

Professional sustainability: ICA resources for education

This paper presents the education modules for digital preservation and the multilingual terminology database developed at the University of British Columbia as a collaboration between the InterPARES project and the ICA, with the support of InterPARES and PCOM funds and the advice of the ICA Section on Archival Education.

Development of Training Resources for Topics in Digital Preservation¹

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1. Introduction

Digital technology in 2012 is part of our everyday lives, and we create digital records in the conduct of business, research, education, government, entertainment, and communication. We may think of these digital records as analogous to their paper counterparts, when such exist, and give little thought to the ways in which they differ, and the challenges of maintaining and preserving them over time. Archivists and related information professionals, however, are aware of these challenges, and increasingly, they are confronted by digital records as a matter of course in their professional duties. They need to maintain them so that the records' trustworthiness (authenticity, reliability, and accuracy) can be assessed and demonstrated when required. Long-term preservation of trustworthy resources is a primary concern – generations of digital material have already been lost due to changing technology and inadequate preservation practices, and of that which remains, authenticity, reliability, and accuracy may be difficult or impossible to determine.

InterPARES (International Research into Authentic Records in Electronic Systems)² has developed knowledge essential to the long-term preservation of authentic records created and/or maintained in digital form. Its many research products are available through the InterPARES website, through two books (Duranti and Preston 2008; Duranti 2005a), and innumerable journal articles, conference presentations, and book chapters.³ InterPARES

¹ Many people have contributed to the creation of these modules. In particular, students in the PhD program at the University of British Columbia – Elizabeth Shaffer, Corinne Rogers, Donald Force, and Elaine Goh – have drafted the contents, based on the work of InterPARES 1 and 2, and case studies conducted in InterPARES 3. Acknowledgment should also be made of the many Graduate Research Assistants who conducted the case studies, and therefore supported the development of these modules, the many international researchers involved with InterPARES, and of course the Director of InterPARES, Luciana Duranti. Finally, thanks go to all who reviewed and commented on these modules, with special mention of InterPARES researchers: John McDonald, Information Management Consultant (modules 1, 2, 7, and 8), [Jim Suderman, Director, Information Access from the Toronto's City Clerk Office](#). (module 3), Evelyn McLellan, Systems Archivist, Artefactual Systems Inc., and Paul Hebbard, Records Management Archivist, Simon Fraser University (module 6).

² InterPARES is an international multidisciplinary research initiative involving twenty-one countries, funded by the Social Sciences and Humanities Research Council of Canada (SSHRC) since 1998.

³ Many of these are available through the InterPARES website at www.interpares.org.

research findings recognize that digital preservation encompasses all of the principles, policies, rules, and methods designed to ensure that digital objects remain accessible, intelligible, and usable over time and across technological change, and that their reliability and accuracy is protected and their authenticity is verifiable. A digital records preservation strategy, therefore, sets out objectives and methods for protecting and maintaining digital components of records and related information over time, and for reproducing authentic records and/or archival aggregations. Any solution to digital preservation is situation specific, and must take into account: a) the cultural, administrative, legal, and functional context in which records are created and used, b) the nature and characteristics of the organisations producing the digital material to be preserved, c) the typology of the material produced and its documentary and technological features, d) the limitations imposed by the available financial and human resources, e) the organisational culture of both the producer of the material and the preserver, and g) access to educated professionals or educational programs and resources (Duranti 2005b).

Many (although not all) large institutions have significant resources and partnerships to develop their capacity to preserve digital objects. However, the archives and recordkeeping programs with the greatest need for assistance are often those with limited financial and human resources to direct towards records management and preservation. There is an identified gap in the educational resources for topics in digital preservation available to these organisations (Duranti and Bradley 2010)

2. Overview

Digital Records Pathways: Topics in Digital Preservation (hereafter *Digital Records Pathways* or ‘the modules’) is an educational initiative developed jointly by the International Council on Archives (ICA) and InterPARES.⁴ It contributes to the education and training of archivists and records professionals competent to carry out the preservation of authentic, reliable and usable digital records, based on the research findings of InterPARES. As InterPARES 1 and 2 demonstrated, the most effective records management environments are those guided by overarching statutory or normative requirements to maintain and preserve records, and an underlying framework of policies, procedures and guidelines for supporting and enforcing those requirements. *Digital Records Pathways* acknowledges this by treating topics in preservation as parts of a holistic system encompassing the entire records life-cycle that starts with sound policy, recognizes the role of organisational culture, and provides practical knowledge for specific aspects of digital preservation and digital preservation program development.

