

	A	B	C	D	E
2	Word (English)	Definitions and notes	Terme (français)	Définitions et commentaires	Acronyms/Sigles
3	accumulation	The organic process by which a collection of records grows out of a routine process. (SAA)	accroissement	Ensemble des procédures par lesquelles s'enrichissent les <i>fonds et collections</i> d'un <i>service d'archives</i> . Ce terme désigne également les <i>documents</i> ainsi ajoutés aux <i>fonds et collections</i> . (DAF)	DAF = Outil terminologique de la Direction des Archives de France
4		The natural process by which archives are made and received in the course of affairs of any kind. (SLAIS)			
5	administrative control	The responsibility for management of materials in a repository's custody, including the documentation of actions taken on those materials. (SAA) <i>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.</i> <i>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)</i>	contrôle administratif (m.c.)		
6					
7		1) The exercise of authority over maintenance, use, disposition, and accessibility of current archives to carry on the function for which they were created.			

	A	B	C	D	E
8		2) The means of physically locating the holdings of records centres and archival institutions through numbering and listing. (SLAIS).			
9	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)	agence		
10		An administrative body having the delegated authority to act competently as an agent of a higher body. (SLAIS)			
11	analysis	The process of identifying, reviewing, and abstracting the components of some thing. (SAA)	Analyse	Opération consistant à présenter sous une forme concise et précise les données caractérisant l'information contenue dans un document ou un ensemble de documents (de la pièce au fonds), du bordereau à l'inventaire. Par extension, le résultat de cette opération. (D'après AFNOR)	AFNOR = Association française de normalisation. Bruno Delmas
12	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)	lien archivistique (m.c.)		
13		The interrelationships between a record and other records resulting from the same activity. (SAA)			

	A	B	C	D	E
14	archival processing	1. The arrangement, description, and housing archival materials for storage and use by patrons. (SAA)	Traitement	Ensemble des procédures et des opérations d'organisation, tri, classement, description et conditionnement d'archives. (PIAF) / Procédures et opérations de tri, analyse, classement et inventaire d'archives (CIA)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives (ébauche)
15	????? (Repeated under processing)	2. Photography • Techniques for processing2 photographs that are designed to produce very stable, long-lasting images. (SAA)			
16		Notes : Archival processing1 is frequently shortened to just processing – Archival processing2 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)			
17	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. (SLAIS)	archives	Documents, quels que soient leur date, leur forme et leur support matériel, produits ou reçus par toute personne physique ou morale, et par tout service ou organisme public ou privé, dans l'exercice de leur activité. Le mot archives est couramment employé dans le sens restrictif de documents ayant fait l'objet d'un archivage, par opposition aux archives	DAF = Outil terminologique de la Direction des Archives de France

	A	B	C	D	E
18		2) An agency or institution responsible for the acquisition, preservation, and communication of archives selected for permanent retention. (SLAIS)		Service chargé de la conservation et de la mise en valeur des archives d'une ou de plusieurs administrations publiques ou privées.	DAF = Outil terminologique de la Direction des Archives de France
19		3) A place in which archives selected for permanent preservation are kept. (SLAIS)		Édifice conçu pour accueillir l'ensemble des fonctions d'un service d'archives. (D'après DAF)	DAF = Outil terminologique de la Direction des Archives de France
20	arrangement	The process and results of identification of documents as they belong to accumulations within a fonds. (RAD)	classement	Opération intellectuelle et matérielle consistant à analyser et à ordonner les documents d'archives conformément aux principes archivistiques, et son résultat. Le classement peut être distinct du rangement matériel sur les rayons. (PIAF d'après ISAD (G) et AFNOR)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
21		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.			
22		2) The organization or sequence of items within a collection. (SAA)			

	A	B	C	D	E
		<p><i>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.</i></p> <p><i>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.</i></p> <p><i>Arrangement is distinguished from classification, which places materials in an order established by someone other than the cre</i></p>			
23					
	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)	pratiques exemplaires (m.c.)		
24					
	competence	DIPLOMATICS – The mandate and authority given to an office or person to accomplish something. (SAA)			
25					
26		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)	contenu (m.c.)		
27					

