

**Chapter 1**  
**Office Administration**  
**Key Terms**

1. Active records	A
2. Constant information	CC
3. Cuts	F
4. Data integrity	K
5. Fiche	T
6. Guides	L
7. Important records	G
8. Inactive records	U
9. Index record	B
10. Individual folder	C
11. Intelligent retrieval	M
12. Microform	H
13. Miscellaneous folder	S
14. Nonessential records	Z
15. Nonrecords	P
16. Optical character recognition (OCR)	V
17. Out folder	I
18. Periodic transfer	N
19. Perpetual transfer	D
20. Posted record	O
21. Primary value	W
22. Purging	Y
23. Records	Q
24. Relative index	X
25. Secondary value	AA
26. Tab	E
27. Useful records	J
28. Variable information	R
29. Vital records	BB

Chapter 1  
Office Administration

- A. Those records that are accessed and utilized in the current administration of business functions. **(1) Active Records**
- B. Card that contains reference information indicating where the original file or document in a numeric or alphanumeric classification system is located. **(9) Index record**
- C. File folder that includes all correspondence for one correspondent, subject, or account. **(10) Individual folder**
- D. The physical movement of records from active storage to semiactive or inactive storage at any time an event has been completed or a case closed. **(19) Perpetual transfer**
- E. Projection on a file folder or guide for placement of a label with a typed caption. **(26) Tab**
- F. Number of tabs (projections) extending across a set of folders: **(3) Cuts**
- G. Documents that contribute to the continued smooth operation of an organization and can be replaced or duplicated if lost or destroyed in a disaster but with a considerable expenditure of time and money. **(7) Important records**
- H. Any record that contains reduced images on film. **(12) Microform**
- I. Folder inserted into a file when someone charges out an entire file folder of documents. **(17) Out folder**
- J. Documents used in the operation of the organization that can be easily replaced. **(27) Useful records**
- K. . Maintenance of accurate information or data within the system. **(4) Data integrity**
- L. .Inserts for file drawers that indicate file sections and serve as dividers for groups of records. **(6) Guides**
- M. Efficient searching of document content through the use of an index of words (descriptors) contained in the document. **(11) Intelligent retrieval**
- N. The physical movement of records from active storage to semi-active or inactive storage as of a specific date each year. **(18) Periodic transfer**
- O. Card record used to record or post information that updates, changes,

Chapter 1  
Office Administration

- deletes, or adds data to the record. **(20) Posted record**
- P. Documents prepared for the organization's convenience or temporary use but that normally are not saved and are disposed of after use. **(15) Nonrecords**
- Q. Official documents of the company or organization valuable enough to be retained and stored in a format for future use and distribution. **(23) Records**
- R. 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. **(28) Variable information**
- S. File folder at the end of a file group that houses the group of records that have not yet been assigned individual file folders. **(13) Miscellaneous folder**
- T. A sheet of film containing miniature images arranged in rows and columns on a card. **(5) Fiche**
- U. Those records no longer referred to on a regular basis but still of limited importance. **(8) Inactive records**
- V. Process whereby a document is scanned and the data converted to digital form for processing by the computer. **(16) Optical Character recognition**
- W. The appraisal assigned to records that are active in nature and needed for current operations. **(21) Primary value**
- X. 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. **(24) Relative index**
- Y. Process of automatically deleting the contents of an electronically stored record. **(22) Purging**
- Z. Documents that are not necessary for the restoration of the business and have no predictable value. **(14) Nonessential records**
- AA. The appraisal assigned to records that may have historical or archival importance and are held in semi-active or inactive storage. **(25) Secondary value**

Chapter 1  
Office Administration

- BB. Documents that are essential for the effective, continuous operation of the firm and are irreplaceable. **(29) Vital records**
- CC. Printed or electronically imaged data on a business form; information that remains the same on each document. **(2) Constant Information**