Office Administration
Chapter 2-File Management

I File Management

A. Procedures for Records Storage

(1) Accessing Files

a. Direct-access procedures

b. Indirect-access procedures

(1) Manual Procedures

(i) relative index

(2) Electronic procedures

(2) Inspecting, Indexing, and Coding Records

- inspecting
- indexing
- coding

(3) Color Coding

(4) Cross-referencing Records

(5) Charging Out Records

B. Files Integrity and Confidentiality

(1) Files Integrity

a. Verifying record authenticity

b. Use of online processes

c. Controlled access to records

(2) Confidentiality of Records

a. Need for controlled access

b. Maintaining confidentiality

C. Maintaining Records Centers and Archives

(1) Maintaining Records Centers

a. On-site storage

b. Off-site storage

(2) Maintaining Archives

a. Business archive

b. Accession register

D. Security of Records (physical and logical security)

(1) User Identification Systems

a. User identification and passwords

b. Digital signatures and seals

c. Encryption and decryption of messages

(1) Encryption of messages

(i) Public Key

(ii) Private Key

(2) Decryption of message

d. Biometric identification system
e. Magnetic-card based systems

(2) Need for Trusted Custodian
a. Physical records security
b. Preservation of organizational memory
c. Protection of documents
d. Protection of storage media

(3) User Procedures to Secure Records

(4) Document Security Features
a. Security papers
b. Security pantograph
c. Microprinting
d. Use of thermochromic ink
e. Bleed-through numbering

E. Forms Management (constant and variable information)
1. Key Factors in Forms Management
a. Top-management support
b. Forms control
c. Training for employees
2. Organizing a Forms Management System
a. Establishing forms management policy
b. Forms analysis
c. Forms specifications
d. Forms design
3. Controlling a Forms Management System
a. Forms production
(1) Stock forms
(2) Nonstock forms
b. Forms recording and filing
c. Forms storage and distribution
d. Forms control
(1) Primary purposes
(2) Procedures and policies for forms control
(a) Approval of forms changes
(b) Reproducing copyrighted forms
(c) Justification for forms design
4. Integration with Other Systems
a. Inventory Control
b. Warehousing
c. Purchasing
d. Reproduction services
e. Office systems