

# Vocabulary for archival description

Ministry  
of Education, Culture  
and Sport

Terminology and technical glossary

# Neda-Voc

English version

## Note of CNEDA

This document is an unofficial translation into English of the Spanish standard entitled “*NEDA-Voc. Vocabulario para la descripción archivística. Terminología y glosario técnico*” (official version of 2017).

This translation is only for information purposes and under no circumstances replaces the official version in Spanish.

The official version of this standard in Spanish is available through the next Web page:

<http://www.mecd.gob.es/cultura/areas/archivos/mc/cneda/documentacion/normas/neda-voc.html>



This document is under licence Creative Commons Recognition — Non- Commercial — Share equally, under the following conditions:

- It is possible to copy, distribute and make the work public.
- It is possible to create derivative works.
- The authorship must be recognized in any exploitation of the work authorised under the licence.
- The exploitation of the work is limited to non-commercial uses.
- The authorised exploitation includes the creation of derived works provided the same licence is maintained if these are disclosed.

The complete licence is available at: <https://creativecommons.org/licenses/by-nc-sa/4.0/>

# Index

<b>0. Prior considerations.....</b>	<b>6</b>
<b>1. Introduction .....</b>	<b>6</b>
<b>2. Objective and scope of NEDA-Voc .....</b>	<b>7</b>
2.1. What NEDA-Voc is not .....	7
2.2. Scope and target audience of NEDA-Voc .....	7
2.3. Review and alignment with other international glossaries .....	8
<b>3. Technical glossary .....</b>	<b>9</b>
Accumulation date.....	9
Action .....	9
Activity .....	9
Activity or Process .....	9
Agent .....	9
Applicant.....	10
Architect.....	10
Archival authority .....	10
Archival centre .....	10
Archival description .....	10
Archival Description System .....	10
Archival entities .....	11
Archival Information Environment .....	11
Archival Information System .....	11
Archival Record .....	11
Archival Science.....	11
Archive .....	11
Attribute .....	11
Authenticity .....	12
Author .....	12
Authority record .....	12
Authorship.....	12
Availability .....	12
Cartographer.....	12
Claimant .....	13
Classification .....	13
Collaboration in the genesis.....	13
Collaborator in the genesis.....	13
Collection.....	13
Collector.....	14
Complementary identifier .....	14
Completeness .....	14
Composer .....	14
Compound record unit.....	15
Concept.....	15
Concept, object or event .....	15
Conceptual model of archival description.....	15
Confirmer .....	15

Context.....	15
Corporate Body .....	16
Creation.....	16
Creation date .....	16
Creator.....	16
Data .....	16
Date .....	17
Description instrument.....	17
Descriptive interface .....	17
Descriptive record.....	17
Division of collection.....	17
Division of Fonds.....	17
Division of Fonds or of group of fonds.....	18
Division of Function.....	18
Division of Group of fonds.....	18
Document tradition.....	18
Documentary type.....	18
Editor.....	19
Entity .....	19
Event .....	19
Extensibility .....	19
Family .....	19
Fonds.....	19
Fraction of series .....	20
Fraction of series or of subseries .....	20
Fraction of subseries .....	20
Function.....	20
Functional entities .....	20
Group of fonds.....	21
Holder of the intellectual property rights .....	21
Identifier.....	21
Information .....	21
Informative value.....	21
Installation unit .....	22
Integrity.....	22
Librettist.....	22
Locator .....	22
Mandate.....	22
Material writer .....	22
Metadata.....	23
Name .....	23
NEDA.....	23
NEDA standards .....	23
NEDA-MC.....	23
Non-record entities .....	23
Object.....	24
Occurrence .....	24
Organisation.....	24
Owner.....	24
Person.....	24
Photographer.....	24
Place.....	25
Precedence.....	25

Printer.....	25
Process .....	25
Producer.....	25
Production .....	26
Property.....	26
Provenance .....	26
Receiver.....	26
Record .....	26
Record component.....	26
Record entities .....	27
Record management system .....	27
Record set .....	27
Record unit .....	27
Recorder.....	27
Records.....	27
Records group .....	28
Records Management .....	28
Records manager .....	28
Relation .....	28
Reliability.....	28
Repeatability .....	29
Section of fonds.....	29
Sender.....	29
Series.....	29
Series group .....	29
Series system.....	29
Signature.....	29
Simple record unit .....	30
Specific type of entity.....	30
Specification .....	30
Subclass of Entity .....	30
Subfonds .....	30
Subject .....	30
Subseries.....	31
Subtype of Entity.....	31
Succession.....	31
Table of Fonds.....	31
Task.....	32
Testimonial value.....	32
Testimony .....	32
Thema.....	32
Type of Entity .....	32
Value schema.....	32
Witness .....	32
<b>Annex. Team involved in the creation of NEDA-Voc .....</b>	<b>33</b>
Components of CNEDA (2007-2017) .....	33

## 0. Prior considerations

---

This standard is a fundamental part of the project of development of the Spanish Standards for Archival Description.

The terms listed in this technical glossary, together with their definitions, must be interpreted in the specific context of archival description and the NEDA standards.

To understand and apply the content of this document, it is necessary to know the standard entitled “NEDA-MC. Conceptual Model of Archival Description: Entities, Relations and Attributes”.