	A	B	C	D	E
28	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)	contexte (m.c.)		
29		1) The organizational, functional, and operational circumstances surrounding materials' creation, receipt, storage, or use, and its relationship to other materials. (SAA)			
30		2) The circumstances that a user may bring to a document that influences that user's understanding of the document. (SAA)			
31		<i>Notes</i> <i>Along with content and structure, context is one of the three fundamental aspects of a record. (SAA)</i>			
32	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)	Personne morale (m.c.)		
33		An organization or group of individuals with an established name that acts as a single entity. (SAA)			
34		An organizational entity created by statute and capable of acting as a legal entity. (SLAIS)			
35	creator	The individual, group, or organization that is responsible for something's production, accumulation, or formation. (SAA)	producteur (m.c.)		
36		The person or administrative body accumulating documents by reason of its function. (SLAIS)			

	A	B	C	D	E
37	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(SAA)	description	Ensemble des opérations d'identification d'une unité archivistique, de sa description matérielle au contexte de sa production en passant par l'analyse du contenu et l'indexation. L'expression désigne à la fois le processus de représentation et son résultat.. (PIAF, d'après DAT et ISAD (G))	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
38		2.Records management • A written account of the physical characteristics, informational content, and functional purpose of a records series or system. (SAA)			
39		1) The process or recording information about the nature and makeup of archives to achieve administrative and/or intellectual control. (SLAIS)			
40		2) A written representation of archival material. (SLAIS)			
41	discrete item	Description • An individual item without context, i.e., that is not part of a provenancial collection (fonds). (SAA)			
42	document	1) Any written or printed work; a writing. (SAA)	document	Ecrit ou enregistrement qui, par lui-même ou par son support, a une valeur probatoire ou informative. (PIAF, d'après AFNOR)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives

	A	B	C	D	E
43		2) Information or data fixed on some media. (SAA)		Tout écrit ou enregistrement considéré comme une unité documentaire. (PIAF)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
44		3) Information or data fixed in some media, but which is not part of the official records; a non-record. (SAA)			
45		4) A written or printed work of a legal or official nature that may be used as evidence or proof; a record. (SAA)			
46		Recorded information. (SLAIS)			
47	documentary context	The archival fonds to which the record belongs, and its internal structure. (InterPARES)	contexte documentaire (m.c.)		
48	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)			
49		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)			

	A	B	C	D	E
50	dossier	A group of documents assembled to provide information about a specific topic. (SAA)	dossier	Ensemble des documents réunis pour la conduite ou le traitement d'une affaire par une personne physique ou morale dans l'exercice de ses activités. Le dossier est ordinairement l'unité de base à l'intérieur d'une série organique. (PIAF, d'après AFNOR et ISAD (G))	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
51		<i>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 file1 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)</i>			
52	electronic record	A record that is created (made or received and set aside) in electronic form. (InterPARES)	archives informatiques	Documents produits ou reçus par un organisme dans l'exercice de ses activités et conservés sous forme d'enregistrements électroniques sur des <i>supports</i> tels que les bandes magnétiques, les disques magnétiques, les disques optiques <i>etc.</i> , et qui ne peuvent être lus que par l'intermédiaire	DAF = Outil terminologique de la Direction des Archives de France
53		Records that are encoded for manipulation by a computer. (RAD)			
54		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)			
55	file	1) Level of description(RAD)	dossier	niveau de description	

	A	B	C	D	E
56		2) An organized unit of documents, usually within a series, brought together because they relate to the same subject, activity, or transaction. (RAD)		Ensemble de documents regroupés, soit par le producteur pour son usage courant, soit dans le processus du classement d'archives, parce qu'ils concernent un même sujet ou une même affaire. Le dossier est ordinairement l'unité de base à l'intérieur d'une série organique. ISAD	
57		1. A group of documents related by use or topic, typically housed in a folder (or a group of folders for a large file).(SAA)			
58		2. pl. • The whole of a collection of records. (SAA)			
59		3. Computing • Collections of data stored for use by a computer; see data file. (SAA)			
60		<i>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.</i>			
61		The smallest organic form of aggregation of archival documents. (SLAIS)			
62	filing system	Policies and procedures directing how files should be stored and indexed in order to ensure their retrieval, use, and disposition. (SAA)	guide ou manuel de classement		
63		<i>Notes : Sometimes called a recordkeeping system. Filing systems often include a records inventory, a retention schedule, and a file plan. (SAA)</i>			
64	filing unit	also file unit ~ 1. A group of related documents treated as a single item for purposes of classification, storage, and retrieval.(SAA)			
65		also file unit ~ 2. A number or word within a heading used to sort the headings. (SAA)			

