

28.4.2003

NAT - NORDISK ARKIVTERMINOLOGI

<u>English</u>	<u>Dansk</u>	<u>Isländska</u>	<u>Norska</u>	<u>Svenska</u>	<u>Suomi</u>
abstract Concise summary of a DOCUMENT	ekstrakt resumé regest	ágrip útdráttur samantekt	regest utdrag sammandrag	sammandrag utdrag referat	tiivistelmä
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	1) tilgængelighed 2) adgang	1) aðgangur 2) aðgengi	adgang tilgang	1) tillgänglighet 2) åtkomst access	1) saatavuus 2) pääsy
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	tilgængelighed	aðgengi	tilgjengelighet	tillgänglighet	käytettävyys

access date	tilgængelighedsfrist	aðgangsfrestur	(tidspunkt for tilgjengeliggjöring)	(tillgänglighetstidpunkt)	avautumisajankoh ta salassapidon päättyminen
access point	søgeindgang	leitarorð	sökeinngang	åtkomstpunkt sökningång	pääsykohta
accession					
1) The recording of the formal acceptance into CUSTODY of an ACQUISITION	1) aflevering saftale	1) afhendingarsamkomulag	1) avleveringsavtale	1) leveransavtal	1) reversaaliluetelo
2) An ACQUISITION so recorded	2) modtagelse	2) afhending	2) aksesjon	2) leverans	2) siirto
See also: accrual					
accession list/register	accesionsliste tillväxstliste	afhendingarskrá aðfangaskrá	aksesjonsliste	leveransreversal	reversaaliluetelo
accession number	acessionsnummer	afhendingarnúmer aðfanganúmer	aksesjonsnummer	leveransnummer	siirron numero

accrual An ACQUISITION additional to SERIES already held by a repository. An ACCRUAL is also called an accretion See also: accession(2) (addition) (accretion)	tillægsaflevering	viðbót viðauki	tilvekst	accession tilläggsleverans	täydennys
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	arkivdannelse	skjalasafnsmyndun	arkivdanning	arkivbildning	arkistonmuodostus
acetate film A safety film support made from cellulose acetate	acetat film	acetat filma	acetatfilm	acetatfilm	asetaattifilmi
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	syrefrit papir	sýrulaus pappír	syrefritt papir	syrafritt papper	neutraali paperi

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	1) accession 2) nyerhvervelse	1) afhending 2) viðbótar-afhending	1) mottak, tilegning 2) aksjon	1) accession övertagande 2) leverans förvärv	1) hankinta 2) siirto
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	supplering sfilm	safnaukafilme	(suppleringsfilm)	kompletteringsfilm	täydennysmikrofilm
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	akt	mál skjal	saksdokument	lag akt urkund dokument handling	päättösasiakirja

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 (agency history)	administrationshistorie	stjórnsýslusaga	administrasjons-historie	administra tionshistoria	hallintohisto ria
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 (operational value)	administrativ betydning	stjórnsýslugildi gildi fyrir stjórnsýslu	administrativ verdi	administrativt värde	hallinnollinen arvo
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		skjalastuldur skjalatap skjalaupptaka	(arkiv på avveier)	(arkivförlust)	(asiakirjojen tai arkiston hallinnan tai omistuksen menetys jollekin, jolla ei ole laillista oikeutta niihin) arkiston menetys

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	aperturkort	“gluggaspjald”	mikrofilmhullkort vinduskort	bildkort	ikkunakortti
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 (evaluation) (selection)	bevarings- og kassationsbehandling	grisjunaráætlun (varðveislu- og grisjunarmat)	(kassasjonsvurdering) (bevaringsvurdering)	bevarande- och gallringprocess	arvonmääritys
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 (archival management)	arkivförvaltning	stjórn skjalasafns skjalasafnsrekstur	arkivförvaltning	arkivförvaltning	arkistohallinto
archival film					
Film exposed, processed, and stored in accordance with international standards concerning image quality and permanence	arkivfilm	varðveislufilma	arkivfilm	arkivfilm	arkistofilm

archival processing The activities of accessioning, arranging, describing, and properly storing RECORDS/ARCHIVES	arkivering	skjalavistun	(arkivfunksjoner)	arkivhantering arkivfunktion arkivbehandling (arkivering)	arkistotoimi
archival quality The material properties inherent in any MEDIUM permitting its preservation under controlled circumstances	arkivbestandighet	varðveisluástand	arkivholdbarhet arkivbestandighet	(materialtillstånd) arkivbeständighet	arkistokelpoisuus
archival value Those values - administrative, fiscal, legal, intrinsic, evidential, and/or informational - which justify the indefinite or permanent retention of RECORDS/ARCHIVES (continuing value) (enduring value) (indefinite value) (permanent value)	historisk værdi	heimildargildi varðveislugildi	(bevaringsverdi)	(arkivvärde) bevarandevärde arkivets källvärde	pysyvä säilytysarvo
archive group The primary division in the arrangement of ARCHIVES(1) at the level of the independent originating unit or agency		skjalasafn	arkiv (1)	arkiv	arkisto

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 (archival agency) (archival institution) (archival repository)	1) arkiv (bestand) 2) arkiv (bygning) 3) arkiv (forvaltning)	1) skjalasafn (safn skjala) 2) skjalasafn (bygging) 3) skjalasafn (stofnun)	1) arkiv, enheltarkiv 2) arkiv 3) arkivinstitusjon, arkivdepot	1) arkiv 2) arkiv(byggnad) 3) arkiv(institution)	1) arkisto 2) arkisto(rakennus) 3) arkisto
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)	arkivæske	skjalaaskja skjalakassi	arkiveske	arkivbox	arkistokotel

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	arkivar	skjalavörður	arkivar	arkivarie	arkistonhoitaja
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 (archival arrangement)	ordning	skjalaskráning geymsluskráning (- röðun, skráning og frágangur skjalasafns í samræmi við upprunareglu)	ordning	ordnande	järjestäminen
audio-visual records/archives RECORDS/ARCHIVES in pictorial and/or aural form, regardless of FORMAT See also: film records/archives , photographic records/archives (visual media)	audio-visuelt arkiv	(hljóðmyndasafn)	audiovisuelt arkiv	audiovisuella arkiv	audiovisuaalinen aineisto

authentication The act of verifying that a DOCUMENT or a REPRODUCTION of a DOCUMENT is what it purports to be See also: certification	attestering, verificering	staðfesting	(attestering) verifisering (stadfesting) autentisering	bestyrkande verifiering	oikeaksi todistaminen
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 vocabulary	kontrol af indekstermer	stöðlun leitarorða / heita	standardisering av sökeinnganger	auktoritetskontroll identifieringskontroll	auktoriteettivalvonta
authority file A group of AUTHORITY RECORDS searchable by all established HEADINGS(2) and CROSS-REFERENCES See also: controlled vocabulary, thesaurus (authority list)	indekstermliste	auðkennaskrá		auktoritetsfil indexfil	auktoriteettiedosto (ohjeellinen nimittiedosto)

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 (authority entry)	indeksterm	auðkennisorð		identifieringsterm	auktoriteettietue
back-to-back rows/shelving Two rows of shelving with their backs immediately adjacent to each other along their long axis	dobeltsidet reol	tvöfaldur skápur	(dobbelt reol)	dubbelsidiga hyllor	kaksipuolinens hyllykkö
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 (compartment)	fag	stæða	fag	hylla hyllfack	hylly
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	1) indbindning 2) bogbind	1) (inn)binding binda inn 2) bókband	innbinding	1) bokbindning 2) band	1) sidonta 2) kansi

