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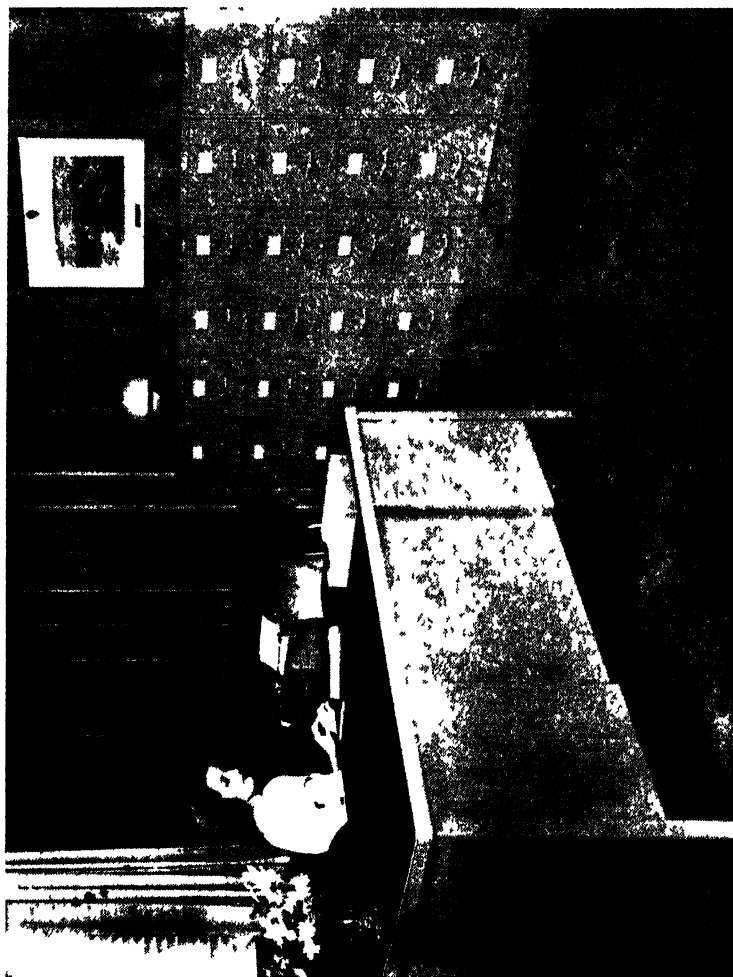
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Jean Peran



Typical Executive's Office

Progressive Indexing and Filing

(Fifth Edition)

A text arranged for courses of various lengths covering the fundamentals of Indexing and Filing, with detailed instruction for classroom practice work

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PREFACE

A prominent educator has said that the most important part a course in filing plays in any school curriculum is to develop in the student a sense of classification. Added to this is the well-recognized fact that indexing and filing train for thought, decision, accuracy, and neatness.

Every producer of goods knows that facts must be collected, plans must be formulated, and accurate and dependable records must be made before any action can be taken. Paper work has become the control of all business, and yes, of life itself. And all paper work must be maintained in such form as to be safe and, at the same time, it must be obtainable at a moment's notice. Hence the need of accuracy in filing and finding.

A greater degree of accuracy is required of the file operator than of the bookkeeper. The bookkeeper, or accountant, can prove his work at the close of each day's transactions, but the file operator never knows the accuracy of his work until the records are requested. Bookkeeping errors can be searched for and found after rush office hours, but an error in filing usually is discovered at the time when the record is most needed.

The original textbook, "Progressive Indexing and Filing," was written and copyrighted in 1925 by the Library Bureau Division of Remington Rand Inc. It was revised in 1928, 1931, 1939, and now this fifth edition in 1950. It has been reprinted many times, each time being brought up to date by adding information about any new filing equipment, supplies, and procedures, as they have been devised and placed on the market.

We have attempted to present the fundamentals of indexing and filing in such a clear and concise manner that they can be understood easily by all students of filing. No effort has been made to specialize in any one system of filing or to go into detail in regard to records of any one class of business. Fundamentals and broad general procedures have been treated in a logical and progressive manner.

