> may include use of two fixing baths to remove all undeveloped silver and extended wash times. It may include toning images with gold, selenium, or sulfide to stabilize a pure metallic silver image. Archival processing may include a residual hypo test to ensure adequate washing. (SAA)

### **archives**

1) The whole of the documents made and received by a juridical or physical person or organization in the conduct of affairs, and preserved. Synonymous with the term fonds. 2) An agency or institution responsible for the acquisition,

preservation, and communication of archives selected for permanent retention. 3) A place in which archives selected for permanent preservation are kept. (SLAIS)

### **arrangement**

The process and results of identification of documents as they belong to accumulations within a fonds. (RAD)

1) The process of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials. 2) The organization or sequence of items within a collection. (SAA)

### **Notes**

Archivist Oliver Wendell Holmes identified five levels of arrangement: repository; collection or record group; series; folder; and item. Many archives arrange records only to the folder level, although some archives arrange the items within each folder. Arrangement is often combined with the process of rehousing materials into archival containers and folders, and includes the labeling and shelving of materials. Though not widely practiced, arrangement can be employed in an intellectual sense, without a corresponding physical ordering of material. For example, five folders stored in four different boxes can be listed together in a finding aid as an ordered series without changing their storage location.

Arrangement with respect to original order presumes such an order is discernable. Archivists are not required to preserve 'original chaos,' and may arrange such materials in a way that facilitates their use and management without violation of any archival principle.

Arrangement is distinguished from classification, which places materials in an order established by someone other than the creator.

### **Citations**

Archives are already arranged – supposedly, by the agency of origin while it built them up day after day, year after year, as a systematic record of its activities and as part of its operations. This arrangement the archivist is expected to respect and maintain. Arrangement is built into archives; it is one of the inherent characteristics of 'archives,' differentiating them from nonarchival material. [120 (p. 162)]

The process of organizing and managing historical records by 1) identifying or bringing together sets of records derived from a common source which have common characteristics and a common file structure, and 2) identifying relationships among such sets of records and between records and their creators. [185 (p. 7)] (SAA)

The process of identifying archival documents as they belong to groupings within a fonds. (SLAIS)

### **best practices**

Procedures and guidelines that are widely accepted because experience and research have demonstrated that they are optimal and efficient means to produce a desired result. (SAA)

### **competence**

DIPLOMATICS – The mandate and authority given to an office or person to accomplish something. (SAA)

The sphere of functional responsibility entrusted to an office or officer. (SLAIS)

### **content**

The intellectual substance of a document – the text, data, symbols, numerals, images, sound and vision. (SAA)

### **context**

The framework in which the action in which the record participates takes place. The types of context include juridical-administrative context, provenancial context, procedural context, documentary context, and technological context. (InterPARES)

- 1) The organizational, functional, and operational circumstances surrounding materials' creation, receipt, storage, or use, and its relationship to other materials.
- 2) The circumstances that a user may bring to a document that influences that user's understanding of the document. (SAA)

### **Notes**

Along with content and structure, context is one of the three fundamental aspects of a record. (SAA)

### **corporate body**

An organization or association of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are societies, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, places of worship, and conferences. (RAD)

An organization or group of individuals with an established name that acts as a single entity. (SAA)

An organizational entity created by statute and capable of acting as a legal entity. (SLAIS)

### **creator**

The individual, group, or organization that is responsible for something's production, accumulation, or formation. (SAA)

The person or administrative body accumulating documents by reason of its function. (SLAIS)

### **description**

1. The process of creating a finding aid or other access tools that allows individuals to browse a surrogate of the collection to facilitate access and to improve security by creating a record of the collection and by minimizing the amount of handling of the original materials. – 2. Records management ·A written account of the physical characteristics, informational content, and functional purpose of a records series or system. (SAA)

#### **Citations**

In the 1980s and early 1990s, the Society of American Archivists' *Archives, Personal Papers, and Manuscripts* and the Canadian *Rules for Archival Description (RAD)* codified archival practice and established the elements needed to represent a *fonds* or collection. The primary purpose of creating descriptive tools is to help users locate relevant material. [65 (p. 43)]

