# SPECIAL ENGLISH ON ARCHIVES

# 档案专业英语

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# Foreword

The contents of this book are adapted from the related chapters and paragraphs in serveral books and magazines on archival science recently published abroad. These selections constitute two parts with twenty—two reading passages and ten appendixes, each dealing with an aspect of the field . The first part introduce some traditional theories and concepts of archival work; the second emphasizes some new concepts and developments in the field. The purporse of studying this book is to help archivists to become efficient users of English language resources. It provides a chance for archivists to understand the history and the future of international archival field .

In order that readers understand the material better, the first part offered (1)New Words and Expressions (2)Comprehension (3)Discussion (4)Vocabulary (5)Translation from Chinese to English (6)Translation from English to Chinese (7)Reading Material (8)Composition (9)Notes . The first part emphasizes basic skills of simple translation work and the special terms of archival field. It is both an introductory to the knowledge of archives science and an introductory to the speciality of English. The second part offered (1)Comprehension (2) Discussion (3) Composition (4)Translation (5) Notes. It emphasizes the fast reading skills, the correct,concrete and clear translation of an article, the basic skills of writing academic thesis and abracts. Composition exercises offered topics suitable for writing thesis. It serves to integrate what students have learnt from the passages with what is going on in the Chinese archives of which they have learnt from Chinese archival text books. Students are encouraged to seek the teacher's advice in choosing topics to write about, and do not have to write a thesis after each passage. if time doesn't permit them.

This book is chiefly compiled and edited by An Xiaomi; ZhouXiaoying, WangXiaohai, Zhang Hongying and Fang Ming are the vice—editors for this book. The following persons have also made much appreciated contributions: Wang Shuzhen, Su Wen, Wu Aiping, Hou Junfang, Liu Yuenan, Yu Lijuan, Xing Biao. Xian Urban Construction Archives and Archives College in Renmin University of China have made great contributions for publishing the book.

Finally we express our thanks to 《The American Archivist》, 《Journal of the Society of Archivists》and the related scholars who had given their direction and encouragement for the development of this book. It is the compiler's hope that this reading material will help to a certain extent in educating archivists with a good command of the English language.

<div align="right">The editors     February,1996</div>

# 前　言

近年来,档案学界对外交往日益扩大,各种交流活动日趋频繁,随着第十三届国际档案大会在中国的召开,我国的档案工作在国际档案领域中占有越来越重要的地位。培养具有档案专业知识,同时又具有专业外语技能的档案人才,既是档案工作的需要,也是时代的要求。为此,我们编写了这本《档案专业英语》,它既可作为档案学专业、科技档案专业、档案保护技术专业的专业外语必修课的教材,又可供有关教学人员、外事人员和科研人员作参考,还可供具有一定英语水平的实际工作者、英语爱好者阅读和了解国外档案工作动态。

本教材的选文原则是力求使每篇文章阐述档案学理论或阐明档案工作涉及的某一方面的问题,书中共精选了22篇专业原著中的经典之作或优秀或综述性的文章,并将其分为两部分:第一部分从为专业英语入门打好基础的出发点考虑,选择了一些篇幅较短的文章,侧重对档案工作理论与实践的介绍。为达到帮助学习者掌握档案学的专业基本词汇及知识,掌握一些常用的专业用语和表达习惯的目的,我们在每篇课文后附上了词汇表,并设有术语词汇练习、阅读理解练习、写作练习、英汉及汉英互译练习、讨论题等若干方面的问题。另外,在每篇文章后还附上了阅读材料以帮助巩固新学词汇,加深理解国外档案工作理论与实践的状况。第二部分主要是为培养档案工作者成为高效率的英语资料使用者作准备,因此,选择的文章大多较长,且无词汇表。采取这种做法的目的主要有三点,其一是培养档案工作者具有不借助于词典即能快速阅读的习惯;其二是提高档案工作者的翻译技能,使翻译质量达到信、达、雅;其三是帮助档案工作者掌握英文说明文、论说文等文体的写作技能,并做到用英文熟练地写作专业学术论文及提要、文摘等。

在本书的附录部分列出了书中的重要练习参考答案,英文写作常用词语、专业英语构词法和专业英语学习小结等内容。全书较全面地涉及了档案工作理论与实践的各个方面,列举了档案学最新领域的一些专门问题,各方面材料齐全、体例完整,是学习档案基本知识、了解国际档案工作现状与趋势、提高档案专业外语水平的必备文献。

本书由安小米主编并定稿,副主编周晓英、王孝海、张鸿英、方鸣,参加本书编译的人员有安小米、周晓英、王孝海、张鸿英、方鸣、王淑珍、苏文、吴艾萍、侯俊芳。刘越男、于丽娟,邢彪参加了本书的部分校对工作。西安市城建档案馆、中国人民大学档案学院对该书的出版发行给予了大力支持,在此表示谢意!

