1.1 DOCUMENT REGISTRATION – DATA ENTRY STANDARDS

Registering documents on RecFind assists in the timely and accurate retrieval of information. Consistency and accuracy in data entry enables us to appropriately register, identify and locate records within the RecFind database, thus fulfilling statutory obligations (including FOI) and providing an agreed level of service to our clients.

The following can be used as data entry guides to help provide a database environment conducive to accurate search results:

(A)   Guidelines for registering documents (1.1.1 below)
(B)   List of abbreviated terms and acronyms (refer to copy in Classification Index)
(C)   Synonym Dictionary (refer to copy in Classification Index)

1.1.1 Guidelines For Registering Documents

(A) General Data Entry Standards

1. **Do not use punctuation** except for use in Surnames and Business names. Eg. D'ARCY; CURRY-KENNY are acceptable. An apostrophe or a hyphen in the wrong place can exclude required matches from a search result. **Under no circumstances use commas**, as this may compromise the ability to both report on and to migrate files, documents and other data from the database. Do not use the <Enter> (hard return) key in the abstract of a document, this also restricts the reporting capability within RecFind, and subsequent sorting capabilities and accuracy within output files.

2. **Noise words**. Words such as: and, of, is, the etc. are not considered significant words within RecFind and are therefore seen as irrelevant to the system, will not be indexed and should be excluded when used as part of a search, except when searching by phrase. If they are not important to the document profile or its context, leave them out, particularly if there is insufficient space to enter the significant words in a field.

3. Everything should be entered in **UPPER CASE**

4. **Date ranges** are to be entered in **1996/97** format

5. **Dates** which are to be entered into text fields (including document abstract) shall be in the dd/mm/yy format eg. 02/07/99. Those dates entered into date fields can be entered in either the dd/mm/yy (which will default to dd/mm/yyyy) or directly as dd/mm/yyyy.

6. **Acronyms** – Generally acronyms should not be used unless they are an acceptable term listed in the 'Abbreviations and Acronyms' guidelines (Refer attachment B). Where an acronym is listed in the guideline, the acronym must be used on all occasions in place of the full term. If not listed in the guideline enter the full name of the organisation, committee, subject matter etc followed by acronym eg. ENTERPRISE BARGAINING EB; AUSTRALIAN RED CROSS BLOOD SERVICE ARCBS.