	A	B	C	D	E
		<p><i>Notes : A filing unit1 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 unit2 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.</i></p>			
66	folder	<p>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. (SAA)</p> <p>2. Folded printed matter in which the text does not cross the folds. (SAA)</p> <p>3. Computing • A directory structure that organizes files into groups; a directory or subdirectory. (SAA)</p>	chemise	<p>Feuille de papier fort ou de carton mince pliée en deux servant à regrouper matériellement des documents relatifs à un même objet ou à isoler et conserver un ou plusieurs documents lors du classement et de l'inventaire. (DAT)</p>	<p>DAT = Dictionnaire de terminologie archivistique du CIA, 2e édition</p>
67					
68					
69					
70	fonds	<p><i>Notes : Folders1 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)</i></p> <p>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)</p>	Fonds d'archives	<p>Ensemble de documents de toute nature réunis automatiquement et organiquement, créés et/ou accumulés et utilisés par une personne physique ou morale ou par une famille dans l'exercice de ses activités ou de ses fonctions. (RDDA)</p>	
71					
72		<p>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)</p>			

	A	B	C	D	E
73	form	The physical (e.g. watercolour, drawing) or intellectual (e.g. diary, journal, daybook, minute book) characteristics of a document. (RAD)	forme	Caractéristiques physiques (par exemple, aquarelle, dessin) ou intellectuelles (par exemple, grand livre, journal personnel, procès-verbaux) d'un document (RDDA)	
74		1) The materials and structure of an item; format. (SAA)		Aspect extérieur d'un document d'archives : feuille, rouleau, bobine, bande, cassette, disque, cahier, registre, plan, film, etc. (DAF)	DAF = Outil terminologique de la Direction des Archives de France
75		2) The overall appearance, configuration, or shape, independent of its intellectual content; document type. (SAA)			
76		3) A style or convention for expressing ideas in a literary work or document; documentary form, including extrinsic and intrinsic elements. (SAA)			
77		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)			
78	format	1) A standard size or configuration; form.(SAA) 2) The layout of a document. (SAA)	format	Caractéristiques de la présentation d'informations informatisées (DAF)	DAF = Outil terminologique de la Direction des Archives de France
79					
80		Any particular physical representation of a document. (SLAIS)			
81	function	The activities of an organization or individual performed to accomplish some mandate or mission. (SAA)	fonction		
82		All of the activities aimed to accomplish one purpose, considered abstractly. (SLAIS)			

	A	B	C	D	E
83	functional pertinence	The activity or program (function) to which records relate. (SAA)			
84		The direct or indirect relationship of a group of documents to one function. (SLAIS)			
85	functional provenance	The origin of a group of materials as determined by function rather than provenance. (SAA)			
86		The origin of a group of documents with respect to the function which produced them rather than with respect to the creator. (SLAIS)			
87	graphic material	Documents in the form of pictures, photographs, illustrations, prints, and the products of other pictorial processes. (RAD)	Document iconographique	Document se présentant sous forme d'images, de photographies, d'illustrations, d'imprimés ou tout autre produit réalisé selon de procédés picturaux. (RDDA)	
88	guideline	Recommendations suggesting, but not requiring, practices that produce similar, but not identical, results. (SAA)	Lignes directrices (m.c.)		
89	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)			
90		<i>Notes : Hierarchical description does not necessarily include every level; item-level description is uncommon. (SAA)</i>			
91	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)			
92		<i>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)</i>			

	A	B	C	D	E
93		The control established over archival material by documenting in finding aids its provenance, arrangement, composition, scope, informational content, and internal and external relationships. (SLAIS)			
94	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)			
95		In diplomatics, all the characteristics of a document which can be separated from the determination of the particular subjects, persons, or places it was about. (SLAIS)			
96	item	The lowest level of description and the smallest intellectual entity within a fonds useful for descriptive purposes. (RAD)	pièce	Document ou partie de document individualisé (feuillet simple ou double, plusieurs feuillets agrafés, cahier, registre ...) (PIAF, d'après AFNOR)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
97		A thing that can be distinguished from a group and that is complete in itself. (SAA) <i>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 its 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)</i>			
98					

	A	B	C	D	E
99		1) The smallest indivisible unit of archival material. (SLAIS)			
100		2) The unit that represents the smallest intellectual entity within a fonds no longer usefully subdivisible for descriptive purposes. (SLAIS)			
101	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)	Niveau de classement / description	Niveau choisi pour le classement et la description de l'unité de description (fonds, série organique, sous-série organique, dossier, pièce) et qui détermine le type d'instrument de recherche. (PIAF)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
102					
103		The hierarchical divisions used in archives management, including repository, record group, fonds, or collection, subgroups, series, subseries, file, and item. (SAA)			
104		The hierarchical breakdown of holdings of the repository (level 1), into fonds (2), sous fonds (3), series (4), file (5), and items (6). (SLAIS)			
105	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)	Niveau de description (m.c.)		
106		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.			

