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## Registration Units – Specific Standardization Tool of Czech Archives

In May 2013, a new issue of the *Basic Rules of Archival Processing* was published by the Ministry of the Interior of the Czech Republic, Department of Archives Administration and Records Management, Prague<sup>1</sup>. After fifty-three years that have elapsed since the original book of the *Basic Rules of Processing Archival Material* first appeared<sup>2</sup>, a Czech archivist has now on hand new rules which provide well-arranged instructions for practical work with archival records. At a time, these new principles introduce a new descriptive standard for archival records drawn on the international standards, and allow the description to integrate as to a formal aspect, to make them accessible, and to exchange information among memory institutions in the Czech Republic, but also within the international scale. Thus the basic rules codify the implementation of the international standards in the Czech environment, that has been used to a different position until day, based mostly on records classification by sorts of records (according to a common but incorrect terminology, that is diplomatic categories).

The Content of the new *Basic Rules* has been already presented at the international forum, and was responded favourably in several central-European countries<sup>3</sup>. This contribution does not aim to re-present the mentioned principles as a whole. The stress is only laid on their specific dimension: Registration Units, which, in principle, have existed in the Czech archives since the 1950s. They have undergone a range of fundamental transformation, though, they still occupy an important role in this new *Basic Rules* as a tool of the standard ISAD (G) implementation into the Czech environment. The mentioned application of these Registration Units has helped to solve long-standing problems caused by the void of the auxiliary sciences of history development in the area of new types of archival records, including those digital, without affecting the specific development of these sciences. Only then could they be a source of inspiration or comparison that is also attractive for archivists in other central-European countries.

1 Základní pravidla pro zpracování archiválií (Basic Rules of Archival Processing). The team led by Michal Wanner; Prague; the Department of Archives Administration and Records Management, the Ministry of the Interior, 2013; ISBN 978-80-86466-34-7; p. 350.

2 Základní pravidla pro zpracování archivního materiálu (Basic Rules of Processing Archival Material). Prague; the Department of Archives Administration of the Ministry of the Interior, 1958. The identical text with examples was published under the title Metodické návody a instrukce pro zpracování archivního materiálu (Methodical Instructions and Instructions of Processing Archival Material). In: Sborník archivních prací, 10, 1960, No. 2, p. 215-309 (separate annex).

3 Basic Rules of Archival Processing, or the Evolution of the Czech Archivists' Bible. In: Atlanti, Review for modern archival theory and practice-Rivista di teoria e pratica archivistica moderna-Revija za sodobno arhivsko teorijo in prakso, Trieste, ISSN 1318-0134, Vol. 23 (2013), No. 1, p. 87-97.

## Registration Units

Registration Units are basic, universal units for counting and recording the quantity of archival records. Generally, they refer to their material form. In some cases, they consider diplomatic categories, the form of their storage, and the like. Their inception and development reflect many practical requirements and criteria, also contingent in historical terms, but do not have a uniform character. The mentioned facts were criticised in the past, however, the Registration Units have been effective in the Czech archival practice, and the most common terms ever used. They have been created to allow easy and first-sight identification of a particular archival file or individual archival records. The Registration Units have been developing, their definitions have been more precisely specified and added to by storage media and the like. The implementation of the newly defined Registration Units is usually linked to the general inventory check in the National Archival Heritage (in Czech abbreviated NAD), formerly the Unified Archive Fond (in Czech abbreviated Czech JAF).

The table below summarises Registration Units including codified abbreviations

Labelling	Registration Unit	Abbreviation
1.	<b>Charters originated prior to 1850</b>	lio
2.	<b>Charters originated after 1850</b>	lip
3.	<b>Official Books and Manuscripts</b>	
3.1	Official Books	ukn
3.2	Manuscripts	rkp
4.	<b>Register Aids</b>	
4.1	Records Registers	ppr
4.2	Indexes	ind
4.3	<i>Elenchi</i>	ele
4.4	<i>Repertoria</i>	rep
5.	<b>Card Indexes</b>	ktt
6.	<b>Dies and their individual Impressions</b>	
6.1	Seal Matrices	pec
6.2	Stamps	raz
6.3	Individual Seals, Seal Casts and Dies Impressions	otd
7.	<b>Boxes</b>	kar
8.	<b>Folders</b>	fas
9.	<b>Maps, Plans, Technical Drawings, Graphic Images, Drawings</b>	
9.1	Maps	map
9.2	Atlases	atl
9.3	Technical Drawings	tvý
9.4	Graphic Images	gli

