

FUNCTIONS AND ACTIVITIES THESAURUS

FOR

BUSINESS,

ACADEMIC,

NOT-FOR-PROFIT,

AND

GOVERNMENT

ENTITIES

Developed by
the
Functions Thesaurus Working Group
of the
Records Management Roundtable
of the
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Functions and Activities Thesaurus

FUNCTIONS AND ACTIVITIES THESAURUS FOR BUSINESS, ACADEMIC, NOT-FOR-PROFIT, AND GOVERNMENT ENTITIES

Introduction

The *Functions and Activities Thesaurus for Business, Academic, Not-for-profit, and Government Entities* is the culmination of a project by the Functions Thesaurus Working Group of the Society of American Archivists Records Management Roundtable. The thesaurus is intended for open access use by government, academic, and business records centers and archives for use in functional (function-based) classification of records and to aid in the arrangement and description (including electronic description) of archival materials.

The thesaurus is meant for the proper classification of records of corporate bodies (governments, academic institutions, not-for-profit agencies, government offices, etc.) as functions or activities, and not for use for manuscripts, personal papers, or family papers, which require an occupational or genre thesaurus for proper classification and description.

Increasingly, records centers and archives the world over are beginning to arrange and describe their records according to a function-based, rather than structure-based, classification system. The advantages and disadvantages of this system of classification are discussed in readings cited in the "Sources" section at the end of this introductory material. Records managers and archivists in Canada and Australia, among many other nations, have worked for decades to produce systems of macro-appraisal (Canada) and the continuum model of records (Australia) that often utilize a function-based approach to classification. The working group also found evidence of the development of function-based systems in United States records centers and archives in recent years. They also discovered that while functional thesauri had been created for some institutions (mostly government and academic), no single thesaurus existed for use by all institutions of government, academia, and business; nor was there a comprehensive thesaurus that was an attempt to include as many functions and activities as possible in one source. Also important, the group noted that there was no one format for naming functions, nor a standardized method of defining the functions, a challenge the working group tried to meet.

Archivists who collect inactive records from institutional records centers approach functional classification differently than do records managers, but the principles are the same. Archivists transfer functional classification from the records center into functional arrangement and description in the archives. In existing conceptual models, functions have often been treated as attributes of other entities. When describing records, functional terms have been assigned as access points for discovering materials. In the MARC Bibliographic Format this is accomplished

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using field 657 (Index Term – Function), while in Encoded Archival Description (EAD) there is an analogous <function> element. Newer descriptive models, such as the *International Standard Archival Authority Record for Corporate Bodies, Persons, and Families* (ISAAR (CPF)) and the *Functional Requirements of Authority Data* (FRAD) have also enabled archivists to include functions and activities in descriptions of records creators. The use of functional terms in creator description has been enabled in the MARC Authority Format as field 372, and in the newly released *Encoded Archival Context, Corporate Bodies, Persons, and Families* (EAC-CPF) in the <function> element. Given the possibilities for enhancing archival description by function of the records creator, the working group decided to create the functions thesaurus that was compatible with each of these records formats.

As this thesaurus was being constructed, the EAC Working Group of the Society of American Archivists began planning for an EAC-Functions protocol and XML schema to complement and the recently released *International Standard for the Description of Functions* (ISDF) (discussed below). The working group felt that this thesaurus might become an aid to that group in their efforts.

What Is Functional Classification?

Modern archival science has practiced arrangement of records created by a corporate body from a structural point of view for over a century. Structural arrangement (also called hierarchical arrangement) is the systematic grouping of records according to the organizational structure of the entity that created the records. Archivists may have one record group for the president's records, another for the comptroller, and yet another for the finance committee or board of directors. Those who use this form of arrangement develop a classification system that mirrors the organizational chart of the organization. However, problems arise when the structure of the organization changes, as often occurs when a new administration takes over or after a merger or acquisition. In the 1970s, 1980s, and early 1990s, a movement arose among archivists in the United States that looked at what are called "documentation strategies," methodologies used to determine which records by which record creators are most important and therefore worthy of acquisition, maintenance, and preservation by archives. The leaders of this movement argued that sometimes those who are most important are not always at the top of the hierarchical arrangement. Helen Samuels, in her highly influential book *Varsity Letters*, argued that in a university setting, for instance, the records of students are not often sought by archivists for inclusion in the university archives, though students make up a majority of the population of a university and are arguably an important reason why universities exist.

Records processors, such as records analysts and appraisal archivists, sometimes resort to functional classification, arrangement, and description of records in order to capture the important records of populations within the organization (such as students in a university setting) that are historically not collected under a structural classification of records. These records processors are increasingly adopting the method of functional classification (also called function-based classification) for the records in their care.

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Functional classification is a method of records analysis that looks at the activities and transactions of record creators within an organization and adopts a taxonomic structure that reflects these activities and transactions. Records managers who use the system do not worry about the place of the creators within the organizational structure, but instead see the functions of the organizational units as paramount. For instance, in a typical business organization, financial auditing is a function of the comptroller. But when the organization merges with another office, this function could be transferred to the chief financial officer or treasurer (who often supervises the comptroller) or even an audit committee. Another example is the current trend in some research universities to re-arrange the academic units of the school, often putting library schools and schools of education in one “college,” whereas they were formerly separate entities. Such changes alter the hierarchical structure of the university, but the functions remain the same for this part of the university, though they may have changed records creators. Records managers practicing a functional classification system treat “financial auditing” as the focus of control of the records, not which office exercises this control, as a structural classification system does. Using a functional classification system, records managers do not have to re-number or re-name series or change box labels when the function passes from one office to another after an organizational restructuring. Archivists, likewise, do not have to shift records from one record group to another to mirror the current hierarchical arrangement within the institution.

The History of Functional Classification

When Muller, Feith, and Fruin wrote their *Manual for the Arrangement and Description of Archives* in the late nineteenth century, they acknowledged the possibility of arranging and describing records series by function rather than the hierarchical structure of the organization.¹ Likewise, Theodore Schellenberg also recognized the potential for functional arrangement and description.² But it was not until the advent of macro-appraisal in Canada in the 1980s and 1990s that archivists began using the function of the creator as the basis for arrangement and description on a large scale. During the same time period, archivists and records managers in Australia, recognizing the need for a new system for processing electronic records, which were becoming more prevalent and widespread in the operations of national and regional governments, developed the Continuum Model for recordkeeping, culminating in the Australian National Archives’ *Developing an Integrated Record Keeping System (DIRKS)*, which included a thesaurus of function-based terms for governmental agencies, called *Keyword AAA*.

¹ S. Muller, J. A. Feith, and R. Fruin. *Manual for the Arrangement and Description of Archives* (New York: H. W. Wilson Company, 1968): 22-5, 147-8. For discussion of this, See Peter Horseman and Eric Kettelaar, “Introduction to the 2003 Reissue” in S. Muller, J. A. Feith, and R. Fruin, *Manual for the Arrangement and Description of Archives* (Chicago: Society of American Archivists, 2003): v-xxxiii.

² T. R. Schellenberg, *Modern Archives: Principles and Techniques* (Chicago: University of Chicago Press, 1969): 53-4, 57.

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In the United States, academic institutions such as Pennsylvania State University and Tufts University developed functional thesauri for academic use, though they differed greatly in the overall taxonomic arrangement and the grammatical format used for the terms in their respective thesauri. The Baker Library of the Harvard University Business School has used functional classification since 1938. Governments, such as that of the states of Vermont and North Dakota, developed functional classification schemes for their records, but these also lacked uniformity in formatting of the names of functions and definitions of the functions across institutions. Clearly, a need for a definitive tool for functional classification, arrangement, and description of records was necessary.

Over the course of the late 1990s and early twenty-first century, international and national standards organizations and professional associations developed a number of standards that called for, supported, or could be enhanced by functional classification. These included the international records management standard *Records Information and Documentation – Records Management* (ISO-15489), a standard for metadata, *Records Management Processes – Metadata for Records* (ISO-23081), a standard for the creation of authority records for records centers and archives, *International Standard Archival Authority Record for Corporate Bodies, Persons, and Families* (ISAAR(CPF)), and the *International Standard for Describing Functions* (ISDF), which was in draft form when this thesaurus project began.

Librarians and archivists also developed tools for bibliographic and archival description that included the option of further enhancing these by providing reference to the function of the corporate body that created the materials. These included Encoded Archival Description (EAD), Encoded Archival Context – Corporate bodies, Persons, and Families (EAC-CPF), and MARC21. The working group considered all of these when developing this functions thesaurus and consulted them regularly during the process. Also considered by the working group was the United States national standard *Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabularies* (NISO/ANSI z39.19), which was used as a model and guidebook in the development of the structure of this thesaurus.

The *Art & Architecture Thesaurus* (AAT), a universal tool used by records managers and archivist not only in the United States, but internationally, was put together in previous decades and added to as time and staff resources permitted. The AAT contains many function terms and these were used as reference points for some of the terms in this thesaurus, but the function terms are buried alongside other types and forms of terms and are sometimes hard to locate, making the use of the AAT to a records manager or archivist somewhat cumbersome. Some of the definitions from the AAT were referenced and some were copied verbatim in this thesaurus. Other sources for terms and definitions are given below in alphabetical format. This thesaurus is not meant to replace the AAT, other universal thesauri, or thesauri or classification schemes constructed for or by industries or specific organizations, but only as a supplement and a starting point for such industries and specific organizations in developing and standardizing their own functional classification taxonomy.

