

Office Administration – Chapter 2 Key Words - Answers

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| 1. Accession register | 9. Constant information | 18. Inspecting |
| 2. Authenticity | 10. Cross-reference | 19. Logical security |
| 3. Biometric identification system | 11. Decryption | 20. Microprinting |
| 4. Business archive | 12. Digital signature | 21. Passwords |
| 5. Charge-out system | 13. Direct Access | 22. Physical security |
| 6. Coding | 14. Encryption | 23. Private Key |
| 7. Color coding | 15. Files integrity | 24. Public key |
| 8. Confidentiality | 16. Indexing | 25. Records center |
| | 17. Indirect access | 26. Variable information |
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| 21 _____ | Assignment of user IDs to gain access to records |
| 24 _____ | Available to everyone for message encryption |
| 11 _____ | Decoding data that has been encrypted |
| 18 _____ | Examining a record to ensure that it have been released for filing by an appropriate authority |
| 4 _____ | Facility that houses records being retained for research or historical value |
| 1 _____ | Identifies the record in the archive and controls access/retrieval of documents from the archive |
| 10 _____ | Indicates where the original document or complete file can be located |
| 26 _____ | Information that is inserted on the document and changes each time the form is filled in |
| 9 _____ | Information that remains the same on each document |
| 23 _____ | Known only to the recipient of the message, used to decode the message |
| 15 _____ | Maintaining factual, accurate and truthful files |
| 8 _____ | Maintenance of information so that is used only for intended purpose |
| 6 _____ | Making notations on the record itself as to exactly how the record will be stored |
| 20 _____ | Words appear to be a line on the original, readable under magnification, not readable on copies |
| 16 _____ | Necessary in deciding what names, numbers or character strings to use in filing |
| 13 _____ | Permits a person to go directly to the storage system and locate a file |
| 3 _____ | Physical characteristics are matched with a database file for permission to access files and records |
| 19 _____ | Procedures embedded in software programs to restrict individual access to records |
| 2 _____ | Proof that the document is the work of the stated author or source |
| 12 _____ | Proves a document has never been altered since it was signed |
| 5 _____ | Record that is kept of the person, date removed and date to be returned of a removed file |
| 17 _____ | Requires a person to consult a relative index to locate the name, subject or number under which the file is stored. |
| 7 _____ | Requires identifying the topic areas within the organization and/or division. All folders pertaining to one particular topic are of the same color. |
| 22 _____ | Restricts access of records through the use of hardware, facilities or electronic storage |
| 25 _____ | The depository for the organizations vital, inactive and/or active records |
| 14 _____ | Translation of data into a secrete code that is unintelligible without a deciphering device |