

Office Administration – Chapter 2 Key Words

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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 |

- _____ Assignment of user IDs to gain access to records
- _____ Available to everyone for message encryption
- _____ Decoding data that has been encrypted
- _____ Examining a record to ensure that it have been released for filing by an appropriate authority
- _____ Facility that houses records being retained for research or historical value
- _____ Identifies the record in the archive and controls access/retrieval of documents from the archive
- _____ Indicates where the original document or complete file can be located
- _____ Information that is inserted on the document and changes each time the form is filled in2
- _____ Information that remains the same on each document
- _____ Known only to the recipient of the message, used to decode the message
- _____ Maintaining factual, accurate and truthful files
- _____ Maintenance of information so that is used only for intended purpose
- _____ Making notations on the record itself as to exactly how the record will be stored
- _____ Words appear to be a line on the original, readable under magnification, not readable on copies
- _____ Necessary in deciding what names, numbers or character strings to use in filing
- _____ Permits a person to go directly to the storage system and locate a file
- _____ Physical characteristics are matched with a database file for permission to access files and records
- _____ Procedures embedded in software programs to restrict individual access to records
- _____ Proof that the document is the work of the stated author or source
- _____ Proves a document has never been altered since it was signed
- _____ Record that is kept of the person, date removed and date to be returned of a removed file
- _____ Requires a person to consult a relative index to locate the name, subject or number under which the file is stored
- _____ Requires identifying the topic areas within the organization and/or division. All folders pertaining to one particular topic are of the same color.
- _____ Restricts access of records through the use of hardware, facilities or electronic storage
- _____ The depository for the organizations vital, inactive and/or active records
- _____ Translation of data into a secrete code that is unintelligible without a deciphering device