

Archival Terminology List

English Term	Irish translation(s)	Definition	Translation of Definition
Access	Rochtain	The ability to make use of material from a fonds or collection, subject to rules and conditions.	An cumas chun úsáid a bhaint as ábhar ó chnuasach aon fhoinse nó ó bhailiúchán, faoi réir rialacha agus coinníollacha.
Access Conditions	Coinníollacha Rochtana	Within an archival description, this provides information about anything that might affect the availability or usability of the materials being described. This will include details of any restrictions on access imposed by the donor or the repository, or any legal restrictions.	Tugtar an t-eolas seo laistigh de thuarisc cartlainne agus is é atá i gceist leis aon fhachtóir a d'fhéadfadh difear a dhéanamh do na hábhair a bhfuil tuairisc á dhéanamh orthu a bheith ar fáil nó ar a n-inúsáidteacht. San áireamh leis sin, beidh sonraí maidir le haon srian ar rochtain atá leagtha síos ag an deontóir nó ag an taisclann, nó aon srian dlíthiúil.
Access Status	Stádas Rochtana	Information relating to whether material is open, partially open or closed to access.	Eolas maidir leis an ábhar a bheith oscailte, oscailte i bpáirt nó gan rochtain a bheith air.
Accession (noun) accession (verb)	Forshealbhú (próiseas); Forshealbhúchán (toradh); Forshealbhaigh (briathar)	<ul style="list-style-type: none"> • Materials physically and legally transferred to a repository as a unit at a single time; an acquisition. • To take legal and physical custody of a group of records or other materials and to formally document their receipt. • To document the transfer of records or materials in a register, database, or other log of the repository's holdings. 	<ul style="list-style-type: none"> • Ábhair a aistrítear chuig taisclann mar aonad ag am faoi leith go fisiciúil agus go dlíthiúil; sealbhúchán. • Seilbh dhlíthiúil agus fhisiciúil a ghlacadh ar ghrúpa taifead nó ábhar eile, agus an glacadh seilbhe sin a dhoiciméadú go foirmeálta. • Doiciméadú a dhéanamh ar aistriú taifead nó ábhar i gclár, bunachar sonraí nó i logleabhar eile de bhailiúcháin na taisclainne.

Accession database	Bunachar forshealbhúchán	A database in which accessions are recorded according to a unique identifying number, usually in chronological order by date of receipt, and giving the source and other identifying information for each accession.	Bunachar sonraí ina dtaifeadtar forshealbhúcháin de réir uimhir uathúil sainaitheantais, agus an faisnéis sin in ord croineolaíoch de ghnáth de réir an dáta a fuarthas, agus ar faisnéis í ina luaitear an fhoinse óna bhfuarthas an forshealbhúchán mar aon le faisnéis sainaitheantais eile a bhaineann le gach forshealbhúchán ar leith.
Accession number	Uimhir forshealbhúcháin	The unique number or code assigned to permanently identify an accession	An uimhir uathúil nó an cód uathúil a shanntar chun forshealbhúchán a shainaitheantais go buan.
Accession record	Taifead forshealbhúcháin	A form or log that summarises the terms and conditions of a deposit of records at an institution.	Foirm nó logleabhar ina ndéantar achoimre ar na téarmaí agus coinníollacha a bhaineann le taifid a thaisceadh le hinstitiúid.
Accession register	Clár na bhforshealbhúchán	A document in which accessions are recorded according to a unique identifying number, usually in chronological order by date of receipt, and giving the source and other identifying information for each accession.	Doiciméad sonraí ina dtaifeadtar forshealbhúcháin de réir uimhir uathúil sainaitheantais, agus an faisnéis sin in ord croineolaíoch de ghnáth de réir an dáta a fuarthas, agus ar faisnéis í ina luaitear an fhoinse óna bhfuarthas an forshealbhúchán mar aon le faisnéis sainaitheantais eile a bhaineann le gach forshealbhúchán ar leith.
Accrual	Breisiúchán	A second or subsequent accession to an existing <i>Fonds</i> / Collection.	Dara forshealbhúchán nó forshealbhúchán iardain a chuirtear ag gabháil le <i>fonds</i> / bailiúchán atá ann cheana féin.
Accuracy	Cruinneas	The degree to which data, information, documents or records are precise, correct, truthful, free of error or distortion, or pertinent to the matter.	A mhéad atá sonraí, faisnéis, doiciméid nó taifid beacht, ceart, dílis, saor ó earráid nó ó shaobhadh, nó bainteach le hábhar.

Acquisition	Sealbhú (próiseas); Sealbhúchán (toradh)	The process of acquiring records from any source by deposit, donation, or purchase, or the body of records so acquired. See <i>Accession</i>	An próiseas faoina nglactar seilbh ar thaifid ó fhoinsé ar bith trí thaisceadh, bronnadh nó ceannachán, nó an cnuasach taifead a nglactar seilbh air ar an gcaoi sin. Féach <i>Forshealbhú</i>
Administrative context	Comhthéacs riaracháin	The structure, functions and procedures of the organisational environment in which records were created.	Struchtúr, feidhmeanna agus nósanna imeachta na timpeallachta eagrúcháin inar cruthaíodh na taifid.
Administrative value	Luach riaracháin	The usefulness of records or archives for the conduct of current and/or future administrative business.	Úsáideacht taifead nó ábhar cartlainne i ndáil le gnó riaracháin reatha a sheoladh agus/nó gnó riaracháin a sheoladh amach anseo.
Analogue Record	Taifead Analógach	An analogue document that is treated and managed as a record.	Doiciméad analógach a chaitear leis agus a bhainistítear mar thaifead.
Analogue System	Córas Analógach	Any system handling analogue data or objects, as opposed to a digital system.	Aon chóras a láimhseálann sonraí nó nithe analógacha, seachas córas digiteach.
Annotation	Nóta mínithe	A note added or attached to an original record.	Nóta a chuirtear le taifead bunaidh nó a chuirtear i gceangal le taifead bunaidh.
Appraisal	Measúnú	The process of identifying records of archival and evidential value.	An próiseas faoina n-aithnítear taifid a bhfuil luach cartlainne agus fianaiseach ag baint leo.
Archive	Cartlann	<ul style="list-style-type: none"> • A record of enduring or legal value that provides evidence of the activities of a person or institution. • An archival repository (see definition) 	<ul style="list-style-type: none"> • Taifead a bhfuil luach seasmhach nó dlíthiúil aige a sholáthraíonn fianaise faoi ghníomhaíochtaí duine nó institiúide. • Taisclann cartlainne (féach sainmhíniú)

Archival arrangement	Eagar cartlainne	<ul style="list-style-type: none"> • The process of organising materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials. • The organisation and sequence of items within a <i>Fonds</i> / collection. 	<ul style="list-style-type: none"> • An próiseas trína gcuirtear eagar ar ábhair maidir lena stair úinéireachta agus a n-ord bunaidh chun go gcosnófar a gcomhthéacs agus chun smacht fisiciúil agus intleachtúil a fháil ar na hábhair. • An t-eagar agus an seicheamh atá curtha ar mhíreanna laistigh de <i>Fonds</i> / bailiúchán.
Archival description	Tuairisc a dhéanamh ar chartlann (Próiseas); Tuairisc chartlainne (Toradh)	<ul style="list-style-type: none"> • The process of analysing, organising, 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. • The product of such a process. 	<ul style="list-style-type: none"> • An próiseas a bhaineann le taifead nó bailiúchán taifead a anailísiú agus a eagrú agus le mionsonraí faoi na gnéithe foirmiúla díobh a thaifeadadh, is é sin, gnéithe amhail cruthaitheoir, teideal, dátaí, méid agus inneachar, d'fhonn sainathint agus bainistiú an tsaothair a éascú agus d'fhonn tuiscint ar an saothar a éascú. • Toradh a leithéid de phróiseas.
Archival repository	Taisclann chartlainne	A place of deposit for archival records.	Áit ina dtaisctear taifid chartlainne.
Archivist	Cartlannaí	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.	Duine ar a bhfuil freagracht i ndáil le taifid lena ngabhann luach marthanach a mheas, a fháil, a chur in eagar, a thuairisciú agus a bhuanchoimeád, agus i ndáil le rochtain a thabhairt orthu, de réir na bprionsabal a bhaineann le stair úinéireachta, le hord bunaidh agus le rialú ar bhailiúchán iomlán d'fhonn barántúlacht agus comhthéacs na n-ábhar a chosaint.

