Review Questions

1. Define electronic record and image record and describe the relationship between the two records media.

An electronic record is a record stored on electronic storage media that can be readily accessed or changed. An electronic record is often referred to as a machine-readable record, digitized and coded information that must be translated by a computer or other type of equipment before it can be understood. An image record is a digital or photographic representation of a record on any medium such as microfilm or optical disk. Electronic and image media have a close relationship because some image records may be stored on electronic media, and a computer may be used to create indexes for electronic and image media.
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2. Define magnetic media and optical media and list three types of each media.

Magnetic media are a variety of magnetically coded materials used by computers for data storage. Optical media are high-density storage media with digitally encoded information that is written and read by means of a laser. Magnetic media will include hard disk, floppy disk and magnetic tape. Optical media will include CD-ROM, CD-RW, or DVD disks.
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3. List two advantages of using removable data storage devices.

Advantages: Removable media can be stored in locked cabinets. Removable disks can also be used in other compatible computers.
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4. What is a flash drive and what benefits does using one provide?

A flash drive is a small, portable memory device that may be carried in the pocket, a key chain or worn around the neck. The drive consists of a printed circuit board encased in a hard plastic covering. The small size of a flash drive is the main benefit because carrying files from one location to another is so easy. Another benefit is that a flash drive with sufficient memory can be used to back up an entire hard drive on a desktop computer.
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5. List four devices that may be used for data input and discuss how electronic records are indexed and retrieved.

The following devices may be used for data input: Keyboards, scanners, fax machines, and hand held computer devices. Indexing a computer record is the mental process of deciding the name or code by which it will be stored and retrieved. Indexing computer–based records is similar to indexing paper records in that units become fields, and subjects become keywords. Coding is simply entering the record identifier code or filename for storage. OCR-compatible software reads a scanned document and indexes every word so that documents can be found easy using any word or phrase in them. If user establishes a hierarchal system of folders or directories and subdirectories, retrieval is easy. Only by file identification can records be retrieved. Consistency in naming directories and subdirectories is essential for locating computer records.
5. List four devices that may be used for data input and discuss how electronic records are indexed and retrieved.

An up-to-date index or log of directories, subdirectories, and file name categories helps in locating computer records. An online index and proper labeling for offline records, such as records stored in large magnetic tape libraries, floppy disk, optical disk, and other removable disks, are necessary for speedy retrieval.
6. Discuss how duplicate records, media compatibility and stability, access, and e-mail relate to records retention.

Copies of the same document may be available in paper and electronic form along with back-up copies of electronic records, creating information redundancy. Because software and hardware may become obsolete or be changed before that end of the retention period of electronic records, some records may need to be migrated to newer storage media to extend their life spans. Having the same or a compatible type of equipment, software, and operating system as used to create the records may be a problem for future retrieval. Without an adequate electronic mail policy, e-mail messages may be stored in user’s computers and on back-up tapes for longer than necessary and take up valuable disk and tape space. Consequently, e-mail messages should be deleted regularly or transferred to a computer folder or printed for long-term retention.
7. Discuss retention for active and inactive electronic records.

The most active records are stored near users for easy access. These records may be stored on hard drives, floppy disks, flash drives, etc. Inactive master copies are usually recorded onto removable magnetic or optical media and stored. Care must be taken when storing electronic media. Vital records stored in area where extreme heat, cold or areas susceptible to magnetic waves could be damaged.
8. What steps can be taken to protect records? List two ways of providing records safety and two methods of assuring records security.

Records protection: 1. Adopt protective measures for hardware that include surge protectors, locks on computer areas, disk handling guidelines, temperature and humidity controls, etc. 2. Protect against loss of files by backing up computers regularly.

Records safety: 1. Protect data stored on disk by using passwords. 2. Conduct security checks and/or bond personnel who use hardware and software in the system and maintain close supervision over employees responsible for maintainence of equipment and information.
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9. List and describe four types of microforms and four factors related to microfilm quality.

1. Roll microfilm is the most inexpensive and widely used microfilm. 2. Microfiche is a sheet of microfilm usually 6” by 4”, with a series of images arranged in rows and columns and a readable header for manual storage and retrieval. 3. An aperture card is an electronic data processing card with an opening used as a carrier for film images. These cards are used primarily for engineering drawing and blueprints. 4. A microform jacket is a transparent plastic carrier with channels for inserting strips of microfilm. Microfilm quality depends on four qualities: resolution, density, reduction ratio, and magnification ratio.
10. How are documents prepared for microfilming, what types of cameras are used for microfilm, and how are electronic and image records indexed?

Documents must be removed from storage containers and properly sequenced and stacked into batches so an entire roll of microfilm can be used efficiently. Microfilm cameras include the following types: rotary, step and repeat, and filmer/scanners. Indexing for microfilm/microforms is preparing a location directory. The index may be handwritten or created with a computer.
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11. How are microforms typically stored, and what environmental concerns need to be monitored?

Both storage and working copies of microforms need to be stored in a vertical, upright position to prevent warping. Environmental conditions that must be monitored include prohibiting eating, drinking, smoking and extreme temperature changes in storage areas.
12. What type of retrieving and viewing equipment are used with microforms?

Because flat microforms, such as microfiche, microfilm jackets, etc., have readable headers, no special equipment is needed.
13. Prepare a list of three retention guidelines for long-term retention of image records.

Retention Guidelines

Records kept for 3 years or less may be kept as paper records or floppy disks.

Records kept for 7-15 years should be considered for optical disk storage or microfilming.

Non-vital records over 15 years should be considered for destruction.
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14. List three functions typically served by RIM software used for electronic and image records.

1. RIM software typically is used to track and manage paper, electronic, and image records, 2. Indexes for microfilm and electronic records may be created using the software and stored online, 3. Charge-out logs may be created using RIM software. Retention and destruction schedules and other records may be created using RIM software.