

## What is filing?


Arranging of documents in common groups according to some method of classification.

## Why do we use files?

- One of the main sources of information.
- For future reference.
- To find documents quickly and easily.
- To keep the documents clean and tidy.
- To save them from insects and dampness.

## Releasing a document for filing:

Special marks or “release symbols” are used to indicate that document is ready for filing.

Person's (Manager's/Supervisor's) initials	<b>RAS</b>
The letter F (for filing) in margin	<b>F</b>
Rubber stamp reading the word File	<b>File</b>
A line drawn across on face of document	

CHAPTER 3 **Filing Methods & System**

Following Movements of the files:

Keeping records of persons who have borrowed files.  
When a file is taken out of the filing cabinet.

**ABSENT CARD**

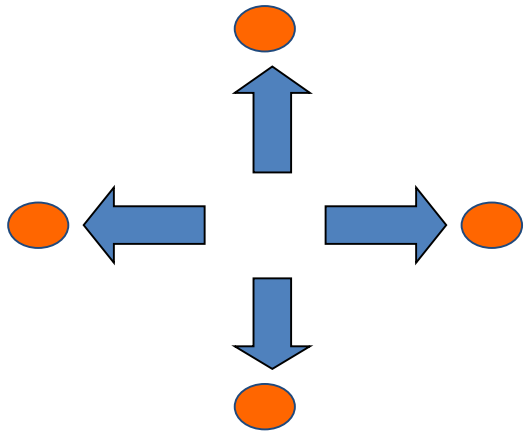
<b>Date Taken</b>	<b>File No. &amp; Name</b>	<b>Taken By</b>	<b>Date Returned</b>
21 Sept	Advertising	Sales	23 sept
25 Oct	ABC company	Sales	

# Filing Methods & System

## Dead files:

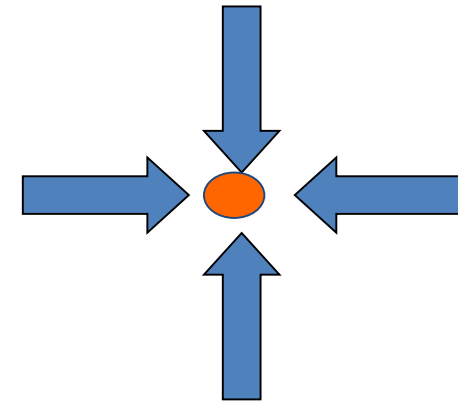
Files are not required any more.

## Departmental filing & 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

# Filing Methods & System

## Comparison:

<b>Central Filing</b>	<b>Departmental Filing</b>
All files are kept and controlled together in one room	The departmental files are kept in the department and are therefore more readily available
More effective supervision	The type of filing system is most suitable for correspondence.
Effective and efficient follow up and absent files system can be organized.	More suitable for confidential files
Accommodation and equipment are economically used	The filing system isn't so large & therefore is easier to handle
A standardized system of filing can be established throughout the organization	

