Review Questions, Chapter 4

1. Code and arrange the following names in alphabetic order. Justify your arrangement.

   a. The/Longview Times,/Longview,/MN
   b. The/Longview Times,/Longview,/TX
   c. The/Longview Times,/Longview,/IL
   d. The/Longview Times,/Longview,/NC

   Look to the state to determine alphabetic order
Review Questions

2. Code and arrange the following names in alphabetic order. Justify your arrangement.

   2  3  4  5
   d. Chad/Davis,/CPA,/Ludlow/VT

   2  3  4  5
   a. Chad/Davis,/CRM,/Ludlow/SD

   3  2  4  5
   b. Dr./Chad/Davis,/Ludlow/SD

   3  2  4  5
   c. Mr./Chad/Davis,/Ludlow/SD

The order of these similar names is determined by following Rule 5.
3. Code and arrange the following names in alphabetic order. Justify your arrangement.

- a. John/Miller/, 425/Mayberry/Street/, Independence/, OR
- b. John/Miller/, 145/Lakeshore/Dr.,/ Independence/, MO
- c. John/Miller/, 375/E./Washington/Street/, Independence/, KY
- d. John/Miller/, 2650/Cedar/Street/, Independence/, MO

The order is determined by the state in items a and c and by the street name in items b and d.
Review Questions

4. When arranging city, county, province, or state government names, what are the key units?

The key unit for a government entity is the name of the county, city, town, township, village, or state.
Review Questions

5. Code and arrange the following names in alphabetic order. Justify your arrangement.

2 3 4 5 6 7
a. City/of/Rice,,/City/Manager,/Rice,,/TX

2 3 4 5 6 7
c. City/of/Rice,,/Fire/Department/Rice,,/MN

2 3 4 5 6 7
d. City/of/Rice,,/Mayor’s/Office/Rice,,/WA

2 3 4 5 6 7
b. City/of/Rice,,/Police/Department/Rice,,/VA

Even though the City of Rice is located in four states, the order is determined by the distinctive name of the department or office.
Review Questions

6. Code and arrange the following names in alphabetic order. Justify your arrangement.

The third unit of each name determines the correct alphabetic order.

- a. Board/ of /Commissioners,/ Beaver/ County
  4 5 3 2

- b. Information/ Technology /Department,/ Beaver/ County
  3 4 5 2

- c. Department/ of /Emergency/Services,/ Beaver/ County
  5 6 3 4 2

- d. Community/ Services /Department,/ Beaver/ County
  3 4 5 2
7. Identify the levels of the filing segments and arrange the following federal government names in alphabetic order. Justify your arrangement. Remember that the first level is United States Government.

- Level 3
  - a. Animal and Plant Health Inspection, Department (of) **Agriculture**
- Level 3
  - i. Research, Education, and Economics, Department (of) **Agriculture**
- Level 3
  - d. Bureau (of) Export Administration, Department (of) **Commerce**
- Level 3
  - h. Department (of the) Navy, Department (of) **Defense**
Review Questions

7. Identify the levels of the filing segments and arrange the following federal government names in alphabetic order. Justify your arrangement. Remember that the first level is United States Government (continued).

   Level 3                                      Level 2
j. Vocational and Adult Education,/Department (of) Education

   Level 3                                      Level 2
b. California Operations Office,/Environmental Protection Agency

   Level 3                                      Level 2
c. Coast Guard,/ Department (of) Homeland Security

   Level 3                                      Level 2
g. Bureau (of) Public Affairs,/ Department (of) State
7. Identify the levels of the filing segments and arrange the following federal government names in alphabetic order. Justify your arrangement. Remember that the first level is United States Government (continued).

Level 3

e. Maritime Administration, /Department (of) Transportation

f. Bureau (of) Engraving and Printing, /Department (of the) Treasury

The first level in each of the items is United States Government. Level 2 determines the correct alphabetic order.
Review Questions

8. Code and arrange the following state government names in alphabetic order and explain your arrangement.

   d. Illinois/General/Assembly
   b. Department/on/Aging,/State/of/Illinois
   f. Department/of/Children/and/Family/Services,/State/of/Illinois
   g. Office /of/the/Governor,/State/of/Illinois
8. Code and arrange the following state government names in alphabetic order and explain your arrangement.

4 5 6 2 3
j. Historic/Preservation/Agency,/State/of/Illinois

6 7 4 5 2 3
i. Department/of/Human/Services,/State/of/Illinois

5 6 4 2 3
e. Department/of/Labor,/State/of/Illinois

7 8 4 5 6 2 3
c. Office /of/Management/and/Budget,/State/of/Illinois
8. Code and arrange the following state government names in alphabetic order and explain your arrangement.

   6  7  8  4  5  2  3
h. Office/of/the/State/Treasurer,/State/of/Illinois

   2  3
a. Illinois/State/Police
Review Questions

9. Explain why cross-references are needed and prepare the necessary cross references for each item.

a. Respublika Byelarus’
   (Republic/of/Belarus)

b. Slovenska Republika
   (Slovak/Republic)
### Review Questions

9. Explain why cross-references are needed and prepare the necessary cross references for each item.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cross-Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. Latvijas Republika</td>
<td>Latvijas /Respublika</td>
</tr>
<tr>
<td></td>
<td>SEE Latvia</td>
</tr>
<tr>
<td></td>
<td>Republic of</td>
</tr>
<tr>
<td>d. Preahreacheanacha Kampuchea</td>
<td>Preahreacheanacha /Kampuchea</td>
</tr>
<tr>
<td></td>
<td>SEE Cambodia</td>
</tr>
<tr>
<td></td>
<td>Kingdom of</td>
</tr>
</tbody>
</table>

Records for these foreign governments are stored under English spelling. Cross references are prepared for the foreign spelling as written in the native language.
10. Why are subject categories sometimes used in an alphabetically arranged name file? Give two examples of subjects that might be found in an alphabetic file. Subjects are sometimes used in an otherwise alphabetically arranged name file because some records are easier to retrieve by subject than by name. Examples: bids, special projects, or special promotions or celebrations.
ENROLL NOW

CLICK HERE FOR CLASS ENROLLMENT