Labelling	Registration Unit	Abbreviation
9.5	Drawings	kre
<b>10.</b>	<b>Photographic Archival Materials</b>	
10.1	Paper-Backed Photographs	fsn
10.2	Photographic Plates	fsd
10.3	Sheet Films	lfi
10.4	Roll Films	sfi
10.5	Cinefilms	kin
10.6	Microfilms	mf
10.7	Microfiche	mfis
10.8	Photo albums	fal
10.9	Digital photographs	dfo
<b>11.</b>	<b>Cinematographic Films</b>	
11.1	Film Strips or other Analogue Recordings Storage Media	fpa
11.2	Digital Recordings Storage Media	ngz
11.3	Cinematographic Recordings in analogue or digital forms	kza
<b>12.</b>	<b>Audio Archival Materials</b>	
12.1	Phonographic Cylinders	fva
12.2	Phonographic Wires	fdr
12.3	Gramophone Records	gd
12.4	Matrices	mat
12.5	Magnetic Recording Tapes	mg
12.6	Audio Cassettes	aka
12.7	Compact Discs	kdi
12.8	Audio Recordings in analogue or digital forms	zza
<b>13.</b>	<b>Prints</b>	
13.1	Prints originated prior to 1800	tio
13.2	Prints originated after 1800	tip
13.3	Postcards	poh
13.4	Posters	pkt
13.5	Securities	cpa
13.6	Relief Printing Blocks	sto
<b>14.</b>	<b>Bundles</b>	bal
<b>15.</b>	<b>Data Sets (Data Packages)</b>	dts
<b>16.</b>	<b>Digital Archival Unit</b>	daj
<b>17.</b>	<b>Others</b>	
17.1	Numismatic Items	pnp
17.2	Phaleristic Items	pfp
17.3	Others	jln

## Registration Units Groups

Registration Units may be grouped as to different perspectives into

### *1. Registration Units and Registration Sub-Units*

Registrations Units are basic, universal units for counting and recording the quantity of archival records. Sub-Units specify more exactly the Registration Units. They are always stated in processed archival records and finding aids. When the Registration Units are unambiguous and determinable without further processing, they are also stated in archival records that have not been processed yet. This method is advised any time when possible, e. g. for the sake of preventing theft, unstable materials identification, or the protection of technical storage media and the data, or others.

### *2. Registration Units for Non-Processed and Processed Archival Records*

Registration Units are grouped into units by

- (a) non-processed archival records that are Bundles and Boxes, Datasets (data packages); stated in non-processed cinematographic films and audio archival records are also ascertainable single things that are film strips, or other storage media of analogue recordings, storage media of digital recordings, phonographic cylinders, phonographic wires, gramophone records, matrices, magnetic recording tapes, audio cassettes (analogue), audio cassettes (digital) and compact discs,
- (b) processed archival records that are grouped into:
  - (ba) Registration Units for archival records in analogue form (the figure is stated in Registration Units in analogue form, if preferred also size in meters),
  - (bb) Registration Units for archival records in digital form (the figure and size in bytes is stated in Registration Units in digital form; in film or audio works and recordings stored on external removable data storage media this piece of data is not required).

### *3. Registration Units for Quantity Units and Single Things Registering*

Registration Units are Grouped into

- (a) Quantity Units that are mostly Bundles, Folders, Boxes, Datasets (data packages) or Digital Archival Units that serve for registering documents, correspondence, account statements, technical documentation (except for maps, plans and technical drawings as single things), pieces of music (if not registered as manuscripts), cuttings, postcards, posters, stamped stationery, securities, databases, presentations, web pages, mathematical models, sets of documents in digital form and the like single things.