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Formation of the working group

In the Spring of 2007, the vice-chair/chair-elect of the SAA Records Management Roundtable began preparations for the formation of a working group within the roundtable membership to create a functions thesaurus to serve as a tool for records managers and archivists in the classification and description of materials by function.

The working group formed in September 2007 and began working toward the goal of creating a functions thesaurus that could be used by government, academic, not-for-profit, and business records managers and archivists. The group first explored the various standards in place and summarized them with an eye to determining what requirements, if any, existed within these standards for functional classification and the description of archival materials by function. Next, the group created two subcommittees, the first to explore different options for the grammatical form of functions and to come up with a statement on naming functions (below) to provide consistency within the thesaurus, and the second subcommittee to explore the different methods of defining a function and to come up with a statement on the defining of functions.

Members researched government, academic, not-for-profit and business enterprises and developed an understanding of the transactional processes in each by utilizing already created thesauri and taxonomies by these entities. Also consulted were many English language dictionaries, in general form and specific forms for certain entities, industries, or professions. From this research, the working group developed a functions thesaurus, first on a Web 2.0 wiki and then within a thesaurus software program. What follows is the result of the working group's efforts.

Working alongside the working group was a liaison from the Standards Committee of the Society of American Archivists (SAA), who troubleshooted the various aspects of the developing thesaurus and helped in the formulation of policies, guidelines, and procedures for the creation of the thesaurus, with the hope of eventually presenting the thesaurus to the Standards Committee (and later the SAA Council) as a best practice for the records management and archives professions.

The Thesaurus

Structure

This thesaurus is intended to assist records managers and archivists working in academic, business, government, and not-for-profit enterprises to relate records series or groups to their organizations' relevant business functions. It will identify the various business functions of each type of organization and describe the unique properties of each function in clear and concise terms, free of jargon and confusing or misleading terminology.

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The working group believes that transactions which are functions in one organization may be sub-functions/activities in other organizations and thus did not distinguish between the two in the thesaurus. Organization *x* may declare one term a function and organization *y* may declare the same term a sub-function/activity under a super-function, unique to that organization or type of organization (e.g., historical museum or health sciences college). The classification of terms as functions or sub-functions/activities is left up to the organization.

Naming of functions and activities

The activities of corporate bodies are commonly stated as actionable terms in a hierarchical relationship: functions, activities, and transactions. Because they are active in nature, this thesaurus will prescribe an active format for each function/activity presented, in the form of a gerund. Examples: administering, fostering, running, inviting. To provide consistency throughout, this thesaurus will only use terminology for functions expressed as gerunds.

Because many entities, when using a functional classification and description system, use function terms as tied to a specific object of the function/activity, the function/activity may be combined with a noun to form a relationship, such as: administering finances, fostering partnerships, running meetings, inviting guests. Except in the case of the stated or *de facto* mission of a given corporate body, the relationship between the function and the object of the activity is a relationship made by the records manager or archivist in the retention schedule or product of archival description (finding aid, catalog, listing). The records manager and archivist are left with the task of identifying the mission of corporate bodies and combining the record series or record group with the appropriate functions, activities, and transactions.

Using terms in descriptive records

Functional terms may be used in archival and bibliographic descriptive systems, and usually take the form of access points or index terms. As this thesaurus includes only the verbs, the object of the activity will need to be drawn from another controlled vocabulary list, such as the Library of Congress Subject Headings (LCSH). In order to improve cross-repository searching, we would recommend the use of a single topical vocabulary within a given community.

The use of functional terms between descriptive records and authority records differs in purpose. In descriptive records, function and activity terms should reflect the processes that generated the records. In authority records, these terms are used to describe the functions and activities undertaken by the entity.

Each of the data formats commonly used in archival environments has different levels of granularity. In the MARC Bibliographic format subfields are available for the function or activity term, as well as topical, form, chronological, or geographic subdivisions. The MARC field for function is 657, and could be recorded as:

657 ## \$aAccessioning\$xManuscripts.\$2saafat

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In the MARC Authority format, the same basic structure is available in the 372 field. In its current version, the 372 has a simpler structure, only allowing for recording a function or activity term. However, it does offer the added ability to record date spans during which the entity had a particular function. This would be recorded as:

```
372 ## $aEditing.$s1972$t1985$2saafat
```

Similar functionality is afforded by the archival equivalents, EAD and EAC-CPF. In EAD, function is recorded in a similar manner as in MARC Bibliographic Format, taking the form of access points or index terms embedded in the <controlaccess>field. This could be recorded as:

```
<controlaccess>
  <function source="saafat">Purchasing—Medical supplies</function>
</controlaccess>
```

In the EAC-CPF format, functional terms are included in the <description> element. As in MARC Authorities, the EAC-CPF <function> field includes elements for the term and dates of applicability. This would be recorded as:

```
<functions>
  <function>
    <term vocabularySource="saafat">Translating</term>
    <dateRange>
      <fromDate standardDate="1950">1950</fromDate>
      <toDate standardDate="1968">1968</toDate>
    </dateRange>
  </function>
</functions>
```

Citing the thesaurus

Use the following when citing this thesaurus in a bibliography or works cited section, or in footnotes or endnotes:

Functions Thesaurus Working Group, Records Management Roundtable. *Functions and Activities Thesaurus for Business, Academic, Not-for-Profit, and Government Entities*. Chicago: Society of American Archivists, 2010.

Use the following when citing this thesaurus within a work that gives the full citation above in a bibliography or works cited section, or in a MARC subfield or EAD/EAC/EAG source attribute or source element:

“SAA Functions and Activities Thesaurus” or the (SAAFAT).

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Using the Thesaurus

Terms are presented in alphabetical order and are followed by a definition. Some terms may contain RT (related term), BT (broader term), NT (narrow term), USE, and USEFOR. If a definition fits the function or activity being used, but not completely, then a related term (RT) may be more appropriate. Likewise, if a thesaurus entry's definition seems too broad, a narrower term (NT) may be a better term of use. If a thesaurus entry's definition to a term seems not to completely cover the aspects of the thesaurus entry being used, then perhaps a broader term (BT) is more germane. If a thesaurus entry's thesaurus refers to "USEFOR," then do not use the thesaurus entry preceding "USEFOR," but the main thesaurus entry the USEFOR falls under. If a thesaurus entry has "USE" underneath the definition, then use the thesaurus entry coming after "USE" instead of the main thesaurus entry.

Some terms have SNs under the definition. The SNs are placed so that the user of the thesaurus can better determine whether that term is appropriate for use. Historical notes were not included in this thesaurus because of the sheer number of terms that could have historical notes (see the *Oxford English Dictionary*, also known as the *OED*). If an historical note is desired for help in determining if the term is appropriate, please use an etymological dictionary, like the *OED*.

Non-preferred terms are in *italics*.

The following abbreviations and acronyms are used in this thesaurus (ANSI z39.19-2005 §4.2):

BT – broader term
BTP – broader term preferred
HN – historical note
NT – narrower term
NTP – narrower term preferred
RT – related term
SN – SN
U – USE
UF – USED FOR

Thesaurus Terminology

abstracting

Definition - Production of a document surrogate which summarizes the subject matter or describes other essential qualities of the document.

RT - describing

RT - annotating

RT - indexing

accessing

Definition - Locating and retrieving information for use (consultation or reference) in traditional or electronic formats.

NT - searching

RT - researching

accessioning

Definition - Recording the acquisition of an item, or items, into a collection in order of receipt, typically through the creation of a permanent record and the assignment of a unique identifier.

BT - admitting

BT - appraising

RT - processing

RT - collecting

RT - recording

RT - acquiring

acclimatizing

Definition - The process of allowing records or other materials to adapt to changes in temperature or humidity, especially when taken from cold storage for use by researchers at room temperature.

BT - conserving

BT - preserving

BT - restoring

RT - conditioning

UF - conditioning

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accounting

Definition - Collecting data, usually in monetary terms, about economic activity, processing those data, and reporting them for the use of interested decision-makers.

NT - reporting
NT - collecting
NT - commissioning
NT - defending
RT - auditing

accrediting

Definition - Recognizing or vouching for as conforming with a standard, or the furnishing of credentials.

BT - certifying
BT - appointing
BT - approving
BT - sanctioning
BT - authorizing

acquiring

Definition - Gaining control of assets, including their selection, ordering, and obtaining through purchase, lease, hiring, trade, or gift.

BT - obtaining
BT - attaining
BT - collecting
BT - procuring
BT - gaining
RT - purchasing
RT - accessioning

adjudicating

Definition - Hearing and settling claims or complaints by a judicial or administrative body.

BT - arbitrating
NT - hearing
NT - settling
RT - mediating
RT - resolving
UF - *judging*

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administering

Definition - Directing the business affairs and human and material resources of an organization, project, or enterprise, involving primarily the formulation of policy.

