

Chapter 1
Office Administration
Key Terms

1. Active records
2. Constant information
3. Cuts
4. Data integrity
5. Fiche
6. Guides
7. Important records
8. Inactive records
9. Index record
10. Individual folder
11. Intelligent retrieval
12. Microform
13. Miscellaneous folder
14. Nonessential records
15. Nonrecords
16. Optical character recognition (OCR)
17. Out folder
18. Periodic transfer
19. Perpetual transfer
20. Posted record
21. Primary value
22. Purging
23. Records
24. Relative index
25. Secondary value
26. Tab
27. Useful records
28. Variable information
29. Vital records

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- A. Those records that are accessed and utilized in the current administration of business functions.
- B. Card that contains reference information indicating where the original file or document in a numeric or alphanumeric classification system is located.
- C. File folder that includes all correspondence for one correspondent, subject, or account.
- D. The physical movement of records from active storage to semiactive or inactive storage at any time an event has been completed or a case closed.
- E. Projection on a file folder or guide for placement of a label with a typed caption.
- F. Number of tabs (projections) extending across a set of folders:
- G. Documents 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 a considerable expenditure of time and money.
- H. Any record that contains reduced images on film.
- I. Folder inserted into a file when someone charges out an entire file folder of documents.
- J. Documents used in the operation of the organization that can be easily replaced.
- K. . Maintenance of accurate information or data within the system.
- L. .Inserts for file drawers that indicate file sections and serve as dividers for groups of records.
- M. Efficient searching of document content through the use of an index of words (descriptors) contained in the document.
- N. The physical movement of records from active storage to semi-active or inactive storage as of a specific date each year.
- O. Card record used to record or post information that updates, changes, deletes, or adds data to the record.
- P. Documents prepared for the organization's convenience or temporary use but that normally are not saved and are disposed of after use.

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- Q. Official documents of the company or organization valuable enough to be retained and stored in a format for future use and distribution.
- R. Data to be filled in and inserted on a business form; information that is inserted on a document and changes each time the form is filled in.
- S. File folder at the end of a file group that houses the group of records that have not yet been assigned individual file folders.
- T. A sheet of film containing miniature images arranged in rows and columns on a card.
- U. Those records no longer referred to on a regular basis but still of limited importance.
- V. Process whereby a document is scanned and the data converted to digital form for processing by the computer.
- W. The appraisal assigned to records that are active in nature and needed for current operations.
- X. Card containing reference information for files using a numeric or alphanumeric classification system; a backup for numeric and alphanumeric systems that consists of cards filed alphabetically, providing a complete list of names or subjects already included in the filing system; individual cards or computer listing of all names in alphabetic order to which numbers have been assigned.
- Y. Process of automatically deleting the contents of an electronically stored record.
- Z. Documents that are not necessary for the restoration of the business and have no predictable value.
- AA. The appraisal assigned to records that may have historical or archival importance and are held in semi-active or inactive storage.
- BB. Documents that are essential for the effective, continuous operation of the firm and are irreplaceable.
- CC. Printed or electronically imaged data on a business form; information that remains the same on each document.