

| Téarmaíocht Chartlainne | | | |
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| Téarma | Term | Sainmhiniú | Definition |
| Ábhair chartlainne phríobháideacha | Private archives | Taifid nó ábhair chartlainne de thionscnamh neamhrialtasach. | Records or archives of non-governmental provenance. |
| Ábhar gearrshaolach | Ephemera | Ábhair ar ábhair chlóite iad de ghnáth agus iad cruthaithe le haghaidh cuspóir teoranta ar leith. | Materials, usually printed documents, created for a specific, limited purpose. |
| Aicmiú | Classification | Sainaitheint 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. | 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. |
| Áis aimsithe | Finding aid | 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. | 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. |
| Aistriú | Transfer | Athrú coimeádta, úinéireachta agus/nó freagrachta i leith taifid a ghluaiseacht (gluaiseacht taifead) ó shuíomh amháin go suíomh eile. | Change of custody, ownership and/or responsibility for records (movement) moving records from one location to another. |
| Aitheantas taifid | Record identity | Carachtar sainiúil taifid atá inaitheanta trí na saintréithe uathúla a bhaineann leis agus a idirdhealaíonn é ó thaifid eile. | The distinct character of a record, identifiable through the attributes that uniquely characterise it and distinguish it from other records. |
| Aitheantóir comhaid | File identifier | Meiteashonraí a ghabhann le comhad chun aitheantas a shuíomh. | Metadata attached to a file that establishes its identity. |

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| Aithris | Emulation | An fhaisnéis a bhogadh chuig bogearraí crua 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. | 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. |
| Aonad tuairisce | Unit of description | Doiciméad nó sraith doiciméad in aon fhoirm fisiciúil a ndéileáiltear léi mar eintiteas agus, sa chái sin, arb ionann é agus bonn le tuairisc aonair e.g. cnuasach aon fhoinse, grúpa ábhar cartlainne, bailiúchán, foghrúpa, sraith, mír. | 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. |
| Ascnamh | Migration | 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. | 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. |
| Ascnamh nuashonraitheach | Transformative Migration | An próiseas trína thiontaítear nó trína uasghrádaítear nithe nó córais dhigiteacha chuig glúin teicneolaíochta ríomhaireachta níos nuaí crua-earraí agus/nó bogearraí. | The process of converting or upgrading digital objects or systems to a newer generation of hardware and/or software computer technology. |
| Atáirgeadh | Reproduction | An próiseas a ghabhann le giniúint cóipe. | The process of generating a copy. |

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| Athmheasúnú | Reappraisal | An próiseas trína n-aithnítear ábhair nach fiú iad a bhuanchoimeád a thuilleadh, agus ar ábhair iad ar cheart breithniú a dhéanamh orthu maidir le dí-fhorshealbhúchán. | The process of identifying materials that no longer merit preservation and that are candidates for deaccessioning. |
| Athnuachán | Refreshing | An próiseas trína gcóipeáiltear inneachar digiteach ó mhéan digiteach amháin go ceann eile (áirítear leis sin cóipeáil chuig an gcineál céanna meáin). | The process of copying the digital content from one digital medium to another (includes copying to the same kind of medium). |
| Bailiúchán | Collection | 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. | 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. |
| Bainisteoir taifead | Records manager | Duine ar a bhfuil freagracht i ndáil le riaradh clár a bhaineann le láimhseáil, cosaint agus diúscairt éifeachtúil tíosach taifead ar fud a saolré. | An individual responsible for the administration of programmes for the efficient and economical handling, protecting and disposing of records throughout their life cycle. |
| Bainistíocht taifead | Records management | 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. | 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. |

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| Barántúlacht | Authenticity | 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. | The quality of a record that is what it purports to be and that is free from tampering or corruption. |
| Beart | Byte | Seicheamh giotán a úsáidtear chun léiriú a thabhairt ar charachtar rialaithe, ar charachtar alfa-uimhriúil nó ar mharc poncaíochta. | A sequence of bits used to represent a control character, an alphanumeric, or punctuation mark. |
| Blianta de réir réimeas rí/banríona | Regnal years | 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’). | 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’). |
| Breisiúchán | Accrual | Dara forssealbhúchán nó forshealbhúchán iardain a chuirtear ag gabháil le <i>fonds</i> / bailiúchán atá ann cheana féin. | A second or subsequent accession to an existing <i>Fonds</i> / Collection. |
| Buanchoimeád | Preservation | 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 Caomhnú . | 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 Conservation . |

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| Buanchoimeád digiteach | Digital preservation | Comhchuid riachtanach de chuid na cartlannaíochta digití, rud a chinntíonn fad saoil réada leictreonaigh. | An essential and necessary component of digital archiving ensuring longevity of an electronic object. |
| Buanluach | Permanent value | Na luachanna riaracháin, fioscacha, dlíthiúla, fianaise agus/nó faisnéise ar dá réir a thugtar údar do bhuanchoimeád seasta nó éiginnte na dtaifead mar ábhair chartlainne. | The administrative, fiscal, legal, intrinsic, evidential and/or informational values, which justify the indefinite or permanent preservation of records as archives. |
| Buaine | Fixity | Cáilíocht taifid a bhfuil riocht seasta aige. | The quality of a record that has fixed form. |
| Bunachar forshealbhúchán | Accession database | 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 fhoinsé óna bhfuarthas an forshealbhúchán mar aon le faisnéis sainaitheantais eile a bhaineann le gach forshealbhúchán ar leith. | 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 | Database | 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. | A structured assembly of logically related data designed to meet various applications but managed independently of them. |

