



UNITED NATIONS
NATIONS UNIES

**International Criminal Tribunal for Rwanda
Tribunal Pénal International pour le Rwanda**

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ICTR JUDICIAL ARCHIVES

THESAURUS OF TERMS

DRAFT

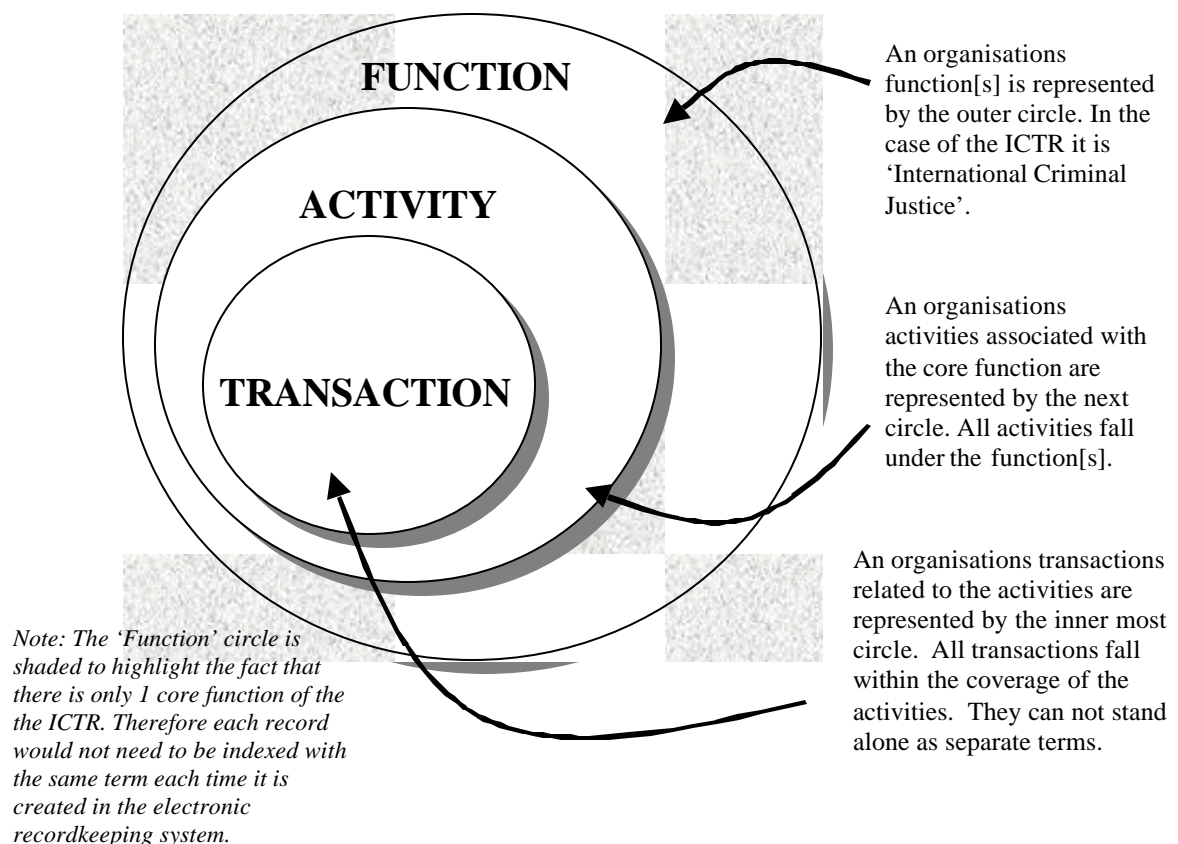
1. INTRODUCTION

Definition: thesaurus n, (from L, treasure or collection); a list of subject headings or descriptors usually with a cross reference system for use in the organization of a collection of documents for reference and retrieval.