In any case, this glossary, and the definitions of the terms contained therein, may be supplemented or extended by other existing dictionaries, glossaries or vocabularies relating to records management or archival description, including:

- Diccionario de Terminología Archivística (Dictionary of Archival Terms) [electronic resource]. Ministry of Culture, 1995.
- Glossary of Terms of ISAD (G) General International of Standard Archival Description.
- Glossary of terms of ISAAR (CPF). International Standard on archival authority records (corporate bodies, individuals and families).
- Glossary of terms of ISAD. International Standard for Describing Functions.
- Glossary of terms of ISDIAH. International Standard for describing institutions with archival holdings.
- Solano Gadea, M. Diccionario de términos y conceptos de la Administración electrónica (Dictionary of terms and concepts for electronic administration) [electronic resource]. Ministerio de Hacienda y Función Pública, (Ministry of Finance and Public Administration) 2017.

## 1. Introduction

---

Order CUL/1524/2007, of May 25<sup>th</sup>, (BOE of 2007, June, 1) establishes the creation of the Commission of Spanish Standards for Archival Description (hereinafter CNEDA), regulating their affiliation, objective, functions, composition and functioning.

The objective of CNEDA is to provide assessment in the standardisation of the Archival Description, developing and updating the Spanish Standards for Archival Description (hereinafter, NEDA), which are defined as an applicable regulatory tool aimed at the continuous improvement of access to the archival records.

CNEDA performs its functions for periods of two years, after which its composition must be renewed. Consequently, after the constitution of the CNEDA, another four ministerial orders regulated their composition:

- Order CUL/2173/2009, of 29 July (BOE of 2009, August, 8).
- Order CUL/2582/2011, of 14 September (BOE of 2011, September, 29).
- Order ECD/664/2014, of 16 April (BOE of 2012, April, 29).
- Order ECD/1392/2016, of 29 July (BOE of 2016, August, 20).

Between 2007 and 2017, CNEDA drafted the Conceptual Model of Archival Description (hereinafter, NEDA-MC), together with this technical glossary (hereinafter, NEDA-Voc).

## 2. Objective and scope of NEDA-Voc

---

The purpose of this standard is to lay down the technical terms used in the NEDA standards to designate the technical concepts, mostly relating to archival terminology, providing definitions for these within the specific context of archival description.

Therefore, NEDA-Voc identifies the following:

- An alphabetical list of the technical terms employed in the NEDA standards requiring a specific or explanatory definition.
- One or more definitions for each term listed, or even control of synonyms or interrelated terms.
- Links between the different definitions to facilitate the understanding of the vocabulary.

### 2.1. What NEDA-Voc is not

---

This glossary must not be considered as:

- A dictionary of archival terminology. NEDA-Voc only lists those terms whose definition within the context of archival description is considered to be useful.
- An exclusive and closed list of the definitions offered for the terms listed. NEDA-Voc contains those definitions or explications required of certain terms which may lead to confusion when interpreting the NEDA standards if not applied using the definitions given in this standard.
- A specialised glossary for document management. NEDA-Voc identifies terms which are considered useful from the Archival Description perspective, without offering a detailed and precise solution for the definition of these terms from the perspective of the management of the organisations. Consequently, the existence of other glossaries is recognised, whose definitions may also be applicable for the terms included in NEDA-Voc as they have a purpose other than descriptive and therefore they remain compatible.

### 2.2. Scope and target audience of NEDA-Voc

---

The scope of application of the NEDA-Voc is the set of documents or NEDA standards, understood as the package of standards which CNEDA formally adopts or may adopt in the performance of their duties.

Therefore, the NEDA-Voc must serve to inform of the meaning given to the technical terms used in the different NEDA standards, from a specific perspective based on the archival description.

In view of the above, the target audience of NEDA-Voc is as follows:

- Developers of computer applications intended for the management of descriptions of archival entities.
- Persons responsible for identifying the operating requirements in description systems or for implementing metadata schema in the organisations, whether public or private.
- Persons responsible for the records management of organisations and for the records management policy in which terms included in this document are employed.

- Persons responsible for archival description in archives, as the main users of the archival description systems.
- Persons responsible for the administrative management and processing of specifications for designing description programmes, applications or systems or software of metadata management.

### 2.3. Review and alignment with other international glossaries

---

This glossary is a normative document which is subject to regular reviews by CNEDA, in order to ensure its operability over time and the validity of the terms and definitions included therein with the advance of developments in terms of archival description.

It can be reasonably expected that the numerous advances linked to archival description and the development of information technologies may require improvements, new terminology or require the update of the terms considered in this document.

In addition, since 2012, CNEDA has actively collaborated in the terminological developments undertaken by the Expert Group on Archival Description of the International Council on Archives (ICA/EGAD), to develop the Model entitled “Records in Context: Conceptual Model” (hereinafter, RiC-CM), with the intention of facilitating the development of this model, similar in nature to NEDA-MC, and at the same time to maintain alignment between the terms used in both glossaries.

Therefore, the first milestone for the complete review of NEDA-Voc is established as the moment at which the International Council on Archives formally adopts the vocabulary associated with the RiC-CM in order to guarantee the full alignment of its contents.



### 3. Technical glossary

---

#### Accumulation date

“Fecha de acumulación” in the Spanish version.

1. For a [Record](#): Date on which a record is incorporated in a fonds, a group of fonds, a series or a collection by one or more agents acting as producer(s) or collector(s).
2. For a [Record set](#): Date or range of dates on which a record set is formed by one or more agents acting as producer(s) or collector(s).
3. Possible specification of the Records Attribute <doc\_fecha> to provide information about its dates.

#### Action

“Acción” in the Spanish version.