Digital Records Pathways consists of eight independent modules, supported by the ICA International Terminology Database (www.web-denizen.com). The modules can be studied as a set, or individually, covering the range of competencies required. Each module consists of theoretical and methodological knowledge and its practical application, illustrated through case studies and model scenarios. Several of the modules also contain templates for organisational use or for curriculum development by

⁴ The resource will be freely available on the ICA website under a Creative Commons License, as well as on the InterPARES web site.

universities and professional associations to adapt and to develop specific training materials for students and professionals on digital recordkeeping and preservation issues. The modules have been developed by InterPARES Team Canada, and are illustrated with examples primarily from the Canadian context. However, the information in each module is transferrable to many different organisations and jurisdictions, and is customizable to specific domains or juridical contexts. Although currently available only in English, the ICA intention is to translate them into the official ICA languages.

The modules can be self-administered by individuals, or offered through professional associations or workplace training. While not everyone who uses them will have the same knowledge base of archival concepts in general and digital records in particular, *Digital Records Pathways* assumes that the user has a solid grounding in the key concepts of records management and archival theory, and builds on that knowledge. To assist the users in determining the applicability of the modules to their situation, links to several self-assessment and organisational readiness tools are given in the first module.

3. Objectives

The modules have the following objectives:

- To provide educational resources based on current research on issues of digital records preservation that can be used and adapted by professional archival and records management associations for the benefit of their members;
- To provide archivists and records professionals with the necessary theoretical knowledge and procedural and strategic skills to develop, implement and monitor aspects of a digital recordkeeping and/or preservation system;
- To illuminate theoretical concepts with practical applications through real life examples drawn from case studies, anchored in specific administrative and technological contexts;
- To provide content and structure for courses on digital records management and preservation.
- To provide links to additional research and resources.

It is not the intention of these modules to be fully comprehensive for each topic. The depth of knowledge required, and the speed with which technology changes precludes such a goal. However, these modules offer a solid foundation based on the work of InterPARES, and a high level overview of other significant research initiatives.

4. Architecture of the set

Architecture of the set			
1. A Framework for Digital Preservation			Foundational
2. Developing Policy and Procedures for Digital Preservation			
3. Organisational Culture	4. An Overview of Metadata	5. Appraisal Strategies	General purpose

6. E-mail	7. Websites	8. Cloud Computing	Specific purpose
International Terminology Database			Foundational

The first two modules offer information fundamental to any program of digital records preservation. They provide a foundation upon which the subsequent modules are built. The next three modules offer general information on topics common to digital preservation – the role of organisational culture, an overview of metadata, and an overview of appraisal in the context of managing records outside an electronic recordkeeping system (ERMS). The final three modules address specific (but by no means the only) topics of concern – the management of e-mail, preservation of records in web environments, and the issues arising from the increasing move to and reliance on cloud computing. These three modules provide a technological context for archivists and records professionals to understand the use of the technologies and their implications in the recordkeeping and record preservation environments. More importantly, the modules are toolkits for records professionals to ensure the trustworthiness of records over time.

Each module consists of some or all of the following components:

- Overview of the topic and scope of the module;
- Learning objectives and expected level of knowledge upon completion;
- Methodology or the procedures to follow to apply the module;
- Templates (where appropriate) to facilitate the implementation of the module;
- Examples and Case Study(ies)/Scenarios (where appropriate) that provide real-world examples of module topic⁵
- Exercises covering key learning points
- Review questions to enhance comprehension and understanding of the topic
- Additional Resources for each module
 - Links to current research and online resources
 - Readings, standards and other templates for reference
 - Annotated bibliographies

Where appropriate, distinctions are drawn between the management and preservation activities involving active records and responsibilities for records that are no longer required for business purposes, whether they are preserved by their creator or by a trusted third party.

5. Topics

5.1 Module 1: Introduction – A Framework for Digital Preservation

⁵The examples and case studies cited in the modules are taken from real case studies in InterPARES 3. They are intended to support the learning experience of the modules. While they reflect the research findings of InterPARES, they are not necessarily intended to be viewed as templates of best practice applicable in all cases. Every organization (creator or preserver) is different and preservation of their records must embrace best practice from a pragmatic perspective of the feasibility of implementation.

This module introduces the set as a whole. It explains how the modules are intended to be used, outlines objectives, and presents a summary of the contents of each module. It includes resources for institutional readiness and self-assessment to assist individuals and organisations in assessing their readiness or capacity for digital preservation. It introduces two complementary models for digital preservation: the InterPARES Chain of Preservation model, and the Open Archival Information System Reference Model (OAIS), and an annotated bibliography of digital preservation research and learning resources.