A B C D E F G

H I J K L M N

O P Q R S T U

V W X Y Z

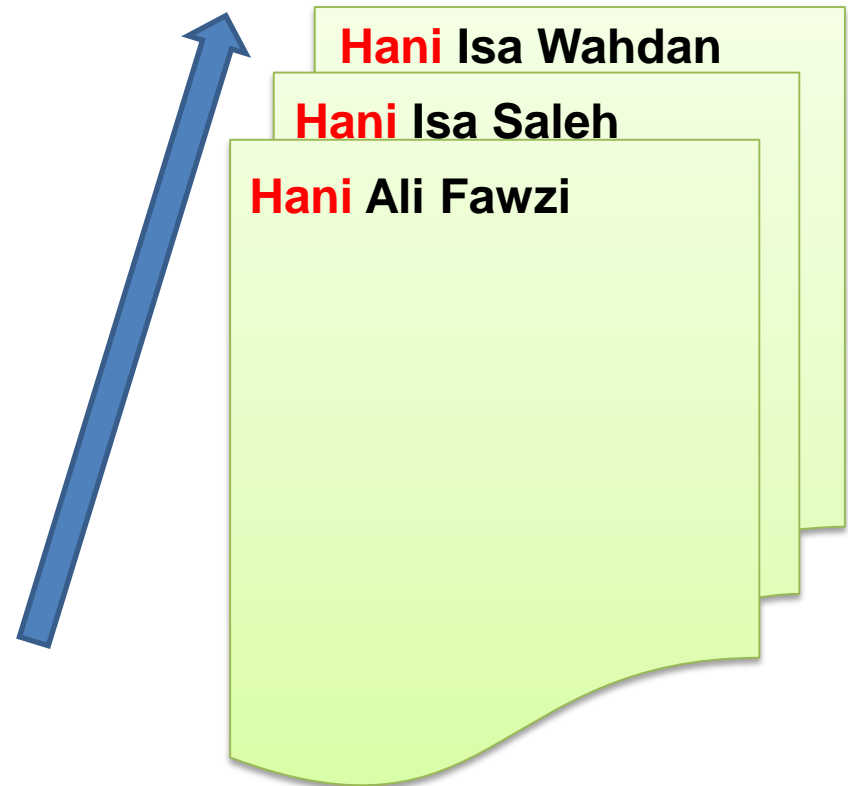
# CHAPTER3 **Filing Methods & System**

## Methods of classification:

### A. 1. Alphabetical Method: (**Arabian Countries**)



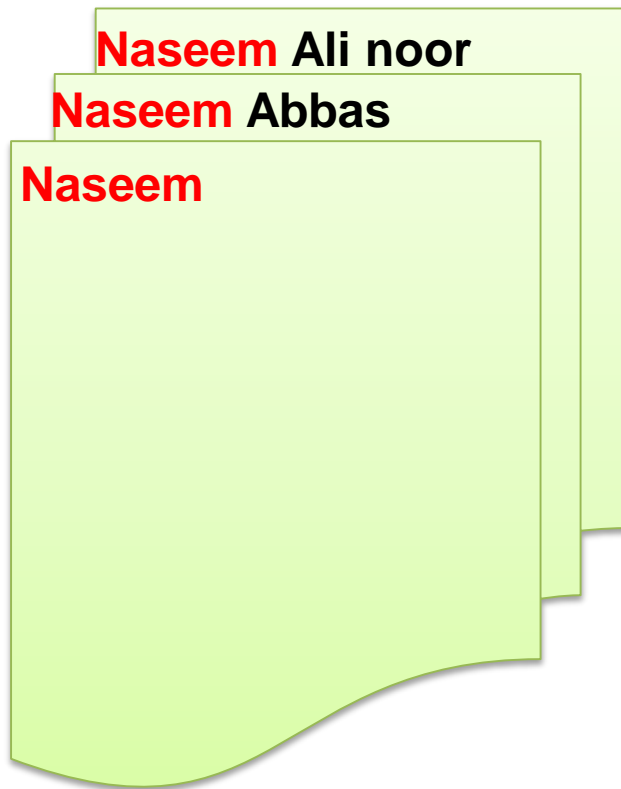
Use first Name



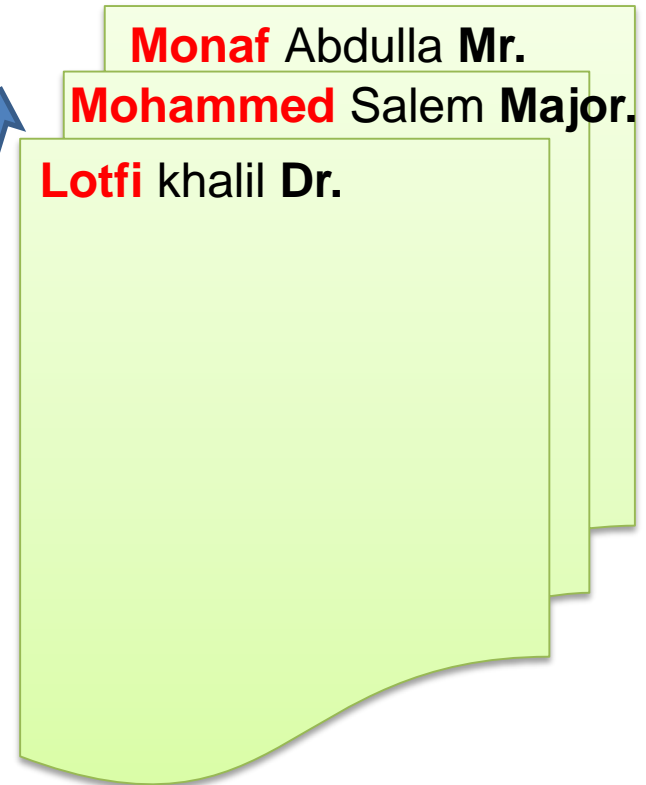
Same name

## Methods of classification:

### A. 1. Alphabetical Method: (Arabian Countries)



Short Name if same [www.commbh.com](http://www.commbh.com)