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| Caomhnú | Conservation | <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 coisctheach, ar nithe iad sin a dhéantar le tacaíocht ó thaighde agus ó oideachas. | <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. |
| Cartlann | Archive | <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) | <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) |
| Cartlannaí | Archivist | 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 hábhar a chosaint. | 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. |
| Cáschomhaid | Case files | Bailiúchán doiciméad (comhad) a bhaineann le himscrúdú ar leith nó a thacaíonn le gníomh éigin riaracháin. | A collection of documents (a file) relating to a particular subject or in support of some administrative action. |

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| Ceandátaí | Covering dates | Dátaí na n-ítimí is sine agus is déanaí i mbailiúchán, i sraith nó i gcomhad. | The dates of the oldest and most recent items in a collection, series, or file. |
| Ceartha maoinne intleachtúla | Intellectual property rights | Idé, rún, marc nó léiriú lena ngabhann ceartha maoinne a chruthaítear trí iarrachtaí intleachtúla agus/nó fionnachtana cruthaitheora agus ar ceartha iad atá inchosanta de ghnáth faoin dlí a bhaineann le paitinní, trádmahairc nó cóipcheart nó faoi dhlíthe eile. | 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. |
| Clár | Register | 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 dtaifeadadh go cruinn agus go foirmiúil. | 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. |
| Clár na bhforshealbhúchán | Accession register | 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 fhoirse óna bhfuarthas an forshealbhúchán mar aon le faisnéis sainaitheantais eile a bhaineann le gach forshealbhúchán ar leith. | 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. |
| Clárlann | Registry | Rannán laistigh d'eagraíocht ar a bhfuil freagracht i ndáil le taifid a thaifeadadh, a rialú agus a chothabháil. | A division within an organisation responsible for the recording, control and maintenance of records. |
| Clárú | Registration | An próiseas a bhaineann le faisnéis a chlárú i gclár. | The process of formally recording information in a register. |

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| Cnuasach aon fhoinse; Fonds FR | Fonds | 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. | 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. |
| Cód dénártha | Binary code | 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). | 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 tagartha | Reference code | Uimhir nó cód a shanntar chun taifead nó cnuasach aon fhoinse a shainaithint go huathúil. | A number or code assigned to uniquely identify a record or fonds. |
| Coimeád | Custody | 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. | 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. |
| Coimeád dlíthiúil | Legal custody | 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. | 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. |
| Coimeád gan bhriseadh | Unbroken custody | Líne cúraim, coimeáda agus seilbhe, de ghnáth, i dtaca le corpas taifead, ar líne í atá inrianaithe gan bhearna ón tráth cruthaithe go dtí an tráth buanchaomhnaithe agus ar féidir léi fónamh mar mhodh chun barántúlacht an taifid a chosaint. | 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. |

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| Coimeád siar | Withholding | Ranna Stáit do choimeád taifead Roinne de réir mar a shonraítear in alt 8 den An tAcht um Chartlann Náisiúnta 1986. | The retention of Departmental records by Departments of State as stipulated in section 8 of the National Archives Act, 1986. |
| Coimeád taifead | Recordkeeping | Cruthú córasach, úsáid chórasach, cothabháil chórasach agus diúscairt chórasach taifead chun riachtanais agus freagrachtaí de chineál riaracháin, cláir, dlí agus airgeadais a chomhlíonadh. | The systematic creation, use, maintenance and disposition of records to meet administrative, programmatic, legal and financial needs and responsibilities. |
| Coinníollacha Rochtana | Access Conditions | Tugtar an t-eolas seo laistigh de thuairisc 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. | 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. |
| Cóip | Copy | Dúblach iomlán nó dúblach páirteach doiciméid bunaidh. | A duplication, in whole or in part, of an original document. |
| Cóip bharántúil | Authentic copy | Leagan atáirgthe atá deimhnithe go hoifigiúil. Féach Cóip dheimhnithe. | A reproduction that has been officially certified. See Certified copy. |

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| Cóipcheart | Copyright | Ceart maoine lena gcosnaítear leasanna údar nó cruthaitheoirí eile saothar i meáin inláimhsithe (nó ceart maoine 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 | 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. |
| Cóip chúltaca | Backup | 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. | 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 dheimhnithe | Certified copy | Cóipeanna deimhnithe de thaifid. | Authenticated copies of records. |
| Cóip thagartha | Reference copy | Cóip de thaifead a choinnítear ar mhaithe le rochtain éasca a fháil ar an bhfaisnéis atá ann, seachas a luach intreach nó fianaiseach. | A copy of a record kept for easy access to the information it contains, as opposed to its intrinsic or evidential value. |
| Comhad | File | 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 fisiciúil nó leictreonach. | 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. |

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| Comhad dúnta | Closed file | <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. | <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. |
| Comhad oscailte | Open file | Comhad a bhfuil doiciméid á gcur leis i gcónaí. | A file to which documents continue to be added. |
| Comhad polasaí | Policy file | Comhad ina ndéantar doiciméadú ar fhorbairt agus ar chur i bhfeidhm plean fhoriomláin ardleibhéil agus sraithe prionsabal. | A file documenting the development and implementation of a high-level overall plan and set of principles. |
| Comhad srianta | Restricted File | <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 buanchoimeád. | <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. |
| Comhaontú Deontóra | Donor Agreement | 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. | 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. |