Stated as single thing is a/an:

- charter originated prior to 1850, charter originated after 1850
- official book, manuscript

- record register including record register in volume or file form, index, *elenchus*, *repertorium*
- card index
- seal matrix, stamp, single seal, die impression
- map, plan, atlas, technical drawing, graphic image, drawing
- paper-backed photograph, photographic plate, sheet film, roll film, cinefilm, microfilm, microfiche, photo album (single photographs in albums are not individually stated, as to roll films only a roll is stated), digital photograph
- film strip, other analogue recordings storage medium, digital recordings storage medium, cinematographic recording in analogue or digital forms
- phonographic cylinder, phonographic wire (phono-wire), matrix, gramophone record, magnetic recording tape, audio cassette, compact disc, sound recording in analogue or digital forms
- print originated prior to 1800, print originated after 1800, postcard, poster, security, relief printing block
- numismatic item
- phaleristic item
- other (items that do not fit the mentioned Registration Units)

### **Principles of Specifying Registration Units of Archival Records in Analogue and Digital Forms**

These principles apply to when defining and registering Registration Units:

The Registration Units used for non-processed archival records are Bundles, Boxes and Datasets (data packages); stated for non-processed cinematographic films and audio archival records are also ascertainable single things that are film strips, other analogue recordings storage media, digital recordings storage media, phonographic cylinders, phonographic wires, gramophone records, matrices, magnetic recording tapes, audio cassettes (analogue), audio cassettes (digital) and compact discs; other Registration Units are stated when unambiguous and determinable without further arrangement; if preferred also Registration Sub-Units may be stated otherwise not recorded in non-processed archival records.

The single things that are not comprised in archival record or other single thing are not included among single things. If deposited in Boxes or Folders or other containers, they are registered as single things, the relevant Boxes, Folders or other containers are not registered as Registration Units. Graphical images and drawings or their reproduction comprised in an archival record whose primary level was text so graphics served an accompanying function (e. g., book illustration, *vedute* on journeyman's certificates, graphics on invitation cards, letterheads, or on diplomas, and the like) are registered separately if artificially separated from their original storage medium of recording and cannot be put back into. Otherwise they are registered together with their storage medium in relevant group (e. g., prints).

## Definition of Registration Units

What is important in the archival practice to define Registration Units are definitions of these Registration Units. The precise definition of Registration Units has cardinal importance as it ensures the comparison of data. When defining Registration Units the ground are the below-mentioned definitions and methodological rules. When an archival record, which may be grouped into more Registration Units as to its form and content, it is its primary purpose it once served that is a decisive factor, another factor taken into account is the prevailing element of its content or form.

This article cannot range over to detail all of these definitions including the description of a variety of nuances that have been revealed so far by the practice in the archival records registering in the Czech Republic. Therefore, presented are condensed definitions of these Registration Units, whose definition may seem disputable or are not clearly evident from the labelling.

## Charters Originated Prior to 1850

A charter is a document that certifies, completes or establishes public-law or private-law relationships. It has been compiled according to certain rules, and a certain form (one folio, more folios in a file, in the form of book, and the like), with appended mean of verification (seal, stamp, signature, and the like) in accordance with the legal convention of its origin. The confirmation and attested (not unverified) copy of the document, which is also a Registration Unit (*vidimus*, another officially authenticated copy, respectively original or duplicate), is of the same authenticity. These are privileges, Imperial Charters, diplomas, protective and fief deeds, *incola* deeds, Indigenoussness Codes, obligations to the country, deeds of crest and nobilitation, patents, rescripts, (court) certificates, guild articles, notarial instruments. Vice versa in archival terms, Charters are not documents that establish deeds stated in primary registers, that means deeds of minor significance – groundwork for additional registering in other archival records that codify them, but are of major authenticity (e.g., official books), further on certificates of serfdom end or reputation, certificates of apprenticeship, journeyman's certificates and guild certificates, identification papers and diplomas, associations' statutes and articles, and the like. Also securities (stock, bills of exchange, bonds, and the like) are not registered as Charters.