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	biografiske noter	æviágrip	personhistorie	personhistoria	elämäkertätiedot
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	lystryk	"blúprint"	blåkopi	blåkopia	sinikopio
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 (writ)	1) ekstrakt resumé 2) retsbelæring 3) brev 4) dekret	1) útdráttur 2) ágrip réttarskjala 3) opið bréf (páfabulla) 4) tilskipun fyrirmæli	1) regest sammandrag 2) 3) bulle 4)	1) utdrag 2) resumé föredragning 3) bulla 4) kungörelse dekret	1) lyhennelmä, tiivistelmä 2) kirjelmä 3) bulla 4) toimituskirja

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	bulle	bulla	bulle	bulla	bulla
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	pakke	böggull pakki	pakke bunt	bunt	nippu
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	1) kronologisk register	1) skrá / listi í tímaröð 2) rulla	kronologisk register	1) register 2) rulla	1) asiakirjaluetto 2) rulla

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)	kortsamling	kortasafn	kartsamling	kartsamling	karttakokoelma
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 (cassette)	kasette	kasetta hylki	kasett	kasett	kasetti
cartulary					
An assemblage, usually in volume form, of CHARTERS, title DEEDS, and other DOCUMENTS of significance belonging to a person, family, or organization	brevbog	skjalabók bréfabók	kopibok	kopiebok	kopiokirja

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 (project file) (transactional file)	dossiersag enkeltsag	mál / málsskjöl	dossiersaker (sakarkiv) (saksmapper) (enheltsaker)	akter dossierer	dossier
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	skrá / skjalasakrá	katalog arkivkatalog	(katalog) (arkiv)förteckning	arkistoluettelo
certification The act of attesting the official character of a DOCUMENT or of a COPY thereof	verifikation	staðfesting / vottun	attest verifikasjon stadfesting	attest	oikeaksi todistaminen
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 (production) 2) The DOCUMENT used to record this action. In the UK, production ticket (circulation record) (production ticket)	1) udlånsnotering 2) bestillingsseddel	1) útlansskráning 2) útlánsseðill	1) rekvisisjon 2) utlånskort rekvisisjonssteddel rekvisisjons blankett	1) rekvisition 2) rekvisitionsblankett	1) tutkijasaliin toimittaminen 2) tilauslomake

chart 1) A DOCUMENT showing tabulated or methodically arranged INFORMATION 2) A cartographic DOCUMENT, usually referring to water, air, or astronomical objects	1) tabel 2) søkort	1)tafla 2) kort	1) tabell 2) draft sjökart	1) tabell diagram 2) sjökort	1) taulukko 2) merikortti
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	privilegium	verndarbréf erindisbréf sáttmáli sérleyfi	privilegiebrev	privilegiebrev	privilegiokirje erioikeuskirje perustamisasiakirja
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/scheme	1)heuristisk enhed 2) saggruppe	1) skjalaflokkur 2) efnisflokkur (málflokkur)	1) serie 2) klasse	1) serie 2) huvud- och underavdelning	1) sarja 2) luokitus

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	1) klassifikation princip 2) klassifikation	1) flokkunarkerfi 2) flokkun	1) ordningssystem 2) ordning	1) klassificeringssystem 2) klassificering	1) luokitusjärjestelmä 2) luokittelu
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	1) afsluttet sag 2) ikke umiddelbart tilgængelig sag	1) máli lokið (lokið mál) 2) mál sem er lokað eða aðgangur takmarkaður	1) avsluttet sak 2) klausulert sak	1) avslutad akt 2) sekretessbelagd akt	1) päätetty akti 2) käyttörajoituksen alainen asiakirja tai akti
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	afsluttet arkiv	lokað skjalasafn - skjalasafn sem vex ekki frekar því skalamyndarinn er ekki lengur til í sömu mynd eða verið lagður af	avsluttet arkiv	avslutat arkiv	päättetty arkisto

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 (artificial collection) (manuscript collection)	1. samling 2) bestand	1) safn 2) heildarsafn	1) samling 2) bestand	1) samling 2) bestånd	1) kokoelma 2) kokoelmat
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 (CD-ROM)	Compact Disc (CD)	geisladiskur	CD	CD skiva	CD
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	compaktreoler kompaktmagasin	þéttiskápar	kompaktreoler	kompaktsystem tätpackningssystem	taajahyllitys

computer output microfilm (COM) Computer output produced directly on to MICROFILM, without paper printout as an intermediary	COM	COM	COM	COM	mikrotulostus (COM)
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 (conversion list)	konkordansliste	tilvísanaskrá	konkordansliste	konkordanslista	konkordanssiluettelo
conservation The component of PRESERVATION which deals with the physical or chemical treatment of DOCUMENTS	konservering	forvarsla	konservering	konservering	konservo inti
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 (box list)	pakkefortegnelse	geymsluskrá aðfangalisti kassalisti	avleveringsliste arkivliste arkivfortegnelse kasseliste hylleliste	volymförteckning	säilytysyksikön mukainen luettelo

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	kontrolleret vokabularium	stöðluð efnisorð	emneordsliste	kontrollerad vokabulär	valvottu sanasto
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	arkivansvarlig myndighed	stofnun ábyrg fyrir skjalasafni	(arkivansvarlig myndighet) (organ)	ansvarig myndighet	arkistosta vastaava viranomainen tai muu taho
copy A duplication of an ORIGINAL DOCUMENT prepared simultaneously or separately, usually identified by function or by method of creation See also: record copy	kopi	afrit / eftirrit	kopi	kopia	kopio

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 (active records)	arkivalier i administrativt brug	virk skjöl skjöl í notkun við stjórnsýslu	aktivt arkiv (1)	arkivhandlingar i aktivt bruk	aktiivikäytössä olevat asiakirjat
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 (chain of custody)	opbevaringshistorik	varðveislusaga	arkivhistorie	förvaringshistorik	omistushistoria
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 (legal custody) (physical custody)	opbevaring	varðveisla	forvaring varetekta	förvaring förvaringsansvar	säilytysvastuu

data					
1) INFORMATION represented in a formalized manner, suitable for transmission, interpretation, or processing manually or automatically	1) data	1) gögn	1) data	1) data	1) data
2) Loosely used for INFORMATION, especially in large quantities	2) data	2) gögn	2) data	2) data	2) tieto
data archives					
An organization, or administrative unit thereof, responsible for the acquisition, preservation and communication of data in electronic form, regardless of PROVENANCE	dataarkiv	gagnasafn	(dataarkiv)	dataarkiv	tietoarkisto
See also: electronic records					
data base					
DATA organized and stored so that it can be manipulated or extracted to meet various applications but managed independently of them	database	gagnagrunnur	database	databas	tietokanta
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	data dictionary	gagnaskýringas afn		data dictionary datakatalog	tietohakemisto

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	felt	gagnastak	felt	dataelement	tietoalkio
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 (ADP) (automatic data processing) (information processing)	databehandling	gagnavinnsla	databehandling	databehandling	tietojenkäsittely
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 (permanent withdrawal)	tilbagelevering	skjalaskil endurskil endurafhending - afhentum gögnum skilað aftur til stofnunar	avgang tilbakeføring overføring	återleverans återlämnande	asiakirjojen palauttaminen

deacidification Removal of acid from or reduction of acid in a material such as paper by treating with mild alkali	afsyring	afsýring	avsyring	avsyrnning	happam uuden poisto
declassification The removal of all SECURITY CLASSIFICATION restrictions on information or RECORDS See also: downgrade	afklasseficerung	aðgeng i leyndarskjal a heimiluð - adgang heimilað að skjölum sem eru lokað vegna öryggismála	avgradering	frisläppande	salassapidon päättyminen
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	tinglyst dokument	þinglýst skjal	tinglyst dokument	(överlätelsethanling) kontrakt	sopimus
dehumidification Removal of moisture from the air by mechanical and/or chemical means	affugtning	rakaeyðing	avfuktning	avfuktning	kosteuden alentaminen
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	1) deponering 2) depositum	1) fela til varðveislu 2) til varðveislu	1) deponering 2) depositum	1) deponering 2) deposition	1) tallettaminen 2) talletus