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| Comhbhrú cailteach | Lossy Compression | Algartam comhbhruite sonraí a laghdaíonn an líon faisnéise sna sonraí, seachas díreach líon na ngiotán a úsáidtear chun an fhaisnéis sin a léiriú. | 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. |
| Comhbhrú neamhchailteach | Lossless Compression | 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. | A data compression algorithm which retains all the information in the data, allowing it to be recovered perfectly by decompression. |
| Comhiomlánú taifead | Records Aggregation | 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. | 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. |
| Comhoiriúnacht shiarghabhálach | Backward Compatability | 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. | 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 |
| Comhthéacs | Context | An creat ina ndéantar taifead a chruthú, a úsáid agus a chothabháil. | The framework in which a record is created, used, and maintained. |
| Comhthéacs nóis imeachta | Procedural context | An nós imeachta gnó ar lena linn a chruthaítear taifead. | The business procedure in the course of which a record is created. |
| Comhthéacs riaracháin | Administrative context | Struchtúr, feidhmeanna agus nósanna imeachta na timpeallachta eagrúcháin inar cruthaíodh na taifid. | The structure, functions and procedures of the organisational environment in which records were created. |
| Comhthéacs teicniúil | Technological context | Saintréithe na gcrua-earraí, na mbogearraí agus na gcomhchodanna eile de chuid córas leictreonach ríomhaireachta ina gcruthaítear taifid. | The characteristics of the hardware, software and other components of an electronic computing system in which records are created. |

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| Contanam taifead | Records continuum | 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 diúscartha na dtaifead nó go dtí tráth a mbuanchoimeád mar ábhair chartlainne. | 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. |
| Córas aicmiúcháin | Classification system | Córas ar dá réir a dhéantar ábhar a chomhdú faoi mhórtheideal agus faoi fhocheannteidil a ghabhann leis an mórtheideal. | A system in which related material is filed under a major subject and its subheadings. |
| Córas Analógach | Analogue System | Aon chóras a láimhseálann sonraí nó nithe analógacha, seachas córas digiteach. | Any system handling analogue data or objects, as opposed to a digital system. |
| Córas Clárlainne | Registry system | Na polasaithe agus na nósanna imeachta lena rialaítear taifeadadh agus cothabháil taifead laistigh d'eagraíocht trí úsáid a bhaint as cláir fhoirmiúla, as liostaí foirmiúla agus as innéacsanna foirmiúla. | 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. |
| Córas comhdúcháin | Filing system | 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. |

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| Córas coimeádta taifead | Recordkeeping system | Polasaithe 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 láimh na dtaifead lena mbaineann. | Coordinated policies and procedures that enable records to be collected, organised and categorised to facilitate their management, including preservation, retrieval, use and disposition. |
| Córas iontaofa buanchoimeádta | Trusted preservation system | Na rialacha go léir lena rialaítear buanchaomhnú 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. | 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. |
| Córas iontaofa coimeádta taifead | Trusted recordkeeping system | Na rialacha go léir lena rialaítear cruthú, cothabháil, úsáid agus cur de láimh 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. | 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. |
| Córas taifead | Records system | 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. | 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. |

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| Creat buanchoimeáda | Preservation framework | Na rialuithe iomlána seachtracha, idir rialuithe cartlainne agus rialuithe institiúideacha, a léirítear mar shintéis chomhleanúnach ceanglas maidir le buanchoimeád taifead (digiteach). | The whole of the external archival and institutional controls expressed as a coherent synthesis of requirements for preservation of (digital) records. |
| Criptiú (próiseas), Criptiúchán (toradh) | Encryption | Sonraí a thiontú go cód rúnda (nó gnáth-théacs a thiontú go rúntéacs) le haghaidh a seachadta thar líonra poiblí. | The conversion of data into a secret code (or of plaintext into ciphertext) for transmission over a public network. |
| Cruinneas | Accuracy | A mhéad atá sonraí, faisnéis, doiciméid nó taifid beacht, ceart, dílis, saor ó earráid nó ó shaobhadh, nó bainteach le hábhar. | The degree to which data, information, documents or records are precise, correct, truthful, free of error or distortion, or pertinent to the matter. |
| Cruthaitheoir | Creator | An ghníomhaireacht, comhlacht corparáideach nó duine aonair atá freagrach as cruthú, cnuasú nó cothabháil taifead. | The agency, corporate body or individual that is responsible for the creation, accumulation or maintenance of records. |
| Cruthaitheoir taifead | Records creator | Féach Cruthaitheoir . | See Creator . |
| Cúltacaigh | Back Up | Cóip a dhéanamh d'eolas, go príomha ar mhaithe le cosaint sa chás go gcailltear nó go scriostar an chóip bhunaidh. | To replicate information primarily for protection in the event the original is lost or destroyed. |
| Cuntas Ionchódaithe Cartlainne (EAD) | Encoded Archival Description (EAD) | An caighdeán atá i bhfeidhm chun faisnéis thuairisciúil faoi thaifid cartlainne a ionchodú. | A standard for encoding descriptive information of archival records. |
| Cur de lámh | Disposition | 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. | The range of processes associated with implementing records retention, destruction or transfer decisions which are documented in disposition authorities or other instruments. |

