
**STRUCTURAL AND SEMANTIC ORGANIZATION
OF GERMAN RECORDS MANAGEMENT
TERMINOLOGY¹**

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INTRODUCTION

Records and Information Management (traditionally referred to as *records management*) has evolved from being solely a practical professional activity into an established academic discipline, commonly known as *documentology* or *document studies*, with its own object of inquiry, subject matter, and specialized administrative terminology. The terminology of this field has developed over several centuries. However, the processes of digitalization, the expansion of international cooperation, and the integrated development of political, social, and economic institutions, which have brought records and information management into virtually every sphere of official and business communication, have significantly accelerated the development of its terminology in recent decades. This terminology is reflected not only in records management practice and in the legal instruments governing it (including regulations, decrees, laws, and national standards), but also in methodological guidelines, scholarly publications, and specialized dictionaries. Nevertheless, it should be noted that the German terminology of records management has not yet been systematically described as the terminological system of a distinct professional field.

Today, profound political and socioeconomic changes have led to the increasing incorporation of records management terminology into a wide range of professional domains. These developments highlight the need to standardize the corpus of terminological designations used in the field. Such standardization can only be achieved through comprehensive scholarly research on records management terminology that considers the achievements of terminology studies and linguistics.

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A well-developed, structured, and systematized terminology serves not only as a reflection of the current state and distinctive features of both research and professional practice within a given domain, but also as an important instrument for improving the efficiency of professional communication and activity. This makes the present research particularly relevant and timely.

The aim of this study is to describe the terminology of records management as a distinct terminological system in close connection with the areas of records management practice that it serves. Specifically, the study pursues the following objectives: (1) to identify the set of terminological units used in the field of German records management; (2) to compile a register of terms representing the core terminology of contemporary German records management; (3) to characterize the terminology of contemporary German records management with regard to its domains of application, the relationships among terms within the terminological system, the mechanisms and patterns of formation of both single-word and multiword terms, their formal and semantic properties, their productivity, and the specific features of their use.

The object of this study is the corpus of one-word (single-form) and multiword terminological units used in the field of records management. The terminology of this area of records management primarily serves the domain of public administration and is regulated by state legal and regulatory acts. This corpus of terms constitutes the foundation of the entire national records management system and is used in the activities of records management structures within institutions and organizations operating in various fields, including industrial, commercial, public, and other sectors.

The subject of this study is the specific features of the formation of German records management terminology and the principles underlying the systematic organization of this terminological system.

Research Material. Due to the absence of a unified register of terms actually used in contemporary records management, we compiled a comprehensive list of specialized units functioning as terminological designations in the field of records management. The terms were selected from a range of sources in which these units are documented and defined in various ways. The sources used for the compilation of the records management terminology included: (1) standards in the field of information and records management², (2) regulatory and methodological documents, including sector-specific regulatory legal acts, records management instructions, standardization guidelines, in particular, federal-level

² *Deutsches Institut für Normung (DIN)*. URL: <https://www.din.de/de>. Accessed 22 May 2026; *International Organization for Standardization ISO 15489*. URL: <https://www.iso.org/standard/62542.html>. Accessed 26 May 2026.

regulations³ and electronic records management procedures⁴, (3) specialized scholarly and educational literature, including research monographs, articles, and textbooks devoted to various aspects of records management practice⁵, (4) dictionary data⁶. Based on these sources, we compiled a list of one-word and multiword terminological units in the field of records management together with their definitions. The total number of terms collected amounts to 3,270 units. In selecting the linguistic material, we took into account different interpretations of the same term, as well as the specific patterns of use of individual terms across various subject areas within records management.

Research Methods and Techniques. In accordance with the aim and objectives of the study, the research employs the method of linguistic description, the method of comparative analysis, techniques and procedures of lexicographic processing of linguistic units, and quantitative methods for characterizing the research material. At specific stages of the study, more specialized methods of linguistic analysis are also applied, including componential analysis.

1. History of the development of records management terminology in Germany

The contemporary stage in the development of records management is closely connected with the emergence of modern German statehood, which is based on democratic principles and integrative forms of governance. In this context, a new system of documentation began to take shape, undergoing continuous transformation and development in accordance with the changing needs of society. The evolution of documentation practices has also been influenced by scientific and technological progress, which has contributed to the improvement of technologies and methods of administrative processes, as well as to the advancement of the technical infrastructure of organizations responsible for records and information management.

³ *Gemeinsame Geschäftsordnung der Bundesministerien (GGO)*. URL: https://www.verwaltungsvorschriften-im-internet.de/bsvvvrbund_21072009_011313012.htm. Accessed 30 April 2026.

⁴ *E-Akte Bund*. URL: <https://www.itzbund.de/DE/itloesungen/egovernment/eakte/eakte.html>. Accessed 06 May 2026

⁵ Bohne E. *Verwaltungswissenschaft*. Band 1: Theoretische und methodische Grundlagen. 2. Aufl. Berlin: Springer, 2023. 352 S.; Charlemagne Hounton V. C. *Die Textsorte "Bescheid". Eine kontrastive Untersuchung zur Verwaltungssprache in Deutschland und Benin*. Hamburg: Kovac, 2016. 328 S.; Ehlich K. *Sprache und sprachliches Handeln*. Berlin, New York: De Gruyter, 2007. 492 S.; Hoffmann L. *Kommunikationsmittel Fachsprache. Eine Einführung*. Berlin: de Gruyter, 2022. 308 S.; Möltgen-Sicking K., Winter Th. *Verwaltung und Verwaltungswissenschaft. Eine praxisorientierte Einführung*. Berlin: Springer, 2017. 288 S.; Sechi S. *Verständlichkeit und Höflichkeit in der deutschen Verwaltungssprache der Gegenwart*. Bochum: Univ. Press, 2003. 290 S.

⁶ *Duden – Deutsches Universalwörterbuch. Das große Bedeutungswörterbuch*. 10. Aufl. Mannheim: Dudenverlag, 2023. 2160 S.; *Duden – Das große Wörterbuch der deutschen Sprache*. In 10 Bd. Berlin: Cornelsen, 2011.

Post-war Germany largely preserved the entire body of normative-methodological documents created in previous historical periods, using them further as a foundation, thereby maintaining continuity. However, the transition to new forms of state development required the creation of unified norms and requirements for the document system that would correspond to modern conditions and would promote the effective development of an organization or enterprise through the rational use of documented information. This raises the question of improving document management activity as a whole.

The terminology of German records management (*Verwaltungs- und Dokumentationssprache*) is partially reflected in works on historical lexicology and the history of specialized languages, within which the features of clerical and administrative language have been studied⁷. In studies of specialized languages, the terminology of the administrative field is regarded as a subsystem of specialized vocabulary characterized by a high degree of standardization, nominative precision, a tendency toward compound formation, and formulaic syntax. A significant contribution to the theoretical understanding of the structure of the German specialized language was made by L. Hoffmann in his work "Kommunikationsmittel Fachsprache," in which administrative language is treated as a functional variety of specialized communication⁸.

