

Alphabetic Indexing Rules Test Answer Key

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It is your no question own time to play-act reviewing habit. in the course of guides you could enjoy now is Alphabetic Indexing Rules Test Answer Key below.



Alphabetic Indexing Rules Test Answer Key

In this activity, you will practice using alphabetic indexing rules 1-10 to index, code, and sort names such as individual and business names that would be found on physical documents. Index each name in the table code each name by writing each unit of the filing segment in the appropriate column.

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Chapter 05

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Test Bank for Records Management 10th Edition by Judith ...

Chapter 3 - Alphabetic Indexing Rules True / False 1. The alphabetic filing method is the least common method of storing records. a. True b. False ANSWER: False 2. Because everyone knows the ...

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Alphabetic Indexing Rules 5 - 8. STUDY. Flashcards. Learn. Write. Spell. Test. PLAY. Match. Gravity. Created by. OST_Teacher. Rules 5-8 cards for chapter 3. Terms in this set (8) Rule 5-personal name. a title before a name (Mrs.), a seniority suffix (II), or a professional suffix (DMD), after a name in the last indexing unit. EX: Mrs. Kem ...

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Rule 1: Indexing Order of Units. •Personal names. –The surname (last name) is first –The given name (first name) is second –The middle name or initial is third. 6. Rule 1: Indexing Order of Units. •Business names. –Indexed as written –Letterheads or trademarks used as guides. 7. Rule 2: Minor Words and Symbols.

Solved: N This Activity, You Will Practice Using Alphabete

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Alphabetic Indexing Rules Test Answer Key

Records Management Chapter 4 Supplementary Activity Index, Code, and Sort Records In this activity, you will practice using alphabetic indexing rules 1–8 to index, code, and sort names. 1. Index each name in the table. Code each name by writing each unit of the filing segment in the appropriate column.

Chapter 4 Index, Code & Sorting Activity - Records ...

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Chapter 5: Alphabetic Indexing Rules 9-10

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Chapter 5 Alphabetic Indexing Rules 9?10 RECORDS

MANAGEMENT Judith Read and Mary Lea Ginn 1 2. Rule 9: Identical Names • When names are identical, the filing order is determined by the addresses (Read & Ginn, 2015, p. 89). • For identical names, sort records by • City names first • State or province names second • Street names third ...

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COMPARISON OF ALPHABETIC AND NUMERIC FILING

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Alphabetic Indexing Rules and Procedures . Learning Objectives: Define purpose of filing, and the importance of following filing rules. ... ARMA has published a list of Alphabetic Filing Rules, containing standard rules for storing records alphabetically. The 12 rules you will learn in this chapter follow the same principles as the ARMA rules.

Alphabetic Indexing Rules and Procedures - University of Idaho

Expert Answer Answer 4=name of the county, city, town, township, village, or state will be the key units Answer 5= a. City/of/Rice,/City/Manager,/Rice,/Texas c.

City/of/Rice,/Fire/Department/ view the full answer

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