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| Dáta croineolaíoch | Chronological date | 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. | 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. |
| Dífheidhmeacht | Obsolescence | An próiseas a bhaineann le cumas rochtana a chailliúint. | The process of losing the capacity to be accessed. |
| Dí-fhorshealbhú (próiseas); Dí-fhorshealbhúchán (toradh) | Deaccession | An próiseas trína mbaintear ábhar go foirmeálta as coimeád taisclainne cartlainne. | The process by which archives formally removes material from its custody. |
| Digitíú | Digitisation | Is ionann digitíú agus an próiseas trína dtiontaítear faisnéis, cosúil le téacs, grianghraif, nó comhaid fuaimne nó físe go formáid dhigiteach. | Digitisation is the process of converting information, such as text, photographs, audio and video files, into digital format. |
| Dílsithe | Proprietary | 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 | In reference to hardware technology, software applications and/or file formats, the state of being privately owned and controlled. |
| Dioplómaitic | Diplomatics | 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. | 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. |

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| Diúscairt | Disposal | 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. | 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. |
| Doiciméad | Document | Faisnéis taifeadta beag beann ar an meán nó ar shaintréithe. | Recorded information regardless of medium or characteristics. |
| Dréacht | Draft | Garbhleagan nó réamhleagan de dhoiciméad, a choimeádtar mar fhianaise uaireanta. | A rough or preliminary form of a document, sometimes retained as evidence. |
| Eagar | Arrangement | An próiseas a bhaineann le taifid a eagrú a mhéid a bhaineann lena stair 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. | 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. |
| Eagar cartlainne | Archival arrangement | <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. | <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 organization and sequence of items within a <i>Fonds</i> / collection. |
| Eilimint meiteashonraí | Metadata element | Comhchuid scoite de chuid meiteashonraí. | A discrete component of metadata. |

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| Eilimint sonraí | Data element | 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. | A unit of information as defined within an information system, typically corresponding to a field in a database record or printed form. |
| Faisnéis | Information | Sonraí taifeadta. | Recorded data. |
| Feidhm | Function | Gníomhaíochtaí eagraíochta nó duine aonair, ar gníomhaíochtaí iad a dhéantar chun croí-mhandáid nó croí-mhisin éigin a chur i gcrích. | The activities of an organisation or individual performed to accomplish some core mandate or mission. |
| Fianaise | Evidence | 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. | 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. |
| Fochnuasach aon fhoinsé | Sub fonds | Foroinn de chuid cnuasaigh ina gcuimsítear corpas taifead gaolmhar a chomhfhreagraíonn d'fho-rannáin sa ghníomhaireacht nó san eagraíocht tionscnaimh nó do ghrúpálacha geografacha, croineolaíochta nó feidhmiúla, nó do ghrúpálacha den tsamhail chéanna, i dtaca leis an ábhar de. | 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. |

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| Foshraith | Sub series | 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. | A body of documents within a series readily distinguished from the whole by filing arrangement, type, form or content. |
| Foinse oscailte | Open Source | Ríomhchlár ina bhfuil an cód foinseach ar fáil don phobal le haghaidh a úsáide agus/nó a mhionathraithe ón dearadh bunaidh a bhí air. | A computer program in which the source code is available to the general public for use and/or modification from its original design. |
| Foirm fhisiciúil | Physical form | An chuma foriomlán, an chumraíocht fhoriomlán nó an cruth foriomlán a dhíorthaíonn ó shaintréithe doiciméid, gan spleáchas d'inneachar intleachtúil. | The overall appearance, configuration, or shape, derived from a document's characteristics and independent of intellectual content. |
| Folú | Redaction | An próiseas trína gceiltar faisnéis íogair i ndoiciméad sula scaoiltear chuig duine é nach bhfuil údarú aige/aici an fhaisnéis sin a fheiceáil. | The process of concealing sensitive information in a document before being released to someone not authorized to see that information. |
| Formáid chomhaid | File format | 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. | The organisation of data within digital objects, usually designed to facilitate the storage, retrieval, processing, presentation and/or transmission of the data by software. |
| Formáid loighciúil | Logical Format | An t-eagar a chuirtear ar sonraí ar mheán digiteach a chinntíonn go bhfuil struchtúir comhaid agus rialaithe sonraí inaitheanta agus inaisghabhála ag córas oibriúcháin an óstríomhaire. | 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. |

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| <p>Forshealbhú (próiseas); Forshealbhúchán (toradh); Forshealbhaigh (briathar)</p> | <p>Accession (noun) accession (verb)</p> | <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. | <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. |
| <p>Gabháil</p> | <p>Capture</p> | <p>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.</p> | <p>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.</p> |
| <p>Giotán</p> | <p>Bit</p> | <p>Carachtar aonair uimhriúil atá inaitheanta ag ríomhaire. Maidir le gach giotán in uimhir dhénártha, is féidir 0 nó 1 a bheith ann.</p> | <p>A single numeric character recognisable by a computer. Each bit of a binary number can either be 0 or 1.</p> |
| <p>Gnáthchóip</p> | <p>Plain copy</p> | <p>Dúblach de dhoiciméad bunaidh a úsáidtear chun críocha faisnéise amháin. D'fhéadfadh sé nach ngabhann aon seasamh dlíthiúil le cóip phléineáilte. Féach Cóip dheimhnithe .</p> | <p>A duplicate of an original document used for information purposes only. A plain copy may have no legal standing. See Certified copy .</p> |

