

Chapter 2
Office Administration
Key Terms

1. Accession register
2. Authenticity
3. Biometric identification system
4. Business archive
5. Charge-out (tracking) system
6. Coding
7. Color coding
8. Confidentiality
9. Constant information
10. Cross-reference
11. Decryption
12. Digital signature
13. Direct access
14. Encryption
15. Files integrity
16. Indexing
17. Indirect access
18. Inspecting
19. Logical security
20. Microprinting
21. Passwords
22. Physical security
23. Private key
24. Public key
25. Records center
26. Relative index
27. Variable information

Chapter 2
Office Administration

- A. Making notations on a record to indicate exactly how the record will be stored (names, numbers, or character strings).
- B. Examining a record to ensure that it has been released for filing by an appropriate authority within the firm.
- C. Proof in the form of identity information, document fingerprints, and date/time information that a document has never been altered since it was signed.
- D. Procedures that require a person to consult a relative index to locate the name, subject, or number under which a file is stored.
- E. Identifying alphabetic letters, numbers, or topics with specific colors to aid in filing and locating specific records and files.
- F. Characteristic of records and files that remain factual, accurate, and truthful.
- G. Assignment of user Ids (string of characters) to gain access to records.
- H. List of records in an achieve that controls access to documents and retrieval of documents from the achieve.
- I. 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.
- J. Words in an area of a document that appear to the reader as a solid line and can only be read under magnification.
- K. Procedures to be followed when any records need to be borrowed from hard-copy files.
- L. Procedures that permit a person to go directly to the storage system (file cabinet or computer storage) and locate a file.
- M. Maintenance of information contained in business records so that it is used only for intended purposes.
- N. Deciding what names, numbers, or character strings need to be used in filing a record.
- O. Procedures embedded in software programs to restrict individual access

Chapter 2
Office Administration

to records.

- P. Proof that the document is the work of the stated author or source.
- Q. Translation of data into a secret code that is unintelligible without a deciphering device.
- R. Facility that houses records being retained for research or historical value.
- S. Code available to everyone that is used as a basis for encrypting a message
- T. Process of decoding data that has been encrypted into a secret format.
- U. Procedures that restrict access to records through the use of hardware, facilities, or electronic storage.
- V. Authentication technique that matches unique physical characteristics of a person against a database.
- W. 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.
- X. Code known only to the recipient of a message that is used to decode (decrypt) the message.
- Y. Repository for an organization's vital, inactive, and/or active records.
- Z. Printed or electronically imaged data on a business form, information that remains the same on each document.
- AA. Card, sheet, or folder used whenever a record could be filed in more than one place in the files to indicate the location of the original document or complete file.