Charters, which are comprised in another archival record (e.g., inserts and transumpt in papers, paper copies in official books and other manuscripts, papers inserted in a file, such as contract duplicates, identification papers that have not been collected, and the like) are not registered as Single Thing, and are referred to as its part.

## Charters Originated after 1850

Only registered as Registration Units are original and attested copies of documents originated after 1850 that are in accordance with below stated definitions:

- (a) official documents, in which the originators of fond's right or status have been set in a consistent manner by a form of individual legal deed (including deeds of crest, nobilitation and *incola* deeds)
- (b) establishment or foundation charters
- (c) charters that modify constitutional conditions of the state (constitution, Charter of Freedoms)
- (d) charters or sets of charters that radically modify international status of a country.

In archival terms, stated as Charters defined as Single Things are not documents that establish legal acts stated in primary registers, Honorary Citizen declarations, certificates of apprenticeship, identification papers, school reports, diplomas, associations' statutes and articles, and the like; neither securities (stock, bonds, bills of exchange, and the like) are defined as Charters.

**Official Books** are archival records created as a tool for keeping protocolar records, copies of documents or sets of information in the form that enable their authenticity, legal validity and integrity to be protected. The position of Official Books was often confirmed in legal regulations or office standards in which their contents and a manner of keeping had been set. They consist of a set of continually written records that usually relate to the same agenda (that is kept while record is handled). The records have distinctive legal or administrative validity, which, in case of books public in character, is equal to the validity of papers or other legal documents. The form and structure of records is selected in a manner to secure their authenticity, and to reproduce substantial parts of their originals (it is not merely a register record that is typical of register aids). The authenticity of records is consolidated by formal procedures and requisites (today's pagination or foliation, records numeration, file sealing, the record of the number of folios) and formal precision of records (procedure apply to a deposit – by intabulation or record, authentication of records through verifiers).

The vital fact for defining a book as a physical unit is whether it has a binding (spine) or not, however, to decide if an archival record is a book is not of importance in contrast to internal formal and content features, as other types of archival records are often bound as well (such as instructions, convolutes). Typical of Official Books is their inner linkage (systematicness), and structured character, within which the mutual relations of individual types of books are arranged in a hierarchical manner (e.g., general ledgers, subsidiary ledgers). The basic types of Official Books keeping are usually long-term in character, on the other hand it is sometimes possible to use other forms of a written record. The decision about whether the respective agenda will be kept in the form of book may be temporary, and the agenda content-alike may alternate either in the form of book or another form.

**Manuscripts** are written archival records non-official in character, but in literary, liturgical or scientific work, that means, they are a unique output of the author's creative performance.

## Register Aids

The Registration Unit indicates the total number of single things of original aids used for records and files registering by subject or systematic classification irrespective of their original term. Registration Sub-Units consist of records registers, indexes, elenchi and *repertoria*.

## Boxes

For non-processed archival records Box is a Registration Unit of archival records deposited in a special archival box. For processed archival records Box is a Registration Unit for registering dossiers or papers (document material), correspondence, accounts, technical documentation (but not plans and drawings, that are registered as Single Things), sheet music (if not registered as manuscripts), cuttings, and the like. The archival records relating to deeds, that are not of major significance, e.g., certificates of preservation, certificates of apprenticeship, identification papers, associations or organisations' statutes and articles, judicial documents and notarial deeds are also registered in Boxes. Also a collection of archival records to estate register is registered by Boxes, irrespective of if bound or not. Boxes are not those ones in which only Single Things are deposited.

## Folders

Folder is a Registration Unit for processed archival records, which would serve no purpose, or would not be practicable for other reasons if deposited in Boxes. It is the Registration Unit for registering the archival records like in Boxes.

## Cinematographic Films

Cinematographic Films are a Registration Unit that define audiovisual, or visual recordings arranged in an unbroken sequence on a strip of photographic film or data set that give impression of movement when projected. Stated in non-processed archival records are the number of film strips (or the number of audio and combined strips), other storage media of analogue recordings, storage media of digital recordings (DVD, and the like). If an archival file includes films different in width, they are recorded in separate Registration Sub-Units, such as film strips A1 (note – 8 mm), film strips A2 (note – 16 mm).