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| Gortghlanadh | Weeding | An próiseas a bhaineann le doiciméid nó comhaid ar leithligh nach bhfuil luach leantach acu a bhaint as sraith taifead. | The process of the removal of individual documents or files lacking continuing value from a record series. |
| Haisluach | Hash Value | 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 dtáirgfidh téacs éigin eile an haisluach céanna. Tugtar dlúth-theachtaireacht air chomh maith. | 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. |
| Hipirthéacs | Hypertext | Modh ina gcuirtear faisnéis dhigiteach i láthair agus ina gcumasaítear comhaid ghaolmhara agus eilimintí sonraí a idirnascaidh, 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. | 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. |
| Idir-inoibritheacht | Interoperability | An cumas atá ag córais éagsúla leas a bhaint as faisnéis, agus faisnéis a mhalartú, trí fhormaid chomhroinnte. Éascaíonn caighdeáin idir-inoibritheacht. | The ability of different systems to use and exchange information through a shared format. Standards facilitate interoperability. |
| Imleabhar | Volume | Bailiúchán leathanach atá ceangailte le chéile. | A collection of pages bound together. |
| Innéacs suíomhanna | Location index | Áis aimsithe, i lámhleabhar nó i bhformáid leictreonach, ina soláthraítear suíomh fisiciúil na sealúchas go léir sa taisclann. | A finding aid, in manual or electronic format, providing the physical location in the repository of all holdings. |

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| Íomháú | Imaging | An próiseas a bhaineann le doiciméid a chóipeáil trína n-íomhá a atáirgeadh trí fhótagrafaíocht, trí mhicreagrafaic nó trí scanadh. | The process of copying documents by reproducing their appearance through photography, micrographics or scanning. |
| Iontaofacht | Reliability | Cáilíochtaí de chuid taifid a léiríonn a bharántúlacht thar thréimhse ama. | Qualities of a record that demonstrate its trustworthiness over time. |
| Lámhscríbhinn | Manuscript | Doiciméad lámhscríofa. | A handwritten document. |
| Leagan bunaidh | Original | An chéad leagan iomlán, éifeachtach de thaifead atá ainmnithe mar an taifead oifigiúil. | The first complete and effective version of a record that is designated as the official record. |
| Leibhéil eagar | Levels of arrangement | 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. | The hierarchical, intellectual, and physical divisions used in archives management, including repository, record group, fonds, collection, subgroups, series, subseries, file, and item. |
| Leibhéil tuairisce | Levels of description | Leibhéal ó thaobh chur in eagar an aonaid atá á thuairisciú e.g. cnuasach aon fhoinsé (<i>fonds</i>), sraith, bailiúchán, comhad, mír. | The level of arrangement of the unit being described, e.g., <i>fonds</i> , series, collection, file, item. |
| Luach dlíthiúil | Legal value | 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. | 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. |
| Luach faisnéiseach | Informational value | Úsáideacht nó suntasacht taifead ar bhonn a n-inneachair, gan spleáchas ar aon luach intreach nó aon luach ó thaobh fianaise de. | The usefulness or significance of records based on their content, independent of any intrinsic or evidential value. |

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| Luach fianaiseach | Evidential value | Cáilíocht atá ag doiciméid, ar cáilíocht í a sholáthraíonn faisnéis faoi thionscnamh, faoi fheidhmeanna agus faoi ghníomhaíochtaí a gcruthaitheora. | The quality of records that provides information about the origins, functions and activities of their creator. |
| Luach príomhúil | Primary value | An luach atá ag taifid/ábhair chartlainne, de bhua a n-inneachair, i ndáil le seoladh leantach an ghnó ba chúis lena gcruthú. | The worth that records/archives possess, by virtue of their contents, for the continued transaction of the business that gave rise to their creation. |
| Luach riaracháin | Administrative value | Úsáideacht taifead nó ábhar cartlainne i ndáil le gnó riaracháin reatha a sheoladh agus/nó gnó riaracháin a sheoladh amach anseo. | The usefulness of records or archives for the conduct of current and/or future administrative business. |
| Luach tánaisteach | Secondary value | Cumas doiciméad chun fónamh mar fhianaise ar fhoinsí faisnéise do dhaoine agus d'eagraíochtaí seachas cruthaitheoir na ndoiciméad lena mbaineann; Féach Luach príomhúil . | The capacity of documents to serve as evidence or sources of information for persons and organisations other than their creator; See Primary value . |
| Meán | Medium | 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). | The physical material, container, and/or carrier in or on which information is recorded (i.e., clay tablet, papyrus, paper, parchment, film, magnetic tape). |
| Meán stórála | Storage medium | Cineálacha éagsúla ábhar stórála ar a dtairfeadtar faisnéis, amhail páipéar, meán maighnéadach, micreafhoirm, agus meán optúil. | Various types of storage materials on which information is recorded, such as paper, magnetic, microform, and optical. |
| Measúnú | Appraisal | An próiseas faoina n-aithnítear taifid a bhfuil luach cartlainne agus fianaiseach ag baint leo. | The process of identifying records of archival and evidential value. |
| Méid | Extent | Tuairisc ar chainníocht fhisiciúil an ábhair a bhfuil cur síos air. | A description of the physical quantity of the material described. |