	A	B	C	D	E
107	mandate	1) The authority invested by law in an agency to perform a specific function.(SAA)	mandat (m.c.)		
108		2) An official directive issued by an authority. (SAA)			
109		The authority given to an agency to administer a matter. (SLAIS)			
110	manuscript collection	A collection of personal or family papers. (SAA)	collection d'archives privées (m.c.)		
111	medium	The physical material that serves as the carrier for information. (SAA)	support		
112		The physical matter or substance upon which information can be or is recorded or stored. (SLAIS)		Matière (papier, film, bande magnétique,) sur laquelle sont fixées des informations pour constituer et conserver un document. (PIAF) / Matière sur laquelle sont fixées des informations pour constituer un document (par exemple, cire, papyrus, papier, parchemin, film, bande magnétique) (Medium). ISAD (G).	PIAF = Glossaire du Portail international archivistique francophone
113	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)			
114	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)	Producteur d'archives	Personne physique ou morale, publique ou privée, qui a produit, reçu et conservé des archives dans l'exercice de son activité. (DAF)	DAF = Outil terminologique de la Direction des Archives de France
115	organization	1) A corporate body. (SAA)			
116		2) The coordination and relationships between items; arrangement. (SAA)			
117		1) A system of interrelated social relations.(SLAIS)			

	A	B	C	D	E
118	organizational records	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)			
119		1) The records of a corporate body.(SAA)			
120		2) The records of a non-profit organization, as distinguished from commercial business records. (SAA)			
121	original order	The organization and sequence of records established by the record's creator. (SAA)	Respect des fonds	Principe fondamental de l'archivistique, selon lequel chaque document doit être maintenu ou remplacé dans le fonds dont il provient, et dans ce fonds à sa place d'origine. (DAF)	DAF = Outil terminologique de la Direction des Archives de France
122		<p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>			

	A	B	C	D	E
123	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).(SAA)	Archives privées	Documents d'archives, produits ou reçus par des individus, des familles, des associations, des entreprises, des partis politiques, des syndicats etc., et par tout autre institution privée ou organisme non public. (PIAF)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
124		2) Non-official documents kept by an individual at a place of work. (SAA)			
125	physical control	The function of tracking the storage of records to ensure that they can be located. (SAA)	Récolement	Opération consistant à dresser la liste topographique des articles conservés dans un service d'archives ou un fonds. Désigne aussi l'opération destinée à vérifier l'intégralité des fonds et collections d'un service d'archives périodiquement ou lors du changement de responsable d'un service d'archives. (PIAF)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
126		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)			

	A	B	C	D	E
127	policy	Official expressions of principles that direct an organization's operations. (SAA)	politique (m.c.)		
128		The general principles or rules by which an organization is guided in management of affairs, hence access policy, acquisition policy, etc. (SLAIS)			
129	procedural context	The business procedure in the course of which the record is created. (InterPARES)			
130	procedure	The manner and steps in which some action is taken. (SAA)	procédure (m.c.)		
131		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)			
132	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)	processus ou protocole (m.c.)		
133	process control	The management and oversight of actions taken on records in a records center or archives. (SAA)			
134	processing	The arrangement, description, and housing archival materials for storage and use by patrons. (SAA)	Traitement	Ensemble des procédures et des opérations d'organisation, tri, classement, description et conditionnement d'archives. (PIAF) / Procédures et opérations de tri, analyse, classement et inventaire d'archives (CIA)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives ébauche.