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	arkivbeskrivelse	lýsing á skjalasafni (formáli)	1) arkivbeskrivelse	1) beskrivning	1) kuvailu
2) The products of the above process (archival description)			2) arkivbeskrivelse	2) beskrivning	2) kuvailu
destruction					
The DISPOSAL of DOCUMENTS of no further value by methods as incineration, maceration, pulping or shredding	destruktion makulering	eyðing grisjun	makulering	destruktion förstöring	hävittäminen
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	diazofilm	díasófilma	diazofilm	diazofilm	diazofilmi
See also: silver halide film, vesicular film					

diploma					
1) A CHARTER issued by a sovereign 2) A formal DOCUMENT conferring some honour, degree, privilege, or license	1) diplom 2) diplom	1) opinbert skjal 2) viðurkenningarskjal prófskírteini	1) diplom 2) diplom	1) diplom 2) diplom	1) todistusasiakirja 2) diplomi
diplomatics	diplomatik	fornbréfafræði	diplomatikk	diplomatik	diplomatiikka
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					
disaster plan	beredskabsplan	neyðaráætlun	beredskapsplan	(katastrof)beredskapsplan	suojeluunnitelma
The policies and procedures intended to prevent or minimize damage to RECORDS/ARCHIVES resulting from disasters See also: vital records management					
dispersal		öryggisafritun og varðveisla fjarri aðalsafni		riskspridning	varmu usvarastointi
A process for safeguarding RECORDS in which copies are transferred to locations other than those where the originals are housed See also: remote storage					

disposal The actions taken with regard to NONCURRENT RECORDS following their APPRAISAL and the expiration if 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 (disposition) (records disposal)	kassation og aflevering	afhending eða grisjun skjala að loknu mati	kassasjon avlevering makulering	avhändande	seulonta (siinto ja/tai hävittäminen)
disposal date The date on which the specified DISPOSAL actions should be initiated as specified in a RECORDS SCHEDULE (disposition date)	kassationstidspunkt afleveringstidspunkt	afhendingar eða grisjunartími (samkvæmt skjalavistunaráætlun)	(felles betegnelse for avleveringstidspunkt og kassasjons tidspunkt)	leverans- och/eller gallringstidpunkt	hävittäm is- ja/tai siirtoajankoh ta
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 (substitution microfilming)	kassationsfilmning	ljósmyndun skjala sem verður eytt	erstatnings- mikrofilming	ersättningsfilmning	korvaava mikrokuvaus

document					
1) Recorded information regardless of MEDIUM or characteristics	1) dokument	1) skjal	1) dokument	1) handling	1) dokumentti
2) A single ITEM		2) skjal	2) dokument	2) handling	2) asiakirja
document management system					
An organized means of creating, indexing, searching, and accessing DOCUMENTS or INFORMATION	dokumentinhåndterings-system	mála- og skjalavörlukerfi	dokumentinhåndteringsystem dokumentstyrings-system	dokumentinhanterings-system	asiankäsitellyjärjestelmä
documentation					
1) In archival usage, the creation or acquisition of DOCUMENTS to provide evidence of the creator, an event, or an activity	1) dokumentation	1) skjalfesting (skjalahald)	1) dokumentasjon	1) dokumentasjon	1) dokumentaatio
2) In MACHINE-READABLE RECORDS/ARCHIVES, 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	2) dokumentation	2) lýsigögn (verkskjöl)	2) dokumentasjon	2) dokumentasjon	2) dokumentaatio
downgrade					
To reduce the level of SECURITY CLASSIFICATION of specified INFORMATION/RECORDS	nedklassificering	aukið aðgengi	nedgradere	reducering av sekretess	salaisuusasteen laskeminen
See also: declassification					

draft					
1) A rough or preliminary form of a DOCUMENT, sometimes retained as evidence	1) udkast kladde	1) uppcast drög	1) utkast konsept	1) koncept utkast	1) luonnos
2) A written order directing the payment of money	2) anvisning	2) greiðsluhheimild / víxill	2) anvisning	2) utbetalningsorder	2) maksumääräys
durability					
The degree to which a MEDIUM such as paper retains its original strength or properties, especially under conditions of heavy, sustained use	holdbarhed	ending varanleiki	bestandighet holdbarhet	beständighet	kestävyys
electronic mail					
An electronic technology that handles the sending and receiving of messages	e-mail elektronisk post	tölvupóstur	elektronisk post e-post	elektronisk post e-post	sähköposti
electronic records					
RECORDS on electronic storage media	elektroniske arkivalier (e-arkivalier)	rafræn skjöl	elektronisk arkiv elektronisk arkivmateriale	elektroniska arkivhandlingar	sähköiset asiakirjat
See also: machine-readable records/archives					
electrostatic copy					
A COPY, created on PAPER or FILM support, using electrical photocconductivity	elektrostatisk kopi	ljósrit	elektrostatisk kopi	elektrostatkopia	sähköstaattinen kopio

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	laminering	hjúpun	laminering	laminering	laminointi
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	1) registrering 2) en registrering 3) søgeord	1) skráning 2) (inn)færsla 3) færsla	1) registrering 2) innförsel 3) post	1) registrering 2) notering 3) sökbegrepp	1) kirjaaminen 2) kirjaus 3) hakulelementti
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	klimaregulering	umhverfis stýring (stýring skjalaumhverfis)	miljökontroll	miljökontroll	säilytysolosuheteiden hallinta

ephemera Informal DOCUMENTS of transitory value, sometimes preserved as samples or specimens. Advertisements, calling cards, notices, and tickets are examples of EPHEMERA	materiale der ikke skal journaliseras	gögn sem ekki skal skrá í bréfadagbók / málaskrá	arkivuverdig materiale	handlingar av tillfällig betydelse	lyhytaikaista arvoa omaavat asiakirjat
essential record See: vital record (?)					
estray A DOCUMENT not in the possession of its legal custodian	arkivalier på afveje	flækkingsskjöl	arkiv på avveier	handling som fjärmats från korrekt förvaring	oikean omistajan hallusta pois joutunut asiakirja
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	processuel værdi	sönnunargildi	bevisverdi dokumentasjonsverdi	bevisvärde processuellt värde	todistusarvo
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 (estreat)	1) uddrag, ekstrakt 2) (staðfest afrit)	1) útdráttur 2) (staðfest afrit)	1) utdrag, ekstrakt 2)	1) utdrag 2) utdrag	1) ote 2) ote

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"	1) faksimile 2) telefax	1) eftirgerð 2) símbréf fax	1) faksimile 2) telefaks	1) faksimil 2) (tele)fax	1) faksimile 2) telekopio
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 (patrimonial archives)	familie- og godsarkiver	ættarsafn (fjölskyldussafn)	familiearkiv sleksarkiv godsarkiv	familje- och godsarkiv	suku- ja kartanoarkistot