Descriptions of terms in the field of recordkeeping are also presented in general-language and specialized dictionaries of the German language. In *Duden – Deutsches Universalwörterbuch*⁹ and *Duden – Das große Wörterbuch der deutschen Sprache*¹⁰ a significant number of administrative terms are recorded with markers indicating their field affiliation (*Amtssprache, Verwaltung, Recht*). Moreover, the historical dynamics of terms can be traced in the *Deutsches Wörterbuch*¹¹, which provides early attestations of lexemes such as *Amt* "office, authority", *Kanzlei* "chancellery, office", *Urkunde* "document, deed, certificate", *Protokoll* "record, protocol, minutes". In these dictionaries, recordkeeping terms are described alongside other lexical units, but with corresponding stylistic and functional markers.

⁷ Charlemagne Hounton V. C. *Die Textsorte „Bescheid“: Eine kontrastive Untersuchung zur Verwaltungssprache in Deutschland und Benin*. Hamburg: Kovac, 2016. 328 S.; Ehlich K. *Sprache und sprachliches Handeln*. Berlin, New York: De Gruyter, 2007. 492 S.; Sechi S. *Verständlichkeit und Höflichkeit in der deutschen Verwaltungssprache der Gegenwart*. Bochum: Univ. Press, 2003. 290 S.

⁸ Hoffmann L. *Kommunikationsmittel Fachsprache. Eine Einführung*. Berlin: de Gruyter, 2022. 308 S.

⁹ *Duden – Deutsches Universalwörterbuch. Das große Bedeutungswörterbuch*. 10. Aufl. Mannheim: Dudenverlag, 2023. 2160 S.

¹⁰ *Duden – Das große Wörterbuch der deutschen Sprache*. In 10 Bd. Berlin: Cornelsen, 2011.

¹¹ *Deutsches Wörterbuch von Jacob Grimm und Wilhelm Grimm*. URL: <http://dwb.uni-trier.de/de/>. Accessed 11 May 2026

Regulatory documents and standards constitute a separate group of sources. In Germany, the standardization of terminology in the field of documentary support for management is carried out through a system of standards *Deutsches Institut für Normung* (DIN)¹². DIN series standards are of considerable importance, as they regulate the requirements for the creation, formatting, and storage of documents (in particular, standards on information and document management). At the international level, the terminology of the records management field is standardized by *International Organization for Standardization ISO 15489*¹³, which has actively influenced German documentation practice as well. In contemporary German administrative practice, recordkeeping terms are also codified in normative acts and instructions at the federal level, in *Gemeinsame Geschäftsordnung der Bundesministerien (GGO)*¹⁴ and in electronic documents of management regulations *E-Akte Bund*¹⁵. These establish the mandatory use of unified terms in official documentation.

The terminology is also reflected in textbooks on document studies, archival studies, and administrative management. In the German-speaking world, this includes textbooks on *Verwaltungswissenschaft* "administrative science" and *Informations- und Dokumentationswissenschaft* "information and documentation science", as well as specialized publications examining the organization of records management in government bodies and enterprises¹⁶. In such works, a systematic description of basic terms such as *Vorgang* "case, process", *Akte* "file, dossier", *Registratur* "registry", *Schriftgut* "records, written documents", *Archivierung* "archiving", *Geschäftsprozess* "business process", their definitions and functional-stylistic characteristics is provided.

Thus, the source base for the study of German records management terminology encompasses works on historical lexicology and research on specialized languages, general-language and specialized dictionaries, national and international standards (DIN, ISO), normative-legal acts, and educational and scholarly publications on document studies and administrative communication. A review of the main sources reflecting the terminological units of the field shows that this terminology is, as a rule, developed with a predominant focus on individual aspects of it, which leads to a certain fragmentation of description.

¹² *Deutsches Institut für Normung* (DIN). URL: <https://www.din.de/de>. Accessed 22 May 2026.

¹³ *International Organization for Standardization ISO 15489*. URL: <https://www.iso.org/standard/62542.html>. Accessed 26 May 2026.

¹⁴ *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO). URL: https://www.verwaltungsvorschriften-im-internet.de/bsvwvvbund_21072009_O11313012.htm. Accessed 30 April 2026.

¹⁵ *E-Akte Bund*. URL: <https://www.itzbund.de/DE/itloesungen/egovernment/eakte/eakte.html>. Accessed 06 May 2026.

¹⁶ Bohne E. *Verwaltungswissenschaft*. Band 1: Theoretische und methodische Grundlagen. 2. Aufl. Berlin: Springer, 2023. 352 S.; Möltgen-Sicking K., Winter Th. *Verwaltung und Verwaltungswissenschaft. Eine praxisorientierte Einführung*. Berlin: Springer, 2017. 288 S.

To eliminate this fragmentation, systematization and a comprehensive study of these terms are necessary.

A new stage in the development of records management began back in the mid-1990s, when, under the influence of internal and external factors, information and documentation processes underwent substantial change. The handling of documents began to widely employ the newest computer technologies, and accordingly new terminological units emerged to serve various areas of records-management activity, such as information and documentation management, electronic document workflow, various aspects of information security, issues of appraising the value of records, the creation of electronic archives, and so on. A number of legislative acts and regulatory documents were created that fix the terminology associated with the processes of creating, processing, searching, storing, and using electronic business texts.

The terminological system of the field under discussion directly reflects all the processes taking place in records management, so studying it in connection with the subject area itself makes it possible to see how particular types of activity relate to the terminology that serves them, to trace the emergence and development of individual terms or groups of terms, and to see their interconnection and interdependence both within individual subsystems and within the overall system as a whole.

In connection with the gradual transition of records management to a new stage of development oriented toward the application of information technologies, the question arises not only of the detailed processing and systematization of newly emerged terminology, but also of clarifying the scope and content of already-existing key terms, such as *Aktenführung* "records management," *dokumentarische Unterstützung der Verwaltung* "documentary support of administration," and *Dokumente* "documentation". This is also connected with the fact that it is precisely by means of these terminological designations that all other concepts and provisions in the subject area under study are defined.

In German, equivalents for the concept of "records management" formed gradually and are linked primarily to the development of administrative practice and clerical culture. In the Early New High German period, the lexemes most in use were *Kanzlei* "chancery," *Amt* "office, department," *Registratur* "registry," and *Geschäft* "matter, business" in the sense of "official matter", "conducting of affairs", while a specialized designation for the process of maintaining documentation became established later. In the 19th century, the term *Aktenführung* "maintenance of files, documentation" spread, denoting the organization and systematization of official documents within an institution. In parallel, the concept of *Schriftgutverwaltung* "management of documentary

materials" formed, emphasizing the administrative-organizational aspect of working with documents.

In the second half of the 20th century, especially from the 1970s onward, the term *Dokumentationsmanagement* "records management" entered scholarly and normative usage, along with the internationally standardized term *Records Management* (in German documents also rendered as *Schriftgutmanagement*), reflecting a shift in the organizational and technical basis of records management and new methodological approaches to managing document processes. The establishment of this terminology was aided by the introduction of electronic data processing (EDV), the development of information systems, and the transition to electronic document workflow (*E-Akte*). Thus, the evolution of German terms in the field of records management reflects a transition from traditional clerical practice to modern systems for managing documentary information.

In contemporary specialized literature, the terms *Aktenführung* "file management" and *Schriftgutmanagement* "records management" (sometimes also *Dokumentenmanagement*) are used with meanings that are both closely related and partially differentiated. In regulatory documents and standards, these concepts are sometimes presented as correlative or functionally equivalent, although the scope of their content can vary depending on context and regulatory purpose.