Registered in processed archival records are cinematographic works or other recordings. A **cinematographic (audiovisual or film) work** is dramaturgically or more exactly specified visual or audio recording (both analogue and digital), in particular exactly defined (e.g., with a title, start and end, and alike), so it could serve its purpose. A work on the given storage medium (irrespective of its form) is recorded in a logical whole. The logical whole is understood as the final form of a piece (e.g., the audio unit of audiovisual recording has not been preserved). **Cinematographic (audiovisual, film) recording** is any recording of image or sound that gives impression of continuous movement when projected, irrespective of the form of the storage medium and the manner of information



recordings (both analogue and digital). Stated in processed archival records is the number of cinematographic works, and other cinematographic recordings (generally Cinematographic Recordings), in particular in analogue or digital forms. The cinematographic works and recordings in digital form are stated as separate-stored on external removable data storage media or beyond these media.

### Audio Archival Records

Audio archival records comprise any audio recordings in analogue or digital forms stored on recording medium, irrespective of its external form or in data set.

Audio archival records are grouped into these types of Registration Units:

Stated in non-processed archival records is quantity of the following types of Registration Units:

**Phonographic cylinder** is sound recording medium (rewritable or non-rewritable) made of metal, resin, celluloid, rubber, wax or plastics in the form of a hollow cylinder.

**Phonographic Wire** (Phono-Wire) is a rewritable sound recording medium in the form of reel-wound metal wire.

**Gramophone Record** is a non-rewritable sound recording medium in the form of a thin round disc of vulcanised rubber, shellac or plastics, where the sound is mechanically recorded in the form of a spiral-shape groove.

**Matrix** is a sound medium in the form of a metal disc that usually serves to manufacture masters for gramophone records pressing.

**Magnetophon tape (magnetic recording tape)** is a rewriteable sound recording medium in the form of tape, usually of plastics, reel or hub-wound, whose surface is coated with magnetised layer that allows sound to be recorded.

**Audio Cassette** is a rewritable sound recording medium in the form of tape, usually of plastics, in a protective case (cassette), whose surface is coated with magnetised layer that allows sound to be recorded. Also audio cassettes with digital recording of sound (DAT) are included in this group.

**Compact Disc** is a sound recording medium (rewritable or non-rewritable) in the form of disc made of plastics that allows the sound to be digital-recorded.

**Audio Work** is a dramaturgically or otherwise specified sound recording (sound record), in particular exactly defined (e.g., has a title, start and end, and alike) so it could serve a certain purpose. The work is usually recorded on non-rewritable medium (irrespective of its form) and is not subjected to rights (available for public use either commercial or to serve another purpose). The **audio recording** is any sound recorded on a sound recording medium (e.g., phonographic cylinder, gramophone records, magnetophone tape, CD, DVD, and the like). Stated in processed archival records is the quantity of sound works and other sound recordings (generally Sound Recordings), separately either in analogue or digital forms. The number of sound recordings is stated in individual Registration Units defined by the type of media. The sound works and recordings in digital form are stated separately, by storage on external removable data storage media and beyond them.

## Prints

Included in this Registration Unit are all issued copies intended for spreading (usually public) if not comprised in documents. Therefore also holograph posters belong to Prints. Books, monographs and journals that are part of archival libraries are not included in this Registration Unit. It is the Registration Unit for processed archival records listed on the inventory. Stated is the quantity of the following Sub-Units.

**Prints originated prior to 1800** are old prints (including incunabula) – books, monographs and journals, brochures, leaflets, one-leaf xylography/woodcut printed in the period from the typography invention up to 1800, including. The note must include a type of print (e.g., brochure, leaflet). The monograph is understood as non-series publication that deals with one, usually narrow topic, but in a systematic, comprehensive and detailed manner. Periodical is a document that is published successively, in separate volumes, but with a common title, chronological succession (e.g., numbering), common layout, dedicated to a common subject, published at regular intervals planned to continue, e.g., newspapers, magazines, periodical anthologies. By its factual preservation, the Registration Unit is also a convolute of several joint leaflets, one volume of a periodical published within a certain period, or vice versa one one-leaf woodcut. A one-leaf xylography/woodcut is understood as a woodblock picture, usually devotional in character, of west-European origin, without a text or with a handwritten text, ancestor of the late 14<sup>th</sup> and early 15<sup>th</sup> century typography and planographic printing, or a small publication form that comprises mostly leaflets, newspapers and religious-political pamphlets, respectively mass sermons.