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	1) sag	1) mál	1) sak, mappe	1) akt	1) akti
2) A series of FILES(1)	2) sager henlagt i samme orden, komponent	2) málasafn (málaflokkur)	2) serie	2) dossier	2) dossier
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 (data set) (file set) (file unit)	3) fil	3) skrá	3) fil	3) fil	3) tiedosto
filming					
The placing of individual documents within a FILE(1)	sagsdannelse	leggja bréf á mál skjalavistun	arkivleggning	aktläggning arkivläggning	aktinmuodostus
filming plan					
A classification plan for the physical arrangement, storage, and retrieval of FILES(1). A filming plan is usually identified by the type of symbols used, e.g. alphabetical, numerical, alpha-numerical, decimal	journalplan, arkivplan	bréfalykill	arkivnökkeli	diarie-/dossierplan	diaarikaava

filming system	journalsystem, arkivsystem	bréfadagbókark erfi skjalavörlukerfi (skjalav istunark erfi)	arkivsystem	diarie-/dossiersystem	arkistointi- ja rekisteröintijärjestelmä
film	film	filma	film	film	filmi
A flexible sheet or strip of transparent material upon which IMAGES can be recorded See also: diazo film, silver halide film, vesicular film					
film records/archives	filmarkiv	kvíkmyndasa fn	filmarkiv	filmarkiv	elokuva-arkisto
RECORDS/ARCHIVES in the form of MOTION PICTURES See also: audio-visual records/archives					

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) (research tool)	søgemiddel	leitartæki leiðarvísir skrár	sökeredskap framfinningsmiddel	sökmedel	hakuvaline
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	fiskal værdi (økonomisk bevisværdi)	fjárhagslegt gildi		fiskalt värde ekonomiskt bevisvärde	taloudellinen arvo
flat-filing The placing of RECORDS/ARCHIVES whether bound or in containers in a position parallel to the shelf	horisontal arkivering	skjöl lögð lárétt (lárétt skjalavistun) (lárétt röðun)	horisontal oppbevaring	horisontell placering	vaakasäilytys

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	udglatning	sléttun		planering	oikominen
floppy disc A flexible MAGNETIC DISC revolving within a protective cover. A FLOPPY DISC is also called a diskette See also: hard disc	diskette - floppy disc	disklingur	diskett	diskett	levyke
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	sagsfortegnelse	staðsetningarskrá (geymsluskrá)	arkivfortegnelse mappe liste	dossierförteckning	aktiluettelo
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	foliering	tölusetning	foliering	foliering	folionumerointi

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	arkivfond	skjalasafn	arkiv (1) enheltarkiv	arkiv (1)	arkisto (1)
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 (document type), (form of material), (physical form)	1) formular 2) formler	1)eyðublað 2) skjalaform	1) blankett 2) form	1) formulär 2) form	1) lomake 2) muoto

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	1) format 2) at formateret, formatering 3) standard ordningsplan	1) form 2) snið 3) staðlað form	1) format 2) formatering 3) standardiset ordningsplan	1) format 2) formatering 3) redovisningsplan	1) muoto 2) muotoilla pohjustaa 3) kuvailuelementtien standardisoitu järjestys
foxing The discoloration of PAPER by brownish stains, often in the form of specks or small spots	misfarvning	flekkott	misfärgning	missfärgning	värimuutos
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	frysetørring	frostburkun	frysetörking	frysstorkning	pakastuskuivaus
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 (contingent records)		grisjun frestað	utsatt kassasjon	handlingar vilkas gallring tillfälligt stoppats	

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	desinfektion	sótthreinsun	desinfeksjon	desinfektion	desinfektio
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 (common records schedule) (general schedule)	standardplan for sekretariatssager	sameiginleg- /heildarskjalavistunaráætlun (almenn-)	overordnet bevaringsplan	generell arkivbildningsplan	yhteinen arkistonmuodostus-suunnitelma
generation The degree of remoteness of a COPY, usually photographic, from the original	generation (skopi)	kynslóð (afleiðslustig ?)	generasjon	generation	sukupolvi
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	genre	stíll (stílategund)	genre	genre	genre

gift An addition to HOLDINGS acquired without monetary consideration and becoming the sole property of the recipient, frequently effected by a deed of gift (donation)	gave, donation	gjöf, ánöfnun	gave	gåva	lahjoitus
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 See also: summary guide (general guide) (thematic guide) (subject guide) (structural guide)	1) guide 2) (tematisk guide)	1) leiðarvísir geymsluskrá yfirlitsskrá 2) efnisflokkuð/aður geymslu skrá/leiðarvísir	1) hovedkatalog 2) spesialkatalog	1) arkivguide 2) tematisk guide	1) yleisluetello 2) temaaattinen opas

hard copy A COPY, usually on paper, capable of being read without the assistance of a technical device	papirkopi	pappírsafrit	papirkopi	papperskopia	kirjoite
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	harddisk	harður diskur	harddisk	hårdisk	kasettilevy
header Eye-legible INFORMATION on the top of a MICROFICHE or MICROFORM JACKET	titelfelt	haus, titlreitur fyrirsagnarreitur	tittelfelt	titelfält	otsikkokenttä
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	1) overskrift, titel 2) indeksterm	1) fyrirsögn, titill 2) leitarorð atriðisorð	1) overskrift titel 2) indekseringsord	1) överskrift rubrik 2) rubrik huvud identifieringsterm	1) otsikko 2) otsikko

holdings The totality of DOCUMENTS in the CUSTODY of a RECORDS CENTRE, ARCHIVES(3), or MANUSCRIPT REPOSITORY (archival holdings)	arkivbestand	skjalamagn	bestand arkivbestand	bestånd	(arkiston/yhteisön hallussa olevat asiakirja-aineistot tai arkistot kokonaisuudessaan, kokoelman)
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	fysisk arkivpleje	(varðveisla) (skjalavarsla) skjalaumhirða skjalahirðing	arkivpleie	beståndsvård	(arkistoaineistojen säilyvyyd estä huolehtiminen)
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	systematisk opstilling	skipulögð hilluröðun -gera ráð fyrir viðbótum við uppröðun safns		hylluppsättning med lämnande av utrymme för accessioner	
humidification The process of humidifying	befugtning	rakaaukning	befuktning	fukt tillförsel	kosteutus
hypertext	hypertekst	hypertexti	hypertekst	hypertext	hyperteksti

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	billedarkiv	myndasafn	bildearkiv fotoarkiv	bild-/fotoarkiv	kuva-arkisto
image Visual representation of the subject matter reproduced	billede	mynd	bilde	bild	kuva
imprescriptability The concept that because PUBLIC RECORDS/ARCHIVES are inalienable public property, they remain permanently subject to REPLEVIN See also: inalienability	uafhændelighed (se også replevin - vindikation)	óafhendanleg óafeturkræf úr eign ríkisins eða hins opinbera		oavhändlighet	riistämättömyys
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 (inviolability)	uafhændelighed	óafhendanleg óafeturkræf úr fórum ríkisins eða hins opinbera		oavhändlighet	luovuttamattomuus

inclusive dates The beginning and ending dates of the materials being described. In the United Kingdom, INCLUSIVE DATES are also known as covering dates (covering dates) (dates of accumulation) (date span) (date range) (span dates)	yderår	tímabil	ytterår tidsrom	tidsomfattning	rajavuodet
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	indeks	yfirlit - efnisyfirlit - atriðisorðaskrá	indeks	index	hakemisto
information Recorded DATA	information	upplýsingar	informasjon	information	informaatio
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	informationshåndtering	upplýsingastjórn meðhöndlun upplýsinga	informasjons- behandling	informationshantering	tiedonhallinta