In the 1930s in Europe, description began to be seen as a means for making the user independent of the archivists specialized knowledge, and to be aimed primarily at compiling 'instruments of research' for the user, not the archivist. Moreover, the description activity acquired a non-evaluative character as a consequence of the recognition that its products, in order to be useful for every kind of research, had to serve non in particular. [70 (p. 52)]

Metadata systems capture and communicate information about transactions and the context in which they occur within an electronic record system. . . . Description, on the other hand, captures and communicates knowledge about the broad administrative and documentary contexts of records creation within an organization as a whole as one moves further away from the original circumstances of creation. Its purpose is to preserve, perpetuate, and authenticate meaning over time so that it is available and comprehensible to all users – present and potential. [171 (p. 30)] (SAA)

- 1) The process or recording information about the nature and makeup of archives to achieve administrative and/or intellectual control.
- 2) A written representation of archival material. (SLAIS)

### **discrete item**

Description - An individual item without context, i.e., that is not part of a provenancial collection (fonds). (SAA)

### **document**

1) Any written or printed work; a writing. 2) Information or data fixed on some media. 3) Information or data fixed in some media, but which is not part of the official records; a non-record. 4) A written or printed work of a legal or official nature that may be used as evidence or proof; a record. (SAA)

Recorded information. (SLAIS)

### **documentary context**

The archival fonds to which the record belongs, and its internal structure. (InterPARES)

### **documentary form**

The rules of representation according to which the content of a record, its administrative and documentary context, and its authority are communicated. The two types of documentary form are extrinsic and intrinsic elements. (InterPARES)

Rules that structure a document's extrinsic and intrinsic elements in order to communicate its content, its administrative and documentary context, and its authority. (SAA)

### **dossier**

A group of documents assembled to provide information about a specific topic. (SAA)

### **Notes**

Dossier connotes information purposefully collected from various sources, as opposed to documents in and organic collection resulting from routine activities. In some instances, dossier may be used interchangeably with file in the sense of a case file. It is not equivalent to a file folder or other container; a dossier may be housed in several folders or other containers. (SAA)

## **electronic record**

A record that is created (made or received and set aside) in electronic form. (InterPARES)

Records that are encoded for manipulation by a computer. (RAD)

Data or information that has been captured and fixed for storage and manipulation in an automated system and that requires the use of the system to render it intelligible by a person. (SAA)

## **file**

1) Level of description. 2) An organized unit of documents, usually within a series, brought together because they relate to the same subject, activity, or transaction. (RAD)

1. A group of documents related by use or topic, typically housed in a folder (or a group of folders for a large file). – 2. pl. · The whole of a collection of records. – 3. Computing · Collections of data stored for use by a computer; see data file. (SAA)

### **Notes**

File1 in the singular generally refers to related documents that are kept together in one or a few folders. In the plural, it typically indicates a larger collection of all or part of an organization's records.

### **Citations**

Every record is, therefore, an element in an ensemble of other records, or better, of recordkeeping structures, functional aggregations constructed by the creator in the course and for the conduct of its activity and, thus, set in a specific juridical/administrative and documentary/archival context, in the form of *files*, that is, of records related to the same affair or matter, or of *records series*, that is types of records which are homogeneous in form (for example, the series of minutes, of decisions, of circulars, or of ledgers). [104 (p. 248-249)]

The term file<sup>3</sup> must have been one of the first to be used in commercial data processing terminology. Even before the advent of computers a deck of punch cards was often called a 'card file,' a term also applied to the cabinet in which the cards were stored. In the very early days of computers, any collection of data or programs was identified as a file. [232 (p. 561)] (SAA)

The smallest organic form of aggregation of archival documents. (SLAIS)

## **filing system**

Policies and procedures directing how files should be stored and indexed in order to ensure their retrieval, use, and disposition. (SAA)

### **Notes**

Sometimes called a recordkeeping system. Filing systems often include a records inventory, a retention schedule, and a file plan. (SAA)

## **filing unit**

also **file unit** ~ 1. A group of related documents treated as a single item for purposes of classification, storage, and retrieval. – 2. A number or word within a heading used to sort the headings. (SAA)

### **Notes**

A filing unit<sup>1</sup> is not the same as physical items. While a single folder containing all related documents is the most common example of a filing unit, a large file spanning several folders is also considered a single filing unit. – Filing unit<sup>2</sup> identifies the parts of a heading for word-by-word arrangement. For example, the title *The Cat in the Hat* is filed under C, because an article in the first position is not considered a filing unit. The names Saint Theresa is filed before Saints of Old based on the first filing unit; in letter-by-letter arrangement, the order would be the opposite.