The term *Aktenführung* "file management" traditionally denotes the organization of the creation, processing, systematization, and storage of official files (*Akten*) within an institution. In German administrative regulations, e.g. in the internal instructions of government bodies, it covers the documentation of administrative decisions and the ordering of business processes connected with the movement of documents.

By contrast, the concept of *Schriftgutmanagement* "records management", established in international and national standards, has a broader character. It is defined as the systematic management of all processes in the document life cycle – from creation and registration through storage, appraisal, and archiving – with the aim of ensuring the efficiency of document workflow, improving document quality, and providing timely, up-to-date information for administrative decision-making under conditions of modern information-technology use. Thus, a complete identification of the terms *Aktenführung* and *Schriftgutmanagement* is not entirely correct. The first term is traditionally associated with the classical administrative practice of file-keeping, while the second encompasses a broader concept of documentary-information management, integrated into modern digital systems (*E-Akte*, electronic document workflow) and an organization's strategic information provision.

The term *Dokument* "document" is a fundamental and foundational concept in records management, which makes it important to clarify its content. In contemporary document-related activity, it concentrates the features of real objects that are the product of human practical activity and that are intended for the collection, purposeful processing, storage, retrieval, dissemination, and use of information in society.

The German term *Dokument* derives from the Latin *documentum*, formed from *docēre* "to teach, instruct" and originally meant "sample, proof, evidence". Already in the Latin legal tradition, the word acquired the meaning of written evidence confirming a particular fact or legal act. The lexeme *Dokument* entered the German language during the Early New High German period through the mediation of Latin and French and became established in legal and administrative usage from the 16th–17th centuries onward. In German dictionaries it is glossed as *schriftliches Zeugnis, Urkunde, Beweisstück* "written testimony or evidence having legal or official significance".

In contemporary German terminology, the concept of *Dokument* "document" has considerably broadened its content and now encompasses both traditional written acts, e.g., *Urkunde* "deed, certificate, official document (a formal document serving as legal proof, e.g. a birth certificate, deed of title, or notarial instrument)", *Vertrag* "contract, agreement", *Bescheid* "official notice, administrative decision, ruling (a formal notification or decision issued by an authority)". In the context of information- and documentation-management standards (ISO 15489¹⁷), a document is defined as recorded information or an object that can be regarded as a unit of information regardless of its physical medium. Thus, the evolution of the term in German reflects a transition from the narrow legal meaning of "written proof" to the broader concept of an information object within a documentation-management system.

2. Structural organization of the German administrative terminological system

Contemporary documentary support of administration constitutes a complex, multi-level structure made up of numerous subsystems that are, in turn, relatively autonomous with respect to their own structural components. In the scholarly-methodological and educational literature, as well as in the standards governing the field of records management, a variety of different classifications of records-management activity have been proposed. All of them reflect the key stages of working with documents. Drawing on the classifications put forward

¹⁷ *International Organization for Standardization ISO 15489*. URL: <https://www.iso.org/standard/62542.html>. Accessed 26 May 2026.

by researchers, let us identify the main areas of records-management activity and the types of documentary support corresponding to them (eight areas in total):

(1) Documentation of administrative activity: types and features of documents, methods of documentation and documentation systems, physical media and information carriers, the form and required elements [requisites] of documents, document forms or templates, documentation of organizational-administrative and information-reference activity, electronic documents.

(2) Organization of work with documents: organization of document workflow, registration and recording of documents and organization of reference-information services, organization of monitoring document execution, storage of documents, the compiling of files in records management, appraisal of document value in records management, the records-management service within an organization, automated systems in records management.

(3) Personnel documentation: documents related to hiring, transfer, and dismissal of employees; employment contracts and orders; personal files and work-record books; staffing schedules; vacation, business-trip, and disciplinary documentation.

(4) Documents of private individuals: identity documents; documents confirming civil status, education, and qualifications; powers of attorney and applications submitted by individuals; correspondence between individuals and organizations or authorities.

(5) State registration of documents: procedures for the official registration of documents by state bodies, e.g. registration of legal entities, real property, civil-status acts, and other legally significant facts; assignment of registration numbers and legal validation of documents.

(6) Confidential records management: handling of documents containing state, commercial, or other legally protected secrets; procedures for classification, access restriction, storage, and destruction of confidential documents; protection of information from unauthorized access.

(7) Information systems in records management: electronic document-management systems; databases and software for creating, processing, storing, and searching documents; automation of document workflow and integration with other information systems of an organization.

(8) Archival science, archiving: principles and methods of organizing archives; appraisal, description, and cataloguing of documents for long-term or permanent storage; preservation, use, and disposal of archival materials.

For our study, it is important to present the types of records-management activity not in isolation, but in their close interconnection and interdependence

with one another and regarding the stages of the document life cycle. In this case, the process and technology of records-management activity can be represented as follows:

(1) **creation of a document** (establishing the list of documents, their designations, their functional purpose, forms, and the application of modern information technologies),

(2) **storage and use of documented information**, i.e., the formation of files (creating files, document-retrieval systems, developing methods of information transmission, telecommunications, copying and reproduction, and establishing centers for document storage),

(3) **transfer of documents to permanent storage** (compiling a list of documents with determination of their retention period, appraisal, identification, and inventory of files),

(4) **archive management** (conservation, restoration, and systematization of documents, and the compiling of reference resources).

Each of the aforementioned areas of records-management activity is served by a corresponding group of terms. The interconnection of these areas and, accordingly, of their terminological base allows us to state that the terminology used in records management is systemic in character, since the properties and behavior of individual terms or groups of terms are conditioned by the specificity of the given particular area and its relationship to other areas of records-management activity.

Accordingly, in our view, the terms of each individual area, as well as the entire terminological system of records management, should be classified and described along the same lines. Such a classification of records-management terminology would take the following form. First and foremost, we distinguish three main areas, each represented by types of activity and served by its own set of terms:

(1) the subject area of documentary support of administration, which constitutes the normative-legal basis of this activity itself,

(2) the subject area of the direct 'production of files,

(3) the subject area that ensures the production of these files themselves (documentation management).

Within each area, all the concepts reflected by the terms find their place in the structure of the corresponding subsystems, which unite broad semantic groups of designations and constitute the most important concepts of records-management vocabulary:

The subject area of documentary support of administration, which constitutes the normative-legal basis of this activity itself: types and features of documents, methods of documentation and complexes of documentation, physical media

and information carriers, the formular and required elements [requisites] of administrative documents, document forms or templates.

The subject area of the direct production of files: organizational-administrative and information-reference documents, registration and recording of documents, monitoring of document execution, storage of documents, the compiling of them into files, appraisal of document value, archival science.

The subject area that ensures the production of these files themselves (documentation management): organization of document workflow, the records-management service within an organization, personnel documentation, confidential records management, handling of citizens' appeals/requests, state registration of documents, electronic documents, automated systems in records management, information systems in records management.