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 (reference/research value)	informativ værdi	upplýsingagildi	informasjons-verdi	informationsvärde	informaatioarvo
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	tilsynsret	eftirlitsréttur	inspeksjonsrett tilsynsmyndighet	inspekträtt	tarkastusoikeus
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	bevismateriale	sönnunargagn	bevismateriale	bevismaterial	todistusasiakirja
intellectual control The acquisition and creation of DOCUMENTATION required to access the informational content of RECORDS/ARCHIVES See also: physical control		lysing skjalasafns - gera safn aðgengilegt með þeim hjálpartækjum sem safn ræður yfir	logisk kontroll	logisk kontroll	looginen hallinta

intermediate master A subsequent GENERATION of a MASTER used for reproduction of further COPIES	2.generationskopi		andregenerasjonskopi	master	välkopio
intermediate storage The storage of semi-current records in a RECORDS CENTRE pending their ultimate DISPOSAL	mellemarkiv	millisafn	mellem arkiv	mellanarkiv	väliarkisto
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 (artifactual value)	museal værdi	eigin gildi	egen verdi, iboende verdi	handlings egenvärde	sisäsyntinen arvo, ainutlaatuisuus

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	1) registratur	1) geymsluskrá	1) hovedkatalog	1) arkivredovisning	
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 (descriptive inventory) (repertory) (records inventory) (preliminary inventory)	2) arkivfortegnelse	2) skjalaskrá	2) arkivfortegnelse	2) arkivförteckning	2) inventointiluettelo

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	komponentelement	eining	arkivdokument	arkivhandling	asiakirja
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	1) journal 2) regnskabsjournal	1) bréfadagbók dagbók einstaklings (gjörðabók) 2) dagbók (í tvöföldu bókhaldi)	1) journal brevjournal postjournal 2) regnskapsjournal (kassadagbok) (hovedbok)	1) diarium 2) huvudbok reskontra	1) diaari 2) yhdistelykirja
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	stikord	efnisorð	stikkord	nyckelord	hakusana

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	1) etiket	1) merkimiði merki	1) etikett	1) etikett	1) nimiö
2) A code used to identify or locate an ITEM, an area of memory, a RECORD or a FILE	2) identifikator	2) vistmerki	2) referense	2) referenskod	2) tunnus
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	laminering	líming limstyrking	laminering	laminering	laminointi
See also: silking					

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	retlig værdi	réttargildi lagagildi	rettslig verdi	rättsvärde	oikeudellinen arvo
letterbook A volume in which draft or fair copy out-letters have been written, usually in chronological order	kopibog	bréfabók	kopibok	kopiebok	kirjekonseptit, kopiokirja
letter(s) close A letter, to a specified addressee and closed with a seal to keep its contents private	missiver, lukkede brev	lokað bréf insiglað bréf	missiver	förseglat brev	sinetöity kirje
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	åbent brev	opið bréf, t.d. tilskipun, skjal lesið á þingi	åpent brev	öppet brev	avoin kirje
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	pressekopibog	bréfabók (afritabók)	presskopibok	kopiebok	kopiokirja
level of description The LEVEL OF ARRANGEMENT that is described in a UNIT OF DESCRIPTION in a FINDING AID	beskrivelsesniveau	greingarstig (skráningarstig)	beskrivelsenivå	redovisningsnivå	kuvalutaso

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); SUB GROUP(S); CLASS or SERIES; SUBSERIES; FILE; and ITEM	ordnings- og beskrivelsesniveau	röðunar- og frágangsstig	ordnings- og beskrivelsenivå	redovisning i flera nivåer	järjestämis- ja kuvalutasot
life cycle (of a record)					
The life span of a RECORD from its creation or receipt to its final DISPOSAL	arkivers livscyklus	ferli skjals lífshringur skjals	livssyklus	livscykel	elinkaari
loan					
The temporary physical transfer of ARCHIVES(1) to an outside location for reference or consultation, reproduction, or exhibition purposes	udlån	útlán	utlån	lån	laina
location index/register					
A FINDING AID used to control and locate HOLDINGS	pladsfortegnelse	geymsluskrá safnskrá hilluskrá	hylleliste	planerings lista	paikkaluetelo aineistojen sijaintiluettelo
logical record					
In DATA PROCESSING, a RECORD defined on the basis of its content, rather than its physical location or space requirements	post	röklæg færsla	dokument	logisk handling	tietue
See also: physical record					

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 (automated records)	maskinlæsbare arkivalier	véltæk gögn rafræn skjöl/skjalasöfn	maskinlesbare dokumenter	maskin läsbara arkiv	konekielin en asiakirja
macrofiche A single frame MICROFICHE in which the IMAGE covers the whole area except the HEADER	makrofiche	makrótisja	makrofiche	makrofiche	makro kortti
magnetic disc A flat, circular MEDIUM, the surfaces of which are covered with a magnetized layer permitting the recording and storage of electronic media	magnetisk disk	seguldiskur	magnétplate	magnetisk disk	magneettinen levy
magnetic tape A tape coated with a magnetizable material, capable of storing INFORMATION in the form of electromagnetic signals	magnetbånd	segulband	magnetbånd	magnetband	magneettinauha
manuscript A handwritten or typed DOCUMENT. A typed DOCUMENT is more precisely called a TYPESCRIPT See also: manuscripts	manuskript	handrit	manuskript	manuskript	käsikirjoitus

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 (historical manuscripts)	håndskrifter, håndskriftssamling	handrit, handritasafn	håndskrifter	handskrifter	käzikirjoituskokoelma
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	(land)kort	kort landakort uppdráttur	kart	karta	kartta
marginalia INFORMATION recorded in the margin of a DOCUMENT. MARGINALIA is also referred to as marginal notes	marginalnote	spássíugrein athugase md á spássíu	marginotater	marginalanteckning	reunahuomautukset

master A COPY of a DOCUMENT or, in some processes, the original DOCUMENT, from which COPIES can be made (duplicating master)	forlæg, master	afritunareintak, frumrit	master	master	masterkopi
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)	medium	miðill	medium	medium	tietoväline
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	minnisblað	1) PM promemoria	1) memorandum	1) muistio
metadata DATA describing DATA and data systems; that is, the structure of DATA BASES, their characteristics, location, and usage	metadata	lysigögn	metadata data om data	metadata	metadata

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 (micro-opaque) (microprint)	mikrokort	örkort	mikrokort	mikrokort	mikrokortti
microcopy A copy, usually obtained by optical reduction, in a size too small to be read without magnification	mikrokopi	örmynd	mikrokopi	mikrokopia	mikrokopio
microfiche A flexible transparent sheet of FILM bearing a number of MICROIMAGES arranged in horizontal rows and vertical columns with a HEADER	mikrofiche	fisja	mikrofiche	mikrofiche	mikrokortti filmikortti
microfilm A high-resolution FILM in roll form containing, after exposure and processing, IMAGES reduced in size from the original	mikrofilm	örfilma	mikrofilm	mikrofilm	mikrofilmi
microfilm jacket A transparent holding, with HEADER, into which strips of MICROFILM may be inserted	kanalmikrokort, jacket	örfilmuvasi	mikrofilmkonvolutt	jacket	taskukortti kanavakortti
microfilm strip A segment of roll MICROFILM that is usually inserted into a MICROFILM JACKET	(mikrofilm strimme l)	örfilmustrimill (örfilmubútur)	mikrofilmstrimmel	mikrostrip	liuska

microfilm target IMAGES on a MICROFORM containing information such as identification, coding, or test charts to facilitate control and use				“target”	
microform Generic term for all media containing MICROIMAGES	mikroform	örgervingur (örmynd amiðill)	mikroform	mikroform	mikrotallenne
micrographics The technology and processes used to record information on MICROFORMS (microphotography)	mikrografi	örgervingatækni	mikrografi	mikrografi	mikokuvaus
microimage An IMAGE too small to be read without magnification	mikrobillede	örmynd	mikrobilde	mikrobild	mikokuva
minutes 1) A RECORD of what was said and done at a meeting or conference 2) The final DRAFT of a DOCUMENT	1) referat 2) koncept	1)fundargerð 2) lokauppkast	1) referat, protokoll 2) konsept, utkast	1) protokoll 2) koncept	1) pöytäkirja 2) konsepti

