



File Classification

File Maintenance Tips

Handy tips to keep your filing system in good working order:

- ! Regularly replace worn or torn folders with new ones.
- ! Crease the score marks on folders when there is a lot of material in the folder. This keeps the contents of the folder neat and makes the file label more visible.
- ! Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the folder and start a new one labeled volume 2, 3, 4, etc. Place a coloured piece of paper as the top document in order to indicate a file is closed. Indicate on that coloured sheet the date range and where future information will be filed.
- ! Write the applicable file code on each record made m
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- ! When filing, discard extra copies and non-record material.
- ! Ensure file labels are clear, complete (i.e. include full code, title and date range) and legible. Type the code, title and date range as close to the top of the label as possible for greatest visibility.
- ! Label file drawers to indicate contents.
- ! Create file guides for quick reference to who's in