1. Act, legal or not, performed by one or more agents and forming part of an activity or process.
2. Subtype of the [Function](#) Entity

Used by [Task](#).

#### Activity

“Actividad” in the Spanish version.

See [Activity or Process](#).

#### Activity or Process

“Actividad o proceso” in the Spanish version.

1. A Group of actions or tasks performed by an Agent in fulfilment of a particular function, or a part of a function.
2. Subtype of the [Function](#) Entity.

Used by [Activity](#) and by [Process](#).

#### Agent

“Agente” in the Spanish version.

1. Corporate Body, family or person responsible for or involved in the creation, production, records management, etc. of Records.
2. Entity identified in NEDA-MC.
3. Agents include [Corporate Bodies](#), [families](#) and [persons](#).

## **Applicant**

“Solicitante” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “authorship”, between records and agents.
2. Concept which serves to categorise certain type of agents.
3. Type of author of records characterised by requesting some type of action or activity.

## **Architect**

“Arquitecto(a)” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “authorship”, between records and agents.
2. Concept which serves to categorise certain types of agents.
3. Type of author of records characterised by their ability to profess the architecture.

## **Archival authority**

“Autoridad Archivística” in the Spanish version.

See [Archive](#).

## **Archival centre**

“Centro de archivo” in the Spanish version.

See [Archive](#).

## **Archival description**

“Descripción archivística” in the Spanish version.

Understood as a records management process:

1. Creation of representations of records and, where applicable, other archival entities.

Understood as a product or an object:

See [Descriptive record](#).

## **Archival Description System**

“Sistema de descripción archivística” in the Spanish version.

1. Information system directed at the intellectual control of records, both with regard to the description by archivists, and with respect to the search and location by users of records of interest to them.
2. Tool of [Records management](#) which includes descriptive records where the entities and their relations to the corresponding attributes are represented.

Used by [Archival Information Environment](#) and by [Archival Information System](#).

## **Archival entities**

“Entidades archivísticas” in the Spanish version.

See [Entity](#).

## **Archival Information Environment**

“Entorno de información archivística” in the Spanish version.

See [Archival Description System](#).

## **Archival Information System**

“Sistema de información archivística” in the Spanish version.

See [Archival Description System](#).

## **Archival Record**

“Registro archivístico” in the Spanish version.

See [Descriptive record](#).

## **Archival Science**

“Archivística” in the Spanish version.

See [Records Management](#).

## **Archive**

“Archivo” in the Spanish version.

Understood as an agent:

1. Institution responsible for the archival records management activities and processes.
2. Category assigned to certain corporate bodies.

Understood as a group of records:

3. Set of archival records, managed by a particular agent.

Used by [Archival authority](#) and by [Archival centre](#).

## **Attribute**

“Atributo” in the Spanish version.

1. Characteristic or property relevant of a type of entity or of a relation.

Used by [Metadata](#) and by [Property](#).

## Authenticity

“Autenticidad” in the Spanish version.

1. Essential characteristic of the Records which aims to guarantee their validity.

## Author

“Autor(a)” in the Spanish version.

1. Agent responsible for the intellectual content of a record or a simple record unit.
2. Role of the agent involved in the specific type of context relation of “authorship”, between records and agents.
3. Type of creator of a record or simple record unit.
4. According to the specific role of authorship, types of authors may be considered as the applicants, claimants, photographers, cartographers, architects, composers, librettists, etc.

## Authority record

“Registro de autoridad” in the Spanish version.

See [Descriptive record](#).

## Authorship

“Autoría” in the Spanish version.

1. Specific type of context relation between records and agents, in which the agents play the role of authors.

## Availability

“Disponibilidad” in the Spanish version.

1. Essential characteristic of the [Records](#) which aims to guarantee their access.
2. Information about possible access restrictions to a certain record entity or even to the descriptive records.

## Cartographer

“Cartógrafo(a)” in the Spanish version.

1. Possible specific role of an agent within the type of context relation of “authorship”, between records and agents.

2. Concept which serves to categorise certain types of agents.
3. Type of author of records characterised by their ability to draw maps or plans.

## **Claimant**

“Demandante” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “authorship”, between records and agents.
2. Concept which serves to categorise certain types of agents.
3. Type of author of records characterised by requiring or demanding some type of action or activity.

## **Classification**

“Clasificación” in the Spanish version.

1. Determination of the higher record set to which a record entity belongs and its systematic ordinance within this group according to a certain classification schema.
2. Records management process consisting of the establishment of functional categories according to the activities developed by an agent.
3. Name of the Records attribute <doc\_clasif>.

## **Collaboration in the genesis**

“Colaboración en la génesis” in the Spanish version.

1. Specific type of context relation between records and agents, in which the agents play the role of collaborators in the genesis.

## **Collaborator in the genesis**

“Colaborador(a) en la génesis” in the Spanish version.

1. Agent responsible for the intellectual content of a record or a simple record unit, or involved in its formation.
2. Role of the agent involved in the specific type of context relation of “collaboration in the genesis”, between records and agents.
3. Type of creator of an record or a simple record unit.
4. Depending on the specific collaboration role in the genesis, collaborators in the genesis may include material writers, confirmers, witnesses, printers, recorders, editors, etc.

## **Collection**

“Colección” in the Spanish version.

1. Set of records or record components, from the same or different provenance, gathered together for the purposes of conservation, a special interest or any other subjective criteria.
2. Subtype of the [Records](#) Entity.

## Collector

“Coleccionista” in the Spanish version.

