docbyte

Glossary: Digital Archiving and Preservation

Module 2, Digital Archiving Fundamentals

English, Dutch and French terminology



Version 1.0

1 How to use this glossary

Definitions are in English, since that is the working language of the underlying standards. The Dutch and French columns give the term you might actually encounter in professional practice, not a literal translation.

Where Belgian and Netherlands Dutch differ, or where Belgian and France French differ, both are given and labelled BE: and NL: or FR:. Where no label appears, the term is used in both regions.

Marker	Meaning
EN	Use the English term in practice. The translation is given for understanding only; using it in a professional conversation will cause confusion.
EU	Official translation, taken from the Dutch and French language versions of the regulation on EUR-Lex. Legally authoritative and to be reproduced verbatim in regulatory contexts.
PROF	Established professional or archival term with a settled equivalent in the language concerned.
DESC	No settled equivalent exists. The rendering given is descriptive and should be used with the English term alongside it.

2 OAIS core

Term (EN)	Dutch	French	Definition	Status
OAIS (Open Archival Information System)	OAIS	OAIS, Système ouvert d'archivage d'information (SOAI)	Reference model (ISO 14721:2025) describing an archive as an organisation of people and systems that accepts responsibility for preserving information and making it available to a Designated Community. Not a product or an architecture.	EN
Information Package	informatiepakket	paquet d'information	The container that binds a content object together with all metadata needed to understand, preserve and prove it.	PROF
SIP (Submission Information Package)	SIP, aanleverpakket	SIP, paquet d'informations à verser	The package as delivered by the producer to the archive, governed by a submission agreement.	EN
AIP (Archival Information Package)	AIP, archiefpakket	AIP, paquet d'informations archivées	The package as preserved inside the archive, enriched with preservation metadata, fixity and evidence.	EN
DIP (Dissemination Information Package)	DIP, verspreidingspakket	DIP, paquet d'informations diffusées	The package as delivered to a consumer on request, which may be a subset or a different rendering of the AIP.	EN
Content Information	inhoudsinformatie	information de contenu	The data object being preserved together with the Representation Information needed to interpret it.	PROF
Representation Information	representatie-informatie	information de représentation	The information needed to turn a bitstream into something meaningful: format specification, structure, semantics.	PROF
Preservation Description Information (PDI)	preserveringsbeschrijvende informatie	information de pérennisation	The metadata that makes preservation possible, in five parts: Reference, Provenance, Context, Fixity and Access Rights.	DESC (NL) / PROF (FR)

Term (EN)	Dutch	French	Definition	Status
Designated Community	aangewezen gemeenschap, doelgroep	communauté cible, communauté d'utilisateurs cible	The identified group expected to understand the preserved information. Defining it is what makes understandable a testable requirement. In eIDAS terms these are the relying parties.	PROF
Ingest	ingest, opname	versement	The formal process of accepting information into the archive and turning a SIP into an AIP.	EN (NL) / PROF (FR)
Archival Storage	archiefopslag	stockage d'archives	The OAIS function responsible for storing, maintaining and retrieving AIPs.	PROF
Data Management	gegevensbeheer	gestion des données	The OAIS function that maintains the descriptive metadata and the archive's internal administrative data.	PROF
Preservation Planning	preserveringsplanning	planification de la pérennisation	The OAIS function that monitors technology and formats and plans preservation actions before obsolescence bites.	PROF
Access	toegang	accès	The OAIS function that handles consumer requests and produces DIPs.	PROF
Administration	beheer	administration	The OAIS function covering day-to-day operation of the archive, including agreements and policy enforcement.	PROF
Producer	producent, aanleveraar	producteur	The party that delivers information to the archive.	PROF
Consumer	afnemer, gebruiker	utilisateur	The party that requests information from the archive.	PROF