Acknowledgment is made to the Amberg File & Index Company, the Filing Equipment Bureau, Inc., the Globe-Wernicke Company, the Shaw-Walker Company, and the Yawman and Erbe Manufacturing Company for their kind cooperation in writing the copy pertaining to their various alphabetic systems of correspondence filing and to the Oxford Filing Supply Company and Office Appliances for permitting the use of the chart

published by Office Appliances covering the Physical Characteristics of Thirty-Four Correspondence Filing Systems.

We are indebted to Professor Hamden L. Forkner of Teachers College, Columbia University, New York, to Mr. George M. Hittler of the College of Commerce, The State University of Iowa, Iowa City, Iowa, and to Mr. C. D. Cocanower, Director of Commerce and Business Education, Phoenix Junior College, Phoenix, Arizona, who read the manuscript and offered many helpful and constructive criticisms of both content and method; to Miss Linnie B. Wilson, Tulsa Central High School, Tulsa, Oklahoma, for suggested changes in the indexing and filing rules, and to the many other business educators whose valuable suggestions have aided in making this textbook.

Remington Rand Inc.

FOREWORD

Records—The Cornerstone of Business

Nothing seems more simple and commonplace than an ordinary straight pin. We buy hundreds of them for a few cents, use them, and take them for granted. We can do so only because records make it possible to produce pins and sell them by millions to millions of people. Were it not for records, pins still would be the expensive things they were when our grandmothers used to say, "See a pin and pick it up, all the day you'll have good luck."

Think for a moment about the many kinds of records that must exist in order that you may buy a package of pins. First, some executive must make an estimate of how many pins he can sell and make a record of this estimate. Next an engineer must figure how much wire will be needed to make these pins and write a purchase requisition. When the purchasing agent receives this requisition, he must write an order for this wire and keep a copy. When the wire is received, a receiving notice is written and a record made of this inventory. And while the pins are being made, many kinds of production records are needed.

Meanwhile, other materials, such as papers and boxes must be bought, requiring still more records. Invoices must be received and paid, producing more records. When the pins are finished, they must be sold. Salesmen must write and send in orders, which are very important records. When the pins are shipped and billed, freight records and records of invoices and collections must be made. These are only a few of the countless records that are involved in the making of as simple a thing as a common pin. Truly, records are the basis of life today as we know it.

The importance in our lives of correct handling of records can not be overestimated. Destroy our records and civilization would vanish. Destroy the records of a business and that business usually would stop. For this reason nothing is valued more highly in business by executives than their records. Also it is the reason why they place so much emphasis on the importance of creating accurate records, of preserving them for reference, and protecting them against loss or destruction. The first thing that a new employee must learn when entering upon his business career is that records command respect.

Records remember what people forget. Nobody can hope to carry in his mind the thousands of details that make up each day's work. That is why many business men insist that all instructions and agreements must be written and filed. Only by having accurate and complete records available for ready reference as they are needed, is it possible to carry on the daily operations of a business.

Orderly records are valuable for many reasons. They prevent confusion about what has been done and what was accomplished by doing it. They enable people to pick up tasks where others leave off. They prevent needless duplication of effort and pointless repetition of experiments. They show what remains to be done and how to go about doing it. They are the source of practically all business information. It has been said truly that no man's judgment is better than his information and that more mistakes are caused by lack of accurate information than by mistakes in reasoning. These are some of the reasons why executives value and promote clerical people who are accurate and painstaking in creating, caring for, and using records.

Records are the memory of business. We all know that people who have good memories have an advantage over those whose memories are confused and uncertain. People with good memories find it easy to profit by their past experiences and to avoid their past mistakes; but people with poor memories often blunder into the same mistakes they have made many times before. The same is true of business. Businesses in which the executives insist on good record procedures have an advantage over competitors who permit their records to be inaccurate by omitting or misplacing information.

Since nobody can foresee what information will be needed to make future decisions, it is necessary to organize the records of business so that all facts are quickly available when they must be studied. Proper records are records that are organized and maintained so that any part of them can be located instantly upon demand. Papers which exist but which cannot be found might as well not exist, for they are useless. Hence each person concerned with the making, preserving, and using of records, which includes everybody who works in an office, has a duty to see to it that all records are complete and accurate. Only by such attention to records and recordkeeping is it possible to insure that a business will have an accurate memory of what has happened and which can be used as a basis for current planning and action.