Arrangement	Eagar	The process of organising records with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials.	An próiseas a bhaineann le taifid a eagrú a mhéid a bhaineann lenastair úinéireachta agus ina n-ord bunaidh, d'fhonn a gcomhthéacs a chosaint agus d'fhonn rialú fisiciúil nó intleachtúil a bhaint amach i ndáil leis na hábhair.
Audit trail	Rian iniúchta	<ul style="list-style-type: none"> • Information in records that track a transaction from beginning to end, making it possible to review whether it was done according to relevant policies and standards. • Documentation of all the interactions with records within an electronic system in which any access to the system is recorded as it occurs. 	<ul style="list-style-type: none"> • Faisnéis atá ann i dtaifid chun rianú a dhéanamh ar idirbheart ó thús go deireadh, rud a fhágann gur féidir athbhreithniú a dhéanamh i dtaobh ar cuireadh an t-idirbheart i gcrích de réir beartais iomchuí agus caighdeáin iomchuí. • Doiciméad (doiciméid) ina luaitear na hidirghníomhaíochtaí go léir leis na taifid laistigh de chóras leictreonach ina ndéantar aon rochtain ar an gcóras a thaifeadadh de réir mar a tharlaíonn sí.
Authenticity	Barántúlacht	The quality of a record that is what it purports to be and that is free from tampering or corruption.	Cáilíocht taifid a léiríonn gurb ionann an taifead agus an méid a airbheartaítear ina leith agus go bhfuil sé saor ó chrioscaíl nó ó éilliú.
Authentic copy	Cóip bharántúil	A reproduction that has been officially certified. See <i>Certified copy</i> .	Leagan atáirgthe atá deimhnithe go hoifigiúil. Féach <i>Cóip dheimhnithe</i> .
Authentic record	Taifead barántúil	A record that is what it purports to be and that is free from tampering or corruption.	Taifead ar léir ina leith gurb ionann é agus an méid a airbheartaítear ina leith agus go bhfuil sé saor ó chrioscaíl nó ó éilliú.
Authority control	Rialú údaráis	The process of establishing the preferred form of a heading, such as proper name or subject, for use in a catalogue, and ensuring that all catalogue records use such headings.	An próiseas a bhaineann leis an bhfoirm is fearr le haghaidh ceanteidil atá le húsáid i gcatalóg, amhail ainm dílis nó ábhar, agus á chinntiú go n-úsáidtear na ceanteidil sin i ngach catalóg.

Authority Record	Taifead údaráis	An entry in an authority file that contains information about the preferred form of a name or subject heading.	Iontráil i gcomhad údaráis a bhfuil eolas ann faoin bhfoirm inmhianaithe d'ainm nó teideal ábhair.
Back Up	Cúltacaigh	To replicate information primarily for protection in the event the original is lost or destroyed.	Cóip a dhéanamh d'eolas, go príomha ar mhaithe le cosaint sa chás go gcailltear nó go scriostar an chóip bhunaidh.
Backup	Cóip chúltaca	A copy of all, or portions, of software or data files on a system kept on storage media, such as tape or disk, or on a separate system so that the files can be restored if the original data is deleted or damaged.	Cóip de na bogearraí go léir nó de gach comhad sonraí, nó de chodanna díobh, is é sin, bogearraí nó comhaid nó sonraí ar chóras a choimeádtar ar mheáin stórála, amhail téip nó diosca, nó ar chóras ar leithligh ionas gur féidir na comhaid a aisghabháil má scriostar na sonraí bunaidh nó má dhéantar damáiste dóibh.
Backward Compatability	Comhoiriúnacht shiarghabhálach	Backward compatibility is a property of a system, product, or technology that allows for interoperability with an older legacy system, or with input designed for such a system	Tréith córais, táirge nó teicneolaíochta í an chomhoiriúnacht shiarghabhálach a ligeann d'idiobritheacht le córas oidhreachta níos sine, nó le hionchur atá deartha do chóras den chineál sin.
Binary code	Cód dénártha	A code made up of the digits 0 and 1, called bits, transmitted as a series of electrical pulses (0 bits at low voltage and 1 bits at higher voltage).	Cód atá comhdhéanta de na digití 0 agus 1, ar a dtugtar giotáin, ar digití iad a tharchuirtear mar shraith clogbhíoga leictreacha (0 giotán ar ísealvoltas agus 1 giotán ar voltas níos airde).
Biographical note	Nóta beathaisnéise	Part of a catalogue record or finding aid that places the materials in context by providing basic information about the materials' creator or author.	Cuid de thaifead catalóige nó d'áis aimsithe a chuireann na hábhair i gcomhthéacs trí bhunfhaisnéis a sholáthar faoi chruthaitheoir nó údar na n-ábhar.
Bit	Giotán	A single numeric character recognisable by a computer. Each bit of a binary number can either be 0 or 1.	Carachtar aonair uimhriúil atá inaitheanta ag ríomhaire. Maidir le gach giotán in uimhir dhénártha, is féidir 0 nó 1 a bheith ann.

Born digital	Taifead digitghinte	An original record created in digital format.	Taifead bunaidh a cruthaíodh i bhformáid dhigiteach.
Byte	Beart	A sequence of bits used to represent a control character, an alphanumeric, or punctuation mark.	Seicheamh giotán a úsáidtear chun léiriú a thabhairt ar charachtar rialaithe, ar charachtar alfa-uimhriúil nó ar mharc poncaíochta.
Capture	Gabháil	A deliberate action which results in the registration of a record into a recordkeeping system. For certain business activities, this action may be designed into electronic systems so that the capture of records is concurrent with the creation of records.	Gníomh a dhéantar d'aon turas agus as a leanann clárú taifid i gcóras coimeádta taifead. Maidir le gníomhaíochtaí airithe gnó, d'fhéadfadh an gníomh sin a bheith deartha mar chuid de chórais leictreonacha ionas go dtarlaíonn gabháil taifead i gcomhthráth le cruthú taifead.
Case files	Cáschomhaid	A collection of documents (a file) relating to a particular subject or in support of some administrative action.	Bailiúchán doiciméad (comhad) a bhaineann le himscrúdú ar leith nó a thacaíonn le gníomh éigin riaracháin.
Certified copy	Cóip dheimhnithe	Authenticated copies of records.	Cóipeanna deimhnithe de thaifid.
Chain of custody	Slabhra coimeádta	Document or paper trail showing the succession of offices or persons having seizure, custody, control, transfer, analysis, and disposition of physical and electronic evidence.	Doiciméad nó rian páipéir ina dtaispeántar an tsraith oifigí nó daoine a raibh urghabháil, seilbh, smacht, aistriú, anailís agus diúscairt na fianaise fisiciúla agus leictreonaí acu.
Checksum	Suim sheiceála	A checksum is a small-sized datum derived from a block of digital data for the purpose of detecting errors that may have been introduced during its transmission or storage. By themselves, checksums are often used to verify data integrity but are not relied upon to verify data authenticity.	Sonra beag is ea suim sheiceála a dhíorthaítear ó bhloc sonraí digiteacha chun críche earráidí a d'fhéadfadh a bheith tugtha isteach le linn dó a bheith á aistriú nó a stóráil a bhrath. Baintear úsáid as suimeanna seiceála astu féin go minic chun sláine sonraí a fhíorú acu ní bhítear ag brath orthu chun barántúlacht sonraí a fhíorú.

Chronological date	Dáta croineolaíoch	The date (and, possibly, the time of day) of a record, included in the record by its author, or by the electronic system on the author's behalf, in the course of its creation.	An dáta (agus an t-am den lá, b'fhéidir) a bhaineann le cruthú taifid, ar faisnéis í ar chuir údar an taifid, nó an córas leictreonach, thar ceann an údar, isteach í le linn an taifead a thiomsú.
Classification	Aicmiú	Systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules represented in a classification system to aid business use, continued access and appropriate retention and disposal.	Sainithint chórasach agus eagrú córasach gníomhaíochtaí gnó agus/nó taifead ina gcatagóirí de réir gnáis, modhanna agus rialacha nós imeachta atá struchtúrtha go loighiciúil i gcóras aicmiúcháin chun cabhrú le húsáid ghnó, le rochtain leantach agus le coimeád cuí agus diúscairt chuí.
Classification scheme	Scéim aicmiúcháin	A plan for the systematic identification and arrangement of business activities and records into categories according to logically structured conventions, methods and procedural rules.	Plean i leith sainithint chórasach agus eagrú córasach gníomhaíochtaí agus taifead gnó ina gcatagóirí de réir gnáis, modhanna agus rialacha nós imeachta atá struchtúrtha go loighiciúil.
Classification system	Córas aicmiúcháin	A system in which related material is filed under a major subject and its subheadings.	Córas ar dá réir a dhéantar ábhar a chomhdú faoi mhórtheideal agus faoi fhocheantheidil a ghabhann leis an mórtheideal.
Closed file	Comhad dúnta	<ul style="list-style-type: none"> • A file containing records generated by a process that has been completed and to which additional information is not likely to be added; a cut-off file. • A file that is restricted and which is not on open access. 	<ul style="list-style-type: none"> • Comhad ina bhfuil taifid a gineadh trí phróiseas atá tugtha chun críche agus nach dóigh go gcuirfear aon fhaisnéis bhreise leis; scoith-chomhad. • Comhad atá srianta agus nach bhfuil rochtain oscailte ann.

