

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# CH 8 STORAGE OF BUSINESS RECORDS

A R N N Q P U I E A R J E K X G X Q G M W D Y K  
C I A J W A O C L O Y Z E N C R Y P T I O N W U  
A S T M M S K C R O S S R E F E R E N C I N G L  
R E D R W S K H L P P X N F U A E N Y L H E U F  
D N K L Y W A H V F D I X P B X Y W P L Q V X X  
F G P L Q O B A Y B P R C Q W U L T G T H U G N  
I T V F O R D M A R E T R I E V A L Z N F X A W  
L U N Y Z D M J V U J W Z Z A Y D M F Y E O C E  
E C T X X F D V E R T I C A L F I L E U Y Q W T  
C S T A K B W P K P H L U E T T E C J Z L X G X  
L C F E C A R V B I F P F M K Y K Q Y P R P E I  
Z A Z S U B J E C T F I L I N G S Y S T E M M A  
E N R O P E N S H E L F F I L I N G P Q I N G U  
U N I M J Z O N I Z U S N Y F X X D K Z T L N F  
K E R Y M H U W G R S N J V G B C D J J H K M M  
U R C H R O N O L O G I C A L F I L I N G S Y S  
G E O G R A P H I C A L F I L I N G S Y S T E M  
A L P H A B E T I C A L F I L I N G S Y S T E M  
P D B F K J B E V F C L A T E R A L F I L E F R  
D L K J M T M R V R Q F N O N W G S U Z W G M E  
K C V B H T K J B L L E E O F B Z Q N D R L B H  
X Z J P V D G N V O C G K X A L I W Q Q N W N R  
T L N U M E R I C A L F I L I N G S Y S T E M D  
J X I X W P R G T I C K L E R F I L E Z I S W J

GEOGRAPHICAL FILING SYSTEM

ALPHABETICAL FILING SYSTEM

CHRONOLOGICAL FILING SYS

NUMERICAL FILING SYSTEM

SUBJECT FILING SYSTEM

OPEN SHELF FILING

CROSS REFERENCING

VERTICAL FILE

TICKLER FILE

LATERAL FILE

ENCRYPTION

RETRIEVAL

CARD FILE

PASSWORD

SCANNER

EHR

EDR