BT - controlling

NT - directing

RT - managing

RT - supervising

RT – governing

RT – policing

UF - *administrating*

administrating

Definition - Directing the business affairs and human and material resources of an organization, project, or enterprise, involving primarily the formulation of policy.

SN – in some places, this term is a synonym of “administering,” but “administering” is the proper term to use in the United States.

U - administering

admitting

Definition - Authorizing entrance as in admission to an institution or program.

RT - accessioning

RT - matriculating

RT - permitting

RT - granting

advertising

Definition - Calling public attention to a product, service, event, or other activity by paid announcements in publications or other media.

BT - marketing

BT - promoting

RT - informing

RT - communicating

RT – branding

advising

Definition - Offering counsel or recommendations.

RT - counseling

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advocating

Definition - Representing and supporting the interest of a person, group, project, or program.

RT – defending

affecting

Definition – Producing a material influence upon.

RT – influencing

RT – directing

allocating

Definition - Setting apart, apportioning, or assigning for a special purpose, especially for finances.

RT - funding

RT - budgeting

RT - distributing

altering

Definition - Changing objects or materials in some respect, including removing or adding parts.

NT – removing

NT – adding

RT - changing

RT - converting

RT – amending

RT - modifying

amending

Definition - Officially correcting written text or recorded data by addition, deletion, or modification.

BT - editing

RT - altering

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analyzing

Definition - Examining an object, action, material, or other data in detail by separating it into its component parts and identifying trends and significant information.

SN - Categories may focus on economic or social matters, government activities or the population in general. Includes liaison with other organizations to coordinate the collection of statistics.

RT - estimating

RT - investigating

RT - examining

RT - auditing

UF - *assaying*

annotating

Definition – Making or furnishing critical or explanatory notes or comments, added to a completed document.

RT – abstracting

applying

Definition - Putting into practical contact, into practice, into relation with specific cases.

RT - implementing

RT – practicing

RT - administering

appointing

Definition - Naming to or placing in an office or position through authoritative or official action.

NT - accrediting

RT - electing

appraising

Definition - Evaluating records or other material to determine their evidential, informational, or intrinsic value, especially in making acquisition or retention decisions.

BT - estimating

RT - valuing

RT - assessing

RT - auditing

RT - evaluating

RT - inspecting

RT - reviewing

RT - surveying

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apprenticing

Definition - Training in the capacity of an apprentice.

RT – training

RT – educating

RT - teaching

appropriating

Definition - Making available an amount of money by a governing authority for expenditure according to established budgetary and accounting practices.

RT - paying

approving

Definition - Confirming or sanctioning something; judging favorably.

NT - accrediting

arbitrating

Definition - Settling of disputes or questions at issue by a neutral party to whom the conflicting parties agree to refer their claims, who is then authorized to make decisions binding upon the disputants.

NT - adjudicating

RT - mediating

RT - settling

RT - judging

RT – resolving

archiving

Definition - Collecting, preserving, and making available records or other material in an archive.

NT - collecting

NT – preserving

RT – caretaking

RT – curating

RT - documenting

RT - filing

RT - recording

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arranging

Definition - The action of placing in order, settling relations or details.

NT – scheduling

UF – *ordering*

assaying

Definition - Analyzing (as an ore) for one or more specific components; estimating or judging the worth of; determining the quantity of metal in an ore or the fineness of coin or bullion; trying or judging in order to determine fitness or soundness.

RT – analyzing

assessing

Definition - Determining the value of property for taxation purposes.

RT - taxing

RT - estimating

RT - appraising

RT - surveying

RT - evaluating

assisting

Definition - Providing help or aid to others, especially through financial contributions.

RT - supporting

RT - benefiting

attaining

Definition – Coming into possession of as at the end of a progression or course of action; getting at by continued effort.

NT – acquiring

attributing

Definition - Regarding as a characteristic of a person or thing.

BT-Classifying

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auditing

Definition - Generally, reviewing a practice or set of practices to certify that they are being conducted in accordance with established principles. In the context of financial matters, the periodic or continual assessment of the financial assets and liabilities of an organization.

RT - analyzing
RT - examining
RT - investigating
RT - reviewing
RT - surveying
RT - accounting
RT - appraising
UF - *verifying*

authenticating

Definition - Making or proving authentic, especially in determining the legitimacy of a document or other artifact, or validating a document, as done by an authorized person.

RT - certifying
RT - validating
RT - verifying
UF - *verifying*

authorizing

Definition - Giving sanction to an action or object, as done by a valid authority.

NT - accrediting
NT - certifying
RT - permitting

automating

Definition - Installing mechanical or electronic devices, processes, or systems which take the place of human effort, observation, or decision, and which require minimal human intervention in their operation.

RT - digitizing

awarding

Definition - Conferring or bestowing as being deserved or merited or needed.

RT - granting
UF - *rewarding*

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banning

Definition – Prohibiting or barring especially by legal means.

RT – censoring

bartering

Definition - Trading or trafficking by exchanging one commodity for another.

U – trading

benchmarking

Definition - Evaluating against an established standard for comparison purposes.

RT- standardizing

RT - comparing

RT - measuring

RT – evaluating

RT - modeling

benefiting

Definition - Being useful or profitable in tangible or intangible enterprises.

RT - assisting

UF - *improving*

bestowing

Definition - Conveying as a gift; applying, laying out, spending money to a particular purpose.

U – conferring

bidding

Definition - Offering a specific sum as the price one will pay or charge.

billing

Definition - Issuing a list of charges payable.

UF - *invoicing*

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binding

Definition - Fastening together the sheets of (a book), and putting it into a stiff cover.

BT – preserving

BT – conserving

BT – repairing

BT – restoring

UF - *fastening*

blogging

Definition – Contributing to a Web site containing an online personal journal with reflections, comments, and often hyperlinks; writing, maintaining, reading or browsing a weblog.

BT – promoting

RT – podcasting

RT – writing

bonding

Definition - Placing under the conditions of a legal instrument called a bond.

borrowing

Definition - Obtaining or taking the temporary use of (a thing recognized as being the property of another, to whom it is returnable).

RT - lending

branding

Definition - Promoting consumer awareness of particular goods or services, often through merchandise packaging or trademarking.

RT – advertising

RT – packaging

RT – trademarking

RT – broadcasting

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broadcasting

Definition - Disseminating (a message, news, a musical or dramatic performance, or any audible or visible matter) from a radio or television transmitting station to the receiving sets of listeners and viewers; said also of a speaker or performer.

NT – podcasting
BT – promoting
BT – branding
BT – packaging
RT - trademarking

budgeting

Definition - Planning, coordinating, and allocating financial resources and expenditures.

RT - allocating

building

Definition - Constructing by fitting together separate parts, especially in the construction of a building or dwelling.

UF – *constructing*

buying

Definition - Acquiring possession, ownership or rights to items or services by means of payment especially of money.

U – purchasing

calibrating

Definition - Checking the accuracy of a measuring instrument against a recognized standard.

RT – measuring

campaigning

Definition - Engaging in or conducting a systematic course of aggressive activities for some special purpose. In the context of politics, working to promote one's own election to some public office, or the election of others, or the approval or rejection of some public question such as a referendum.

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caretaking

Definition - Taking thought for, providing for, looking after, taking care of.

RT – archiving

RT – conserving

RT – curating

RT – preserving

cataloging

Definition - Systematically analyzing and describing items in a collection and creating a full documentary record of the material.

BT - describing

RT - inventorying

celebrating

Definition - Observing, honoring, or commemorating with ceremonies, festivities, or wide public praise.

RT – commemorating

RT - honoring

censoring

Definition - Altering, deleting, or banning completely a report, document, art work, or any item bearing a message, information, or image that the censoring body wants to suppress.

RT – altering

RT – deleting

RT – banning

certifying

Definition - Officially attesting that something is valid or meets a standard, or, with regard to people, that a standard degree of qualification has been met.

NT - accrediting

RT - authorizing

RT - authenticating

UF - *confirming*

Functions and Activities Thesaurus

changing

Definition - Making different in some particular; undergoing modification.

RT – altering

RT – adding

RT - amending

RT – removing

U – converting

U - modifying

circulating

Definition - Lending items from a collection to outside users and keeping records of such loans.

RT – lending

classifying

Definition - Arranging systematically in groups or categories according to established criteria.

RT – arranging

RT – appraising

RT – cataloging

cleaning

Definition - Removing dirt, surface coatings, accretions, discolorations, or other undesired matter from a substrate.

RT – conserving

RT – preserving

RT - restoring

collecting

Definition - Gathering things in order to retain them as a collection.

BT - accounting

BT - archiving

NT - acquiring

RT - accessioning

commissioning

Definition - Giving authority to act; to empower, authorize, or entrust with an office or duty. In an artistic context, ordering the production of a piece of work.

BT - accounting

Functions and Activities Thesaurus

commemorating

Definition – Calling to remembrance; marking by a ceremony or observation.

RT – celebrating

RT – honoring

communicating

Definition - Conveying awareness, knowledge, or information to others by speech, writing or signs.