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| Meiteashonraí | Metadata | Sonraí lena dtuairiscítear comhthéacs, inneachar agus struchtúr taifead agus an bhainistíocht atá déanta ina leith thar am. | Data describing context, content and structure of records and their management through time. |
| Micreascannán | Microfilm | Próisis fhótagrafacha a úsáid chun íomhánna an-bheag d'ábhar bunaidh a tháirgeadh ar bhun scannáin. | The use of photographic processes to produce very small images of original material on a film base. |
| Micreascannánú buanchoimeádta | Preservation microfilming | Micreascannán a dhéantar trí úsáid a bhaint as ábhair agus as teicníochtaí trína gcinntítear rochtain leantach ar ábhair atá i ndrochriocht nó trína gcosnaítear na leaganacha bunaidh ar láimhseáil arís agus arís eile. | 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. |
| Micrifís | Microfiche | 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. | A flexible transparent sheet of film bearing a number of micro images arranged in horizontal rows and vertical columns with a header. |
| Mír | Item | An t-aonad cartlainne doroinnte is lú ó thaobh cúrsaí intleachtúla de e.g. litir, meabhrán, tuarascáil, grianghraf, taifeadadh fuaime. | The smallest intellectually indivisible archival unit, e.g. a letter, memorandum, report, photograph, sound recording. |
| (An) Modh tarchurtha | Mode of transmission | Modh tarchurtha taifid (e.g. le facs). | The method of transmission of a record (e.g., by fax). |
| Nóta beathaisnéise | Biographical note | 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. | Part of a catalogue record or finding aid that places the materials in context by providing basic information about the materials' creator or author. |

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| Nóta mínithe | Annotation | Nóta a chuirtear le taifead bunaidh nó a chuirtear i gceangal le taifead bunaidh. | A note added or attached to an original record. |
| Páipéir | 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. | <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. |
| Páipéir phearsanta | Personal papers | Doiciméid a chruthaigh nó a fuair duine aonair, nó a bhfuair duine aonair seilbh orthu, i gcúrsa a ghnóthaí/gnóthaí. | Documents created, acquired or received by an individual in the course of his or her affairs. |
| Plean comhad | File plan | Scéim aicmiúcháin trína ndéantar tuairisc i dtaobh cineálacha éagsúla comhad a choinnítear in oifig, i dtaobh conas a shainaithítear 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. | 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. |
| Plean tubaiste | Disaster plan | 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. | 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. |

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| Polasaí | Policy | Plean foriomlán ardleibhéil, ina gcuimsítear sraith prionsabal, ina nglactar le haidhmeanna ginearálta de chuid na Roinne Stáit lena mbaineann, agus a úsáidtear chun cinntí a bhunú air. | A high-level overall plan, containing a set of principles, embracing the general goals of an organisation. |
| Nós imeachta | Procedure | Treoracha, foilseáin agus/nó modheolaíochtaí eile atá le leanúint d'fhonn tascanna a chur i gcrích ar mhodh intuartha ordúil. | Instructions, exhibits, and/or other methodologies to follow in order to complete tasks in a predictable and orderly way. |
| Respect des fonds | Respect des fonds | 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. | 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. |
| Rialú fisiciúil | Physical control | 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. | 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. |
| Rialú intleachtúil | Intellectual control | An rialú a bhunaítear ar ábhar cartlainne trí fhaisnéis a sholáthar in áiseanna aimsithe maidir le stair úinéireachta, cur in eagar, comhdhéanamh, scóip, inneachar ó thaobh faisnéise de agus gaolmhaireachtaí inmheánacha agus seachtracha an ábhair lena mbaineann. | The control established over archival material by documenting in finding aids its provenance, arrangement, composition, scope, informational content and internal and external relationships. |

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| Rialú údaráis | Authority control | An próiseas a bhaineann leis an bhfoirm is fearr le haghaidh ceannteidil atá le húsáid i gcatalóg, amhail ainm dílis nó ábhar, agus á chinntiú go n-úsáidtear na ceannteidil sin i ngach catalóg. | 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. |
| Rian iniúchta | Audit trail | <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. | <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. |
| Ríomhphost a chur/sheoladh (briathar); Ríomhphost (ainmfhocal) | E-mail | Transmission of messages, their metadata, and possible attachments over communications networks. | Teachtaireachtaí, a gcuid meiteashonraí, agus ceangaltáin b'fhéidir, a tharchur ar ghréasáin chumarsáide. |
| Rochtain | Access | An cumas chun úsáid a bhaint as ábhar ó chnuasach aon fhoinsé nó ó bhailiúchán, faoi réir rialacha agus coinníollacha. | The ability to make use of material from a fonds or collection, subject to rules and conditions. |
| Roghnú | Selection | An próiseas a bhaineann le sainiú ábhar atá le caomhnú mar gheall ar a luach marthanach, go háirithe na hábhair sin atá le haistriú go fisiciúil chuig cartlann. | The process of identifying materials to be preserved because of their enduring value, especially those materials to be physically transferred to an archives. |

