

# HOW TO USE THE KEY WORD IN CITATION INDEX

The preceding Site-Specific Documents Index is arranged in classified order. The Key Word in Citation Index in this section is used in conjunction with the Site-Specific Documents Index to locate documents by key words appearing in the their descriptions. It is arranged alphabetically by the key words.

For example, if you were trying to find a particular memorandum by Cathy Farmer, but did not know when she wrote it, you could look in the Key Word in Citation Index under "Farmer". Three entries include this word:

emorandum from Cathy <u>Farmer</u> State of Florida Department of Environmenta	2.11	11/01/83
emorandum from Cathy <u>Farmer</u> State of Florida Department of Environmenta	2. 9	09/15/83
Letter from Cathy <u>Farmer</u> State of Florida Department of Environmenta	10.11	07/29/83

The underlined boldface word is the key word.

The words before and after the key word show the context in which it appee in the description. Since only 73 characters are available for the context, the beginning and/or end of the description may be cut off.

The information on the far right side of the line is the classification and date under which you can find the complete citation in the Site-Specific Documents Index.

Since you know you are looking for a memorandum, check the document dated 11/01/83 in classification 2.11 and the one dated 09/15/83 in classification 2.9 in the Site-Specific Documents Index. After looking at the full citations, you discover the item you need:

22. Memorandum from Cathy Farmer, State of Florida Department of Environmental Regulation to File (November 1, 1983). Concerning well drilling near the Hipps Road Landfill.

While locating personal names is an important use of the Key Word in Citation Index, you could have found this document by looking under any of the following words which appear in the description:

Memorandum	State	Environmental
Cathy	Florida	Regulation
Farmer	Department	File

Note, however, that key words from the synopsis at the end of the citation ("Concerning . . . ") are not included.

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