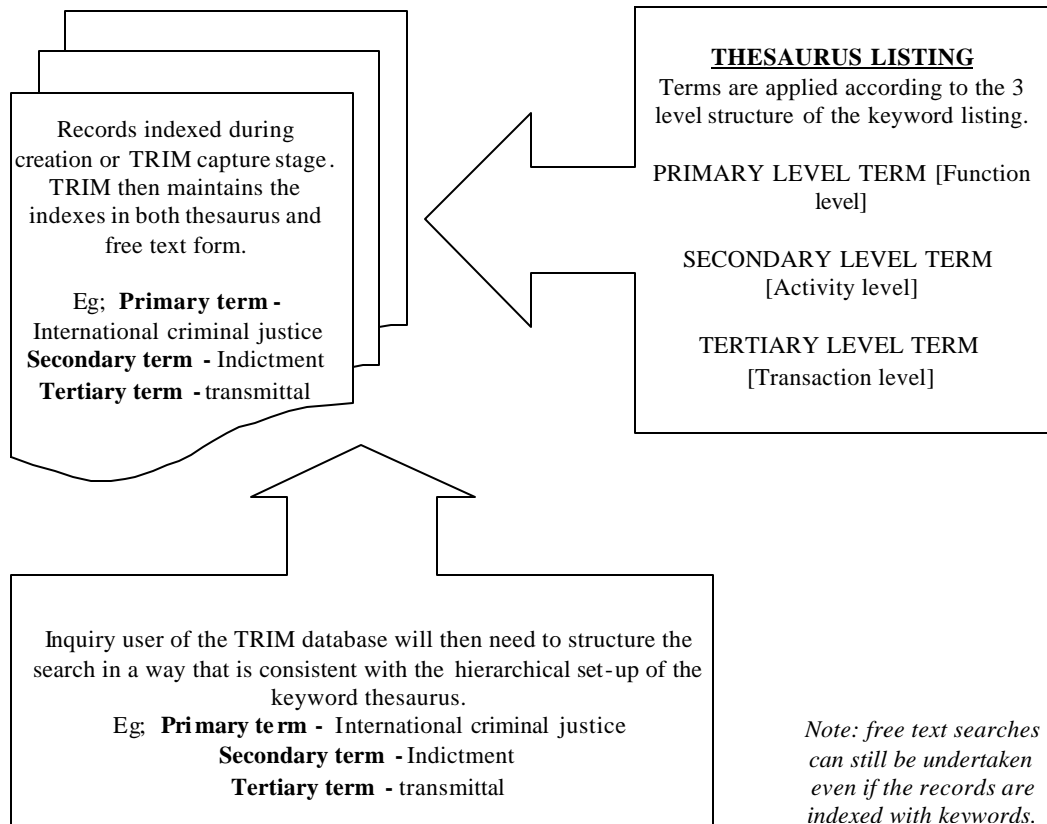
- 1.1 Traditionally a thesaurus is used to aid in the standardization of indexing complex systems of information. These may be information systems in library, archives, records management, medical, financial, military, etc. settings. They all have the same goal, to improve access and make more retrievable the information that aids in the organizations overall functions. *FUNCTION* being the prime principle here.
- 1.2 The core function[s] of any organization needs to be determined before one can begin to assess the relevant terms to be used in a thesaurus. The core functions relate to the reason for the organization being in existence. The core function of a national military organization is to defend the country in which it is located. A hospital has a core function of providing medical assistance to its patients. The ICTR has a core function of bringing to justice individuals identifies as being responsible for the perpetration of crimes against humanity and other associated violations of human rights in Rwanda in 1994.
- 1.3 This core function of the ICTR places it firmly within a judicial setting. Therefore, any thesaurus of terms will be compiled to reflect the judicial nature of the ICTR's work and the resultant documentation that is created, used and maintained. The major terms used in the thesaurus will therefore be of a judicial nature.
- 1.4 The recent implementation of the TRIM electronic records management system in the Judicial Archives requires that we seriously consider the use of a thesaurus of terms. Indexing the records of the ICTR in a systematic and coherent way will further improve the accessibility of the Archives records. The digitization of the Archives holdings is but one step in the process of improved access, usage and manageability of the records. The thesaurus will be an extra valuable tool in ensuring that users of the Archives will be able to find what they are looking for even more easily. TRIM has the capability to perform both keyword [thesaurus] and free text searches. The major benefit of using a thesaurus of terms is that titling of records is done in a standard and codified way.
2. The following list of terms is presented here as a draft and any comments or suggestions will be welcomed. See Attachment A 'Thesaurus Suggestion Form' to present any amendments to the listing of terms.