Collection	Bailiúchán	An artificial assemblage of documents accumulated on the basis of some common characteristic without regard to the provenance of those documents. Not to be confused with an archival fonds.	Grúpa saorga doiciméad atá carntha le chéile ar bhonn saintréith chomhchoiteann éigin beag beann ar fhoinsé na ndoiciméad sin. Ní ceart an téarma seo a mheascadh le cnuasach cartlainne aon fhoinsé.
Conservation	Caomhnú	<ul style="list-style-type: none"> • The physical treatment of individual items to arrest the decaying process. It is the treatment of objects to stabilise and protect them against further deterioration. • The profession devoted to the preservation of cultural property for the future through examination, documentation, treatment, and preventive care, supported by research and education. 	<ul style="list-style-type: none"> • Ábhair chartlainne a dheisiú nó a chobhsú chun a chinntiú go maireann siad ina bhfoirm bhunaidh ar feadh tréimhse chomh fada agus is féidir. • An ghairm atá tiomnaithe i leith maoin chultúir a chaomhnú don todhchaí trí scrúdú, trí dhoiciméadú, trí chóireáil agus trí chúram coiscitheach, ar nithe iad sin a dhéantar le tacaíocht ó thaighde agus ó oideachas.
Context	Comhthéacs	The framework in which a record is created, used, and maintained.	An creat ina ndéantar taifead a chruthú, a úsáid agus a chothabháil.
Conversion	Tiontú	Process of changing records from one medium to another or from one format to another.	Próiseas athraithe taifead ó mheán áirithe amháin go meán eile nó ó fhormaid áirithe amháin go formáid eile.
Copy	Cóip	A duplication, in whole or in part, of an original document.	Dúblach iomlán nó dúblach páirteach doiciméid bunaidh.
Copyright	Cóipcheart	A property right that protects the interests of authors or other creators of works in tangible media (or the individual or organisation to whom copyright has been assigned) by giving them the ability to control the reproduction, publication, adaptation, exhibition, or performance of their works.	Ceart maoiné lena gcosnaítear leasanna údar nó cruthaitheoirí eile saothar i meáin inláimhsithe (nó ceart maoiné an duine aonair nó na heagraíochta dár sannadh cóipcheart) tríd an gcumas a thabhairt dó/di rialú a dhéanamh ar atáirgeadh, ar fhoilsiú, ar oiriúnú, ar chur ar taispeáint nó ar thaibhiú a s(h)aothair

Covering dates	Ceanndátaí	The dates of the oldest and most recent items in a collection, series, or file.	Dátaí na n-ítimí is sine agus is déanaí i mbailiúchán, i sraith nó i gcomhad.
Creator	Cruthaitheoir	The agency, corporate body or individual that is responsible for the creation, accumulation or maintenance of records.	An ghníomhaireacht, comhlacht corparáideach nó duine aonair atá freagrach as cruthú, cnuasú nó cothabháil taifead.
Current record	Taifead reatha	Records regularly used for the conduct of the current business; active records.	Taifid a úsáidtear go rialta chun críche sheoladh an ghnó reatha; taifid ghníomhacha.
Custodial history	Stair choimeádta	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.	An tsraith oifigí nó daoine a raibh an cnuasach doiciméad á choimeád acu ó uair a chruthaithe go dtí gur ghlac taisclann chartlainne nó lámhscríbhinní seilbh air.
Custody	Coimeád	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.	An fhreagracht i ndáil le cúram doiciméad ar bhonn shealbhú fisiciúil na ndoiciméad sin. Ní í gcónaí a áiríonn coimeád úinéireacht dhlíthiúil ná an ceart chun rochtain ar thaifid a rialú.
Data	Sonraí	Facts, ideas, or discrete pieces of information, especially when in the form originally collected and unanalysed.	Fíorais, smaointe nó píosaí scoite faisnéise, go háirithe nuair atá an t-ábhar sin san fhoirm a bailíodh ar dtús gan anailísiú.
Database	Bunachar sonraí	A structured assembly of logically related data designed to meet various applications but managed independently of them.	Tiomsú struchtúrtha sonraí a bhfuil gaolmhaireacht loighiciúil ann ina leith agus é ceaptha chun bheith oiriúnach d'fheidhmchláir éagsúla ach bainistíocht neamhspleách á déanamh orthu.
Data element	Eilimint sonraí	A unit of information as defined within an information system, typically corresponding to a field in a database record or printed form.	Aonad faisnéise de réir mar a shainmhínítear laistigh de chóras faisnéise agus, de ghnáth, comhfhreagraíonn sé réimse i dtaifead i mbunachar sonraí nó i bhfoirm chlóite.

Data integrity	Sláine sonraí	The fact that data are not modified either intentionally or accidentally without proper authorisation.	Gan sonraí a bheith modhnaithe d'aon ghnó nó de thaisme gan údarú cuí.
Deaccession	Dí-fhorshealbhú (próiseas); Dí-fhorshealbhúchán (toradh)	The process by which archives formally removes material from its custody.	An próiseas trína mbaintear ábhar go foirmeálta as coimeád taisclainne cartlainne.
Deposit	Taisc (toradh) Cuir i dtaisce (briathar)	To place documents in the custody of an archives without transfer of legal title.	Doiciméid a chur faoi choimeád cartlainne gan an teideal dlíthiúil a aistriú.
Description	Tuairisc	See <i>Archival description</i> .	Féach <i>Tuairisc chartlainne</i> .
Digital preservation	Buanchoimeád digiteach	An essential and necessary component of digital archiving ensuring longevity of an electronic object.	Comhchuid riachtanach de chuid na cartlannaíochta digití, rud a chinntíonn fad saoil réada leictreonaigh.
Digital record	Taifead digiteach	A record in electronic form.	Taifead i bhfoirm leictreonach.
Digital Timestamp	Stampa ama digiteach	A binary code attached to a record indicating the time that an event occurred, such as creation, receipt, reading, modification or deletion.	Comhad dénártha arna cheangal le taifead a thugann le fios an t-am ar tharla teagmhas, cosúil le cruthú, fáil, léamh, leasú nó scrios.
Digitisation	Digitíú	Digitisation is the process of converting information, such as text, photographs, audio and video files, into digital format.	Is ionann digitíú agus an próiseas trína dtiontaítear faisnéis, cosúil le téacs, grianghraif, nó comhaid fuaime nó físe go formáid dhigiteach.
Diplomatics	Dioplómaitic	The study of the creation, form, and transmission of records, and their relationship to the facts represented in them and to their creator, in order to identify, evaluate, and communicate their nature and authenticity.	An staidéar a dhéantar ar chruthú, ar riocht agus ar aistriú taifead, agus ar an gceangal atá acu leis na fíricí a chuirtear i láthair iontu agus lena gcruthaitheoir, féachaint lena nádúr agus a mbarántúlacht a aithint, a mheas agus a chur in iúl.

Disaster plan	Plean tubaiste	Policies, procedures, and information that direct the appropriate actions to recover from and mitigate the impact of an unexpected interruption of operations, whether natural or man-made.	Beartais, nósanna imeachta agus faisnéis trína gcinntear na gníomhaíochtaí cuí chun téarnamh a dhéanamh ón tionchar a imríonn cur isteach gan choinne ar oibríochtaí, cibé acu tubaiste nádúrtha nó tubaiste de dhéantús an duine, agus chun an tionchar sin a mhaolú.
Disposal	Diúscairt	The transfer of records, especially noncurrent records, to their final state, either destruction or transfer to the National Archives. Disposal of departmental records without the authorisation of the Director of the National Archives is a breach of section 7 of the National Archives Act, 1986.	Taifid, go háirithe taifid neamhreatha, a aistriú chuig a staid deiridh, is é sin le rá, iad a dhiúscairt nó iad a aistriú chuig an gCartlann Náisiúnta. Is sárú ar alt 7 den Acht um Chartlann Náisiúnta 1986 é taifid roinne a dhiúscairt gan údarú a fháil ó Stiúrthóir na Cartlainne Náisiúnta.
Disposition	Cur de lámh	The range of processes associated with implementing records retention, destruction or transfer decisions which are documented in disposition authorities or other instruments.	An raon próiseas a ghabhann le cur i bhfeidhm cinntí maidir le coimeád, milleadh nó aistriú, ar cinntí iad a thuairiscítear in údaráis maidir le cur de lámh agus in ionstraimí eile.
Document	Doiciméad	Recorded information regardless of medium or characteristics.	Faisnéis taifeadta beag beann ar an meán nó ar shaintréithe.
Donor Agreement	Comhaontú Deontóra	An agreement between the donor of material and the repository receiving it, which outlines the conditions, ownership and responsibilities of both parties under which the transfer has been agreed.	Comhaontú idir deontóir ábhair agus an taisclann atá ag glacadh seilbhe air ina gcuirtear síos ar na coinníollacha, úinéireacht agus freagrachtaí atá ar an dá pháirtí a bhfuil an t-aistriú comhaontaithe eatarthu.
Draft	Dréacht	A rough or preliminary form of a document, sometimes retained as evidence.	Garbhleagan nó réamhleagan de dhoiciméad, a choimeádtar mar fhianaise uaireanta.

Dynamic Record	Taifead dinimiciúil	<ul style="list-style-type: none"> •A document that includes content taken from external sources that changes as those external sources change. •A document, especially a web page, that changes content through periodic transactions between the client and server. 	<ul style="list-style-type: none"> •Doiciméad a n-áirítear leis ábhar arna thógáil ó fhoinsí seachtracha a mbíonn athruithe ag teacht air de réir mar a athraíonn na foinsí seachtracha sin. •Doiciméad, go háirithe leathanach gréasáin, a dtagann athrú air trí idirbhearta tréimhsiúla idir an cliant agus an freastalaí.
E-mail	Ríomhphost a chur/sheoladh (briathar); Ríomhphost (ainmfhocal)	Transmission of messages, their metadata, and possible attachments over communications networks.	Teachtaireachtaí, a gcuid meiteashonraí, agus ceangaltáin b'fhéidir, a tharchur ar ghréasáin chumarsáide.
Electronic record	Taifead leictreonach	A record that is stored electronically, regardless of the media or whether it is in the original format in which it was created, as opposed to stored in hard copy (i.e. on paper).	Taifead a stóráiltear go huathoibríoch, beag beann ar na meáin atá i gceist nó gan spleáchas ar an bhformáid bhunaidh inar cruthaíodh é, seachas é a bheith stóráilte i gcóip chrua (i.e. ar pháipéar).
Emulation	Aithris	Moving the information to new hardware but with an additional software component which emulates the old hardware, thus allowing execution of the old application software.	An fhaisnéis a bhogadh chuig bogearraí cruá nua ach tá comhchuid bhreise ann ó thaobh bogearraí de trína ndéantar aithris ar na sean-chrua-earraí agus, sa tslí sin, cumasaítear rith sean-bhogearraí feidhmchláir.
Encoded Archival Description (EAD)	Cuntas Ionchódaithe Cartlainne (EAD)	A standard for encoding descriptive information of archival records.	An caighdeán atá i bhfeidhm chun faisnéis thuairisciúil faoi thaifid chartlainne a ionchodú.
Encryption	Criptiú (próiseas), Criptiúchán (toradh)	The conversion of data into a secret code (or of plaintext into ciphertext) for transmission over a public network.	Sonraí a thiontú go cód rúnda (nó gnáth-théacs a thiontú go rúntéacs) le haghaidh a seachadta thar líonra poiblí.

