

What is Filing?

Filing : is the arranging of documents in common groups according to some method of classification.

Why file?

- 1- Future reference.
- 2- Find documents quickly and easily
- 3- Keep the documents clean and tidy.
- 4- Save them from insects and dampness.

Releasing a document for filing

Special mark or releasing symbol are used to show that a document is ready for filing

Person's Initial	R.A.S
Letter F in margin	F
Rubber stamp reading the word File	File
A line drawn across on face of document	/

Following movements of the files

- 1- File is taken out of the filing cabinet.
- 2- Place an Absent Card in the colored folder
- 3- Place a colored folder in the place of the removed folder

Absent Card: is used to show details of the file taken out of its folder.

Dead file:

Dead file:Files which are not required any more

All dead files should be removed from the current filing system.

Departmental filing vs. Central filing

Departmental filing :Each department will keep its own files.

Central filing :All files of all departments are kept and controlled together in one filing.

<u>Departmental</u>	<u>Central</u>
More effective supervision Equipment economically used	More readily available More suitable for confidential files Easier to handle

Filing systems:

- 1. Lateral Filing:** Files are stored or kept side by side on shelves.
- 2. Vertical Filing:** Documents are placed into files that are arranged one behind the other.
- 3. Plan Filing:** Used for drawing, maps and other documents which cannot be folded and which are best stored flat.
- 4. Microfilm Filing:** Saved space. Reference to documents is fast and quicker.

Equipment needed: Camera Platform Jacketing machine Reader/printer

Filing Stationery:

- 1. Box files:** Suitable for documents that need to be stored for short time.
- 2. Clip files:** Hold documents without punching a hole in them.
- 3. Hanging files:** The folder stays on rails.
- 4. Computer report files:** These files have a binder that can be opened to add or remove computer printouts that are done on continuous stationery.

Indexing:

Is a method of keeping small amounts of important information about the people who deal with us.

- 1. Card index :** It's a small box which are usually arranged alphabetically.
- 2. Page index:** It is note book divided according to the alphabets. Like telephone director.
- 3. Rotary index:** Same as card index. Cards can be removed.

Filing problems:

1. Too many filing places:

Centralize filing of records of common interest in one location.

2. The system does not fit the way materials is called for:

Study the possibilities of using Alphabetical, Numeric, Subject, Geographical filing for certain specialized materials.

3. Missing files are hard to find.

Keep track of removed files without guides.

Misfile search tips:

Look in front of and behind the folder.

Look between the folder.

Look under the folder. Look in the year preceding.

Look in a related subject