

Chapter 3
Office Administration
Key Terms

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| 1. Accession record | E |
| 2. Alphabetic filing system | L |
| 3. Alphanumeric code | S |
| 4. Area codes | X |
| 5. Block codes | H |
| 6. Chronological system | O |
| 7. Decimal-numeric system | V |
| 8. Dewey Decimal System | A |
| 9. Duplex numeric system | M |
| 10. Filing segment | B |
| 11. Filing standard | F |
| 12. Filing unit | T |
| 13. Geographic filing system | P |
| 14. Library of Congress system | D |
| 15. Middle-digit system | N |
| 16. Mnemonic code | F |
| 17. Numeric filing system | C |
| 18. Relative index | G |
| 19. Sequential files | I |
| 20. Serial files | R |
| 21. Soundex code | W |
| 22. Subject filing system | J |
| 23. Terminal-digit system | U |
| 24. ZIP + 4 Codes | Q |

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- A. Most widely known decimal-numerical filing classification system primarily used for cataloging library books into ten general categories. **(8) Dewey Decimal classification system**
- B. One or more filing units (the total name, a number, or a subject) used for filing purposes. **(10) Filing segment**
- C. Indirect-access system that consists of various combinations of numeric codes assigned to names of individuals, organizations, or subjects. **(17) Numeric filing system**
- 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. **(14) Library of Congress classification system.**
- E. Official log listing the names to which numbers have already been assigned. **(1) Accession record**
- F. Numeric code assigned to an item that takes on additional meaning about the item. **(16) Mnemonic code**
- 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. **(18) Relative index**
- H. Groups of numbers that are reserved for records that have a common feature or characteristic. **(5) Block codes**
- 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. **(19) Sequential files**
- J. Classification system in which records are arranged in alphabetical order according to topics or categories. **(22) Subject filing system**
- K. Procedure to follow in establishing consistent filing rules and developing the documentation needed to support the rules applied within a given organization. **(11) Filing standard**
- L. Classification system based on the 26 letters of the alphabet as the primary divisions. **(2) Alphabetic filing system**

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- M. Filing system in which file numbers may have two or more sets of code numbers separated by a dash, comma, period, or space. **(9) Duplex numeric system**
- N. Numeric filing system typically used for numbers with six digits or fewer in which the middle digits are the primary indexing unit. **(15) Middle-digit system**
- O. Filing system that utilizes calendar dates as the significant divisions of the system. **(6) Chronological system**
- P. Classification system in which records are arranged alphabetically according to geographic locations. **(13) Geographic filing system**
- Q. Zone Improvement Program Codes that are used by the USPS to expedite mail deliveries throughout the United States. **(24) ZIP + 4 Codes**
- 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. **(20) Serial files**
- S. Combination of alphabetic characters and numbers used in a filing code. **(3) Alphanumeric code**
- T. Number, a letter, a word, or any combination of those that form a character string used for filing. **(12) Filing unit**
- U. Numeric filing system in which the primary indexing units are the last digits (terminal digits) in the number. **(23) Terminal-digit system**
- 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. **(7) Decimal-numeric system**
- 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. **(21) Soundex code**
- X. Numeric codes that represent geographic zones for telephone networks across the United States. **(4) Area codes**