1. Agent who brings together a collection.
2. Role of the agent involved in the specific type of context relation of “collection”, between records and agents.
3. Concept which serves to categorise certain types of agents.

## Complementary identifier

“Identificador complementario” in the Spanish version.

1. Identification code allocated to a certain entity for its location, recovery or management through other information systems not linked to the archival information environment itself.
2. Name of the Records attribute <doc\_idcomp><sup>1</sup>.
3. Name of the Agent attribute <age\_idcomp>.
4. Name of the Function attribute <fun\_idcomp>.

## Completeness

“Compleitud” in the Spanish version.

1. Degree of completion or termination of a Records entity in relation to the definitive situation entailing the end of the accumulation or modification process for this entity.
2. Name of the Record attribute <doc\_complet>.

## Composer

“Compositor(a)” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “authorship”, between records and agents.
2. Concept which serves to categorise certain types of agents.
3. Type of author of archival records characterised by their ability to compose music.

---

<sup>1</sup> In the case of record entities, the identifier must not be confused with the locator, as the identifier serves to locate the entity within the description system, while the locator serves to locate the document in the archival repository.

## Compound record unit

“Unidad documental compuesta” in the Spanish version.

1. Unit of information made up of various [records units](#) interrelated by a common theme, produced by one or more agents in the fulfilment of their functions, which forms the material testimony of one or more activities, or part thereof.
2. Category of the subtype Record unit, formed by the grouping of more than one [simple record unit](#).

## Concept

“Concepto” in the Spanish version.

1. Abstract notion represented by one or more words.
2. Category of the [Concept, object or event](#) Entity.

## Concept, object or event

“Concepto, objeto o acontecimiento” in the Spanish version.

1. Abstract idea or notion, material item, event or occurrence on which a record is based.
2. Entity identified in NEDA-MC.
3. Possible categories include [concepts](#), [objects](#) and [events](#).

## Conceptual model of archival description

“Modelo conceptual de descripción archivística” in the Spanish version.

1. Representation of reality at high level of abstraction in which the types of archival entities, their relations and attributes are identified.
2. NEDA-MC content, which represents the archival entities, their relations and attributes.

## Confirmer

“Confirmante” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “collaboration in the genesis”, between records and agents.
2. Concept which serves to categorise certain types of agents.
3. Type of collaborator in the genesis of records characterised by confirming the creation of the record.

## Context

“Contexto” in the Spanish version.

1. Information about the records and their related entities, without which it is not possible to understand their nature and evolution or to suitably guarantee their informative or testimonial value.

## Corporate Body

“Institución” in the Spanish version.

1. Organisation or group of people identified with their own name and who acts, or may act, as a unit.
2. Institutional role performed by one person.
3. Subtype of the Agent Entity.

Used by [Organisation](#).

## Creation

“Creación” in the Spanish version.

1. Effect of forming a record unit, understood as a prior action differentiated by its production.
2. Specific type of context relation between records and agents, in which the agents play the role of authorship or collaboration in its genesis.

## Creation date

“Fecha de creación” in the Spanish version.

1. For a [simple record unit](#): Date on which a records is drafted by one or more agents with the role of author/s.
2. For a [record set](#): Date or range of dates between the oldest record’s creation date and the most recent.
3. Possible specification of the Records attribute <doc\_fecha> to provide information about its Dates.

## Creator

“Creador(a)” in the Spanish version.

1. Agent who fulfils the role of author or collaborator in the genesis in the creation of a record or a simple record unit.
2. Role of the agent involved in the specific type of context relation of “authorship or collaboration in the genesis”, between records and agents.
3. Types of creators include authors and collaborators in the genesis.

## Data

“Dato” in the Spanish version.



1. Symbolic representation of certain knowledge, situation or characteristic of the entities or relations which when grouped into the same system may configure attributes or information.

## Date

“Fecha” in the Spanish version.

1. Information of a chronological nature linked to an entity or relation which ensures its identification and contextualization.
2. Name of the Records attribute <doc\_fecha>.
3. Name of the Agent attribute <age\_fecha>.
4. Name of the Function attribute <fun\_fecha>.
5. Name of the Relation attribute <rel\_fecha>.

## Description instrument

“Instrumento de descripción” in the Spanish version.

1. Tool which provides information about the context, content, structure and location of one or more record entities.
2. Name of the Record attribute <doc\_idd>.

## Descriptive interface

“Interfaz descriptiva” in the Spanish version.

1. Visualisation of one or more descriptive records within an information environment.

## Descriptive record

“Registro descriptivo” in the Spanish version.

1. Product resulting from the description process, formed by metadata, informative data or attributes relating to one or more entities and their relations.

Used by [Archival description](#) (as a product or an object), by [Archival record](#) and by [Authority record](#).

## Division of collection

“División de colección” in the Spanish version.

1. Group of record units or record components of a collection, grouped according to a certain criterion.
2. Subtype of the Records Entity.

## Division of Fonds

“División de fondo” in the Spanish version.

1. Groups of records of a fonds grouped according to an organic, chronological or geographical criterion.
2. Category of the subtype [Division of fonds or of group of fonds](#).

Used by [Section of Fonds](#), [Group of Series](#) and [SubFonds](#).

## **Division of Fonds or of group of fonds**

“División de fondo o de grupo de fondos” in the Spanish version.

1. Group of records of a Fonds or Group of fonds, grouped according to an organic, chronological or geographical criterion.
2. Subtype of the Records Entity.
3. Possible categories include [Division of Fonds](#) and [Division of group of fonds](#).