**Prints originated after 1800** are non-periodical publications, that means multi-duplicates of literary, scientific works or artworks both official and unofficial in character, for public spreading, one-shot published or published once-a-year (at maximum) – a yearbook, or by parts or more frequently. When they make a whole, the whole is one Registration Unit. The prints after 1800 are always made by polygraph printing technique (by which they differ from manuscripts) and have a binding; other print documents, except for maps, atlases, photographs from printing works, posters, postcards, securities, relief printing blocks and graphic images are registered as Boxes or Folders.

## Bundles

Bundle is a Registration Unit used in archives only for non-processed archival records. This Registration Unit helps register material placed in bundles, non-archival boxes, and the like. Bundles are always tied or otherwise adjusted to form hand-manipulated wholes. A size of a Bundle or Box is not decisive, however, non-adjusted material free-placed on shelves and the like is not understood as Bundle.

## Digital Datasets (Data Packages)

Digital Dataset (Data Package) is a Registration Unit that defines a set of data that was originally created or administered through computing technology, and

was selected as an archival record and whose replica is deposited in the National Archive or another institution, that has a licence to keep archival records in digital form, or in a safety archive. Dataset (data package) is usually in tabular or box form that comprises structured data (e.g., documents, research outputs, census, inventories, databases, presentation, web pages, mathematical models, and the like), including the quantity of files, and their total size in bytes. Digital dataset (data package) is a Registration Unit for non-processed archival records. The archival records form data packages for transferring records and their metadata into the archive.

### Digital Archival Unit (in Czech abbreviated DAJ)

Digital Archival Unit (*DAJ*) is a quantity Registration Unit for processed digital archival records. It defines databases, presentations, the Web pages, mathematical models, sets of documents in a digital form. Films, photographs and audio recordings, official books, register aids, manuscripts, maps, technical drawings, drawings in digital forms are registered as respective Registration Units, if not part of higher data wholes – Digital Archival Units (*DAJ*).

### Function of Registration Units

#### (1) Within the National Archival Heritage

The primary function of the Registration Units is to ensure keeping the National Archival Heritage (NAH, in Czech abbreviated NAD) on file, as a register of property administrated by memory institutions, the property which is registered according to the *Act on Archiving and Records Management*. The Registration Units enable for identification of documents that have been selected as archival records, and are subjected to the regime set down by the *Act on Archiving*<sup>4</sup>. In a broader view, the Registration Units have a key role to play as to the legislation accomplishment<sup>5</sup>.

Nowadays, the existence of the National Archival Heritage applies to *Act No. 499/2004 Coll. on Archiving and Records Management and the Amendment of Selected Acts*<sup>6</sup>. It has become obligatory for archives, but also cultural-scientific institutes (museum, galleries, scientific-research institutes and universities) that administrate archival records, to keep all records NAD on file. Most of the

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4 Analogous construct of the archival records definition exists, e.g., in Poland, Slovakia, and other countries in Europe.

5 On Development of Complete Czech Archival Legislation in Detail: Michal Wanner, Interim Report on the Development of the Archives Legislation in the Czech Republic. In: Atlanti, Review for modern archival theory and practice-Rivista di teoria e pratica archivistica moderna-Revija za sodobno arhivsko teorijo in prakso, ISSN 1318-0134, Trieste, No. 2 (2010), p. 207-218.

6 Act No. 499/2004 Coll. on Archiving and Records Management and on the Amendment of Selected Acts. Issued in 173/2004 Coll.; the text is available on <http://aplikace.mvcr.cz/archiv2008/sbirka/2004/sb173-04.pdf>.