RT - advertizing

comparing

Definition - Examining two or more entities in order to note relative similarities and differences.

RT - benchmarking

complying

Definition - Acting in accordance with, and fulfillment of, demands, conditions, or regulations, especially in relation to legal mandates.

computerizing

Definition - Preparing or adapting (a system, activity, function, etc.) to operate or be operated by computer; equipping with a computer or computers.

RT - automating

condemning

Definition - Pronouncing an adverse judgment on someone or something. Used especially for legally declaring real estate unfit for habitation or use, usually accompanied by the appropriation of that property under the power of eminent domain.

RT - confiscating

conditioning

Definition - Putting into a proper state for work or use; adapting, modifying or molding so as to conform to an existing environment; preparing materials for storage or use by placing them in a special environment; staging. – 2. PAPER MANUFACTURING · Adding or removing moisture during paper making to match the environment of print rooms. – 3. MOTION PICTURES · Coating film stock with a lubricant during cleaning.

U – acclimatizing

Functions and Activities Thesaurus

conducting

Definition - Guiding or directing in a certain course of action; bringing *to* a place, a particular condition or situation, a conclusion, etc.; leading, bringing.

RT - guiding

conferring

Definition - Giving, granting, bestowing, as a grace, or as the act of a qualified superior.

UF – *bestowing*

UF – *confirming* (religious baptism, marriage, ordination, sealing, and confirmation ceremonies).

confirming

Definition - Giving approval to, sanctioning or ratifying; administering the rite of confirmation; giving new assurance of or removing doubt about by authoritative act or indisputable fact.

U – certifying

U – conferring (for religious baptism, marriage, ordination, sealing, and confirmation ceremonies)

confiscating

Definition - Seizing or taking forcible possession of private property from an individual, especially by governmental authority.

RT - seizing

conserving

Definition - Keeping in safety, or from harm, decay or loss; usually to preserve in its existing state from destruction or change. With documentary materials, includes physical and/or chemical stabilization and treatment through examination, documentation, preventative conservation, preservation, restoration, and repair.

NT - tipping

NT – *fastening*

NT – binding

RT – archiving

RT – caretaking

RT - curating

RT - preserving

RT – repairing

RT – remodeling

RT – renovating

RT – rehabilitating

Functions and Activities Thesaurus

consolidating

Definition - Joining together into one whole, uniting.

RT – joining

RT – uniting

constructing

Definition - Making or forming by combining or arranging parts or elements; setting in logical order.

U – building

consulting

Definition - The providing of advice and sometimes other services by professionals in the field of their special expertise.

RT – advising

contracting

Definition - The entering of two or more legally competent parties into a binding agreement to do or not to do something, subject to specified terms and conditions.

NT – subcontracting

RT – bidding

controlling

Definition - Checking or verifying, and hence regulating, payments, receipts, accounts, or other activities.

RT - governing

RT - directing

RT - influencing

RT - regulating

Functions and Activities Thesaurus

converting

Definition - Turning or changing into something of different form or properties; with records, refers to changing records from one medium or format to another.

RT – removing

RT – adding

RT - modifying

RT – amending

RT – altering

UF – *changing*

conveyancing

Definition - Administering the transfer of property rights between parties, especially by managing legal instruments that regulate the sale or purchase of domestic or commercial property.

SN - this term is not used in the United States.

U - conveying

conveying

Definition - Administering the transfer of property rights between parties, especially by managing legal instruments that regulate the sale or purchase of domestic or commercial property.

RT - transferring

UF - *conveyancing*

coordinating

Definition - Causing discrete agents or agencies to work together.

RT - relating

copyediting

Definition - Editing a document for correctness and consistency in such matters as punctuation, spelling, grammar, and style prior to publication.

BT – editing

BT - correcting

Functions and Activities Thesaurus

correcting

Definition - Setting right, rectifying, or amending an error or fault; specifically used for the treatment and rehabilitation of criminal offenders.

NT - copyediting

RT – editing

corresponding

Definition - Communicating (*with* another) by interchange of letters.

RT – communicating

counseling

Definition - Providing professional assistance to people in making decisions and coping with adjustment problems.

criticizing

Definition - Analyzing and evaluating the quality of man-made objects, literary works and documents, actions or projects.

RT – reviewing

curating

Definition - Superintending or managing the collections, exhibitions, research activities, and personnel of a museum, art gallery, zoo, or other place of exhibit; also, the superintending or managing of a single collection or subject of study in such an institution.

RT – archiving

RT – caretaking

RT – conserving

RT - preserving

dating

Definition - Determining or fixing a date of origination, fabrication, composition, or occurrence.

Functions and Activities Thesaurus

deaccessioning

Definition - Permanently removing an object from a collection. In the context of public collections, it is generally done only with reference to a set of official criteria.

NT - weeding
NT - shredding
RT - disposing
RT - purging
RT - removing
RT - destroying

dealing

Definition - Buying or selling materials, such as antiques or works of art.

RT - *buying*
RT - purchasing
RT - selling

decentralizing

Definition - Distributing the functions and powers of an organization, governing body, or other authority over a less centralized area or among a large number of parties.

deciding

Definition - Making a final choice or judgment about; selecting as a course of action.

RT - voting

defending

Definition - Protecting, vindicating, or supporting in the face of argument, hostile criticism, or legal action.

SN - in a criminal legal case, this is the negative or opposition side.
BT - accounting
BT - guarding
RT - protecting

Functions and Activities Thesaurus

deleting

Definition - Striking or blotting out, obliterating, erasing, expunging written or printed characters.

SN - Used figuratively with electronic records.

BT – destroying

RT – erasing

RT - expunging

delivering

Definition - Speaking, uttering or performing as a speech; conveying or handing over to another.

U – presenting

demonstrating

Definition - Instructing others in, or explaining or illustrating to others, the practical operation or results of methods, processes, products, devices, or theories.

BT -teaching

deporting

Definition - Carrying away, carrying off, removing, transporting, or removing into exile or banishing. Especially used for removal of foreign nationals whose presence is unauthorized.

RT - detaining

depositing

Definition - Placing for safekeeping or as a pledge, esp. putting money in a bank.

describing

Definition - Representing in spoken, written, or signed language the attributes or qualities of something or someone.

NT - cataloging

RT – abstracting

RT – writing

Functions and Activities Thesaurus

designing

Definition - Making the preliminary sketch of (a work of art, a picture, statue, ornamental fabric, etc.); Making the plans and drawings necessary for the construction of (a building, ship, machine, etc.), which the workers have to follow out.

RT - planning

RT - devising

RT – formulating

destroying

Definition - Undoing, breaking into useless pieces, or reducing into a useless form, consume, or dissolving (any material structure or object).

NT - deleting

NT – eliminating

NT – shredding

RT – disposing

RT – removing

RT – purging

RT – deaccessioning

RT - disposing

detaining

Definition - Keeping in confinement or under restraint; keeping prisoner. *spec.* placing (a political offender) in confinement.

RT - deporting

determining

Definition – Fixing the form, position of or character beforehand; limiting in extent or scope; finding out or coming to a decision about by investigation, reasoning or calculation.

RT – identifying

RT – marking

RT – labeling

Functions and Activities Thesaurus

developing

Definition - Promoting the growth of; expanding through the process of growth; establishing policies and procedures used to select materials that the repository will acquire, typically identifying the scope of creators, subjects, formats, and other characteristics that influence the selection process; facilitating coordination among institutional programs and activities and providing support and encouragement for new initiatives.

RT – fundraising

RT – training

NT – promoting

NT – marketing

devising

Definition – Planning, contriving or thinking out in order to obtain or bring about something, especially by new combinations or applications of ideas or principles.

RT – planning

RT – formulating

diagnosing

Definition - Identifying the condition of a person, object, or structure.

BT -appraising

digitizing

Definition - Converting sound, motion pictures, images, or other analog data to binary form to be stored or altered with a computer.

BT – converting

BT – imaging

disbursing

Definition - Expending especially from a fund; [esp. for] making payment in settlement.

BT - distributing

disciplining

Definition - Training or developing by instruction; bringing under control; imposing order on.

BT – punishing

BT - teaching

BT - training

Functions and Activities Thesaurus

directing

Definition – Regulating the activities or course of; carrying out the organizing, energizing and supervising of; dominating and determining the course of.

RT – governing

RT – guiding

RT – policing

RT – ruling

RT – controlling

RT – influencing

RT – regulating

RT – *administrating*

RT – administering

displaying

Definition - Opening up or exposing to view, exhibiting to the eyes, showing.

BT - exhibiting

disposing

Definition - Putting materials in their proper place, often referring to their destruction or transfer, based on procedural or policy decisions.

NT – weeding

NT - shredding

RT - destroying

RT - deaccessioning

RT – transferring

RT – removing

RT – purging

disseminating

Definition - Spreading abroad, diffusing, promulgating (opinions, statements, knowledge, etc.).

RT – marketing

RT – advertising

RT – promoting

distributing

Definition - Sending out or apportioning something from a central source to a group, community, or individuals.