Ephemera	Ábhar gearrshaolach	Materials, usually printed documents, created for a specific, limited purpose.	Ábhair ar ábhair chlóite iad de ghnáth agus iad cruthaithe le haghaidh cuspóir teoranta ar leith.
Evidence	Fianaise	Evidence refers to the records of a business transaction which can be shown to have been created in the normal course of business activity and which are inviolate and complete. They are evidence of how an agency or person conducted their business, including decisions, actions, non-decisions and inactions.	Baineann fianaise le taifid de chuid idirbheart gnó ar féidir a thaispeáint ina leith gur cruthaíodh iad i ngnáthchúrsa gníomhaíocht ghnó agus go bhfuil siad neamhthruaillithe agus iomlán. Is fianaise iad i dtaobh conas a sheol gníomhaireacht nó duine a ghnó/gnó, lena n-áirítear cinntí, gníomhartha, neamhchinntí agus neamhghníomhartha.
Evidential value	Luach fianaiseach	The quality of records that provides information about the origins, functions and activities of their creator.	Cáilíocht atá ag doiciméid, ar cáilíocht í a sholáthraíonn faisnéis faoi thionscnamh, faoi fheidhmeanna agus faoi gníomhaíochtaí a gcruthaitheora.
Extensible Markup Language (XML)	Teanga Mharcála Inbheisithe (XML)	A universal format for structured documents and data on the Web having the potential to alleviate many of the interoperability problems associated with the sharing of documents and data.	Formáid uilechoiteann le haghaidh doiciméid agus sonraí struchtúrtha ar an Idirlíon, ar formáid í lena ngabhann acmhainneacht chun laghdú a dhéanamh ar chuid mhór de na fadhbanna idir-inoibritheachta a bhaineann le comhroinnt doiciméad agus sonraí.
Extent	Méid	A description of the physical quantity of the material described.	Tuairisc ar chainníocht fhisiciúil an ábhair a bhfuil cur síos air.
File	Comhad	An organised unit of records grouped and managed as a discrete object because they deal with the same activity or transaction. A file can be physical or electronic.	Aonad eagraithe taifead a ghrúpáiltear agus a bhainistítear mar réad scoite ós rud é go ndéileálann siad leis an ngníomhaíocht chéanna nó leis an idirbheart céanna. Is féidir le comhad a bheith fhisiciúil nó leictreonach.

File format	Formáid chomhaid	The organisation of data within digital objects, usually designed to facilitate the storage, retrieval, processing, presentation and/or transmission of the data by software.	Sonraí laistigh de réada digiteacha a eagrú, agus é sin ceaptha, de ghnáth, chun stóráil, aisghabháil, próiseáil, tíolacadh agus/nó tarchur na sonraí ar mhodh bogearraí a éascú.
File identifier	Aitheantóir comhaid	Metadata attached to a file that establishes its identity.	Meiteashonraí a ghabhann le comhad chun a aitheantas a shuíomh.
File plan	Plean comhad	A classification scheme describing different types of files maintained in an office, how they are identified, where they should be stored, how they should be indexed for retrieval and a reference to the approved disposition for each file.	Scéim aicmiúcháin trína ndéantar tuairisc i dtaobh cineálacha éagsúla comhad a choinnítear in oifig, i dtaobh conas a shainnítear iad, i dtaobh cén áit inar ceart iad a stóráil, i dtaobh conas is ceart iad a innéacsú ar mhaithe lena n-aisghabháil, agus i dtaobh tagairt do chur de lámh ceadaithe i ndail le gach comhad ar leith.
Filing system	Córas comhdúcháin	A group of conventions, methods, and procedural rules according to which documents are sorted, classified, cross-referenced, stored and retrieved.	Grúpa nósmaireachtaí, modhanna agus rialacha nós imeachta ar dá réir a dhéantar doiciméid a shórtáil agus a aicmiú agus a dhéantar crostagairt ina leith.
Finding aid	Áis aimsithe	A description of records that gives the repository physical and intellectual control over the records and that assists users to gain access to and understand the records.	Tuairisc ar thaifid lena ndéantar rialú fisiciúil agus rialú intleachtúil ar na taifid a thabhairt don taisclann agus lena gcabhraítear d'úsáideoirí rochtain agus tuiscint a fháil ar na taifid.
Fixity	Buaine	The quality of a record that has fixed form.	Cáilíocht taifid a bhfuil riocht seasta aige.
Fonds	Cnuasach aon fhoinse; Fonds <i>FR</i>	The entire body of records of an organisation, family or individual that have been created and accumulated as the result of an organic process reflecting the functions of the creator.	Corpas iomlán taifead de chuid eagraíochta, teaghlaigh nó duine aonair, ar taifid iad a cruthaíodh agus a carnadh mar thoradh ar phróiseas orgánach a léiríonn feidhmeanna an chruthaitheora.

Function	Feidhm	The activities of an organisation or individual performed to accomplish some core mandate or mission.	Gníomhaíochtaí eagraíochta nó duine aonair, ar gníomhaíochtaí iad a dhéantar chun croí-mhandáid nó croí-mhisin éigin a chur i gcrích.
Guide	Treoirleabhar	A broad description of the holdings at one or more archives, typically at the Fonds / collection level.	Tuairisc leathan ar na sealúchais atá ag cartlann amháin nó níos mó, ar tuairisc í a bhaineann le leibhéal bailiúcháin de ghnáth.
Hash Value	Haisluach	A number generated from a string of text. The hash is substantially smaller than the text itself, and is generated by a formula in such a way that it is extremely unlikely that some other text will produce the same hash value. Also called a message digest.	Uimhir a ghintear ó theaghrán téacs. Bíonn an hais i bhfad níos lú ná an téacs féin, agus gintear as foirmle é ar bhealach a fhágann go bhfuil sé thar a bheith neamhdhóchúil go dtáirgfídh téacs éigin eile an haisluach céanna. Tugtar dlúth-theachtaireacht air chomh maith.
Hypertext	Hipirthéacs	A method of presenting digital information that allows related files and elements of data to be interlinked, rather than viewed in linear sequence; usually differentiated from the normal text in a document by a different colour, by underlining, or by both.	Modh ina gcuirtear faisnéis dhigiteach i láthair agus ina gcumasaítear comhaid ghaolmhara agus eilimintí sonraí a idirnascadh, seachas breathnú orthu i seicheamh líneach; de ghnáth, bíonn sé idirdhealaithe ón ngnáth-théacs i ndoiciméad trí dhath eile a úsáid, trí fholíniú a dhéanamh ní tríd an dá ní sin a dhéanamh.
Imaging	Íomháú	The process of copying documents by reproducing their appearance through photography, micrographics or scanning.	An próiseas a bhaineann le doiciméid a chóipeáil trína n-íomhá a atáirgeadh trí fhótagrafaíocht, trí mhicreagrafaic nó trí scanadh.
Inactive record	Taifead neamhghníomhach	A record no longer needed to conduct current business but preserved until it meets the end of its retention period.	Taifead nach bhfuil gá leis a thuilleadh chun gnó reatha a sheoladh ach ar taifead é atá á chaomhnú go dtí go sroicheann sé deireadh a thréimhse coimeáda.
Information	Faisnéis	Recorded data.	Sonraí taifeadta.

Informational value	Luach faisnéiseach	The usefulness or significance of records based on their content, independent of any intrinsic or evidential value.	Úsáideacht nó suntasacht taifead ar bhonn a n-inneachair, gan spleáchas ar aon luach intreach nó aon luach ó thaobh fianaise de.
Intellectual control	Rialú intleachtúil	The control established over archival material by documenting in finding aids its provenance, arrangement, composition, scope, informational content and internal and external relationships.	An rialú a bhunaítear ar ábhar cartlainne trí fhaisnéis a sholáthar in áiseanna aimsithe maidir le stair úinéireacha, cur in eagar, comhdhéanamh, scóip, inneachar ó thaobh faisnéise de agus gaolmhaireachtaí inmheánacha agus seachtracha an ábhair lena mbaineann.
Intellectual property rights	Ceartha maoine intleachtúla	An idea, secret, mark or expression that has property rights created through intellectual and/or discovery efforts of a creator and that are generally protectable under patent, trademark, copyright or other law.	Idé, rún, marc nó léiriú lena ngabhann cearta maoine a chruthaítear trí iarrachtaí intleachtúla agus/nó fionnachtana cruthaitheora agus ar cearta iad atá inchosanta de ghnáth faoin dlí a bhaineann le paitinní, trádhmhairc nó cóipcheart nó faoi dhlíthe eile.
Item	Mír	The smallest intellectually indivisible archival unit, e.g. a letter, memorandum, report, photograph, sound recording.	An t-aonad cartlainne doroinnte is lú ó thaobh cúrsaí intleachtúla de e.g. litir, meabhrán, tuarascáil, grianghraf, taifeadadh fuaime.
Item level description	Tuairisc leibhéal míre	The smallest intellectually indivisible archival unit (e.g., a letter, memorandum, report, or photograph) which is then described.	An t-aonad cartlainne is lú nach féidir aon roinnt intleachtúil eile a dhéanamh air (e.g. litir, meamram, tuairisc, nó grianghraf), agus a ndéantar tuairisc ansin air.
Interoperability	Idir-inoibritheacht	The ability of different systems to use and exchange information through a shared format. Standards facilitate interoperability.	An cumas atá ag córais éagsúla leas a bhaint as faisnéis, agus faisnéis a mhalartú, trí fhormáid chomhroinnte. Éascaíonn caighdeáin idir-inoibritheacht.