Establishing these areas of activity, together with the body of terms serving them, makes it possible to present the terminology of records management as a whole, and of each area individually, in a systematized form, which in turn allows us to determine the place of each term within this system and the relationship among individual terms both within the boundaries of a single area and across different areas. This direct connection between the various areas of records-management activity and the terminological corpus serving these areas predetermines the structural organization of the terminological corpus of records management. Establishing this connection makes it possible not only to describe the terminology of records management in a systemic form, but also to explain the particular ways in which terms relate to one another according to various parameters, the interaction among terms, and the dynamic processes taking place within the terminology of an individual area and within the terminology of records management as a whole, and so on.

The contemporary terminology of records management, like the terminology of other fields of activity, can be represented as a set of interconnected terminological subsystems, each of which contains one or another basic term of document-related activity. Terms, being the verbal expression of concepts that constitute the basis, the foundation, of the given science, as well as of concepts reflecting the various aspects, properties, and features of these fundamental concepts, are divided into basic (nuclear/core) and logically derived (peripheral) terms. The totality of a core term together with the interconnected and interdependent peripheral terms correlated with it forms a terminological microsystem¹⁸.

¹⁸ Kiyko S., Kiyko Y. German Professional Language of Pedagogy: Semantic and Functional Aspects. *Linguistische Treffen in Wrocław*. Nr. 28, 2025 (II). Pp. 97–113.

The central concept of the entire terminological system of records management is the term *Dokument* "document", which concentrates within itself all the actions connected with the organization of records management and determines the entire body of terms used in the various directions of document-related activity within an organization or institution. It is a complex, multifunctional object combining information and its physical medium.

Like any scholarly or branch-specific terminology, the terminology of records management is systemically organized; it is a complex formation whose structure includes subsystems distinguished based on the directions of records-management activity. These subsystems include specialized units connected with the normative-legal basis of documentation, with the processes of creating, registering, and monitoring documents, with their processing, retrieval, storage, and use, and with documentation management.

3. The subject area of documentary support of administration

The organizational activity of any institution or enterprise is regulated by a system of interrelated administrative documentation. The range of types making up this documentation, as well as its normative and legal basis, is determined by the corresponding laws and standards. The documentation of administrative activity encompasses a broad range of actions connected with determining the specific type and variety of a document, its characteristic features, methods of documentation, the processes of recording (fixing) information on various media, and formatting information according to established rules for the purpose of carrying out administrative actions. Accordingly, this area breaks down into six terminological subsystems, united by the key concept denoted by the term *documentation* [*documenting*]. It is important to note that the concept of *documentation* [*documenting*] is directly connected with the concept of *document*.

In the German normative and specialized context, the concept of *Dokumentation* or *Dokumentenerstellung* "documentation, document creation" is defined as the fixing of information on a given medium in accordance with established rules and procedures. In the DIN ISO 15489 series of standards¹⁹ *documenting* is treated as the process of creating and registering information that ensures its authenticity, reliability, integrity, and usability. Such a definition adequately reflects the content of the corresponding concept. *Dokumentation*, or the creation of a document (*Erstellung eines Dokuments*), is a complex, multi-stage process that combines several interrelated actions aimed at forming

¹⁹ *International Organization for Standardization ISO 15489*. URL: <https://www.iso.org/standard/62542.html>. Accessed 26 May 2026.

a document as a systemic information object. It typically encompasses: (1) filling the document with information in accordance with its function and purpose, (2) representing this information by means of the corresponding sign systems (linguistic, graphic, digital), (3) determining the physical or electronic form in which the document exists (a paper medium, an electronic file, or a record within an *E-Akte* system). Each of these actions corresponds to groups of scholarly or specialized concepts, which are denoted by specialized words or terms established by normative acts.

The **Document Types and Characteristics** subsystem comprises 102 terminological units. Most of these terms designate different types of documents, while the remaining terms describe document characteristics and properties. Within each group, further classification can be made based on the most salient distinguishing feature. The terms in this subsystem can be differentiated according to the following criteria: the type of the document's physical medium (carrier) and the method of information recording, as well as the document's mode of use and circulation within an institution or organization.

The presence of a physical information carrier is an essential prerequisite for documentation, as it serves to record and preserve textual, audio, or visual information, including information stored in a transformed or encoded format. Moreover, information may be recorded on a carrier in different ways. Depending on the method of information recording and the material and structural properties of the carrier, the subsystem includes the following concepts: *audiovisuelles Dokument* "audiovisual document", *Hologramm* "hologram", *grafisches Dokument* "graphic document", *diskretes Dokument* "discrete document", *Dokument auf einem maschinellen Träger* "machine-readable document", *Dokument auf Mikroform* "microform document", *bildliches Dokument* "pictorial document", *ikonografisches Dokument* "iconographic document", *Filmdokument* "motion picture document", *maschinengeschriebenes Dokument* "typewritten document", *Negativ eines Filmdokuments* "motion picture negative", *schriftliches Dokument* "written document", *handschriftliches Dokument* "handwritten document", *Textdokument* "text document", and others.

The subsystem under investigation also includes concepts reflecting the stages of document preparation, methods of document production, and the circulation of documents within an institution or organization. These concepts are represented by such terms as *analoges Dokument* "analog document", *Rohdokument* "fair copy", *authentisches Dokument* "authentic document", *sekundäres Dokument* "secondary document", *Duplikat* "duplicate document", *beglaubigte Kopie* "certified copy", *identische Dokumente* "identical documents", *Dokumentenklasse* "document class", *Kopie* "copy", *Fotokopie* "photocopy", *Originale* "original documents", *offizielles Dokument* "official

document", *schriftliches Dokument* "written document", *Original eines offiziellen Dokuments* "original official document", *Entwurf* "draft document", and others. This subsystem also contains terms denoting various document characteristics and attributes, including *Authentizität des Dokuments* "document authenticity", *Langlebigkeit des Dokuments* "document durability", *Qualität der Dienstinformationen* "quality of official information", *Gebrauchstauglichkeit des Dokuments* "document usability", *äußere Merkmale des Dokuments* "external characteristics of a document", *Inhalt des Dokuments* "document content", *Art des Dokuments* "document type", *Festigkeit des Dokuments* "document fixity", *Funktionen des Dokuments in der Organisation* "functions of a document within an organization", *Integrität des Dokuments* "document integrity", *Rechtskraft des Dokuments* "legal validity of a document", and others.

The **Methods of Documentation and Documentation Systems** subsystem comprises 112 terms and multi-word terminological units. The first group consists of terms related to different methods of documentation and the selection of appropriate writing and recording systems used in the field of records management. These include *analoge Aufzeichnung* "analog recording", *Fragebogen* "questionnaire", *Dokumentation* "documentation", *Dokumentation von Verwaltungsaktivitäten* "documentation of administrative activities", *dokumentierte Informationen* "documented information", *Vereinheitlichung von Dokumenten* "document standardization", *Vereinheitlichung der Textstruktur* "standardization of text structure", *Vereinheitlichung von Verwaltungstexten* "standardization of administrative document texts", *digitale Aufzeichnung* "digital recording", and others.