NT - disbursing

RT – allocating

Functions and Activities Thesaurus

diversifying

Definition - Act or practice of manufacturing a variety of products, selling a variety of merchandise, or investing in a variety of securities, for example, so that failure in or economic slump affecting one of them will not be disastrous.

documenting

Definition - Use broadly for the gathering and recording of information, especially to establish or provide evidence of facts or testimony.

RT - archiving

drafting

Definition - Making a draft or rough copy of (a document, sketch, version, or plan)]; drawing up in a preliminary form, which may be afterwards perfected.

RT – legislating

RT - drawing

drawing

Definition - Representing an object or outlining a figure, plan, or sketch by means of lines.

RT - drafting

dubbing

Definition - The process of re-recording or adding a layer of sound to an existing soundtrack, usually for the purpose of introducing a translation of spoken dialog to a film. Also generally; to mix several tracks into a united track, or in extended use, the process of copying an existing sound or video recording in its entirety.

RT - duplicating

RT - hashing

duplicating

Definition - Refers to any of various processes or techniques involving making, imitating, or reproducing objects or documents. Distinguished from "forging (copying)" which has the intention of deception.

RT - dubbing

RT – reproducing

Functions and Activities Thesaurus

editing

Definition - Collecting, preparing, and arranging materials for publication or public presentation, especially written materials, film, or tape.

NT - deleting

NT - copyediting

NT - amending

NT - redacting

educating

Definition - Activities involved in deliberately conveying knowledge, skills, or social values to others.

NT -demonstrating

RT – teaching

RT – training

electing

Definition - choosing (a person) by vote for appointment to an office or position of any kind.

RT - appointing

eliminating

Definition - Expelling, excluding, removing, getting rid of.

U - removing

employing

Definition - Using the services of (a person) in a professional capacity, or in the transaction of some special business; having or maintaining (persons) in one's service and paying them for work.

RT - staffing

UF – *hiring*

emulating

Definition – Equaling or approaching equality with; duplicating the functions of one system using a different system so that the second system behaves like the first system.

RT – migrating

Functions and Activities Thesaurus

encrypting

Definition - The process of converting data into code, to conceal information or prevent unauthorized access. May be used to refer to schemes for this purpose in print or electronically transmitted, but is increasingly used to refer to digitized, or computer data.

endowing

Definition - Gifting funds to an organization for a specific purpose (donor-restricted endowment) or set aside by the governing authority (board-designated endowment). Generally refers to a permanent fund, the principle of which is not touched.

RT - funding

enforcing

Definition - Ensuring compliance with laws or regulations.

NT - policing

engraving

Definition - Incising a design into the surface of an object.

BT – etching

enlisting

Definition – Securing support and aid of; engaging or enrolling oneself as for service.

RT – recruiting

RT – enrolling

engineering

Definition - Developing products and processes to support industry, communications, defense and civic infrastructure. Includes component analysis, design, and manipulation of systems to solve complex problems.

RT – building

RT - constructing

enrolling

Definition - Placing upon a list; incorporating as a registered or acknowledged member.

RT – registering

Functions and Activities Thesaurus

enumerating

Definition - Counting, ascertaining the number of; more usually, mentioning (a number of things or persons) separately, as if for the purpose of counting; specifying as in a list or catalogue.

RT - numbering

erasing

Definition – Removing written or drawn marks from; removing recorded matter from magnetic media; deleting data or files from computer storage; removing by making invisible, especially by rubbing or wiping. – 2. COMPUTING · making information irretrievable by overwriting it. – 3. AUDIO-VIDEO · neutralizing the magnetic field from magnetic tape, removing any existing signal.

BT – destroying

RT – deleting

RT – expunging

establishing

Definition - Setting up on a secure or permanent basis; founding (a government, an institution; in mod. use often, a house of business).

estimating

Definition - Giving an approximate or tentative judgment regarding the value or quality of something.

BT – evaluating

BT – valuing

NT - appraising

RT - assessing

RT - analyzing

etching

Definition - Engraving (metals, sometimes glass, stone) by ‘eating away’ the surface with acids or other corrosives; chiefly, engraving by this process (a copper or other metal plate) for the purpose of printing from it.

BT - engraving

Functions and Activities Thesaurus

evaluating

Definition - Determining qualitative or quantitative worth or significance.

NT - estimating

RT - valuing

RT - assessing

RT - appraising

examining

Definition - Scrutinizing a situation or object, usually in order to determine its nature, qualities, or current condition.

NT - investigating

RT - auditing

RT - analyzing

RT - testing

RT - measuring

exchanging

Definition - Giving and receiving reciprocally; making an exchange of; interchanging.

RT - buying

RT - selling

RT - trading

exhibiting

Definition - Showing or presenting to public view.

NT - displaying

experimenting

Definition - Ascertaining or establishing by trial (a fact, the existence of anything).

BT - Testing

explaining

Definition - Making something plain or understandable; clarifying; giving reasons for or cause of; opening up, unfolding or spreading flat of a material object.

BT - destroying

RT - deleting

RT - expunging

Functions and Activities Thesaurus

exploring

Definition - Searching into or examining (a country, a place, etc.) by going through it; going into or range over for the purpose of discovery.

NT - Surveying

facilitating

Definition - Rendering easier the performance of (an action).

RT – assisting

fastening

Definition - Fixing firmly and securely; making fast or fixing off with knots or extra stitches.

U – binding

filing

Definition - Placing (papers) in consecutive order for preservation and reference.

BT - organizing

RT - cataloging

financing

Definition - Furnishing with finances or money; finding capital for.

BT - funding

firing

Definition - Dismissing an employee from a position.

U - terminating

flattening

Definition - Making flat; losing convexity, wrinkles, or folds. For electronic data, removing information about structure or formatting of a file.

BT – conservation

BT – preservation

BT – restoring

RT – formatting

U – formatting (for computer-related functions.)

Functions and Activities Thesaurus

forecasting

Definition – Calculating, estimating or imagining beforehand usually as a result of study and analysis of available pertinent data; predicting on the basis of correlated observations.

NT – simulating

RT – predicting

formulating

Definition – Putting into a systemized statement or expression.

RT – devising

RT – designing

RT – planning

framing

Definition - Providing a border or case to surround, support, enclose, or call attention to such items as a work of art, mirror, or document, leaving the item itself visible.

RT - repairing

funding

Definition - Providing direct cash support to another person or organization.

NT - financing

RT - allocating

fundraising

Definition - Raising money for nonpersonal, noncommercial purposes, such as for nonprofit organizations or political concerns.

RT – soliciting

furnishing

Definition - Fitting up (an apartment, an office, a house) with all requisite appliances, including a supply of movable ‘furniture.’

gaining

Definition – Acquiring or getting possession of; arriving at or attaining; establishing a specific relationship with; attaining as a profit from trade or speculation.

Functions and Activities Thesaurus

governing

Definition - Ruling or regulating the affairs of a corporation, state, or other body through the exercise of continuing sovereignty or authority.

BT - guiding

RT - policing

RT - ruling

RT - controlling

RT - directing

RT - regulating

RT - influencing

RT - *administrating*

RT - administering

granting

Definition - Providing financial support to another person or organization for a specific purpose.

RT - awarding

RT - presenting

RT - admitting

RT - *rewarding*

guarding

Definition - Protecting from danger especially by watchful attention; making secure; watching by way of caution or) defense.

RT - defending

RT - accounting

RT - protecting

guiding

Definition - Leading or directing a visitor or group of visitors while pointing out items of interest, often using a predetermined commentary.

RT - touring

RT - conducting

Functions and Activities Thesaurus

hashing

Definition – Producing hash values for accessing data or for security; generating a numerical value from a string of text; generating addresses for data through an algorithm, making for rapid lookup of computer records. COMPUTING · providing rapid access to items in a table, especially tables in which entries are made in an unpredictable fashion. – 2.
COMPUTING · transforming a string of characters into a unique, fixed-length code (a hash).

RT – dubbing

RT – duplicating

hearing

Definition - Listening to evidence and pleadings in a court of law.

BT – *judging*

BT – settling

BT – adjudicating

RT – resolving

RT – mediating

RT – arbitrating

hiring

Definition - Engaging the services of a person or persons for wages or other payment.

U - employing

holding

Definition - Having or keeping as the owner, possessor, or tenant of something, either absolutely or temporarily.

honoring

Definition – Saluting, regarding or treating with honor or respect; conferring honor on; living up to or fulfilling the terms of an agreement (as a contract or treaty).

RT – celebrating

RT - commemorating

Functions and Activities Thesaurus

identifying

Definition - Recognizing or establishing someone or something as being a particular person or thing.

BT - marking

RT - labeling

RT - determining

imaging

Definition - Copying documents by reproducing their appearance through photography, micrographics, or scanning.

NT - microfilming

NT - digitizing

RT - scanning

UF - scanning

UF - microfilming

implementing

Definition - Giving practical effect to act; ensuring actual fulfillment by concrete measures.

NT - processing

RT - applying

improving

Definition - Enhancing or increasing value or quality; making better; advancing or making progress in what is beneficial; making useful additions or amendments.