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 (cinematograph film) (cinefilm) (moving images)	film (levende billeder)	kvikmynd	film	film	elokuva
muniments DOCUMENTS serving as evidence of inheritance, title to property, etc	adkomstbreve	afsalsbréf eignarskjöl	afkomstbrev hjemmelsbrev	åtkomsthändlingar	saantoasiakirjat
negative A photographic IMAGE with reversed POLARITY or, if coloured, complementary tonal values to those of the original	negativ	negatífa	negativ	negativ	negatiivi
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 (cellulose nitrate film)	nitratfilm	nítrat filma	nitratfilm	nitratfilm	nitraattifilmi

noncurrent records RECORDS no longer needed by their creator to conduct current business See also: current records , semicurrent records (inactive records)	arkivalier ude af administrativt brug	skjöl ekki lengur (í notkun) nauðsynleg í stjórnsýslu - óvirk skjöl	uaktuelle arkivsaker, dödt arkiv, fjernarkiv	inaktuella handlingar	passiiviasiakirjat
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	1) notits 2) underhåndsbrev 3) note, kommuniqué	1) minnispunktur glósur, skýring athugasemd 2) bréf, miði minnismiði 3) orðsending, skilaboð tilkynning	1) notat 2) brev 3) note	1) not anmärkning 2) brev, meddelande 3) not	1) muistiinpano 2) epävirallinen kirje 3) nootti
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	nummerering	tölusetning	nummerering	numrering	numeroointi

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, transferring agency (creating agency/office) (originating agency/office)	arkivskaber	skjalamyndari	arkivskaper arkivskapende organ/virksamhet	arkivbildare	arkistonmuodostaja
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)	1) verserende sag 2) tilgængelig sag	1) opið mál, mál í gangi, máli ekki lok ið 2) opið mál, opinn aðgangur, ótakmarkaður aðgangur	1) sak under behandling 2) offentlig sak	1) oavslutad akt 2) tillgänglig akt/dossier	1) akti, johon tulee lisäyksiä (avoin akti) 2) julkinen akti
optical character recognition (OCR) The detection, identification, and acceptance by a machine of printed characters using light-sensitive devices	OCR	OCR (ljóskennslustafa)	OCR optisk lesning	OCR optisk teckenigenkänning	optinen luku
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, videodisc (laser disc)	optisk disk	geisladiskur	optisk disk	optisk skiva	optinen levy

ordinance A governmental, especially municipal, statute or regulation	forordning	tilskipun reglugerð	forordning	förordning författning	asetus
original document The initially created DOCUMENT as distinguished from any copy thereof (original record)	original	frumrit	original	original	alkuperäinen asiakirja
outreach program Organized activities of ARCHIVES(2) intended to acquaint potential users with their HOLDINGS and their research and reference value (public programming)	formidlingsprogram	kynningaráætlun	informasjonsprogram formidlingsprogram	förmedlings- och utbildningsprogram	koulutus- ja tiedotusohjelma
pagination 1) The act of numbering pages in a DOCUMENT 2) The results of this action See also: foliation	1) paginering, sidenummerering 2) pagina, sidetal	1) tölusetja blaðsiður 2) (blað)síðatal	1) paginering 2) pagina	1) paginering 2) paginering	1) sivujen numeroointi 2) sivumerointi
palimpsest Writing material, usually parchment, that has been written on more than once	palimpsest	uppskafningur	palimpsest	palimpsest	palimpsesti
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	pappír	papir	papper	paperi

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	1) personlige papirer personlige samling 2) håndskrifter	1) einkaskjöl skjöl einstaklings/ fjölskyldu 2) handrit	1) personarkiv familiearkiv 2) håndskrifter	1) person- och familjearkiv 2) handskrifter	1) yksityisarkisto, perhearkisto 2) käsikirjoituksia
papyrus A tall water plant (<i>Cyperus papyrus</i>) 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	papyrus	pappírsjurt	papyrus	papyrus	papyrus
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	pergament	skinn / pergament	pergament	pergament	pergamenti
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	permanent papir	skjalapappír, sýrulaus pappír	arkivbeständig papir arkivholdbart papir	arkivbeständigt papper	arkistokelponen paperi

personal papers The private DOCUMENTS accumulated by or belonging to an individual and subject to his/her DISPOSITION See also: papers (private papers)	familiearkiv , privatarkiv	skjöl einstaklings/ fjölskyldu	privatarkiv personarkiv familiearkiv	personarkiv	yksityisarkisto
pertinence, principle of See: principle of pertinence					
photocopy Generic term for HARD COPY produced by photo-chemical means	fotokopi	ljósrit	fotokopi	fotokopia	valokopio
photograph An IMAGE produced on photo-sensitive material by the chemical action of light or other radiant energy. PHOTOGRAPHS are also called still pictures (still picture)	fotografi	ljósmynd	fotografi	fotografi	valokuva
photographic records/archives RECORDS/ARCHIVES in the form of PHOTOGRAPHS, including NEGATIVES and prints See also: audio-visual records/archives	fotosamling, billedearkiv	ljósmyndasafn	fotosamling, bildearkiv	fotosamling	kuva-arkisto

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	magasinstyring		fysisk kontroll	fysisk kontroll	fyysinen hallinta
physical record In DATA PROCESSING, a RECORD defined in terms of its form or the physical space it requires See also: logical record		röklæg færsla	fysisk dokument	fysisk handling	jakso
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)	1) blad 2) Unit of production (UK)	1) skjal, blað 2) stykki (stk) (sbr. súkkulaðistykki)	1) arkivdokument 2)	1) arkivhandling (eg ark, blad i fysisk form) 2) rekvisition (del av)	1) asiakirja 2)
plan A DOCUMENT in graphic or photogrammetric form, depicting the arrangement in horizontal sections of a structure, piece of ground etc	kort, tegning	teikning, kort, uppdráttur	kart, tegning	plan, ritning	pohjapiirustus, asemakaava

plan cabinet/case	kortskab	teikningaskápur, kortakskápur	kartskap	kartskåp	karttalaatikosto
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 (map case)					
planetary camera	plankamera	standmyndavél	plankamera	planetär kamera	tasokuvauskamera
A microfilm camera with a suspended film unit so constructed that the original document and FILM are stationary during exposure					
Polyester film	POLYESTER FILM	polyesterfilm	pólíesterfilma	Polyesterfilm	Polyesterfilmi
A SAFETY FILM support made from polyester					
positive	positiv	pósíta, skyggna	positiv	positiv	positiivi
A photographic IMAGE containing the same tonal values as those of the original					
poster	plakat	plakat, vegspjald	plakat	affisch	juliste
A DOCUMENT usually printed on one side of a single sheet of paper and often illustrated, posted to advertise or publicize something					