The second group comprises terms denoting various documentation systems and collections of documents used in the field of records management. The terms in this subgroup refer to different types of documentation systems and document complexes, including *Art des schriftlichen Dokuments* "type of written document", *Aktenführung* "records management", *Dokumentenressourcen* "document resources", *Dokumente im Bereich der Standardisierung* "standardization documents", *Begleitdokumente* "supporting documents", *System der dokumentarischen Faxkommunikation* "document facsimile communication system", *System der Pflichtexemplare* "legal deposit system", *Dokumentenverzeichnis der Organisation* "organization's document schedule", *einheitliches Dokumentationssystem* "unified documentation system", and others.

The **Information Media and Storage Devices** subsystem comprises 56 terms. Documentation may be created either in natural language, e.g., handwritten or typewritten documents or in artificial languages using modern information storage media. Consequently, this subsystem includes terminological

units related to different physical media and methods of document creation and storage.

In contemporary records management, the following types of information carriers are commonly used, together with their corresponding terminological designations: *Dokumentenpapier* "document paper", *Schreibmaschinenpapier* "typewriter paper", *Speichermedium auf CD* "CD storage medium", *Träger dokumentierter Informationen* "carrier of documented information", *Schreibpapier* "writing paper", *Rotationspapier* "rotary printing paper", *freies Maschinenmedium* "non-dedicated machine-readable medium", and others.

The **Administrative Document Templates and Requisites** subsystem in German comprises approximately 77 terms representing the key identifying features of official documents. Each document type is characterized by a clearly defined set of *formale Bestandteile* "requisiten", i.e. mandatory structural elements that ensure its legal validity, unambiguous identification, and proper functioning within administrative communication. In German administrative practice, the composition and arrangement of these elements are governed by internal regulations of public authorities, most notably the *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO)²⁰, as well as by the standards of the *Deutsches Institut für Normung* (DIN)²¹, which establish rules for document formatting. In particular, DIN 5008 specifies the requirements for the structure of business correspondence, including the placement of document requisites, dates, signatures, references, and other formal components of administrative texts. Typical requisiten of German administrative documents include *Absender* "sender", *Empfänger* "recipient", *Datum* "date", *Geschäftszeichen* "reference number", *Aktenzeichen* "file number", *Betreff* "subject line", *Unterschrift* "signature", *Anlagenvermerk* "enclosure notation", and other structural elements that ensure the formalization and standardization of administrative communication. Thus, the system of document templates and requisites in German records management is normatively regulated and constitutes an important component of the terminological subsystem of the language of administration and documentation (*Verwaltungs- und Dokumentationssprache*).

The list of requisites that constitute a particular document is referred to as the *Dokumentform* "document template". The terms of this subsystem represent the main requisites of official and administrative documents, including *Dokumentenattribut* "document attribute", *zusätzliche Angaben zum Dokument* "additional document requisites", *Kennung der elektronischen Kopie des Dokuments* "identifier of the electronic copy of a document",

²⁰ *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO). URL: https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_21072009_O11313012.htm Accessed 30 April 2026

²¹ *Deutsches Institut für Normung* (DIN). URL: <https://www.din.de/de>. Accessed 22 May 2026.

Bezeichnung des Dokumenttyps "designation of the document type", *Vermerk über die Beglaubigung der Kopie* "certification mark for a copy", *Angaben zum einheitlichen Dokumentenformular* "requisites of the unified document form", *einheitliches Dokumentenformular* "unified document form", etc.

An important component is the **Document Forms (Letterhead Templates) subsystem** within the German administrative tradition. It includes 23 terms related to the types and formats of document forms, their variants, as well as general requirements for their design, preparation, and use. This subsystem concerns not only the graphic layout of documents but also the standardized terminology that ensures consistency and uniformity in administrative communication.

Recommendations concerning the production of official document forms, the definition of page layout geometry, the arrangement of zones for document requisites, and the use of appropriate terminology are provided in federal-level regulatory provisions, in particular the *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO)²², as well as in the standards of the *Deutsches Institut für Normung* (DIN)²³. Of particular importance is DIN 5008, which regulates the structure of official correspondence, including page margins, the placement of the address block, dates, signatures, and other formal elements. In addition, other standards of the DIN series are applied (for example, DIN 676 concerning the design of letterhead forms), which further specify requirements for the layout and technical implementation of administrative documents.

This subsystem comprises 23 terminological designations, including *Formular für Beamte* "official's letterhead form", *Formular für bestimmte Arten von Dokumenten* "form for a specific type of document", *Formular für Organisationen* "organization's letterhead form", *Briefformular* "letter form", *Formular für strukturelle Unterabteilungen* "form for structural subdivisions", *allgemeines Dokumentenformular* "general document form", *längliches Dokumentenformular* "vertical document form", *längliches Briefformular* "vertical letter form", *eckiges Dokumentenformular* "corner document form", and others.

4. The subject area of direct records production

The area of direct records production represents an important stage within the framework of records management. The main types of activities carried out in the process of document management include the following: creation of documents and determination of their functional purpose; registration and accounting of documents; organization of reference and information services;

²² *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO). URL: https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_21072009_O11313012.htm Accessed 30 April 2026.

²³ *Deutsches Institut für Normung* (DIN). URL: <https://www.din.de/de>. Accessed 22 May 2026.

monitoring the execution of documents; document storage; formation of files within records management; appraisal of the value of documents; and transfer of documents to archival storage. Each of these areas of activity corresponds to groups of specialized or scientific concepts expressed through specific terms and terminological units. The key concept underlying all these areas is document workflow within an organization, i.e., the orderly movement (transfer) of documents from the moment of their receipt or creation until the completion of their execution, dispatch, or placement into the relevant files.

Within the general terminology of records management, and particularly in the field of direct records production, a special group consists of terms related to the creation of administrative texts, the determination of their types, and the regulation of their scope and use within an organization or enterprise. These concepts are represented in the subsystem of **organizational-administrative and reference-information documents**.

The primary function of administrative documents is to regulate and coordinate the activities of the organization as a whole and of each of its structural units. Reference and information documents perform a supporting function in relation to administrative documents. In most cases, they contain information that enables the selection of an appropriate and well-grounded method of managerial action, which is subsequently reflected in administrative documentation. A specific group is formed by business texts united under the general concept of correspondence, which ensure the exchange of important and necessary information between organizations and contribute to their further constructive cooperation.

This subsystem comprises 77 terms, most of which represent the names of various types of administrative and business texts, including *Akte* "record, act", *Bericht* "report, memorandum", *Dienstanweisung* "official instruction, job instruction", *Erläuterung* "explanatory note", *Berichtserstattung* "reporting", *Verzeichnis* "list, register", *Aufforderungsschreiben* "letter of request, demand letter", *Plan* "plan", *Bestimmung* "regulation, provision", *Beschluss* "resolution", *Erläuterung* "explanatory memorandum", *Regeln* "rules", *Vorschlag* "proposal", *Anordnung* "order, instruction", *Protokoll* "minutes, protocol", *Verfügung* "directive, administrative order", *Reglement* "regulation", *Beschluss* "decision, resolution", *Zusammenfassung* "summary", *Dienstnotiz* "official note, memorandum", *Dienstschreiben* "official letter", *Liste* "list", *Bescheinigung* "certificate, statement", *Dekret* "decree", *Satzung* "statute, bylaw", etc.

The **Document Registration and Document Accounting** subsystem comprises 38 terms that reflect the main stages of document circulation within an organization, namely the receipt and initial processing of incoming documents,

their preliminary review and distribution, as well as their registration and reference-information support.