### **Citations**

Although filing units within series may be single documents or single documents within enclosures or annexes, they are more likely to be assemblages of documents relating to some transaction, person, case, or subject, depending upon the filing policy or system used by the agency. [120 (p. 173)] (SAA)

## **folder**

1. A sheet of cardboard or heavy paper stock that is used as a loose cover to keep documents and other flat materials together, especially for purposes of filing; a **file cover**. – 2. Folded printed matter in which the text does not cross the folds. – 3. Computing · A directory structure that organizes files into groups; a directory or subdirectory. (SAA)

### **Notes**

Folders<sup>1</sup> usually have tabs where a title can be written. Tabs commonly run a fifth, a third, a half, or the full length of the folder, and may be staggered. (SAA)

## **fonds**

The whole of the documents, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular individual, family, or corporate body in the course of that creator's activities or functions. (RAD)

The entire body of records of an organization, family, or individual that have been created and accumulated as the result of an organic process reflecting the functions of the creator. (SAA)

### **Citations**

The fonds, therefore, should be viewed primarily as 'an intellectual construct.' The fonds is not so much a physical entity in archives as it is the conceptual summary of descriptions of physical entities as the series level or lower, and descriptions of the administrative, historical and functional character of the records creator(s) – as well as descriptions of the records-creating processes (metadata). The fonds is thus the conceptual 'whole' that reflects an organic process in which a records creator produces or accumulates series of records which themselves exhibit a natural unity based on shared function, activity, form or use. It is at the heart of this process or relationship linking the creator to the records that the essence of *respect des fonds* can be found and must be protected. [45 (p. 33)]

The Canadian preference for the French term *fonds* to define the records of one creator originated with *Towards Archival Descriptive Standards*, which purposefully chose it in order 'to avoid certain terminological confusion which has grown around the terms 'record group,' 'manuscript group,' 'collections,' and so on, in North American practices. [111 (p. 56)]

The *fonds* is the chief Archive Unit in the Continental system and the basis of all rules of arrangement. The most important of all principles of Archive Management is named from it *le respect pour les fonds*. . . . A *fonds* is an organic whole and that any Administration, or one or more of its *fonctionnaires*, can create a *fonds d'archives* provided that these include *résolutions* or *procès-verbaux*; the inclusion of archives of such a type making it *autonome*. Roughly speaking, we may take it that they would make the qualities of a *fonds d'archives* depend on its including those which, when the administration which created it was active, constituted the final authority for executive action. For our purposes we may do better perhaps to represent this quality in terms of Administration rather than terms of documents, the forms of which are not necessarily constant. *Fonds* we may render, for lack of a better translation, *Archive Group*, and define this as the Archives resulting from the work of an Administration which was an organic whole, complete in itself, capable of dealing independently, without any added or external authority, with every side of any business which could normally be presented to it. This, it may be said, is to

make the *Archive Group* a division much wider, much less strictly defined than the *Fonds*. [145 (p. 101)] (SAA)

The whole of the documents that every organization or physical or juridical person accumulates by reason of its function or activity. (SLAIS)

### **form**

The physical (e.g. watercolour, drawing) or intellectual (e.g. diary, journal, daybook, minute book) characteristics of a document. (RAD)

1) The materials and structure of an item; format. 2) The overall appearance, configuration, or shape, independent of its intellectual content; document type. 3) A style or convention for expressing ideas in a literary work or document; documentary form, including extrinsic and intrinsic elements. (SAA)

1) The mode in which a document exists or manifests itself, its outward appearance, configuration, shape, and structure, as opposed to its significance or content. Also referred to as documentary form. (SLAIS)

### **format**

1) A standard size or configuration; form. 2) The layout of a document. (SAA)

Any particular physical representation of a document. (SLAIS)

### **function**

The activities of an organization or individual performed to accomplish some mandate or mission. (SAA)

All of the activities aimed to accomplish one purpose, considered abstractly. (SLAIS)

### **functional pertinence**

The activity or program (function) to which records relate. (SAA)