U - benefiting

indexing

Definition - Analyzing the subject content of textual or visual documents and establishing access points to facilitate retrieval of records and/or information.

BT - listing

RT - cataloging

RT - archiving

RT - inventorying

Functions and Activities Thesaurus

influencing

Definition - Affecting the actions, behavior, opinions, or work of others, possibly unconsciously.

NT - lobbying

RT - governing

RT - directing

RT - controlling

RT - regulating

RT - affecting

informing

Definition - Communicating information, particularly of facts or occurrences, to others.

RT - advertising

inspecting

Definition - Examining or reviewing officially to ensure compliance with standards, guidelines, or regulations.

RT - appraising

insuring

Definition - Assuring against a loss by a contingent event on certain stipulated conditions or at a given rate or premium.

RT – protecting

integrating

Definition - Forming, coordinating or blending into a functioning or unified whole; incorporating into a larger unit; ending segregation of.

U – merging

interpreting

Definition - Explaining what is not immediately plain or explicit, as in suggesting what meaning is to be found in a set of data or in a visual work.

NT - translating

RT - explaining

Functions and Activities Thesaurus

interviewing

Definition - Conducting an interpersonal exchange in order to obtain information from another for such purposes as for journalism, employment, publication, or research.

RT - questioning

inventorying

Definition - Listing items on hand, or verifying existing records of items.

RT – cataloging

RT – archiving

RT - listing

investing

Definition - Committing funds to a project or enterprise in order to promote that project or to earn a return.

investigating

Definition - Examining the particulars in an attempt to learn the facts about something hidden, unique, or complex.

BT - searching

BT – examining

NT - interviewing

RT - auditing

RT - analyzing

UF - *tracking*

invoicing

Definition - Creating an itemized list of goods shipped (or services provided).

U – billing

issuing

Definition - Appearing or becoming available through being officially put forth or distributed.

RT – distributing

isolating

Definition – Setting apart, selecting or separating from others or causing to stand alone.

RT – quarantining

Functions and Activities Thesaurus

joining

Definition – Connecting or uniting one thing with another.

RT – consolidating

RT – uniting

judging

Definition - Forming an opinion about through careful weighing of evidence and testing of premises; determining or pronouncing after inquiry and deliberation; forming an estimate or evaluation of; administering law as a judge; pronouncing as an authoritative statement; deciding rights and obligations of parties to a suit.

U – adjudicating

labeling

Definition - Generally, the affixing of a label to something in a collection or store of merchandise.

legislating

Definition - Making or enacting legislation.

RT - reviewing

RT - drafting

lending

Definition - Giving or letting out for temporary use.

RT – borrowing

RT – circulating

licensing

Definition - Granting lawful authority to an individual or group to do something which would be illegal or invalid without that authorization.

RT - registering

Functions and Activities Thesaurus

listing

Definition – Making or including in a list; placing in a specified category; writing a series of discrete items in either orderly or random fashion.

NT – indexing

RT – cataloging

RT – inventorying

RT – archiving

litigating

Definition - Taking legal action; carrying on an action by judicial process.

NT – defending

NT – prosecuting

RT – arbitrating

RT – mediating

lobbying

Definition - Attempting to influence or sway public officials toward a desired end.

BT - influencing

RT - soliciting

mailing

Definition - Sending an message, letter, or other item, either through a postal service or electronically.

RT - posting

UF - posting

maintaining

Definition - Taking action which keeps people, physical objects, or property operational or sustains them in their existing state.

RT - preserving

Functions and Activities Thesaurus

managing

Definition - Organizing, supervising, and carrying out the activities of a person, group, organization, or enterprise, and controlling its human and material resources, involving primarily the application rather than the formulation of policy.

NT - organizing

RT – *administrating*

RT - administering

RT - supervising

marking

Definition - Affixing an identification number, tag, or label to an object in a collection or stock of merchandise.

NT - watermarking

RT - identifying

marketing

Definition – Transferring the title or possession of goods or the supplying of services from seller to buyer, including advertising, shipping, storing, and selling.

NT - advertising

NT - shipping

RT - selling

RT – promoting

RT - sponsoring

mastering

Definition – Generally, making an audio master disc or tape from which multiple copies will be made.

SN - Mastering may incorporate a variety of functions, excluding recording. The term is frequently extended to videodisc technology.

matriculating

Definition - Enrolling, or admitting to membership and privileges, especially in a college or university.

RT - admitting

RT – enrolling

RT - studying

Functions and Activities Thesaurus

matting

Definition - Securing of a work of art, document, or other generally flat object within a mat for support, protection, or display.

BT – displaying

BT – exhibiting

measuring

Definition - Determining or calculating a length, quantity, value, magnitude, extent, or other designation of dimensions, size, weight, number, or volume of an object or group of objects, person, animal, plant, plot of land, or other thing, typically by the application of an instrument or device marked in standard units.

RT - regulating

RT - benchmarking

mechanizing

Definition - Equipping with machinery, especially to replace human or animal physical labor.

RT – automating

mediating

Definition – Intervening in a dispute by a neutral party who facilitates negotiations, examines the arguments of both sides, and proposes a solution, which, however, is not binding on the disputants.

SN - Distinguished from "arbitrating" in which the neutral party has the authority to make a binding decision.

RT - adjudicating

RT - arbitrating

RT – mediating

RT – resolving

RT - settling

merging

Definition - Causing to combine, unite, or coalesce.

UF - *integrating*

microfilming

Definition - Reproducing on microfilm, microcard, or microfiche; to reproduce in microform.

U - imaging

Functions and Activities Thesaurus

migrating

Definition - Moving records from one system or format to another, while maintaining the records' authenticity, integrity, reliability and usability.

BT - preserving

BT - reformatting

RT - emulating

modeling

Definition - devising a (usually mathematical) representation or simplified description of (a phenomenon, systems, etc.)

RT - designing

RT - emulating

modifying

Definition - making minor changes in or to (something); making basic or fundamental changes in often to give a new orientation to or to serve a new end.

RT - converting

RT - altering

RT - adding

RT - amending

RT - removing

RT - changing

UF - changing

monitoring

Definition - Observing, supervising, or keeping under review; measuring or testing at intervals, esp. for the purpose of regulation or control.

RT - policing

RT - supervising

mortgaging

Definition - Conveying property to a creditor as security for the repayment of a loan; exposing to future risk or constraint for the sake of immediate advantage.

RT - pawning

Functions and Activities Thesaurus

mounting

Definition - Attaching to a secondary support, as in attaching a paper artifact to a stiff board; placing the items of an exhibit for display.

BT – displaying

BT – exhibiting

RT – matting

negotiating

Definition - Communicating or conferring for the purpose of arranging some matter by mutual agreement; discussing a matter with a view to some compromise or settlement.

RT - arbitrating

RT - litigating

RT - mediating

numbering

Definition - Placing numerals on something, typically to indicate a position in a series; claiming as part of a total.

RT – enumerating

obtaining

Definition - Coming into the possession of; procuring; getting, acquiring, or securing.

RT - procuring

RT- accessioning

operating

Definition - Performing manual or operative procedures to treat diseases, injuries, or deformities.

RT - working

ordering

Definition - Placing in order, giving order to; arranging in a particular order; arranging methodically or suitably.

RT – regulating

RT - organizing

U - arranging

Functions and Activities Thesaurus

organizing

Definition - Arranging into a structured whole; systematizing; putting into a state of order; arranging in an orderly manner, putting in a particular place or order, tidy.

BT – managing

BT – administering

BT – *administrating*

NT - filing

RT - *ordering*

RT - arranging

outsourcing

Definition – Procuring goods or services under contract with an outside supplier.

BT – contracting

RT – subcontracting

packaging

Definition – Presenting (as a product) in such a way as to heighten its appeal to the public; putting together as a single unit for sale, presentation etc.

RT – advertising

NT – branding

NT – trademarking

participating

Definition - Taking part; having a part or share *with* a person, *in* a thing; sharing.

RT – sharing

partnering

Definition - Associating or working as relations, becoming relations, or entering into relationships.

BT – associating

pawning

Definition – Depositing in pledge or security.

RT – mortgaging

Functions and Activities Thesaurus

paying

Definition – Remunerating or making due return for services rendered or property delivered; making compensation; returning value or profit.

RT – appropriating

peacekeeping

Definition - Keeping or maintaining peace; *spec.* the active maintenance of a truce between hostile states, communities, factions, etc., esp. by external military forces.

periodizing

Definition - Dividing time analytically into defined periods, especially the grouping of historical and cultural events into periods for purposes of discussion and criticism.

permitting

Definition - Authorizing an individual or group to take some specific action.

RT - authorizing

RT - admitting

petitioning

Definition - Making a formal written request to a higher authority, often expressing a concern or grievance by amassing public support for a formal statement.

photographing

Definition - Taking a photograph of; reproducing through one of many photographic and photo-reproducing processes.

BT - imaging

planning

Definition - Determining objectives and outlining or arranging the procedures and resources for attaining them, especially in a formal project proposal or scheme.

RT - designing

RT - devising

RT – formulating

Functions and Activities Thesaurus

podcasting

Definition – Releasing or making available digital media files for downloading through web (internet) syndication.