特别感谢美国档案工作者杂志、英国档案工作者杂志及有关人士对本书出版的支持和鼓励!

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# Contents

# Part I Fundamental Theories and Practices of Archival Work

## Unit One
### Definition of Archives

(1)Before taking up the study of the origins and development of the notion of access to archives, it would be well to begin by providing a clear definition of the word archives, which, throughout the ages and in different countries has exhibited quite a variety of meanings.

(2)Even today, markedly different meanings are given this word by laws and regulations in accordance with various cultural areas.

(3)In most countries with long—standing archives traditions, particularly in Europe, the word archives (in German Archiv, in Spanish archivo, in Italian archivio, in Russian arhiv, etc. )designates all documents, whatever their age, format or material composition, that are produced or received by any physical or moral person by any public or private service or organization in the performance of their activities.

(4)On the other hand, in the United States and certain other countries that have adopted its terminology, especially Canada, the word archives, in contrast to the word records (translated into Canadian French by the word documents), has taken on the more restricted sense of 'non—current records preserved, with or without selection, by those responsible for their creation or by their successors in function for their own use or by an appropriate archive because of their archival value'[2].

(5)It should be clearly specified, then, that throughout the present study the usual European meaning of the word archives is being used. In other words, it is equivalent not only to the American archives, but also to the American records, defined as 'recorded information, regardless of form or medium, created, received and maintained by an agency, institution, organization or individual in pursuance of its legal obligations or in the transaction of business.'[3]

(6)Nevertheless since access to documents is in practice and sometimes even under law, closely linked to their actual existence in an archives repository , a distinction will be made , when required, between archives contained in a repository (archives, as used in the United States)and administrative document (records).

(7)In the language of the archivists of the nineteenth and early twentieth centuries, the word archives often designated solely documents of public origin, or at least documents created by established institutions such as courts, churches, and universities, to the exclusion of private and family papers, personal correspondence and the like . This distinction continues to exist in the United States where papers of personal and family o-

rigin are usually grouped under the term manuscripts. In all other countries the word archives is now used for documents of both private and public origin, although their legal status is obviously different. This distincion will be made in the present study by differentiating, when required, public archives and private archives.

(8)In conformity with the now universally accepted definition, the word archives is applied to all physical forms of documents, whether traditional (textual)documents; pictorial documents; cartographic documents; photographic documents, including films and microfilms; sound documents and machine—readable documents (i,e. produced/used by computers).

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1. Translation of the French definition of archives. International Council on Archives Dictionnaire international de terminologies archivistique, in the process of publication.
2. Ibid. English definition of the word archives.
3. Ibid., English defintion of the word records.

# Definition of Archives

New Words and Expressions
1. (2)regulation n. 法规
2. (2)in accordance with 与…一致,依据
3. (3)long—standing a. 长期存在的
4. (3)designate vt. 指明,指出,标示
5. (4)terminology n. 术语学,术语专门名词
6. (5)in pursuance of n. 从事,继续进行
7. (5)transaction n. 一笔交易,(具体)事务
8. (6)repository n. 陈列室,博物馆,贮藏所
9. (7)correspondence n. 互通的信件
10. (7)distinction n. 区别,差别
11. (8)cartographic a. 制图的
12. (8)in conformity with 和…一致,依照
13. (8)be applied to 实用的,应用的

# Exercises

—、True or False? Why?

1. The word archives has different meanings in different countries and in different ages.
2. In United States archives also means private and family papers.
3. In United States archives means both the current used records and non — current records preserved.
4. In many countries archives is now used for documents of both private and public origin.
5. Archives is applied to all physical forms of documents today.

二、Dissussion:

1. What does the word archives mean in Europe?
2. What is the difference between the European meaning of the word archives and American archives?
3. What's the difference between the word archives and records in American?
4. Why in different ages and in different countries archives has different meanings?
5. How to define the word archives in a universally sense?

三、Circle in correct response:

papers, agency, institution, organization, service, documents, file, manuscript, archives records

1. Combination of a medium and the information recorded on or in it ,which may be used as evidence or for consultation.
2. An organized unit (folder,volume,etc.) of documents grouped together either for current use or in the process of archival arrangement.
3. A handwritten or typed document.
4. Non—current records preserved ,with or without selection,by those responsible for their creation or by their successors in function for their own use or by an appropriate archives.
5. Recorded information regardless of form or medium created,received and maintained by an agency,institution,organization or individual in pursance of its legal obligations or in the transaction of business.
6. Personal ,family records or archives as distinct from the records or archives of corporated bodies.
7. An administrative division.
8. An established organization or corporation(as a college or university) esp. of a public

character.