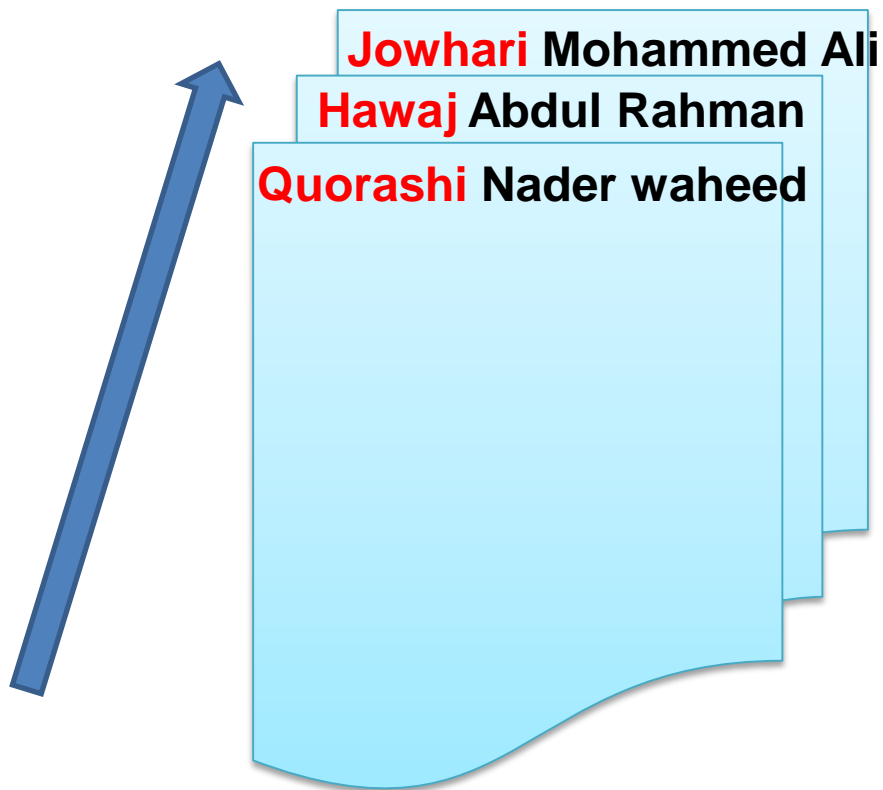


titles

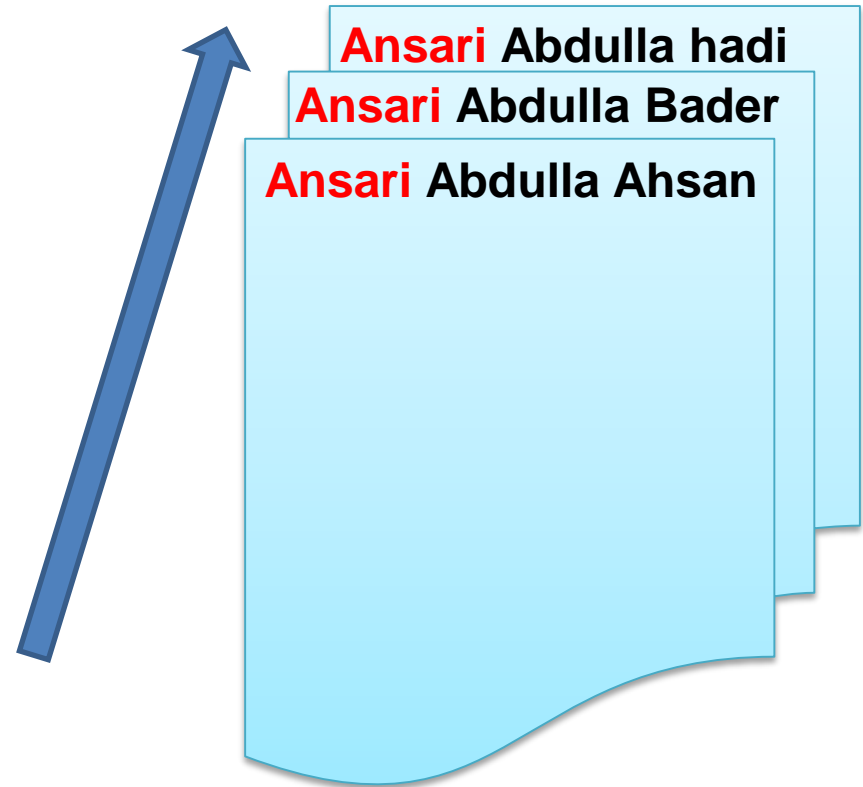


## Methods of classification:

### A. 2. Alphabetical