

## **Office Administration – Chapter 1 Key Words - Answers**

- |                         |                                   |                          |
|-------------------------|-----------------------------------|--------------------------|
| 1. Active Records       | 11. Intelligent Retrieval         | 21. Primary Value        |
| 2. Constant Information | 12. Microform                     | 22. Purging              |
| 3. Cuts                 | 13. Miscellaneous Folder          | 23. Records              |
| 4. Data Integrity       | 14. Nonessential Records          | 24. Relative Index       |
| 5. Fiche                | 15. Nonrecords                    | 25. Secondary Value      |
| 6. Guides               | 16. Optical Character Recognition | 26. Tab                  |
| 7. Important Records    | 17. Out Folder                    | 27. Useful Records       |
| 8. Inactive Records     | 18. Periodic Transfer             | 28. Variable Information |
| 9. Index Record         | 19. Perpetual Transfer            | 29. Vital Records        |
| 10. Individual Folder   | 20. Posted Record                 |                          |
- 
- |          |                                                                                                                                                                                                       |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 _____ | A projection on a file folder for placement of a label with a caption                                                                                                                                 |
| 12 _____ | Any record that contains reduced images                                                                                                                                                               |
| 22 _____ | Automatically deleting the contents of an electronically stored record                                                                                                                                |
| 24 _____ | Card containing reference information for files using the numeric or alphanumeric system                                                                                                              |
| 9 _____  | Card that contains reference information and the location of the original document                                                                                                                    |
| 11 _____ | Content words or descriptors are used to build the index so that more efficient searching is possible                                                                                                 |
| 28 _____ | Data inserted on a business form that can be changed each time the form is filled out                                                                                                                 |
| 2 _____  | Data that remains the same on a business form                                                                                                                                                         |
| 16 _____ | Document is scanned and data converted to digital form for processing by the computer                                                                                                                 |
| 15 _____ | Documents prepared for the organization's convenience or temporary use but normally not saved and disposed of after use                                                                               |
| 6 _____  | Form an outline of the classification system used, indicate the sections of the file and serve as dividers for groups of records                                                                      |
| 10 _____ | Includes all correspondence for one correspondent, subject or account                                                                                                                                 |
| 17 _____ | Is inserted into the file when someone charges out an entire file folder                                                                                                                              |
| 13 _____ | Located at the end of a file group, houses the group of records that have not yet been assigned individual file folders                                                                               |
| 4 _____  | Maintenance of accurate data within the system                                                                                                                                                        |
| 3 _____  | Number of tabs extending across a set of folders                                                                                                                                                      |
| 23 _____ | Official documents of the company or organization valuable enough to be retained and stored for future use and distribution                                                                           |
| 18 _____ | Records are transferred as of a specific date each year                                                                                                                                               |
| 19 _____ | Records can be transferred at any time that the event has been completed or closed and future referral to the record will be infrequent and limited                                                   |
| 1 _____  | Records currently accessed and utilized                                                                                                                                                               |
| 29 _____ | Records essential for the effective, continuous operation of the firm – irreplaceable records                                                                                                         |
| 14 _____ | Records not necessary for the restoration of the business and have no predictable value                                                                                                               |
| 8 _____  | Records no longer referred to on a regular basis but still of limited importance                                                                                                                      |
| 21 _____ | Records that are active in nature and needed for current operations are said to have this.                                                                                                            |
| 25 _____ | Records that are held in semi active or inactive storage are said to have this                                                                                                                        |
| 7 _____  | Records that contribute to the continued smooth operation of an organization and can be replaced or duplicated if lost or destroyed in a disaster but with considerable expenditure of time and money |
| 27 _____ | Records used that can be easily replaced                                                                                                                                                              |
| 5 _____  | Sheet of film containing miniature images arranged in rows and columns on a card                                                                                                                      |
| 20 _____ | Sometimes called a secondary record – card used to record or post information that updates, changes, deletes or adds data to the record                                                               |