There is no way to judge the future except by the past and so a business which lacks good records lacks the means of judging what should be done and of seeing that it is done.

The whole story of a business is contained in its records. The young man or woman who is privileged to see the flow of paper into and out of records, to scan the contents and digest them, and to reflect upon them, has a remarkable opportunity to gain a sound knowledge of a business and of business principles and methods. Correspondence to and from vendors and customers, reports of officers and other executives, on production, sales, administration, and finance, the analyses and plans of engineers and other technical people in the organization, and much other important material all flow into and out of the files. All these records are the raw material of business and the source from which men and women who wish to do so, can gain the knowledge and understanding of business that will help qualify them for promotion to executive positions.

Seen from the proper perspective, the handling of records can be the most fascinating work in the world since records spread before one the whole panorama of business and civilization. No plans can be laid and no work can be done without producing records, so when one works with records he has the opportunity to profit from past experiences of others as well as of himself and to absorb the knowledge and wisdom of many minds.

Whether one works at making pins or building bridges or at any of the thousands of different businesses that provide for all human needs, he must work through and with records, if he is to work effectively. Hence it is important to success and happiness to see and appreciate the fundamental importance and value of each record with which one is concerned and to avoid the temptation to slight a record or to look upon it as a bother or a nuisance.

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CHAPTER 1

Indexing and Filing Rules and Their Application

PART I

FILING, WHAT IT IS. Filing is the act of classifying and arranging records of a business or of an individual so that these records will be preserved safely and can be produced instantly when needed.

In order to classify and arrange papers and records of all kinds so they can be found instantly, it is necessary to know a business thoroughly—what each department, division, branch, and section of that business is doing and *how* and *for what* the records will be used. *How and for what they will be used* determine how they will be requisitioned. *How they will be requisitioned* establishes the way they should be classified and filed.

HOW PAPERS MAY BE REQUISITIONED. Papers may be requisitioned (1) by name of individual or organization; (2) by name of subject; (3) by name of location. Hence the need for the various plans of classifying and arranging papers, as, alphabetic, numeric, automatic, geographic, subject, and soundex. The basis of all these plans is alphabetic arrangement of names, either of persons, organizations, places, things, or subjects.

ALPHABETIC ARRANGEMENT OF NAMES. The alphabetic arrangement of names is the arrangement of those names in the same sequence as the letters of the alphabet, that is, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z. The two names, "Abbott" and "Baker" are arranged in correct alphabetic order, "Baker" following "Abbott," because their beginning letters, "A" and "B" are arranged in the same sequence as the letters in the alphabet. The two names, "Camden" and "Cheney" are arranged in correct alphabetic order, "Cheney" following "Camden," because, while the two beginning letters are the same, the second letters, "a" and "h" are different and they are arranged in alphabetic sequence. The name, "Day" follows the name, "Davis" in correct alphabetic order, because,

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while the beginning letters and the second letters are the same, the third letters, "v" and "y" are in alphabetic sequence.

In order to alphabetize names correctly, two other fundamental principles must be understood thoroughly:

1. *How to Index Names.* We index a name when we determine in which order to consider its various parts or units. For example, we index the name of the individual, John E. Brown, when we determine that the surname or last name, *Brown* must be considered first, the given or first name, *John*, must be considered second, and the middle initial, *E.*, must be considered third, when filing or looking for that name. (See Rule 1, page 4).
2. *How to determine what constitutes each unit or complete part of a name.* It is necessary, also, to know what constitutes each part or unit of each name, because names must be considered unit by unit when arranging them in alphabetic order. For example, the alphabetic arrangement of the names, *New York* and *Newark*, depends upon whether *New* is considered as the first and complete unit or part, and *York* is considered as the second and complete part or unit of *New York*, or whether *New York* is considered as one complete part or unit. According to Rule No. 7, page 8, *New* is considered as the first and complete part or unit of *New York*. Therefore *New York* is filed before *Newark* since *New* is shorter than *Newark* and it is spelled the same to its extent.