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| Saintréith thaifid | Record attribute | Saintréith sainmhínte de chuid taifid nó eilimint taifid (e.g. ainm an údair). | A defining characteristic of a record or of a record element (e.g., the name of the author). |
| Sampláil | Sampling | An próiseas a bhaineann le hítimí a roghnú as bailiúchán chun léiriú a thabhairt ar an mbailiúchán ina iomláine. | The process of selecting items from a collection to represent the collection as a whole. |
| Saolré | Life cycle | 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. | 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. |
| Scanadh siarghabhálach | Retrospective scanning | Digitíú taifead a bhí i bhformáid pháipéir ar dtús agus iad a thógáil isteach i gcóras bainistithe doiciméad leictreonach. | The digitisation of records originally in paper format and ingestion into an electronic document management system. |
| Sceideal coimeáda agus diúscartha | Retention and disposal schedule | 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. | 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. |
| Scéim aicmiúcháin | Classification scheme | 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. | A plan for the systematic identification and arrangement of business activities and records into categories according to logically structured conventions, methods and procedural rules. |

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| <p>Scéimre meiteashonraí</p> | <p>Metadata schema</p> | <p>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 sainaithe taifead agus barántúlacht taifead a chinntiú. Soláthraíonn scéimrí comhréir fhoirmiúil (nó struchtúr foirmiúil) agus séimeantaic (nó sainmhíthe) le haghaidh na n-eilimintí meiteashonraí.</p> | <p>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.</p> |
| <p>Scóip & Ábhar</p> | <p>Scope and Content</p> | <p>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.</p> | <p>An expanded description of the characteristics of described materials, the functions and activities that produced them, and the types of information contained therein.</p> |

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| <p>Séala</p> | <p>Seal</p> | <ul style="list-style-type: none"> • Díisle/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 fiordheimhnithe i dtosach báire; úsáidtear é freisin chun doiciméad a dhúnadh. | <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. |
| <p>Sealbhú (próiseas); Sealbhúchán (toradh)</p> | <p>Acquisition</p> | <p>An próiseas faoina nglactar sealbh ar thaifid ó fhoinsé ar bith trí thaisceadh, bronnadh nó ceannachán, nó an cnuasach taifead a nglactar sealbh air ar an gcaoi sin.</p> <p>Féach <i>Forshealbhú</i></p> | <p>The process of acquiring records from any source by deposit, donation, or purchase, or the body of records so acquired.</p> <p>See <i>Accession</i></p> |
| <p>Síniú</p> | <p>Signature</p> | <p>Ainm, inisealacha nó marc sainiúil eile a úsáideann duine aonair.</p> | <p>A name, initials or other distinctive mark made by an individual.</p> |

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| Slabhra coimeádta | Chain of custody | 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. | Document or paper trail showing the succession of offices or persons having seizure, custody, control, transfer, analysis, and disposition of physical and electronic evidence. |
| Sláine sonraí | Data integrity | Gan sonraí a bheith modhnaithe d'aon ghnó nó de thaisme gan údarú cuí. | The fact that data are not modified either intentionally or accidentally without proper authorisation. |
| Sláine taifid | Record integrity | Cáilíocht a fhágann go bhfuil sé iomlán agus gan athrú mar thoradh ar chailleadh, cur isteach nó éilliú. | Quality of being whole and unaltered from loss, tampering or corruption. |
| Sonraí | Data | Fíorais, smaointe nó píosaí scoite faisnéise, go háirithe nuair atá an t-ábhar sin san fhoirm a bailíodh ar dtús gan anailísiú. | Facts, ideas, or discrete pieces of information, especially when in the form originally collected and unanalysed. |
| Sraith | Series | | 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. |

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| Stair úinéireachta | Provenance | 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. | Information regarding the origins, custody, and ownership of record(s). |
| Stádas Rochtana | Access Status | Eolas maidir leis an ábhar a bheith oscailte, oscailte i bpáirt nó gan rochtain a bheith air. | Information relating to whether material is open, partially open or closed to access. |
| Stair choimeádta | Custodial history | 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. | 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. |
| Stampa ama digiteach | Digital Timestamp | Comhad dénártha arna cheangal le taifead a thugann le fios an t-am ar tharla teagmhas, cosúil le cruthú, fáil, léamh, leasú nó scrios. | A binary code attached to a record indicating the time that an event occurred, such as creation, receipt, reading, modification or deletion. |
| Suíomh | Location | Suíomh fisiciúil na sealúchas go léir sa taisclann | Physical location in the repository of all holdings |

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| Suim sheiceála | Checksum | 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. | 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. |
| Taifead | Record | 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. | 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. |
| Taifead Analógach | Analogue Record | Doiciméad analógach a chaitear leis agus a bhainistítear mar thaifead. | An analogue document that is treated and managed as a record. |
| Taifead barántúil | Authentic record | 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. | A record that is what it purports to be and that is free from tampering or corruption. |
| Taifead digiteach | Digital record | Taifead i bhfoirm leictreonach. | A record in electronic form. |
| Taifead digitghinte | Born digital | Taifead bunaidh a cruthaíodh i bhformáid dhigiteach. | An original record created in digital format. |