The Chain of Preservation (COP) Model (Duranti and Preston 2008) depicts and documents all the phases or stages in the lifecycle of digital records, and all the activities that must be undertaken to ensure that digital records are created reliable and accurate and maintained authentic over time. The model is relevant for records creators and records preservers, reflecting the understanding that the long-term preservation of authentic digital records comprises actions undertaken throughout the records' lifecycle. All activities pertaining to preservation are interdependent – omission of activities at any stage may imperil the reliability, accuracy, and authenticity of records (i.e. their identity and integrity) over time and across technological change. The COP model proceeds from an understanding of the concepts, methods and practices of archival science. The model balances constraints on record making, recordkeeping and record preservation, mechanisms that are available to creators and preservers for carrying out the related activities, and inputs into and outputs from the systems so controlled.

An approved ISO standard and considered the benchmark for digital preservation systems, the OAIS is a high-level model that defines the base functional components of a long-term preservation system and the key internal and external interfaces, and characterizes the information objects managed in the system. It addresses all aspects of long-term preservation of digital information: ingest, archival storage, data management, access, dissemination, and migration to new media and forms. The goal of an OAIS is to preserve information for a designated community over an indefinite period of time (CCSDS 2002). Digital preservation initiatives have adopted, adapted, or referenced the OAIS model since its inception as the foundation upon which to build, as has the A4_Preservation component of the COP model.

5.2 Module 2: Developing Policy and Procedures for Digital Preservation

A digital preservation policy, incorporated into an existing records management policy, or reflected in a stand-alone instrument, provides the framework for action and planning to ensure the long-term maintenance and preservation of an organisation's records. The capacity to preserve reliable, accurate and authentic digital records begins at the point of creation, so following a digital preservation policy through the records' active life will facilitate preservation over the long-term for inactive records whether it is the creator or a trusted third party who is responsible for final disposition or preservation.

This module explains the purpose and benefits of a digital preservation policy, and provides a framework to create it. It provides a template for policy development based on the InterPARES *Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records* (Duranti and Preston 2008).

5.3 Module 3: Organisational Culture and its Effects on Records Management

Organisational culture is defined as a system of shared values and assumptions that may be explicit or implicit in nature. This system also involves an interaction of the values and assumptions of multiple stakeholders, who bring with them their own knowledge and experience. Organisational culture shapes and influences the manner in which individuals behave and act. It is also reflected in an organisation's goals, objectives, leadership style, system of incentives and disincentives, work processes, and the technology it adopts and uses.

Records professionals often overlook the impact of organisational culture on development and implementation (and success) of record systems. This module introduces five types of organisational culture that enable or constrain the adoption of a record making, recordkeeping or record preservation system, and explains the influencing factors in each. An organisational culture assessment checklist provides records professionals and other interested stakeholders with a template for analyzing the organisational culture in their workplace, and includes strategies on how to promote the management of records throughout their life cycle within each type of culture.

Additional resources listed guide the reader to some of the key literature on organisational culture generally, and within the archives and information management fields specifically.

5.4 Module 4: An Overview of Metadata

Metadata is integral to digital records management and preservation. This module provides an overview of the roles of metadata in digital records creation, management and preservation. It outlines the different kinds of metadata, dependent on functional requirements – descriptive metadata for identification and access; administrative metadata, including technical, rights, and preservation metadata; and structural metadata, that document the structural relationships between or within digital resources. The module functions as a metadata primer, and a compendium of the more common metadata standards currently in use. It also presents the InterPARES General Study on an application profile for authenticity metadata.

5.5 Module 5: From Ad Hoc to Governed – Appraisal Strategies for Gaining Control of Digital Records in Network Drives

Appraisal of digital records consists of four distinct activities about records: compiling information; assessing value; determining feasibility of preservation; and making the appraisal decision. Assessment of authenticity in the context of assessing value is an integral part of records' appraisal. Appraisal rests on a foundation of solid research into the five contexts of records: juridical/administrative, provenancial, procedural, documentary, and technological. Contextual data assists in assessing record value and authenticity, and identifying digital components that must be preserved. This module gives a background into the development of appraisal strategies for digital records, and introduces the reader to the recommended process of appraisal guided by the COP Model. The module provides guidelines to analyse legacy files to establish authenticity, that is, to

examine data leading to the presumption of authenticity, and, if there is an insufficient basis for a presumption of authenticity, to carry out the verification of authenticity. It then provides a template for conducting appraisal and documenting appraisal decisions.

