

**RECORD COPY**

RECORDS MANAGEMENT STAFF PAPER NUMBER 1

# **GLOSSARY**

## **FOR RECORDS MANAGEMENT**



GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE  
OFFICE OF RECORDS MANAGEMENT  
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FOREWORD

A rapid advance in paperwork management concepts has characterized the present changes in office work. This advance has been accompanied by a very considerable increase in the use of technical terms. A technical term is an expression which is deliberately restricted in its meaning and to a specified field of knowledge. Every distinct branch of science and technology has its own extensive vocabulary, without which workers in the same or allied field cannot easily or precisely communicate with each other. Paperwork management is no exception.

If technical terms are to serve their purpose, they need to be carefully, i.e. accurately, used. "Everyday words", it has been said, "tend to become vague in meaning and rich in association." This vagueness weakens them for the professional who must use words that he can define exactly and has few irrelevant associations. Much of the foginess about paperwork management stems from careless use, even misuse, of its basic terms by a multitude of people. Whether this glossary, or any glossary, can affect usage remains to be seen.

A glossary, for an emerging body of public administration doctrine, begins as an attempt to come to a common agreement by the many different practitioners. It forces a reconsideration of contemporary terminology, purging many concepts, consolidating others. As a glossary is developed at the national level it does more than document agreement, it helps create it. We hope this glossary will continue to merit the confidence of those who use it to come to grips with the literature of paperwork management. It is organized as a companion volume to the Bibliography for Records Managers, published in 1964, Federal Stock Number 7610-965-2387.

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PART TWO. ALPHABETIC INDEX OF TERMS

1. RECORDS MANAGEMENT - GENERAL

Analysis. A study process by which work is resolved into its elements. The objective is to determine what work is necessary to be accomplished and how it may best be done. Unless done to bring a new work plan into existence, analysis is remedial diagnosis - making recommendations for change and demonstrating the advantages of such change. An indication of how basic this concept is to information processing is to note its many specializations. Using the part two index, see cost analysis, forms analysis, management analysis, methods analysis, operation analysis, organizational analysis, procedural analysis, statistical analysis, and systems analysis.

Communications. All letters, post cards, memoranda, disc recordings, telegrams, cables, teletype messages, reports, annotated routing slips, forms, airgrams, and lettergrams sent or received by an agency in the conduct of its functions.

Communications management. See records creation.

Documentation. The records containing adequate and proper information on the organization, functions, policies, decisions, procedures, and essential transactions of an agency, designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities. Derived from Section 506(a) of the Federal Records Act of 1950.

Federal Property Management Regulations. Those rules issued by the Administrator of General Services to the heads of Federal agencies containing in Chapter B the standards pertaining to records management authorized by the Federal Records Act of 1950, which are codified in Chapter 41 of the Code of Federal Regulations, part 101 - 111.

Federal Records Act of 1950. The statute which prescribes the records management responsibilities of the Administrator of General Services and of the heads of Federal agencies. Enacted as Title V of the Federal Property and Administrative Services Act (USC 391-402). See also Federal property management regulations.

Hoover Commission. Popular name given to the two Commissions on Organization of the Executive Branch of the Government headed by former President of the United States, Herbert Hoover. The first Commission met from 1947 to 1949; the second from 1953 to 1955. The first Commission issued a task force report on records management; the second, a task force report on paperwork management, in two parts. One of the results of the first Commission was the Federal Records Act of 1950.

Paperwork management. (1) The application of Cost reduction principles to all recordkeeping and recordmaking processes, particularly correspondence, forms, directives and reports. (2) As popularized by the Second Hoover Commission, a broadly based program based upon an analysis of the Federal Records Act of 1950.

Program evaluation. A term used by the National Archives and Records Service to describe its managerial appraisal made of an agency's compliance with the Federal Records Act of 1950 and Chapter 41 of the Federal Property Management Regulations.

Public records. (1) The records that are by law or custom open to public inspection; there is an implication that public records, in contrast to public documents, are not published. The final opinions and orders file is an example of this type of record; (2) also used to refer to records accumulated by agencies of government.

Records. Defined in the Records Disposal Act of 1943 (44 U.S.C. 366-380), as including "all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data contained therein.

Records administration. A concept developed in the late 1930's whereby organizations would control the disposal of records by scheduling, provide standards for filing equipment and supplies, control correspondence format and practices, and work closely with the archivists in designating the permanently valuable records.

Records creation. Bringing communications into existence to document an administrative process. One of the three principal breakdowns of records management. Sometimes called communications management.

Records Disposal Act of 1943. The statute controlling disposal of Federal records (44 U.S.C. 366-380). Defines records and provides for their scheduling.

Records disposition. Any means of changing the custody or existence of records. It may involve (a) the preparation of disposal standards (schedules); (b) disposal by destruction or salvage or donation; (c) transfer to a records storage area or center; (d) transfer from one organization to another; (e) retirement to an archival institution. A major element in records management.

Records Liaison. Usually used in conjunction with "officer" to describe an official whose work includes coordination of records management work in a subelement of an organization.

Records maintenance. A planned system or method applied to the classification, indexing, filing, protection, servicing, and preservation of records. A major element of records management.

Records management. A program designed to provide economy and efficiency in the creation, the organization, maintenance, and use, and the disposition of records, assurance that needless records will not be created or kept and that valuable records will be preserved. A concept, developed in World War II, to supersede that of records administration. See also records creation, records maintenance, and records disposition.

Records management officer. An individual designated by an organization to assume the statutory responsibility for effectively accomplishing in that organization the various phases of the records management program specified in the Federal Records Act of 1950 and the Records Disposal Act of 1943.

Standard. The yardstick or criterion which serves for comparison or measurement purposes. It may be expressed as a unit cost, work rate, error rate, elapsed time, staffing ratio, or operating plan expressed as a numerical or descriptive norm. Sometimes described as "the one best way."

Survey. A major records management study of a paperwork problem, with a formal report of findings and recommendations.

## 2. CORRESPONDENCE MANAGEMENT

Action copy. The copy of a communication that is directed to the person or agency responsible for taking the action indicated. There may be more than one action copy of the same communication.

Addressee's code/symbol. A letter, number, word, or any combination of these identifying the originator of an incoming letter. On the reply, the code may be repeated after a typed or printed caption such as "Your reference:".

Attachment. Used in some agencies to denote an enclosure that is stapled or otherwise physically affixed to a communication. The term "enclosure" has been accepted in correspondence management to cover "attachment."

Attention line. A notation that may be included in the address to denote the ultimate recipient of a communication intended to go through appropriate authorities. The line appears on the face of the communication and on the envelope, if any. The usual form is: "Attention: Mr. Joseph D. Martin."

Authentication. Determination by an authorized person of the genuineness of all or part of a communication or of a reproduced copy of a communication. Usually applies to the signature, stamp, or notation of the authentication, placed on the document itself. Sometimes called "certification."

Authority line. A notation sometimes used as part of the signature to identify the official above the signer, at whose direction the communication was prepared. The line is in such form as "By direction of \_\_\_\_\_," or "For \_\_\_\_\_."

Blind copy. A copy of a communication intended for a person or office not identified in the distribution shown on office copies. Distribution is not shown on originals.

Block style. The arrangement whereby each line of typing begins at the left margin. A modified block style permits indenting variations, for example, first or all lines of sub-paragraphs.

Book message. An identical communication sent two or more addressees. Usually the addressees are all action or all information addressees, not a combination of the two. It differs from the multiple address message, in that ordinarily an addressee does not know of other addressees.

Brief. (N) A short summary possibly including explanation and background information of the content of a communication submitted for approval or signature. Often called a covering brief or briefing memorandum. (V) To summarize an incoming communication, with identifying data, for mail control or informational purposes.

Certification. In correspondence, same as authentication.

Checklist form letter. A form letter containing a list of statements with a box  in front of each for checking when applicable.

Circular letter. A letter, identical copies of which are sent to persons or offices addressed as a group, such as "Managers, All District Offices," or "All Regional Offices."

Classified correspondence. For Executive Agencies correspondence classified in accordance with E.O. 10501, as amended, thus requiring special safeguarding in the interest of national security. The degree of security required is indicated at the top and bottom of each page of the document. See also security classification.

Clearance. Same as concurrence.

Concurrence. Agreement with the content and style of an outgoing communication received for review. Usually indicated by handwritten initials or name on the official file copy. May be conveyed by memorandum.

Confirmation. (1) A written record of a conversation, by telephone or face-to-face, agreed to by the participants as a true presentation of the matter discussed. (2) A copy of a telegram, teletype, or other speed message, transmitted by mail or messenger to verify the delivery and the accuracy of the original.



Convenience copy. An inclusive term applying to copies of an outgoing communication, not intended for action or for official record. Copies so described may be courtesy, information, follow-up, reading, and others retained for convenience or reference.

Copy. A reproduction, by any method, of an original communication. For specific types, see action, blind, convenience, courtesy, follow-up, suspense, information, official file, promise, tickler, tracer, and record.

Correspondence. Communications consisting of incoming and outgoing letters, memorandums, postal cards, and annotated route slips. Tele-communications are customarily included.

Correspondence guide. A compilation of pattern letters and paragraphs used to produce correspondence effectively and economically. See also (correspondex).

Correspondence management. The application of management techniques to correspondence practices to increase efficiency, improve quality, and reduce costs. Specifically, it promotes plain writing, use of form and guide letters and of window envelopes, creation of fewer copies, and other methods of effective production.

Correspondence manual. A guide to the mechanics of preparing written communications such as letters, memorandums, and telegrams. Primarily for secretaries, stenographers, and typists. They cover format and editorial practices. Coverage is sometimes extended to writing skills and mail operations. See also style manual.

Correspondex. Guide used by letter writers, typists, and reviewers in preparing correspondence. It consists of a collection of pre-approved letters and paragraphs indexed by subject and identified by number. Its purpose is to simplify, standardize, and speed the preparation of correspondence.

Courtesy copy. An extra copy of an outgoing communication, enclosed with the original communication, for the convenience of the addressee. A courtesy copy is usually forwarded to members of Congress, justices of the Supreme Court, and to top officials at the White House.

Cover brief. Same as brief.

Cover sheet. A sheet of paper or of clear plastic used to cover the face of an outgoing communication needing protection until it is dispatched.

Date-time group. The date and time, expressed in six digits and a zone suffix, at which a telecommunication was prepared by the originator. The first pair of digits denotes the date, the second pair the hour, and third pair the minute, e.g., 061620. (Z refers to Greenwich time.)

Day-file copy. See Reading Copy.

Disposition form. A form associated with a particular communication, to originate action on the communication or to record comments that cannot be added directly to the communication. The form usually acquires record value. It is used chiefly by the military departments (DD Form 96).

Distribution list. A list of addressees often identified by a code, to whom a circular-type communication is to be sent.

Draft. (N) A proposed text of a communication to be submitted for review before it is prepared in final form. Usually double-spaced for ease of revision. (V) To outline or to write, in rough form, a proposed communication.

Enclosure. A document associated with an outgoing communication, in support or extension of the subject of the communication. The enclosure may be sent under separate cover. Spelled "inclosure" by some of the military departments. "Enclosure" includes "attachments."

Endorsement. Form of communication to forward correspondence through channels. Sometimes used to denote the reply placed on the face of an incoming communication.

Envelopes. Containers or coverings in which to transmit communications. Available in varying sizes and types, including regular, plain, airmail, window, messenger, and large kraft. For details about use and supply, see General Services Administration Circular No. 253 and the Federal Supply Schedule.

Facsimile signature. An exact duplicate of a signature, applied to a communication by rubber stamp or mechanical means.

File copy. The copy of an outgoing communication, to be retained in an organized file, whether central or local.

Fill-in. Information typed or written in longhand in the space provided for it on a form letter or other preprinted communication.

Fill-in form letter. A form letter with blank spaces in the body that must be filled in by typewriter or longhand.

Fog Index. A measure of readability, developed by Robert Gunning, based on sentence length and syllable count, and expressed in years of schooling required for comprehension of a piece of writing. With an index of 12, considered maximum for correspondence, writing can be easily understood by a person with 12 years of formal schooling.

Follow-up copy. A dated copy of an outgoing communication so retained that pending papers or actions are automatically brought to attention on a specified date. Variously called promise, suspense, tickler or tracer copy.

Format. The arrangement of the components of a communication, including order, position, and spacing. "Layout" is sometimes used instead.

Form letter. A letter printed or otherwise reproduced and stocked in advance of its use. Furnishing constant information, often with added variables, the form letter achieves improved quality of writing as well as economy in time and cost. For particular types, see checklist, fill-in, plain, and reference).

The 4-S formula. The prescription for better writing, as given in the General Services Administration handbook, Plain Letters. The 4'S are shortness, simplicity, strength, and sincerity.

For official use only. A phrase used to mark a document that requires special handling on control but does not require security classification.

Guide letter/paragraph. A letter or paragraph drafted in advance of its actual use, but not printed. When properly selected and typed, the letters and combined paragraphs look and read like individually dictated letters. They are sometimes referred to as "pattern" letters and paragraphs, or as "stock" letters and paragraphs.

Identification code/symbol. Same as addressee's code/symbol.

Indorsement. Same as endorsement.

Information addressee. A person designated to receive an information copy.

Information copy. An extra copy of a communication sent to an official having secondary interest, but who does not take action or prepares a reply. The copy has only temporary value.

Interim reply. A partial answer to a communication which cannot be answered in full until a later date. It differs from an acknowledgment in that it contains some of the information essential to reply.

Joint letter. A letter signed by officials of two or more organizational units of equal status, each having an interest in the subject of the letter.

Layout. Same as format.

Letterhead copy. The copy of a letter that is prepared on stationery (often tissue) headed with the name and usually the address of the originating agency. Sometimes used to denote the original, that is, the ribbon copy on bond letterhead.

Mailing instructions. Indication of special mailing service desired, such as "special delivery" or "airmail." The notation may appear on the face of the communication, on the envelope, or on both.

Memorandum. A communication resembling a letter, except that the salutation and the complimentary close are omitted. Commonly used within and between agencies of the Government. Optional Form 10 and United States Government Memorandum stationery available for the preparation of memorandums are described in General Services Administration Circular No. 253.

Memo route slip. A referral slip with space for a written message. Although one of the most informal means of communication used in Government, it occasionally acquires record value.

Message. In most agencies a communication, written or verbal, applies only to a communication intended for transmission by rapid means. See also (telecommunication, telegram, and teletype).

Model letter/paragraph. Same as guide letter/paragraph.

Multiple-address letter. A letter to two or more addressees, each of whom is individually identified by name or title in the address of the distribution list.

NOMA letter. Same as simplified letter.

Note. Commonly a brief communication, less formal than a letter. Seldom used in Government except in diplomatic affairs, where it denotes a brief formal statement.

Official file copy. A record copy, with indication of signer, usually yellow, required for the central file or the file station primarily responsible for the record.

Optional form 10. Same as memorandum.

Original. Strictly the unique record or document that represents the official action to which it pertains, as distinct from reproduced copies.

Original copy. The ribbon copy of a typed communication, to which the signature is added. The preferable term is "original" to distinguish the unique document from carbon or processed copies.

Originator's code/symbol. A letter, number, word, or any combination of these used to represent a person or organizational unit. It serves to identify the preparing agent, and enables the recipient to address his reply specifically. On outgoing correspondence, the code may appear after "in reply refer to:". It may also appear as a last entry on file copies only, to identify the preparing office.

Pattern letter/paragraph. Same as guide letter/paragraph.

Plain form letter. A form letter, complete in itself, without need for fill-ins.

Precedence. The relative order in which telecommunications are handled. Also used to indicate the order of handling other communications.

Priority. (1) The highest precedence ordinarily assigned to a telecommunication of an administrative nature. (Not used in General Services Administration.) (2) Letters requiring immediate attention, such as those from the White House, from members of Congress, and from members of the Cabinet.

Programmed letter. A letter produced on an automatic typewriter using paragraphs pre-punched in paper tape.

Promise copy. Same as follow-up copy.

Reading copy. A copy of outgoing correspondence, usually arranged in a chronological file kept for the information of staff members. It is sometimes called a day-file copy.

Record copy. Copy of outgoing communication specifically intended to be kept as a record. Usually means "official file copy."

Reference form letter. A form letter with optional numbered statements printed on the face or reverse, which can be referred to by writing the appropriate numbers in the spaces provided for the purposes.

Reference line. (1) The notation used to identify the originator of a communication, by code. The line, if used, is printed or typed on stationery, in such form as "In reply refer to:". (2) The notation used on a reply to identify the originator of the incoming communication. The line, if used, is printed or typed on stationery, in such form as "Your reference:".

Rewrite. Revision of a communication to such extent that content is changed and that retyping is necessary. Retention of a copy of the superseded communication is desirable. A retyping for correction of grammar, spelling, or punctuation, or for minor improvement of style, is not, for purposes of correspondence management, considered a "rewrite." In such cases, retention of a copy of the superseded communication is not necessary.

Ribbon copy. The original of a document prepared by a machine, as distinguished from carbon copies made simultaneously.

Routine. Second highest precedence assigned to telecommunications of an administrative nature. Below "priority," but above "deferred." (Not used by General Services Administration.) Also used to denote written communications of less urgency than those with "priority."

Sender's code/symbol. See originator's code/symbol.

Separate cover. See enclosure.

Short note reply. A brief answer recorded by hand, by stamp, or by typewriter on the face of the incoming communication. Similar to the 2-Way Memo, the Speed Memo, and the Speedletter.

Signature block. The "sign-off" portion of a communication, consisting of the handwritten or facsimile signature, the typed or imprinted name of the signer, and, if any, the identification of the signer, such as title, rank, or position. The block is placed below the complimentary close, or directly below the body of the communication if there is no complimentary close.

Simplified letter. A letter with functional design, characterized chiefly by alignment of all components at the left margin and by omission of the conventional salutation and complimentary close. Sometimes referred to as the NOMA letter.

Special mailing instruction. Same as mailing instruction.

Speedletter. An urgent communication resembling a memorandum and its informality and possible range in level of signing. It is distinguished from regular correspondence by a printed heading indicating the necessity for priority in mail processing. Similar to the 2-Way Memo, the Speed Memo, and other forms of correspondence flagged for quick handling.

Speed memo. A three-part, carbon-interleaved set so arranged that the reply is placed on the page with the message. The Speed Memo is used for brief, informal correspondence. Similar to the 2-Way Memo, the Speedletter, and the Short Note Reply.

Style manual. (1) A publication setting forth rules for printing, covering such subjects as typography, spelling, abbreviations, punctuation, capitalization, and numerals. The best known example is the United States Government Printing Office Style Manual.  
(2) A publication governing the format of letters and other types of correspondence. The best known example is the United States Government Correspondence Manual. See also correspondence manual.

Subject index. An outline of the subject matter covered by a correspondence unit. It keys by number the guide and form letters and paragraphs available for the preparation of replies. See also correspondex.



Subject line. The line completing the caption "Subjects:" which appears on Optional Form 10 and similar memorandum forms. The line may be added to letters. It compresses the contents of the communication into a topical phrase.

Suspense copy. Same as follow-up copy.

Telecommunication. A message transmitted by telegraph, teletype, radio, or cable.

Telegram. A message sent by telegraph. As used in correspondence, covers cablegrams.

Teletype. A message sent by means of a teletypewriter; known also as TWX from the abbreviation of "teletypewriter exchange."

Tickler file copy. Same as follow-up copy.

Time limits. In the preparation of correspondence, the period of time allowed for acknowledgment and for full reply. Although varying, the limits are usually two working days for acknowledgment of a priority letter that cannot be answered within five days and for a routine letter that cannot be answered within ten days.

Tracer letter. A copy of an unanswered letter, often marked "Tracer" or "Follow-up," which is forwarded to the addressee as a reminder that reply or action is due.

Transitory correspondence. Routine correspondence without prolonged record value. Retention periods can be limited to the interval required for completion of the action covered by the communication.

Transmittal letter. A letter, sometimes preprinted, served to introduce the items it accompanies. Unless the letter explains as well as introduces, it is usually not necessary.

2-Way memo. A three-part, snap-out set so arranged that the reply to a brief, informal message is placed on the page with the message. (Optional Form 27.) In its dual use, resembles such forms of communication as the Speed Memo, the Speedletter, and the Short Note Reply.

Validation. In correspondence, same as authentication.

### 3. FORMS MANAGEMENT

Agency form. A form that is originated and standardized for internal use throughout an individual agency.

Allover coated. A sheet of carbon paper completely covered with ink on at least one side, leaving no uncarbonized areas.

Basis weight. The weight in pounds of 500 sheets of a given grade of paper in sheets of a specified size, which is regarded as standard for figuring the weight of all other sizes of paper of the same grade. At the Government Printing Office the basis weight is given for 1,000 sheets instead of a ream. Thus a Government basis weight of 26 is the same as a commercial weight of 13. Same as substance number.

Binding margin. The blank or unused edge of a form provided to permit punching or fastening or both.

Bleeding. Ink coverage up to and off the edge of a printed sheet. To accomplish this effect, the printer must run an over-size sheet through the press to accommodate the extra ink coverage, then trim to required size.

Block-out. A method used to eliminate certain entries from one or more copies of a set of forms so as to obscure the carbon or ink image.

Book form. Identical forms bound between covers, without interleaved carbon, such as account ledgers and logs. Not to be confused with sales book.

Bootleg form. An uncontrolled, non-standardized form, usually unnumbered.

Box design. A form style which encloses the caption and entry space for each item or question on the form in a rectangular space. Captions are printed in small distance type in the upper left corners of the space. This leaves the remainder of the space (box) for fill-in. Same as ULC.

Burster. A machine which detaches forms from continuous strips and stacks the individual sheets in sequence.

Carbon basis weight. Popular one-time carbon weights are 5½ lb., 8 lb., 9 lb., 10 lb., and 12 lb. Weight usually is based on a sheet size of 20x30" -- 500 sheets per ream. Coating with ink adds about 20% to the weight.

Carbonized printing paper weights are usually based on a sheet size of 25x38" -- 500 sheets per ream.

Carbon bleed. A condition created by the migration of oils or dyes from the carbon paper in a finished form to the copy sheets.

Carbon dummy. Sheets of paper and carbon assembled specifically for the purpose of testing to determine the legibility of carbon impressions.

Carbon paper. Tissue to which has been applied a coating of carbon black in combination chiefly with acids, waxes, and oils to permit producing a copy. See allover coated, die cut carbon, double face, feather edge carbon, finish, floating reusable carbon, one time carbon, processed carbon, selvedge, spot carbon, strip carbon, tack, and transverse coated.

Card stock. A heavy paper (70 to 110 basis weight) that is used in visible files or for forms which receive much handling.

Check-list design. A form style in which questions or statements listed with columns or boxes along the side for responding.

Columnar design. A form style used when several entries of the same type are to be listed under one heading. The fill-in spaces are arranged in columns with printed captions at the top of each column.

Comptroller General forms. Certain fund accounting forms prescribed by the Comptroller General for use by all Federal agencies under the authority of Section 309 of the Budget and Accounting Act of 1921. Agency forms developed for use in lieu of Comptroller General Forms require advance approval of the Comptroller General.

Consecutive numbering. The placement of a number on single forms, unit sets, continuous forms, book forms, etc., for control purposes. In multiple part sets each form bears the same number.

Continuous form - not marginally punched. One of a set of forms printed one after another on a continuous sheet to eliminate repeated insertions in writing machines. They may be in strip, fanfold or unit-set format and are usually perforated for easy detachment of individual sets. See also specialty forms, marginally punched forms, pinfeed.

Continuous-strip marginally-punched forms. Single forms or sets of forms produced fanfold in uninterrupted strips, marginally punched for use over aligning devices on machines such as a pinfeed typewriter, bookkeeping machine,

or high-speed printer. Usually supplied in roll form or accordion fold, perforated for easy separation.

Cut form. Single sheet forms, not folded, bound, padded or otherwise attached, usually printed on agency equipment. Same as flat forms. The opposite of specialty forms.

Decollator. A machine which removes the sheets of carbon paper from continuous forms.