Legal custody	Coimeád dlíthiúil	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.	An fhreagracht i ndáil le cúram doiciméad ar bhonn shealbhú fisiciúil na ndoiciméad sin. Ní í gcónaí a áiríonn coimeád úinéireacht dhlíthiúil ná an ceart chun rochtain ar thaifid a rialú.
Legal value	Luach dlíthiúil	Usefulness of a record in complying with statutes and regulations, as evidence in legal proceedings, as legal proof of business transactions or to protect an individual's or organisation's rights and interests.	Úsáideacht taifid maidir le reachtanna agus rialacháin a chomhlíonadh, mar fhianaise in imeachtaí dlíthiúla, mar chruthúnas dlíthiúil ar idirbhearta gnó nó chun cearta agus leasanna duine aonair nó eagraíochta a chosaint.
Levels of arrangement	Leibhéal eagair	The hierarchical, intellectual, and physical divisions used in archives management, including repository, record group, fonds, collection, subgroups, series, subseries, file, and item.	Na deighiltí ordlathais, intleachtúla agus fisiciúla a úsáidtear i mbainistíocht ábhar cartlainne, lena n-áirítear taisclann, grúpa taifead, cnuasach aon fhoinsé (<i>fonds</i>), bailiúchán, foghrúpa, sraith, foshraith, comhad agus mír.
Levels of description	Leibhéal tuairisce	The level of arrangement of the unit being described, e.g., fonds, series, collection, file, item.	Leibhéal ó thaobh chur in eagar an aonaid atá á thuairisciú e.g. cnuasach aon fhoinsé, sraith, bailiúchán, comhad, mír.
Life cycle	Saolré	A model of records management and archival science that characterises the life span of a record from its creation or receipt to its final disposal or permanent preservation.	Múnla bainistithe taifead agus eolaíochta cartlainne trína léirítear saintréithe saolré taifid ón tráth a chruthaítear nó a fhaightear é go dtí tráth a dhiúscartha deiridh nó a chaomhnú bhuan.
Location	Suíomh	Physical location in the repository of all holdings	Suíomh fisiciúil na sealúchas go léir sa taisclann
Location index	Innéacs suíomhanna	A finding aid, in manual or electronic format, providing the physical location in the repository of all holdings.	Áis aimsithe, i lámhleabhar nó i bhformáid leictreonach, ina soláthraítear suíomh fisiciúil na sealúchas go léir sa taisclann.

Logical Format	Formáid loighciúil	The organized arrangement of data on a digital medium that ensures file and data control structures are recognizable and recoverable by the host computer operating system.	An t-eagar a chuirtear ar shonraí ar mheán digiteach a chinntíonn go bhfuil struchtúir comhaid agus rialaithe sonraí inaitheanta agus inaisghabhála ag córas oibriúcháin an óstríomhaire.
Lossless Compression	Comhbhrú neamhchailteach	A data compression algorithm which retains all the information in the data, allowing it to be recovered perfectly by decompression.	Algartam comhbhruite sonraí a choinníonn gach faisnéis sna sonraí, rud a fhágann go mbeifear in ann an fhaisnéis a aisghabháil ina ceart trí dhí-chomhbhrú.
Lossy Compression	Comhbhrú cailteach	A data compression algorithm which reduces the amount of information in the data, rather than just the number of bits used to represent that information.	Algartam comhbhruite sonraí a laghdaíonn an líon faisnéise sna sonraí, seachas díreach líon na ngiotán a úsáidtear chun an fhaisnéis sin a léiriú.
Machine-readable record	Taifead inléite ag meaisín / Taifead meaisín-inléite	Records in a medium or format that requires a mechanical device to make it intelligible to humans.	Taifid atá ann i meán nó i bhformáid a bhfuil gá le feiste mheicniúil chun iad a dhéanamh intuigthe do dhaoine.
Manuscript	Lámhscríbhinn	A handwritten document.	Doiciméad lámhscríofa.
Markup Language	Teanga Mharcála	A computer-processable encoding language and associated rules that can be used to mark-up or tag SGML-compliant documents to indicate their logical structure, layout, display and styling.	Teanga ionchódaithe atá inphróiseáilte ag ríomhaire, mar aon lena rialacha gaolmhara, ar féidir í a úsáid chun doiciméid atá oiriúnach do SGML a mharcáil nó a chlibeáil. Baintear úsáid aisti chun struchtúr loighciúil, leagan amach, modh taispeána agus stíl na ndoiciméad sin a léiriú.
Medium	Meán	The physical material, container, and/or carrier in or on which information is recorded (i.e., clay tablet, papyrus, paper, parchment, film, magnetic tape).	An t-ábhar, an coimeádán agus/nó an t-íomprán fisiciúil a ndéantar faisnéis a thaifeadadh ann nó air (i.e. táibléad cré, paipír, páipéar, pár, scannán, téip maighnéadach).
Metadata	Meiteashonraí	Data describing context, content and structure of records and their management through time.	Sonraí lena dtuairiscítear comhthéacs, inneachar agus struchtúr taifead agus an bhainistíocht atá déanta ina leith thar am.

Metadata element	Eilimint meiteashonraí	A discrete component of metadata.	Comhchuid scoite de chuid meiteashonraí.
Metadata schema	Scéimre meiteashonraí	A framework that specifies and describes a standard set of metadata elements and their interrelationships that need to be recorded to ensure the identification of records and their authenticity. Schemas provide a formal syntax (or structure) and semantics (or definitions) for the metadata elements.	Creat lena ndéantar sraith caighdeánach eilimintí meiteashonraí agus a n-idirghaolmhaireachtaí a shonrú agus a thuairisciú, ar eilimintí agus idirghaolmhaireachtaí iad nach mór iad a thaifeadadh d'fhonn sainithne taifead agus barántúlacht taifead a chinntiú. Soláthraíonn scéimrí comhréir fhoirmiúil (nó struchtúr foirmiúil) agus séimeantaic (nó sainmhínte) le haghaidh na n-eilimintí meiteashonraí.
Microfiche	Micrifís	A flexible transparent sheet of film bearing a number of micro images arranged in horizontal rows and vertical columns with a header.	Leathán trédhearcach solúbtha scannáin ar a bhfuil roinnt micri-íomhánna atá curtha in eagar ina rónna cothrománacha agus ina gcolúin ingearacha, agus ceanntásc ag gabháil leo.
Microfilm	Micreascannán	The use of photographic processes to produce very small images of original material on a film base.	Próisis fhótagrafacha a úsáid chun íomhánna an-bheag d'ábhar bunaidh a tháirgeadh ar bhun scannáin.
Migration	Ascnamh	The act of moving records from one system to another, while maintaining their authenticity, integrity, reliability and usability. Migration involves a set of organised tasks designed to periodically transfer digital material from one hardware or software configuration to another, or from one generation of technology to another.	Taifid a bhogadh ó chóras amháin go córas eile agus, ag an am céanna, a mbarántúlacht, a n-iomláine, a n-iontaofacht agus a n-inúsáidteacht a choimeád ar bun. Is é atá i gceist le haistriú ná sraith tascanna eagraithe atá ceaptha chun ábhar digiteach a aistriú ó thráth go chéile ó chumraíocht chrua-earraí amháin go ceann eile, nó ó ghlúin áirithe teicneolaíochta go ceann eile.
Mode of transmission	(An) Modh tarchurtha	The method of transmission of a record (e.g., by fax).	Modh tarchurtha taifid (e.g. le facs).

Multi-level description	Tuairisc il-leibhéal	A finding aid or other access tool that consists of separate, interrelated descriptions of the whole and its parts, reflecting the hierarchy of the materials being described.	Áis aimsithe nó uirlis eile rochtana ina gcuimsítear tuairiscí idirghaolmhara ar leithligh ar an taifead iomlán nó ar chodanna de, agus ina léirítear ordlathas na n-ábhar atá á dtuairisciú.
Non-current record	Taifead neamhreatha	Records that are no longer used in the day-to-day course of business, but which are preserved and occasionally used for legal, historical or operational purposes. See also: Current records , Semi-current records .	Taifid nach n-úsáidtear a thuilleadh i gcúrsa laethúil gnó ach ar taifid iad a chaomhnaítear agus a úsáidtear ó thráth go chéile ar mhaithe le cuspóirí dlí, staire nó oibríochta. Féach freisin: Taifid reatha , Taifid leathreatha .
Obsolescence	Dífheidhmeacht	The process of losing the capacity to be accessed.	An próiseas a bhaineann le cumas rochtana a chailliúint.
Open file	Comhad oscailte	A file to which documents continue to be added.	Comhad a bhfuil doiciméid á gcur leis i gcónaí.
Open Source	Foinse oscailte	A computer program in which the source code is available to the general public for use and/or modification from its original design.	Ríomhchlár ina bhfuil an cód foinseach ar fáil don phobal le haghaidh a úsáide agus/nó a mhionathraithe ón dearadh bunaidh a bhí air.
Original	Leagan bunaidh	The first complete and effective version of a record that is designated as the official record.	An chéad leagan iomlán, éifeachtach de thaifead atá ainmnithe mar an taifead oifigiúil.
Papers	Páipéir	<ul style="list-style-type: none"> • A general term used to designate more than one type of manuscript material. • A collection of personal or family documents; personal papers. 	<ul style="list-style-type: none"> • Téarma ginearálta a úsáidtear chun níos mó ná cineál amháin ábhair lámhscríbhinne a ainmniú. • Bailiúchán doiciméad pearsanta nó teaghlaigh; páipéir phearsanta.
Permanent value	Buanluach	The administrative, fiscal, legal, intrinsic, evidential and/or informational values, which justify the indefinite or permanent preservation of records as archives.	Na luachanna riaracháin, fíoscacha, dlíthiúla, fianaise agus/nó faisnéise ar dá réir a thugtar údar do bhuanchoimeád seasta nó éiginnte na dtaifead mar ábhair chartlainne.