The second part of this module outlines a methodology and action plan for an organisation to move from a record-creating environment where unstructured records and documents are stored and maintained in network drives to a controlled record-creating and keeping environment such as an ERMS or EDRMS. This module walks individuals through the processes of evaluating their organisation's record-creating and recordkeeping environment; identifying and appraising their organisation's digital records; and preparing them for migration to an ERMS or EDRMS (or other structured and secure records management system), based on a case study from InterPARES 3.

5.6 Module 6: E-mail Management and Preservation

Managing and preserving electronic mail (e-mail) has become a formidable challenge for most organisations. This module is designed to help organisations gain better control of their e-mail based on the E-mail Management and Preservation Model (EMPM)⁶, a multi-phase process for implementing e-mail management and preservation policies and procedures. No one technological solution is promoted – successful management of email depends on analysis of the organisation's context, goals, and requirements. This module discusses the various factors that influence e-mail management and preservation, different e-mail management methods, ways to apply retention and disposition to e-mail, ways to preserve e-mail, and the design and implementation of e-mail policies and procedures.

5.7 Module 7: Management and Preservation of Records in Web Environments

This module introduces key issues involved in the management and preservation of records in web environments. Organisational websites may contain a mix of records, some of which require long-term preservation, and non-record materials, in increasingly complex forms. Websites that comprise static documents and incorporate little or no interactivity are relatively simple to deal with. However, sites that incorporate high levels of interactivity and comprise dynamically generated pages are complex and difficult to preserve effectively. This module helps identify records that exist on an organisation's website, and analyse the management and preservation needs of these records. It shows a workflow management process for managing the creation of records and their movement to and from websites into preservation environments, and situates the process within the policy framework of the organisation.

5.8 Module 8: Cloud Computing Primer

Cloud computing consists of on-demand computing services delivered over the Internet from a remote location or via an organisation's servers. The National Institute of Standards and Technology (NIST) defines cloud computing as “a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable

⁶ The E-Mail Management and Preservation Model was developed through the course of InterPARES and for this module by Donald Force, PhD candidate, University of British Columbia.

computing resources (e.g. networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or services provider interaction. This cloud model promotes availability and is composed of five essential characteristics, three service models, and four deployment models” (NIST 2010).

This module summarizes the current state of cloud computing and identifies some of the records management issues and challenges that should be considered before an organisation moves its records, services and/or processes to the cloud. The first section provides a summary of the characteristics, service and deployment models of cloud computing. The module then addresses some of the key concerns for records professionals, including interoperability, business continuity, privacy and confidentiality, intellectual property and copyright, retention and disposition, and ownership of data.

6. Delivery

Digital Records Pathways is predicated on the theoretical and methodological findings of InterPARES, with acknowledgment of and references to other international research and best practices in digital preservation. The modules are intended to be expanded and adapted to specific organisational and national contexts and updated on a continuing basis (depending on personnel, hosting, and delivery constraints). They can be adapted to a variety of different delivery mechanisms.

The current presentation of the modules assumes a traditional teacher-student learning format (whether the content is taught by an instructor or self-administered), however, the affordances of digital communications technologies offer the possibility of many creative and evolving delivery formats. Haythornthwaite has identified today’s learner as not merely “an empowered user [of educational content], but a participant in the production, direction, commentary, discussion, and reproduction of information and knowledge” (Haythornthwaite 2009). It is hoped that these modules will provide not only a useful knowledge base in and of themselves, but also the potential for creative interaction and knowledge production through the addition of comments, case studies, examples, exercises, and research findings, and through aggregation and reformatting – a resource that remains current, in a state of “perpetual beta”(Haythornthwaite 2009).

7. ICA International Terminology Database

The terminology used in the modules reflects common usage in archival and records management communities of practice. To ensure common understanding, and minimize potential confusion that may arise from regional or jurisdictional practice, the modules are supported by a database of archival and records management terms that reflect common usage in 16 languages. This database, developed jointly by the ICA and InterPARES, is available at www.web-denizen.com/.