Die cut carbon. Carbon paper in a multiple part form in which holes are die cut in the carbon paper to prevent reproducing carbon impressions from one copy to the other.

Die impressed. The use of die or plate to stamp an image into another surface. Applies particularly to mimeograph stencils or spirit masters. Both the form and the fill-in data are reproduced at the same time.

Dingbats. Symbols, such as stars, arrows, circles, used to attract or stop the eye and call attention to particular items on a form.

Double face. Carbon paper coated with ink on both the front and back. This can be striped or allover coated -- even stripe coated one side and allover coated on the other side.

Dummy. A layout and simulation showing the size of page and general appearance. It graphically informs the printer of the way to manufacture a form.

Edition date. A date placed with the form number to identify the current version of the form.

Elite typewriter type. A size which produces 12 characters to an inch horizontally.

Fanfold form. Continuous forms or sets of forms printed across the width, alternately on the front and back, of a wide strip of paper. They are perforated vertically between the parts along the alternate or accordion folds of right and left edges and horizontally between the sets and folded fan-wise vertically so all printing is face up. See also continuous-strip marginally-punched forms.

Feather edge carbon. Carbons that are longer than the opaque sheets of the set and unccated at the extended edge.

Feathering. A carbon copy image which is not sharp and clear. Usually results from using a carbon paper whose ink finish is too soft for the form involved (allowing an excessive amount of ink to be deposited on the copy sheet upon execution), or poor surface finish of printing paper, or too many characters per inch.

Federal report form. Forms used by Federal agencies in gathering information from the public. Under the Federal Reports Act of 1942, the forms must be approved by the Bureau of the Budget, as provided in Bureau of the Budget Circular A-40. Same as public use form.

Fill in. To place data on a form.

Finish. The degree of ink formulation and coating application on carbon paper to obtain a desired intensity for sharpness of the copy of image. The usual finish designations are Extra-Hard, Hard, Medium, Intense and Extra-Intense.

Flat stitch. Binding with wire staples the assembled pages of a salesbook.

Floating reusable carbon. Special carbon paper for repeated use on carbon saving and carbon shifting devices. May be in roll or pack style.

Form. Predesigned document, usually paper, reproduced with spaces provided for the insertion of information to facilitate work.

Certain printed items without fill-in space, such as contract provisions instruction sheets, notices, letterhead, tags, labels, and posters, are often considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, and use with other forms.

Form distribution chart. Graphic presentation of the flow of copies of a multicopy form.

Form flow diagram. Graphic summary of the movements of each copy of a form.

Form number. A number placed on a form for ease in establishing and maintaining its identity.

Form procedure chart. Graphic presentation of the use to which copies of a multicopy form are put.

Form title. Words selected to indicate the function and purpose of a form, supplementing the form number in maintaining a form's identity.

Form-topped stencil. Stencil with a facsimile of the printed form on the surface, kiss-printed in a contrasting color to the stencil to act as a guide for the typist in positioning copy.

Forms analysis. The weighing of the work implications of a form before it is printed, determining the essentiality of the form, each copy, and each item therein. Developing optimum construction for fill-in and processing of data. Reviewing the controlling procedure and related forms to determine the best methods of minimizing error and the most convenient and economical way of sequencing insertion of information. A specialized kind of management analysis.

Forms control point. The organization location at which a record is kept of all forms used in an agency or office, having the responsibility for registering all forms, assigning identification, issuing design standards, determining specifications for reproducing forms, and developing specifications for storing and distributing forms produced.

Forms design. The technique of placing the various entries on a form to simplify fill in, processing, and filing - usually in consonance with established forms design standards to hold down cost, make for correct construction, and fit into the controlling procedures. Design does not begin until an analysis is made to resolve WHAT goes on the form. Forms design continues the analysis until it resolves how to best arrange and present the information.

Forms design guide sheet. A sheet that is preprinted (in non-photographic blue ink) with graduations on it to help calculate proper spacing to fit the writing method, both horizontally and vertically.

Forms design standards. The physical or graphic features required of a form for simplicity of fill-in, for efficiency in processing, and for economy in reproduction, usually expressed in terms of size and shape, weight and grade of paper, colors of paper and ink, typography and format, construction characteristics, and methods of reproduction.

Forms management. A program for assuring essentiality, standardization, economy, and correlation of procedures through forms design, procurement, and use. Inherent in this concept is promoting the program and training agency personnel; analyzing the purpose and content of forms and related procedures; promulgating design standards; registering all forms; eliminating unnecessary forms and preventing creation of new forms which duplicate existing ones;

determining specifications for reproducing forms; developing plans for storing and distributing forms produced; following up to ensure satisfactoriness of forms designed.

Forms registration. Channeling each request for a new, revised, or reprinted form to the control point to be recorded and assigned for analysis and design. Not to be confused with printing registration.

Forms replenishment control. The techniques employed in maintaining inventories of forms at predetermined levels consistent with probable usage schedules and distribution requirements.

Forms supersession notice. Notation that an existing form is superseded by one or more new or revised forms. Often in the form of an appropriate entry on the new or revised form.

Font. A complete assortment of type (typewriter, varityper, printing press) of one style and size.

Foto-type. Individual printed reproduction of various sized type faces which may be pasted together and used on copy for photo-offset reproduction.

Functional file. Arrangement of forms at the control point by purpose. Each form is used to accomplish a specific informational task; by grouping the forms according to this task, overlapping and duplicated information may be observed when the forms within the group are compared. See also recurring data analysis sheet.

Gang-printing. Printing of two or more different forms as one unit from the same plate.

Gothic style type. A square-cut type with no serifs.

Grain. The direction in which the fibers lie in the body of the paper.

Gripper margin. That part of a sheet of paper which is caught by the grippers on the impression cylinder of a press during the printing process. Unusually widthwise on small presses; lengthwise on large presses.

Halftone. An engraved copper or zinc plate with networks of depressed and raised portions. The configuration determines the density of dots of ink



used to reproduce images on paper. The density of the dots determines the intensity of the color of the reproduced images. The result is not completely dark or light; hence the term "halftone." A plate is produced by photographing the copy through a screen which permits the desired proportions of the copy image to be recorded.

Headliner. Trade name for a machine used to prepare copy from 6 to 84 point type on photographic paper or film. Generally used for headings which require larger than the 12 point type which the Varsity provides.

Head-to-foot. Printing the reverse side of a sheet upside down so that it can be read by turning the sheet over from top to bottom.

Head-to-head. Printing the reverse side of a sheet so that it can be read by turning the sheet over as in the pages of a book.

Italic type. Type face which slants to the right, in contrast to the upright verticals. Most italics are sloped modifications of Roman letters.

Justified margins. The process of adjusting spaces between type in order to produce lines of equal length, causing the right side of a column of type to come out even.

Kiss-printed. Technique for printing the outline of a form on a master or stencil as a guide for filling in, and only the filled-in data reproduces on printed forms. See also form topped stencil.

Layout. Fully designed form on a forms design guide sheet to guide the compositor in the selection of the kind and size of type and rule weights and the grouping of the printing master.

Ledger. A stock of paper (24 to 32 basis weight) that is usually used for forms that are subject to hard use.

Lightface type. A type which makes a light printed impression, as distinguished from bold face.

Line weights. Same as rule weights.

Local form. Forms normally originated for internal use in the originating office.

Manifold form. See specialty form.

Marginally-punched forms. Same as continuous-strip marginally-punched forms.

Mill sheet. The standard size in which a particular stock of paper is produced by paper mills.

Numerical forms files. A form history file arranged in numerical order, containing a separate folder for each form. Each folder contains such documents as the request for approval and justification for a new, revised, or reprinted form, correspondence, a reference to the prescribing directive, instructions for form use, and a copy of current and previous editions of the form, and other related papers.

One time carbon. Carbon paper designed for immediate disposal after extraction from interleaved set.

Optional form. A form, which is applicable to the operations of more than one agency and which has been approved for optional use on a government-wide basis by the Bureau of the Budget under the procedures in BOB circular No. A-17, Revised. See also standard form.

Overprint. Adding new material onto an existing form or printed item by a second printing, including obliterating any material not wanted.

Padded forms. Forms bound together at one edge by means of a gum compound. Forms may be grouped together so that either single sheets or a set can be detached without disturbing the remaining forms in the pad.

Pantograph. A light ink tint screen used on Government securities and checks as a safety feature. The tint is easily removed and thereby reveals any tampering.

Perforation. A series of slits (lines) or pin holes pierced in paper to weaken it for easy separation.

Pica. (1) In typewriters a size of type producing 10 characters to an inch horizontally. (2) A printer's unit of vertical type measure, equal to 12 points, slightly less than 1/6 inch (6.04 picas/in.).

Pinfeed. A device for feeding, alining, and registering marginally punched forms on business machines. The paper is uniformly perforated along the right and left hand margins. Movement is effected by a set of gears with pin-shaped teeth at both ends of the platen.

Pitch. The number of characters a machine will print per linear inch.

Point. The unit for measuring type. A point is nearly 1/72 of an inch - 0.013837 inch.

Prepunched form. Forms punched during the process of manufacture for filing in binders or fastening to file folders.

Printing registration. (1) a precise adjustment or correspondence of lines and spaces so that fill-in blocks on two or more copies of a multipart form, to be filled in at one writing through use of carbon, will be in perfect alinement. (2) In color printing the exact superimposition of the edges of the colors to prevent blurring.

Processed carbon. Carbon paper in rolls having any or all of these features: Marginal holes, 7/32" in diameter spaced 1/2" center to center, and usually placed 1/4" in from one or both edges; horizontal (cross) perforations, usually six ties per inch, at certain intervals as ordered; tabs (triangular shaped) placed above or below the cross perforation at any position across the width; longitudinal perforations, usually six ties per inch, placed on one or both sides usually 1/2" in from the edge; and file holes, usually 1/4" diameter, placed in any position across the width of the roll.

Public use forms. Forms used in Federal agencies in gathering information which, under the Federal Reports Act of 1942 (56 Stat. 1078), must be approved by the Bureau of the Budget. The procedure for getting that approval is contained in Bureau of the Budget Circular No. A-40. See federal report form.

Recurring data analysis sheet. A form used to display recurring data or repetitive items on several different forms.

Register. See printing registration.

Rule weights. Rules or lines on a form used primarily to guide, attract, or stop the eye. They can be light, medium, heavy, double parallel, and dash or dotted lines, depending on their use.

Roman type. Type faces based on the style of characters used on stone inscriptions of the Romans. The up and down strokes of the characters are upright in contrast to the sloping strokes of italic fonts. Roman type has serifs added to the top or bottom of the vertical lines.

Saddle stitch. To bind a publication by wire stapling through the center fold. Folded pages (or "signatures," as often called) are fitted together and placed on the machine, saddle-like and wire stapled.

Salesbook. A handwritten business form generally consisting of (a) the form, (b) the cover or binding, and (c) the carbon. Can be supplied in one or more parts.

San serif. "Without feet," descriptive of several type styles which use straight unembellished lines to form the individual characters. The extremities of the characters do not have small lines.

Scoring. The weakening of the fibers of sheets of paper by pressure rather than by cutting so that the sheet can be folded on a straight line at a given point.

Screening. The process for reducing ink density on a form by breaking up the image into a series of tiny dots. The density is determined by the number of lines or dots of ink per square inch.

Self mailer. Any mailing piece so designed that one of the outside folds or a cover provides room for addressing and mailing, thus dispensing with envelopes.

Selvedge. The uncoated outer edges (usually about 1/16") of carbon coated mill size rolls. This uncoated edge prevents cracking of the edges of the roll during the coating operation. Occasionally the forms manufacturer will use this edge to facilitate gluing the carbon into the form.

"Snapout" form. A trade name for unit set.

Specialty forms. Multiple copy forms, such as unit sets, continuous sets, die-impressed and form-topped stencils, hectograph and offset masters; any special die cut, carbon-interleaved or perforated forms; and any type of form which requires such special equipment for its manufacture that the source of supply shall be through the Government Printing Office.

Specifications. A statement of requirements to which the construction of a form must conform. Requirements include such items as paper, carbon, ink, number of copies, size, perforations, punching, etc.

Spot carbon. Carbonized tissue which has been coated with ink only in predetermined areas or zones at regular intervals along the width and/or length of the sheet or roll. When interleaved into a form, certain information may thus be placed on some copies and not on others at the time of execution.

Standard. An established or accepted rule, or model, by which the degree of satisfactoriness of a product is determined. See forms design standards.

Standard form. A form prescribed by one Executive Agency for the mandatory use by two or more other agencies. Standard Forms must be approved by Bureau of the Budget in accordance with the provisions of BOB Circular No. A-17, and any deviation in use requires a written exception.

Standard size. The size of the form which can be cut in even segments without waste from a standard mill sheet of paper.

Standardized form. A form that meets an agency's forms registration and forms design standards - not to be confused with standard form.

Strip carbon. Tissue sheets carbonized in strips so that only the data entered at the carbonized location are reproduced on the following copies. See also spot carbon.

Substance number. Same as basis weight.

Tabular design. Same as columnar design.

Tack. A condition which occurs when, after writing, the carbon will cling or stick to the printed sheet it faces at the point or points where writing pressure was applied.

Tag stock. A cylinder or Fourdrinier sheet ranging in basis weight from 100 to 270 pounds a ream (24" x 36" in size).

Tail letters. A style of numerical type fact used on typewriters, designed to increase legibility of numerals on carbon copies.

Temporary form. A form approved for a limited time only; often a "test" form.

Throw. The fixed distance a typewriter is geared to travel in a vertical direction between lines of type. The most common throw is 1/6".

Transverse coated. A coating pattern in which there are all-over coated and uncoated areas on both sides of the paper. There is an adjacent relationship between the coated and uncoated areas, and the two sides of the paper. Much used in fold-over statement ledger forms.

Tumble style printing. See head-to-foot.

ULC. Acronym for upper left corner. Same as box design.

Unit set. A multiple set of forms held together by a pasted stub ready for fill-in. Sets can be carbon interleaved, made of carbonless paper, or backs of forms can be carbonized. The pasted stub is perforated which permits easy extraction of carbon paper.

Upper case. The capital letters.

Varityper. Trade name for a keyboard activated writing machine with interchangeable fonts of different styles and sizes used principally to prepare forms copy for offset.

Zip-a-tone. Trade name for a form of Ben Day screen used to obtain line patterns.

#### 4. REPORTS MANAGEMENT

Budget Bureau number. Identification given reports showing they have Bureau of the Budget approval.

By-Product reporting. Information obtained as a by-product of a work process or another report.

Circular A-40. See Federal Reports Act of 1942.

Clearance procedures. Program requirement for review, analysis, coordination and approval (authorization) of new or revised reports on the cancellation of existing reports.

Controlled report. A report; the requirement for which is subject to review and assignment of a report-control or report-exemption symbol.

Costing. Estimate of time, usually expressed in dollars, required to produce a report.

Crash review program. A technique for the simultaneous review of required and prepared reports by field offices followed by a similar headquarters level, taking into account the field comments and recommendations. The total program is usually completed in 3-6 months. (See also Periodic Reports Review, Continuing Reports Management Program.)

Critical-path scheduling. A technique to determine the continuous chain of operations critical to completion of a project by its scheduled completion date.

Data-keeping requirement. Command by higher authority that records of certain facts be maintained in a specified manner to yield data required by a reporting directive or in anticipation of a future reporting requirement. Such requirements are usually subject to review under a report control system.

Due date. The workday a report is to arrive at its prescribed destination.

Exception reporting. Reporting only conditions other than normal, changes from a previous report or items needing corrective action. See also situation report.

Exempt report. A report which does not require clearance and assignment of a reports symbol.

External requirement. Reporting imposed by another Federal agency such as the Civil Service Commission, the Congress, etc.

Federal Reports Act of 1942. The statute (5 USC 139) requiring Federal agencies to obtain the approval of the Bureau of the Budget for conducting or sponsoring the collection of information, upon identical items, from ten or more persons other than Federal employees. Supplemental and interpreted by Bureau of the Budget Circular No. A-40, Revised, May 25, 1962.

Feeder report. A report from which an activity draws part or all of the data required for another report.

Format. Provision for uniform reporting, including narrative, printed form, figures or tables, charts or other graphic means.

Frequency. The periodic reporting period (e.g., weekly, monthly, quarterly, semi-annually, annually, etc.) or the situation frequency (e.g. upon each occurrence of a situation or event of certain prescribed characteristics).

Functional file. A file of specimen copies of approved reports, classified and arranged by function so as to permit analysis, consolidation and combination of like items for the purpose of (1) eliminating duplicate information and (2) identifying gaps in reports data.

Internal report. A report required of one part of an agency by another part of the same agency. Compare with external report.

Negative report. A report which simply states or indicates that there is nothing to report. Negative reports are sometimes necessary when 100% reporting is required to be sure that all reporting offices have complied even though there is nothing to report.

Non-recurring report. Same as one-time report.

One-time report. A special report prepared one time only by one or several respondents. A new request must be issued each time a report is required. Same as non-recurring report.

Period report. See receiving report.



Periodic review. A review of reports by major groupings, scheduled over a period of time (i.e., months or years).

Person, in public reporting. Any individual, partnership, association, corporation, business trust, legal representative, organized group, state or territorial government or branch thereof, political subdivision of any state or territory, or branch of any such political subdivision.

PERT, "Program Evaluation and Review Technique." A scheduling concept using plan and report procedures. It can be an integrated reports management system which identifies the interrelationships and interdependencies in the work to be performed, thereby permitting ready determination of the effects of any schedule slippages on the entire project or production program, and thus focusing management's attention on the areas where corrective action is most needed. Primarily a plan and report technique for project scheduling.

Plan. In public reporting under the Federal Reports Act of 1942, (1) Any general or specific requirement in public reporting for the establishment or maintenance of records which are to be used or are available for use in the collection of information on identical items from 10 or more persons other than Federal employees. (2) Any requirement affecting the content, preparation, return, or use of a plan or report form. (3) Any contract or agreement which will result in the collection of information on identical items by or for the contractor from 10 or more persons other than Federal employees.

Preparing office. The activity which actually compiles or prepares the report.

Program. A plan or scheme of action designed for the accomplishment of a definite objective which is specific as to the time-phasing of the work to be done and the means proposed for its accomplishment.

Public reporting. The reporting of information to the Federal government by private persons. See also (Federal Reports Act of 1942, person, plan.)

Recurring report. a. Periodic Report. One which conveys essentially the same type of information regularly at prescribed intervals (e.g. daily, weekly, monthly, annually, etc.) b. Situation Report. One which is prepared upon each occurrence of an event or situation of certain prescribed characteristics (e.g., "Upon graduation," "Upon occurrence of an accident," etc.)

Redundancy chart. A charting technique for comparing several forms or reports for duplication of items.

Report. Transmitted information, whether narrative, tabular, questionnaire, form, graphic, punch card, tape, or other medium regardless of the method of processing, preparation, or transmission.

Report control system. A system established for the purpose of providing, through review and approval of all proposed and all revisions of authorized reporting requirements: (a) assurance of essentiality of need for the information; and (b) reduction in the volume of required reporting by simplification, elimination of duplication, and otherwise. See reports management.

Report form. A form used for the collection of information that will be transmitted as a report.

Reporting period. (1) The length or period of time covered by a report, as fiscal year, month, week. (2) The frequency of reporting; e.g., weekly, monthly.

Reports catalog. A systematic and methodical listing of all reports handled in an organization's program. An inventory is usually of a continuing kind.

Reports control. See report control system.

Reports control symbol. Same as (reports symbol).

Reports identification symbol. Same as (Reports Symbol).

Reports inventory. The collection, identification, and listing of all the reports of an organization to establish the groundwork for a continuing program of review and improvement.

Reports management. A management analysis function or service which aids an organization in developing the most effective reports and reporting systems; in improving existing reports and systems in the light of current needs, changing conditions, new developments in devices and techniques, and other factors; and in identifying existing reports and providing a clearing system for new and revised reports. Usually administers the reports control system.

## 5. DIRECTIVES MANAGEMENT

Administrative manual. Codified directive pertaining to such support functions as personnel, space, supplies, travel, finance, and purchasing.

Audience. The intended readers of a directive; the addressees on the mailing list.

Book-type directive. See manual, and handbook.

Centralized review. The preissue inspection of directives to assure appropriate clearance and adherence to system standards.

Circular letter. A directive written in memorandum form, usually serially numbered.

Codify. To organize into a subject classification, to re-work letter-type directives, arranged by subject, into book-type manuals. Under a codified classification each subject receives one, and only one, location and its thought content is subordinated and sequenced to aid filing and finding.

Coding. The act of writing number/letter designations on directives in the process of classification.

Control point. Office performing centralized review, usually for consistency with policy, format, procedure, overlap or duplication of other published material. Assigns directives number (symbol) for identification and filing. Maintains complete file of all directives.

Current directives list. A semi-annual or annual listing of all directives in force by identifying code, date of issuance, subject, and distribution.

Directives. Written instructions from superiors to subordinates. Generic terms for issuances, such as regulations, orders, manuals, handbooks, circulars, numbered memoranda, and notices. A command communication going "downward" in an organization, giving guidance and information.

Directives management. A staff program that develops the formal channels for the written instructions of an organization. Program components are designing the issuance classification and distribution system, devising the staff role, planning operating procedures such as types of clearance coordination and control, and providing standards for the writing and format of directives.

Directives on directives. Same as (directives system directive).

Directives policy committee. An agency or bureau committee, representative of users and originators, which appraises needs and recommends on directives program policies.

Directives system. An operating plan for production and control of written instructions. A system is designed to save agency man-time devoted to originating, printing, reading, understanding, and filing directives. A system usually includes these sub-system components: (1) separation of temporary directives from permanent directives; (2) coordinative clearance and centralized review; (3) subject classification and coding; (4) continuous separation of currents from obsolesces; (5) codification of unit subjects; (6) echelon implementation and supplementation; (7) verification of set completeness; (8) selective distribution; (9) timely release; (10) standards development for decentralized operations; (11) identification of subject voids; and (12) writing improvement.

Directives system directive. A directive containing the instructions for the preparation, clearance, control, and distribution of directives.

Distribution codes. Symbols used to give the originator a means of indicating the addressees for a directive, provide mail routing, enable recipients to identify other recipients, provide a simplified system for updating the distribution of a directive on monthly checklists.

Distribution list. Mailing designator of addressees to whom directives will be sent. Often placed, in code, at end of the directive on the left margin.

Expansion. The insertion of added text in an issued directive, often used in loose-leaf revisable systems.

Federal register. The official organ or gazette of the Federal Government, created by Act of Congress, July 26, 1935 (44 USCA, section 301-314) to provide for the custody of federal proclamations, orders, regulations, notices, and other documents, and for their prompt and uniform printing and distribution.

Field test. Testing a directive by obtaining user comments and experience in applying a proposed directive before final issue.

Format. The shape, size, style, and make-up of a directive, form, form letter, report, or other item of printed or reproduced material.

Handbook. Book-type directive. Usually provides how-to-do procedural guidance in a less formal fashion than a manual. Rarely written in the imperative.

Historical set. A separate and complete file of all current, superseded, and rescinded directives issued by an organization, maintained for future administrative and research purposes. This master set is held intact and no part is charged out. See library set.

Illustration standard. A requirement that illustrations be developed and used, when possible, to reduce lengthy directives text and improve readability.

Issuance. Same as (Directive).

"John Doe" form. Sample form, filled in for illustrative purposes and used as an exhibit to directives. May contain marginal notes to describe or highlight entries on the form.

Library set. A complete file of current directives maintained for reference purposes.

Loose-leaf revision. A technique for maintaining the internal coherence of a directive while adding new and cutting out old material.

Mailing list codes. Same as (distribution codes).

Manual. A book-type directive with title page and table of contents, often loose-leaf. Usually provides what-to-do guidance in formally written style.

Master set. Same as historical set, although a library set is sometimes erroneously called a master set.

"Need-to-know" distribution. A system of distributing directives to those who have a need for the directive material for action purposes.

New and revised text symbols. Marking such as asterisks, to indicate text change and avoid unnecessary reading.

Notice. See temporary directive.

Organization manual. A specialized directive specifying the location of responsibilities within an organization and the structuring of authority.

