

NAME: _____ DATE: _____



Managing Records

The column on the right contains a list of statements associated with Managing Records. On the line to the right select the number that best fits the statement from the column on the left. Each response in the column on the left may be used once.

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|---|------------------|--|
| 1 | Release Mark | A record that gives the alternate name or subject by which a record may be requested and the name or subject by which the record is filed. |
| 2 | Bar Code | The process of making copies of graphic images. |
| 3 | Cross Reference | An official approval to file a record. |
| 4 | Sorting | Regulate what documents or other information can be legally copied.
Arranging records alphabetically or numerically. |
| 5 | Requisition Form | |
| 6 | Reprographic | A pattern of vertical lines of varying widths that contains coded data that can be read by a scanner. |
| 7 | Copyright Law | A document that has space for charge-out information for a record. |

