

Office Administration – Chapter 1 Key Words - Answers

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|-------------------------|-----------------------------------|--------------------------|
| 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