The direct or indirect relationship of a group of documents to one function. (SLAIS)

### **functional provenance**

The origin of a group of materials as determined by function rather than provenance. (SAA)

The origin of a group of documents with respect to the function which produced them rather than with respect to the creator. (SLAIS)

### **graphic material**

Documents in the form of pictures, photographs, illustrations, prints, and the products of other pictorial processes. (RAD)

### **guideline**

Recommendations suggesting, but not requiring, practices that produce similar, but not identical, results. (SAA)

### **hierarchical description**

A technique of writing a finding aid by describing the collection from general to specific, starting with the whole, then proceeding to the components (series, subseries, folders, and items). (SAA)

#### **Notes**

Hierarchical description does not necessarily include every level; item-level description is uncommon. (SAA)

### **intellectual control**

The creation of tools such as catalogs, finding aids, or other guides that enable researchers to locate materials relevant to their interest. (SAA)

#### **Notes**

Intellectual control includes exploiting access tools developed by the creator of the materials and, typically, received with the collection. However, these tools must be integrated into the repository's other tools. (SAA)

The control established over archival material by documenting in finding aids its provenance, arrangement, composition, scope, informational content, and internal and external relationships. (SLAIS)

### **intellectual form**

The sum of a record's formal attributes that represent and communicate the elements of the action in which the record is involved and of its immediate context, both documentary and administrative. (SAA)

In diplomacy, all the characteristics of a document which can be separated from the determination of the particular subjects, persons, or places it was about. (SLAIS)

## **item**

The lowest level of description and the smallest intellectual entity within a fonds useful for descriptive purposes. (RAD)

A thing that can be distinguished from a group and that is complete in itself. (SAA)

### **Notes**

An item may consist of several components, but it is treated as a whole. For example, a letter may have several physically discrete pages, but is treated as an item because of its content. A decision about the boundaries of an item is sometimes ambiguous; a photograph album may be considered an item, and the individual photographs within the album may also be considered an item. Items are generally considered to be the smallest archival unit. (SAA)

1) The smallest indivisible unit of archival material. 2) The unit that represents the smallest intellectual entity within a fonds no longer usefully subdivisible for descriptive purposes. (SLAIS)

## **juridical-administrative context**

The legal and organizational system in which the creating body belongs. (InterPARES)

## **levels of arrangement**

A level established during the identification and ordering of the fonds into its constituent parts. (RAD)

The hierarchical divisions used in archives management, including repository, record group, fonds, or collection, subgroups, series, subseries, file, and item. (SAA)

The hierarchical breakdown of holdings of the repository (level 1), into fonds (2), sous fonds (3), series (4), file (5), and items (6). (SLAIS)

## **level of description**

The amount of details in a collection included in a finding aid or catalog record, as determined by the number of hierarchical levels. (SAA)

### **Notes**

A finding aid or catalog record typically begins at the collection level, and it may include details about subordinate divisions, such as series, subseries, folders, or

items.

### **Citations**

There may be several appropriate levels of description for any given body of archival material. These levels normally correspond to natural divisions based on provenance or physical form. The principle corresponds with the bibliographic concept of *analysis*, 'the process of preparing a bibliographic record that describes a part or parts of an item for which a comprehensive entry has been made' [citing AACR2 §13.1A]. [116 (p. 5)] (SAA)

### **mandate**

1) The authority invested by law in an agency to perform a specific function. 2) An official directive issued by an authority. (SAA)

The authority given to an agency to administer a matter. (SLAIS)

### **manuscript collection**

A collection of personal or family papers. (SAA)

### **medium**

The physical material that serves as the carrier for information. (SAA)

The physical matter or substance upon which information can be or is recorded or stored. (SLAIS)

### **multimedia**

Records which combine two or more media types but which, for reasons of intellectual continuity, must be conceived of as a unit, e.g. slide tape programs. (RAD)

### **office of origin (also creating office, originating office)**

The corporate body or administrative unit in which a group of records is created or received, and accumulated during the course of business. (SAA)

### **organization**

1) A corporate body. 2) The coordination and relationships between items; arrangement. (SAA)

1) A system of interrelated social relations. 2) A social system that has an unequivocal collective identity, and exact roster of members, a program of activity, and procedures for replacing members. (SLAIS)

### **organizational records**

1) The records of a corporate body. 2) The records of a non-profit organization, as distinguished from commercial business records. (SAA)

### **original order**

The organization and sequence of records established by the record's creator. (SAA)

#### **Notes**

Also called **registry principle**, **respect for original order**, *l'ordre primitif*, and *respect de l'ordre intérieure*. Original order is a fundamental principle of archives. Maintaining records in original order serves two purposes. First, it preserves existing relationships and evidential significance that can be inferred from the records' context. Second, it exploits the record creator's mechanisms to access the records, saving the archives the work of creating new access tools.