Personal papers	Páipéir phearsanta	Documents created, acquired or received by an individual in the course of his or her affairs.	Doiciméid a chruthaigh nó a fuair duine aonair, nó a bhfuair duine aonair seilbh orthu, i gcúrsa a ghnóthaí/gnóthaí.
Physical control	Rialú fisiciúil	The control established over the physical aspects (such as format, quantity or location) of documents in the physical custody of an archives. Physical control does not necessarily imply legal title.	An rialú atá bunaithe ar na gnéithe fisiciúla na ndoiciméad (amhail formáid, cainníocht nó suíomh) atá á gcoinneáil i gcartlann. Ní gá go dtuigtear teideal dlíthiúil a bheith ann mar thoradh ar rialú fisiciúil.
Physical form	Foirm fhisiciúil	The overall appearance, configuration, or shape, derived from a document's characteristics and independent of intellectual content.	An chuma foriomlán, an chumraíocht fhoriomlán nó an cruth foriomlán a dhíorthaíonn ó shaintréithe doiciméid, gan spleáchas d'inneachar intleachtúil.
Plain copy	Gnáthchóip	A duplicate of an original document used for information purposes only. A plain copy may have no legal standing. See <i>Certified copy</i> .	Dúblach de dhoiciméad bunaidh a úsáidtear chun críocha faisnéise amháin. D'fhéadfadh sé nach ngabhann aon seasamh dlíthiúil le cóip phléineáilte. Féach <i>Cóip dheimhnithe</i> .
Policy	Polasaí	A high-level overall plan, containing a set of principles, embracing the general goals of an organisation.	Plean foriomlán ardleibhéil, ina gcuimsítear sraith prionsabal, ina nglactar le haidhmeanna ginearálta de chuid na Roinne Stáit lena mbaineann, agus a úsáidtear chun cinní a bhunú air.
Policy file	Comhad polasaí	A file documenting the development and implementation of a high-level overall plan and set of principles.	Comhad ina ndéantar doiciméadú ar fhorbairt agus ar chur i bhfeidhm plean fhoriomláin ardleibhéil agus sraithe prionsabal.

Preservation	Buanchoimeád	Processes and operations that minimise chemical and physical deterioration over time and prevent loss of information. This includes storing, protecting and maintaining records in an optimum manner and may include reformatting if required. See <i>Conservation</i> .	Próisis agus oibríochtaí a íoslaghdaíonn meath ceimiceach agus meath fisiceach thar am agus a choisceann cailleadh faisnéise. Áiríonn sé sin stóráil, cosaint agus cothabháil taifead ar mhodh optamach agus d'fhéadfadh sé gurb é a bheadh i gceist ná athfhormáidiú más gá sin. Féach <i>Caomhnú</i> .
Preservation framework	Creat buanchoimeáda	The whole of the external archival and institutional controls expressed as a coherent synthesis of requirements for preservation of (digital) records.	Na rialuithe iomlána seachtracha, idir rialuithe cartlainne agus rialuithe institiúideacha, a léirítear mar shintéis chomhleanúnach ceanglas maidir le buanchoimeád taifead (digiteach).
Preservation microfilming	Micreascannánú buanchoimeáda	Microfilm made using materials and techniques to ensure continued access to materials that are in poor condition or to protect the originals from repeated handling.	Micreascannán a dhéantar trí úsáid a bhaint as ábhair agus as teicníochtaí trína gcinntítear rochtain leantach ar ábhair atá i ndrochríocht nó trína gcosnaítear na leaganacha bunaidh ar láimhseáil arís agus arís eile.
Presumption of authenticity	Toimhde barántúlachta	An inference as to the fact of a record's authenticity that is drawn from known facts about the manner in which that record has been created and maintained.	Tátaí maidir le taifead a bheith barántúil, ar tátaí é a dhéantar ar bhonn fórais atá ar eolas faoin modh inar cruthaíodh agus inar cothabháladh an taifead lena mbaineann.
Primary value	Luach príomhúil	The worth that records/archives possess, by virtue of their contents, for the continued transaction of the business that gave rise to their creation.	An luach atá ag taifid/ábhair chartlainne, de bhua a n-inneachair, i ndáil le seoladh leantach an ghnó ba chúis lena gcruthú.
Private archives	Ábhair chartlainne phríobháideacha	Records or archives of non-governmental provenance.	Taifid nó ábhair chartlainne de thionscnamh neamhrialtasach.

Procedural context	Comhthéacs nóis imeachta	The business procedure in the course of which a record is created.	An nós imeachta gnó ar lena linn a chruthaítear taifead.
Procedure	Nós imeachta	Instructions, exhibits, and/or other methodologies to follow in order to complete tasks in a predictable and orderly way.	Treoracha, foilseáin agus/nó modheolaíochtaí eile atá le leanúint d'fhonn tascanna a chur i gcrích ar mhodh intuartha ordúil.
Proprietary	Dílsithe	In reference to hardware technology, software applications and/or file formats, the state of being privately owned and controlled.	Baineann sé seo le teicneolaíocht crua-earraí, le feidhmchláir bhogearraí agus/nó le formáidí comhaid, agus baineann sé le staid ina bhfuil úinéireacht phríobháideach agus rialú príobháideach i gceist
Provenance	Stair úinéireachta	Information regarding the origins, custody, and ownership of record(s).	Faisnéis maidir le tionscnamh, coimeád agus úinéireacht taifid (taifead).
Reappraisal	Athmheasúnú	The process of identifying materials that no longer merit preservation and that are candidates for deaccessioning.	An próiseas trína n-ainmítear abhair nach fiú iad a bhuanchomeád a thuilleadh, agus ar ábhair iad ar cheart breithniú a dhéanamh orthu maidir le dí.
Record	Taifead	Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.	Faisnéis arna cruthú, fáil agus cothabháil mar fhianaise agus faisnéis ag eagraíocht nó ag duine de bhun oibleagáidí dlíthiúla nó le linn gnó a sheoladh.
Record attribute	Saintréith thaifid	A defining characteristic of a record or of a record element (e.g., the name of the author).	Saintréith sainmhínte de chuid taifid nó eilimint taifid (e.g. ainm an údair).
Record identity	Aitheantas taifid	The distinct character of a record, identifiable through the attributes that uniquely characterise it and distinguish it from other records.	Carachtar sainiúil taifid atá inaitheanta trí na saintréithe uathúla a bhaineann leis agus a idirdhealaíonn é ó thaifid eile.
Record integrity	Sláine taifid	Quality of being whole and unaltered from loss, tampering or corruption.	Cáilíocht a fhágann go bhfuil sé iomlán agus gan athrú mar thoradh ar chailleadh, cur isteach nó éilliú.

Recordkeeping	Coimeád taifead	The systematic creation, use, maintenance and disposition of records to meet administrative, programmatic, legal and financial needs and responsibilities.	Cruthú córasach, úsáid chórasach, cothabháil chórasach agus diúscairt chórasach taifead chun riachtanais agus freagrachtaí de chineál riaracháin, cláir, dlí agus airgeadais a chomhlíonadh.
Recordkeeping system	Córas coimeádta taifead	Coordinated policies and procedures that enable records to be collected, organised and categorised to facilitate their management, including preservation, retrieval, use and disposition.	Beartais chomhordaithe agus nósanna imeachta comhordaithe trína gcumasaítear taifid a bhailiú, a chur in eagar agus a chatagóiriú d'fhonn bainistíocht na dtaifead a chumasú, lena n-áirítear buanchoimeád, aisghabháil, úsáid agus cur de lámh na dtaifead lena mbaineann.
Records Aggregation	Comhiomlánú taifead	A natural accumulation of an interrelated group of records, such as a file, dossier, series or fonds, which results from the way in which a records creator carries out its activities or functions.	Carnadh nádúrtha ghrúpa taifead a bhfuil gaol acu lena chéile, cosúil le comhad, sainchomhad, sraith nó fonds, ar toradh é ar an gcaoi a dtugann cruthaitheoir taifead faoina ghníomhaíochtaí nó feidhmeanna.
Records continuum	Contanam taifead	The records continuum is the whole extent of a record's existence. It refers to a consistent and coherent regime of management processes from the time of the creation of records (and before creation, in the design of recordkeeping systems), through to their disposal or preservation and use as archives.	Is é atá i gcontanam taifead ná an fad iomlán atá taifead ar marthain. Baineann sé le córas comhsheasmhach comhleanúnach próiseas bainistíochta ó thráth cruthaithe na dtaifead (agus roimh chruthú na dtaifead, i ndearadh na gcóras coimeádta taifead) go dtí tráth diúscair na dtaifead nó go dtí tráth a mbuanchoimeád mar ábhair chartlainne.
Records creator	Cruthaitheoir taifead	See Creator .	Féach Cruthaitheoir .