Originator. The author, the person who sees the need, or the official who directs the preparation of a directive.

Paragraph headings. Starting each major segment in a directive with a key word or phrase indicating the nature, purpose, or intent of the segment. Generally considered helpful to a reader.

Permanent directive. One which has no predictable cancellation date, and remains in effect until specifically cancelled or superseded.

Policy manual. A directive that outlines organizational objectives, assigns functions, and outlines the courses of action to reach the objective.

Post audit. (1) Review of directives after issue; (2) Comparison of the way a process governed by a directive is actually done with the way the directive says it should be done.

Pre-assembly. Issue of directives pages in proper page sequence.

Program manual. A directive that governs substantive functions as distinguished from functions.

Publications control. The application of established policies and standards to the preparation, coordination, approval, printing, distribution, stocking, and replenishment of stocks of publications and other matter printed or reproduced in the conduct of the official business of an organization.

Ready-to-use manual issue practice. A standard rule that provides for issue of directives, especially complete sets, in pre-assembled, ready-to-use arrangement.

Regulations. Directives usually having the force of law. Regulations affecting the public must be published in the Federal Register, and then incorporated in the Code of Federal Regulations. This is in accordance with the Federal Register Act (44 USC 301-314) and the Administrative Procedures Act (5 USC 1001-1011).

Reports management office. The element in an organization which administers the reports analysis and control program. Controls include assignment of report symbols and preparation of report catalogs. Analysis includes developing an economical and efficient reporting system.

Reports symbol. An identification (usually letters and numbers) assigned at the requiring level by the reports management element. In most cases, the assignment of the symbol constitutes approval of the report.

Requiring office. The office which develops and prescribes the specific report and reporting directive, including the form or format to be used, the definitions and instructions for preparation, the frequency, the designation of preparing offices, and the distribution and routing of the report.

Required report. A report which a particular office exacts from other offices. The report is an incoming report to the imposing office.

Revisable manual. A directive that employs loose-leaf revision techniques. See also (loose-leaf revision).

Sampling. The technique for obtaining reports information from a portion rather than all of the possible reporting offices, installations, citizens, etc.

Selective distribution. Same as "need-to-know" distribution.

Selective transmission. The technique of limiting the number of respondents to a reporting requirement to a few selected offices because they are trouble spots or are experimenting with a new program.

Situation report. See receiving report.

Staff agency directives. Those produced by the Bureau of the Budget, Treasury Department, General Services Administration, Civil Service Commission, General Accounting Office, etc., in carrying out government-wide staff functions.

Standard. That which is established by authority as the best possible criterion or model.

Standard heading. Paragraph, section, or chapter headings consistently employed to signal the user on "purpose," "action," "policy," "authority," or "report requirements."

Standard practice instructions. Instructions that establish methods and procedures for meeting pre-determined goals, also known as standard operating procedures (SOPS).

Standard practice manual. Classification, style, and housing adopted for the presentation and distribution of procedures.

Standard practice procedure. Method of performing a basic administrative technique in order to facilitate control and coordination.



Strip reporting. A system to speed the compilation of data. Information is reported on forms which are designed to overlap when placed on a flat surface, and the information can readily be extracted from the columns left visible. A variation of this system uses pegboards to hold the forms.

Subject void. A subject area where guidance is needed, but not furnished by the directive system.

Supplementation. Adding to or changing directives issued by a higher level to assure adaptation to local conditions, using cross-reference, color-coded page insertions, or other techniques.

Symbol. Numbers, letters, or combination of both, assigned to a directive for identification and filing purposes.

Temporary directive. Short-term instruction, often used for rush or preliminary guidance. Often have an expiration date. May include matters of one-time importance, such as announcements of events.

Timely release standard. A requirement that directives be issued in time for users to comply in advance of effective date.

Training manual. A guide that instructs the employee to increase his readiness to perform, as distinguished from the "directive" which commands ready performance by the trained employee.

Weekly advice. An announcement of directives issued during the week, providing an effective notice in case of distribution failures.

Writing standards. Criteria of reading case, accurate spelling, grammatical usage, and quality of style in directives.

6. MAIL MANAGEMENT

ABCD mail. "Accelerated Business Collection and Delivery," whereby mail placed in a Post Office mail box within the business district before 11:00 a.m. is delivered to another address in the business district the same day.

Abstracing mail. Same as (briefing of mail).

Action office. The "desk," or organizational element responsible for handling a communication.

Briefing mail. Abstracing highlights of communications to record receipt and to monitor movement and expedite action. Also keeps officials informed of the activities of correspondents.

Buck slip. Same as routing slip.

Bulk mail. Two or more pieces of mail gathered for mailing in a single envelope or mail bag to one addressee.

Central mailroom. The principal work station responsible for receiving, routing, delivering and dispatching mail.

Certified mail. A system of mail handling by the Post Office Department that provides for a receipt to the sender (if requested) and a record of delivery at the office of address. No record is kept at the office at which mailed. It is handled with ordinary mail and no insurance coverage is provided. A special fee is required for this service.

Controlled correspondence. Same as (mail control).

Consolidate mail. Same as (bulk mail).

Correspondence control Record. Same as (mail control record).

Crank mail. Irrational or unsigned communications not worthy of serious consideration as far as the subject is concerned.

Decentralized mail control. Controlling selected mail as close to the action office as possible instead of a central points.

Digesting of mail. Same as (briefing of mail).

Direct pouch mail. Mail placed by the agency in "tagged" addressee bags for delivery by the Post Office between two points.

Enroute sorting. Forward sorting for delivery by trip messenger of papers picked up on his route prior to returning to mail station.

Fourth class mail. The "Parcel Post" service provided by the Post Office Department for handling educational or "library" materials, and merchandise, printed matter, and all other matter not included in the first, second or third class mail, weighing more than one pound.

Franking. Privilege given to members of Congress to send official mail through the U.S. postal system free of charge by marking an indicia on an envelope.

Incoming mail. Mail received in an agency or office from another source.  
See Mail.

Insured mail. Third or fourth class mail or air-mail which contains third or fourth class mail for which reimbursement, up to its declared value, may be claimed in the event of loss or damage to domestic mail. A special fee is required for this service.

Joint-action routing. Routing original incoming letter to the action office and copies to other offices for concurrent (joint) action or information. Also called "direct-flow routing."

Mail. Written or electrically transmitted communications, periodicals, packages, and similar materials sent or received by an organization, usually through a postal system.

Mail control. A procedure for recording and monitoring the receipt, movement, and location of mail in an agency, including follow-up and dispatch of the reply.

Mail control record. A record of the receipt, location, and suspense date of mail. Maintained to record receipt and location, and also to assure prompt action is taken on mail requiring priority handling.

Maildex. Same as (routing guide).

Mail dispatching. The process of moving outgoing communications from the agency or office to the post office or another agency or office. The process often includes: the checking of enclosures, signatures and date; folding; stuffing envelopes; weighing; sealing; and counting.

Mail distribution. Delivery of mail to designated mail stops.

Mail drop. Same as (messenger stop).

Mail log. Same as Receipt record.

Mail management. A staff function that plans, develops, promotes, issues and reports on sound and economic mail handling practices. Designed to ensure:

- (1) that line officials answer communications promptly and responsively;
- (2) maintenance of minimum controls over both outgoing and incoming mail;
- (3) provision of adequate liaison with the U.S. Post Office on postal service provided; and (4) that all employees responsible for supervising or handling mail are provided with written standards, guidelines, and training.

A basic element of records management.

Mail management. Application of efficient and economical management techniques to mail processing operations, including receiving, sorting, opening, routing, distribution, delivery, control, pickup, and dispatching of mail.

Mail operations. The services provided by clerks, secretaries, messengers and other personnel handling mail in the offices as well as in the mailrooms.

Mailroom. An activity responsible for mail processing. Part of mail operations.

Mail route. See Messenge route.

Mail routing. See routing.

Mail sorting. Preliminary process of separating and routing mail by "initial" or "direct" sorting, without opening and subsequent processing, for direct delivery or control of mail.

Messenger route. A fixed, prescribed route for the delivery and pickup of mail and other documents. Often called a "run".

Messenger services. An activity which provides for both scheduled and special pickup and delivery of mail within an agency, and between agencies and other addressees. Part of mail operations.

Messenger stop. A designated location for a messenger to drop off and pick up mail on an established route. Also a place where other employees may deposit and pick up mail. Same as (mail drop).

Multiple controls. Recording mail in two or more places in an agency.

NIMS, "nationwide improved mail service." A program designed to encourage large mailers, both government and business, to schedule routine mailings for entry into post offices during morning hours to reduce evening peak loads.

Outgoing mail. Communications and items prepared in an office or agency for delivery outside the office or agency.

Penalty indicia. A legend which printed on an envelope, label, card, or package weighing less than four pounds, entitles such matter to be handled as first class domestic matter through the mails, in accordance with the provisions in Title 39 of the U.S. Code. Certain restrictions are imposed by Postal Regulations, the U.S. Postal Manual, and circulars of the Post Office Department.

"Postage and fees paid." A legend printed in place of stamps on envelopes, cards, and labels along with the agency name. Governed by working agreements between the Post Office Department and Federal agencies, under which the agency makes a periodic count of mail sent, and pays the Post Office Department on the basis of this sample.

Postage meter. A commercial, mechanical device, which imprints the required amount of postage upon each letter. This eliminates the use of postage stamps and provides an accurate and constant record of the amount of postage used and the amount remaining on hand. These meters must be set at a designated postal station by the postmaster.

Preclassification. The process of assigning a file symbol to an incoming communication as part of the mail procedure rather than when the document is sent to file.

Receipt record. A log, control form, or other paper attesting that a letter was received.

Registered mail. A system of mail handling by the Post Office Department that provides added protection for valuables and important mail and evidence of mailing and delivery. Mail is handled under a registry number and receipt system. A special fee is required for this service.

Reply points. Same as (action office).

Route slip. A referral form used to transmit material within an agency. A copy is not retained unless substantive information is written thereon.

Routing. The process of determining and indicating office destinations for communications, especially those insufficiently addressed.

Routing guide. A written instruction indicating, by subject or form number, mail routing instructions. It may include instructions on whether to control, use of due date, use of standard paragraphs and form letters, signing authority. Pictured on part 42 of GSA handbook, Agency Mail Operations. Same as (Maildex).

Routing symbol. A numeric or alphabetic code used to guide mail to a destination.

Self-mailers. Devices to avoid placing documents in envelopes for mailing. Shipping tags, post cards, and folded sheets of paper can be mailed without envelopes if space is provided on the outside of each for the information needed to handle the material, as return address, penalty or postage indicia, name and address of addressee, postal endorsements, and other pertinent matters.

Single control. Recording mail only once in an agency.

Sorting rack. Usually a bin device for sorting mail into compartments called "boxes" or "pigeonholes." Flexible leaves are sometimes used.

Special delivery mail. A system of handling mail by the Post Office Department for more expeditious and direct delivery to the addressee. A special fee is required for this service.

Special messenger service. On-call delivery by non-scheduled messengers.

Stop service Mail delivery specially operated by the Post Office Department between Federal agencies in Washington, D. C. Every agency has an identifying stop number.

Third class mail. A service provided by the Post Office Department to authorized non-profit organizations, and to other mailers when they send bulk mail or circulars, books, catalogs, or merchandise, weighing less than 16 ounces.

Time Stamping. Placing an impression on an incoming or outgoing paper to record the date and hour of its receipt or dispatch.

ZIP Code. Numeral codes developed by the Post Office Department to simplify and speed up their mail sorting and delivery to postal delivery areas.



## 7. FILES MANAGEMENT

Active records. Records referred to more than once a month per file cabinet drawer regardless of age.

Administrative records. Same as facilitative records.

Alphabetic frequency table. A tabulation showing the approximate percentage of surnames beginning with each letter of the alphabet or various subdivisions of each letter.

Alphabetic name index. A finding medium by means of which documents filed by subject may also be located when the only available information is the name of an individual or organization included in the documents. This index is usually made up of extra copies of outgoing correspondence, or cross-reference forms, or combinations of both.

Alpha-numeric filing system. Classification by subject, with letters assigned to main subject divisions, and numbers to subdivisions. For example, the main subject "administration" might be designated "A", and the subdivision "personnel" might be designated "A3".

Alphabetic-subject filing system. Classification by subject, with the subjects arranged in alphabetical order, regardless of their relation to each other. For example, the subject "Administration" might be immediately followed by "Adobe houses" and "Adrenalin".

Arrangement. (1) The order in which documents are filed. (2) A logical plan for organizing records, such as alphabetically by name, or by subject, or numerically.

Authenticated copy. An exact copy of reproduction of a record that is certified as such under authorizing signature and/or seal so as to be legally accepted as evidence.

Breakdown. (1) The division or subdivision of subject categories into successively more specific classes. (2) The separation of records by type, character, or date.

Bulk file. A separate file for oversized documents.

Cable file. Electrically transmitted messages maintained chronologically, or by a predetermined identifying serialization such as those messages received from foreign points. Same as telegram file.

Caption. The name, subject, or number appearing on the label of a file folder.

Card filing. The processing and storing of data on cards. There are two kinds of card files: vertical and visible.

Case file. A file arranged by name or number containing all papers pertaining to a specific person, organization, place, or thing. Examples: a personnel file, arranged by surname, containing records relating to one individual; a contract file, arranged by contract number, containing papers relating to a legally binding agreement.

Category. (1) A natural class or division of things. (2) A logical grouping of associated documents.

Centralized files. The maintenance at a key point of an organized body of records serving all or most of the organizational elements. The opposite of decentralized files.

Charge out. The action of recording the removal and loan of papers from a file, or the loan of an entire file, to indicate the whereabouts. Usually done on a specifically designed card, but sometimes by a temporary folder.

Chronological file. Extra copies of outgoing communications arranged chronologically by date of action or dispatch, the one having the most recent date usually in front. Same as day file, reading file.

Classification systems. Same as subject classification systems.

Classified matter. Same as security classified.

Classifying. The process, normally connected with subject files, of determining the file designation and necessary index references to papers to be filed. Same as indexing.

Closed file. Essentially a collection of related papers on which action is completed and to which very few papers are likely to be added.

Code. Same as file codes.

Confidential. Security classification for information and material of such character that its unauthorized disclosure would be prejudicial to the security interests of the nation. Use of the classification "Confidential" within Government is restricted by Executive Order 10501 to papers and materials involving defense matters. See also Top Secret, Secret, Security Classification.

Continuity filing. The consolidation, in date sequence, within general subject files, of all related papers and documents in a specific transaction. Previous correspondence is brought forward and attached to the current material and an appropriate reference form is placed in the subject file in the position occupied by the material brought forward.

Continuity reference form. A form replacing records brought forward in continuity filing and showing where they are filed. OF Form 22, "Continuity Reference", is specifically designed for this purpose, but OF Form 21, "Cross Reference" may also be used.

Convenience file. Nonrecord publications or copies of papers kept in or near the user's desk for immediate reference purposes. See also non-record.

Conversion table. A parallel listing of old and new file designations, used as a cross-reference aid when file systems or file designations are changed.

Cross reference. A finding aid, normally interfiled with the documents of an organized file to help in locating the main document requested, when such documents can be requested by more than one subject, name or number.

Current file area. The office space being used by active files. The opposite of a records center or holding area. See also active records.

Current records. "Current" relates to degree of activity, not recency of date.

Cut-off. A break in a file to start a new file, usually at the end of a calendar or fiscal year. The purpose of the break is to separate active records from less active, and so lead to earlier transfer of the less active records to inexpensive storage.

Date break. Same as cut-off.

Day file. Same as chronological file.

Decentralized files. Files which are physically located, maintained, and serviced in proximity to the point of creation or use. Normally this approach uses no central file, and the separate files for the various organizational segments are autonomous. Decentralized files may be required to conform to various centralized controls: classification, audit, and listing of subject contents.

Decimal filing system. A system for classifying records by subject, developed in units of 10 and coded for arrangement in numerical order. Each of the 10 main subjects (000 - 900) may be divided into as many as 9 secondary subjects (10 - 90), which in turn, may be divided into 9 tertiary subjects (1 - 9). Further breakdowns, by 9's are assigned the same sequence of numbers, following a decimal point.

Declassification. Cancellation of a classification of security-classified records. See also downgrade.

Dossier. A file on a person, incident, organization, or subject.

Downgrade. (1) Lowering the security classification of a record, e.g. from secret to confidential; (2) widening the distribution of a record previously limited as to availability.

Facilitative records. Those reflecting activities common to government agencies including general activities pertaining to budgets, accounting, personnel, space, parking, office supplies, and printing and duplicating and managerial activities concerned with organization, system, methods and procedures. Same as administrative or housekeeping records.

File. To place documents in a cabinet, folder, or other container, in designated location.

File audit. A systematic review of operations. Specifically, periodic test-check for compliance with standard procedure in areas of subject classification, coding, corss-referencing, time of providing reference service, layout, accuracy of filing, use of cut-offs, and the like.

File authority. Same as release marks.

File break. Same as cut-off.

File codes. Numbers or symbols used to abbreviate lengthy file designations, otherwise expressed as words. Most filing systems take their name from the file code system used. See alpha-numeric filing system, decimal filing system, numeric-alphabetic filing system, and subject-numeric filing system.

File copy. The official or record document so marked or recognized complete with enclosures or related papers. The file copy of outgoing correspondence, for example, may be on yellow tissue.

File designation. The symbol, subject, name, number, or date controlling the placement of a document in a filing system.

File group. A collection of papers which have similar characteristics and which should be kept apart from other groups of records on a file location. See also records series.

File manual. Same as filing and classification manual.

File mark. Same as release marks.

File processing. The act of conducting a series of required steps to prepare a record for file, to classify requests for documents and information, to extract documents or information from the records in custody, or the steps necessary to dispose of records.

File station. Any location in the organization at which documents are maintained for current use. See files placement plan.

File symbol. Same as file designation.

Files. A collection of documents arranged in some systematic order.

Files classifier. A person who selects the subject or topic under which individual records are to be filed or cross-referenced in a given classification system.

Files management. A basic element of records management, being that planned program for the economical and efficient placement, maintenance, and use of records, including organization of records by case and subject content through classification systems to facilitate the rapid, accurate, and complete retrieval of information.

Files placement plan. Designation of the physical location(s) in which an agency's files are maintained; the specific types of files; and the organizational element(s) having custodial responsibilities.

Filing. The act of putting documents into their place in accordance with an established system.

Filing and classification manual. A directive to control and facilitate filing, which prescribes the particular system to be employed and explains it. Often referred to as a subject filing manual.

Filing feature. The descriptive identification on a document used for filing or requesting and retrieving that document, such as a number, date, title, name or subject.

Filing system. A scheme for organizing information into related categories, best expressed as a comprehensive plan for identifying, arranging and later finding documents. This plan is based upon the information that these documents contain and the significance of that information to those who must later make use of them.

Flat filing. (1) The maintenance of documents in an unfolded or unrolled condition. (2) Documents stored horizontally rather than vertically.

Follow-up. (1) Checking on borrowed documents to effect their return to the files. (2) Checking on the status of actions which must be completed by a specified date. Usually done by having a file consisting of control slips or pending papers arranged by date which are automatically brought to attention when further action is due.

"For official use only". A classification for documents requiring special handling or control, but excluding the security classifications "Top Secret", and "Confidential" set forth in Executive Order 10501. See also security classification, privileged records, restricted.

Functional classification. Successively dividing records into classes and sub-classes to conform to activities performed or engaged in by the organization accumulating the records.

General correspondence file. A file consisting of incoming and outgoing communications and related papers, usually arranged by subject as distinguished from case files which contain correspondence about organizations, persons, places, and things, arranged on the basis of names or numbers.

Geographical filing system. Classification of records by the geographical location of the individual, organization, or project concerned. The locations (countries, states, cities, etc.) are usually arranged in alphabetical order, but sometimes arrangement is by region and thereunder by country.



Housekeeping records. Same as facilitative records.

Inactive records. Same as noncurrent file.

Index. A separate collection of cards, extra copies of documents, cross reference sheets, or other formats arranged in a different sequence than the related main file. An index opens one or more additional avenues of reference to a document other than its file designation. A contract file might be arranged numerically, with an index by name of contract.

Information copy. An extra copy other than the file copy.

Interfile. The act of placing an additional document in its proper place in a group of records. Not to be confused with the refile of a previously withdrawn document.

Loose filing. Placing papers in folders without attaching them to the folders or to backing sheets.

Misfile. To place a record under the wrong file designation or in a wrong file sequence.

Mnemonic filing system. The classification of records by subjects coded by symbols that suggest the subject, as COM for communications, TEL for telephone. These symbols are usually arranged in alphabetical order.

Noncurrent file. (1) Records which an office requires so infrequently in conducting its current business that they can be retired to a records center. (2) Files having a reference activity no greater than one reference per file drawer per month. The opposite of active records.

Numeric-alphabetical filing system. A filing scheme, the codes of which employ the combined usage of numbers and letters to denote the various components comprising the total scheme. Numbers would always denote primary breakdowns. Letters and numbers denote succeeding breakdowns.

Office of record. An office designated to maintain the official records for specified operations.

Office subject outline. A subject outline prepared at each files station within an organization normally based on the topics included in a prescribed agency subject outline. The topics of the office subject outline should reflect each folder caption (subject heading) required to fit the subjectively filed records at that files station.

Official file copy. Same as file copy.

Official files station. Same as files station.

Oversized document. A record which is larger than a standard letter or legal size folder and requires a special binder, container, or folder.

Pending file. Same as suspense file.

Policy records. Generally, records relating to the organization, plans, methods, techniques, rules, procedures, and decisions adopted by an agency to carryout its designated responsibilities and functions. See also precedent index.

Position. Same as tab position.

Post. To enter a unit of information on a record.

Precedent index. A special index maintained as a permanent, accumulative file to be used as a quick reference medium to aid in the location of important types of record material such as orders, opinions, policies, decisions, regulations, resolutions, or any record material pertaining to the establishment of precedents for future similar actions.

Preclassification. The assignment of a file classification to mail before it is routed or distributed to action officials.

Primary subject. The topic representing the broadest subject matter. Subdivision of a subject outline.

Privileged records. Records with highly controlled access because of the nature of the information they contain. "For official use only," or similar identification is often stamped on the face of such documents. The term is commonly applied to: (1) matters affecting persons such as medical information; (2) information received under pledge of confidentiality; (3) information precluded from examination by practice or custom such as communications between attorney and client, doctor and patient; and (4) as directed by competent authority, intraoffice exchange of opinions between official and subordinate. Not ordinarily applied to security classified records. Usually destroyed by pulping, maceration, or burning. See also "for official use only," security classification, restricted.

Project file. A file of document relating to a specific organization, person, place, or thing. A type of case file. May contain papers relating to an assigned task or problem, with findings, conclusions, and recommendations for action and/or solution maintained in a prescribed sequence.

Purging. Same as screening.

Quaternary subject. A subordinate subject topic representing the further division of a tertiary subject, i.e. the fourth breakdown in a subject outline.

Reading file. Same as chronological file.

Recharge. Any system for affecting a change in the recorded information from an original charge out.

Record copy. Same as file copy.

Recordkeepers. Persons, including those on a part-time basis, as secretaries, responsible for maintaining any organized body of records.

Record series. Ordinarily, records arranged under a single filing system, or kept together as a unit because they relate to a particular subject or activity or because they have a particular form. Each has an "agency of origin" and belongs to one record group; each begins at one point and ends at another, whether date coverage or physical dimension is meant; and each is made up of components having fixed positions in the sequence. See also file group.

Record set. Official record copies of published materials, as distinguished from stock of extra copies.

Refile. To replace a withdrawn record in its appropriate place in the file. See also interfile.

Registry system. A system of keeping and controlling records, developed especially in Germany and England, but not used currently in the United States. Described in T. R. Schellenberg, Modern Archives, the University of Chicago Press, Chicago, 1956.

Regrade. To change the security classification of a document either upwards or downwards.

Relative index. A filing and finding aid for subject files, which alphabetically lists each of the topics included in a subject outline, and which usually includes many additional subjects under which papers might be looked for. Each entry shows the file designation for papers on that subject.

