

Glossary of Archives Terms

access: The right to enter or make use of.

archives: An organized body of records pertaining to an organization or institution. A place in which such records are preserved.

archivist: One who is in charge of archives. A custodian of archives.

A.A. area: A geographical division within a state or province. A Conference delegate comes from an *area*. Normally there is one area to a state or province, except in heavily A.A.-populated places, where there may be two, three, or more areas in the state or province. (The A.A. Service Manual).

chairperson: A person who presides over an assembly, meeting, committee, or board; chair.

code of ethics: A systematically arranged and comprehensive collection of moral principles and values; rules of conduct.

committee: A group of people officially delegated to perform a function, as investigating, considering, reporting, or acting on a matter.

conserve: To protect from loss or depletion.

copyright: The right granted by law to an author, composer, playwright, publisher, or distributor, to exclusive publication, production, sale, distribution or a literary, musical, dramatic, or artistic work. In the United States, this right extends for a period of 28 years, with the privilege of being renewed for an additional 28 years.

copyrighted: Protected by copyright.

equitably: Impartially or reasonably; justly.

ethics: Any set of moral principles or values.

evidentiary: Capable of being used to support a judgment or conclusion; present and plainly visible.

integrity: Completeness; soundness; unity.

judicious: Having or exhibiting sound judgment.

policy: Any plan or course of action adopted and designed to influence and determine decisions, actions, and other matters. A course of action, guiding principle, or procedure considered to be expedient, prudent or advantageous.

preserve: To protect from injury, peril, or other adversity; maintain in safety. To keep in perfect or unaltered condition; maintain in an unchanged form.

privacy: The condition of being secluded or isolated from the view of others; concealment, secrecy.

repository: A place where things may be put for safekeeping.

restricted: Confined; limited.