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	fysisk bevaring	varðveisla	bevaring oppbevaring	bevarande	säilyttäminen
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	sikkerhedsfilming	öryggis(ljós)myndun	sikkerhetsfilming	säkerhetsfilmning	varmuuskuvaus
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	administrativ værdi	(frumgildi) stjórnsýslugildi	administrativ verdi, primærverdi	primärvärde ursprungligt värde	ensisijainen arvo primaariarvo

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	pertinensprincip	efniröðun skjala óháð uppruna	pertinensprinsippet	pertinensprincip	pertinenssiperiaate asiaperiaate
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) (respect des fonds)	proveniensprincip	uppruna regla	proveniensprinsippet	proveniensprincip	provenienssiperiaate alkuperäperiaate
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	1) billede 2) aftryk	1) (ljós)mynd 2) eftirprintun	1) utskrift bilde 2) avtrykk	1) utskrift bild 2) tryck	1) kuva 2) painotuote
printed archives The published (including printed and near-print) DOCUMENTS of an organization which have ARCHIVAL VALUE	publikationer	prentuð/útgefin skjöl	trykk arkivdokumenter bevaringsverdige publikasjoner	tryckta arkivhandlingar	painetut asiakirjat

private records/archives RECORDS/ARCHIVES of nongovernmental PROVENANCE See also: public records	privatarkiver	einkaskjöл/ einkaskjalasafn	privatarkiv	enskilda arkiv	yksityisarkisto
proceedings A RECORD of business transacted at a meeting or conference. PROCEEDINGS are also called transactions (transactions)	forhandlingsprotokol	fundargerð fundargerðabók	protokoll forhandlingsprotokoll referat	protokoll	pöytäkirja
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	1) protokol 2) protokol	1) gerðabók 2) bókun (í samningum/ alþjóðaviðskiptum)	1) protokoll 2) protokoll	1) protokoll 2) protokoll	1) 2)
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)	proveniens	uppruni, uppruna aðili	proveniens	proveniens	alkuperä provenienssi
provenance (principle of) See: principle of provenance					

public records					
1) RECORDS/ARCHIVES legally defined as public; also used to designate RECORDS/ARCHIVES open to public inspection	1) offentligt tilgængelige arkivalier	1) opinber skjöl	1) offentlig tilgjengelige arkiver offentlige arkiver	1) allmänna handlingar	1) julkinen asiakirja
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	2) offentlige myndigheders arkiver	2) opinber skjalasöfn	2) offentlige arkiver	2) myndighetsarkiv	2) viranomaisen asiakirja
See also: private records/archives					
reader					
An optical device for viewing a projected and enlarged MICROIMAGE	læseapparat	lesvél	leseapparat	läsapparat	lukulaite
reader-printer					
A machine which combines the functions of a READER and a printer, capable of producing an enlarged MICROIMAGE in HARD COPY	læse-kopiapparat	lesvél með prentara/afritunarþúnaði	reader-printer	reader-printer	lukukopiolaite
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 (retention review)	revurdering af arkivalier	endurmat	kassasjon fornyet bevaringsvurdering	omvärdering	uudelleenarvointi

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) (data record)	1) arkivalie 2) elektroniske arkivalier, post i tabel, fil	1) skjal 2) færsla	1) arkivdokument 2) post	1) handling 2) post, fil	1) asiakirja 2) tietue
record copy	arkivkopi	varðveisluafrit	arkivkopi	koncept kopia av utgående handling	arkistokappale lähetetyn asia kirjan toiste
record group	heuristisk enhed	skjalasafn skjalaflokkur	arkiv (1)	arkiv (1)	arkisto (1)
See also: collection, fonds, subgroup					
record office	arkiv	skjalasafn	arkiv (3)	arkiv (3)	arkisto (3)
In the United Kingdom, an archives service or repository					

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		skjalategund	dokumenttype	handlingstyp	asiakirjatyppi
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 (agency records centre)	mellemarkiv	fjarsafn millisafn	mellomarkiv	mellanarkiv	väliarkisto
records management A field of management responsible for the efficient and systematic control of the creation, maintenance, use, and DISPOSITION of RECORDS (paperwork management) (records administration)	journal- og arkivforvaltning	skjalavarsla / skjalastjórn	arkivdanning	dokumenthantering	asiakirjahallinto
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 (records officer) (records administrator)	jurnalfører arkivar	skjalavörður í stofnun skjalastjóri	arkivleder arkivar	arkivarie	

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 (destruction schedule) (disposal schedule) (disposition schedule) (transfer schedule) (schedule) (retention schedule) (retention plan/schedule) (records retention schedule) (records retention plan) (records disposal schedule) (records control schedule)	bevarings- og kassationsplan	skjalavistunaráætlun	bevarings- og kassasjonsplan	arkivbildningsplan	säilytysaikasuunnitelma arkistonmuodostus-suunnitelma
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 (preliminary survey)	arkivinventering	skjalaúttekt afhendingar-/ geymsluskoðun til undirbúnings skráningu og skjalavistunar	arkivplan	inventering	inventointi

reel A MICROFILM, MOTION PICTURE, FILM, or magnetic tape roll carrier consisting of a circular core and two circular flanges	spole	spóla	spole	spole	kela
reference copy A copy of a RECORD used primarily for consultation purposes	orienteringskopi	fordæmisafrit	brukskopi	referenskopia	käyttökopio
reference number The unique number assigned to SERIES, FILE(S), ITEMS and/or PIECES to facilitate storage and retrieval	identifikator	skráningarnúmer, afhendingarnúmer	referanse	referensnummer	numero
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	publikumsbetjening	notendabjónusta	publikumstjeneste	forskarservice	tutkijapalvelu
register A DOCUMENT, usually a volume, inwhich 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	register	skrá bréfadagbók, má laskrá	register	register	rekisteri

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 (central registry)	jurnalen, jornalförende enheder	skrifstofa skjalavarðar skjalavörsludeild (skjalasafn í stofnun)	arkivtjenste jornalförende enhet	registratorskontor	kirjaamo
remote storage Off-site storage of RECORDS/ARCHIVES See also: dispersal	fjernarkiv	fjarsafn	fjernarkiv	fjärrarkiv	etäsäilytys
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 (captured archives) (fugitive archives) (migrated archives)	overförte arkiver	hernum in skjalasöfn stolin skjalasöfn ränd skjalasöfn ráNSSÖFN	overförte arkiver	överförda arkiv	siirretyt arkistot
replevin A legal action for the recovery of RECORDS/ARCHIVES by an agency, organization or individual claiming ownership of them	vindikasjon	eignarnám	vindikasjon	(återförande) vindikasjon	palauttaminen

report					
A DOCUMENT containing a presentation of facts or the record of some proceeding, investigation, or event	rapport, redegørelse	skýrsla	rapport	rapport	kertomus raportti
regraphics/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	reprografi	eftirmyndataka	reprografi	reprografi	jäljentäminen
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 (registry principle) (original order)	princip om respekt för den indre orden	að virða upprunareglu	proveniensprinsippet indre proveniens indre opprinnelig orden	principen om respekt för den ursprungliga ordningen	alkuperäisen järjestyksen säilyttämisen periaate
restoration					
The process of improving the condition of every kind of archival material as far as practical	restaurering	viðgerð	restaurering	restaurering	restauointi korjaus