Release marks. A notation showing that the record has received the required attention and is ready for filing.

Restricted. (1) Records accessible only under specified conditions. (2) Formerly the lowest degree of security classification of records or information that required security protection, but that could not appropriately be classified as Top Secret, Secret or Confidential. See also "for official use only", and security classification.

Restricted data. A special security classification established by the Atomic Energy Act of 1954 (60 Stat. 755) for all data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in production of energy. Material containing such data receives special handling and control. See also security classification.

Restriction. The limitation placed on access to records or to information.

Riffle. To thumb rapidly through the edges of a stack of papers to loosen them for easy handling.

Screening. To review and physically search through files periodically and remove papers eligible for disposal.

Searching. Looking up, or hunting for specific records or types of records in a records unit or operating office.

Secondary subject. A subordinate subject topic representing the first division of a primary subject in a subject outline.

Secret. Security classification for information and material of such character that its unauthorized disclosure could endanger national security or cause serious threat or injury to the interests or prestige of the Government or any Governmental activity. See also Confidential, Top Secret, Security Classification.

Security. When applied to records or record material, denotes the means required or taken: to protect and properly maintain all documents which are, or may become, essential to the defense of the United States; to prevent the unlawful concealment, removal, mutilation, obliteration, falsification, or destruction of any record, proceeding, map, book, paper, document, or other thing filed or deposited with any clerk or officer of any court or public office of the United States; and to prevent the unlawful or unauthorized disclosure of the contents of the foregoing material.

Security classification. The graded classification (Top Secret, Secret, or Confidential as set forth in Executive Order 10501) of record material to insure its restricted handling in accordance with prescribed regulations.

Self indexing files. A collection of records in which requested information can normally be searched for and found without recourse to a separate index. Such files normally have letter size cross reference sheets or extra copies as interfiled cross references in order to fulfill as many requests for information as possible directly from the file.

Short title. A brief, synopsis, or paraphrase, descriptive of the subject matter of a classified document for purposes of security, or used on other documents for purposes of brevity; usually indicated by figures, letters, words, abbreviations, or combinations thereof.

Soundex. A phonetic system for filing papers pertaining to persons under an alpha-numeric arrangement in which surnames having a similar pronunciation are filed together, regardless of their spelling. Under this system, the first letter of the surname determines the primary division of the name file under which a paper relating to an individual will be filed. For succeeding letters of the surname, consonants except the letters w, h, and y, are coded numerically; vowels, and the consonants w, h, and y are not coded.

Subject classification guide. Same as subject outline.

Subject classification systems. Various plans used for the classification and coding of documents by subject, to provide an orderly and accurate means for filing and finding. The Subject-Numeric, Alpha-Subject, Alpha-Numeric, Dewey-Decimal, Duplex-Numeric, and Mnemonic systems are examples of subject classification systems. See also filing system.

Subject files. Records arranged on the basis of subject topics which reflect the subject matter of the documents filed.

Subject heading. A word or group of words indicating a subject under which all material dealing with the same theme is entered in an index, catalog, or bibliography, or arranged in a file. Sometimes referred to, in files operations, as subject topics.

Subject-numeric filing systems. The classification of records by subject, with main subject divisions arranged in alphabetical order and subdivisions coded for arrangement in numerical order.

Subject outline. A written listing of subject topics arranged in a hierarchical fashion, serving as the source for selecting file designations (folder label caption) for arranging (classifying) the documents of a subject file. Normally included with a subject outline are prescribed file codes representing the subject topics in an abbreviated format -- sometimes referred to as a subject classification guide.

Subordinate subject topic. Any breakdown of a primary subject within a subject outline, i.e., a secondary, tertiary or quaternary subject topic.

Suspense file. A file of papers used as: (1) a means of checking on borrowed records and effecting their return to the files; (2) a reminder to officials on the status of actions which must be completed by a specified date. See also follow-up.

Technical reference file. Usually, nonrecord material including publications and other reproduced materials used to facilitate the work of an office, much of which is periodically replaced by more current items.

Telegram File. Same as cable file.

Terminal digit filing. A method of numerical filing in which basic numbers are read from right to left, and digits are considered in pairs or in groups of three.

usual sequence	terminal digit twos sequence	terminal digit threes
14342	523 12	35 168
15851	342 30	44 168
34320	143 42	34 230
35168	158 51	52 312
44168	4 41 68	14 342
52312	3 51 68	15 851

Tertiary subject. A subordinate subject topic representing the further division of a secondary subject; i.e., the third breakdown in a subject outline.

Tickler file. Same as suspense file.

Top Secret. A graded security classification placed upon appropriate types of documents, the security aspects of which are paramount and the unauthorized disclosure of which would cause exceptionally grave damage to the security of the nation. See also Confidential, Secret, Security Classification.



Topic. A synonym for subject.

Transcript. (1) A record that contains the complete substance of another record. (2) Textually complete account of oral testimony or proceedings.

Unclassified records. Records not subject to security requirements.

Upgrade. The assigning of a higher security classification than that previously affixed to a document. See also downgrade, regrade.

Vertical filing. The maintenance of a body of records, or the addition of materials, to such a file, where materials are held in an upright position, normally on a side edge, as contrasted with flat, face-up filing.

Vital records. Records necessary to the essential functions of the Federal Government for the duration of an emergency if this country is attacked, and records essential to the preservation of legal rights of individual citizens. Often maintained in duplicate copies, one set being an alternate or emergency file.

Weed. Same as screen.

Work copy. (1) That which generally is used as a basis for drafting or development of a document. (2) A duplicate or copy of a document which may be marked up or annotated.

Working papers. A collection of supporting records, papers or correspondence related to a particular project or phase of operations, the custody of which is essential to the operation of the organization or agency for a limited period of time.

## 8. RECORDS DISPOSITION

Administer. To control under an approved system.

Agency of origin. The agency or bureau in which a given body of records were originally accumulated.

Administrative value. The usefulness of records to the agency of origin for carrying on its day-to-day activities. See evidential value.

Appraisal. The evaluation of records to determine their proper disposition. A series of records is appraised by studying its relationship to other records in the agency and in other organizations, its informational content, and its current and future values.

Collection. Manuscripts, printed documents, and memorabilia arbitrarily gathered together from various sources and maintained and administered as an entity.

Comprehensive records schedule. An authorized instruction for the disposition of recurring records, specifying also those to be retained permanently. Indicates period of cut-off, how long the records are to be kept in offices and when transferred to a records center. May give method of filing. See also records control schedule.

Disposal. A form of records disposition that involves outright destruction of records. See records disposition.

Disposal authority. The legal authorization for the disposal of records obtained through the National Archives and Records Service from the Congress (Congressional Joint Committee on the Disposition of Executive Papers), initiated by the agencies on Standard Form 115.

Disposal list. A document authorizing the legal destruction of specified non-recurring records.

Disposition control file. A "tickler" file used to ensure the timely disposal of holdings in accordance with disposal authorities.

Disposition program. The ensemble of practices designed to achieve efficient and economical disposition of records. It involves developing standards, procedures, and techniques for managing the longevity of records. Includes controls over office filing equipment, scheduling records for disposition and administering their storage, documenting agency benefits accruing from the program, and undertaking surveys and audits of disposal operations.

Disposition standard. The time period for the cut-off, transfer, and destruction of a file.

Emergency destruction. Eliminating records under abnormal circumstances as provided by proper law or regulations as under the Records Disposal Act of 1943 to prevent seizure by hostile forces or when records (such as nitrate film) are a menace to life or property.

Evidential value. The usefulness of records as the primary evidence of an agency's authority, functions, organization, operations, and basic decisions and procedures.

Fiscal value. The usefulness of records for information about the financial transactions and obligations of agencies and organizations. See administrative value.

Functional documentation value. See evidential value.

General records schedule. Standards issued to heads of agencies by the General Services Administration authorizing the retention, or destruction, often specific periods, of records common to several or all agencies. Permissive rather than mandatory.

Historical value. The usefulness of records for historical research concerning the agency of origin or for information about persons, places, events, or things. See research value.

Informational value. The usefulness of records as primary source for information about persons, places, events, conditions, things. See research value.

Inventory. A descriptive listing by series of the records of an agency or part of an agency, usually including information on volume, dates, arrangement and location of records covered by each entry.

Legal value. The usefulness of records that contain evidence of legally enforceable rights or obligations of the Government or private persons. See evidential value.

Nonrecord. Material excluded from the definition of record in the Records Disposal Act of 1943, such as extra copies of documents preserved for convenience of reference and stocks of processed documents. See also record.

On-site audit records. Records held by agencies at the direction of the General Accounting Office, for audit by the GAO.

Periodic transfer. The removal of the records at stated intervals from the current files to equipment and locations suitable for storing inactive and semi-active records.

Records control schedule. A document listing the files of an organization, showing which records are to be destroyed and those to be retained. Promulgates the disposal authority to all who can use it. See also comprehensive records schedule.

Records Disposal Act. The Statute of July 7, 1943, as amended (44 U.S.C. 366-376, 378-380), which, together with the regulations of the General Services Administration, prescribes the procedures for disposal of Federal records.

Records disposition. Management planning and analysis required to determine when records are no longer needed for current business. The determinations include: destruction, transfer to a records center, reproduction on microfilm and subsequent destruction, and transfer to an archival establishment for permanent preservation. These determinations get recorded in schedules.

Records retirement. The removal of records from current file space to a holding area, records center, or archival depository. One type of disposition.

Retention standard. The time period for particular records (normally, a series) to be kept.

Records values. The determination of usefulness of records for administrative, legal, fiscal, and research needs. See also evidential value and informational value.

Research value. The usefulness of records for research by the Government, business and other private organizations and scholars in the humanities, social and physical sciences, administration and other disciplines. See historical value.

Retention period. Same as retention standard.

Retention plan. A document designating the classes of records of an agency or bureau that deserve permanent preservation, and containing the list of the locations and titles of particular series or series segments in which each class is filed.

Sampling. Selection for retention of part of a body of similar records to serve as a representation of the whole body.

Scheduled records. Covered by an authorized disposal authority.

Scheduling. Preparing a written description of records, either in existence or expected to be accumulated, showing disposition actions to be taken at stated intervals. See also disposal list, retention schedule.

Selective preservation. See selective retention.

Selective retention. The designation and identification of particular records for archival preservation because they provide evidence of the organization, functions, policies, decisions, procedures, and activities of an agency. See archives, functional documentation, and retention plan.

Series. Documents, volumes, or folders that are arranged under a single filing system, or are kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

Site audit records. Same as on-site audit records.

Technical records. Items such as maps, charts, motion picture film, sound recordings, and still photographs, which require specialized knowledge in particular fields of science or technology to produce and handle.

Temporary record. A generic term for that type of document which loses its value within a limited period of time, and which should be segregated during filing from records having longer retention. Since the documents are records they must be scheduled. See also transitory file.

Transfer. The movement of records from one custodian to another. Usually, moving records from the active files to inactive files, from agency office space to a records center or an archival establishment.

Transitory file. Papers which have no value for records purposes and are destroyed normally within 90 days.

Unscheduled records. Series for which no decision on disposition has been made.

9. OFFICE SYSTEMS EQUIPMENT AND SUPPLIES

a. Recordkeeping

Alphabetic guide card. Individual A-Z guides or tabs on heavy pressboard or similar stock for use in an alphabetical file to help speed up filing and finding.

Backing sheet. (1) A sheet of heavy weight paper or card stock bearing a return identification, to which material loaned from the files is attached when charging out a record. (2) A sheet of heavy weight paper to which documents are fastened as part of the filing process.

Card cabinet. Filing cabinets with drawers built to accommodate cards, such as 5" x 3", 6" x 4", 8" x 5", 9" x 6" and 8" x 8". The 8" x 8" are used for finger print files, for example.

Chiffon silk. A strong and durable material used for repairing and reinforcing paper.

Compressor. See prong fastener.

Continuation folder. The second and subsequent folders housing documents on the same case or subject because of the limited capacity of the original folder. Each continuation folder is identified to denote its relationship to the original, and normally shows the date coverage of the records kept within it.

Cover sheet. A protective sheet of paper, usually of heavy stock, which covers the face of a file when it is necessary to safeguard the contents from damage or casual observation.

Cross-index. Same as cross-reference.

Cross-reference sheet. A special form, filed under a name, number or subject selected as a cross-reference, indicating where the basic record is filed. OF Form 21, "Cross-Reference" is the standard sheet recommended for government-wide use.

Divider sheet. A tab-indexed sheet of paper used in a book, binder, or file folder to separate and identify divisions of the material.

Dummy folder. Normally a half folder serving as a permanent cross reference, providing a more visible finding aid than an interfiled cross reference sheet or extra copy.

Elevator file. One of a variety of mechanized files for records. Records are filed in trays which are held in pans fixed to a rail, belt, chain and gear mechanism, which revolves like a ferris wheel when a selector button or a switch is activated.

Face sheet. A sheet of heavy paper, attached to cover the uppermost sheet of a file of papers, not enclosed in a folder, upon which may be listed the contents of the file to facilitate location of individual papers. Serves as cover sheet, and when so designed, as a charge out record.

Folder. A container for papers consisting of a front leaf, back leaf, and a protruding tab, which serves as the major means of housing, segregating, identifying, and protecting documents housed in filing equipment.

Folder expansion. The capacity built into a folder to expand as more papers are put into it. This is done by scoring or by adding a bellows-like bottom.

Folder tab. Same as tab.



Federal specifications. Descriptions of the technical requirements for materials, products, and services. Issued by the General Services Administration, they specify the minimum requirements for quality and construction of materials and equipment necessary for an acceptable product. They are an integral part of a purchase contract.

Federal standard. A mandatory procurement requirement issued by the General Services Administration to reduce the number of qualities, sizes, colors, and varieties considered essential to the Federal Government in achieving uniformity in products or interchangeability of parts used in those products.

Filing shelf. A board with a hook on one side which can be hung on a file drawer to hold small quantities of documents during filing and searching operations.

Follower block. An adjustable plate used in a file drawer to compress papers and to keep them in an upright position.

Guide. A heavy card with a caption tab used to divide files, to identify each division for filing and finding and to provide physical support for the material.

Guide card. A card of heavy pressboard or similar stock serving as the major signposts and supports of an organized file.

Guide rod. A round metal rod with a screw-head, inserted through a threaded hole in the front of a file drawer, through the guide eyelets, and into a hold in the drawer back.

Guide tab. A projecting portion of a guide which may be lettered, numbered, or otherwise captioned so as to facilitate filing or finding of papers in a file, cards in a catalog, or other records.

Isometric drawing. Three-dimensional drawing, used to give a visual idea of working space, layouts, and so forth.

Kraft. Paper stock containing very long and tough fibers. Its color in the natural state is light brown. It is a very strong grade of paper.

Label. A sticker or other material that is attached to or inserted in the tab of a guide or a folder and on which the caption appears. Pressure adhesive labels weld or stick to boxes, folders, or guides when pressure is applied, without pre-moistening. Preprinted labels are printed with file codes, classifications, and/or headings prior to use.

Manifold. A paper which, because of its light weight, (8 or 9 substance number) is used in a typewriter to prepare copies. Often called tissue.

Out folder. A folder used to store correspondence temporarily while the regular folder is out of the files. It also serves as a charge out card, or contains the charge out card.

Post binding. A method of binding documents which uses buckram, canvas, or plastic binders in which pages are held by means of semi-permanent steel or nylon posts. Titles and other identifying data may be marked on strips of buckram, which are then glued to the covers to form back-strips.

Power shelf files. See shelf filing.

Primary guide. The main guide for a section of filed records.

Prong fastener. A metal device (consisting of a one-piece base and two metal prong extensions of equal length) inserted through holes made in documents with a two-hole perforator. This device is used to hold papers together in an established arrangement. To further secure the group of papers, the prongs of the fastener may be inserted in a locking device known as a compressor.

Safe-file. A specially designed cabinet usually with four-way combination lock and constructed according to specifications to prevent forced entry in less than a specified time. These cabinets are used for storage of papers containing national security information and valuable items.

Score. To weaken cards or paper slightly by pressure at time of manufacture so that they can be folded exactly at place of score.

Score line. The impression at the bottom of the file folder which can be folded down to expand the folder base.

Secondary guide. A guide that subdivides the section of a files controlled by a primary guide.

Security cabinet. A file cabinet usually equipped with: (1) A barlock consisting of an externally attached steel bar and lock as a means of protecting classified documents; (2) A combination lock controlling internally installed sliding bars or other types of latches.

Shelf filing. A method of storing records which employs shelving rather than conventional file cabinets. Shelving may be open or closed; operated manually or by motors. Generally special guides and folders are required.

Signals. Plastic, metal or paper devices used to guide file users to selected key information, usually in vertical and visible card files.

Straight-cut folder. A file folder on which the tab edge extends across the entire top of the folder rather than being partially cut out to form a protruding tab. Also known as square cut folder. See tab cut.

Substitution card. A charge-out card. See also charge out.

Tab. A projection above the body of a guide or folder on which the caption appears.

Tab cut. The width of the folder tab or guide tab in proportion to the width of the folder or guide. For example, 1/3 cut means a tab is 1/3 the width of the folder or guide.

Tab position. The location of the tab above the body of a guide or folder, reading from left to right. A guide or folder may have as many possible positions as its cut allows; i.e., a 1/3 cut tab has three possible positions, a 1/5 cut tab has five possible positions. With a 1/3 cut folder, first position means, tab on the left, second position means tab in the center, and third position means tab on the right.

Tub file. An open-top vertical file container, which derives its name from its shape.

Visible file. Specially designed equipment permitting the arrangement of forms, cards, or other documents, in such manner that data placed on the margin serves as an index which the user can see without manual manipulation.

9b. DUPLICATING

Acetate. A synthetic, transparent material used as a surface for drawing or other copy preparation, or as a base for a photosensitive emulsion.

Actinic. Chemically active property of light rays which produce chemical changes in photographic emulsions.

Ammonia process. Two-component diazotype process in which both the diazo and the coupler are on the base, and development is achieved by neutralizing the acidic stabilizers with vapors derived from evaporating aqua ammonia.

Autopositive. Trade name applying to photographic materials which, in a single development stage, produce a positive image when exposed to a positive and a negative image when exposed to a negative.

Back-to-back. Practice of duplicating on both sides of a sheet of paper.

Ballpoint test. The ability to write with a ballpoint pen on the positive copy immediately after coming out of the copier.

Base. A compound capable of mixing with acids to form a salt (see alkali). Also a support (such as glass or film) for photographic emulsion.

Ben Day. (1) Originally printing screens of many and sundry patterns which were inked-up and printed upon an un-etched plate, the print forming part of the resist. Reverse effects were obtained by printing the screen on the negative instead. (2) Now applied to similar effects obtained with overlap and cold type paste-ons and adhesives. Named after the inventor, Ben Day.

Blueline print. The opposite of blue print, with blue lines on a white field, made by printing from a negative master.

Blueprint. A photographic print made on paper coated with iron salts moderately sensitive to strong light, giving white lines on a deep blue background. Also called ferro-prussiate print.

Brownline print. The opposite of brownprint.

Brownprint process. Reproduction method using light-sensitive iron and silver salts, which produces a negative sepia image from a positive master; much used in photographic proofs.

Calendered paper. Paper made to have a smooth and glossy finish.

Coated paper. Paper having a woodpulp or rag base, coated with clay composition on one or both sides.

Coldtype composition. Any composition prepared by methods that do not include materials produced with letterpress typesetting equipment. For example, material produced by typewriters, varitypers, headliners, and the like.

Collator. A device which gathers or assembles, in proper sequence, the pages of a book or publication. May be manual, semi-automatic, or automatic.

Creasing. Breaking the fibers of paper with a dull blade to facilitate folding. See scoring.

Crop. To eliminate an unwanted portion of an original prior to reproduction.

Cushion sheet. A plastic sheet placed between the stencil and backing sheet when preparing a stencil master on a typewriter. The cushion sheet helps secure clean, sharp copy.

Depth of field. The allowable tolerance in distance of the camera lens to the document or subject to be filmed.

Diazo compound. A light sensitive aromatic nitrogen by-product of coal tar which is used as a coating on presensitized offset plates.

Diazo paper. Paper coated with a light sensitive dye that can be decomposed or bleached by light. It is usually developed with ammonia.

Diazo process. A print-through duplicating method in which a diazo paper is placed beneath a translucent or transparent master having an opaque image and exposed to light, after which the paper is chemically developed to produce a copy. See also thermal diazo, dry diazo, and moist diazo.

Diffusion transfer process. A duplicating method using two different sheets of chemically treated paper, one being the negative sheet (coated with a silver halide emulsion), the other positive (not sensitive to light), then passing the two through pressure rollers. The image is transferred by diffusion of light.

Direct electrostatic process. A duplicating method forming an electrostatic image directly on the final copy paper, without transferring it. Papers coated with zinc oxide act as the photo conducting material. The paper is exposed to the image through a lens system. In the dry method, the developer is a mixture of pigmented resin powder and iron particles. Trade name connected with this process is Electrofax. See also transfer electrostatic process.

Direct-image plates. Plates which may be typed on or drawn on directly, then used in offset duplication.

Dry diazo. Those diazo processing machines using ammonia gas as the alkaline agent.

Dry process. Any duplicating method which does not require the use of liquid chemicals at any step, e.g., diazo process, thermographic process, and electrostatic process. Opposite of wet process.

Dummy. A blank page book ruled to scale to show position of type and illustrations.

Duplimat. Trade name for a direct-image plate. Usually abbreviated to "mat," short for "matrix paper."

Ektalith. Brand name for a direct positive-to-positive photosensitive material, the image of which can be transferred to specially prepared paper offset plates.

Electrostatic process. A duplicating method that forms the image with a photoelectric charge and that fixes it with an ionized carbon toner. The image may be formed directly on a specially coated copy paper or a metal plate and later transferred to copy paper. The toner may be powdered or may be in a liquid suspension.

Emulsion. A suspension of light-sensitive salts in gelatin or other colloids used for coating photographic plates or films. Also an oily mass in suspension in a watery liquid.

Film. Photographically-sensitized acetate.

Fluid duplication. A process for producing copy where the paper is moistened by a poisonous methane alcohol base fluid before it touches the master. The fluid on the paper dissolves a minute amount of aniline dye carbon image on the master sheet and transfers that image to the copy paper itself.

Foto-type. Cardboard alphabets used in copy preparation.

Gelatin duplication. A process that produces copies by pressing a prepared master against a gelatin surface which removes the inky deposit from the master and holds it upon its surface. The master is stripped from the gelatin surface and copies are made by applying absorbent paper to it. The master is a relatively smooth finish nonabsorbent rag content bond paper on which the copy to be duplicated is placed with special inks.

General purpose bond. A paper that the eye cannot readily distinguish from ordinary bond, but which is translucent enough to meet requirements of diazo processing.

Grain. The general direction in which the fibers lie in all machine made paper, due to the flowing of the pulp on the moving screen which forms the sheet.

Halide. Slats of chlorine, bromine, iodine, or fluorine. These elements are known as halogens.

Headliner. A photo-lettering machine.



Justify. To adjust the space between words or letters to make all lines come out to the same length.

Kalvar film. Light-sensitive film developed by heat rather than by chemicals. Used principally to make contact copies of motion picture film, microfilm, and X-ray film. A trade name.

Leaf turn. Printing the reverse side of a sheet so that it can be read by turning the sheet over as you would the pages of a book. Also called head-to-head.

Master. The original copy, such as a direct-image offset matrix, a stencil, or other medium, used for producing multiple copies.

Mimeograph. Brand name duplicating method that uses a stencil as a master.

Moist diazo. One-component diazotype process in which the diazo is on the base while the dye coupler is applied to the coated surface in an alkaline developer solution.

Multilith. Brand name duplicating method that uses a paper plate as a master and operates on the principles of offset.

Nonreproducible ink. Water soluble ink which is used in the preprinting of direct image offset masters and will not reproduce the preprinted area when the plate is used on the duplicating machine.

Office copier. An exposing device and an image-forming process to create facsimile copies of an original. Generally used for 1-10 copies, and at a cost of between 1 and 10 cents a copy.