Method: (Foreign Countries)



Sir Name

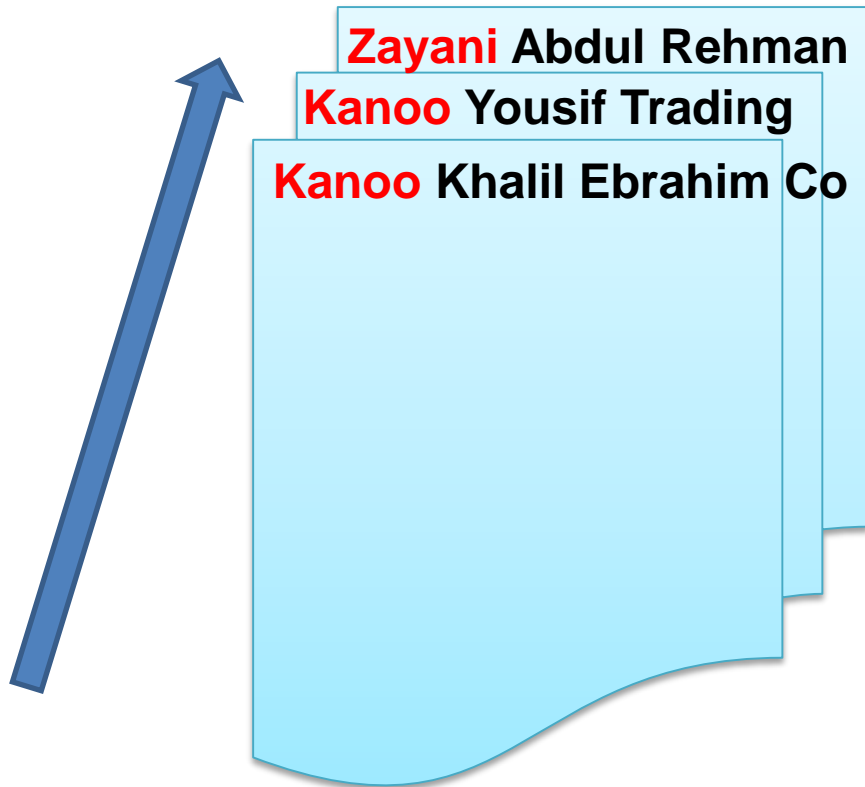


Same names

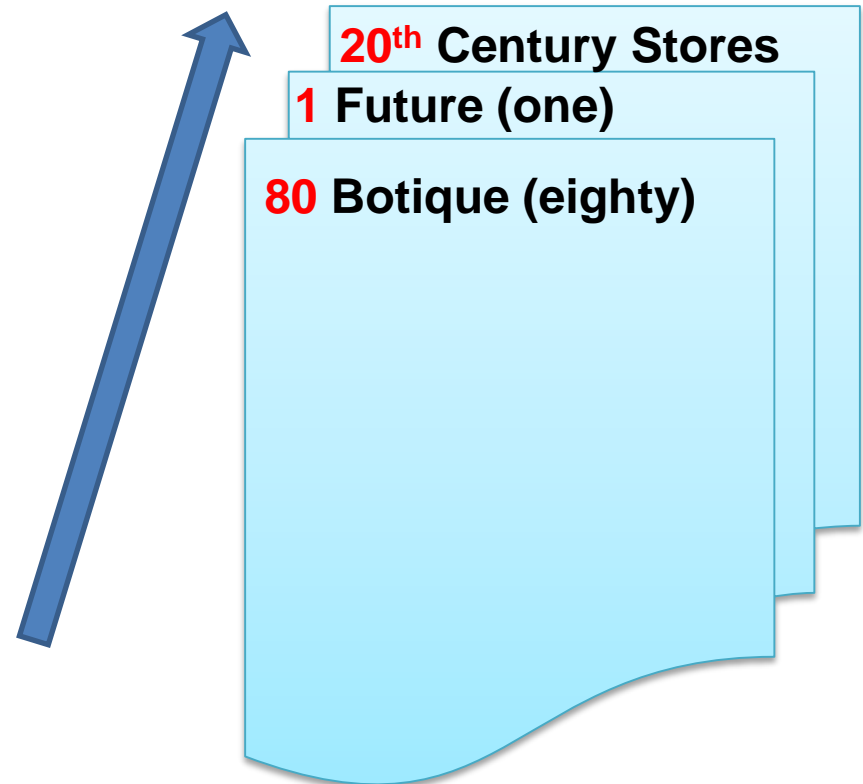