BT – promoting

RT – broadcasting

policing

Definition - Controlling, regulating, or keeping in order by means of a police force or similar body to ensure compliance with laws or regulations.

BT - enforcing

BT - supervising

RT - governing

RT – administering

RT - *administrating*

RT - controlling

RT - regulating

posting

Definition - Transferring an entry or item from a book of original entry into a ledger; appointing to a post or command; sending through the mail; publishing online, as a message; making an entry in an index. – 2. COMPUTING · uploading a file or information to a server; for example, posting to the Internet, posting to a Listserv. Creating an entry in an index that is more general than the subject being indexed.

SN – not used in the United States with regard to the mail or diplomacy, but is used in computing, accounting, and information science.

U – mailing.

practicing

Definition - Pursuing or being engaged in (a particular occupation, profession, skill or art); exercising oneself in a skill or art in order to acquire or maintain proficiency; carrying out or performing (a particular activity, etc.) habitually or regularly.

RT - applying

preparing

Definition - The action or process of making something ready for use or service or of getting ready for some occasion, test, or duty.

Functions and Activities Thesaurus

presenting

Definition - Putting forward for reflection, consideration, or scrutiny.

NT – acting

NT – speaking

RT - performing

preserving

Definition - Keeping in its original or existing state; maintaining or keeping alive (a memory, name, etc.).

NT – tipping

NT – fastening

RT – conserving

RT – repairing

RT – remodeling

RT – renovating

RT – rehabilitating

preventing

Definition - Precluding the occurrence of (an anticipated event, state, etc.); rendering (an intended, possible, or likely action or event) impractical or impossible by anticipatory action; putting a stop to.

probating

Definition - Establishing the authenticity or validity of a last will and testament, living will, power of attorney, durable power or attorney, or other legal instrument for the purposes of disposition of the estate of a deceased person.

RT – adjudicating

RT - *judging*

processing

Definition - Subjecting to or treating by a special method.

BT - accounting

BT – implementing

NT – accessioning

NT – describing

NT – arranging

RT – archiving

Functions and Activities Thesaurus

procuring

Definition - Acquisition of goods or services through purchase, lease, hiring, or trade.

NT - acquiring

RT – obtaining

RT – purchasing

RT – leasing

RT – hiring

RT – trading

programming

Definition - Planning and establishing a sequence or system of actions, events, or instructions.

RT - planning

promoting

Definition - Advancing someone to a higher level in rank, position, grade or job level, or honor.

prosecuting

Definition - charging a person with a crime and thereafter pursuing the case through trial on behalf of the government; conducting any legal action by a lawyer on behalf of a client, including both civil and criminal cases, but most commonly referring to prosecution for crime.

BT – adjudicating

RT – defending

RT – litigating

protecting

Definition - Defending or guarding from danger, harm, deterioration, or injury

RT - conserving

RT – preserving

protesting

Definition - Openly expressing objection, disapproval, or dissent.

Functions and Activities Thesaurus

publicizing

Definition - Disseminating information to the public about some product, company, institution, individual, cause, or project.

RT - advertising

publishing

Definition - Issuing printed, taped, or otherwise reproduced records of knowledge in any medium for sale or distribution to the public.

RT - issuing

punishing

Definition - Imposing a penalty or sanction for (wrongdoing).

NT - disciplining

purchasing

Definition - Obtaining something by the payment of money or its equivalent.

RT – acquiring

purging

Definition - Pulling and disposing of unwanted materials.

SN - -records management function

NT – weeding

NT - shredding

RT – deaccessioning

RT – removing

RT – disposing

RT – destroying

quarantining

Definition - Isolating or confining (a person), freq. as a punishment, or insulating (an event, issue, etc.) from an influence.

RT – isolating

Functions and Activities Thesaurus

questioning

Definition – Subjecting to analysis or interrogation; doubting the authorship or authenticity of a document.

RT – interviewing

raising

Definition - Increasing the amount of, heightening (rent, taxes, prices, etc.).

U – taxing

ratifying

Definition – Approving, confirming and sanctioning formally.

BT – confirming

RT – sanctioning

receiving

Definition - Taking in one's hand, or into one's possession (something held out or offered by another)

RT – acquiring

RT – admitting

recording

Definition - Creating a record of data or information in some lasting form, such as writing on paper or electronic signals on magnetic tape.

RT – archiving

RT – indexing

RT – cataloging

recordkeeping

Definition - Systematically creating, using, maintaining, and disposing of records to meet administrative, programmatic, legal, and financial needs and responsibilities.

recovering

Definition - Regaining possession of (something lost or taken away).

Functions and Activities Thesaurus

recruiting

Definition - Seeking out and enlisting people for an enterprise, usually for a stated period of time, on either a paid or volunteer basis.

RT – enlisting

RT – enrolling

redacting

Definition - Obscuring or removing (text) from a document prior to publication or release.

BT - editing

RT – screening

RT – removing

reformatting

Definition - Transferring or translating information originally in one medium to another.

RT - Migrating

registering

Definition – Enrolling formally; making or securing official entry into a register; making a record of; securing special protection as for a piece of mail; recording or setting down in writing especially as a formal entry in a record or register; recording names or events, or entering data into a record in the form of a list; entering information about museum holdings into a recordkeeping system. – 4. PRINTING, PHOTOGRAPHY · aligning several images, especially color separations, to form a single image.

RT – licensing

regulating

Definition - Controlling according to rules, laws, or requirements.

RT - ordering

RT - measuring

RT - governing

RT - influencing

RT - controlling

RT - directing

Functions and Activities Thesaurus

rehabilitating

Definition - Restoring by formal act or declaration (one degraded or attainted) to former privileges, rank, and possessions.

RT – conserving

RT - preserving

RT – repairing

RT – remodeling

RT – renovating

releasing

Definition-Making an official statement or information available to the public, generally through the media.

RT-Informing

RT-Reporting

relocating

Definition - Moving people or things from one residence or fairly permanent location to another,

remodeling

Definition - Modeling again, reconstructing.

RT – conserving

RT - preserving

RT – repairing

RT – renovating

RT - rehabilitating

removing

Definition - Moving, shifting, transferring or conveying from one place to another, or taking away or getting rid of something.

BT – accounting

NT – disposing

NT - destroying

NT – shredding

RT - eliminating

RT - weeding

RT – deaccessioning

RT – purging

Functions and Activities Thesaurus

renovating

Definition - Making changes to objects, especially buildings or other structures, with the intention of improving their physical condition.

RT – conserving
RT - preserving
RT – repairing
RT – remodeling
RT - rehabilitating

repairing

Definition - Restoring or mending; returning (something) to a previous state of functionality.

NT – tipping
NT - fastening
RT – conserving
RT - preserving
RT – remodeling
RT – renovating
RT – rehabilitating

reporting

Definition - Relating, narrating, telling, giving an account of (a fact, event, etc.).

BT - accounting
UF - *covering*

reproducing

Definition - Producing a copy of (a work of art, picture, drawing, etc.), now *esp.* by means of engraving, photography, or similar processes.

RT – photographing
RT – imaging

rescuing

Definition - Delivering or saving (a person or thing) *from* some evil or harm.

RT - searching
RT - saving

Functions and Activities Thesaurus

researching

Definition - Conducting diligent and systematic inquiry or investigation into a subject or question, especially in order to discover or revise facts or theories.

RT - accessing

resolving

Definition - Answering (a question, argument, etc.); solving (a problem of any kind).

RT – adjudicating

RT – mediating

RT – arbitrating

RT – hearing

RT - settling

RT – *judging*

restoring

Definition - Physically treating an object to attempt to return it as closely as possible to its original condition, incorporating original materials as much as possible.

NT – tipping

NT - fastening

RT – conserving

RT - preserving

RT – repairing

RT – remodeling

RT – renovating

RT – rehabilitating

retaining

Definition - Keeping in custody or under control

reviewing

Definition - Going over or examining critically or deliberately.

RT - legislating

RT - criticizing

RT - auditing

RT - appraising

Functions and Activities Thesaurus

revising

Definition - Making a new, amended, improved, or up-to-date version of something, generally a document.

BT – *improving*

RT – amending

rewarding

Definition - Yielding value or satisfaction; regarding or recompensing as for an action.

U – awarding

ruling

Definition - Governing, exercising sovereign power over, controlling with authority.

U – governing

sampling

Definition - Selecting a limited number of typical items to represent the larger group.

BT – selecting

sanctioning

Definition – Making valid or binding usually through a formal procedure; giving effective or authoritative approval to; imposing legal obligations or penalties to a transgression.

NT – accrediting

saving

Definition – Preserving, delivering, or rescuing from danger, peril or destruction; storing, as with data; setting aside or putting into reserve; economizing.

RT – rescuing

RT – searching

scanning

Definition - creating raster graphic that reproduces a document or image by converting reflected or transmitted light into a digital signal that can be stored, transmitted, and reconstructed for display as an electronic image.

RT - digitizing

U – imaging

Functions and Activities Thesaurus

scheduling

Definition - Establishing appointed times for events or for the start and completion of projects or series of events; arranging for (a person or thing) to do something or *for* an event; applying disposition instructions to categories of records or information.