Offset. Method of duplicating from a paper plate (mat) whereby the plate picks up ink from a roller only on the areas to be printed. This impression is then transferred to a rubber "blanket" which then "offsets" the impression onto a sheet or roll of paper. Offset equipment is much more used for printing (called photo offset printing) than for duplicating.

Ozolid. Diazo spelled backward with an "i" added for ease of pronunciation. Trade name.

Paper plate. See direct-image plate.

Photocopy. A paper print made by a photographic method. A generic term covering photostats, microfilm, microcard and the like.

Photographic contact duplication. A copy producing process in which contact is made between the original and a silver-sensitized paper when exposed to light. After proper development and fixing, the sensitized paper becomes a photographic copy of the originals. Often shortened to photocontact.

Photolettering machine. Machine which produces lettering by photographic methods. Generally used for display composition.

Photostat. Trade name of a camera which makes negative copies of documents on sensitized paper. To make a positive copy, the negative must be copied. Takes documents up to 17" x 22" in size.

Preprinted master. A duplicating master with constant information pre-printed to avoid the necessity of writing it each time, or to permit duplication onto blank stock of the printed constant information and the changeable information, avoiding the necessity of registering the changeable information into specific spaces on a printed form.

Print. The product of a reproduction process using photosensitive materials.

Register. Agreement in location of successively printed images.

Reproduction. Copy made by mechanical, photographic, or other technical method, resulting in a facsimile of the original.

Reproducible ink. An ink used in the preprinting of paper offset masters which permits the preprinted material to reproduce.

Run. A number of copies to be printed on a particular job.

Saddle stitch. To bind a publication along the center fold.

Salt. A compound formed when the hydrogen in an acid is partly or wholly replaced by a metal. The names of salts of "ous" acids end in "ite." Salts of "ic" acids end in "ate" with a few exceptions.

Sans serif. Term applied to all type faces having no serifs. Also the name of a particular face of type.

Scoring. Cutting partially through heavier stock to facilitate folding.

Screen. Two pieces of optical glass ruled in opposite directions. Used in halftone reproduction. Also a term used to denote the particular ruling to be used. For coarser work, 50- to 85-line screens may be used, as with newspaper reproductions. Finer work takes rulings up to 300 lines per inch. Such screens produce a very fine dot.

Screening. Stripping a halftone tint negative on the transparent area of another negative. Also photographing through a halftone screen.

Selenium. A nonmetallic element obtained chiefly as a byproduct of copper refining, the electrical conductivity of which varies with the intensity of its illumination.

Sensitive materials. Any material which undergoes a chemical change when acted upon by actinic light. Specifically photographic films and papers, diazo, salt, Van Dyke, and blue prints, bichromated coatings, and by extension selenium and cadmium sulphide cells.

Sensitized. Material made sensitive to light by the application of emulsion.

Sensitometry. Science of relating the properties of speed, density, and contrast of light-sensitive materials.

Serifs. Cross strokes at the ends of letters.

Shelf life. Period of time before deterioration renders a sensitized material unusable.

Side stitch. To flat stitch along the edge of a booklet.

Signature. A sheet having a number of pages printed on both sides, usually in multiples of 4.

Silverprint. Photographic proof on silver chloride paper. Produces brown print. Also called Vandyke.

Silver nitrate. Salt used for sensitizing wet-plate emulsions.

Sizing. That property of paper which relates to its resistance to the penetration of liquids or vapors, particularly water.

Sodium thiosulphate. A chemical used for fixing. Referred to as hypo.

Spirit. Method of reproduction often referred to as "hecto" or "ditto" that uses dyes (inks) which are soluble liquids as the reproducing medium. The ink impression on the "master" is transferred directly to a run-off copy which has been moistened by the liquid solvent.

Spirit run-off paper. Special coated paper that is used in the "Spirit" process of duplicating as the paper which picks up the impression from the master and thus becomes a copy of the master.

Stabilization process. A duplicating method in which unreacted silver halide remaining on the photographic paper after it is exposed and developed is not removed to make the print permanent. Instead, the halide is treated with a complexing agent that renders it resistant to light-induced decomposition and darkening. The stabilization reaction replaces two steps in ordinary photographic processing--the conventional fixing and washing. Widely used in coin-operated copying machines.

Stapling. See stitching.

Stencil duplication. A process for producing copy by pressing paper against a prepared stencil so that ink is forced through the stencil onto the paper to form a positive impression identical to that originally placed on the stencil. The stencil is a fine, porous tissue coated with a special substance through which ink will not pass. When the stencil is struck with a typewriter key without using the ribbon, or is drawn or written upon with a stylus, coating is pushed aside, leaving base tissue exposed in the shape of the type face or the drawn or written lines.

Stenofax. Trade name of a method that prepares a stencil offset master, or facsimile copy electronically. Material to be reproduced is placed on one drum, a plastic stencil or paper on another. A photo-electric scanner converts the original data to electrical impulses which burn in the reproduced image.

Step and repeat work. Two or more exposures made on the same plate from a single negative by moving it about. Also done with a photo-composing machine.

Stitching. Fastening the pages of a book together with wire stitches. Staplers use individual staples, while the stitcher is fed from a continuous roll of wire.

Stylus. Precision-made, pen-like instrument with varying tips, used to write or draw on stencils.

Sulphite. Type of paper that is produced from chips of spruce logs that are soaked in bisulphine of lime and cooked under pressure. Fifty percent of spruce wood is nonfibrous soluble matter and the balance is pure fiber (cellulose). The sulphite paper is made from this cellulose.

Thermographic process. A duplicating method that uses the heat generated in the infrared-absorbing image areas of a document to induce a color-forming reaction on treated paper. By use of an intermediate heat sensitive paper, copies can also be made on ordinary paper. Trade names connected with this process are Thermo-fax, Masterfax, Ektafax, and Prestofax.

Tracing. Transparent original drawn, traced, or otherwise prepared manually.

Transfer electrostatic process. A duplication method in which toner powder, negatively charged, clings by electrostatic attraction to a positively charged selenium-coated drum which forms a powder image of the document being copied. The powder when heated to about 200°C melts and is bonded to the paper. A trade name using this process is Xerox. See also direct electrostatic process.

Tumble turn. Printing the reverse side of a sheet upside down so that it can be read by turning the sheet over from top to bottom instead of turning it as you would the pages of a book. Also called head-to-foot.

Type-high. Standard height of all type and letterpress cuts (0.918 inch).

Van Dyke. Proofs from offset negatives contact-printed on developing-out papers, a silver print. Most often brown in color, developed by washing in water and fixed in hypo.

Visi-type. Alphabet printed on acetate. Used for stickup lettering.

Waste basket copies. Those not usable because of wrong exposure or other faulty machine operation.

Water mark. A design impressed into some types of paper by the raised pattern of a "dandy" roller during manufacture. Lettering watermark should read left to right when job is printed.

Wet process. Copying method using silver halide sensitized paper that must be developed. See diffusion transfer process, gelatin transfer process, and stabilization process.

Whiteprint. A process in light duplicating which requires only a dampening with a chemical, or exposure to a vapor, to produce a copy which is like the master, i.e., a positive copy from a positive master.

Xerography. Literally dry writing. See transfer electrostatic process.

9c. MICROFILMING

Aperture card. A card with a rectangular hole designed to hold a frame of microfilm.

Archival standards. Requirements for permanence of photographic films established by the American Standards Association. There are separate standards for raw film and for processed film. The ASA citations are Ph 1-28 and Ph 4-8.

Automatic feeder. A powered mechanical device used with rotary cameras to move documents, one at a time, at a high rate of speed into the exposure area.

Blue base film. Type of film with blue tint in the base stock to reduce halation.

Book holder. A device which permits the photographing of bound books under glass. It consists of balanced or spring-loaded platens mounted in a box with a hinged cover. It is used to hold bound books which cannot otherwise be held flat enough to permit full coverage while photographing.

Camera. A photographic device, employing an optical system used for exposing film. See planetary, rotary, step-and-repeat.

Camera head. The portion of a microfilming machine which embodies the film, film advance mechanism and the lens. In planetary type machines, the camera head contains the shutter. In most rotary machines, there is no shutter, since exposures are made by intermittent illumination actuated by the document moving through the machine.

Chloride paper. Photographic paper with an emulsion of gelatin-silver chloride of medium sensitivity and mainly used for contact printing.

Correction target. Guide used to call attention to a known error.

Cost per cubic foot. The unit of measurement in describing costs, such as labor needed to prepare one cubic foot of records for filming, labor expended in targeting, cost of film stock, cost of processing and inspection. Another unit of measurement is cost per thousand images, although not so useful to records managers.

Diazo film. A slow print film, sensitized by means of azo dyes, which couple on exposure to light strong in the ultraviolet spectrum and develop by ammonia vapor to form an image. Diazo generally produces nonreversible images, i.e., a positive produces a positive, and a negative produces a negative. Because of low cost, the working microfilm copy is often diazo.

Emulsion. The light-sensitive coating on photographic materials. Silver halide is a common coating.

Extra light-weight paper. Sensitized photographic paper with average thickness limits of 0.0023 to 0.0031 inches, inclusive. Also called ultra-thin paper.

Film. Any sheet or strip of transparent plastic coated with a light-sensitive emulsion. See base, blue base, diazo, heat-developing, lithographic, master, negative, positive, dye-back, roll, silver, sheet, unitized, and panchromatic.

Film jacket. A transparent acetate device with sleeves or packets, for holding flat strips of film.

Flash guide. A target, usually printed with distinctive markings, usually inserted about every 25 feet of film, to aid finding an image.

Frame. A single exposure on photographic film.

Hard paper. Photographic paper having less than normal graduation, providing a relatively small number of steps between clear white and maximum black and used for printing flat negatives, thus producing prints with high contrast. Opposite of soft paper or low contrast.

Heat-developing film. A type of film sensitized by a coating of light sensitive elements in a plastic vehicle. These light sensitive elements are capable of forming light scattering centers upon exposure to actinic radiation, and upon subsequent application of heat.

Intermediate. A print from which it is intended to make other prints or enlargements. Microfiche is used as an intermediate for making duplicate copies or for making enlargements.

Leader. Film at the beginning of a roll which is used for the threading of a camera, projector, and processing machine.

Light-weight paper. Sensitized photographic paper with average thickness limits of 0.0044 to 0.0059 inches, inclusive. Also called Standard Weight and Document Weight.

Lithographic film. High contrast orthochromatic film used in the production of lithographic plates.



Microcard. An opaque card containing micro or miniaturized pages photographically reproduced in a grid pattern by rows (like the numbers on a calendar). Microcards can be printed on one or two sides. They are used primarily for direct reading or when only a few permanent enlargements are needed.

Microfiche. Miniaturized images in grid pattern by rows on cardsized transparent sheet film, rather than sequential images on full film. See intermediate.

Microfilm. A negative or a positive microphotograph on film. The term is usually applied to a sheet of film or to a long strip or roll of film, 16 mm, 35 mm, 70 mm, and 105 mm in width on which there is a series of microphotographs.

Microform. Any miniaturized form containing micro images, such as microcards, microfiche, microfilm, and aperture cards.

Microimage. A unit of information such as a page of text or of a drawing, too small to be read by the unaided eye.

Micro-opaque. A sheet of opaque material bearing one or more micro-images.

Microphotograph. A photographic reproduction so much smaller than the object photographed that optical aid is necessary to read or view the image. The usual range of reduction is from eight diameters to twenty-five diameters. Also called microcopy.

Microphotographer's report. Usually a form, such as GSA Form 395, to show the completion of a reel, date of filming, camera operator, location of flash guides and indexes.

Provides basis for authentication of microfilmed records and is used to prepare reel carton identification label.

Microspots. Blemishes on processed microfilm negatives, usually circular yellowish or reddish spots, or concentric light and dark rings, that potentially impair the longevity of the film's usefulness.

Negative film. That in which the image of the dark portions of the original appear light and the light portions appear dark. The master copy from which positive copies can be made.

Opaque paper. That through which light will not pass. Used to protect sensitized goods, as in the base for micro-opaques.

Optical system. All parts of a photographic lens and accessory elements used in forming an image on the photographic emulsion, or on a reader screen for viewing.

Panchromatic film. A black and white film coated with an emulsion which is sensitive to the visual spectrum. The spectral sensitivity of panchromatic films approach that of the human eye.

p<sup>H</sup>. A measure of the acidity and alkalinity of chemical substances. Expressed as the exponent of the reciprocal of one hydrogen ion concentration. The letter p derives from the German "potenz" for exponent and H for hydrogen. The p<sup>H</sup> scale extends from zero to 14, with a value of 7 denoting neutrality. A p<sup>H</sup> of 6.9 or less is acid while 7.1 or greater is alkaline.

Photographic paper. A high grade paper base coated on one or both sides with a photosensitive layer or layers. See hard, light weight, single weight, extra light weight, chloride, projection, and opaque.

Planetary camera. A flat bed camera with a base and a column which holds a camera over the base. Documents are placed on the base and photographed. By varying the distance between the camera and the document the reduction ratio is changed. Much used for photographing oversized documents.

Positive film. (1) Film in which the image of the dark portions of the subject appear dark and the light portions appear light. (2) Film used for making contact prints, usually blue sensitive only.

Projection paper. Generally a fast photographic paper which is exposed by projecting the image of the film being printed onto the paper emulsion.

Reader. A projection device for viewing an enlarged micro-image with the unaided eye.

Reader-printer. A device for viewing a film image and which is capable of reproducing a paper print.

Reduction ratio. The ratio of the linear measurement of a document to the linear measurement of the microfilmed image of the same document. Common ratios are 16:1, 20:1, up to 36:1. Greater minaturization requires nonconventional equipment.

Reel. A flanged holder for film, usually for processed film as opposed to a spool for unprocessed film.

Reel carton identification label. A label placed on the box holding the film that contains (a) reel number, (b) name of originating office, (c) title of record series, and (d) some identification of beginning and ending files of the film.

Reel number target. Guide identifying number of a film reel according to a predetermined system. Numbers on original target are big enough to read with unaided eye on film.

Residual hypo. The amount of ammonium or sodium thiosulphate (fixer) that remains in film after washing. A factor in archival standards.

Resolution. The ability to make the fine detail of an object visible. A measure of sharpness of an image, expressed as number of lines per millimeter.

Resolution test pattern. A measurement of resolution by examining a carefully prepared card (such as the National Bureau of Standard Microcopy Resolution Chart Number 1010), with vertical and horizontal lines inscribed at various spacings, to determine the smallest pattern in which lines can be distinguished.

Roll film. Flexible film, wound on a reel, spool or core, and normally 100 ft. or 200 ft. in length.

Roll-to-roll printer processor. Equipment that duplicates film, including diazo prints.

Rotary camera. Microfilm camera that photographs documents while they are being moved by some form of transport mechanism. The document transport mechanism is connected to a film transport mechanism, and the film also moves during exposure so there is no relative movement between the film and the image of the document. Permits more rapid photographing than a camera.

Separator target. Divider guide used to separate the contents of one folder from those of another.

Series title target. Guide used at start of reel to identify record series of type of documents appearing on reel. Sometimes called starting target.

Sheet film. A precut flexible transparent base material coated with a photosensitive emulsion.

Silver film. A film composed of silver compounds which release free silver on exposure to light and developer. Silver film prints a white image from black and black from white. It is used for both original negatives and prints.

Single-weight paper. Photographic paper with average thickness limits of 0.0060 to 0.0083 inches, inclusive.

Splice. A joint made by cementing or heat welding two pieces of film together so they function as a single piece. Cemented splices are called lap splices since one piece overlaps the other. Most welds are called butt splices since the two pieces are butted together without overlap.

Step-and-repeat camera. A type of microfilm camera which exposes images in sequence usually in multiple rows on a single sheet of film.

Storage cabinets. Special microfilm containers, same general dimensions as legal size filing cabinets, equipped with trays containing a porous stone or sodium dichromate crystals, and a dial registering humidity and temperature.

Storage cost ratio. A pricing formula to determine whether records should be microfilmed for space saving reasons. For example, if it would cost \$30.00 to film a cubic foot of records, and \$0.50 a year to store them in a records center, then it would take 60 years to amortize the filming cost.

Storage standards. The conditions best calculated to prolong the life of microfilm, Microfilm is susceptible to damage from scratches, microspots, dust, water, fungi, mold, and brittleness. Stored film requires periodic inspection and cleaning, about 50 per cent relative humidity, temperature about 70 degrees fahrenheit, and air cleansed of acidic gases and dust.

Targeting. The indexing method for reel microfilm. Targets are finding aids, inserted at appropriate intervals among the records, photographed as part of the records, but readily distinguishable from the records. See flash fuide, separator target, series title target, reel number target, correction target.

Unitized film. The separation of a roll of microfilm into individual frames or strips and insertion in a carrier, such as a film jacket. Microcards and microfiche are unitized.

## 10. RECORDS CENTERS

Access. Permission to use and reproduce records. May be limited or qualified (restricted) by the agency having legal custody.

Accession. (1) The process of transferring records from an agency to the physical custody of a records center. (2) A body of records so transferred.

Accession list. A summary of records transferred to a records center, usually prepared at time of transfer.

Accession number. The symbol or code assigned for control purposes by a records center to a body of records brought into custody. See also job number.

Accretion. A document or group of documents, to be added to records already accessioned by a records center. Documents withheld at the time of the transfer of the main body of the records become accretions when transferred.

Administrative determination. Attestation that certain specified information, although not explicitly stated in the record, may be found to be implicit in the total available documentation. For example, a military personnel folder may not contain a copy of a discharge, yet a decision about the nature of the type of discharge must still be given. Public Law 754, 81st Congress, gives the Administrator of General Services Administration authority to make administrative determinations on the basis of documents transferred to a Federal Records Center, provided he is authorized to do so by the agency having legal custody. See also certification to fact.

Agency records center. A depository operated by a Federal agency other than the General Services Administration for the storage of its own records; requires approval of GSA, although GSA has exempted depositories of less than 5,000 square feet from the need of securing such approval.

Alphabetic frequency table. A tabulation showing the approximate percentage of surnames beginning with each letter of the alphabet.

Audio-visual records. Graphic images and sound reproductions including micro-photographic or motion picture film, engineering drawings, and blueprints, etchings and paintings, and sound recordings on discs and tapes.

Back-to-back rows. Standard shelving arranged in double rows in record centers to increase storage capacity per square foot. See also row.

Bay. Space within a file storage area or working area, usually outlined four posts or columns.

Can't find. A requested document or information therefrom, which cannot be located. Documents that have been charged out are not "can't finds."

Cartographic records. Maps and related materials, such as globes, mapping charts, globes, cartograms, relief models, aerial photographs, and materials documenting the preparation of maps.

Center carton. A corrugated cardboard box designed to hold one cubic foot of records, either legal or letter size, and normally having a bursting strength of 200 pounds per square inch.

Certification. (1) Attestation of the authenticity or official character of a document or reproduction of the document. (2) The document embodying the attestation. See also certification to facts, administrative determination.

Certification to fact. Attestation that certain specified information is a matter of record. Public Law 754, 81st Congress, gives the Administrator of General Services authority to certify to facts on the basis of documents transferred to Federal Records Centers, provided he is authorized to do so by the agency having legal custody. See also administrative determination.

Copy. The reproduction, by any method, of the complete substance of a record not necessarily in facsimile.

Cubic foot. That volume of paper records which fill a space one foot high by one foot wide by one foot long. The basic measurement for records volume. Standard conversion tables, tailored to the most commonly used sizes of paper, are available. For example: 100 linear feet of records size 8" x 10" equal 55.6 cubic feet, while 100 linear feet of cards, size 3" x 5" equals 10 cubic feet. See also linear foot.

Custody. The guardianship of records. The protective features of custody differ as between (a) physical custody and (b) legal custody. See physical custody, legal custody.

Document request. An inquiry for a document or documents, including copies or reproductions thereof, and whether authenticated or not. See also (information request).

Double-decking. Stocking file cabinets two high, back to back, to increase storage capacity.

Federal Records Center. A facility maintained by the Administrator of General Services for conserving and processing of non-current records that need not be retained in expensive filing equipment and high-cost office space. The system of Federal Records Centers was authorized by the Federal Records Act of 1950.

Finding aid. Any written guide such as an index, list, inventory, or catalog that is descriptive or analytical with respect to a body of records, having the purpose of clarifying the subject content and organization of the records in order to facilitate their use. See also shelf list.

Fire aisles. Records center passageway established to aid in fighting or preventing the spread of fire; they permit unimpeded passage of persons for access to firefighting equipment. See also transportation aisles, service aisles.

Holding area. Protected space assigned for the temporary storage of non-current records of both temporary and permanent value before their disposal or transfer to a records center.

Holdings. All of the records in the custody of a given agency, organizational element, archival establishment, or records center.

Honeycombing. The storing of records so that there are many consecutive empty shelf spaces, of various sizes, with consequently poorer utilization of storage equipment.

Indefinite loan. The loan of records from a records center for an extended period of time without surrender of custodial rights. Same as withdrawal. See also permanent withdrawal, reference service.

Information request. A form of reference service request, asking for information to be derived from records in custody. See also document request.



Inventory. A descriptive listing of an organization's records, by series, including such information as volume, dates, arrangement, special physical characteristics and location. Inventories not in final form are designated preliminary inventories.

Job number. A code or symbol assigned for control purposes to a particular accessioning or disposition transaction by records center. See also accession number.

Lamination. A process, normally preceded by de-acidification, of reinforcing a fragile or damaged document by enclosing it between sheets of transparent material, such as cellulose acetate foil, and bonding it to the material by the application of heat and pressure.

Legal custody. Control of access to, possession of, and responsibility for records, based on specific statutory authority. See also physical custody.

Linear foot. A unit of measurement sometimes used to determine the quantity of records in terms of length of space occupied without regard for height and width. See also cubic foot.

Maceration. The destruction of documents by shredding or "beating" to render them illegible and beyond reconstruction. See also pulping.

Main aisles. Same as transportation aisles.

Negative search. See not-in-file, can't find.

Nitro-cellulose film. Film having a base that is a compound of nitrogen and cellulose prepared from nitric acid and cotton or wood fibre, highly inflammable, capable of spontaneous ignition and generative or noxious gases while deteriorating.

Not-in-file. A requested document, or information therefrom, which cannot be provided because of previous removal and replacement by a charge-out form or continuity reference form. See also can't find.

Packing list. An inventory, by type of record, of the contents of a box, transfer case, cabinet, or other shipping container.

Permanent withdrawal. Recall of records from records center custody back to agency custody; considered to be disposition, and not a reference service loan. See also indefinite loan, reference service.

Physical custody. Possession of and responsibility for records including such protective measures as precautions against unauthorized access, fire, deterioration, and misuse; yet control over access held by the legal custodian. Possessor performs reference service on basis of administrative agreement. Also called "protective custody."

Preliminary inventory. See inventory.

Processing area. Same as holding area.

Pulping. Reducing the papersubstance of documents to the state of rag and wood fibers suspended in water, so that the documents are illegible and beyond reconstruction. See also maceration.

Purging. See screening.

Record group. The documentation produced by a given Federal agency, or a major subdivision of a large agency, usually at the Bureau level of the Government. A major administrative device of the National Archives and Records Service for controlling archival arrangement and description, and for the publication of inventories. Each record group carries a code number assigned by NARS.

Records center. An establishment maintained primarily for the storage, servicing, security, and processing of non-current records that need not be retained in expensive office equipment and space. See also agency records center, Federal Records Center, holding area.

Records center box. Same as center cartons.

Records center container. Same as center cartons.

Records depository. Same as Records Center.

Records depot. Same as Records Center.

Records holdings. Same as holdings.

Records storage area. Same as holding area.

Reference rate. The number of times within a given period that a specific file or collection of items is used.

Reference service. Making available for official use, or to the public, records in custody, including copies or reproductions, both authenticated and unauthenticated, or furnishing information from such records. See also indefinite loan, permanent withdrawal.

Reference service request. An inquiry for records or the information in them subdivided into document request or information request. Federal Records Centers use Optional Form 11 to process the inquiries.