Original order is not the same as the order in which materials was received. Items that were clearly misfiled may be re-filed in their proper location, a process called perfecting order. Materials may have had their original order disturbed, often during inactive use, before transfer to the archives; see **restoration of original order**.

A collection may have not meaningful order if the creator stores items in a haphazard fashion. In such instances, archivists may impose order on the materials to facilitate arrangement and description. The principle of respect for original order does not extend to respect for original chaos.

#### **Citations**

Since files and series reflect the aggregation of records in relation to the activity undertaken, this order should be maintained not only during the phase when the records are current, but also in the phase of preservation, whether through the identification of records selected for preservation or for purposes of research, in order to guarantee the possibility of meaningful future use. [104 (p. 249)] (SAA)

### **personal papers (also personal records, private papers)**

1) Documents created, acquired, and received by an individual in the course of his or her affairs and preserved in their original order (if such order exists). 2) Non-official documents kept by an individual at a place of work. (SAA)

**physical control**

The function of tracking the storage of records to ensure that they can be located. (SAA)

**Notes**

Intellectual control provides a means of identifying potentially relevant materials, with a pointer to where those materials are stored. Physical control ensures that the records are, in fact, where that pointer specifies. In some instances, those pointers may be absolute, pointing to a specific box on a specific shelf in a specific room. In other cases, the pointer may be relative, pointing to a collection and box number, which reflect a position within a range of similar numbers. (SAA)

**policy**

Official expressions of principles that direct an organization's operations. (SAA)

The general principles or rules by which an organization is guided in management of affairs, hence access policy, acquisition policy, etc. (SLAIS)

**procedural context**

The business procedure in the course of which the record is created. (InterPARES)

**procedure**

The manner and steps in which some action is taken. (SAA)

In general, the body of written and unwritten rules governing the conduct of a transaction, or the formal steps undertaken in carrying out a transaction. In particular, the legislative machinery set up to carry out a given transaction. (SLAIS)

**process**

A series of motions or activities in general carried out to set oneself to work to accomplish the formal steps of a procedure. (SLAIS)

**process control**

The management and oversight of actions taken on records in a records center or archives. (SAA)

**processing**

The arrangement, description, and housing archival materials for storage and use by

patrons. – 2. The steps taken to make the latent image on exposed photographic or microfilm materials visible; see archival processing. – 3. Computing · The machine execution of instructions in a computer program. (SAA)

### Notes

Some archives include accessioning as part of processing.

### Citations

A collective term used in archival administration that refers to the activity required to gain intellectual control of records, papers, or collections, including accessioning, arrangement, culling, boxing, labeling, description, preservation and conservation. [86]. (SAA)

### program

A function or activity of an organization. (SAA)

### provenance

The person(s), family (families), or corporate body (bodies) that created and/or accumulated and used records in the conduct of personal or business life. (RAD)

- 1) The origin or source of something. 2) Information regarding the origins and custody of an item or collection. (SAA)

### Notes

Provenance is a fundamental principle of archives, referring to the individual, family, or organization which created or received the items in a collection. The **principle of provenance** or the *respect des fonds* dictates that records of different origins (provenance) be kept separate to preserve their context.