# Filing Methods & System

## Methods of classification:

### A. 2. Alphabetical Method: (Foreign Countries)



Company includes personal name

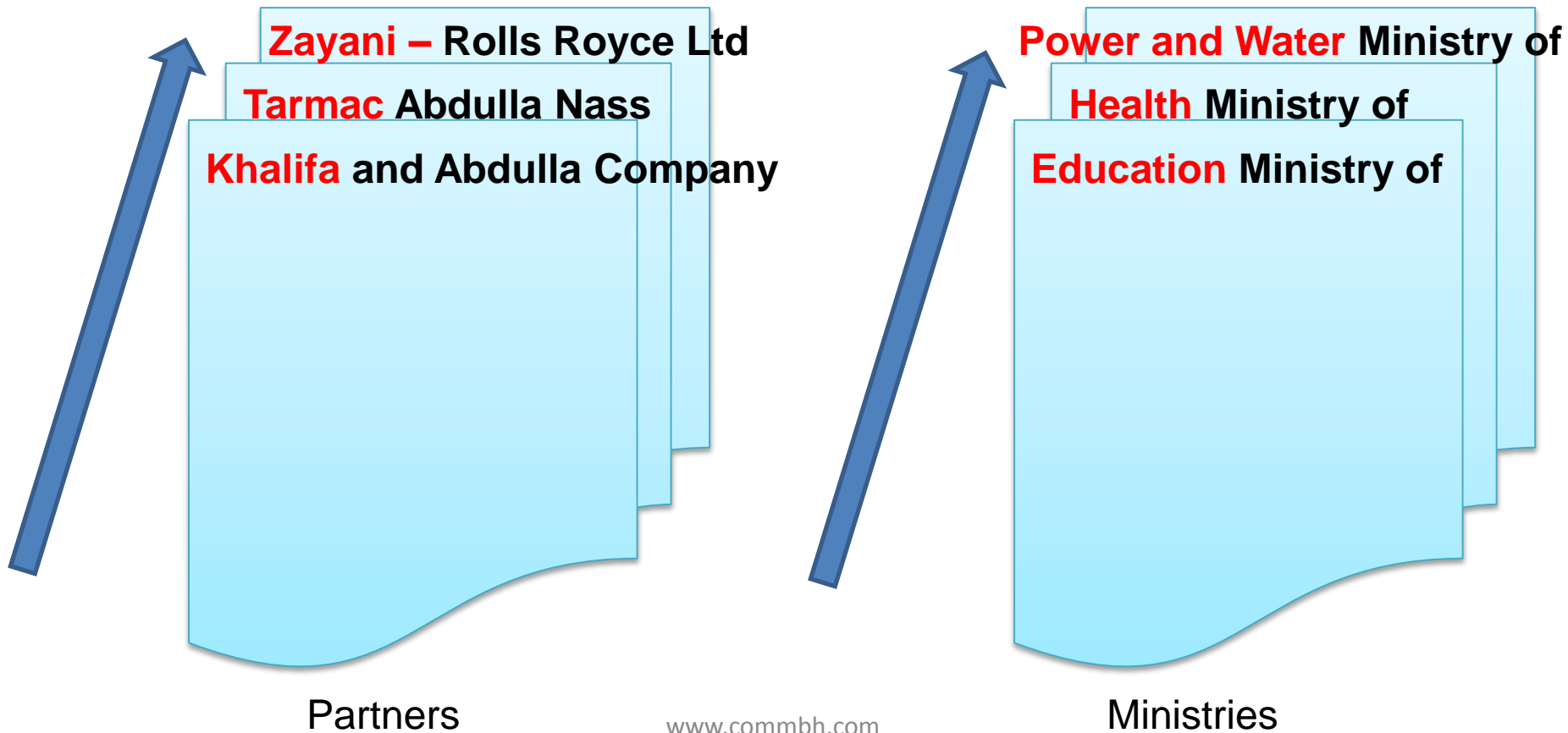


Firm includes numbers

# Filing Methods & System

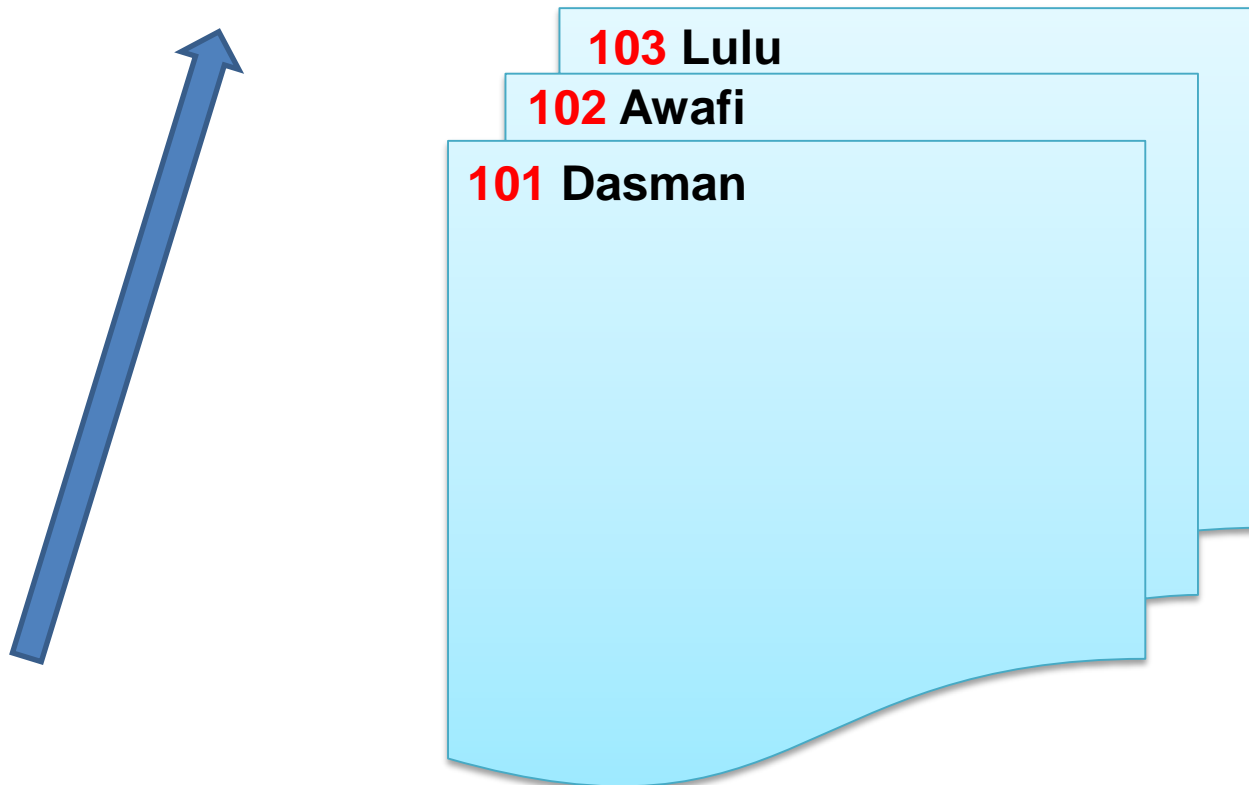
## Methods of classification:

### A. 2. Alphabetical Method: (Foreign Countries)



## Methods of classification:

### B. Numerical Method:



## Methods of classification:

### B. Numerical Method:

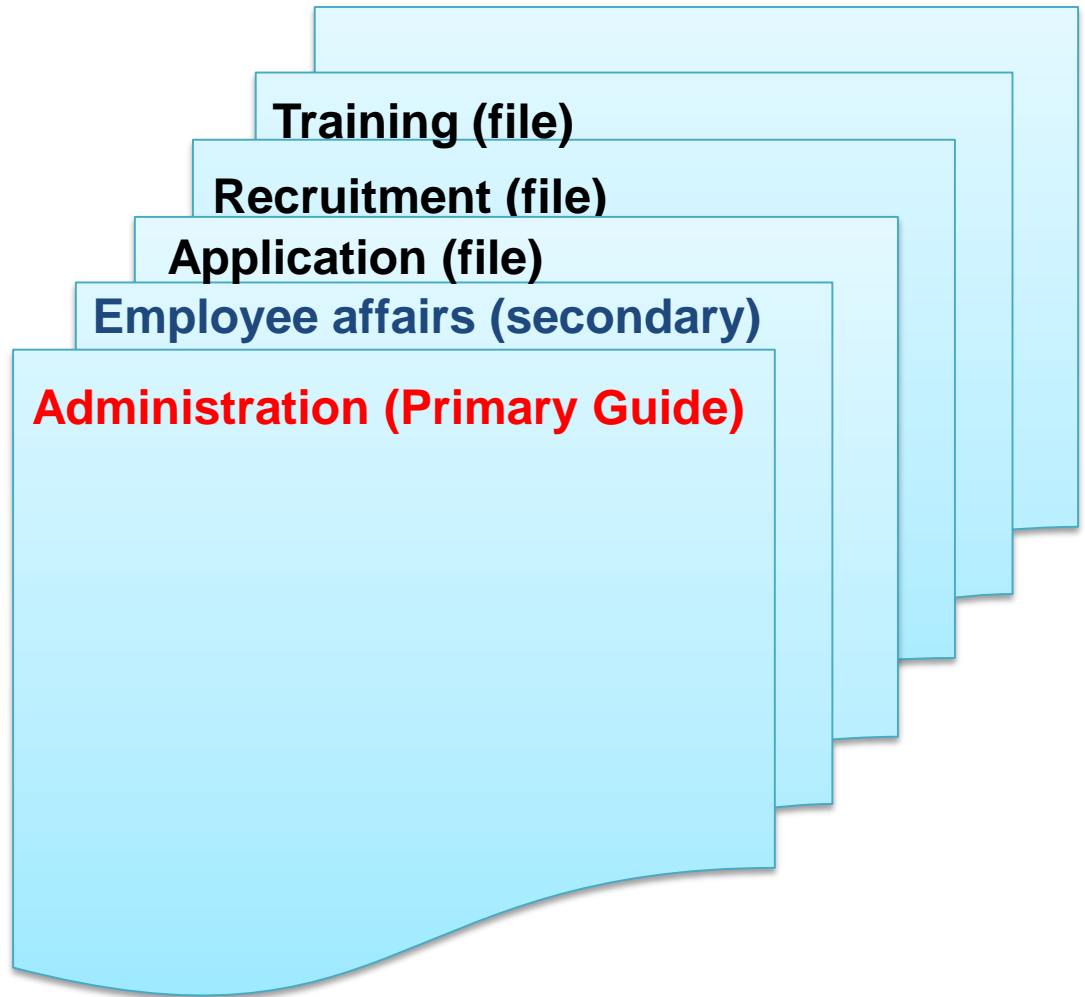
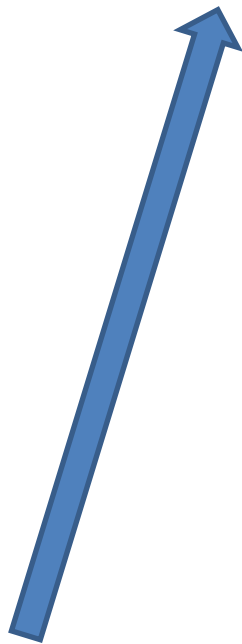
Card Index	
Alba Bahrain	104
Education Ministry of	101
Tarmac Nass Limited	103
Zayani Ahmed Trading Co	107