## **Division of Function**

“División de función” in the Spanish version.

1. Group of activities or processes into which a Function can be divided.
2. Subtype of the Function Entity.

## **Division of Group of fonds**

“División de grupo de fondos” in the Spanish version.

1. Group of records of a group of fonds grouped according to an organic, chronological or geographical criterion.
2. Category of the subtype [Division of Fonds or of Group of fonds](#).

## **Document tradition**

“Tradición documental” in the Spanish version.

1. State of completion or method of transmission by reproduction of a documentary entity.
2. Name of the Records attribute <doc\_trad>.

## **Documentary type**

“Tipo documental” in the Spanish version.

1. Model of record unit which is differentiated as having certain common intellectual or physical characteristics.
2. Name of the Records attribute <doc\_tipodoc>

## Editor

“Editor(a)” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “collaboration in the genesis”, between records and agents.
2. Concept which serves to categorise certain types of agents.
3. Type of collaborator in the genesis of records characterised as being the person responsible for the edition or publication of said record.

## Entity

“Entidad” in the Spanish version.

1. Any real or abstract object which exists, has exists or may come to exist.
2. Entities identified in NEDA-MC include [Records](#), [Agents](#), [Functions](#), [Mandates](#), [Places](#) and [Concepts, objects or events](#).

Used by [Archival entities](#).

## Event

“Acontecimiento” in the Spanish version.

1. Occurrence or happening.
2. Subtype of the Concept, object or event Entity

Used by [Occurrence](#).

## Extensibility

“Extensibilidad” in the Spanish version.

1. Quality of the attributes identified in NEDA-MC to break down the information using extensions, special attributes or relations with other possible attributes.

## Family

“Familia” in the Spanish version.

1. Two or more individuals related by marriage, birth, adoption or other similar legal system, or because they present themselves as such.
2. Subtype of the [Agent](#) Entity.

## Fonds

“Fondo” in the Spanish version.

1. Group of records produced by an agent in the performance of their functions.
2. Subtype of the Records Entity.

## Fraction of series

“Fracción de serie” in the Spanish version.

1. Group of Record of a series, normally correlative, stored in one or more installation units.
2. Category of the subtype [Fraction of series or of subseries](#).

## Fraction of series or of subseries

“Fracción de serie o de subserie” in the Spanish version.

1. Group of records of a series or a subseries, normally correlative, stored in one or more installation units.
2. Subtype of the [Records](#) Entity.

## Fraction of subseries

“Fracción de subserie” in the Spanish version.

1. Group of records of a subseries, normally correlative, stored in one or more installation units.
2. Category of entity subtype [Fraction of series or of subseries](#).

## Function

“Función” in the Spanish version.

Understood as an Entity:

1. Measures taken by one or more agents and to which the records testify.
2. Entity identified in NEDA-MC.
3. Functions include Function itself, [Division of Function](#), [Activity or process](#) and [Action](#).

Understood as a subtype of entity:

1. Responsibility or principal objective assumed by the company or carried out by an agent, and formed of a set of activities or processes.
2. Subtype of the [Function](#) Entity

Used by [Functional entities](#).

## Functional entities

“Entidades funcionales” in the Spanish version.

See [Function](#).

## Group of fonds

“Grupo de fondos” in the Spanish version.

1. Set of fonds, each of which is produced by a different agent, whose producers are linked as they perform similar functions or maintain similar relations.
2. Subtype of the [Records](#) Entity.

## Holder of the intellectual property rights

“Titular de derechos de propiedad intelectual” in the Spanish version.

1. Agent who holds, in accordance with current legislation, copyright or other connected rights with respect to a work or subject-matter, the result of an intellectual creation, expressed in records.
2. Role of the agent involved in the specific type of context relation of “Intellectual Property”, between records and agents.
3. Concept which serves to categorise certain types of agents.

## Identifier

“Identificador” in the Spanish version.

1. Code which represents an entity or relation permanently and uniquely within an archival description system.
2. Name of the Records attribute <doc\_id><sup>2</sup>.
3. Name of the Agent attribute <age\_id>.
4. Name of the Function attribute <fun\_id>.
5. Name of the Relation attribute <rel\_id>.

## Information

“Información” in the Spanish version.

1. Communication or set of data which permits knowledge of a certain entity or relation to be displayed defined or increased.

## Informative value

“Valor informativo” in the Spanish version.

1. Quality of the records whose content provides relevant information about any other entity, regardless of the testimonial value.

---

<sup>2</sup> In the case of record entities, the identifier must not be confused with the locator, as the identifier serves to locate the entity within the description system, while the locator serves to locate of the document in the archival repository.

## Installation unit

“Unidad de instalación” in the Spanish version.

1. Container or packaging in which one or more record units or record components, or part of, are stored in order to protect them or facilitate their management.

## Integrity

“Integridad” in the Spanish version.

1. Essential characteristic of the records which aims to guarantee their inalterability in time.

## Librettist

“Libretista” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “authorship”, between records and agents.
2. Concept which serves to categorise certain type of agents.
3. Type of author of records characterised for being responsible for writing a libretto, understood as a certain [documentary type](#).

## Locator

“Localizador” in the Spanish version.

1. Code indicating the location of a record unit in a certain physical or electronic archive repository.
2. Name of the Records attribute <doc\_localiz>.

Used by [Signature](#).

## Mandate

“Norma” in the Spanish version.

1. Provision regulating the existence of one or more agents, the functions they perform and the records.
2. Entity identified in NEDA-MC.