Records management	Bainistíocht taifead	The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of, and information about, business activities and transactions in the form of records.	An réimse bainistíochta tá freagrach i ndáil le rialú éifeachtúil córasach a dhéanamh ar chruthú, ar fháil, ar chothabháil, ar úsáid agus ar chur de láimh taifead, lena n-áirítear próisis a bhaineann le fianaise ar ghníomhaíochtaí agus idirbhearta gnó, i bhfoirm taifead, agus le faisnéis faoin méid sin, a ghabháil agus a chothabháil.
Records manager	Bainisteoir taifead	An individual responsible for the administration of programmes for the efficient and economical handling, protecting and disposing of records throughout their life cycle.	Duine ar a bhfuil freagracht i ndáil le riaradh clár a bhaineann le láimhseáil, cosaint agus díúscairt éifeachtúil tíosach taifead ar fud a saolré.
Records system	Córas taifead	A set of rules governing record-making and recordkeeping, as controlled by the creator's records management function, and the tools and mechanisms used to implement these rules.	Sraith rialacha lena rialaítear déanamh agus coimeád taifead, de réir mar a rialaítear le feidhm bainistíochta taifead an chruthaitheora, agus na huirlisí agus na sásraí a úsáidtear chun na rialacha sin a chur i bhfeidhm.
Redaction	Folú	The process of concealing sensitive information in a document before being released to someone not authorized to see that information.	An próiseas trína gceiltear faisnéis íogair i ndoiciméad sula scaoiltear chuig duine é nach bhfuil údarú aige/aici an fhaisnéis sin a fheiceáil.
Reference code	Cód tagartha	A number or code assigned to uniquely identify a record or fonds.	Uimhir nó cód a shanntar chun taifead nó cnuasach aon fhoinsé a shainnithint go huathúil.
Reference copy	Cóip thagartha	A copy of a record kept for easy access to the information it contains, as opposed to its intrinsic or evidential value.	Cóip de thaifead a choinnítear ar mhaithe le rochtain éasca a fháil ar an bhfaisnéis atá ann, seachas a luach intreach nó fianaiseach.

Refreshing	Athnuachán	The process of copying the digital content from one digital medium to another (includes copying to the same kind of medium).	An próiseas trína gcóipeáiltear inneachar digiteach ó mhéan digiteach amháin go ceann eile (áirítear leis sin cóipeáil chuig an gcineál céanna meáin).
Register	Clár	A document, usually a volume, in which 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.	Doiciméad, ar imleabhar é de ghnáth, ina ndéantar sonraí d'aon chineál a iontráil go rialta mar thoradh ar údarás reachtúil nó ós rud é go meastar go bhfuil na sonraí a bheith sách tábhachtach lena dtaifeadh go cruinn agus go foirmiúil.
Registration	Clárú	The process of formally recording information in a register.	An próiseas a bhaineann le faisnéis a chlárú i gclár.
Registry	Clárlann	A division within an organisation responsible for the recording, control and maintenance of records.	Rannán laistigh d'eagraíocht ar a bhfuil freagracht i ndáil le taifid a thaifeadh, a rialú agus a chothabháil.
Registry system	Córas Clárlainne	The policies and procedures that govern the recording, control and maintenance of records within an organisation through the use of formal registers, lists and indexes.	Na polasaithe agus na nósanna imeachta lena rialaítear taifeadh agus cothabháil taifead laistigh d'eagraíocht trí úsáid a bhaint as cláir foirmiúla, as liostaí foirmiúla agus as innéacsanna foirmiúla.
Regnal years	Blianta de réir réimeas rí/banríona	From 1189 official documents in England and Wales were dated using the regnal year. Each regnal year begins on the anniversary of the day the sovereign succeeded to the throne (e.g. 1509 was the year Henry VII acceded to the throne of England and may be cited as '1 Hen. 8').	Ón mbliain 1189 ar aghaidh i Sasana, rinneadh doiciméid oifigiúla a dhátú trí úsáid a bhaint as bliain an rí/na banríona a bhí i réim. Tosaíonn gach bliain den sórt sin ar chothromdháta an lae a tháinig an rí/an bhanríon i gcomharbacht ar an gcoróin (e.g. ba í an bhliain 1509 an bhliain inar tháinig Henry VIII i gcomharbacht ar choróin Shasana agus is féidir é a lua mar '1 Hen. 8').
Reliability	Iontaofacht	Qualities of a record that demonstrate its trustworthiness over time.	Cáilíochtaí de chuid taifid a léiríonn a bharántúlacht thar thréimhse ama.

Repository	Taisclann	See <i>Archival repository</i> .	Féach <i>Taisclann chartlainne</i>
Reproduction	Atáirgeadh	The process of generating a copy.	An próiseas a ghabhann le giniúint cóipe.
Respect des fonds	Respect des fonds	The principle that the records of a person, family or corporate body must be kept together in their original order, if it exists or has been maintained, and not be mixed or combined with the records of another individual or corporate body.	An prionsabal ar dá réir nach mór taifid duine, teaghlaigh nó comhlachta chorparáidigh a choinneáil le chéile ina n-ord bunaidh, más ann don ord sin agus má cothabháladh é, agus gan iad a mheascadh nó a chónascadh le taifid duine eile nó comhlachta chorparáidigh eile.
Respect for original order	Urraim don ord bunaidh	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.	An prionsabal ar dá réir is ceart taifid de thionscnamh aonair a choimeád de réir an leagain amach a bhunaigh an cruthaitheoir, lena n-áirítear uimhreacha tagartha, d'fhonn gaolmhaireachtaí atá ann cheana féin, mar aon le suntasacht fhianaiseach agus úsáideacht áiseanna aimsithe an chruthaitheora, a bhuanchoimeád.
Restricted File	Comhad srianta	<ul style="list-style-type: none"> • A file that is restricted and which is not on open access. • Restrictions may be defined by a period of time or by a class of individual allowed or denied access. They may be required in order to adhere to data protection regulations, or to preserve materials. 	<ul style="list-style-type: none"> • Comhad a bhfuil srian air agus nach bhfuil rochtain oscailte air. • D'fhéadfaí srianta a shainmhíniú de réir tréimhse ama nó de réir aicme duine a bhfuil cead rochtana aige/aici, nó a shéantar rochtain air/uirthi. D'fhéadfadh call a bheith leis sin d'fhonn cloí leis na rialacháin maidir le cosaint sonraí, nó chun ábhair a bhuanchoimeád.

Retention and disposal schedule	Sceideal coimeáda agus diúscartha	A comprehensive document that identifies and describes an organisation's records, usually at the series level, indicating the length of time each series should be retained and the point at which records should be permanently preserved as archives or destroyed.	Doiciméad cuimsitheach ina sainithnítear agus ina dtuairiscítear taifid eagraíochta, ar leibhéal sraithe de ghnáth, agus léiriú á thabhairt ar an bhfad ama ar lena linn is ceart gach sraith a choimeád agus ar an tráth ar ceart í a chur i mbuanchoimeád seasta mar ábhar cartlainne nó a scriosadh.
Retrospective scanning	Scanadh siarghabhálach	The digitisation of records originally in paper format and ingestion into an electronic document management system.	Digitiú taifead a bhí i bhformáid pháipéir ar dtús agus iad a thógáil isteach i gcóras bainistithe doiciméad leictreonach.
Sampling	Sampláil	The process of selecting items from a collection to represent the collection as a whole.	An próiseas a bhaineann le hítimí a roghnú as bailiúchán chun léiriú a thabhairt ar an mbailiúchán ina iomláine.
Scope and Content	Scóip & Ábhar	An expanded description of the characteristics of described materials, the functions and activities that produced them, and the types of information contained therein.	Tuairisc fairsingithe ar thréithe na n-ábhar a bhfuil tuairisc déanta orthu, ar na feidhmeanna agus na gníomhaíochtaí a úsáideadh chun iad a tháirgeadh, agus ar na cineálacha faisnéise atá iontu.

Seal	Séala	<ul style="list-style-type: none"> • A die/matrix, usually of metal, engraved in intaglio with the device or design used to produce a seal by the application of pressure. Dies may be of one-sided design only or in pairs producing dissimilar designs simultaneously in each seal. • A piece of wax, lead, or other material upon which an impression in relief from a seal 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. 	<ul style="list-style-type: none"> • Díslé/maitrís, déanta as miotal de ghnáth, agus é/í greanta <i>intaglio</i> in éineacht leis an bhfeiste nó leis an dearadh, rud a úsáidtear chun séala a tháirgeadh trí bhrú a chur i bhfeidhm. Is féidir dearadh ar aon taobh amháin a bheith i gceist le díslí nó is féidir péirí a bheith ann d'fhonn dearthaí neamhchosúla a tháirgeadh go comhuaineach i ngach séala ar leith. • Giota céarach, luaidhe nó ábhair eile a bhfuil imprisean rilífe déanta air ó shéala, agus é greamaithe de dhoiciméad, nó curtha i gceangal le héadan an doiciméid, rud a d'fhóin mar mhodh fíordheimhnithe i dtosach báire; úsáidtear é freisin chun doiciméad a dhúnadh.
Secondary value	Luach tánaisteach	The capacity of documents to serve as evidence or sources of information for persons and organisations other than their creator; See Primary value.	Cumas doiciméad chun fónamh mar fhianaise ar fhoinsí faisnéise do dhaoine agus d'eagraíochtaí seachas cruthaitheoir na ndoiciméad lena mbaineann; Féach Luach príomhúil.
Selection	Roghnú	The process of identifying materials to be preserved because of their enduring value, especially those materials to be physically transferred to an archives.	An próiseas a bhaineann le sainaitheint ábhar atá le caomhnú mar gheall ar a luach marthanach, go háirithe na hábhair sin atá le haistriú go fisiciúil chuig cartlann.
Semi-active record	Taifead leathghníomhach	A record which is no longer needed for the purpose of carrying out the action for which it was created, but which is needed by the records creator for reference.	Taifead nach bhfuil gá leis a thuilleadh chun an gníomh ar ina leith a cruthaíodh é a chur i gcrích ach a bhfuil gá leis le go bhféadfaidh cruthaitheoir an taifid úsáid a bhaint as mar ábhar tagartha.