2. Why use a function-based thesaurus?

- 2.1 There are several very clear and compelling reasons to use a function-based thesaurus. The other alternative is a subject-based thesaurus of terms, which will not produce the same results. Firstly, the function-based approach is the product of a business classification scheme and as such can be used for many important records management functions. The associated work in determining the terms of the functions based thesaurus will aid in determining:
- How long to keep a record
 - Providing a service in terms of increasing access to approved users of the recordkeeping system
 - How it should be handled and stored, and
 - Who should have access to it?
- 2.2 The use of a function-based approach is also more appropriate in terms of long-term records management strategy. Functions tend to remain stable and if an organization is merged with another or made redundant the functions will usually still be performed by a new organization. In an archival sense it also tends to make the arrangement and description of the collection more systematic. The ICTR will have a collection that is arranged electronically for ease of access.



3. Diagrammatic Representation of the Process of Application of Terms and End-User Interaction



4. The Function, Activity, and Transaction [FAT] Thesaurus Structure

4.1 The most systematic way of defining an organizations core business is to define what the functions, activities and transactions are. The following list shows such a structure for the ICTR.

FUNCTION	ACTIVITY	TRANSACTION
<i>INTERNATIONAL CRIMINAL JUSTICE</i>	SECURITY	PHYSICAL SECURITY SECURITY THREATS THREAT REDUCTION PERSONNEL SECURITY
	PROSECUTION	EXHIBIT MOTION APPEAL
	DECISION	NAME OF ACCUSED [this will be in the format of surname only]
	DETENTION TRIAL	NAME OF ACCUSED [this will be in the format of surname only]
	WITNESS PROTECTION DEFENCE	NAME OF ACCUSED [this will be in the format of surname only] MOTION APPEAL EXHIBIT
	TRANSCRIPT	FRENCH ENGLISH KISWAHILI KINYARWANDA
	ACCUSED	NAME OF ACCUSED [this will be in the format of surname only]

*These rows are left blank
Intentionally for possible
Additions to the list*

Table 1 – Table of proposed keyword terms

5. **Conclusion**

- 5.1 For the sake of consistency and good records management practice the above listing is a broad beginning of a comprehensive document. The above list should not be considered as a final document but as one that is continually developing and should be flexible.
- 5.2 As the ICTR has only one identified core function it would be redundant to continually repeat that primary keyword for every indexed record in TRIM. So, we should assume that each record already has the primary keyword of 'international criminal justice' and begin with the secondary terms to distinguish the ICTR's unique records.
- 5.3 It is therefore, recommended that the Judicial Archives begin to use the following set of keywords when indexing the records of the archives.

ATTACHMENT A: THESAURUS AMENDMENT / CHANGE REQUEST FORM

Term to be reviewed _____

This proposal is for: (please circle one)

- 1. Adding a new term
- 2. Changing the term's relationships
- 3. Changing the term's scope note
- 4. Changing a term to a non-preferred term

The above term should be a:

Type of term – keyword, activity descriptor, subject descriptor, non-preferred term

Broader terms _____

Narrower terms _____

Related terms _____

Preferred terms _____

Non-preferred terms _____

Scope note [include definition] _____

Reason for proposed change _____

Officer proposing changes: _____

Phone no. : _____ Position: _____

Unit: _____ Date: _____

Judicial Archives Review Decision

Result Approved Not Approved Deferred

Reason(s) for non approval

Judicial Archives Staff Member

Name: _____ Signature: _____ Date: _____