## Material writer

“Escribiente material” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “collaboration in the genesis”, between records and agents.
2. Concept which serves to categorise certain type of agents.

3. Type of collaborator in the genesis of record units characterised as being responsible for the transcription, copying or making a fair copy of the contents of a record.

## Metadata

“Metadato” in the Spanish version.

See [Attribute](#).

## Name

“Nombre” in the Spanish version.

1. Name or title of descriptive character allocated to an entity or relation.
2. Name of the Records attribute <doc\_nombre>.
3. Name of the Agent attribute <age\_nombre>.
4. Name of the Function attribute <fun\_nombre>.
5. Name of the Relation attribute <rel\_nombre>.

## NEDA

“NEDA” in the Spanish version.

See [NEDA Standards](#).

## NEDA standards

“Estándares NEDA” in the Spanish version.

1. Set of legislative documents regulating the elements and measures identified in the process of [archival description](#).
2. Spanish Standards for Archival Description.
3. The NEDA standards may serve to regulate the design and architecture of the description systems, regulate the input of data in the description systems (both the structure and its content), and to regulate the output of data from the description systems (both in the presentation and its exchange).

## NEDA-MC

“NEDA-MC” in the Spanish version.

1. NEDA Standard for the design of archival description systems, containing the conceptual model of archival description, valid for developing other NEDA standards.

## Non-record entities

“Entidades no documentales” in the Spanish version.

1. Group of entities identified in the NEDA-MC which are not records.
2. Non-record entities include [Agents](#), [Functions](#), [Mandates](#), [Place](#) and [Concepts, objects or events](#).

## Object

“Objeto” in the Spanish version.

1. Material item, except individuals and records.
2. Category of the [Concept, object or event](#) Entity.

## Occurrence

“Evento” in the Spanish version.

See [Event](#).

## Organisation<sup>3</sup>

“Organización” in the Spanish version.

See [Corporate Body](#)

## Owner

“Propietario(a)” in the Spanish version.

1. Agent with the right or authority to hold records and may have them within the legal limits.
2. Role of the agent involved in the specific type of context relation of “Property”, between records and agents.
3. Concept which serves to categorise certain type of agents.

## Person

“Persona” in the Spanish version.

1. Member of the human race.
2. Subtype of the [Agent](#) Entity.

## Photographer

“Fotógrafo(a)” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “authorship”, between records and agents.

---

<sup>3</sup> The concept of Organisation must not be confused with the documentary process of organisation. NEDA-Voc only considers the term understood as a synonym to Corporate Body.



2. Concept which serves to categorise certain type of agents.
3. Type of author of records characterised by their ability to create photographic records.

## Place

“Lugar” in the Spanish version.

1. Particular space.
2. Entity identified in NEDA-MC.

## Precedence

“Precedencia” in the Spanish version.

1. Record precedence: Sense of specific type of relation of “succession between records”, viewed from one record entity to the other entity which succeeds it in time or in order from a specific perspective.
2. Institutional precedence: Sense of specific type of relation of “succession between corporate bodies”, viewed from one corporate body to the other which succeeds it in time or in order from a specific perspective.
3. Functional precedence: Sense of specific type of relation of "succession between functions", viewed from one functional entity to the other entity which succeeds it in time or in order from a specific perspective.

## Printer

“Impresor(a)” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “collaboration in the genesis”, between records and agents.
2. Concept which serves to categorise certain type of agents.
3. Type of collaborator in the genesis of records characterised by their capacity to print a record.

## Process

“Proceso” in the Spanish version.

See [Activity or process](#).

## Producer

“Productor” in the Spanish version.

1. Agent who is assigned, in a specific archival context, the responsibility to create or receive records, and accumulate them, in the fulfilment of their functions.
2. Role of the agent involved in the specific type of context relation of “Production”, between records and agents.

3. Concept which serves to categorise certain type of agents.

## **Production**

“Producción” in the Spanish version.

1. Effect of accumulating a record entity (except the collection and the division of collection) by an agent in the performance of their duties.
2. Specific type of context relation between records and agents, in which the agents are producers of the records.

## **Property**

“Propiedad” in the Spanish version.

See [Attribute](#).

## **Provenance**

“Procedencia” in the Spanish version.

1. Organic provenance: Production relation between the records and the agents producing them.
2. Functional provenance: Relation between the records and the functions which lead to the need for said records.
3. Documentary provenance: Relation between a collection and a record unit or a record component when it is extracted from another record unit and does not maintain the relation of record structure.

## **Receiver**

“Destinatario(a)” in the Spanish version.

1. Agent to whom a record unit is addressed.
2. Role of the agent involved in the specific type of context relation of “destination”, between records and agents.
3. Concept which serves to categorise certain types of agents.

## **Record**

“Documento de archivo” in the Spanish version.

See [Simple record unit](#).

## **Record component**

“Componente documental” in the Spanish version.

1. Element of a record which does not constitute a record itself, whether or not it is physically separate for the purposes of conservation or for other reasons.
2. Subtype of the [Records](#) Entity.

## Record entities

“Entidades documentales” in the Spanish version.

See [Records](#).

## Record management system

“Sistema de gestión documental” in the Spanish version.

See [Records manager](#) (as a system).

## Record set

“Agrupación documental” in the Spanish version.

1. Group of records clustered together by any archival criteria.
2. Records sets include [Fonds](#), [Group of fonds](#), [Division of fonds or of group of fonds](#), [Series](#), [Subseries](#), [Fraction of series or of subseries](#), [Collection](#), [Division of collection](#) and [Compound record unit](#).