Semi-current record	Taifead leathreatha	See Semi-active record.	Féach Taifead leathghníomhach.
Series	Sraith	Documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt or use. A series is also known as a records series.	Doiciméid atá curtha in eagar de réir córas comhdúcháin nó a chothabháiltear mar aonad ó tharla go leanann siad as an bpróiseas céanna carntha nó comhdaithe, nó as an ngníomhaíocht chéanna; ó tharla go bhfuil foirm ar leith acu; nó ó tharla go bhfuil gaolmhaireacht eile ann a éiríonn as an tslí inar cruthaíodh, ina bhfuarthas nó inar úsáideadh iad. Tugtar sraith taifead ar shraith freisin.
SGML	Teanga Chaighdeánach Mharcála Ghinearálaithe, SGML	An international standard (ISO 8879) metalanguage used to define sets of tags to identify the relationship between document content and structure for use by information processing applications.	Meitheanga chaighdeánach idirnáisiúnta (ISO 8879) arna húsáid chun tacair clibeanna a shainmhíniú le go n-aithneoidh feidhmchláir próiseála faisnéise an ceangal idir inneachar agus struchtúr doiciméid.
Signature	Síniú	A name, initials or other distinctive mark made by an individual.	Ainm, inisealacha nó marc sainiúil eile a úsáideann duine aonair.
Storage medium	Meán stórála	Various types of storage materials on which information is recorded, such as paper, magnetic, microform, and optical.	Cineálacha éagsúla ábhar stórála ar a dtairfeadtar faisnéis, amhail páipéar, meán maignéadach, micreafhoirm, agus meán optúil.
Sub fonds	Fochnuasach aon fhoinsé	A subdivision of a fonds containing a body of related records corresponding to administrative subdivisions in the originating agency or organisation or to geographical, chronological, functional or similar groupings of the material itself.	Foroinn de chuid cnuasaigh ina gcuimsítear corpas taifead gaolmhar a chomhfhreagraíonn d'fho-rannáin sa ghníomhaireacht nó san eagraíocht tionscnaimh nó do ghrúpálacha geografacha, croineolaíocha nó feidhmiúla, nó do ghrúpálacha den tsamhail chéanna, i dtaca leis an ábhar de.

Sub series	Foshraith	A body of documents within a series readily distinguished from the whole by filing arrangement, type, form or content.	Corpas doiciméad laistigh de shraith agus é in-idirdhealaithe go héasca ón tsraith iomlán mar thoradh ar shocrú comhdúcháin, ar chineál, ar fhoirm nó ar inneachar.
Supporting record	Taifead tacaíochta	Records that are not required to be made but are created to document and explain some action.	Taifid nach gá iad a dhéanamh ach a chruthaítear chun doiciméadú agus míniú a chur ar fáil maidir le gníomh éigin.
Technological context	Comhthéacs teicniúil	The characteristics of the hardware, software and other components of an electronic computing system in which records are created.	Saintréithe na gcrua-earraí, na mbogearraí agus na gcomhchodanna eile de chuid córas leictreonach ríomhaireachta ina gcruthaítear taifid.
Temporary Record	Taifead sealadach	A record of short-term value that can be destroyed immediately or after a specified time period.	Taifead nach bhfuil ach luach gearrthéarmach aige ar féidir é a scriosadh láithreach nó tar éis tréimhse ama shonraithe.
Thematic Guide	Treoir Théamach	A finding aid describing the holdings of one or more archives 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.	Áis aimsithe a chuireann síos ar bhailiúcháin taisclainne amháin cartlainne agus/nó lámhscríbhinní a bhaineann le hábhair, tréimhsí nó limistéir gheografacha faoi leith nó le cineálacha nó catagóirí sainiúla doiciméad. Is iondúil go dtagraítear do threoir den chineál seo mar threoir théamach nó treoir ábhair.
Title	Teideal	A word or phrase that identifies a unit of description.	Focal nó frása trína sainaitheann aonad tuairiscithe.
Transfer	Aistriú	Change of custody, ownership and/or responsibility for records (movement) moving records from one location to another.	Athrú coimeádta, úinéireachta agus/nó freagrachta i leith taifid a ghluaiseacht (gluaiseacht taifead) ó shuíomh amháin go suíomh eile.

Transformative Migration	Ascnamh nuashonraitheach	The process of converting or upgrading digital objects or systems to a newer generation of hardware and/or software computer technology.	An próiseas trína thiontaítear nó trína uasghrádaítear nithe nó córais dhigiteacha chuig glúin teicneolaíochta ríomhaireachta níos nuáí crua-earraí agus/nó bogearraí.
Trusted recordkeeping system	Córas iontaofa coimeádta taifead	The whole of the rules that control the creation, maintenance, use and disposition of the records of the creator and provide a circumstantial probability of the authenticity of the records, and the tools and mechanisms used to implement those rules.	Na rialacha go léir lena rialaítear cruthú, cothabháil, úsáid agus cur de lámh thaifid an chruthaitheora agus lena soláthraítear dóchúlacht imthoisceach maidir le barántúlacht taifead, agus na huirlisí agus na sásraí a úsáidtear chun na rialacha sin a chur i bhfeidhm.
Trusted preservation system	Córas iontaofa buanchoimeádta	The whole of the rules that control the preservation and use of the records of the creator and provide a circumstantial probability of the authenticity of the records, and the tools and mechanisms used to implement those rules.	Na rialacha go léir lena rialaítear buanchoimeádú agus úsáid thaifid an chruthaitheora agus lena soláthraítear dóchúlacht imthoisceach maidir le barántúlacht taifead, agus na huirlisí agus na sásraí a úsáidtear chun na rialacha sin a chur i bhfeidhm.
Unbroken custody	Coimeád gan bhriseadh	A traceable and uninterrupted line of care, control and usually possession of a body of records from creation to preservation that can serve as a means of protecting the authenticity of the record.	Líne cúraim, coimeádta agus seilbhe, de ghnáth, i dtaca le corpas taifead, ar líne í atá inrianaithe gan bhearna ón tráth cruthaithe go dtí an tráth caomhnaithe agus ar féidir léi fónamh mar mhodh chun barántúlacht an taifid a chosaint.
Unit of description	Aonad tuairisce	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.	Doiciméad nó sraith doiciméad in aon fhoirm fisiciúil a ndéileáiltear léi mar eintiteas agus, sa cháiil sin, arb ionann é agus bonn le tuairisc aonair e.g. cnuasach aon fhoinsé, grúpa ábhar cartlainne, bailiúchán, foghrúpa, sraith, mír.
Vital record	Taifead ríthábhachtach	Records vital to the continuity of business in cases of emergency or after a disaster.	Taifid atá fíorthábhachtach maidir le leanúnachas gnó i gcásanna éigeandála nó tar éis tubaiste.

Volume	Imleabhar	A collection of pages bound together.	Bailiúchán leathanach atá ceangailte le chéile.
Weeding	Gortghlanadh	The process of the removal of individual documents or files lacking continuing value from a record series.	An próiseas a bhaineann le doiciméid nó comhaid ar leithligh nach bhfuil luach leantach acu a bhaint as sraith taifead.
Withholding	Coimeád siar	The retention of Departmental records by Departments of State as stipulated in section 8 of the National Archives Act, 1986.	Ranna Stáit do choimeád taifead Roinne de réir mar a shonraítear in alt 8 den An tAcht um Chartlann Náisiúnta 1986.
XML (Extensible Markup Language)	XML (Teanga Mharcála Inbheisithe)	A general-purpose specification for creating custom, cross-platform, text-based, mark-up languages used both to encode documents and to serialise data; a subset of General Standardized Mark-up Language (SGML) with use and design similar to Hypertext Mark-up Language (HTML) but employing user-definable mark-up tags that indicate the logical structure in addition to the display specifications of data elements.	Sonraíocht ilfheidhmeach maidir le teangacha saincheaptha, trasardáin, téacsbhunaithe, marcála a chruthú a úsáidtear chun doiciméid a ionchódú agus chun sonraí a shrathú; foshraith den Teanga Chaighdeánach Mharcála Ghinearálaithe (SGML), lena ngabhann úsáid agus dearadh atá comhchosúil le Teanga Mharcála Hipirtéacs (HTML) ach ina n-úsáidtear clibeanna marcála atá insainithe ag an úsáideoir agus a léiríonn an struchtúr loighiciúil, de bhreis ar shonraíochtaí taispeána na n-eilimintí sonraí.
20 year rule	Riail 20 bliain	A closure period of 20 years applied to records before their release to the general public. Usually refers to an official/government context.	Tréimhse dhúnta 20 bliain a chuirtear i bhfeidhm ar thaifid sula gcuirtear ar fáil don phobal iad. Is iondúil go mbaineann sé le comhthéacs oifigiúil/rialtais.
30 year rule	Riail 30 bliain	A closure period of 30 years applied to records before their release to the general public. Usually refers to an official/government context.	Tréimhse dhúnta 30 bliain a chuirtear i bhfeidhm ar thaifid sula gcuirtear ar fáil don phobal iad. Is iondúil go mbaineann sé le comhthéacs oifigiúil/rialtais.