

WORDS DENOTING DOCUMENTS IN THE ADMINISTRATIVE LANGUAGE

Summary

The word *dokumentas* ('document'), originating from Latin, is entrenched in the Lithuanian language. It is the most frequent international word in the Lithuanian language especially relevant to the administrative language. The aim of the article is – after discussing the conception of the word *dokumentas* and possible classifications of the object denoted by this word – to identify the formation and origin of words denoting documents and to explain problematic instances of use.

Lithuanian dictionaries provide two meanings of the word *dokumentas*: 1. a paper informing on or approving something; 2. a material object (a paper, drawing, photograph, film, file, etc.) holding pieces of some information. In the administrative language, *dokumentas* usually refers to the meaning characteristic to the phrase *oficialusis dokumentas* ('official document') – "a written confirmation of the activity of a natural or legal person prepared or obtained by an authorised institution or person". Different types of documents emerge in the development of certain required regulation procedures; therefore, there is no final nomenclature of documents, and unified classification of documents also does not exist.

More than half of names of document types mostly comprise nouns derived from verbs, particularly derivatives with the suffix *-imas* (*-ymas*), as well as verbal nouns derived by other ways of word-formation (derivatives of inflections and other suffixes). Quite a few documents are named by international words.

Regardless of the broad meaning of a document given in dictionaries, one should not grant it to every noun denoting abstract phenomena, or refer by this name to documents attached to related legal acts (e. g. *dydžiai* ('quantities'), *įkainis* ('valuation'), *kriterijai* ('criteria'), *normos* ('norms'), *sąlygos* ('conditions')). In such cases, it is recommended to form a combination of words: if the activity is extensively regulated, one might use words *aprašas* ('description'), *squadas* ('collection') (e. g. *kriterijų aprašas*, *sąlygų squadas*); if the regulated subjects are merely listed, combinations of words should be formed using only the word *sąrašas* ('list') (e. g. *dydžių sąrašas*, *įkainių sąrašas*).

KEYWORDS: document, document type, administrative language, word meaning.

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