The annotated wording of the law came out as special supplement 2 Archivní časopis 55, 2005, ISBN 80-86466-06-X.

specific issues are specified in detail in the *Regulations No. 645/2004 Coll.*<sup>7</sup> that has undergone an array of amendments, mostly modifying the field of digital archival records and archival records on technical storage media, generally in the context of the series of the *Act on Archiving* regulations reflecting the establishment of the National Digital Archive as part of the National Archive in Prague<sup>8</sup>. The development of the legislative embedment of the Registration Units has been accompanied by the parallel methodical development, which has provisionally culminated by the methodology used for the National Archival Heritage 2012–2013 inventory check made in all Czech archives' branches<sup>9</sup>, and an up-to-date version of the *Methodological Guide to Keeping NAH on File*<sup>10</sup>.

(2) When Defining Fullness of Archival Description (*the term used in Czech is Depth of Description*)

The new *Basic Rules* have also been first to codify a dual form of Finding Aids, which means the aids in both documental and digital forms. Finding Aids in the digital form are usually in standardized form, and their data may be used when creating more elaborated information systems, they are being generally and continuously added to, the system allows the archival description to be partly or totally completed. Among outputs is also possibility to gradually transform Finding Aids from an inventory into a catalogue. Contrary to this, Finding Aids in a document form have time-limited validity.

The chapters devoted to the archival description in the *New Basic Rules* covered the implementation of the basic principles of a multi-level description of archival records using a model of the international descriptive standard ISAD(G). Specified as description levels were: Archival Fond (that is archival fond or archival collection), Series, File and Item, newly also part of item – Sub-Item. The necessity to find a solution to one of the basic assignment, which is defining the mandatory fullness of description for particular types of Finding Aids, forced the definition of the last mentioned levels. Discussion on this issue turned out as the most extended and difficult. Tested were several positions based on the archival records typology, but all of them would turn out as problematic, therefore one relatively specific solution using the Registration Units as the criterion for defining the principles of the description fullness was finally adopted. Registration Units,

7 Regulation No. 645/2004 Coll. that enacts selected articles of the Act on Archiving and Records Management and the Amendment of Selected Acts; published in No. 220/2004 Coll., page 22637. The text is available on: <http://aplikace.mvcr.cz/archiv2008/sbirka/2004/sb220-04.pdf>.

8 Regulation No. 645/2004 Coll. that enacts selected articles in the Act on Archiving and Records Management and the Amendment of Selected Acts in amendment No. 192/2009 Coll. and No. 213/2012 Coll.

9 Instruction Manual produced by the Department of Archives Administration and Records Management, Prague for general inventory check in the Czech Republic National Archival Heritage, 2012–2013 (Ref. No. MV-127762-51/AS-2011).

10 Methodical Instructions No. 1/2012 produced by the Ministry of the Interior, Department of Archives Administration and Records Management by the Regulation No. 645/2004 Coll. that enacts selected articles in the Act on Archiving and Records Management and the Amendment of Selected Acts in the Regulation No. 213/2012 Coll. (Ref. No. MV-73402-1/AS-2012).

originally proposed to be omitted from the archival records description and left only for the sphere of the registering NAH, re-proved that they were the heart of the Czech archival records registering and describing.

What was also defined were the Registration Units of a quantity type. The archival records registered by means of these Registration Units are described at levels: File, and partial Registration Units as Item, when Items from the previously defined files are also described (e.g., individual records, plans from file, and the like) in case of more complete description. Sets of two single things, at least, may be also kept in one File (e.g., photographs of one place, file of prints, and the like). Levels of the description File and Unit are equal, and may occur next to each other within the same (lowest) Series.

On this basis, the mandatory rules for particular types of Finding Aids were easily established in another sub-chapter to define the fullness of a description in order to fulfil the purpose for the given aids, while the possibility of more complete description within the given Finding Aid was explicitly allowed after the basic mandatory fullness had been achieved (e.g., when more complete description of a research-frequent part of an archival file is required)<sup>11</sup>.

