

Office Administration – Chapter 3 Key Words

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| 1. Accession record | 8. Duplex numeric system | 15. Numeric filing system |
| 2. Alphabetic filing system | 9. Filing segment | 16. Sequential / Serial files |
| 3. Alphanumeric code | 10. Filing unit | 17. Soundex code |
| 4. Block codes | 11. Geographic filing system | 18. Subject filing system |
| 5. Chronological system | 12. Library of Congress system | 19. Terminal-digit system |
| 6. Decimal-numeric system | 13. Middle-digit system | |
| 7. Dewey Decimal system | 14. Mnemonic code | |

- _____ A straight numeric system
- _____ Blocks of numbers reserved for records that have a common feature or characteristic
- _____ Codes take on additional meaning about the item
- _____ Combination of alphabetic characters and numbers are used
- _____ Filed according to date
- _____ Filing numerically by the middle digits – effective for 6 or fewer digits
- _____ Includes alphabetic character plus three numbers representing the consonant sounds in the name
- _____ Indirect-access system consisting of various combinations of numeric codes assigned to names of individuals, organizations or subjects
- _____ Most widely known system, primarily for libraries
- _____ Number, letter word or any combination of those
- _____ Official log listing the names to which numbers have already been assigned
- _____ Oldest form of classification system, serves as the basis for all other classification systems
- _____ One or more units used for filing purposes
- _____ Permits subject to be subdivided (301.1, 301.2)
- _____ Records are arranged according to topics or categories
- _____ Records are arranged alphabetically according to geographic location
- _____ Records are filed by the last digits
- _____ Two or more sets of code numbers separated by a dash, comma, period or space
- _____ Uses alphanumeric code that includes 1 or 2 alphabetic letters and series of numbers that designate subdivisions within categories