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Basics of Subject
Indexing

Alphabetic Indexing Rules Test Answer

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 ...

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

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 ...

Alphabetic Indexing Rules 5 - 8

Flashcards | Quizlet

chapter 3 indexing

rules 1-4. STUDY. ...

Spell. Test. PLAY.

Match. Gravity.

Created by.

brittdtess94. Terms in

this set (14) Coding.

the act of assigning a

file designed to record

as they are classified.

To indicate the filing

segment, name,

number or object. ...

alphabetic filing

procedures. involve

inspecting, coding,

indexing, cross ...

chapter 3 indexing rules 1-4 Flashcards | Quizlet

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Alphabetic Indexing Rules Test Answer Key

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 ...

Chapter 05

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

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**Alphabetic Indexing
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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 ...**
Amby's Clerical Test

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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

Solved: CHAPTER 5 Alphabetic Indexing Rules 9 And 10 4.

Wh ...

Load Chapter 5: Alphabetic Indexing Rules 9-10 in a new window This tool was

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Chapter 5: Alphabetic Indexing Rules 9-10

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.

Solved: N This Activity, You Will Practice Using Alphabetic ...

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.