### Citations

The principle of provenance has two components: records of the same provenance should not be mixed with those of a different provenance, and the archivist should maintain the original order in which the records were created and kept. The latter is referred to as the principle of original order in English and *Registraturprinzip* in German. The French conception of *respect des fonds* did not include the same stricture to maintain original order (referred to in French as *respect de l'ordre intérieure*), largely because French archivists had been applying what was known as the principle of pertinence and rearranging records according to their subject content. [95 (p. 12)]

APPM recognizes the primacy of *provenance* in archival description. This principle holds that that significance of archival materials is heavily dependent on the context of their creation, and that the arrangement and description of these materials should be directly related to their original purpose and function. [117 (p. 67)] (SAA)

The organization or person creating a fonds. (SLAIS)

**provenancial context**

The creating body, its mandate, structure, and functions. (InterPARES)

**record (also archival document)**

A document made or received in the course of the conduct of affairs and preserved. (RAD)

1) A written or printed work of a legal or official nature that may be used as evidence or proof; a document. 2) Data or information that has been fixed on some medium; that has content, context, and structure; and that is used as an extension of human memory or to demonstrate accountability. 3) Data or information in fixed form that is created and received in the course of individual or institutional activity and set aside (preserved) as evidence of that activity for future reference. 4) An instrument filed for public notice (constructive notice); see recordation. (SAA)

Any document(s) made or received in the course of a practical activity. (SLAIS)

**record group (also archive group)**

A collection of records that share the same provenance and are of a convenient size for their administration. (SAA)

A body of organizationally related records established on the basis of provenance with particular regard for the administrative history, the complexity, and the volume of the records or archives of the organization concerned. Collective and general record groups represent modifications of this concept for convenience in arrangement, description, and reference service. (SLAIS)

**respect des fonds**

The principle that the records of a person, family, or corporate body must be kept together in their original order, if it exists or has been maintained, and not be mixed or combined with the records of another individual or corporate body. (RAD)

The principle of the arrangement of archival material that fonds of different provenance should not be intermingled. (SLAIS)

**respect for original order, principle of**

The principle that archival documents should be maintained in the same order or arrangement given to it by the creator so that the relationships among its components and the evidential significance of documents are preserved. (SLAIS)

### **restoration of original order**

also **perfecting order** ~ The process of returning materials to the organization and sequence established by the records' creator. (SAA)

### **series**

(Archival) 1) Level of description. 2) File units or records within a fonds arranged systematically or maintained as a unit because they relate to a particular function or subject, result from the same activity, have a particular form, or because of some other relationship arising out of their creation or, arising out of their receipt and use. (RAD)

A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity; a file group; a record series. (SAA)

### **Citations**

[Series1] File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Also known as record series. In archival practice, the series is the usual unit of cataloging or description. [116 (1.0A)] (SAA)

1) Documents arranged systematically or maintained as a unit because they relate to a particular function or subject, result from the same activity, have a particular form, or because of some other relationship arising from their creation, receipt, or use. 2) A group of record items, either controlled by numbers or other symbols or not, which result from the same accumulation, are subject to the same processes and procedures of organization, or have similar physical shape and informational content. 3) A grouping of documents within a fonds created to accomplish one function. (SLAIS)

### **series descriptive system**

A technique of creating finding aids using the series1 as the primary level of control, rather than the record group or fonds. (SAA)

**Notes**

The series descriptive system is intended to maintain control of series over time. It was first widely adopted in Australia in response to frequent administrative changes and the consequent existence of multi-provenance series. (SAA)

**series system**

A method of administrative control and intellectual control of archives based on separate and linked descriptions of creators and series designed to cope with the effects of administrative change and the existence of series having more than one creator and/or controlling agency. (SLAIS)

**sous-fonds**

A subdivision of a fonds based on the structure of the creator or the organization of its activity. (SLAIS)

**subgroup**

A body of related records within a record group or collection, each corresponding to an administrative subdivision in the originating organization. (SAA)

**subseries**

A body of documents within a series readily distinguished from the whole by filing arrangement, type, form, or content. (SAA)

1) A body of documents within a series readily identifiable as a subordinate or dependent entity on the basis of the classification or filing. 2) A grouping of documents separately identifiable within a series by reason of form or organization which issue from the accomplishment of one activity of a creator. (SLAIS)

**successor**

1) An individual or organization that assumes the position, role, or functions of a predecessor. 2) An organization that assumed the mission or program areas of a predecessor organization. (SAA)

**technological context**

The characteristics of the technical components of an electronic computing system in which records are created. (InterPARES)

**textual records**

Written records, whether handwritten, typescript, published, or generated by other means, which are accessible to the eye without the aid of a machine. (RAD)

A general classification of records with content that is principally written words. (SAA)