3 Preservation concepts and actions

Term (EN)	Dutch	French	Definition	Status
Digital preservation	duurzame digitale bewaring; NL: duurzame toegankelijkheid	pérennisation numérique, archivage numérique pérenne	The set of activities that keep digital information findable, readable, understandable and trustworthy for as long as required, despite changing technology.	PROF
Bit preservation	bitbehoud, bitpreservatie	préservation des bits, conservation binaire	Keeping the bitstream byte-for-byte unchanged, through redundant storage, replication, media refresh and periodic fixity checks.	PROF
Logical preservation	logische preservatie	préservation logique	Keeping the information usable and meaningful: format identification, normalisation, migration, representation information. Necessary because a perfectly preserved bitstream in a dead format is lost information.	PROF
Significant properties	significante eigenschappen, essentiële kenmerken	propriétés significatives, caractéristiques significatives	The characteristics of an object that must survive any preservation action for it to remain what it is. For an invoice: the amounts and the signature; not the font.	PROF
System obsolescence	systeemveroudering	obsolescence des systèmes	Loss of access because the hardware, storage or software environment no longer works or is no longer supported.	PROF
Format obsolescence	formaatveroudering	obsolescence des formats	Loss of access because no current software can render the file format correctly.	PROF
Preservation action	preserveringsactie	action de pérennisation, traitement de préservation	Any deliberate intervention on a preserved object or its metadata to keep it accessible and trustworthy.	PROF
Normalisation	normalisatie	normalisation	Proactive conversion to a designated preservation format at ingest, before problems occur.	PROF

Term (EN)	Dutch	French	Definition	Status
Migration	migratie	migration	Reactive conversion to another format at a later point, typically because the original format is becoming obsolete.	PROF
Emulation	emulatie	émulation	Recreating the original software or hardware environment so the object can be rendered as it originally was, instead of converting it.	PROF
Refresh	verversing, refresh	rafraîchissement	Copying data to new media or a newer version of the same format without changing the format itself.	PROF
Format identification	formaatidentificatie	identification du format	Determining what format a file actually is, independently of its extension.	PROF
Validation	validatie	validation	Checking that a file genuinely conforms to the specification of the format it claims to be.	PROF
Characterisation	karakterisering	caractérisation	Extracting technical metadata and properties from a file, as input for preservation planning.	PROF
Quarantine	quarantaine	quarantaine	Holding incoming files aside for a defined period before ingest, typically for virus and malware checks.	PROF
Representation	representatie	représentation	A specific rendition of an information object. One object may have several representations over time (original, normalised, migrated).	PROF
Appraisal	waardering en selectie	évaluation, sélection	Deciding which information is worth archiving and for how long, before it enters the archive.	PROF

4 Evidence, integrity and trust

Term (EN)	Dutch	French	Definition	Status
Integrity	integriteit	intégrité	The information is unchanged since capture. Proven through hashes, fixity checks and evidence records.	PROF
Authenticity	authenticiteit	authenticité	The information is what it claims to be and comes from whom it claims. Proven through signatures, seals and certificates.	PROF
Provenance	herkomst, provenance	provenance	The origin of the information and the record of everything that has happened to it since.	PROF
Non-repudiation	onweerlegbaarheid	non-répudiation	The signatory cannot credibly deny having signed or sent.	PROF
Availability	beschikbaarheid	disponibilité	The information can actually be retrieved and rendered when needed, within an acceptable time.	PROF
Confidentiality	vertrouwelijkheid	confidentialité	Only authorised parties can access the information.	PROF
Chain of custody	bewaarketen, bewijsketen	chaîne de conservation, chaîne de traçabilité	The demonstrable, unbroken sequence of control over information from source system through export, ingest, preservation and access, with a documented artefact at every handover.	PROF
Fixity	fixity	fixité	The property of being demonstrably unchanged, established by computing a cryptographic hash over the object.	EN (NL) / PROF (FR)
Fixity check	fixity check, integriteitscontrole	contrôle de fixité	Periodic recomputation and comparison of stored hashes to detect silent corruption.	PROF
Hash	hash, hashwaarde	empreinte numérique, hachage	A fixed-length value computed from data, which changes if a single bit changes.	PROF