Card Index	

## Methods of classification:

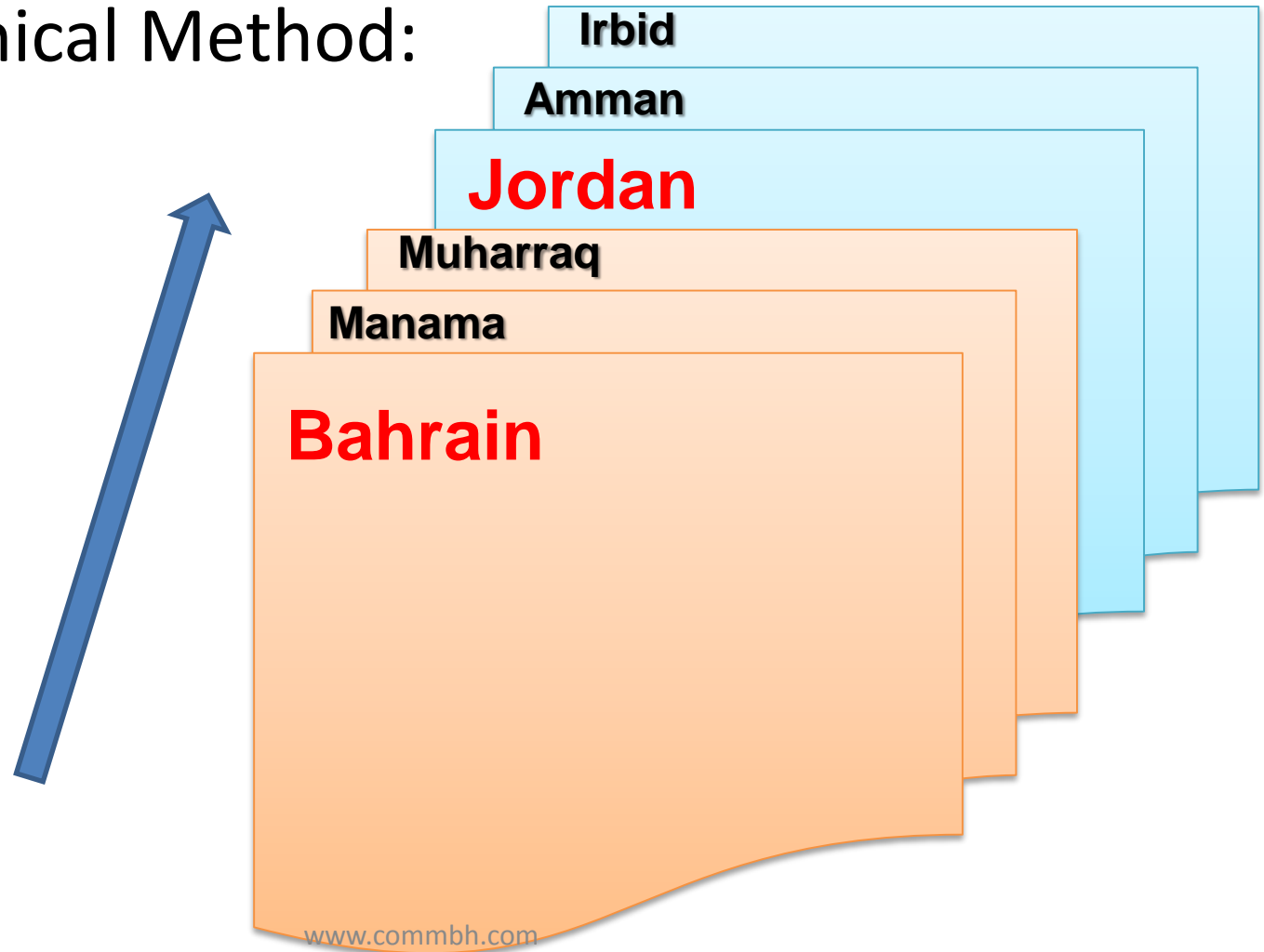
### C. Subject Method:



# Filing Methods & System

## Methods of classification:

### D. Geographical Method:



## Filing system:

1. Lateral filing
2. Vertical filing
3. Plan filing
4. Microfilm filing



## Filing system:

### 1. Lateral filing:

Files are stored or kept side by side

### 2. Vertical filing:

Files are arranged one behind the other.

## Filing system:

### 3. Plan filing:

This filing system is used for (drawings, maps, plans and other documents which cannot be folded and which are best stored flat.

### 4. Microfilm filing:

Reduces large documents to the size of postage stamp.

## Advantages of microfilm:

- It saves space
- References to documents is fast and quicker

# Filing Methods & System

<b>Comparison</b>	<b>Microfilm Filing</b>	<b>Normal filing</b>
Space		
Time to find documents		
How can you read a document		
Equipment needed		

## Filing Stationery:

<p>These files are suitable for documents that need to be stored for short time. Purchase order, cheques, stores requisitions are some examples</p>	<p><b>Box Files</b></p>
<p>These files hold documents without punching a hole in them. Clip files are good for documents like cheques, photographs, and contracts</p>	<p><b>Clip Files</b></p>
<p>Hanging files are used to keep folders in vertical and horizontal filing system. Stays on rails</p>	<p><b>Hanging Files</b></p>
<p>These files have a binder that can be opened to add or remove computer printouts that are done on continuous stationery</p>	<p><b>Computer Report file</b></p>

## Indexing:

<p>It is a small box or Cabinet drawer, the card stand upright in the box and they are usually arranged alphabetically.</p>	<p><b>Card Index</b></p>
<p>It is a notebook divided according to the alphabets like a telephone directory.</p>	<p><b>Page Index</b></p>
<p>Same as card. Cards can be removed and kept back after writing the necessary information on the cards. Cards have small tags for alphabets.</p>	<p><b>Rotary Index</b></p>

## Filing problems and solutions:

**Too many filing places**

Centralize filing of records of common interest in one location



## Filing problems and solutions:

**the system does not fit  
the way materials is  
called for**

Study the possibilities of using alphabetic, subject, geographic, numeric filing for certain specialized material



## Filing problems and solutions:

**Missing files are hard to find**

Keep track of removed files without guides, or implement a checkout system