While the Series in the Czech construct has remained at an intellectual level of the description representing links among archival records groups within an Archival Fond, the File is defined as an element of the description that describes the archival records registered through the Registration Units: Box, Folder, Dataset (e.g., documents and typal documents, correspondence, accounts) and sets of Items (e.g. file of photographs). Sub-Files (1 to n levels) are designed when subject-related archival records are placed in more than one Registration Unit (Box, Folder, Dataset)<sup>12</sup>, or links among portions of one File have to be formulated<sup>13</sup> (1 to n level). Therefore, Sub-Files are designed due to a particular hand-manipulating situation or subject links, but these constructs may be combined in one document if necessary. In case of a hybrid document, these Sub-Files are not required if the archival records are deposited in one box and one dataset. The minimum number in one File or Sub-File is two Items. Item is an element of description that describes the archival records registered through the Registration (resp. Sub) Units. These are charters (up to 1850 and after 1850), official books, manuscripts, records registers, indexes, *elenchi* and *repertoria*, card indexes, seals, stamps, separate seals and dies impressions, maps, map works, atlases, technical drawings, graphic images, drawings, paper-backed photographs, photographic plates, sheet films, roll films, cinefilms, microfilms, microfiche, photo albums, digital video recordings, cinematographic recordings, prints (up to 1800

11 Tomáš Dvořák, Miroslav Kunt, Radek Pokorný, Ivo Šulc, Michal Wanner: Jak vznikala nová Základní pravidla pro zpracování archiválií (How did the New Basic Rules of Archival Processing). In: Archivní časopis 63 2/2013, p. 5–36.

12 E.g., an extensive record deposited in more Boxes.

13 E.g., in case of more complete description when one Box includes more records we give description by individual records within more complete inventory or catalogue.

and after 1800), postcards, posters, stamped stationery, securities, numismatic items, phaleristics items, and many more. Items may be grouped into Sub-Items (1 to n levels). Items, resp. Sub-Items are also archival records or their portions at the lowest level within Files or Sub-Files (e.g., protocol in file, photograph in a file, one section of a map, and the like). Therefore, Units are such elements of description whose additional physical sorting would compromise their integrity.

These definitions were the ground for the definitions of the fullness of individual types of Finding Aids description.

Mandatory for a manipulation list is the fullness of the description at the lowest (provisional) Series. In case of a larger extent of archival records in this Series than one Box, one Dataset or one Folder, or other quantity-alike unit taking into account the manner of presenting, that is, e.g. card register, the series must be itemised. Files should be compiled separately, for every type of a Registration Unit, resp. Sub-Unit, Item should be described when comprises just one content of the Series. In case the extent is larger in the File than given amount, then the File should be itemised in Sub-Files, except for a file cabinet, which is required to be itemised into Sub-Items when physically exceeds given extent (e.g., single file cabinet drawers). The level of Item is required when more Items of the same type are not possible to be compiled in one File (there is one record, one card register, one photo album in one Series).

In inventory (sub-inventory) is the mandatory fullness of description at the level File, and the following Items must not be included in Files: charters (up to 1850 and after 1850), official books, record registers, indexes, *elenchi* and *repertoria*, card registers, seals, map works, atlases, photo albums, prints up to 1800. Other Items may be compiled in one File (maximum extent is one Box, one Dataset or other quantity-alike unit taking into account the manner of submission), except for a map work, if not physically exceeds the given extent, and should be itemised into Items (e.g., single map cabinet, file cabinet drawers). Mandatory in catalogue is the fullness of description at the level File and Item. Items cannot be compiled into Files. More detailed description in any of the mentioned aids is not excluded.

The correctness of defining Registration Units was confirmed during the general inventory check in the NAH. Another touchstone is the Finding Aids formation according to the new *Basic Rules* that was under way when this contribution was being written, however, only provisionally in text editors and earlier adjusted systems for archival records arranging and inventory checking. A wider application of the new positions is expected after a new software application for archival records arranging, inventory checking and cataloguing complying with the up-to-date requirements of the new *Basic Rules* has been built-up. The software application is now being developed within a public commission by the Technology Agency of the Czech Republic.