

Chapter 3
Office Administration
Key Terms

1. Accession record
2. Alphabetic filing system
3. Alphanumeric code
4. Area codes
5. Block codes
6. Chronological system
7. Decimal-numeric system
8. Dewey Decimal System
9. Duplex numeric system
10. Filing segment
11. Filing standard
12. Filing unit
13. Geographic filing system
14. Library of Congress system
15. Middle-digit system
16. Mnemonic code
17. Numeric filing system
18. Relative index
19. Sequential files
20. Serial files
21. Soundex code
22. Subject filing system
23. Terminal-digit system
24. ZIP + 4 Codes

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- A. Most widely known decimal-numerical filing classification system primarily used for cataloging library books into ten general categories.
- B. One or more filing units (the total name, a number, or a subject) used for filing purposes.
- C. Indirect-access system that consists of various combinations of numeric codes assigned to names of individuals, organizations, or subjects.
- D. Alphanumeric filing classification system developed in the early 1900s used for cataloging library books according to 21 major areas of knowledge that includes one or two alphabetic letters and a series of numbers that designate subdivisions within categories.
- E. Official log listing the names to which numbers have already been assigned.
- F. Numeric code assigned to an item that takes on additional meaning about the item.
- G. 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.
- H. Groups of numbers that are reserved for records that have a common feature or characteristic.
- I. Straight numeric filing system in which files are arranged in consecutive order, from the lowest number to the highest number; also known as serial files.
- J. Classification system in which records are arranged in alphabetical order according to topics or categories.
- K. Procedure to follow in establishing consistent filing rules and developing the documentation needed to support the rules applied within a given organization.
- L. Classification system based on the 26 letters of the alphabet as the primary divisions.
- M. Filing system in which file numbers may have two or more sets of code numbers separated by a dash, comma, period, or space.

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- N. Numeric filing system typically used for numbers with six digits or fewer in which the middle digits are the primary indexing unit.
- O. Filing system that utilizes calendar dates as the significant divisions of the system.
- P. Classification system in which records are arranged alphabetically according to geographic locations.
- Q. Zone Improvement Program Codes that are used by the USPS to expedite mail deliveries throughout the United States.
- R. Straight numeric filing system in which files are arranged in consecutive order; from the lowest number to the highest number; also known as sequential files.
- S. Combination of alphabetic characters and numbers used in a filing code.
- T. Number, a letter, a word, or any combination of those that form a character string used for filing.
- U. Numeric filing system in which the primary indexing units are the last digits (terminal digits) in the number.
- V. Filing system that expands a simple numeric arrangement in which the major divisions of the subject are subdivided and assigned a number, followed by a decimal point and one or more digits for further subdivisions.
- W. Alphanumeric code that includes an alphabetic letter (the first letter of the name being coded) and three numbers representing the consonant sounds in the name.
- X. Numeric codes that represent geographic zones for telephone networks across the United States.