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| Taifead dinimiciúil | Dynamic Record | <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. | <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. |
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| Taifead forshealbhúcháin | Accession record | Foirm nó logleabhar ina ndéantar achoimre ar na téarmaí agus coinníollacha a bhaineann le taifid a thaisceadh le hinstitiúid. | A form or log that summarises the terms and conditions of a deposit of records at an institution. |
| Taifead inléite ag meaisín / Taifead meaisín-inléite | Machine-readable record | Taifid atá ann i meán nó i bhformáid a bhfuil gá le feiste mheicniúil chun iad a dhéanamh intuigthe do dhaoine. | Records in a medium or format that requires a mechanical device to make it intelligible to humans. |
| Taifead leathghníomhach | Semi-active record | 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. | 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 leathreatha | Semi-current record | Féach Taifead leathghníomhach . | See Semi-active record . |
| Taifead leictreonach | Electronic record | 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). | 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). |

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| Taifead neamhghníomhach | Inactive record | 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 coimeádta. | A record no longer needed to conduct current business but preserved until it meets the end of its retention period. |
| Taifead neamhreatha | Non-current record | 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 . | 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 . |
| Taifead reatha | Current record | Taifid a úsáidtear go rialta chun críche sheoladh an ghnó reatha; taifid ghníomhacha. | Records regularly used for the conduct of the current business; active records. |
| Taifead ríthábhachtach | Vital record | Taifid atá fíorthábhachtach maidir le leanúnachas gnó i gcásanna éigeandála nó tar éis tubaiste. | Records vital to the continuity of business in cases of emergency or after a disaster. |
| Taifead sealadach | Temporary Record | Taifead nach bhfuil ach luach gearrthéarmach aige ar féidir é a scriosadh láithreach nó tar éis tréimhse ama shonraithe. | A record of short-term value that can be destroyed immediately or after a specified time period. |
| Taifead tacaíochta | Supporting record | Taifid nach gá iad a dhéanamh ach a chruthaítear chun doiciméadú agus míniú a chur ar fáil maidir le gníomh éigin. | Records that are not required to be made but are created to document and explain some action. |
| Taifead údaráis | Authority Record | Iontráil i gcomhad údaráis a bhfuil eolas ann faoin bhfoirm inmhianaithe d'ainm nó teideal ábhair. | An entry in an authority file that contains information about the preferred form of a name or subject heading. |

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| Taisc (toradh) Cuir i dtaisce (briathar) | Deposit | Doiciméid a chur faoi choimeád cartlainne gan an teideal dlíthiúil a aistriú. | To place documents in the custody of an archives without transfer of legal title. |
| Teanga Chaighdeánach Mharcála Ghinearálaithe, SGML | SGML | Meititheanga 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. | 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. |
| Teanga Mharcála | Markup Language | 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. | 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 Mharcála Inbheisithe (XML) | Extensible Markup Language (XML) | 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. | 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. |
| Teideal | Title | Focal nó frása trína sainaitnítear aonad tuairiscithe. | A word or phrase that identifies a unit of description. |
| Taisclann | Repository | Féach <i>Taisclann chartlainne</i> | See <i>Archival repository</i> . |
| Taisclann chartlainne | Archival repository | Áit ina dtaisctear taifid chartlainne. | A place of deposit for archival records. |

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| Tiontú | Conversion | Próiseas athraithe taifead ó mheán áirithe amháin go meán eile nó ó fhormáid áirithe amháin go formáid eile. | Process of changing records from one medium to another or from one format to another. |
| Toimhde barántúlachta | Presumption of authenticity | Tátal maidir le taifead a bheith barántúil, ar tátal é a dhéantar ar bhonn fíorais atá ar eolas faoin modh inar cruthaíodh agus inar cothabháladh an taifead lena mbaineann. | 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. |
| Treoir / Treoirleabhar | Guide | Tuairisc leathan ar na sealúchais atá ag cartlann amháin nó níos mó, ar tuairisc í a bhaineann le leibhéal bailiúcháin de ghnáth. | A broad description of the holdings at one or more archives, typically at the Fonds / collection level. |
| Treoir Théamach | Thematic 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. | 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. |
| Tuairisc | Description | Féach <i>Tuairisc chartlainne</i> . | See <i>Archival description</i> . |

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| <p>Tuairisc a dhéanamh ar chartlann (Próiseas); Tuairisc chartlainne (Toradh)</p> | <p>Archival description</p> | <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 sainaithint agus bainistiú an tsaothair a éascú agus d’fhonn tuiscint ar an saothar a éascú. • Toradh a leithéid de phróiseas. | <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. |
| <p>Tuairisc il-leibhéal</p> | <p>Multi-level description</p> | <p>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.</p> | <p>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.</p> |
| <p>Tuairisc leibhéal míre</p> | <p>Item level description</p> | <p>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.</p> | <p>The smallest intellectually indivisible archival unit (e.g., a letter, memorandum, report, or photograph) which is then described.</p> |
| <p>Uimhir forshealbhúcháin</p> | <p>Accession number</p> | <p>An uimhir uathúil nó an cód uathúil a shanntar chun forshealbhúchán a shainaithint go buan.</p> | <p>The unique number or code assigned to permanently identify an accession</p> |

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| Urraim don ord bunaidh | Respect for original order | 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. | 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. |
| XML (Teanga Mharcála Inbhreisithe) | XML (Extensible Markup Language) | 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. | 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. |
| Riail 20 bliain | 20 year rule | 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. | A closure period of 20 years applied to records before their release to the general public. Usually refers to an official/government context. |
| Riail 30 bliain | 30 year rule | 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. | A closure period of 30 years applied to records before their release to the general public. Usually refers to an official/government context. |