FILING METHODS

Filing Categories

To make a filling successful, we must keep the files into categories. Category is a collection of things that have something in common and belong together.

We must try to file in a logical way, we don't just put them together because they start with the same letter. Some documents may have to be filed in two places to make it easier to access the information.

How to form categories?

1. Sort all your documents out into piles that you think belong together.
2. Give each pile a category name.
3. Make a list of categories.
4. Look at your list critically.

Ask yourself: Can we combine any categories? Should we break up a category into two categories? What sub-categories do we need?Do we need to have alphabetical files within a category?
Make sure you don't have too many categories. It should not be difficult for anyone to decide in which category they are likely to find the information they need.

Filing Key

Once you have decided on your categories, you will have to draw up a filing index so that everyone can understand the system you used and find the information they want.
This index is called a filing key.

New files

Don't make new files unless you are sure the information doesn't have categorie in another existing file. When you put the new file in the category write ir in the filling key immediately (and give a copy immediately).

What is category?

How to form categories?
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What must we do to make a filing successful?

Why is it important not to have too many categories?

What is filing key?