



GLOSSARY OF TERMS AND ABBREVIATIONS
USED ON HGARC INVENTORIES

MS	Manuscript
Holograph / Autograph	In the person's own hand
Holo. corr.	Holograph corrections
AL / ALS	Autograph letter / signed
AN / ANS	Autograph note / signed
TL / TLS	Typed letter / signed
CTL / CTLS	Carbon typed letter / signed
TN / TNS	Typed note / signed
CSL / CSLS	Computer-script letter / signed
n.d. / n.y.	No date / no year
p.	Page / pages
approx.	Approximately
re:	Regarding, about
incl.	Includes
A.K.A.	Also known as
misc.	Miscellaneous
cont'd. / cont.	Continued
ca.	circa ; approximately; about.

GLOSSARY

abstract

N. A concise summary of the key points of a larger work, often used to assist the reader in determining if that work is likely to be of use.

alphanumeric

ADJ. Belonging to a character set composed of letters and digits.

annotation

N. Information, especially explanatory notes or commentary, added to a completed document.

archival description

N. The process of analyzing, organizing, and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding.

archive (also archives)

V. To transfer records from the individual or office of creation to a repository authorized to appraise, preserve, and provide access to those records. To store [electronic] data offline.

N. Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records.

N. An organization that collects the records of individuals, families, or other organizations; a collecting archives. **ALSO:** The building (or portion thereof) housing archival collections.

archivist

N. An individual responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context.

autograph

N. (auto, abbr.) An individual's handwritten signature.

N. A document written in the author's hand; a holograph. **ALSO:** Materials bearing the author's signature; to sign by hand; handwritten.

carbon copy

N. (cc, abbr.) – A copy of a document made at the same time as the original through the use of paper coated with a pigment (originally carbon) that is transferred to another sheet from the pressure of a pen or typewriter.

collection

N. A group of materials with some unifying characteristic; materials assembled by a person, organization, or repository from a variety of sources; the holdings of a repository.

In this case, the entire research center or department may be called an archive, and the collection of papers and memorabilia of a given individual – Robert Frost, for example – may also be called an archive. In the latter case, you will also see the word “collection” used (ie the Robert Frost Collection). The facility is also called a repository (“we are the repository of the Alistair Cooke Collection”).

correspondence

N. Written communication, especially those sent by courier or post; letters. **ALSO:** The process of communication in writing.

cross-reference

N. An entry in a list, index, or catalog that points to other headings.

facsimile

N. A reproduction that simulates the appearance of the original as closely as possible

N. A system that enables a document to be reproduced remotely by transmitting its image, usually over a telephone line; usually **fax** – The reproduction of a document so transmitted.

file

N. A group of documents related by use or topic, typically housed in a folder (or group of folders for a large file).

N. PLURAL (files) – The whole of a collection of records

N. Collections of data stored for use by a computer; see data file.

finding aid

N. A tool that facilitates discovery of information within a collection of records; a description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials.

inventory

N. A finding aid that includes, at a minimum, a list of the series in a collection.

In this case, the list of the contents of a given collection. “Inventory” and “finding aid” are used synonymously. The term “listing” or “preliminary listing” refers to a type of inventory entry used at the Gotlieb Center for a given shipment of material. Some of our collections may have come to us in dozens of shipments. Each shipment may have been listed separately before being stored in the vaults. The inventory, then, may have several preliminary listings, each of which must be reviewed by the researcher.

manuscript

N. (**ms**, abbr.) A handwritten document.

N. An unpublished document.

N. An author’s draft of a book, article, or other work submitted for publication.

original order

N. The organization and sequence of records established by the creator of the records.

primary source

N. Material that contains firsthand accounts of events and that was created contemporaneous to those events or later recalled by an eyewitness.

scope and contents note

N. A narrative statement summarizing the characteristics of the described materials, the functions and activities that produced them, and the types of information contained therein.

secondary source

N. A work that is not based on direct observation of or evidence directly associated with the subject, but instead relies on sources of information.

N. A work commenting on another work (primary sources), such as reviews, criticism, and commentaries.

All preceding terms from or paraphrased from:

Pearce-Moses, Richard. A GLOSSARY OF ARCHIVAL AND RECORDS TERMINOLOGY. Chicago: The Society of American Archivists, 2005.