Registration of record group. (1) Establishing and defining a record group.  
(2) The document that defines a record group issued by the National Archives and Record Service.

Relative humidity. The percentage of saturation of a unit of air. A relative humidity of 40% indicates that the air contains 40% as much moisture as it could carry if it were 100% wet at that temperature.

Research service. A type of reference service such as examining and summarizing information gathered from documents and from individuals and organizations that are authorities in specific fields. See also reference service.

Restriction. Limitation placed by appropriate authority on access to records or information therefrom.

Row. A single line of shelving, racks, boxes, cabinets or other filing equipment having service aisles on long sides. See also back-to-back rows.

Screening. Removal from a group of records of individual papers, folders or groups of folders, usually to permit disposal of parts of the group and retention of the residue; sometimes called "purging."

Search room. Space in records center set aside for searchers' use, analogous to a library reading room.

Service aisles. Passage ways in records centers, usually 30" in width and at right angles to transportation aisles and separating storage rows. See also fire aisles, transportation aisles.

Shelf list. An item-by-item or series-by-series list of files arranged in the order in which they are kept on the shelves. For this purpose Federal Records Centers use Standard Forms 135 and 135A.

Shredding. Same as maceration. See also pulping.

Skid. A platform with stationary rear wheels and a coupling pin at front for a hydraulic jack, used to transport records from one location to another.

Stack area. That portion of a records center primarily devoted to and equipped for the storage of records, as distinct from the offices, library, search room, receiving area, and disposal area. Often called "the stacks"

Staging area. Same as holding area.

Statutory restriction. Limitation of access to records by law or regulation based upon law.

Subpoena of records. A written court order commanding the person designated thereon to bring into court records described therein under a penalty for failure. The legal process is called subpoena duces tecum, meaning literally "bring with you under penalty."

Transportation aisles. Main transportation passage ways in records centers bisecting storage.

Type of record. Engineering drawings, contracts, leases, work orders, job orders, vouchers, correspondence, reports, directives, checks, accounts, payrools, invoices, allotments, applications, minutes, bids, allowance lists, inventories, indexes, chits, clock cards, bills of lading, bills of material, receipts, purchase orders -- these are some of the more common types.

Vault area. That portion of the stack area of a records center devoted to the holding of security classified records.

Weeding. See screening.

Withdrawal. Same as indefinite loan. See also permanent withdrawal, reference service.

11. SOURCE DATA AUTOMATION

a. Electro-mechanical Processing

Alphabetic-numeric. The characters which include letters of the alphabet, numerals and other symbols such as punctuation or mathematic symbols.

Automatic typewriter. An especially modified and conditioned electric typewriter capable of generating and accepting pulses for the purpose of encoding and decoding various machine language carriers. The language carriers may be punched paper tape, magnetic tape, tabulating cards or paper reels. Proper encoding on language carriers will result in the automatic operation or functioning of the typewriter when such carriers are decoded by the machine.

Batch. A number of items or transactions assembled for processing, e.g., in a payroll calculation, the batches might be divisions. Batches, however, may be arbitrary, such as orders received from 9 a.m. to 11 a.m. on a certain day.

Batch control. A system of control devised for batches to insure their processing in proper sequence or within scheduled deadlines. Any deviation indicates an error.

Baudot code. The standard five-channel teletypewriter code consisting of a start impulse and five character impulses, all of equal length, and a stop impulse whose length is 1.42 times the start impulse.

Binary. Pertaining to the number representation system with a base of two.

Bit. A binary digit.

By-product. An output, usually machinable, obtained simultaneously with the preparation of source documents on automatic equipment. The by-product is usually obtained without extra human effort over and above that required to prepare the source document.

Byte. A sequence of adjacent binary digits operated upon as a unit and usually shorter than a word.

Card, 80 column. A punch card with 80 vertical columns representing 80 characters. Each column is divided into two sections, one with character positions labeled zero through nine, and the other labeled 11 and 12. The 11 and 12 positions are also referred to as the X and Y zone punches, respectively. See zone punch.

Card, 90 column. A punch card with 90 vertical columns representing 90 characters. The columns are divided in half horizontally, so that the vertical columns in the upper half of the card are numbered 1 through 45, and those in the lower half 46 through 90. Six punching positions may be used in each column; these are designated, from top to bottom, to represent the digits 0, 1, 3, 5, 7, and 9 by a single punch. The digits 2, 4, 6, and 8 and the other characters may be represented by a combination of two or more punches.

Card holder. The device for retaining a punched card for purposes of punching or processing. The porta-punch card holder maintains the card rigid while the stylis removed the prescored hole chip.

Card punch-edge. A mechanical device either a part of or attached to a paper tape producing typewriter. Paper tape code pattern, as encoded by the typewriter, are mechanically punched along the edge(s) of a card.

Card punch-sorting. A mechanical device which, under manual control, cuts notches along the edges of special purpose cards. The notches, so cut, are usually based on binary values in specific fields. (See McBee Reysort).

Card punch-tabulating. An electro-mechanical device capable of generating pulses resulting from the manual operation of numeric or alpha numeric keyboards. The pulses so generated are encoded into the 6 channel code pattern of the UNIVAC tabulating system or the 12 channel code pattern of the IBM tabulating system, the codes so produced are mechanically punched into standard tabulating cards.

Card reader-edged punched. A device which is either a part of or attached to a punched paper tape machine. Sensing of the code patterns prepunched into the edge-punched cards is accomplished either by electro-mechanical pins or electronic light sensing cells. The code patterns so sensed are converted into pulses which in turn activates the functions of the machine.

Card reader-tabulating. A device which is either a part of or attached to a punched paper tape typewriter. Sensing of the code patterns prepunched into the tabulating cards is accomplished whether by electro-mechanical pins or electronic light sensing cells. The code patterns so sensed are decoded, by the machine, and converted to pulses which in turn activate the functions of the machine.

Chad tape. A paper tape with the holes cleanly and fully punched. Chad is the piece of material removed when forming a hole (or notch) in a storage medium.

Chadless tape. A paper tape with the holes partially punched. It is commonly used in teletype operations. Sometimes the holes are mechanically interpreted and printed on the tape.

Channels. The positions, or levels, at which language can be placed on a carrier. Paper tape, the carrier for tape actuated equipment, consists of 5-6-7 or 8 levels, depending on processing requirements. Tabulating cards, the carrier for punched card actuated systems, consists of 6 levels (Powers UNIVAC) or 12 levels (Hollerith-IBM). Magnetic tape, the carrier for computer systems, has a minimum of 8 levels.

Character. A numeric digit, alphabetical letter or any symbols usually found on a typewriter which a computer may read, store, or write. Each character must differ from all others and the total number must be fixed. The totality is called a set.

Character recognition. The technology of using a machine to sense and encode into a machine language characters which are written or printed to be read by human beings. See also MICR.

Code. A set of rules that are used to convert data, e.g., the set of correspondences in the American Standard Code for Information Exchange.

Code-element. The unit from which a code is constructed, e.g., Baudot code, is a binary representation of the alphabet and numerals in which a grouping, presence or absence, of five elements expresses the code information.

Code pattern. The language of the source data automation machine. The number of positions (holes or dots) which are impressed on the language carrier are limited by the number of channels provided by the particular carrier. Each character processed by the machine is assigned a discrete code pattern made up of a varying number of holes or dots. Except in the case of 5 channel communication punching paper tape, no character has the same code pattern assigned as another character. The assignable number of discrete code patterns can be expressed in terms of channels to power of two:

- 5 channels available - 25 or 32 different code patterns
- 6 channels available - 26 or 64 different code patterns
- 7 channels available - 27 or 128 different code patterns
- 8 channels available - 28 or 256 different code patterns, etc.

Common use term is simple "codes."



Codes, system supervisory. These code patterns are exclusively utilized by punched paper tape techniques. Each paper tape machine, processing or producing, can be controlled by discrete code patterns sensed by the machine reader. Common supervisors codes are "punch on," "punch off," "skip end," "non-print." Tape to card converters are controlled by supervisory codes known as "program indicator codes."

Common language tape. Paper tape automatically punched as additional output from typewriters, accounting machines, etc., for use as input to computers or other equipment.

Constant data. The information used from one form to another form, from one job to another job, and so on; synonym--repetitive data.

Control panel. (1) An interconnection device, usually removable, which employs removable wires to control the operation of computing equipment. It is used on punch card machines to carry out functions which are under control of the user. On computers, it is used primarily to control input and output functions. (2) A device component of some data processing machines, which permits the expression of instructions in a semi-fixed computer program by the insertion of pins, plugs, or wires into sockets, or hubs in the device, in a pattern to represent instructions, and thus making electrical interconnections which may be sensed by the data processing machine. Same as plugboard.

Control tape. A pre-punched paper tape containing all fixed data, typewriter function code patterns, and system supervisory code patterns. See master tape.

Converter, card to tape. A device which permits the changing of the method for data processing from one form to another, e.g., a unit which accepts information from punch cards and then records the information on punched tape or magnetic tape. Converter tape to card, from punched or magnetic tape to punch cards.

Corner cut. The removal of a corner from the punch cards in order to assure proper alignment of all cards in the deck when preparing or processing the punched cards.

Coupon. A native language carrier which contains perforations in a readable language.

Data. Data is information which can be machine processed to a required end result. All information is not data. See information.

Data processing. The preparation of source media so as to contain data or basic elements of information, and the handling of such data (according to precise rules of procedure) to accomplish such operations as classifying, sorting, calculating, summarizing, and recording.

Data processing system. An interacting assembly of procedures, methods, and automatic equipment to perform a series of data processing operations.

Data transmission. Communication of data from one point in a system to another.

Decoding. Code patterns, comprising the language of data processing machines, must be translated into usage pulses which in turn actuate the equipment. This process is known as decoding. Common term--reading.

Edge-punched card. (1) Technique of punching data along the edge of a card, usually consisting of permanent or repetitive data. The edge-punched card, at the time, is easier to handle than paper tape. These edge-punched cards use the same hole coding structure and equipment as paper punched tape. (NOTE: Not to be confused with the registered trade mark of Royal-McBee). (2) Cards with prepunched guide holes along one edge, into which information can be punched or notched on the edges. Standard cards are three inches wide and seven inches long. These are supplied fanfolded each seven inches and in packages of 250 cards. Nonstandard cards are supplied in any visible, desirable size.

Feasibility study. An organized survey to determine whether paperwork could be mechanized economically and efficiently in a data processing system. See also data processing system.

Feed hole. The small holes in paper tape or edge-punched cards which engage a sprocketed wheel and are used to move the tape or card through a reader or punch device.

Field. An area on punched cards, paper tape or magnetic tape reserved for data of a specific nature.

Field, fixed. A pre-designated column or group of columns on a punched card or a given number of holes along the edge of an edge-punched card, set aside for the recording of a given type or classification of information.

Font (alpha-numeric). A style of type face for alpha-numeric characters, many optical scanning and magnetic ink character reading systems respond only to special or a single type style or font.

Fosdic. Film Optical Sensing Device which will convert, through an intermediate microfilm step, pencil marks on especially designed forms to magnetic tape. The magnetic tape so obtained can be processed by computers. Developed jointly by the Bureau of Census and the National Bureau of Standards.

Hard copy. Manual or machine printed information in readable form. Includes printed output reports, listing, summaries, and source documents.

Hardware. Physical equipment or devices forming part of a data processing system, ranging from the manual equipment for processing the source documents to a computer and all peripheral equipment. Contrasted with software.

Head. A device that reads, records, or erases information in a storage medium, e.g., the set of perforating, reading, or marking devices and block assembly used for punching, reading, or printing on paper tape.

Information. A collection of facts especially as derived from the processing of data.

Input. (1) The media used to introduce data into a processing system. It may be in the form of hard copy, punched tape, punched cards, or magnetic tape. (2) The data to be processed. (3) The process of transferring data from an external storage to an internal storage.

Integrated data processing (IDP). Another name for source data automation.

Levels. See channels.

Machine language. A technique whereby data in the form of holes or magnetic spots are converted to a series of electrical pulses which are designed for interpretation and use by a machine. Electrical circuiting translates these electrical pulses into mechanical and electronic functions. Same as machined oriented language. Contrasted to problem oriented language.

Magnetic ink character recognition (MICR). A machine process whereby special stylized characters and forms are printed in an ink containing iron oxide. MICR equipment magnetizes the iron oxide and converts sensed magnetized spots into electrical pulses. Much used on bank checks.

Mark sense. A technique for detecting special (graphite) pencil marks recorded in selected positions on a punched card and converting these marks into electrical pulses for machine processing.

Mark sense field. The designated area for recording data in special graphite pencil marks, e.g., each mark sense field requires three regular columns of an 80-column punched card.

MATRIX. See Optical Reader Sensor.

Mylar. A trade name and registered trade mark by DuPont for a strong, durable polyester material. Mylar is used extensively for magnetic tapes for records and computers as well as a filler for special and permanent paper tapes and punched cards.

Non-bleeding tape. A tape impregnated with a non-mobile oil; tape which will not transfer oil to other items it may contact. Also known as parchment tape.

Off line. Pertaining to peripheral equipment or devices not in direct communication with the central processing unit of a computer. Contrasted to on line.

On line. Pertaining to peripheral equipment or devices in direct communication with the central processing unit of a computer.

Optical reader sensors. The processing component of an optical reader, usually consisting of photo electric cells. There are two arrangements for these sensors: (1) Retina or matrix--the sensors are grouped together like the retina of the eye. (2) Row--the sensors are aligned in a straight row.

Optical scanning. An electronic system usually consisting of a reader and control unit. The reader contains light sensors, photo electrical cells, which convert the light and dark patterns of characters and symbols into electrical pulses. Between 250 and several thousand characters can be read each second. The control unit translates the electrical pulses into binary codes patterns for conversion to paper tape, punched card, magnetic tape or direct processing by a computer.

Over punch. See zone punch.

Paper tape reader. A device capable of converting information punched on paper tape in the form of a series of holes to a train or sequence of electrical pulses. Reading is usually for the purpose of transferring the information to some other storage or processing medium.

Paper transport. The device for moving a document, be it card or single sheet, into position for scanning, punching, reading, or other processing. Same as page transport.

Perforator. See tape punch.

Port-a-punch. A registered trade mark of IBM, for a manual card punching device consisting of a card holder and stylis. A port-a-punch card is usually used to manually punch numerical data.

Precedent punching. A technique used in the communications industry to increase the coding capacity of a five-channel tape, by signalling the machine to use upper or lower case.

Prepunch. A punched card technique of punching preselected or repetitive data, such as identity or serial number, name, date, etc., into the card before the card is final punched.

Pre-scored holes. A technique of loosening a port-a-punch hole chip in order to insure quick, easy, and complete punching of a hole.

Punch position. The row location of a hole punched in a specific column of a punched card. In an eighty-column card, the rows are designated 0 to 9, X and Y; in a 90-column card the rows are designated 0, 1, 3, 5, 7, 9.

Punched card. A durable paper stock of a uniform size and shape, 7-3/4" x 3-1/4" adapted to being punched, mechanically or manually (see port-a-punch), with a logical array of holes. When being used the punched holes are sensed electrically by wire brushes or mechanically by metal feeders.

Punched tape. A tape, usually paper, into which data may be stored in the form of punched holes. Hole locations are arranged in columns across the width of the tape. There are usually 5 to 8 positions or channels per column, with data represented by a binary coded decimal system. The code holes in a column are sensed optically or mechanically, transversely to the reader or writing motion. Same as perforated tape.

Repetitive data. Same as (constant data).

Retina. See optical reader sensor.

Selected data. That portion of a body of common data "selected" for duplication and further processing in a language.

Set. See character.

Software. The totality of programs and routines used to extend the capabilities of computers, such as compilers, assemblers, narrators, routines and sub-routines.

Source data automation. (1) A technique directed toward mechanizing and perpetuating original information at the time of its first writing in a media which permits further processing from "machine-to-machine" rather than from "person-to-person." (2) The many methods of recording information in coded forms on paper tapes, punched cards, or tags that can be used over and over again to produce many other records without rewriting. Abbreviated as SDA.

Stub card. Dual purpose punched card with a perforated stub at one end, so that several cards can be bound, stapled or glued together.

Stylus. A device used to remove the chip from a prescored hole of a port-a-punch card.

Summary card. A punched card containing data which has to be summarized. Usually this card is a by product of another machine operation, such as a calculator, tabulator, cash register, etc.

Symbol. A representation for a punctuation mark or other common mark; not an alphabetical character or a digit. Useful for break points, termination, flow charting (problem description).

Tag. A native language carrier using a five channel code which can be attached to the merchandise it identifies.

Tape correcting punch. Small manual device for punching individual holes into any part of a punched tape.

Tape feed. (1) The leader on paper tape designed to precede the data fields in the tape. (2) A device which runs paper into position for reading or punching.

Tape loop. A piece of paper punched tape fastened together to form a continuous loop, used for repetitive processing and controlling the operations of automatic machines, such as typewriter, EAM tabulators, card punches and readers, etc.

Tape punch. A machine that perforates paper tape in code for processing by other machines.

Tape reader. A mechanical or photoelectric device that "reads" (or "senses") holes in tape and converts these holes to electrical impulses for processing by other machines; such as computers, automatic typewriter and EAM machines.

Tape splicer. A device for joining two paper tapes.

Tape unwinder. A device for feeding punched tape at a steady speed to a tape reader.

Tape Winder. A device for reeling paper tape for storage or further processing.

Telecommunication. The use of electrical transmission facilities including the telephone, teletypewriter, and facsimile. In data processing, the transmission of data is usually by wire.

Transaction. Any document or action which creates or changes data within a processing system.

Variable data. Data which varies from form to form, or job to job. Contrasted to constant data.

Zone. The three top positions of 12, 11, and 0 on certain punch cards. In these positions a second punch can be inserted so that with punches in the remaining positions 1 to 9, alphabetic characters may be represented.

11b. ELECTRONIC PROCESSING

Access Time. The time required to transfer information from storage to where it is going to be used in the machine.

Accumulator. A unit in a digital computer in which arithmetic is carried out.

Address. A label, usually a number, identifying a place in storage where a piece of information may be stored.

Address modification. The process of changing the address part of a machine instruction by means of coded instructions.

ALGOL (Acronym for algorithm language). A programming system used for scientific applications which translates mathematical type terms into computer language.

Analog computer. A computer operating on the principle of creating a physical, often electrical, analogy of the engineering and process control problem to be solved.

Variables such as temperature or flow are represented in this type of computer by the magnitude of a physical phenomenon such as voltage or current, and the computer manipulates these variables in accordance with the mathematical formulae which are programmed in it.

An analog computer works in real time; i.e., it continuously offers the solution of the problem it is solving. See digital computer.

Arithmetic register. The accumulator of some computers.

Assemble. To integrate subroutines and routines into a main program.

Automated data processing. The continuous and integrated operation of data processing using automatic machines. Usually abbreviated to ADP.



Binary arithmetic. A numbering system having rules much simpler than those of the familiar decimal numbering system. This simplicity makes the binary numbering system more usable for computers.

Where the decimal numbering system uses ten marks (0 through 9) thus having a radix (or base) of 10, the binary system uses only two marks (0 and 1) thus having a radix of 2.

The decimal system is "tens". For example, the number 35 means:  $10+10+10+5=35$ . Or it can be written as:  $3(10) + 5(1) = 35$ . Or as:  $3(10^1) + 5(10^0) = 35$ .

The binary system deals with powers of 2 rather than powers of 10. To convert the decimal number 35 to a binary number, one must first line up the various powers of 2 since 2 is the radix or base of the binary system. Above each power of 2 one can show its value in a decimal number.

One then gets:	32	16	8	4	2	1
	$2^5$	$2^4$	$2^3$	$2^2$	$2^1$	$2^0$

Since in the binary system one has only two marks, 0 and 1, the decimal number 35 converts to a binary number as follows:

$$1(2^5) + 0(2^4) + 0(2^3) + 0(2^2) + \\ 1(2^1) + 1(2^0)$$

The resulting binary number is 100011.

Bistable. Existing in one or another of two possible states. Also known as a binary condition.

BIT. A contraction of the binary digit which is information expressed in binary (on or off) form. In binary arithmetic, only two marks (0 and 1) are used. Each of these marks is called a binary digit. The decimal number 296 converted to a binary number becomes 100101000, and it is made up of nine binary digits or bits. See binary arithmetic.

Boolean algebra. An algebra like ordinary algebra but dealing instead with classes, propositions, on-off circuit elements, etc., associated by operators AND, OR, NOT, EXCEPT, IF ... THEN, etc., and permitting computations and demonstration, as in any mathematical system, making use of symbols efficient in calculation. This algebra was named after George Boole, famous English mathematician (1815 - 1864).

Boolean calculus. Boolean algebra modified to include time thereby providing an algebra or calculus for: states and events; additional operators such as AFTER, WHILE, HAPPEN, DELAY, BEFORE; classes whose members change over time; circuit elements whose on-off state changes from time to time such as delay lines, flip flops, and sequential circuits; so-called step-functions, and their combinations; etc.

Boolean function. A mathematical function in Boolean algebra. Examples of common Boolean functions are:  $c = a \text{ or } b = a \vee b$ ;  $c = a \text{ AND } b = a \cdot b$ ;  $c = \text{NOT-}a = a'$ ;  $c = a \text{ EXCEPT } b = a \cdot b'$ ;  $c = \text{NEITHER } a \text{ NOR } a' \cdot b'$ .

Branch. The process of changing the normal sequence control of a digital computer; can be conditional (i.e., on the basis of some decision) or unconditional.

Central processing unit. The group of components of a data processing system which contains the logical arithmetic and control circuits for the basic system.

COBOL, Acronym for common business oriented language. A programming system which uses basic English language and then translates the English phrases into computer code programs which can be understood and executed by the computer.

Code. A system of characters and rules for representing information in a language that can be understood and handled by the computer.

Coding. The act of preparing in code or pseudo code a list of the successive computer operations required to solve a specific problem.

Common language. A uniform language in which all information is in a form which can be interpreted by all units in a data processing system. This language may be punched cards, paper tape, or magnetic tape with this common language, the units of a system can "talk" to each other.

Compiler. A special set of instructions contained in a computer to translate a source program into machine language.

Console. That part of or unit in a data processing system which provides facilities for manual control and observations of the system.

Control. Part of the computer that effects an orderly sequence of operation of the other parts of the computer.

Data. A collection of facts, especially numeric and alphabetical characters, which is processed or produced by a system. Data in the past was properly plural, the singular from being datum, but in common computer usage is increasingly taken as singular. Data is the "raw material" of information. See information.

Digital computer. A computer which creates a numeric analogy of the problem and treats the variables as discrete or discontinuous functions. Data is represented by strings of numbers. Digital computers are most generally used for business applications. They are part, although a central one, of a whole complex of equipment which makes up an electronic data processing system. This equipment includes (1) recording devices to capture data, (2) input devices to transfer data to the computing mechanism, (3) storage devices to retain information before, during, and after processing, (4) output devices to deliver readable copy, and (5) communicating devices to transmit data and information from and to outlying stations.

Echo checking. A system generally associated with magnetic tapes that assures accuracy by reflecting transmitted information back to the transmitter and comparing the reflected information with that which was transmitted.

Electronic data processing system. A series of procedures using electronic equipment for recording, integrating, manipulating, summarizing, reporting, and retrieving data with the purpose of producing information.

Erase. To remove information from storage unit.

Feasibility study. A study of the applicability or desirability of any management system from the standpoint of advantages versus disadvantages of automating the system.

Fixed word length. Pertains to a data processing system whose storage devices may contain words of one fixed length as opposed to other systems which allow words of variable length; i.e., a fixed word length of five would represent 125 as 00125, and a variable word length would store only the 125.

Floating-point. A shorthand method of expressing numbers composed of (a) fractional part with the number written as though a decimal point appeared in front of the first digit, (b) an exponent which is the sum of the power to which it is being raised and 50.

Flow chart. A diagram or graphic representation showing all the logical steps of a program. A program is coded by writing down the successive instructions that will cause the computer to perform the logical operations represented by a flow chart and necessary for the problem to be solved.