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 (access restrictions) (closed access) (donor restriction)	begrænset adgang (adgangsbegrænsning)	takmarkaður aðgangur (aðgangstakmörkun)	begrenset adgang adgangsbegrensning	begränsad tillgänglighet	käyttörajoitus
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	afleveringsfrist	afhendingarfrestur (grisjunarfrestur) - varðveislatím i hjá skjalamyndara	avleveringsfrist eller kassasjonsfrist	leveransfrist	säilytysaika (arkistonmuodostajalla)
reversibility (principle of) The principle that no procedure or treatment should be undertaken on archival materials that cannot be undone if necessary	omgørlighed	enduruptaka (endurheimtaleiki)	reversibilitet	princip om reversibla prosesser reversibilitet	aikaisemman tilan palauttamisen periaate

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	1) rulle	1) rulla / rolla	1) rull	1) rulla	1) rulla
2) A DOCUMENT wound in cylindrical form for convenience of storage	2) rulle	2) rúlla	2) rull	2) rulle	2) rulla
3) A DOCUMENT listing the names of persons drawn up for a special purpose	3) mandalsrulle	3) manntal, nafnalisti	3) rull	3) rulla	3) rulla
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	rotationskamera	snúningsmyndavél	rotasjonskamera	rotationskamera	läpisyöttökamera
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	sikkerhedsfilm	öryggisfilma	sikkerhetsfilm	säkerhetsfilm	varmuusfilmi

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	repræsentativt udvalg sampling	úrtak, dæmigert úrtak lysandi sýnishorn	sampling representativt utvalg	representativt urval sampling	otanta
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	screening gennemgang	kanna, (prófa) könnun á skjalasafni	gjennomgåelse	genomgång undersökning	arkistoaineiston läpikäynti salaisen aineiston löytämiseksi
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	1) signet 2) segl	1) innsigli, signet 2) innsigli	1) signet 2) segl	1) sigill 2) sigill	1) sinetti 2) sinetti

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	genbrugsværdi	notkunargildi (fyrir þriðja aðila)	sekundarverdi, forskningsverdi	sekundärvärde forskningsvärde	sekundaariarvo
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 (classified information/records)	klassificering	aðgangstakmörkun leyndarskjöl (trúnaðarstimplun)	sikkerhetsgradering	hemligstämpling sekretessbeläggning	salaiseksi luokittelu
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	sikkerhedskopi	öryggisafrit	sikkerhetskopi	säkerhetskopia	varmuuskopio

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	sikkerhedsfilmning	öryggis(ljós)myndun	sikkerhetsfilming	säkerhetsfilmning	varmuuskuvaus
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 (semi-active records)	lavfrekvente arkivalier	litið notuð skjöl	bortsettingsarkiv	lägfrekventa arkivhandlingar	passiiviasiakirjat
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 (record series)	komponent	skjalaflokkur	serie	serie	sarja

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	hyldefortegnelse	hillulisti, hilluskrá	hylleliste	hyllförteckning	hylllyuettelo
shelving 1) Collectively, the shelves upon which RECORDS/ARCHIVES are stored. SHELVING is also called racking (racking) 2) The process of placing RECORDS/ARCHIVES on shelves in the course of ARRANGEMENT	1) magasin 2) opstilling, magasinering	1) hillur 2) hilluröðun	1) hyller 2) oppstilling	1) hyllor 2) uppställning	1) hyllyt 2) hyllylle sijoittaminen
sigillography The science dealing with seals	sigillografi	insiglafraði	sigillografi	sigillografi	sigillografia
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	silkelaminering	silkilíming (silkilaminering)	silkelaminering	silkeslaminering	harsotus

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	sølvfilm	silfurfilma	sölvfilm	silverfilm	hopeagelatinifilmi
skippe					
A small box, usually of wood or metal, used to protect a seal attached to a DOCUMENT	etui	innsiglishlíf	eske	ask	sinettirasia
slide					
A single positive frame on transparent material normally held in a mount and intended for projection	diapositiv, dias, lysbilleder	skyggna	dias	dia	diakuva
sound recording					
A disc, tape, filament, or other MEDIUM on which sound has been recorded	lydoptagelse	hljóðupptaka	lydopptak	ljudupptagning	äänitallenne
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	magasinplan	geymsluyfirlit	magasinplan	förvaringsplan	tilankäytös suunnitelma
stacks					
The storage areas in a RECORDS CENTRE or ARCHIVES(2)	magasin	stæða (stæður) geymsla	magasiner	magasin	makasiini

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		stimplun		stämpling	
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	step- and repeat kamera	step- and repeat myndavél	step- and repeat kamera	step-and-repeat-kamera	mikrokorttikamera

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 (sub-fonds) (record subgroup)	inndelinger	undirflokkur, undirskjalaflokkur		underavdelning	osa-arkisto
subseries A body of DOCUMENTS within a SERIES readily identifiable in terms of filing arrangement, type, FORM(2), or content	gruppe av komponentelementer	undirsafn / samstæðir skjalaflokkar	serie	serie	alasarja
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 (disposable records)	kassabilia	grisjunarskjöl skjöl sem áð grisja	kassabilia	gallringsbara handlingar	seulottavat asiakirjat

thermographic copy A COPY relying upon heat for formation of the IMAGE	termografisk tryk	hitabrykkt a frit	termokopi	termografisk kopia	lämpök opio
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	thesaurus	samheitaorðabók	tesaurus	tesaurus	tesaurus
title A word, phrase, character, or group of characters that name a UNIT OF DESCRIPTION	titel, betegnelse	titill, heiti	tittel	titel	nimeke
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	1) aflevering af arkivalier 2) aflevering	1) afhending 2) afhending	1) avlevering 2) avlevering	1) överlämnande 2) leverans	1) siirto 2) siirto
transfer list A list of RECORDS/ARCHIVES affected by a single TRANSFER	afleveringsfortegnelse	afhendingarskrá	avleveringsliste	leveransreversal	luovutusluettelo reversaaliluettelo

ultrafiche A MICROFICHE with a reduction ratio greater than 90X	ultrafiche			ultrafiche	
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 (descriptive unit)	beskrivelsesenhed	skalaeining / skjalastak (skráningareining)	beskrivelsesenhet	redovisad enhet	kuvailuyksikkö
unscheduled records RECORDS for which final DISPOSITION has not been determined See also: records schedule	ikke kassationsbehandlede arkivalier	skjöl utan skjalavistunaráætlunar		handlingar för vilka bevarande- eller gallringsbeslut inte tagits	asiakirjat, joiden lopullista arvo määritystä ei ole tehty
valuation The determination, based upon fair market prices, of the monetary value of DOCUMENTS. Valuation is also known as monetary appraisal (monetary appraisal)		verðlagning verðmat	verdiansettelse (ökonomisk)	ekonomisk värdering	rahallisen arvon määritys
vertical filing The storage of DOCUMENTS in an upright position as distinguished from FLAT-FILING	vertikal arkivering	lóðrétt röðun	vertikal oppbevaring	vertikal uppställning	pystysäilytys

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	vesikularfilm	vesikular filma	vesikularfilm	vesikulärfilm	vesikulaarifilmi lämpöfilmi
vidimus A charter in which the grantor states that an earlier DOCUMENT has been seen and/or inspected, which is now received and confirmed	vidisse	staðfesting	vidisse	vidimus	vidimaatio
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	beredskabsplan	björgunaráætlun	beredskapsplan	beredskapsplanering	suojelusuunnittelu

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 (culling) (purging) (stripping)	udtyndning	grisjun	rening	rensning	poimintaseulonta perkaus
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	tilbagelevering	skilað aftur	tilbakeföring	återleverans återlämnande	asiakirjojen palautus arkistonmuodostajalle, sen seuraajalle tai omistajalle