

ADAC-Preservation 1.0 — Field Vocabulary Guide (Practitioner Edition)

Audience: Archivists, preservation administrators, records managers, special collections staff

This guide presents practical archival interpretation first, then complete term listings and definitions.

A. Practical interpretation

- Use processing status terms to represent true processing depth.
 - Use level-of-description terms to preserve archival hierarchy.
 - Treat preservation level and risk terms as policy-impacting commitments.
 - Use rights/restriction/condition terms consistently for transparency and reuse.
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B. Complete vocabulary listings and definitions

B.1 Processing Status (`accession.processingStatus`)

Term	Definition
unprocessed	Materials accessioned but not yet arranged or described.
minimallyProcessed	Basic arrangement and collection-level description complete.
partiallyProcessed	Some series/files arranged and described; work continuing.
fullyProcessed	Complete arrangement and description; finding aid published where appropriate.
reprocessing	Previously processed materials currently being reprocessed.

B.2 Level of Description (`description.levelOfDescription`)

Term	Definition
fonds	Whole records of a creator; highest level.
subFonds	Subdivision of a fonds.

Term	Definition
series	Documents arranged as a unit because of common subject/function/form.
subSeries	Subdivision of a series.
file	Grouping of documents (folder/dossier).
item	Smallest indivisible archival unit.
collection	Artificial assembly created by repository rather than organically accumulated.

B.3 Preservation Level (`preservation.preservationLevel`)

Term	Definition
fullPreservation	Full preservation commitment including migration planning.
bitLevelPreservation	Bitstream preservation commitment without migration commitment.
contentPreservation	Intellectual content preservation with potential format transformation.
accessOnly	Access holding without long-term preservation commitment.
transitional	Preservation level under review/undetermined.

B.4 Format Risk (`preservation.formatAssessment.*.riskLevel`)

Term	Definition
low	Stable, well-supported format.
medium	Supported format with emerging risk indicators.
high	Significant risk of obsolescence.
critical	Obsolete or imminently obsolete; urgent mitigation required.

B.5 Copyright Status (`rights.copyrightStatus`)

Term	Definition
publicDomain	Not protected by copyright.
inCopyright	Protected by copyright with identified holder.
inCopyrightOrphan	Protected by copyright; holder unknown/unlocatable.

Term	Definition
licensedOpen	Protected by copyright but openly licensed.
copyrightUndetermined	Copyright status not determined.
copyrightAssigned	Copyright assigned to holding institution.

B.6 Restriction Types

Term	Definition
none	No restriction.
personalData	Data-protection restriction.
medicalPrivacy	Health/medical privacy restriction.
minorProtection	Restriction to protect minors.
donorRequested	Restriction requested by donor.
sealed	Court-sealed materials.
classified	National security classified material.
timeEmbargo	Time-limited embargo restriction.
physicalConditionFragile	Restriction due to fragility.
culturallySensitive	Restriction due to cultural sensitivity protocols.
copyrightRestricted	Restriction imposed by copyright holder.
administrativeReview	Restriction pending administrative review.

B.7 Condition Types (archival:condition.conditionType)

Term	Definition
fading	Faded ink/print/color.
foxing	Brown spots from oxidation.
tear	Physical tear.
loss	Missing material area.
stain	Staining from water/ink/other sources.

Term	Definition
mold	Mold or mildew damage.
insectDamage	Insect-caused damage.
fireDamage	Fire or smoke damage.
waterDamage	Water damage causing warping/staining.
bleedThrough	Ink bleed-through from reverse side.
creasing	Fold/crease deformation.
adhesiveResidue	Residue from adhesives/previous repairs.
previousRepair	Visible prior repair intervention.
acidification	Acidification and brittleness of paper support.
emulsionDamage	Photographic emulsion cracking/lifting damage.
silverMirroring	Silver mirroring on photographic prints.
bindingDamage	Binding/spine-related structural damage.