Chapter 3
Filing

What is Filing?

Arranging documents in groups according to some method of classification.

Why file?

- Future reference.
- Find documents quickly and easily
- Keep the documents clean.
- Save them.

Releasing a document for filing

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

F	/	FILE	Initial
Letter "F"	Line	Stamp	Initial

Following movements of the files

Absent Card: is used to show details of the file taken out of its folder.
Dead file: Files which are not required any more should be removed and Stored in box

P1: Fill in the Absent Card for Payroll File No. 21:

1. On 8th May, the file was taken by HR manager. He returned it on the same day.
2. On 1st May, it was taken by Sales manager. He returned it on 8th May
3. On 10th May, the file was taken by Welfare officer. It was returned after two days.
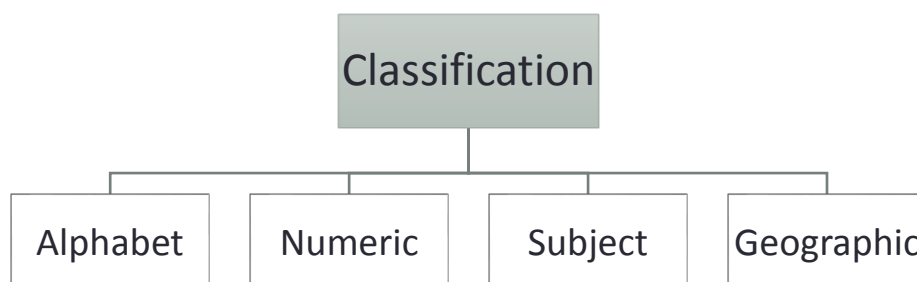
Absent Card

File's Name		File's No.
...Payrol...		...21...

Date Taken	Taken By	Date Returned
1st May	Sales Manager	8th May
8th May	HR Manager	8th May
10th May	Welfare Manager	12th May

Note: Sort by Date Taken الترتيب حسب تاريخ الحصول على الملف

Departmental filing vs. Central filing

Departmental	Central
Each department will keep its own files.	All files are Kept in one place.

Methods of Classification

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                    Classification
        ┌──────────┬──────┴──────┬──────────┐
    Alphabet    Numeric      Subject    Geographic
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Filing systems نظام
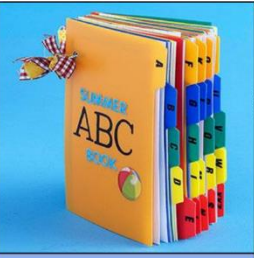
Lateral	Vertical	Plan	Microfilm
Side by Side	Behind	Not Folded	Film

Filing Stationery أنواع الملفات

Box File	Clip File	Computer repot File	Hanging File
Short Time	No Punching	Computer Report	Vertical & Horizontal

Indexing دليل

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

Card Index	Page Index	Rotary Index
Drawer	Notebook	Tags, Can be removed

Filing Problems مشاكل

1. Too many filing places.
<u>Solution</u>: Centralize filing

2. The system does not fit the way materials is called for.
<u>Solution</u>: Using different classification method
(Alphabetical, Numeric, Subject, Geographical)

3. Missing files are hard to find.
<u>Solution</u>: Keep track of removed files without guides.
(Absent Card)

Misfile search tips **ماذا تفعل عند وجود خطأ في ترتيب الملفات؟**

- 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