The terms belonging to this group include *Dokumenteninformations- und Suchsystem* "document information retrieval system", *Journalformular zur Registrierung von Dokumenten* "journal registration form for documents", *Indexierung* "indexing", *Registrierungs- und Kontrollformular* "registration and control form", *Registrierungsindex des Dokuments* "document registration index", *Registrierung des Dokuments* "document registration", *Registrierung von Dokumenten in elektronischer Form* "electronic document registration", and others.

The next group of terminological units is combined into the **Document Execution Control** subsystem. The common feature of these terms lies in their connection with such concepts as placing business texts under control, monitoring their timely delivery to responsible executors, recording, and summarizing the results of execution control. The next group of terminological units is combined into the Document Execution Control subsystem. The common feature of these terms lies in their connection with such concepts as placing business texts under control, monitoring their timely delivery to responsible executors, recording, and summarizing the results of execution control. This group comprises 29 terms, including *Analyse* "analysis", *Audit* "audit", *Validierung* "validation", *Verifizierung* "verification", *Akte* "file, record", *Kontrolle der Ausführung von Dokumenten* "control over document execution", *Kontrollkartei für die Ausführung von Dokumenten* "control card index for document execution", *Weiterleitung des ausgeführten Dokuments an die Akte* "transfer of the executed document to the file", *Überwachung des Dokuments* "placing a document under control", *Frist für die Ausführung des Dokuments* "document execution deadline", *Formen der Kontrolle über die Ausführung von Dokumenten* "forms of control over document execution", and others.

During the activities of German public authorities, institutions, and enterprises, many documents are generated, which are subsequently systematized and organized into files (*Akten*) for their further transfer to archival storage. Each stage of document processing – from registration to storage and archiving – is regulated by internal administrative regulations and nationwide legal provisions.

At the federal level, the relevant procedures are defined by the *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO)²⁴, as well as by specialized regulatory documents governing records management and electronic document

²⁴ *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO). URL: https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_21072009_O11313012.htm Accessed 30 April 2026.

processing. Issues related to archiving and file formation are regulated by the provisions of the *Bundesarchivgesetz*²⁵, which establish requirements for the selection, retention periods, and transfer of documents to the Federal Archives (*Bundesarchiv*).

These regulatory documents also contain a set of terms reflecting the main areas of activity at the stage of **document storage and file formation** (*Aktenbildung, Aktenführung, Aufbewahrungsfristen*), thereby ensuring the standardization of administrative practices and the legal certainty of procedures. This subsystem comprises 58 terminological units, including *Archivverzeichnis* "archival inventory", *Archivcode der Akte* "archival reference code of a file", *internes Verzeichnis der Aktenunterlagen* "internal inventory of file documents", *dauerhaft aufzubewahrendes Dokument* "permanently preserved document", *Aktenüberschrift* "file title", *abgeschlossenes Archivverzeichnis* "completed archival inventory", *Aktenindex* "file index", *individuelle Aktennomenklatur* "individual file classification scheme", *abschließender Eintrag des Aktenverzeichnisses* "final entry in the file inventory", *Beglaubigungsblatt der Akte* "file certification sheet", *Aktennomenklatur* "file classification scheme", *Verzeichnis der Akten der strukturellen Unterabteilung* "inventory of files of a structural subdivision", *Gestaltung der Akte* "file arrangement and preparation", *Reihenfolge der Nummerierung der Aktenblätter* "order of numbering file sheets", *Erstellung der Akte* "file formation", and others.

Each stage of work involving a specific document has its own purpose. **Document appraisal** is an area of activity within records management that involves analyzing document content based on appraisal criteria to determine retention periods and identify records for permanent preservation. This subsystem comprises 20 terms: *Archivverzeichnis der elektronischen Dokumente zur dauerhaften Aufbewahrung* "finding aid for electronic records designated for permanent preservation", *Auswahl der zu vernichtenden Dokumente* "selection of records for destruction", *Rechtsgrundlage für die Begutachtung des Werts von Dokumenten* "legal framework for document appraisal", *Auswahl elektronischer Dokumente zur Archivierung* "selection of electronic records for archiving", *Vorbereitung elektronischer Dokumente für die Übergabe an das Archiv der Organisation* "preparation of electronic records for transfer to the organization's archives", *Begutachtung des Werts von Dokumenten* "document appraisal", *Expertenkommission* "appraisal committee", etc.

One of the key stages of document management in German administrative practice is the selection of records for permanent or temporary retention

²⁵ *Bundesarchivgesetz*. Gesetz über die Nutzung und Sicherung von Archivgut des Bundes (Bundesarchivgesetz – BArchG) vom 10. März 2017 (BGBl. I S. 410). URL: <https://www.bundesarchiv.de/das-bundesarchiv/rechtsgrundlagen/bundesarchivgesetz/>. Accessed 26 April 2026.

(*dauerhafte bzw. befristete Aufbewahrung*). The terminology denoting these processes and activities is reflected in the **archival affairs** (*Archivwesen*) subsystem, which encompasses terms related to document appraisal (*Bewertung*), the determination of retention periods (*Aufbewahrungsfristen*), and the transfer of records to archives (*Archivierung*). After the expiration of the prescribed retention periods, records held by public authorities and other institutions undergo the appropriate processing for long-term preservation and transfer to archival repositories. The preparation of records is carried out in accordance with the requirements established by archival authorities and the relevant legal regulations, most notably the *Bundesarchivgesetz*²⁶, which provides the legal framework for archival administration at the federal level. Practical procedures governing records management and the transfer of records to archives are further specified in the *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO)²⁷, as well as in subordinate regulations and recommendations issued by the *Bundesarchiv*. In addition, the terminology of records management and archival science is standardized by the standards of the *Deutsches Institut für Normung* (DIN)²⁸, which define the fundamental concepts of records management and archiving, thereby ensuring consistency in professional communication and administrative practice.

These documents also contain the core terminology of archival science, including terms related to the types of archival records, the rules governing their creation and arrangement into files, the appraisal of their scholarly and practical value, the organization and systematization of documentary resources, the preservation of records for specified retention periods, the preparation of archival finding aids, as well as the classification and arrangement of records into archival fonds. The archival affairs subsystem comprises 124 terminological units, including: *Archiv* "archives", *Archivar* "archivist", *Archivauszug* "archival extract", *Archivsammlung* "archival collection", *Archivkopie* "archival copy", *Archivauskunft* "archival reference", *Archivakte* "archival file", *Archivdokument* "archival record", *Archivkatalog* "archival catalog", *Archivverzeichnis* "archival finding aid", *Archivbestand* "archival fonds", *Archivbestand persönlicher Herkunft* "personal archival fonds", *Archivcode* "archival reference code", *Archivlager* "archival repository", *Archivfondsakte* "archival fonds file", *Zugang zu Archivdokumenten* "access to archival records", *Archivdokumenteinheit*

²⁶ *Bundesarchivgesetz*. Gesetz über die Nutzung und Sicherung von Archivgut des Bundes (Bundesarchivgesetz – BArchG) vom 10. März 2017 (BGBl. I S. 410). URL: <https://www.bundesarchiv.de/das-bundesarchiv/rechtsgrundlagen/bundesarchivgesetz/>. Accessed 26 April 2026.