Term (EN)	Dutch	French	Definition	Status
Evidence record	evidence record	enregistrement de preuve	A TSA-signed structure that proves the integrity and existence of preserved objects over time, renewed before certificates or algorithms weaken. It is the evidence itself, not a report about the evidence.	EN, DESC
XMLERS (RFC 6283)	XMLERS	XMLERS	The XML syntax of the evidence record model. RFC 4998 is its ASN.1 counterpart.	EN
Archive timestamp	archieftijdstempel	horodatage d'archive	The timestamp applied to the root hash of a hash tree, covering every object beneath it.	PROF
Qualified electronic time stamp	gekwalificeerd elektronisch tijdstempel	horodatage électronique qualifié	A time stamp issued by a qualified trust service provider, benefiting from a presumption of accuracy and integrity under eIDAS.	EU
Time-Stamping Authority (TSA)	tijdstempelautoriteit	autorité d'horodatage	The trust service provider that issues time stamps.	PROF
Merkle tree / hash tree	merkleboom, hashboom	arbre de Merkle, arbre de hachage	A tree of hashes in which many objects are reduced to a single root hash, so one timestamp can cover an entire batch.	EN
Root hash	root hash, wortelhash	empreinte racine	The single hash at the top of a hash tree, which is the value that gets timestamped.	EN (NL) / PROF (FR)
Electronic signature	elektronische handtekening	signature électronique	Data in electronic form attached to other data and used by the signatory to sign. Qualified variant: gekwalificeerde elektronische handtekening / signature électronique qualifiée.	EU
Electronic seal	elektronisch zegel	cachet électronique	The equivalent of a signature for legal persons, used to guarantee origin and integrity. Note that French uses cachet, not sceau.	EU

Term (EN)	Dutch	French	Definition	Status
Audit trail	audittrail, controlespoor	piste d'audit, journal d'audit	The chronological, tamper-evident record of who did what to which object and when.	PROF
Reversal of the burden of proof	omkering van de bewijslast	renversement de la charge de la preuve	The effect whereby the party challenging a qualified record must prove it wrong, rather than the holder proving it right.	PROF
Encryption	versleuteling	chiffrement	Rendering data unreadable without a key. In an archive this creates its own long-term key management obligation.	PROF

5 Records management, retention and disposition

Term (EN)	Dutch	French	Definition	Status
Record	archiefstuk; NL: archiefbescheiden	document d'activité, document d'archives	Information created, received and maintained as evidence of an activity or transaction (ISO 15489). Not every document is a record.	PROF
Records management	informatiebeheer, documentbeheer	gestion des documents d'activité	The discipline governing records throughout their active life: classification, retention, access and disposition. It determines what eventually reaches the archive.	PROF
Retention schedule	BE: archiefselectielijst, bewaartermijnenlijst; NL: selectielijst	tableau de gestion, tableau de tri	The instrument that sets, per class of information, how long it is kept, on what legal basis, and what happens at the end.	PROF
Retention period	bewaartermijn	durée de conservation, délai de conservation	The period during which a record must or may be kept.	PROF
Legal hold	legal hold	gel probatoire, suspension de l'élimination	The suspension of any destruction as soon as litigation, investigation or audit is reasonably anticipated. It overrides the retention schedule until lifted.	EN (NL) / PROF (FR)
Disposition	bestemming, eindbestemming	sort final	The end-of-retention decision: destroy, transfer to a historical archive, or retain further. Destruction is only one of the possible outcomes.	PROF
Disposal authorisation	vernietigingsmachtiging, machtiging tot vernietiging	visa d'élimination, autorisation d'élimination	The documented, mandated approval to destroy records, confirming the retention period has expired and no legal hold applies. The decision taken beforehand.	PROF
Certificate of destruction	BE: vernietigingsatt	procès-verbal d'élimination,	The document proving that destruction actually took place,	PROF

