

# Executive Management & Support

## Executive Document Management System

### Data Entry Guidelines March 1998

Distribution:

ES1	ES8
EXDG	ES9
BLO	ES10
BLO1	ES11
SMPH	ES1

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The Recfind database is a Corporate resource and the need to be able to retrieve documents in Recfind is as important for other users as it is for Executive Management and Support. The Recfind data base, including the document component, is accessed in order to satisfy client requests under FOI and Judicial review Legislation. Consistency in data entry helps us quickly find what we are looking for. Using shortcuts in data entry may save time in the short term but can be wasting hours in the long term.

A number of strategies and search tools have been put in place to provide a data base environment conducive to accurate search results.

List of abbreviated terms and acronyms  
Standard phrases  
Guidelines for correspondence document author entries  
Synonym Dictionary

These guidelines should be seen as a living document and be constantly modified as new situations and approaches to issues arise.

The Information Management Branch's Document Management Project has as part of its terms of reference the formulation of an organisation wide thesaurus. Once adopted, this thesaurus is likely to have a significant impact on these guidelines.

### Basic Data Entry

**Avoid punctuation.** It may be incorrect English but an apostrophe or a comma in the wrong place can exclude required matches from a search result eg DARCY v D'ARCY.

**Noise words.** Words such as: and; of; is; the; in; etc., are not considered significant words within Recfind and as such are seen as irrelevant to the system and excluded when used as part of a search. 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.