²⁷ *Gemeinsame Geschäftsordnung der Bundesministerien* (GGO). URL: https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_21072009_O11313012.htm Accessed 30 April 2026.

²⁸ *Deutsches Institut für Normung* (DIN). URL: <https://www.din.de/de>. Accessed 22 May 2026.

"archival record unit", *Archivdokumenteüberschrift* "title of an archival record", *Sperrfrist* "closure period", *Archivbestückung* "archival acquisition", etc.

5. The subject area of supporting records management processes

Modern records management encompasses a wide range of activities associated not only with the creation, registration, control, storage, retrieval, dissemination, and use of documentary information within an organization or institution. Within *records management*, there are specialized areas of activity that support the handling of records at different stages of their creation, processing, and lifecycle.

One such area of records management is **document workflow management**, which refers to the systematic movement of records from the moment they are received or created until the completion of processing, dispatch, or filing. The terms belonging to the *document workflow management* subsystem (88 terms) designate the various types of documents flows as well as the full range of activities ensuring their efficient movement and subsequent management within an organization or institution. These include: *internes Dokument* "internal document", *eingehendes Dokument* "incoming document", *Dokumentenfluss der Organisation* "organizational document workflow", *Dokumentenbestand* "document collection", *Dokumentenfluss* "document flow", *ausgehendes Dokument* "outgoing document", *Adressfeld* "address field", *Dokumentenklassifikation* "document classification", *Komplexität von Dokumentationssystemen* "complexity of records systems", *Codestempel* "code stamp", *Fenster eines Briefumschlags* "envelope window", *Organisation der Dokumentenbearbeitung* "organization of records management", *Versand elektronischer Post* "sending of electronic mail", *schriftliche Korrespondenz* "written correspondence", *Dokumentenempfänger* "recipient of records", *Erfassung der Anzahl von Dokumenten* "record count", and others.

The records management of an organization, institution, or enterprise is carried out by a specialized administrative unit, namely the *records management office* (*Dokumentenmanagementstelle*). The terminology of the **records management office** subsystem comprises 63 terminological units, including: *Sachbearbeiter für Dokumentenmanagement* "records management officer", *Dokumentenmanager* "records manager", *Dienstanweisung für Beschäftigte der Dokumentenmanagementstelle* "job description for records management staff", *Leiter der Registratur* "head of the registry office", *Kontrollinspektor für die Ausführung von Anweisungen* "compliance inspector", *Allgemeine Anforderungen an die Tätigkeit der Dokumentenmanagementstelle* "general requirements for the operation of the records management office", *Richtlinie für das Dokumentenmanagement* "records management policy", *Geschäftsordnung*

der *Dokumentenmanagementstelle* "regulations governing the records management office", *Indexierungsdienst* "indexing service", and others.

Within *records management*, activities related to personnel administration are also carried out, including staff recruitment and placement, hiring, dismissal, and other human resources functions. **Personnel records** are maintained from the moment an employee joins an organization and, depending on their significance, must be retained for several decades after the employee's departure. Documents created in connection with hiring, dismissal, transfer, promotion, leave, recognition, and other employment-related procedures constitute *personnel records*. The terms denoting the various types of these records, as well as the activities associated with their preparation and administration, form the *personnel records* subsystem. This subsystem comprises 86 terminological units, including: *Personalfragebogen* "personnel questionnaire", *Führung von Arbeitsbüchern* "maintenance of employment record books", *Einlageblatt zum Arbeitsbuch* "supplement to the employment record book", *Duplikat des Arbeitsbuchs (einschließlich des Einlageblatts)* "duplicate of the employment record book (including its supplement)", *Register der Personalanordnungen* "register of personnel orders", *Abschluss eines Arbeitsvertrags* "conclusion of an employment contract", *Personalunterlagen* "personnel records", *Tarifvertrag* "collective bargaining agreement", *Personalakte* "personnel file", and others.

A special area of records management is **confidential records management**. This field of activity concerns records containing information classified as state secrets or other types of confidential information. In addition, this category includes records with restricted access within a particular organization (marked as *for official use only*), as well as documents containing information that constitutes a trade secret of a specific institution and employees' personal data. The *confidential records management* subsystem comprises 116 terminological units, including: *Staatsgeheimnis* "state secret", *biometrische personenbezogene Daten* "biometric personal data", *Geheimhaltungsgrad* "security classification level", *Zugang zu Informationen* "access to information", *Datensicherheit* "data security", *Entklassifizierung von Informationen und Informationsträgern* "declassification of information and information carriers", *Geschäftsgeheimnisregelung* "trade secret protection regime", *Methode des Informationsschutzes* "method of information protection", and others.

Within records management, a special role is played by activities related to written and oral requests submitted by citizens. In modern *records management*, this function is usually organized as a separate administrative unit. The **citizen requests management** subsystem is based on terminological units denoting the types and categories of records that contain proposals, complaints, petitions, or requests submitted to government authorities, local self-government bodies, or

relevant officials. This subsystem comprises 39 terms, including: *Beschwerde* "complaint", *Antrag* "application", *persönlicher Empfang von Bürgern* "personal reception of citizens", *Weiterleitung einer Eingabe* "forwarding of a request", *Petition* "petition", *Vorschlag (als Eingabe)* "proposal (as a request)", *Antwort auf eine Eingabe* "response to a request", *Anforderungen an eine schriftliche Eingabe* "requirements for a written request", *Antrag auf Unterstützung* "petition", and others.

An important area of activity within *records management* is the **state registration of records**, as it concerns the rights, freedoms, and obligations of individuals and citizens. It should be noted that regulatory legal acts establishing the legal status of organizations, enterprises, and institutions are subject to state registration. This subsystem comprises 17 terminological units, including: *Einheitliches staatliches Register der Einzelunternehmer* "Unified State Register of Individual Entrepreneurs", *Registrierungsakte einer juristischen Person oder eines Einzelunternehmers* "registration file of a legal entity or individual entrepreneur", *Registrierung einer schriftlichen Eingabe eines Bürgers (von Bürgern)* "registration of a written request submitted by a citizen (citizens)", and others.

In modern records management, **electronic records** are actively created and used. Their emergence is associated with the need for the rapid transmission of administrative decisions across time and space. At present, the development of unified standards and regulations governing the legal and regulatory status of electronic records and electronic records systems has not yet been fully completed; consequently, the terminology related to such business texts has not been fully standardized. This subsystem comprises 134 terminological units, including: *Mittel des elektronischen Dokumentenmanagements* "electronic records management tools", *Format des elektronischen Dokuments* "electronic record format", *elektronische Kopie* "electronic copy", *elektronische digitale Signatur* "electronic digital signature", *elektronisches Dokument* "electronic record", *elektronischer Dokumentenverkehr* "electronic records workflow", *elektronisches Archiv* "electronic archive", *Datei* "file", *Sprache des elektronischen Dokuments* "electronic document language", and others.