Term (EN)	Dutch	French	Definition	Status
	est; NL: verklaring van vernietiging	certificat de destruction	when, and covering which records. The evidence produced afterwards.	
Transfer to historical archive	overbrenging	versement aux archives définitives	The transfer of records with enduring value to a permanent archival institution at the end of their administrative retention.	PROF
Defensible deletion	verantwoorde vernietiging	élimination justifiée	Destruction that can be shown to have been authorised, executed and documented correctly, so that the absence of a record is not treated as a gap.	DESC
Vital records	essentiële archiefbeschei den, vitale documenten	documents essentiels	The records without which an organisation could not resume or prove its core activities.	PROF
Exit procedure	exitprocedure	procédure de réversibilité	The agreed process for retrieving all preserved information and its evidence when a contract with a service provider ends.	PROF
Data portability	overdraagbaar heid van gegevens	portabilité des données	The ability to obtain preserved information in a structured, commonly used and machine-readable form.	EU

6 Metadata standards and tooling

Term (EN)	Dutch	French	Definition	Status
Metadata	metagegevens	métadonnées	Structured information describing an object, its context and its history. In an archive, metadata is what makes the object interpretable later.	PROF
PREMIS	PREMIS	PREMIS	The de facto standard data dictionary for preservation metadata: events, agents, rights and object characteristics.	EN
METS	METS	METS	An XML schema describing the structure of an information package and the relationships between its files.	EN
E-ARK	E-ARK	E-ARK	A family of specifications defining how information packages (SIP, AIP, DIP) should be structured for interoperability.	EN
PRONOM	PRONOM	PRONOM	The reference registry of file formats maintained by The National Archives (UK), the basis for format identification.	EN
DROID / Siegfried	DROID / Siegfried	DROID / Siegfried	Tools that identify file formats against the PRONOM registry.	EN
JHOVE / veraPDF	JHOVE / veraPDF	JHOVE / veraPDF	Tools that validate whether a file conforms to its declared format specification. veraPDF is specific to PDF/A.	EN
Submission agreement	aanleveroverees nkomst	convention de versement	The agreement between producer and archive setting out what will be delivered, in what form, with what metadata and under what conditions.	PROF
Manifest	manifest, overdrachtslijst	bordereau de versement	The accompanying list of what is being transferred, typically with counts and hashes, used to verify completeness on receipt.	PROF

7 Regulatory framework

Term (EN)	Dutch	French	Definition	Status
eIDAS	eIDAS	eIDAS	Regulation (EU) No 910/2014 on electronic identification and trust services, as amended by Regulation (EU) 2024/1183. Article 45j covers qualified electronic archiving.	EU
Trust service	vertrouwensdienst	service de confiance	An electronic service, normally provided for remuneration, covering signatures, seals, time stamps, delivery, certificates, archiving and preservation.	EU
Qualified Trust Service Provider (QTSP)	gekwalificeerde verlener van vertrouwensdiensten	prestataire de services de confiance qualifié	A trust service provider granted qualified status by a supervisory body, and listed as such.	EU
Qualified electronic archiving (QeA)	gekwalificeerde elektronische archivering	archivage électronique qualifié	Archiving provided as a qualified trust service under eIDAS, with controlled ingest, evidence mechanisms and traceable retention and deletion.	EU
Qualified preservation service (QPres)	gekwalificeerde bewaringsdienst	service de conservation qualifié	The qualified service that keeps qualified electronic signatures and seals verifiable beyond the lifetime of their certificates.	EU
Relying party	vertrouwende partij	partie utilisatrice	The party that relies on an electronic identification or trust service. The eIDAS counterpart of the OAIS Designated Community.	EU
Data minimisation	minimale gegevensverwerking	minimisation des données	GDPR Article 5(1)(c): personal data must be adequate, relevant and limited to what is necessary.	EU
Storage limitation	opslagbeperking	limitation de la conservation	GDPR Article 5(1)(e): personal data must be kept no longer than necessary for the purposes for which it is processed.	EU

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Thank You!

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