

Chapter 2
Office Administration
Key Terms

1. Accession register	H
2. Authenticity	P
3. Biometric identification system	V
4. Business archive	R
5. Charge-out (tracking) system	K
6. Coding	A
7. Color coding	E
8. Confidentiality	M
9. Constant information	Z
10. Cross-reference	AA
11. Decryption	T
12. Digital signature	C
13. Direct access	L
14. Encryption	Q
15. Files integrity	F
16. Indexing	N
17. Indirect access	D
18. Inspecting	B
19. Logical security	O
20. Microprinting	J
21. Passwords	G
22. Physical security	U
23. Private key	X
24. Public key	S
25. Records center	Y
26. Relative index	I
27. Variable information	W

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- A. Making notations on a record to indicate exactly how the record will be stored (names, numbers, or character strings. **(6) Coding**
- B. Examining a record to ensure that it has been released for filing by an appropriate authority within the firm. **(18) Inspecting**
- C. Proof in the form of identity information, document fingerprints, and date/time information that a document has never been altered since it was signed. **(12) Digital signature**
- D. Procedures that require a person to consult a relative index to locate the name, subject, or number under which a file is stored. **(17) Indirect access**
- E. Identifying alphabetic letters, numbers, or topics with specific colors to aid in filing and locating specific records and files. **(7) Color coding**
- F. Characteristic of records and files that remain factual, accurate, and truthful. **(15) Files integrity**
- G. Assignment of user Ids (string of characters) to gain access to records. **(21) Passwords**
- H. List of records in an achieve that controls access to documents and retrieval of documents from the achieve. **(1) Accession register**
- I. 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. **(26) Relative index**
- J. Words in an area of a document that appear to the reader as a solid line and can only be read under magnification. **(20) Microprinting**
- K. Procedures to be followed when any records need to be borrowed from hard-copy files. **(5) Charge-out t(tracking) system**
- L. Procedures that permit a person to go directly to the storage system (file cabinet or computer storage) and locate a file. **(13) Direct access**
- M. Maintenance of information contained in business records so that it is used only for intended purposes. **(8) Confidentiality**
- N. Deciding what names, numbers, or character strings need to be used in

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- filing a record. **(16) Indexing**
- O. Procedures embedded in software programs to restrict individual access to records. **(19) Logical security**
- P. Proof that the document is the work of the stated author or source. **(2) Authenticity**
- Q. Translation of data into a secret code that is unintelligible without a deciphering device. **(14) Encryption**
- R. Facility that houses records being retained for research or historical value. **(4) Business archive**
- S. Code available to everyone that is used as a basis for encrypting a message **(24) Public key**
- T. Process of decoding data that has been encrypted into a secret format. **(11) Decryption**
- U. Procedures that restrict access to records through the use of hardware, facilities, or electronic storage. **(22) Physical security**
- V. Authentication technique that matches unique physical characteristics of a person against a database. **(3) Biometric identification system**
- W. 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. **(27) Variable information**
- X. Code known only to the recipient of a message that is used to decode (decrypt) the message. **(23) Private key**
- Y. Repository for an organization's vital, inactive, and/or active records. **(25) Records center**
- Z. Printed or electronically imaged data on a business form, information that remains the same on each document. **(9) Constant information**
- AA. Card, sheet, or folder used whenever a record could be filed in more than one place in the files to indicate the location of the original document or complete file. **(10) Cross reference**