A relatively new area of activity is **automated records management systems**, which emerged because of the introduction of computer technologies and involve the conversion of a significant part of the document workflow carried out between business entities, government authorities, and local self-government bodies into electronic digital form. An automation system encompasses all major areas of an organization's *records management* activities; therefore, it may contain a large part of the terminology related to document registration, control over document execution, internal document

circulation, archival storage, and other processes. The number of specialized terms in this subsystem is comparatively small (41), including: *automatisierte Dokumentensuche* "automated document retrieval", *Arbeitsdokumentation für ein automatisiertes System* "working documentation for an automated system", *Informationsverarbeitungssystem* "information processing system", *Volltextsuche* "full-text search", etc.

In the last third of the 20th century, various information systems began to be actively used in records management. Their implementation was associated with the introduction of new computer technologies. This made it possible to significantly reduce manual labor costs, systematize the types of records, streamline document flows within organizations and institutions, and improve the efficiency of activities related to the processing, retrieval, and dissemination of information. Since the use of information systems in records management began relatively recently, the terminology of this microsystem currently constitutes a comparatively small part of the overall body of terms. The formation of relevant concepts is occurring gradually, and many of them are borrowed from related fields of records management, such as information law, information and records management, information security, and other areas.

The **information systems in records management** subsystem comprises 60 terminological units. The key concept of this group is *Informationssysteme* "information systems" – systems for storing, processing, transforming, transmitting, and updating information using computer and other technologies. This concept is associated with the following terms: *Sperrung personenbezogener Daten* "blocking of personal data", *Informationsinfrastruktur* "information infrastructure", *Informationsbedarf* "information need", *Informationsprodukt* "information product", *Informationsdienstleistung* "information service", *Informationsvermittler* "information intermediary", *Informationsinhaber* "information holder", *Betreiber* "operator", and others.

The summarized data are presented in Table 1 (see Table 1).

Thus, a study of the correlation between terms and the systemic organization of terminology in modern records management, and in individual types of document-related activity, makes it possible to identify a clearly traceable dependency of the systemic organization of terminology on the specific forms and types of this activity itself. This interrelationship makes it possible to see the degree and level of development of the system itself, to trace the mechanisms and patterns of its formation, and to determine further prospects for the development of this terminological system. Thus, by describing the areas of records management activity themselves and identifying the extent to which this activity is "covered" by terminology, one can establish how fully and accurately this field of activity is served by terms; one can identify

Table 1

**Quantitative distribution of terms across different areas
of records management**

Subject areas of records management	Areas of records management activity	Number of terms	Percent of total %
Subject area of documentary support of administration	Document types and characteristics	102	7.4
	Methods of documentation and documentation systems	112	8.2
	Information media and storage devices	56	4.1
	Administrative document templates and requisites	77	5.6
	Document forms/ templates subsystem	23	1.7
Subject area of direct records production	Organizational-administrative and information-reference documents	77	5.6
	Registration and accounting of documents	38	2.3
	Document execution control	29	2.1
	Document storage and file formation	58	4.2
	Appraisal of document value	20	1.5
	Archival affairs	124	9.9
Subject area of supporting records management processes	Document workflow management	88	6.4
	Records management office	63	4.6
	Personnel records	86	6.3
	Confidential records management	116	8.5
	Citizen requests management	39	2.8
	State registration of records	17	1.2
	Electronic records	134	9.9
	Automated records management systems	41	2.9
	Information systems in records management	60	4.4
Total		1372	100%

"gaps" in the terminology, i.e., those areas that require terminological support, and, conversely, determine which areas are characterized by terminological redundancy or duplication.

Modern terms of records management constitute an internally organized set of interrelated and interdependent units, the specificity of which is manifested in their lexico-semantic organization. Terms from different fields are connected

to one another through various paradigmatic and syntagmatic relations. These relations and connections are determined by the correlation of terminological nominations in both content and form. It is therefore possible to speak of the systemic organization of records management terminology and of systemic relations among individual terminological units. At the same time, it should be particularly emphasized that this systemic organization, and the correlation of terms with one another, is ultimately determined by the place of each term within the overall system and by its function within the corresponding field of records management activity.

CONCLUSIONS

The conducted research has demonstrated that German terminology of records management constitutes a highly organized and dynamically developing terminological system reflecting the conceptual structure of this field. The systemic character of this terminology is manifested through hierarchical relationships between its constituent subsystems, the logical interconnection of specialized concepts, and the functional differentiation of terminological units according to the principal stages of administrative documentation and information management.

The analysis has shown that the investigated terminological system is characterized by a well-defined internal organization based on both structural and semantic principles. The identified terminological subsystems correspond to the major domains of administrative activity, including document creation, document forms and requisites, document registration, records management, document circulation, archival management, document appraisal, personnel documentation, electronic document management, information systems, and other specialized areas. Together, these subsystems form an integrated conceptual network whose organization reflects the actual processes of administrative communication and documentation management.

The rapid development of electronic document management, digital archives, automated information systems, and records management technologies has significantly expanded the conceptual scope of the field and stimulated the emergence of new terminological units. As a result, the terminological system demonstrates considerable openness and adaptability, continuously integrating concepts originating from information technologies, digital governance, and knowledge management.

The findings also indicate that the quantitative distribution of terminological units across individual subsystems reflects the functional complexity of administrative documentation processes. The varying degree of terminological

elaboration observed within different domains provides valuable evidence of the evolution, maturity, and practical significance of areas of document management. Such an approach makes it possible to identify both highly developed terminological clusters and domains requiring further conceptual and terminographic refinement.

From a theoretical perspective, the study contributes to the understanding of specialized language as a structured cognitive and communicative system in which terminological units are interconnected through conceptual, semantic, and functional relations. The proposed classification and systematization of German administrative terminology may therefore serve as a methodological framework for further investigations in terminology studies, specialized lexicology, corpus linguistics, and administrative discourse analysis.

The practical significance of the research lies in the possibility of applying its results to bilingual lexicography, terminology standardization, translation studies, university teaching of German for specific purposes, and the development of electronic terminological databases and specialized dictionaries. The proposed system may also be useful for improving professional communication in multilingual administrative environments and for supporting the harmonization of administrative terminology within the context of international cooperation.

Future research may focus on corpus-based analyses of German administrative terminology, comparative studies involving other European administrative languages, the investigation of conceptual changes caused by digital transformation, and the creation of multilingual terminological resources based on contemporary principles of terminology management and knowledge organization.

SUMMARY

The article examines the structural and semantic organization of German records management terminology as a coherent terminological system serving the field of document and records management. The study addresses the problem of the insufficient systematic description of this specialized vocabulary despite its growing importance in administrative communication and digital governance. The research aims to identify the composition, internal structure, and semantic relations of German records management terms and to determine the principles underlying their organization. The material comprises 3,270 terminological units collected from German national and international standards, legal regulations, specialized dictionaries, and academic publications. The research applies descriptive, comparative, componential, and quantitative methods of linguistic analysis. The study demonstrates that German records management terminology possesses a hierarchical structure

consisting of interconnected terminological subsystems corresponding to the principal domains of document management. Particular attention is paid to the role of core concepts such as *Dokument*, *Aktenführung*, and *Records Management* in organizing the entire terminological system. The analysis also reveals the impact of digitalization and electronic document management on the development of new terminological units and semantic changes within the system. The proposed classification contributes to a more comprehensive understanding of the systemic organization of German administrative terminology and provides a theoretical basis for its lexicographic description and further standardization.

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