Used by [Group of records](#).

## Record unit

“Unidad documental” in the Spanish version.

1. Basic element of a fonds, a group of fonds, a collection or a series, consisting of a simple record unit or several which form a compound record unit.

Subtype of the [Records](#) Entity.

## Recorder

“Grabador(a)” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “collaboration in the genesis”, between records and agents.
2. Concept which serves to categorise certain type of agents.
3. Type of collaborator in the genesis of records characterised by their capacity to record a record.

## Records

“Documentos de archivo” in the Spanish version.

1. Record set, simple record unit or record component.
2. Entity identified in NEDA-MC.
3. Records include [Fonds](#), [Group of fonds](#), [Division of fonds or of group of fonds](#), [Series](#), [Subseries](#), [Fraction of series or of subseries](#), [Collection](#), [Division of collection](#), [Record unit](#) and [Record component](#).

## Records group

“Conjunto de documentos” in the Spanish version.

See [Record Set](#).

## Records Management

“Gestión de documentos” in the Spanish version.

1. Set of technical activities or processes applied to records throughout their existence in order to continuously maintain their essential characteristics of authenticity, reliability, integrity y availability, thus forming a testimonial to the context in which they originated.

Used by [Archival Science](#).

## Records manager

“Gestor de documentos” in the Spanish version.

Understood as agent:

1. Agent responsible or involved in the records management.
2. Role of the agent involved in the specific context relation type of “records management” between records and agents.

Understood as an information system:

1. Information system directed at the records management in the heart of an organisation.

Used by [Record management system](#).

## Relation

“Relación” in the Spanish version.

1. Connection, association or link of any type between entities.

## Reliability

“Fiabilidad” in the Spanish version.

1. Essential characteristic of the records which aims to guarantee their credibility.

## Repeatability

“Repetibilidad” in the Spanish version.

1. Quality of the attributes to be repeated when describing certain entities or relations including different information in each repetition.

## Section of fonds

“Sección de fondo” in the Spanish version.

See [Division of fonds](#).

## Sender

“Remitente” in the Spanish version.

1. Agent responsible for sending a record unit.
2. Role of the agent involved in the specific type of context relation of “Sending”, between records and agents.
3. Concept which serves to categorise certain type of agents.

## Series

“Serie” in the Spanish version.

1. Group of records produced by one or several agents, which is ongoing evidence of one or more activities or processes.
2. Subtype of the [Records](#) Entity.

## Series group

“Grupo de series” in the Spanish version.

See [Division of fonds](#).

## Series system

“Sistema de series” in the Spanish version.

1. Archival concept originated in Australia essentially characterised for considering the series as the superior record entities in the record hierarchy, interrelating them with their respective agents and functions.

## Signature

“Signatura” in the Spanish version.

See [Locator](#).

## Simple record unit

“Unidad documental simple” in the Spanish version.

1. Minimum unit of information recorded in any format, produced by an agent in the fulfilment of their functions, which forms the material testimony of one or more actions or events, whether or not these are of a legal nature.
2. Category of the subtype [record unit](#).

## Specific type of entity

“Tipo específico de entidad” in the Spanish version.

1. Name of the Records attribute <doc\_tipoent>.
2. Name of the Agent attribute <age\_id>.
3. Name of the Function attribute <fun\_id>.

## Specification

“Especificación” in the Spanish version.

1. Precision, annotation or appraiser of the meaning of the value or the information required in a certain attribute identified in NEDA-MC.

## Subclass of Entity

“Subclase de entidad” in the Spanish version.

See [Subtype of Entity](#).

## Subfonds

“Subfondo” in the Spanish version.

See [Division of Fonds](#).

## Subject

“Materia” in the Spanish version.

1. Type of content relation between records entities and all the other entities, also including the records.
2. Specific sense of the content relation, viewed from a record towards any other entity which may be considered its subject (“it is subject of”).

## Subseries

“Subserie” in the Spanish version.

1. Group of records of a series grouped together by a classification criterion (functional, geographical, by name, etc.)
2. Subtype of the [Records](#) Entity.

## Subtype of Entity

“Subtipo de entidad” in the Spanish version.

1. Category of a subset of entities of the same type which have the same attributes and relations.
2. In NEDA-MC 17 subtypes of entity are identified (10 from [Records](#) Entity, 3 from [Agent](#) Entity and 4 from [Function](#) Entity).

Used by [Subclass of Entity](#).

## Succession

“Sucesión” in the Spanish version.

1. Record succession: Sense of specific type of relation of “succession between records”, viewed from one record entity to the other entity that precedes it in time or in order from a specific perspective.
2. Institutional succession: Sense of specific type of relation of “succession between corporate bodies”, viewed from one corporate body to the other that precedes it in time or in order from a specific perspective.
3. Succession between functions: Sense of specific type of relation of “succession between functions”, viewed from one functional entity to the other that precedes it in time or in order from a specific perspective.

## Table of Fonds

“Cuadro de fondos” in the Spanish version.

1. Framework for classification and ordering the fonds or collections of an archive, not considered a group of fonds.

## **Task**

“Tarea” in the Spanish version.

See [Action](#).

## **Testimonial value**

“Valor testimonial” in the Spanish version.

1. Quality of the records which provide information and testimony about their creation or production context, regardless of the informative value.

## **Testimony**

“Testimonio” in the Spanish version.

1. Proof, justification, evidence or confirmation of the certainty or truth of something.
2. Type of context relation between records and the functions they demonstrate.