BT - arranging

screening

Definition - Examining systematically in order to discover suitability for admission or acceptance; reviewing materials in a collection for classified, confidential, or private information that should be restricted.

BT – examining

BT - reviewing

searching

Definition - Perusing, looking through, examining (writings, records) in order to discover whether certain things are contained there.

BT - accessing

BT - examining

NT - investigating

RT – rescuing

securing

Definition - Making (a person, a thing) secure from danger or harm; guarding, protecting; making (a person) secure *of* a present or future possession, *of* an ally or supporter, etc.

RT - protecting

seizing

Definition – Vesting ownership; putting or taking possession of.

RT – confiscating

selecting

Definition - Choosing or picking out in preference to another or others.

NT – sampling

Functions and Activities Thesaurus

selling

Definition - Exchanging property or services for money.

BT - marketing

RT - trading

sending

Definition - Causing (a thing) to be conveyed or transmitted by an intermediary to another person or place.

RT - shipping

RT – transmitting

sentencing

Definition - Imposing a sentence, judgment or penalty on.

BT – adjudicating

BT – mediating

BT – *judging*

BT - arbitrating

servicing

Definition - Performing maintenance or repair work on (a motor vehicle or other piece of equipment).

RT – repairing

settling

Definition - Deciding, coming to a fixed conclusion on (a question, a matter of doubt or discussion); bringing to an end (a dispute) by agreement or intervention.

BT - adjudicating

NT - hearing

RT – arbitrating

RT – mediating

RT – *judging*

RT - resolving

sharing

Definition – Dividing and distributing portions; partaking of, using, experiencing or enjoying with others; granting a share in.

RT – participating

Functions and Activities Thesaurus

shipping

Definition - Transporting by a carrier.

RT – sending

RT - transporting

shopping

Definition - Seeking or examining merchandise or property offered for sale, especially but not .
exclusively by visiting shops.

RT – trading

RT – purchasing

RT - *buying*

shredding

Definition - Cutting or tearing into shreds or narrow strips; reducing to shreds; *spec.* reducing
(documents) to unreadable strips or fragments by means of a shredder.

BT – destroying

BT – purging

BT – deaccessioning

BT - disposing

RT – weeding

RT – removing

simulating

Definition - Representing the behavior or characteristics of one system through the use of
another system, especially a computer model; often used to forecast or predict the
behavior of a dynamic system when real world experimentation is not feasible.

BT – forecasting

BT – predicting

socializing

Definition - Placing under government or group ownership or control; making fit for
companionship with others, making sociable; converting or adapting to the needs of
society..

Functions and Activities Thesaurus

soliciting

Definition - Entreating or petitioning (a person) for, or to do, something; urging, importuning; asking earnestly or persistently; requesting, petitioning, or suing for (some thing, favor, etc.).

RT – lobbying

speaking

Definition - Uttering or pronouncing words or articulating sounds; using or exercising the faculty of speech; expressing one's thoughts by words; delivering a speech or formal address; expressing one's opinions or views in an assembly of any kind.

BT – presenting

RT – *delivering*

RT - acting

sponsoring

Definition - Promoting and supporting (a resolution, etc.), esp. in a legislative assembly; promising, vouching for, or promoting a person, group, or organization, often by providing financial or other material support.

RT – marketing

RT - promoting

staffing

Definition - Supplying with staff or with workers.

RTP – employing

RT – *hiring*

stamping

Definition - Marking the surface of an object by applying pressure with a tool, for example, transferring an ink mark to paper or embossing soft clay; also, applying preprinted labels such as postage stamps that substitute for official stamped marks.

SN - In bookbinding, distinguished from "blocking", in which pressure is applied by a machine; also, forming objects by applying pressure with a tool.

BT - marking

NT - watermarking

Functions and Activities Thesaurus

standardizing

Definition - Bringing to a standard or uniform size, strength, form of construction, proportion of ingredients, or the like; testing by a standard.

RT - benchmarking

storing

Definition - Furnishing, supplying, stocking (a person, place, etc.) *with* something; keeping in store for future use; collecting and keep in reserve; forming a store, stock or supply of; accumulating, hoarding.

RT - marketing

striking

Definition - Engaging in a temporary stoppage of work in order to bring about compliance with demands.

RT – working

studying

Definition - Applying the mind to the acquisition of learning, whether by means of books, observation, or experiment; following one's educational or professional studies at a university, college, or the like; being a student or learner of some science or art *under* a professor or master.

RT – matriculating

subcontracting

Definition - Contracting with a third party to perform all or a specific part of the obligations required in a previous contract.

BT - contracting

RT – outsourcing

supervising

Definition - Overseeing, having the oversight of, superintending the execution or performance of (a thing), the movements or work of (a person).

RT – *administrating*

RT - managing

U – administering (for the activity of directing the business affairs and human and material resources of an organization or enterprise, involving primarily the formulation of policy

Functions and Activities Thesaurus

supporting

Definition - Strengthening the position of (a person or community) by one's assistance, countenance, or adherence; upholding the rights, claims, authority, or status of; standing by, backing up.

RT – assisting

RT - defending

surveying

Definition - Conducting an examination or inspection in order to achieve a comprehensive view, as of a place, a situation, or an area of study, or to ascertain condition or value.

RT - auditing

RT - assessing

RT - appraising

taxing

Definition - Imposing by a public authority compulsory contributions to raise revenue.

RT - assessing

RT - raising

UF - raising

teaching

Definition - Directly instructing others in knowledge, attitudes, or skills.

NT - disciplining

RT - training

RT - educating

U - training (for the acquiring or imparting of specific skills relating to particular functions or activities through instruction or practice)

terminating

Definition - Concluding or discontinuing an activity, program, or job position.

RT - firing

U - For the act of dismissing an employee, use “firing”

Functions and Activities Thesaurus

testing

Definition - Examining and measuring critically the qualities or abilities of something or someone, often with reference to established standards.

RT - evaluating

RT – examining

RT - measuring

tipping

Definition - Inserting a leaf into a bound work using a narrow strip of adhesive on the edge nearest the binding.

BT – preserving

BT – conserving

BT – repairing

touring

Definition – Making a tour of or visiting.

RT – guiding

RT – conducting

tracking

Definition - Searching for by following evidence until found. Following the course or movement of; constructing a chronological record of activities sufficient to enable the reconstruction, review, and examination of the sequence of environments and activities.

U - investigating

trading

Definition - Giving one thing in exchange for another.

RT - shopping

RT – selling

RT – *bartering*

UF - *bartering*

trademarking

Definition – Securing or registering trademark rights for; using distinctive words, phrases or designs to distinguish a manufacturer's or seller's product.

U – branding

Functions and Activities Thesaurus

training

Definition - Acquiring or imparting specific skills relating to particular functions or activities through instruction or practice.

RT - disciplining

RT – teaching

RT – educating

U – teaching (for directly instructing others in knowledge, attitudes or skills)

transferring

Definition - Conveying or taking from one place, person, etc. to another, including change of custody, ownership, responsibility, etc.

RT - conveying

transmitting

Definition – Sending or conveying from one entity to another; transferring records from one party to another.

RT – sending

RT – shipping

translating

Definition - The activity of comprehending, analyzing, and expressing written or spoken material in a different language from the original.

uniting

Definition – Putting together or linking to form a single unit; acting as one; causing to adhere.

RT – joining

validating

Definition - Making legally valid; granting official sanction; supporting or corroborating on a sound or authoritative basis; recognizing, establishing or illustrating worthiness or legitimacy; ensuring something is suitable in a particular environment

U – authenticating

Functions and Activities Thesaurus

valuing

Definition - Rating or scaling in usefulness, importance, or general worth.

NT - estimating

RT - appraising

RT - evaluating

verifying

Definition - Showing to be true by demonstration or evidence; confirming the truth or authenticity of; ascertaining or testing the accuracy or correctness of (something), esp. by examination or by comparison with known data, an original, or some standard; checking or correcting in this way.

U – authenticating

visualizing

Definition - Forming a mental vision, image, or picture of (something not visible or present to the sight, or of an abstraction); to render visible.

volunteering

Definition - Undertaking or offering to undertake, of one's own free will and without compensation, service to others or to some cause or institution, especially in a community context.

voting

Definition - Expressing a choice or preference by ballot or other approved means.

RT – deciding

watermarking

Definition - Adding a faint design to a physical or electronic object to identify its owner.

BT - stamping

BT - marking

weeding

Functions and Activities Thesaurus

Definition - Identifying and removing unwanted materials from a larger body of materials.

BT – deaccessioning

BT – purging

BT – disposing

RT - removing

RT – shredding

RT – destroying

working

Definition – Being in use; permitting or facilitating (further) activity; functioning; manifesting individual or group activities or efforts; CATALOGING · realizing a bibliographic entity in different expressions and manifestations.

RT – operating

writing

Definition -Forming or producing letters to record the ideas which characters and words express or to communicate the ideas by visible signs.

RT - communicating

zoning

Definition - Regulating land use for stated purposes.