Hardware. The mechanical, electrical, and magnetic devices and materials from which a data processing system is constructed.

Hybrid computer. A machine having different functions and representing a cross between two types of computers, as the analog and digital.

Input. Information, moved into the internal storage of data processing system, representing data to be processed; or information to control the process.

Inquiry unit. A device, generally a typewriter keyboard, used to "talk" to the computer, usually to get quick answers to random questions.

Instruction. A word or part of a word which tells the computer to perform some operations.

Instruction code. An artificial language for expressing or describing the instructions which can be carried out by the computer.

Language. See machine language, native language, program language.

Logical operations. Nonarithmetical operations such as selecting, searching, sorting, matching, comparing, etc.

Loop. The repetition of a group of instructions in a program.

Machine language. The set of symbols, characters, or signs, and the rules for combining them, which conveys to a computer instructions or information to be processed. This language is unintelligible to people unless the symbols and the rules for their use are understood. Special equipment is usually needed to convert this language from the form in which it is stored in the computer to a form perceptible to human beings.

Machine word. A set of characters occupying one storage location and treated as a unit. May be of fixed or variable length.

Magnetic tape. A long ribbon-like strip of plastic material which is coated with a metallic substance to store data recorded in magnetized spots.

Matrix. An arrangement of circuit elements such as wires, relays, diodes, etc., which can store data.

Memory. A general term for the equipment that holds information in machine language in electrical or magnetic form. This equipment also receives information for storage and gives out the stored information for later use. The word "memory" usually means storage inside the computer, while "storage" refers to magnetic drums, discs, cores, tapes, punched cards, etc., outside of the computer.

Microsecond. One millionth of a second. A time measurement used to measure the operating speed of a computer.

Millisecond. One thousandth part of a second (0.001 sec.).

Mnemonic code. Instructions for a computer written in a form which is easy for the programmer to remember, but which must later be converted into machine language.

Multiple precision arithmetic. A process in which two or more storage positions can be used for holding the results of an arithmetic operation.

Nanosecond. A billionth of a second. A time measurement used to measure the operating speed of a computer.

Native language. A processing machine language that is peculiar to the machines of one manufacturer.

Object program. The machine-language instructions developed by the compiler from the source program.

Operation. A specific action which the computer will automatically perform whenever the instruction calls for it.

Operation code. A combination of digits with a fixed meaning for directing the computer.

Output. Information transferred out of any part of a computer as a result of data processing.

Parity check. An internal check which tests whether or not the number of bits punched in a single code is odd or even. If the parity does not check, the computer will stop.

Peripheral equipment. Units or devices that are part of an entire data processing system, but not actually part of a computer; i.e., a Flexowriter functioning off-line, card sorter, reproducer, a forms burster, forms encoder, etc.

Plugboard. A program panel which may be prewired and plugged into an analog computer for different programs and rapid program change.

Program. A series of instructions which cause a data processing system to take a sequence of steps (process a specific application) that solve a given problem.

Programmer. A person who prepares the planned sequence of events the computer must follow to solve a problem, but who need not necessarily convert them into detailed instructions (coding).

Pseudo-code. Computer instructions written in mnemonic or symbolic language by the programmer. These instructions do not necessarily represent operations built into the computer. They must be translated into machine language and have absolute addresses assigned before they can become a finished and assembled program which the computer can use to process data.

Routine. A set of instructions arranged in the correct sequence to direct the computer to perform a common operation or series of operations. For example, "get two numbers -- add them together -- store the answer."

Scientific notation. A means of expressing numbers in powers of 10 such as  $6 \times 10^3$  where 6 is the coefficient and 3 the exponent.

Simulation. The representation of physical systems and phenomena by computers, in which the processing done by the computer represents the process itself.

Software. As opposed to "Hardware" which refers to the components of a computer system, "Software" is a term applied to program packages furnished by the computer manufacturer or the assembly programs which are adaptable to a specific computer.

Sorting. Arranging items of information in an order dependent upon some rule contained in the items.

Source program. Program used to plan instructions for the processing of a problem.

Storage capacity. The amount of data that can be retained in the storage or memory unit of a computer often expressed as the number or words that can be retained.

Sub-routine. A section of a computer program which is stored once in the memory and can be used over and over again to accomplish a certain operation; e.g., "sine", "log", "square root", "cube root", etc.

Symbolic code. See mnemonic code.

Synthetic language. A language which is independent of the computers in which it is to be used. A compiler is employed to translate it into the machine language of any given computer.

Thin-film memory. An advanced storage method which uses a film of metallic vapor which has been deposited on a thin glass plate. The film can be magnetized in a billionth of a second making memory-access that fast.

Vocabulary. A list of operating codes or instructions available to the programmer for writing the program for a given problem for a specific computer.

Word. A group of characters occupying one storage location. This unit of information is treated and transported by the computer circuits as an entity; it is treated by the control unit as an instruction, and by the arithmetic unit as a quantity.



11c. DATA TRANSMISSION

Access time. The interval characteristic of a memory of data storage device, between the instant at which data is called from storage and the instant at which delivery is completed; or ready for storage and the instant at which storage is completed.

Angus pen recorder. Instrument designed to aid in traffic studies by recording permanently the actual amount of time a channel is being utilized for traffic.

Band. (1) A group of electromagnetic wave channels assigned, usually by the FCC, to a particular type of radio service. (2) A range of frequencies per second between two definite limits.

Very low frequency (vlf) 10-30 kc  
Low frequency (lf) 30-300 kc  
Medium frequency (mf) 300-3,000 kc  
High frequency (hf) 3-30 Mc  
Very high frequency (vhf) 30-300 Mc  
Ultra-high frequency (uhf) 300-3,000 Mc  
Super-high frequency (shf) 3,000-30,000 Mc

Baudot code. A five-unit code in which each current impulse is of equal length; by different combinations of the five impulses it is possible to form 32 letters or characters.

Bias. (1) A uniform displacement of like signal transitions resulting in a uniform lengthening or shortening of all marking signal intervals. (2) Electrical, mechanical, or magnetic force which is applied to a relay, vacuum tube, or other device, for the purpose of establishing an electrical or mechanical reference level of the operation of the device. (3) Effect on teletypewriter signals produced by the electrical characteristics of the line and the equipment. See signal bias.

Bias meter. Device used in teletypewriter work for measuring signal bias directly in percent. A positive reading on the meter indicates a marking signal bias; a negative reading on the meter indicates a spacing signal bias.

Bit. A contraction of the words "binary digit", that is information expressed in binary (on or off) form.

Bits/character. The number of bits used to represent an individual character in a particular code set.

Book message. Communications destined for two or more addresses, and is of such a nature that the originator considers that no addressee needs to be informed of any other addressee. See also multiple address.

Buffer. A device, circuit or component which isolates one electrical circuit from another.

Characters set. The number of defined characters in a set.

Conelrad. Abbreviation of "control of electromagnetic radiations". The control is over electromagnetic radiations during times of emergency, as directed by Executive Order 10312, 10 December 1951. The purpose is to deny the enemy aircraft the use of such radiations for navigation, while still providing essential services especially to prevent an aircraft from taking a bearing on any one station. The two CONELRAD frequencies for commercial broadcast stations are 640 and 1240 kc. The authority for promulgating CONELRAD plans rests in the Federal Communications Commission for nongovernment radio services, and to the responsible operating agency for government radio services.

CPS. Acronym for cycles per second. One complete sequence of variations in an alternating current, including a rise to a maximum in one direction, a return to zero, a rise to a maximum in the opposite direction, and a return to zero. The number of cycles occurring in one second is called frequency.

Data. Any or all facts, numbers, letters and symbols or facts that refer to or describe an object, idea, condition, situation, or other factors. Connotes basic elements of information which can be processed or produced by a computer. Sometimes data is considered to be expressible only in numerical form, but information is not so limited.

Data circuit. Communication facility permitting transmission of information in digital form.

Data link. Electronic equipment which permits automatic transmission of information in digital form.

Data subset. A device which modulates and/or demodulates the information signals for transmission over the communication link and performs transmission control functions.

Data transmission. Emission or reception of signals, signs, writing, images, sounds, or intelligence of any nature by wire, radio, visual or other electromagnetic systems.

Digital data. Information expressed in numerical values based upon some particular base numbering system.

Digital data transmitter. Device for transmitting digital signals in pulse form and presenting these signals in audio form to digital equipment.

Digital information display tube. Small cathode ray tube on which digital information is displayed.

Digitalized data. Data presented in a number of digit forms for electrical transmission. This data includes output information from electronic data processing equipment, such as high speed data transmission terminals, digital computers, data transceivers, magnetic tape, punched card readers, teletypewriter and digitalized facsimile, and voice equipment.

Digital subset. An on-line device for the conversion of information signals of one form into signals of another form, such as a data phone.

Dot cycle. One cycle of a periodic alternation between two signaling conditions, each condition having unit duration. Thus, in two-condition signaling, it consists of a dot, or marking element, followed by a spacing element.

Driver. An electronic circuit which supplies input to another electronic circuit.

End-of-transmission. (1) The last card of a deck of punch-card accounting-machine cards. (2) The last phrase or character at the end of a data message indicating that the message is complete.

Facsimile standards. The basic requirements for interconnecting facsimile equipments and for producing satisfactory copy. The following have been proposed as CCIR facsimile standards:

A. Wire or radio photo equipment. (1) Maximum copy size 8.07 x 11.65 inches (2) Drum speed 90 and 60 rpm. (3) Line advance 96 and 127 lines per inches. (4) Index of cooperation 264 and 350. (5) Maximum skew 0.15 inches per copy. (6) Audio frequency shift limits 1,500 cycles maximum signal (white), 2,300 cycles minimum signal (black). (7) Standard frequency; a multiple or submultiple of 300 cycles. (8) Stability of standard: (a) Short time (30 minutes)  $\pm 1$  per 200,000,000; (b) Long time (6 months)  $\pm$  per 200,000,000; (c) Adjustable  $\pm$  50,000.

B. Facsimile equipment for the transmission and reception of weather maps and other large size material. (1) Maximum copy size 12 x 18 inches. (2) Drum speed 30, 60, and 120 rpm. (3) Line advance 96 lines per inch. (4) Index of cooperation 576. (5) Carrier frequency 1,800 and 2,400 cycles, amplitude  $\pm$  modulated. (6) Audio frequency shift limits 1,500 cycles maximum signal 2,300 cycles minimum signal. (7) Frequency shift (fs) 800 cycles total shift.

Facsimile transmission. Transmission of signals produced by the scanning of fixed graphic material, including pictures, for reproduction in record form. See type A facsimile, and type B facsimile.

Feedback. The returning of a fraction of the output to the input.

Feed holes. A series of small holes in perforated tape or edge punched cards which convey no intelligence, but are solely for the purpose of engaging the feed pawls or sprocket which transports the tape over the sensing pins of various readers or transmitters.

Field. One of the two or more equal parts into which a frame is divided in interlaced scanning.

File maintenance. The processing of a master message file required to handle the non-periodic changes.

Frequency. Number of recurrences of a periodic phenomenon in a unit of time. For electrical frequencies the unit of time is the second. Radio frequencies are normally expressed in kilocycles per second (kc) at and below 30,000 kc sec., and in megacycles per second (Mc) above this frequency.

Frequency run. A series of tests made to determine the frequency response characteristic of a transmission line, circuit, or device.

FIS. Acronym for Federal Telecommunications System. Government communications system administered by GSA covering 50 states including Puerto Rico and the Virgin Islands, providing services for voice, teletypewriter, facsimile, and data transmission.

Full duplex. Communication over a circuit in both directions simultaneously.

Garble. Defect in transmission, reception, or encryption which renders the message or a portion thereof incorrect or undecipherable.

Half duplex. Communication over a two way circuit in only one direction at a time with or without a break feature. The break feature enables the receiving station to interrupt the sending station.

Handle. Transmitting, receiving, logging, switching or working with communications traffic.

High fidelity. An audio component, amplifier, or system, having the ability to reproduce, with a minimum of distortion, the full audio range of frequencies. This range is generally agreed to be approximately 20 - 20,000 cycles.

Horizontal parity. An error detection method in which the characters for a block are added in binary form without a binary carry. This sum check character can be transmitted or the principle of odd, even parity can be applied to form a parity digit for transmission.

Ink recording. Type of mechanical facsimile recording which employs helical scanning, using an inked helix which marks the record sheet.

Ink-mist recording. In facsimile, that type of electromechanical recording in which particles of an ink mist are deposited directly upon the record sheet.

Interface. A common boundary between two or more devices or items and equipment. It may be mechanical or electrical.

Integrated communications system. System on either a unilateral or joint basis, in which a message can be filed at any communication center in that system and be delivered to the addressee(s) by any other appropriate communication center in that system without reprocessing en route. Such a system requires uniformity of procedures, through linking between the various communications systems, and established arrangements for necessary relay.

International signal code. Code adopted by many nations for international communication, which uses combinations of letters to stand for words, phrases, and sentences. These letters are transmitted by the hoisting of international alphabet flags or by transmitting their dot and dash equivalents in the international Morse code.

Jag. In facsimile, distortion in the received copy caused by momentary errors in synchronism between the scanner and recorded mechanisms. Does not include slow errors in synchronism due to instability of the frequency standards used in the facsimile transmitter and recorder.

Machine-sensible. Term denoting information in a form and format that can be read by a particular machine.

Marking interval. A telegraphic interval which corresponds, according to convention, to one condition or position of the originating transmitting contacts, usually a closed condition; spacing intervals correspond to another condition of the originating transmitting contacts, usually an open condition. See bias meter.

Modulate. To vary the amplitude, frequency, or phase of an oscillation; usually at a single frequency rate.

Perforator. A device for punching code signals in paper tape for application to a type transmitter. When the perforation is automatically controlled by incoming signals, the device is called a reperforator.

Multiple-address message. Communication destined for two or more addresses each of whom is informed of all the addresses.

Multiple tone transmission. A method in which characters are identified by a combination of tones or signal frequencies. Examples are two tones out of a possible eight or three out of a possible thirteen where a larger character set is needed. A fixed number of tones per character facilitates detection of transmission errors.

On-line. Equipment or operation connected to or performed while connected to a communications circuit.

On-line data reduction. The processing of information into data messages as rapidly as received.

Point. Positional notation character, or location of an implied symbol, which separates the integral part of a numerical expression from its fractional part, called the binary point in binary notation, and the decimal point in decimal notation. If the location of the point is assumed to remain fixed with respect to one end of the numerical expressions, a fixed-point system is being used. If the location of the point does not remain fixed with respect to one end of the numerical expressions, but is regularly recalculated, then a floating-point system is being used.

Privacy code. Code employed to protect the contents of a message from casual reading by unauthorized individuals but which does not afford (and is not intended to afford) any security against organized cryptanalysis.

Prosign. Abbreviation for "procedure sign". One or more characters, or combinations thereof, used to facilitate communication by conveying, in a condensed standard form certain frequently used instructions, requests, and information related to communications.

Pulse. Single disturbance or surge characterized by the rise and decay in time of an electrical signal, usually of short duration. See marking interval.

Pulse time. Period of time required to represent a bit.

Radio path. Route or direction of travel of any transmitted signal. Usually the shortest distance.

Real-time. The synchronous processing of data during a physical process in such a fashion that the results of the data processing are useful to the physical operation.

Set. A group of characters identified by code combination.

Signal bias. Form of teletypewriter signal distortion brought about by the lengthening or shortening of pulses during transmission. When marking pulses are all lengthened, a marking signal bias results; when marking pulses are all shortened, a spacing signal bias results. See bias meter.

Sonic frequencies. Sound or audio frequencies, hence frequencies in the approximate range of 20 to 20,000 cycles.

Spacing interval. One of two pulses which make up the Baudot code. Condition of zero current in a teletypewriter. See marking interval.

Start-stop transmission. A method of maintaining a receiving terminal device synchronism with received signals for a single character period. A "start" or first pulse starts the receiving devices which advances in synchronism with the received signal pulses of a character until stopped by the "stop" or last pulse of the character.

Stroke. Number of scanning lines per minute in facsimile.

Synchronous transmission. A method in which the transmitter and associated receiver are maintained in continuous synchronism as contrasted to start-stop methods of single character synchronism.

Tape. Ribbon of flexible material. Many types are used, described by a qualifying adjective such as paper, oiled, Mylar, metallic, magnetic, and plastic.

Chad. Tape used in printing telegraphy/teletypewriter operation. The perforations are completely severed from the tape. Printing of the characters representing the perforations may be done either on an area of the tape in which perforations do not occur (extra width tape) or in the area in which the perforation do occur with slightly reduced legibility.

Chadless. Tape used in printing telegraphy/teletypewriter operation. The perforations are not completely severed from the tape, thereby permitting the characters representing the perforations to be printed with a high degree of legibility on the same area as the perforations.

Magnetic. Tapes available in various widths composed of either metallic ribbons or plastic ribbons both of which have magnetic properties.

Mylar. Trade name for laminated tape of paper and Mylar plastic used for test tapes and master tapes in teletypewriter applications. The tape is practically indestructible for this type of use.

Oiled. Paper teletypewriter tape that has been oiled to provide lubrication for the punching pins and dies, thereby prolonging the life of this equipment.

Telautograph. A method for converting a writing movement at the transmitting end into a corresponding movement by a writing instrument at the receiving end.

Telegraph. Communication by means of transmitting coded pulse groups, each group representing a character.

Telegraph channel. Transmission circuit based on direct current methods of telegraph keying. Usually limited to relatively low transmission speeds.

Telegraph transmission speed. Rate at which signals are transmitted; may be measured by the number of bits per second, or by the average number of characters per second, or words per minute. (1) Normal five-channel telegraph transmission speeds are 60, 65, 75, and 100 words/min (six characters per word) on a telegraph channel. Transmission speeds may range as high as 3,000 words/min on a full voice channel, approximately 7.5 bits per character to approximately 10.7 bits per character.

Teletrograph. A phototelegraphic method in which the original subject copy is composed of lines on a metal base, prepared by photography through a single screen of parallel lines. Metal stylus moving over the plate makes contact with the metal base only in regions corresponding to dark areas of the picture, so that current flows for dark portions. At the receiver, this current makes a colored mark by electrolytic action on paper moving synchronously.

Teledeltox. Dry, electrosensitive facsimile recording paper.

Telemetering. Measurement system using as intermediate means to permit the measurements to be observed or recorded at a distance from the primary detector.

Telephone channels. Transmission circuit based on audio frequency methods of transmission usually utilizing a frequency bandwidth of about 3000 cycles. A device such as a data subset is required to generate and detect the transmission frequencies employed. Higher transmission speeds can be used on telephone lines than on telegraph lines.

Telephoto. Photoelectrical transmission system of pictorial information requiring high definition. Photographic, printed, or drawn copy up to 9 x 12 inches can be sent; the same size copy, negative or positive on film or photographic paper, can be received. Variable drum speeds and pictorial definition scanning, up to 300 lines per minute, are manually controlled.

Teletypewriter exchange service. Service provided by the local telephone companies which permits teletypewriter communication through the communications company switchboards with any other subscriber on a basis similar to long-distance telephone service. Popularly known as TWX.

Telex. A teleprinter exchange service furnished by various communications companies on an international basis.

Telefax. General name given to the Western Union Telegraph Company's many applications of facsimile transmission methods.

Timefax A. Recording paper, used facsimile, used to make electrosensitive recordings. The record sheet serves as a master for duplication by the gelatin transfer or hectograph process.

Timefax NDA. Dry electrosensitive facsimile recording paper designed to record in response to an electric current.

Timer. Assembly of electric circuits and associated equipment which provides trigger pulses, sweep circuits, intensifier pulses, gate voltages, blanking voltages, and power supplies. An important feature of a timer is that the various output events are synchronized with respect to each other.

Transceiver. Trade name for a device which encodes information from punched cards and transmits it to a distant point, combining, transmitting and receiving in a common housing, and employing common circuit components for both sending and receiving.

Transmission loss. A power decrease in transmission from one point to another, usually expressed in decibels.

Transmission speed. The number of bits or characters transmitted per second. Speed may also be expressed in words (six characters) per minute, or lines (facsimile) per minute. The rate may further be expressed in bits. See telegraph transmission speed.

Type "A" facsimile. Facsimile communication in which images are built up of lines or dots of constant intensity.



Type "B" facsimile. Facsimile communication in which images are built up of lines or dots of varying intensity.

Vertical parity. A method of adding a redundancy bit to each character to facilitate detection of errors in transmission or recording.

Historical standards. A means of work measurement by which accumulated production data -- work counts and manpower expended -- over extended periods of time are set as standards for reasonable performance.

Industrial engineering. The application of engineering knowledge and techniques to the study, improvement, design and installation of:  
(a) methods and systems; (b) standards including quantity and quality measurements as well as organizational and operating procedures; (c) controls whereby performances are measured against standards, followed by appropriate action, all with due regard to the well being of employees, to achieve better management chiefly in, but not limited to, industrial enterprises to the end that improved products and services may be had at lower costs.

Linear programming. A mathematical method for selecting the most effective of many possible solutions. Used with considerable success in problem situations affected by many variables such as scheduling of production.

Manpower utilization. Effective use of manpower authorized, based on use of work standards and reporting systems.

Memo-motion study. A motion study technique that utilizes a motion picture camera operating at slower than normal speeds such as one frame per second or one frame per one hundredth minute. Used to improve methods or establish work rate standards.

Method. Manner of work performance of a task by an individual worker.

Methods study. Analysis of motions, materials, work place, tools, and equipment used or to be used to perform a task, in order to develop a way to perform the task more effectively.

## 12. CLERICAL WORK STANDARDS AND QUALITY CONTROL

Basic motion timestudy. A system of predetermined motion-time standards which emphasizes the concept of a basic motion as that which occurs when a member of the body that has been at rest moves and again comes to rest. Standard data tables are provided for each basic motion. Abbreviated as BMT.

Clerical. Different from managerial and factory production workers; those concerned primarily with the routine processing of recorded information. (See routing.)

Control chart. Any graphic device used for scheduling production or for loading purposes, and for checking or depicting the progress of work in process.

Cyclograph. Method of investigating the path of motions, such as change of direction of worker's hands or a moving part, by attaching lights to the hands and photographing the movements with a time exposure.

Engineered standards. "Engineered" is generally associated with those rather precise work standards based upon actual stop-watch observation of the job. This implies the use of motion or methods study of the job before the standard is established.

Flow process chart. A graphic presentation of the actions which occur in a paperwork process, utilizing symbols with connecting lines to describe the sequence of operations. They provide a quick means for understanding the complete process. They are analyzed to determine areas for potential improvement in the process such as through combining or eliminating particular actions and documents in the process, and changing the sequence of actions.

Gantt chart. The earliest and best-known type of control chart, especially designed to show in the same space the time relationship between work planned and work done. Much used in production scheduling and machine loading. Named after its originator, Henry L. Gantt.

Methods time measurement. A procedure which analyzes any manual operation into the basic motion required to perform it and assigns to each motion a predetermined time standard which is determined by the nature of the motion and the condition under which it is made. The system comprehends some 19 fundamental motions. Abbreviated as MTM.

Microchronometer. Instrument used with motion pictures of an operation to indicate time intervals.

Micromotion study. A motion study technique that utilizes a motion picture camera operated at a constant time interval -- usually at 1,000 frames per minute. Splicing the film end to end forms a "loop" which may be run through the projector without stopping or rethreading for analysis of an operation and for training workers. The elementary motions on film are analyzed and time values assigned to each. The objective is to distribute workload.

Motion and time study. The combined techniques of motion and time study are directed towards improving: (a) the method of doing the work; (b) the utilization of materials, tools, equipment and machinery; (c) the working conditions within and around the work center; (d) the standardization of methods, conditions, materials, equipment, machinery, and tools; (e) the basis for training workers in methods to be used; (f) the determination and accuracy of time required to perform a given job or task.

Motion study. Observing and analyzing the manual motions of a given worker. Motion study employs such tools as the process chart, operator chart, film analysis and other devices in order to eliminate unnecessary or poorly directed manual motions. Generally directed towards performing a job with the minimum amount of motions or manual efforts.