## **Thema**

“Tema” in the Spanish version.

1. Entity of any nature which is subject of one or more records.

## **Type of Entity**

“Tipo de entidad” in the Spanish version.

1. Category of a set of entities with the same attributes and relations.

## **Value schema**

“Esquema de valores” in the Spanish version.

1. List of predefined categories to control the information which may be offered about one or more attributes identified in NEDA-MC.

## **Witness**

“Testigo” in the Spanish version.

1. Possible specific role of an agent within the context relation type of “collaboration in the genesis”, between records and agents.
2. Concept which serves to categorise certain type of agents.
3. Type of collaborator in the genesis of records characterised by their capacity to provide evidence of the creation of a record.

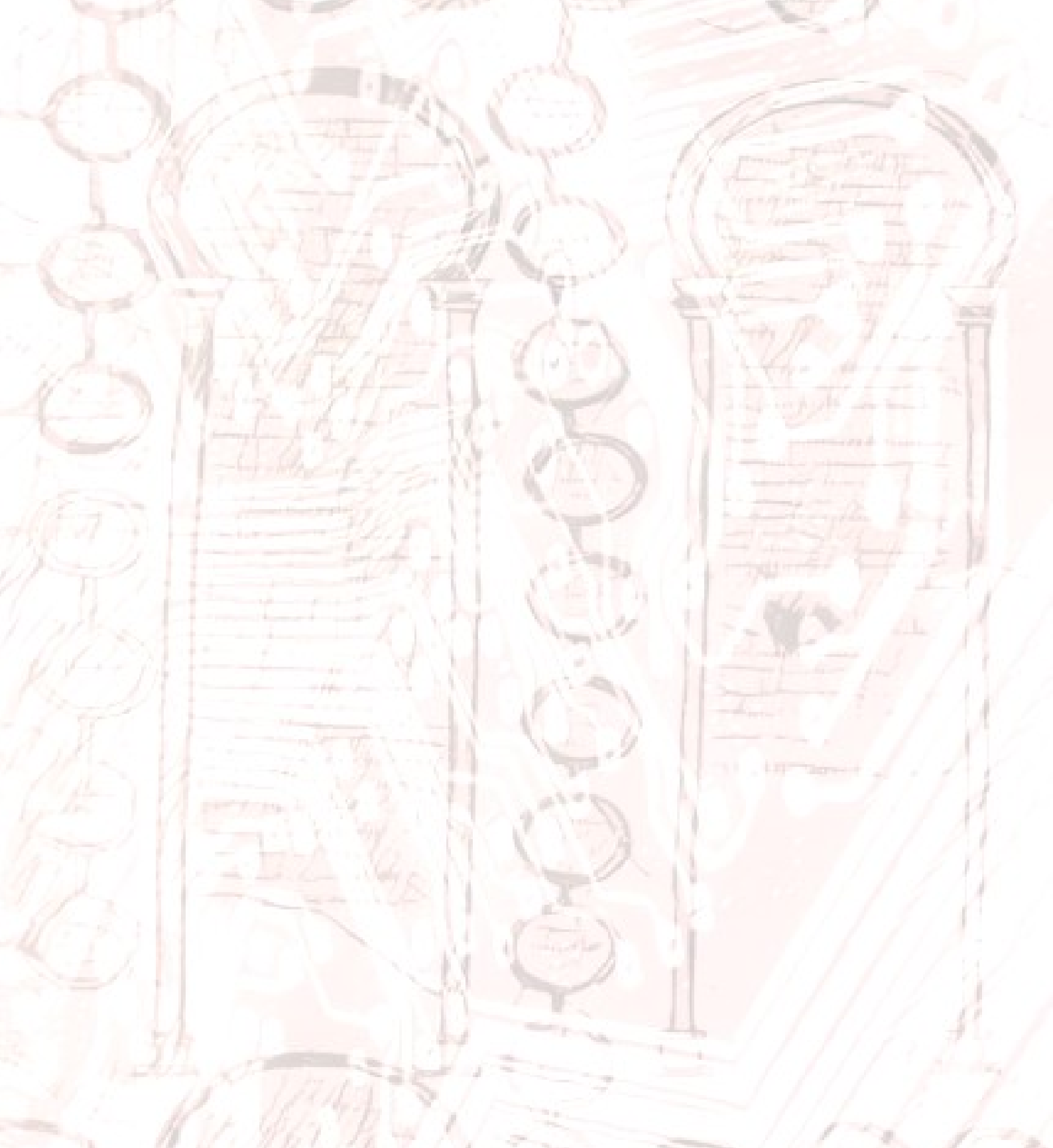


## Annex. Team involved in the creation of NEDA-Voc

---

### Components of CNEDA (2007-2017)

Barbadillo Alonso, Javier  
Ceballos Aragón, Isabel  
Conde Villaverde, María Luisa  
Delgado Gómez, Alejandro  
Franco Espiño, Beatriz  
Generelo Lanaspá, Juan José  
Heredia Herrera, Antonia  
Llansó Sanjuan, Joaquim  
López Gómez, Pedro  
Martín Suquía, Ramón  
Moyano Collado, Julián  
Pérez Alcázar, Ricard  
Requejo Zalama, Javier  
Rivas Palá, Elena  
Rodríguez Barredo, Julia  
Santamaría Gallo, Abelardo  
Villanueva Toledo, María Josefa



GOBIERNO  
DE ESPAÑA

MINISTERIO  
DE EDUCACIÓN, CULTURA  
Y DEPORTE