	A	B	C	D	E
135		2. The steps taken to make the latent image on exposed photographic or microfilm materials visible; see archival processing. (SAA)		Traitement de matériaux photographiques impressionnées, en vue de faire apparaître l'image latente. (CIA)	CIA Dictionnaire terminologique du Conseil international des archives (ébauche)
136		3. Computing • The machine execution of instructions in a computer program. (SAA) <i>Notes : Some archives include accessioning as part of processing.</i>			
137					
138	program provenance	A function or activity of an organization. (SAA) 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)	programme (m.c.) Provenance	Personne physique ou morale responsable des documents créés et/ou accumulés et utilisés dans le cadre de ses activités ou fonctions. (RDDA) / La relation entre des documents et les organisations ou les individus qui les ont créés, reçus et utilisés dans le cadre de leurs activités. (ISAD(G)/ISAAR)	
139					
140		1) The origin or source of something. (SAA) 2) Information regarding the origins and custody of an item or collection. (SAA)		identifie l'organisme producteur ou créateur des archives ou l'organisme qui lui a succédé. (PIAF)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
141					

	A	B	C	D	E
		<p><i>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.</i></p>			
142					
143		The organization or person creating a fonds. (SLAIS)			
144	provenancial context	The creating body, its mandate, structure, and functions. (InterPARES)			
145	record (also archival document)	A document made or received in the course of the conduct of affairs and preserved. (RAD)	Document		Toute information consignée. (RDDA)
146		1) A written or printed work of a legal or official nature that may be used as evidence or proof; a document. (SAA)			
147		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.(SAA)			
148		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. (SAA)			Document, quel que soit sa date ou sa nature produit ou reçu par une personne ou un organisme pour ses besoins ou l'exercice de ses activités et conservé pour sa valeur d'information générale. (RDDA)
149		4) An instrument filed for public notice (constructive notice); see recordation. (SAA)			
150	record group (also archive group)	A collection of records that share the same provenance and are of a convenient size for their administration. (SAA)	Fonds d'archives		Ensemble de documents de toute nature réunis automatiquement et organiquement, créés et/ou accumulés et utilisés par une personne physique ou morale ou par une famille dans l'exercice de ses activités ou de ses fonctions.

	A	B	C	D	E
151		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)			
152	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)	respect des fonds	Principe fondamental de l'archivistique, selon lequel chaque document doit être maintenu ou remplacé dans le fonds dont il provient, et dans ce fonds à sa place d'origine. (DAF)	DAF = Outil terminologique de la Direction des Archives de France
153		The principle of the arrangement of archival material that fonds of different provenance should not be intermingled. (SLAIS)			
154	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)	Respect de l'ordre primitif / originel	Principe consistant, au sein d'un fonds d'archives, à maintenir intact ou à le restaurer le classement interne des documents qui le compose établi par le producteur. Ce principe découle du respect des fonds. (DAF)	DAF = Outil terminologique de la Direction des Archives de France
155	restoration of original order	also perfecting order ~ The process of returning materials to the organization and sequence established by the records' creator. (SAA)			

	A	B	C	D	E
156	series	(Archival) 1) Level of description. (RAD)	Série	Division primaire d'un cadre de classement. (PIAF)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
157		(Archival)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)		Ensemble de pièces ou de dossiers de même nature à l'intérieur d'un fonds d'archives. Dite aussi série organique. (PIAF)	PIAF = Glossaire du Portail international archivistique francophone / CIA Dictionnaire terminologique du Conseil international des archives
158		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)			
159		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.(SLAIS)			

	A	B	C	D	E
160		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. (SLAIS)			
161		3) A grouping of documents within a fonds created to accomplish one function. (SLAIS)			
162	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)			
163		<i>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)</i>			
164	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)			
165	sous-fonds	A subdivision of a fonds based on the structure of the creator or the organization of its activity. (SLAIS)			
166	subgroup	A body of related records within a record group or collection, each corresponding to an administrative subdivision in the originating organization. (SAA)			
167	subseries	A body of documents within a series readily distinguished from the whole by filing arrangement, type, form, or content. (SAA)			

	A	B	C	D	E
168		1) A body of documents within a series readily identifiable as a subordinate or dependent entity on the basis of the classification or filing.(SLAIS)			
169		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)			
170	successor	1) An individual or organization that assumes the position, role, or functions of a predecessor. (SAA)	successeur (m.c.)		
171		2) An organization that assumed the mission or program areas of a predecessor organization. (SAA)			
172	technological context	The characteristics of the technical components of an electronic computing system in which records are created. (InterPARES)			
173	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)	Document textuel.	Document écrit comprenant le document manuscrit, le document dactylographié et le document imprimé par ordinateur. (RDDA)	
174		A general classification of records with content that is principally written words. (SAA)			