

INTRODUCTION

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This term **office processing** describes the work and responsibilities of the support office of a national names authority and gives a general idea of the scope of the work of that support office.

What do we mean by "office processing"?

Task 1: Gathering names information

Task 2: Authorizing the toponyms

Task 3: Storing the data and maintaining records

Task 4: Disseminating the data

Overview

- National names authority is the focal point of the toponymic data processing in a country.
- Office must support the board, keep records and make the information generally available.
- Methods may change with technology, but emphasis in the work of the office is still on accuracy, and correct documentation procedures, especially documenting why specific decisions were made.

Literature:

- [Manual](#) for the national standardization of geographical names (UN - Ecosoc, New York, 2006 ST/ESA/STAT/SERM/88 Sales No. E.06.XVII.7 ISBN 92-1-161490-2, available in the 6 UN languages) / [pdf](#)



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