8. Bibliography

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The ICA Multi-lingual Database of Archival Terms

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1. Introduction

In 2010, the Section for Archival Education and Training (ICA-SAE) of the ICA embraced the challenge of creating an interactive, online, multilingual archival terminology database. The project, led by Luciana Duranti at the University of British Columbia, has been funded by ICA and the International Research on the Preservation of Authentic Records in Electronic Systems (InterPARES) project (www.interpares.org). In the initial stage of the project, the research team (composed of the ICA-SAE members) chose 300 core archival concepts and identified the corresponding terms in English-speaking countries. This exercise produced 320 English terms. At this point a team composed of archival students at master’s and doctoral level and professional/academic supervisors worked on identifying the definitions for the English terms as used in several English speaking countries, and the corresponding terms and definitions—where they exist—in 15 other languages/countries. In March, 2012, the database was delivered to the ICA for publication and interactive use on the Internet.

2. What this database is/is not

This database is:

- An international source for the terminology and definitions used by many traditions to express shared archival concepts
- A dynamic instrument that will reflect international archival practice and its evolution over time
- A product created by archival professionals from around the world using authoritative sources and common practice

- A tool maintained by its users – professionals, academics, researchers, and archival students in the international archival community
- A constantly up-to-date reference for students and professionals alike
- The terminology reference for the ICA Education Modules, *Digital Records Pathways: Topics in Digital Preservation*
- An opportunity for its users to inform the archival world about the development of new concepts identified by specific terms and definitions

This database is not:

- A static, authoritative resource that preferences one definition over another
- A resource that preferences any one tradition or language over another
- A straight translation of English terminology and definitions

3. Purpose

The purpose of the ICA terminology database is to support archivists, records managers and information managers in understanding records-related concepts, from the traditional ones to those related to the preservation of authentic records in digital systems. Founded on Archival, Diplomatics and Records and Information knowledge, the 320 terms initially entered in this database are central to both the ICA (many of the terms chosen appear in existing ICA dictionaries), and the InterPARES research.

The database is intended to facilitate communication and understanding of records-related concepts across a variety of languages, cultures, and traditions of archival practice. Terminology is a living entity. To attempt to produce a definitive, authoritative dictionary that could support this goal would be a massive undertaking destined to failure, because, given the speed of change and growth we are observing in our field, the result would become obsolete the moment it was published, even if it were possible to agree on definitive, authoritative definitions at any given time. Furthermore, it would be anachronistic in our digital networked world to offer a fixed product, incapable of change without republication. Even the Encyclopedia Britannica has come to this realization

Therefore, a second purpose of this database is to provide a dynamic resource that can benefit from the affordances of digital networks, and the wisdom of crowd sourcing within the archival community. The database is presented as a wiki, and registered users can add terms, definitions, links between definitions, and comments.

4. Methodology

Archival work has different traditions and different cultural backgrounds – a simple translation of terms will not suffice to understand what our colleagues from different countries are doing. We need to see concepts through their eyes and link the terms and definitions conveying those concepts using the terminology common to each language and region.

The goal of the database is to reflect, as much as possible, national/regional archival traditions through the choice and definition of terms. Although the database was initiated with 320 English terms that were then interpreted in several other languages, the result is

a resource that does not preference one language or tradition over another, but presents terms and definitions as they are used by records professionals where they live and work. This is no easy task, as some of the languages represented in the database simply do not have equivalents for all the concepts expressed by the English terms or for the terms themselves. In many of these cases, the terms and definitions have been translated from a standard English language source (ICA or InterPARES being the sources of choice where possible). In this way, the database offers a tool to disseminate archival practice, archival research, and expand the archival discourse. Throughout, however, the desire to reflect national or regional practice remained paramount.

The project began with a core set of terms based on concepts expressed in previous ICA dictionaries and InterPARES glossaries, chosen by the Project Director and approved by the ICA-SAE. The initial work of identification of corresponding terms in each language/region was done by a team that consisted of graduate students (native speakers of each language) at the University of British Columbia’s School of Archives Library and Information Studies, expert professionals from several national archives, and archival scholars from leading universities in each country/region. Definitions were drawn from standard authorities in each language/country, where such authorities existed, and from common practice. Citations identify the source of each definition.

The choice of languages reflects the human resources available to the team at the time of development of the database, and is indicative of the high degree of international participation and cooperation. It is expected that more languages will be included as records professionals from around the world will start using the database, which is capable of accommodating any languages at any time.

The definitions are in the order in which they have been entered—not in authoritative order. However, we will introduce a “like” feature that will determine the order in which the definitions will be seen.

5. Content & Features

The first page you see when you enter the site allows you to search for a term or part of a term, or view a list of all entered terms in one of the represented languages.