9. All administrative and functional structure (as a business or a polictical party).
10. Department or branch of public work,government employment,etc.

四、Translate the following sentences into English：

    1. 根据不同的文化区域由法规赋予这个词的含义是明显不同的。(in accordance with)

    2. 依照现在普遍接受的定义,档案一词适用于全部物质形态的文件。(be applied to)

五、Translate paragraph 3 into Chinese.

六、Composition：Describe the definitions of archives in China(Its origin and development.).

七、Notes：The text is adapted from 《Obstacles to the Access,Use and Transfer of Information from Archives：A RAMP study》PGI—83/WS/20 UNISIT Paris,1983.

    The reading materials are adapted form 《Modern Archives Principles & Techniques》1975 U of Chicago Pr

八、Reading Materials：

## (1)Elements in Definitions

If the elements which have been stressed in the definitions of the archivists of several different countries are analyzed,it will be found that they relate both to tangible and intangible matters. The elements relating to tangible matters—to the form of archives,to their source ,and to the place of their preservation—are not essential to archival quality ,for the archivists,in their definitions ,indicate that archival materials may have various forms,may come from various sources,and may be preserved at various places. The elements relating to intangible matters are the essential ones. In my opinion there are only two such elements. A third ,which Jenkinson believes essential ,will also be considered.

The first of the essential elements relates to the reasons why materials were produced or accumulated. To be archives,materials must have been created or accumulated to accomplish some purpose. In a government agency,this purpose is the accomplishment of its official business. The Dutch archivists stressed the fact that archives are "offically received or produced";Jenkinson stressed their produrtion"in the course of an administrative or executive transaction";Casanova their creation to accomplish "political ,legal, or cultural purposes ",and Breneke their growth as a result of "legal or business activities". How documents came into being is therefore important. If they were produced in

the course of purposive and organized activity, if they were created in the process of accomplishing some definite administrative, legal, business, or other social end, then they are of potential archival quality.

The second of the essential elements relates to the values for which materials are preserved. To be archives, materials must be preserved for reasons other than those for which they were created or accumulated. These reasons may be both official and cultural ones. In his varous definitions of archives, Jenkinson has stressed preservation by the creating persons "for their own information" or "for their own reference. " It is interesting to note that, in his subsequent discussion of how documents become archives Jenkinson, though primarily concerned with the archives of the past, foreshadows the views of archivist concerned with modern records when he claims that records become archives when, "having ceased to be in current use, they are definitely set aside for preservation, tacitly adjudged worthy of being kept. "It is quite obvious that modern archives are kept for the use of others than those that created them, and that conscious decisions must be made as to their value for such use. The German archivist Brenneke therefore stated that archives are preserved "as the sources and the evidence of the past", obviously for research use. This view is also held by American archivists. Admittedly, the first, or primary reason why most records are preserved is to accomplish the purpose for which they were created and accumulated. In a government this purpose, we know, is to accomplish its work. Records kept for this purpose are not necessarily archives. They must be preserved for another reason to be archives, and this reason is a cultural one. They are preserved for use by bodies other than those that created them, as well as by their creators.

A third element, which Jenkinson believes is essential to archival quality, relates to custody. He states that documents are archives only if "the fact of unbroken custody" can be established or at least a "reasonble presumption" of it can be established. "A reasonable presumption" of this fact, according to him, "is the differentia between a Document that is and one that is not an Archive". Or, as stated in his Manual of Archive Administration, "Archive quality is dependent upon the possibility of proving an unblemished line of responsible custodians. " In his views of custodianship Jenkinson differed somewhat from the Dutch archivists, who required only that documents should have been intended to remain in the originating office. This, in effect, means that they accepted archives that had been out of offical custody as possessing full archival status. In formulating his principle of responsible custodianship, Jenkinson probably had in mind how this might be established on the basis of the ancient rolls of the Chancey, Exchequer, and Courts of Law. In dealing with records produced under modern conditions of government, proof of an "unblemished line of responsible custodians" or of "unbroken custody" cannot be made a test of archival quality. Modern records are large in volume, complex in origins, and frequently haphazard in their development. The way they are produced

makes futile any attempt to control individual documents,or ,in other words ,to trace" unblemished lines"of "unbroken custody". This is true no matter what kind of record—keeping system is used. If modern records ,therefore,are offered to an archival institution they will be accepted as archives,provided they meet the other essential tests,on the "Reasonable assumption"that they are actually recrds of the office that offers them.

