

CPS/CAP Study Group, Tuesday, July 27, 2009

FILING RULES AND STANDARDS

FILING SYSTEMS

✦ The primary classification systems for filing are based on:

- + Alphabetic
- + Numeric
- + Alphanumeric

Sets of filing rules are typically contained in all standard office procedures and records management references.

ALPHABETIC FILING SYSTEMS

✦ The alphabetic filing system is the oldest form of classification system and serves as the basis for all other types of classification systems.

- + Alphabetic Filing Rules - filing unit and segment
- + Personal Names
- + Filing Business and Organization Names
- + Filing names by addresses
- + Individual Names in Company Names
- + Hyphenated Business Names

ALPHABETIC FILING SYSTEMS CONTINUED

- + Filing Names of Governmental and Political Organizations
- + State and Local Government Names
- + Foreign Governments

NUMERIC FILING SYSTEMS

- * A numeric filing system is an indirect-system that consists of various combinations of numeric codes assigned to names of individuals, organizations, or subjects.
- + Straight numeric
- + Duplex numeric
- + Block codes
- + Middle Digit
- + Terminal Digit

NUMERIC FILING SYSTEMS CONTINUED

- + Decimal Numeric
- + Coded Numeric
- + Chronological System

ALPHANUMERIC FILING SYSTEMS

- × Whenever a combination of alphabetic characters and numbers is used in a filing code, the code is referred to as alphanumeric code.
- + Soundex Codes
- + The Library of Congress System

SUBJECT AND GEOGRAPHIC FILING SYSTEMS

- × Two other classification systems that use alphabetic filing systems to store documents are subject filing and geographic filing.
- + Subject Filing
- + Geographic Filing

FILING STANDARDS

- × A filing standard is a procedure to follow in establishing consistent filing rules.
- + Documentation of Use of Rules
- + Training of Records Personnel
- + Use of Cross-Reference
- + Manual and Electronic Procedures

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