Terminology Database

Display term list by language

Search for Term(s) - *(all languages)*

View Terms in a Specific Language

[Catalan](#) | [Chinese](#) | [Dutch](#) | [English](#) | [Finnish](#) | [French](#) | [German](#) | [Greek](#) | [Italian](#) |
[Japanese](#) | [Polish](#) | [Portuguese](#) | [Punjabi](#) | [Russian](#) | [Spanish](#) | [Swedish](#) |

If you type a string of letters into the search box, the database will return all instances of terms that contain that particular string of letters.

When you click on a term in a particular language, you will be directed to the definitions entered for that term. For example, choosing “custodial history” takes you to the following page:

custodial history ([Edit Term](#))

Add Definition(s)

Definition has been saved. Thank you.

Definitions:

noun

1. The succession of offices or persons who had custody of a body of documents from its creation to its acquisition by an archives or manuscript repository.

cit [International Council on Archives, "Dictionary of Archival Terminology" (Draft Third Edition/DAT III, 1999) <http://www.staff.uni-marburg.de/~mennehar/datii/engterm.html>]

Region: *n/a*

Related: [保管历史\(zh\)](#), [tradition de conservation\(fr\)](#), [Bestandsgeschichte\(de\)](#),

[Link Definition](#) | [Edit](#)

Added By: [corinne](#) on 21 Feb 2012 Last Mod By: [corinne](#) on 21 Feb 2012

2. (Records) The succession of offices, families, or persons who held materials from the moment they were created.

cit [Pearce-Moses, Richard. A Glossary of Archival and Records Terminology. Chicago: Society of American Archivists, 2005. <http://www.archivists.org/glossary/index.asp>]

Region: *n/a*

Related: none

[Link Definition](#) | [Edit](#)

Added By: [corinne](#) on 17 Jan 2012 Last Mod By: [corinne](#) on 17 Jan 2012

3. (Law) The succession of officers or individuals who held real evidence from the moment it is obtained until presented in court.

cit [Pearce-Moses, Richard. A Glossary of Archival and Records Terminology. Chicago: Society of American Archivists, 2005. <http://www.archivists.org/glossary/index.asp>]

Region: *n/a*

Related: none

[Link Definition](#) | [Edit](#)

Added By: [corinne](#) on 17 Jan 2012 Last Mod By: [corinne](#) on 17 Jan 2012

4. (Description) An "adminfo" subelement in Encoded Archival Description (EAD) used for information about the chain of ownership of the materials being described before they reached the immediate source of acquisition.

cit [Pearce-Moses, Richard. A Glossary of Archival and Records Terminology. Chicago: Society of American Archivists, 2005. <http://www.archivists.org/glossary/index.asp>]

Region: *n/a*

Related: none

[Link Definition](#) | [Edit](#)

Added By: [corinne](#) on 17 Jan 2012 Last Mod By: [corinne](#) on 15 Mar 2012

Note: if you are not logged in with privileges to add to the database, you will not see “edit term”, “link definition”, or “edit” on your screen. [in fact, “edit term” and “edit” will not be available to anyone, and there will be other options, to be determined, such as “add definition”, “comment” or “like”]

Look at the first definition. You will see a definition of the term, followed by the citation.

Below the citation you see “Region”. This is an optional element that indicates particular regional usage for that definition.

Region is followed by “Related”. This will indicate definitions in the same language from another source, or in different languages that are equivalent in meaning. These related terms may be, but usually are not, direct translations of the definition you are reading. This reflects the power of the database to link common concepts and definitions between languages. *Please note – not all definitions have been linked to their equivalent definitions – this is your invitation to help build this database. If you have login access to this database, you can be part of this resource by linking definitions.*

Below “Related” is tracking information of who first entered the definition and when, and who last modified it and when, although this will not be visible to the public.

For people with access privileges: please click on ___ for instructions on entering terms, definitions, and comments.

Order of definitions: As mentioned earlier, the definitions appear in the order in which they were uploaded. There is no hierarchy or implied endorsement in the position of each definition in the list. However, the order will be updated by “Liking” a particular definition. In this way, over time, we may see an implied order emerge.

6. Administration

The present plan is to keep the database in the server of the Marburg Archival School, because the ICA-SAE resides and is administered there. The database will be accessible from a link on the ICA-SAE website. The inclusion of terms and definitions in each language will be monitored by a member of the ICA-SAE who is familiar with such language to ensure that no improper use of the database occurs.

It is our hope that this database will be heavily used by professionals and students and that it will grow exponentially for the benefit of the all records related professions worldwide to foster their growth as a global community.