Motion-time analysis. A "predetermined motion-time standard" system. The basic principles are: (a) all work can be divided into 17 basic motions (therbligs); (b) the times required to perform fundamental motions are constant. MTA is intended as a means for finding the right motions and the right amount of time to perform any operation. This is done by observation and the application of established formulas and elemental time data.

Operation. Specific task directed toward a specific goal; in time study, the smallest unit for which an incentive standard is set.

Operation chart. One complete cycle or the details of an activity represented by a single symbol on a flow process chart.

Operation flow chart. Graphic presentation of a sequence of operations, usually including time and distances.

Operation process chart. Graphic presentation showing operations and inspections.

Operation symbols. Accepted symbols used to represent activities on operation charts.

Performance budget. An estimate of the man-hours, money, and material required, based on the projected volume and type of work to be done, to achieve the predetermined objectives of management. In this type of budget the classification is primarily according to the functions, activities, and projects to be accomplished rather than the objects to be bought.

Performance rating. An element of time study in which observed time values are adjusted to correspond more closely to the time which is deemed fair and reasonable for doing the work. Various techniques are used, with designations such as speed rating, effort rating, pace rating, and leveling.

Predetermined motion-time standards. Time standards established for the basic motions (e.g. reach, grasp, move, position, release) which make up a given element of a work operation. They are used to synthesize time standards without complete on-the-job time observation. They are also used for methods analysis. See methods-time measurement (MTM); work factor; motion-time analysis; and basic motion-time analysis; and basic motion time study.

Process chart. See flow process chart, operation process chart.

Production control. The procedures for planning, routine, scheduling, dispatching, and expediting the flow of materials, parts, sub-assemblies, and assemblies within the plant from the raw state to the finished product in an orderly and efficient manner. Applied to paperwork activities where volume and routine nature permit.

Production standard. The number of man-hours needed for a work unit to be satisfactorily completed, determined by one or a combination of several methods. See Engineered standards, micromotion study, Historical standard, Motion-time analysis.

Productivity. Relation between input of some economic resource and the output of a product.

Quality control. A systematic approach of inspection, analysis, and testing to determine whether quality is being maintained at an acceptable level and where improvement action is necessary. In an office environment acceptable level is expressed in terms of accuracy and effectiveness. Quality control requires standards to be established and applied.

Routine. Activities regularly performed in a similar way; in business, office activities performed in quantity and with a minimum of decision-making required.

SIMO chart. Acronym for Simultaneous Motion-cycle chart. Graphic presentation of extremely minute left and right-hand analysis of motions.

Standard costs. The normal expected cost of an operation, process, or product including labor, materials, and overhead charges, computed on the basis of past performance costs, estimates, or work measurement.

Standard time data. The consolidation of tables, charts, and element data into a single source for use in predetermining the amount of work expected of an employee in a particular job situation in a given period of time.

Statistical quality control. A type of quality control which makes use of mathematical statistics in sampling inspections and in the analysis of quality control data in an effort to insure product uniformity.

Template. Thin metal or plastic plate, or piece of paper, used as a pattern or model. Much used in process charting.

Therbligs. Basic elements of motion, devised by Frank Gilbreth.

Time study. A way of recording a given operation to determine the elements of work required to perform it, the order in which these elements occur and the times which are required to perform them effectively by a given worker or group.

Work distribution chart. A graphic portrayal of how work moves in an operation, indicating work by symbols such items as: starting and awkward stopping points, delays, special handling, diversions, destination, and end products. See also work flow chart.

Work factor. A unit used as the index of additional time required over and above the basic time when motions are performed involving (a) manual control, (b) weight or resistance.

Work factor analysis. A method of determining the select time for a given motion by: (a) making a detailed analysis of each motion based on the identification of the four major variables of work (body member used, distance moved, manual control required, weight or resistance involved) and the use of work factors as a unit of measurement; (b) applying to each motion the proper standard-time value contained in the motion-time table.

Work flow. The manner in which items to be processed move from the point of receipt in an agency or component thereof, to the point where the processing is complete.

Work flow chart. A graphic picture of what happens in a procedure or other activity. Shows major operational steps and their relationship to the organizational structure in improving and carrying out procedures (no symbols used).

Work load. The assigned amount of work to be performed in a given period.

Work measurement. A technique employed independently or in conjunction with cost accounting for the collection of data on manhours and production by work units, so that the relationship between work performed and manhours expended can be calculated and used as the basis for personnel planning, scheduling, production, budget justification, performance evaluation, and cost control. This technique generally includes (a) selecting and defining functions to be measured, (b) determining and defining work units, (c) establishing tabulation and reporting system, (d) establishing "standards" of performance (usually in man-hours) to determine effectiveness.

Work sampling. Observing individuals at random times and recording their activity at the time of the observation. The observations are called samples. When sufficient samples have been taken, the distribution of man-hours by activity is determined. This information may be used for the development or evaluation of work standards and avoids the restrictions and expense that full time observation would impose.

Work simplification. A management technique for simplifying methods at a work station through eliminating waste of effort (motion), materials, equipment and facilities.

Work standard. The number of man-hours selected to accomplish each work unit for the purpose of appraising an operation.

Work station. Physical location of a particular unit of work.

Work unit. A countable and tangible expression of output or performance which can be identified and adequately described for the purpose of work measurement and/or cost accounting.



13. OFFICE INFORMATION RETRIEVAL

Abstract. Information in condensed form, as an index card, a cross-reference sheet, a summary of a telephone conversation, or the gist of a book or report.

Access. (1) A device or method whereby a document or data may be found.  
(2) Permission and opportunity to use a document or data.

Authority list. A library term for vocabulary of authorized indexing terms in a particular retrieval system.

Auto-abstract. The sentences extracted from a document by machine rules to function as an abstract. The machine rules are based on the frequency and location of the occurrence of words in a document. "Stop lists" are used to exclude non-significant words.

Auto-index. The words selected from a document by machine rules to function as an indexing word. The machine rules are based on frequency and location of words in a document. "Stop lists" are used to exclude non-significant words. See "stop list."

Batten system. A method of coordinate indexing used with optical coincidence punch cards introduced in 1947 by W. E. Batten. Sometimes called "peek-a-boo" system. See also optical-coincidence punch cards.

Bound terms. Originally a uniterm consisting of two or more words as a single uniterm. Sometimes used for other types of coordinate indexing terms.

Brussels classification. Same as Universal Decimal Classification.

Card Catalog. A catalog in which references to items in the collection appear on individual cards, which are usually arranged alphabetically. See also catalog, cataloging.

Catalog. An arrangement of references to books or documents for the purpose of locating individual items within a particular collection. The references may be listed in book form or appear on individual cards. The usual arrangement is alphabetical. See also card catalog, cataloging.

Cataloging. The process of preparing a catalog or reference for a catalog according to a definite set of rules, such as the Library of Congress Classification and Subject Headings. See also card catalog, catalog.

Classification. A logical distribution into categories. A systematic division of related subjects. A schedule for the organizing of documents in generic assemblies. See Brussels classification, Colon classification, Dewey Decimal classification, hierarchy, Library of Congress classification, Universal decimal classification.

Code. A system of words or other symbols arbitrarily used to represent words. "Encode" is the process of translating from words into a code. "Decode" is the reverse process of translating from a code back into words.

Colon classification. A faceted classification scheme developed by S. R. Ranganathan of India.

Concept coordination. See coordinate indexing.

Conventional index. A method consisting of (1) representing each item in the collection by a card or other record (sometimes called a document card), (2) describing on the card the item and listing the indexing terms that have been assigned (the last part is called the tracing by librarians), (3) arranging the cards alphanumerically by name or code of the item, or by any other way of referring to the item, such as personal author, corporate source, and indexing term. This is the arrangement of library card catalogs.

Coordinate indexing. A type of subject indexing in which more than one indexing term is permitted. Searches in coordinate indexing systems also must be specified by more than one indexing term. See also search, dual dictionary, inverted index, optical-coincidence punch cards.

Correlative indexing. See coordinate indexing.

Cross reference. A direction from one indexing term or class heading to another part of the same system. There are two main types of cross references. See reference from a word or words not used to the authorized indexing term. See also reference from an indexing term to another indexing term referring to related documents and Scope Note.

Descriptor. A type of subject indexing terms used in coordinate indexing systems. They include the minimum number of terms that are required in various combinations to index the particular document collection and to specify the usual subject searches, with the terms being nearly equal in use. Scope notes are provided for most indexing terms and the terms are not necessarily expected to occur in the document being indexed. See also Uniterm.

Dewey decimal classification (DC). Classification system based on units of tens. First developed by Melville Dewey and used extensively for the shelf arrangement of books. See also Universal Decimal Classification (UDC).

Dictionary of terms. See vocabulary.

Documentalist. One concerned with the information sciences and information technology.

Documentation system. The combined processes of collecting, organizing, and providing access to documents or data in a collection or system for a specified group of users. Methods include dissemination, reproduction, storage, descriptive cataloging, subject indexing, searching, and look up.

Document Retrieval. The type of information retrieval that handles documents. This includes subject indexing, storage, and subject searching.

Dual dictionary. In coordinate indexing, two identical lists of uniterms, subject indexing terms, alphabetically arranged, with the numbers of the documents assigned each uniterm arranged by final digit, for subject searches. Each alphabetical list is on a separate set of pages but both are bound within one cover, side by side, so that reference can be made to them jointly. Searches are made by locating one of the specified indexing terms in the first alphabet and the second of the specified terms in the second alphabet, and then seeking identical entries by comparing the document numbers listed under both terms. If there are three or more terms specified number matching has to be repeated for each until the document numbers have been identified which appear under all the specified indexing terms.

EAM Punch Cards. A card of standardized format on which data is represented by holes punched in key positions for processing by electrical accounting machines, such as keypunchers, sorters, and tabulators.

Edge-notched cards. A card in which notches representing data are punched around the edges, leaving the rest of the card for written or printed entries. It is usually associated with manual systems, so the cards are available in many different sizes and in both square and rectangular shapes.

Edge-punched card. (1) A card with perforations along the edge of the same type as used in punched paper tape, to represent letters, digits, and characters for machine processing. (2) Term also used interchangeably with edge-notched card. See also edge-notched card.

Entropy. (1) The unavailable information in a group of documents. (2) The degree of disorganization in an informational assemblage.

Entry. A record of a document or series of documents in a catalog, list or index.

False-drop. Citation that does not pertain to the subject sought.

Format. The choice of recording media for a document and the arrangement of items on it.

Free term. Originally a uniterm consisting of a single word treated as single uniterm. Sometimes used for other types of coordinate indexing terms.

Glossary. An explanation of the meanings of terms peculiar to a specialized subject field, including comment as well as definitions.

Hit. Term used in mechanized retrieval systems to represent an apparent answer found by the machine.

Hard copy. Any copy of a document produced from any type of machine record that can be read without machine assistance.

Hierarchy. A series of objects or items divided or classified in ranks or orders, as in a classification in the natural sciences.

Indexing. The ordering and listing of names, topics, objects, and ideas, to facilitate finding the individual item displayed in a store of information. See Batten system, bound term, conventional index, coordinate indexing, descriptor, subject index, KWIC, permuted index, uniterm.

Information processing. See information technology.

Information retrieval. The process of recovering on a subject basis documents or data requested by individuals from a particular collection or system. This includes self-service systems, such as card catalogs and dual dictionaries. The term was introduced for mechanized document retrieval of scientific and technical articles and reports.

Information sciences. A combination of such fundamental disciplines as taxonomy, epistemology, logic, automatic data processing, linguistics, semantics, cybernetics, statistics, cryptology, and bionics.

Information technology. Ways of dealing with the problems of subject analysis-- indexing, classifying, mechanized processing, retrieving, storing, coding, cataloging, and presenting.

Interfix. See Link.

Inverted index. In coordinate indexing, a method consisting of (1) representing each coordinate indexing term by a card or other record (sometimes called a term card), (2) noting on the card the term and the items to which it has been assigned, (3) arranging the cards alphanumerically by name or code of the indexing term. A random arrangement of term cards can be used if every card has a tab on which special colored signals or codes are placed.

Item. (1) A document or other separate record in a collection. (2) An arbitrary group of words or digits, treated as a unit. (3) Any part of a document less than the whole. See also data.

Keyword. A word or group of words in a title or other part of a document that is selected for indexing purposes as it indicates the subject of the document. Often there is a list of excluded words, known as a "stop list." This is the opposite of an authority list.

KWIC. Acronym for keyword-in-context. A computer permuted index of keywords in titles for announcement of new items to a collection. First application was for CHEMICAL ABSTRACTS SERVICE by Hans Peter Luhn of IBM in 1960. KWIC has keywords positioned in the center of the printed line extended across the full width of the page and accommodates only as much of the title as can appear on one printed line. See also keywords permuted index.

Library of Congress Classification. Classification scheme developed by the Library of Congress to arrange its collection, and also used by many other libraries for shelf arrangement of books.

Link. A symbol or other device connecting some of the coordinate indexing terms assigned to the same document. For instance, the components of two different chemical compounds indexed in the same document could be distinguished by adding a special symbol after the codes of the components belonging to the first compound and another special symbol added to the codes of the components of the second compound.

Look up. The process of quick reference to items in a document specially designed for such use. The usual arrangement is a tabular format of rows and columns. Access is fast as alphabetical and numerical rules govern the naming of and the entries in the rows and columns.

Manipulative indexing. See coordinate indexing.

Margin-punch cards. A card on which holes representing data are punched around the border, leaving the rest of the card for written or printed entries.

Noise. An undesirable signal which disturbs the desired signal in a communication network. Sometimes used in lieu of false-drop.

Open-ended system. An indexing or classification system designed to be extended or expanded as needed.

Optical-coincidence punch cards. In coordinate indexing, punch cards representing coordinate indexing terms and the holes representing document numbers. Searches are made by selecting the punch cards representing the specified indexing terms and superimposing them. If light is detected coming through the same hole on all the cards, it means that the designated document number has been assigned all the specified terms of the search. See also Batten System.

Peek-a-boo cards. See optical-coincidence punch cards.

Permuted index. A computer printed list of document titles or sentences alphabetically arranged by each keyword as it occurs in the title or sentence, to provide rapid subject access. The complete title or sentence is repeated for each keyword alphabetized. Keywords can be placed at the beginning of the printed line for alphabetization with the rest of the title following. Or the keywords being alphabetized can be placed in the center of the printed line with the rest of the title sentence "wrapped around." This type of index has been used for symposia or conferences and for announcement of new items to a collection, which is sometimes called "current awareness." See also keywords, keyword-in-context index or KWIC, stop list.

Precoordinated terms. See bound terms.

Random processing. The time required to obtain information is independent of the location of the information, that is items do not have to be handled in sequence.

Retrieval. The act of finding again or recovery, through searching, of that information which is needed. See Information Retrieval, Document Retrieval, Data Retrieval.

Rotational indexing. Same as permutation indexing.

Role or role indicator. A symbol or other device used with a coordinate indexing term to indicate its grammatical or functional relationship in the document.

Search (coordinate indexing). A type of subject search in which appropriate documents are selected by the manual or mechanical matching of the multiple indexing terms (at least two) specifying a search against the multiple indexing of terms assigned to documents in the particular collection. The documents selected are those that have been assigned all the indexing terms specified. See also Coordinate Indexing and subject search.

Scope note. An explanation of how a subject indexing term is to be used in a particular retrieval system. It includes cross references to other terms and definitions of the indexing term. See also cross reference.

Selective dissemination. The routing of items recently received in a collection, or an abstract of such an item, to possible readers on the basis of subject interests. An "interest profile" of a user may be specified in coordinate indexing terms of a particular retrieval system, and then indexing terms assigned new items can be matched against the terms specifying the subject interests of the user. Items routed will be those that have been assigned some of the indexing terms specifying the user's interests.

Semantics. The science of meanings. It is concerned with relationships between words and the concepts they represent and involves synonyms, near-synonyms, homonyms, and homographs. See also syntactics.

Stop list. An alphabetical list of words to be excluded from consideration in determining the subject of a document by machine processing of titles or texts of documents for indexing or abstracting purposes. Words usually excluded are articles, prepositions, and such general words as "installation," "process," "systems," etc. Sometimes called "nonsignificant words." See also auto-abstract, auto-index.

Storage. The arrangement and maintenance of a collection of documents or data for subsequent retrieval.

Subject heading. A word or group of words indicating a subject under which all material dealing with the same theme is entered in an index, catalog or bibliography, or arranged in a file. Commonly used by libraries in their card catalog index. See also card catalog.

Subject index. An alphabetical listing of authorized indexing terms in a particular retrieval system with indication of which terms have been assigned to which documents in the collection.

Subject indexing term. A word or group of words in the authorized vocabulary of a particular retrieval system that can be assigned to individual documents to indicate the subjects. Also see descriptor, subject heading, and uniterm.

Subject search. Upon request, the selection of the documents in a particular collection which have been assigned the indexing terms that specify the subject of the search.

Syntactics. Study of sentence structure or arrangement of words. It is therefore concerned with differences in meaning that can be created by arranging indexing terms in different order with respect to each other.

Taxonomy. (1) The science of classification. (2) The study of the names and naming of items in generic assemblies.

Term. See subject indexing term.

Thesaurus (document retrieval). An arrangement of coordinate indexing terms in related groups (not nearly synonymous groups as in Roget's THESAURUS for authors), so that the correct indexing terms can be chosen to index a document or to specify a search. An alphabetical index of terms to the groups is usually included.

Tracing. In a library card catalog, the record on a main entry card of all added headings under which word reappears in the card catalog.

Uniterm. A type of subject indexing terms used in coordinate indexing systems. They include words occurring in the document and used by document requestors, resulting in many authorized terms with widely varying amounts of use. Scope notes are seldom provided. Originally, similar to keyword, now frequently synonymous with descriptor. See also keyword descriptor.

Union catalog. A library term for a systematic record of the current holdings of two or more libraries or document retrieval systems for common use.

Universal decimal classification (UDC). An expansion of Dewey Decimal Classification started by P. Otlet in Brussels, sometimes referred to as the Brussels system.

Vocabulary. An alphabetic list of the words authorized as indexing terms in a particular retrieval system. Sometimes scope notes are included. For a special type of vocabulary. See thesaurus.

Zatocoding System. A system of coordinate indexing developed by Calvin Mooers, using random superimposed coding on edge-notched cards.



#### 14. ARCHIVES ADMINISTRATION

Accession. (1) To take into the legal custody of an archival establishment records from their creating or former custodial agency; (2) an accumulation of records so transferred.

Appraisal. The process of determining the retention value of records, based on a study of their content, their arrangement, and their relationships to other records. Also termed "evaluation".

Archival establishment. Any depository authorized to have legal custody of records of enduring value and to perform such functions as accessioning, appraising, reference service, disposal, exhibiting, records description (finding aids), microfilming, documentary publications, and preservation.

Archival integrity. The concept that permanent records of a Federal agency should be kept together as records of that agency; should be preserved under the same arrangement in which they were placed by the agency; and should be kept in their entirety without mutilation, alteration or unauthorized destruction of any portion of them.

Archives. Records of a government agency or other organization or institution having enduring values because of the information they contain. The term is also applied to the records of families and individuals, especially if consciously organized for preservation.

Archives box. A container of pressed cardboard with pH neutral, having a hinged top, either in letter or legal size, with a capacity of approximately one-third of a cubic foot, used to facilitate the shelving of records of enduring value. Compare with center carton.

Archivist. (1) A professional person responsible for final selection, control, preservation, and use of records for administrative, legal, and historical purposes. (2) A person responsible for: (a) appraising records of a governmental body, a corporation, a company, or another organization, or of a family or person; (b) planning and directing the preservation, arrangement, and description of records permanently valuable for research and other purposes; (c) establishing and enforcing rules and regulations governing use by the public or others of the permanently valuable records in his charge; and (d) managing reference service activities of the archival depository. Compare with archives assistant.

Arrangement. The organization of the holdings of an archival establishment in accordance with the principle of provenance.

Calendar. A finding aid consisting of abstracts of individual documents chronologically arranged. Calendars may be so detailed that reference to the originals is unnecessary.

Catalog. A finding aid, usually in the form of cards, describing library and archival items in alphabetical or some other predetermined order.

Classification. The process of assigning records to their places in an established "scheme of classes" in which they are normally retained after their transfer to the archival establishment.

Description. The preparation of finding aids in the archival establishment.

Disposal list. A formal listing of records proposed for destruction that, because they are not repetitive, are not suitable for periodic disposition by means of a retention and disposal schedule. In the Federal Government, Standard Form 115 is used for this purpose.

Documents. Instruments, regardless of their physical form or characteristics, that contain information. Documents therefore include writings, printed materials, maps, sound recordings, magnetic tapes, and motion pictures.

Evaluation. See appraisal.

Finding aids. The descriptive media prepared by the archival establishment for the dual purpose of controlling its holdings and facilitating the finding of records or of information in the records. Finding aids include guides, inventories, shelf-lists, and calendars.

Fonds. A term widely used on the continent of Europe to designate the archives of an agency, institution, or organization, and corresponding in general to the concept of the record group evolved in the United States.

Guide. A finding aid describing briefly all or part of the holdings of an archival establishment.

Inventory. A descriptive list, usually by series, of the records, or part of the records, of an agency, institution, or organization.

Lamination. A process, normally preceded by de-acidification, of reinforcing a fragile or damaged document by enclosing it between sheets of transparent material, such as cellulose acetate foil, and bonding it to the material by the application of heat and pressure.

Legal custody. The guardianship of records, especially the authority to control their access and disposal. Change in physical possession does not constitute change in legal ownership unless an instrument is executed specifically transferring legal custody. See also physical custody.

National Archives of the United States. Defined by the Federal Records Act of 1950 as "those official records that have been determined by the Archivist (of the United States) to have sufficient historical or other value to warrant their continued preservation by the United States Government, and have been accepted by the Administrator (of General Services) for deposit in his custody."

Permanent record microfilm. Photographic material which complies with Federal Standard No. 125a and regulations published by the General Services Administration.

Permanent records. Those appraised as having enduring value for their evidential and informational value. See also appraisal and archives.

Personal papers. Same as private papers.

Private papers. The private documents of a person, belonging to him and subject to his disposition. As a term "private papers" is preferred to "manuscripts."

Provenance. The office origin of an archival unit (record group, series, folder, and document).

Record Group. This concept, as first used in the National Archives and subsequently adopted by many state archival agencies, designates "a major archival unit established somewhat arbitrarily with due regard to the principle of provenance and to the desirability of making the unit of convenient size and character for the work of arrangement and description and for the publication of inventories." Normally the unit consists of the permanently valuable records of a small agency or bureau and is made up of a number of series.

Records. The papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by our Federal Government in pursuance of its legal obligations or in connection with the transaction of its business and preserved or appropriate for preservation as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities or because of the informational value of data contained therein. Statutorily defined by the Records Disposal Act of 1943.

Records control schedule. See retention and disposal schedule.

Rehabilitation. Bringing records by physical means, such as lamination, to a usable condition, when they have deteriorated from use or age. See also repair, restoration.

Repair. Preserving records by such means as flattening; the reattachment of separated parts, the filling in of gaps in paper (to prevent further tearing) and the reinforcement of binding. See also rehabilitation, restoration.

Restoration. Reconstructing damaged documents by means of techniques designed to give them nearly all their original qualities of longevity, legibility, and appearance. See also repair, rehabilitation.

Retention and disposal schedule. A document (also called records control schedule) that, for the series of repetitive records of an agency, states the periods of time for which they are to be retained in agency space; the periods of time for which they must be retained in a records center; and the periods of time or the events after which they shall be destroyed or, if of permanent value, microfilmed as a means of reducing their bulk or transferred to the archival establishment.

Series. A sequence of records classified and filed in accordance with a filing system. A basic descriptive unit in archival description.

Silking. The process of reinforcing or repairing documents by pasting light, coarsely woven silk fabric on each side of the paper; sometimes called "crepelining," the "Vatican method," or the "Emery method."

Unauthenticated copy. Defined by the Federal Records Act of 1950 as "exact copies or reproductions of records or other materials that are not certified as such under seal and that need not be legally accepted as evidence."