The modern archivist is concerned ,of course ,with the quality of the records he receives from a government office. He is anxious to have the "integrity of records" preserved. By this he means (1)that records of a given agency should be kept together as records of that agency, (2)that such records should be kept,as far as possible ,under the arrangement given them in the agency in the course of its offical business,and (3)that such records should be kept in their entirety,without mutilation,alteration,or unauthorized destruction of portions of them. The evidential value of his materials rests on the way they were maintained in the government office, and the way they came to the archival institution;not on the way in which individual documents were controlled with in the government office.

## (2)Definition of Modern Archives

Archivists of various countries ,we have seen ,have defined the term"archives" differently. Each of them has defined it in such a way that it is applicable to the materials with which he deals. Thus the Dutch archivists denominated the contents of an " archief",or registry ,archives,and developed rules for their arrangement and description,which they codified in a manual . The English archivist Jenkinson,similarly,defined archives as corresponding to the ancient public records with which he was primarily concerned , and evolved principles for their treatment that apply particularly to such records. It is obvious ,therefore,that there is no final or ultimate definition of the term " archives"that must be accepted without change and in preference to all others. The definition may be modified in each country to fit its particular needs. The definition that is adopted should provide a basis on which archivists can deal effectively with the materials produced by the government they serve. A definition should not be accepted that will vitiate their effectiveness. A definition evolved out of a consideration of medieval materials will not fit the needs of archivists dealing mainly with modern records . The converse of this statement is also true.

The modern archivist,I believe,has a definite need to redefine archives in a manner more suited to his own requirements. Since the major problem of the modern archivist is to select archives for permanent preservation among the mass of official records created by public(or private)institutions of all kinds,the element of selection should be implicit in the definition of archives. My definition for records is:

"All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any public or private institution in pursuance of its legal obligations or in connection with the transaction of its proper business and preserved or appropriate for preservation by that institution or its legitimate successor as evidence of its functions, policies, decisions, procedures, operations, or other activities or because of the informational value of the data contained therein. "

It will be noted that this is a slight remodelling of the definition given in the Record Disposal Act of the United Sates government of July 7, 1943, as amended (44 U. S. Code, 366—80). It should also be remembered that the term"institution"can be applied to such organizations as churches, business houses, associations, and unions and even to private families.

The term"archives"may now be defined as follows:

"Those records of any public or private institution which are adjudged worthy of permanent preservation for reference and research pupposes and which have been deposited or have been selected for deposit in an archival institution. "

The essential characteristics of archives, then, relate to the reasons why records came into being and to the reasons why they were preserved. We now accept that to be archives, records must have been produced or accumulated to accomplish a specific purpose and must have values for purposes other than those for which they were produced or accumulated. Public archives, then, have two types of values: the primary values to the originating agency and the secondary values to other agencies and to non—government users.

# Unit Two
## Principles of Arrangement

(1)As a rule, modern public records should be kept in separate units that correspond to their source in a governmental agency. This is in accordance with the principle of provenance. The principle of provenance has gained acceptance in the archival profession for a variety of reasons. (1)The principle protects the integrity of records in the sense that their origins and the processes by which they came into existence are reflected by their arrangement. Most government records are accumulated in connection with official actions; and as the actions of government are related to each other through function and adminitrative organization, so the records are most intelligible when they are kept together under the identity of the agency or the subdivision of an agency by which they were accumulated and in the general order given them by that agency. (2)The principle helps to reveal the significance of records; for the subject matter of individal documents can be fully understood only in context with related documents. If records are arbitrarily torn from their context and reassembled according to a subjective or other arbitrary system, their real significance as documentary evidence may be obscured or lost. (3)The principle provides the archivist with a workable and economical guide in arranging, descibing, and servicing records in his custody. To break up the exiting natural units and substitute arbitrary new ones would consume a great deal of an archivist's time to no good purpose, and the complexity and diversity of the subject matter covered by the records would make the completion of any such undertaking impossibe.

(2)As a rule, the holdings of an archival institution should be divided for purposes of administration into a number of units or groups. Various factors should be considered in estalblishing such groups. The first, and the most important of these, is the provenance of the records. The limits or boundaries of record groups, in a word, should be defined on the basis of their origins in some public body. The kind of body may be defined rather nebulously as in France, where certain types of insitutions, such as administrative agencies, corporations, or families are regarded as the source or the fonds of classes of records. Or it may be defined precisely as in Prussia and the Netherlands, where the records arranged within a registry office are considered the unit of treatment in the archival institution. Or it may be defined as in England where the body is an administrative unit of the government that has nearly complete autonomy. With respect to modern records other factors than provenance may also have to be considered in establishing record groups. There should be neither too few nor too many record groups, for an excessively small or an excessively large number will complicate the task of their administration. They should, in a word, be established with some regard to their number and size. The administrative body that produced them need not have been complete and inde-