

### Office Administration – Chapter 3 Key Words - Answers

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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              |                               |

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