

**Unit 225**  
**Principles of business document production and information management**

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**FILING CLASSIFICATIONS**



# CLASSIFICATION SYSTEMS

- alphabetical
- numerical
- alphanumerical
- chronological.



# ALPHABETICAL

- Documents will be placed in alphabetical order:
  - by **name** of the company or the person concerned, a system which is often used for customer files or for personnel files
  - by **location** (known as geographical filing) where the place is important, eg when a branch is the important issue
  - by **subject** when the reason for the document is the most important issue.
- MacDonald comes before McDonald and J McDonald comes before M McDonald.
- Surname comes first – where there are two the same, the first name would be considered.



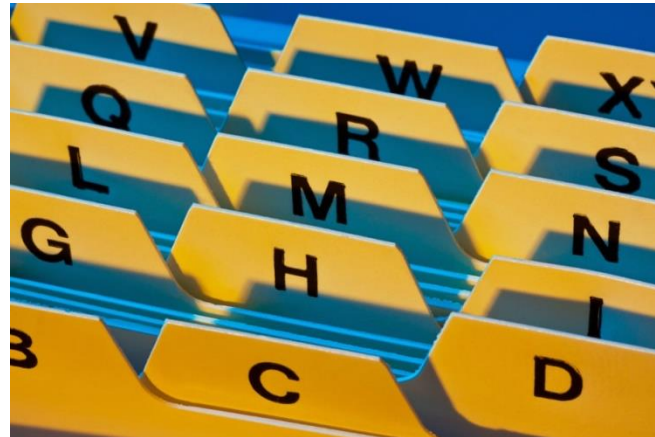
# NUMERICAL

- Information is stored by number.
- A separate alphabetical card index is required to provide the key to the file number.
- This system is easy to expand as new files are simply assigned the next number.



# ALPHANUMERICAL

- Information is filed first of all alphabetically and then by number, eg A1, A2 etc.
- A card index is required.



# CHRONOLOGICAL

- Information is in date order.
- Used when the date is the most important information, eg the date of a bank statement.
- The most recent date is at the front.



# CROSS-REFERENCING

- Where a document could be in one or more files.
- A decision is made on where the most appropriate place is for the document.
- A card is placed in the other locations giving reference to where it has been filed.
- This saves the document being copied to each file.



# ABSENT CARD/OUTGUIDE

- Individual documents should not be removed from files.
- If they are required a photocopy should be given instead, so as not to split up the file.
- When a whole file needs to be borrowed, a card should be put in its place stating the date and name and contact details of the borrower.
- This avoids time being wasted in looking for files.





# FILE ACCURATELY

- Failure to correctly file documents makes them difficult or impossible to find.
- Failure to find a document can be expensive and time consuming.
- It is important that a filing procedure is established for any manual system to ensure that no documents are lost.



# MISSING FILES

- Check if someone else has taken it.
- Check the files nearby in case of misfiling.
- Report it missing and work with others to find it.
- Overfull files should be split into two or three separate files clearly labelled to show what they contain.
- Filing should be done on a regular basis to safeguard documents.
- Storage should be regularly assessed for adequacy.