RULES FOR INDEXING, FILING, AND FINDING. Definite rules and standard practice instructions greatly simplify filing, both for the file operator and for those responsible for the smooth operation of the entire business office. Every filing department must have its own set of rules which must be used and followed consistently. The following rules meet the needs of the average filing department. When doing all practice work according to instructions given in the various Jobs throughout this textbook and the workbook, "Alphabetic Indexing and Filing," the following rules must be followed consistently. However, in business offices, sometimes it may be necessary to vary one or more of these rules to meet individual office needs. When such variations are found necessary, they must be followed consistently. It never will do to decide on one way to index and file a name today and

on another way to index and file a like name tomorrow.

The three following rules are general rules and apply to the alphabetic arrangement of all names. The spelling of each name must be watched carefully. Don't pay attention to the way names are pronounced. For instance, the names, *Gaines* and *Gaynes* are pronounced the same, but *Gaines* is filed before *Gaynes* because the letter "i" comes before the letter "y" in the alphabet.

(Note: For Numeric sequence of rules, see Chapter 20. They are given in the following sequence to facilitate learning.)

ALPHABETIC ORDER.—Rule 23. Arrange all names in A-Z sequence of letters to the last letter of the unit. Consider the first unit or complete part of each name first. Do not consider the second units *unless* the first units are identical. Do not consider the third units *unless* both the first and the second units are identical.

Correct Filing Arrangement

<i>Name</i>	<i>Name</i>	<i>Name</i>
Appel, William E.	Clark	Dorey, Henry
Appel <u>baum</u> Electric Company	Clar <u>k</u>	Dorf, Helena
Appel <u>l</u> Coal Company	Clarkin	Dorff, Helen
Appell Coat <u>C</u> ompany	Clark <u>s</u> on	Dorf <u>m</u> an, Edward
Appell <u>a</u> te Bakery	Clas <u>t</u> er	Dorfmann, Edith
App <u>e</u> r, B. M.	Cla <u>s</u> s	Dorfuss, David
Apple <u>b</u> y, Arthur	Claus <u>e</u> n	Dorgan, D. J.

In each name in the above example, the letter, or letters, which determine correct alphabetic arrangement, have been underlined. Appel is the first unit in the name, William E. Appel, according to Rule 1. *Appelbaum* is the first unit in the name, Appelbaum Electric Company, according to Rule 2. Since the first units are *not* identical no more of either name is considered. *Appel* is filed first because it is shorter than *Appelbaum* and it is spelled the same to its extent. There is an old library rule which helps to emphasize this point, which is, "Nothing before something," or, in other words, the shorter unit is filed first, *provided* the spelling is the same to its extent. In the name, *Appel*, there is nothing after *Appel*, while in the name, *Appelbaum*, there is something, *baum*, after *Appel*: e.g., "Nothing before something."

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Rule 24. SURNAMES OR SINGLE UNITS. Surnames, or single units, when used alone, as *Bates*, precede the same surnames or units when followed by initials, given names, or second units. Another application of the rule, "Nothing before something."

Correct Filing Arrangement

Bates	Fisher	Gale
Bates, <u>Robert</u>	Fisher, <u>Olive</u>	Gale, <u>Samuel</u>
Bates, Robert <u>Albert</u>	Fisher, <u>Peter</u>	Gale, <u>Susan</u>

Rule 25. INITIALS, OR A LETTER. An initial or a letter, as a unit of filing and when not a known abbreviation, precedes a name beginning with that initial or letter. This rule is still another application of the rule, "Nothing before something."

Correct Filing Arrangement

B. & R. Tire Com- pany	F. & S. Novelty Company	H. W. L. Glove Company
<u>Babb</u> , D. C.	Feld, P. <u>J.</u>	<u>Hackney</u> , W. H.
Babb, D. <u>Cyril</u>	Feld, P. <u>James</u>	Hackney, W. <u>Henry</u>
Babb, <u>Daniel</u>	Feld, <u>Paul</u>	Hackney, <u>Walter</u>
Babb, David <u>A.</u>	Feld, Paul <u>C.</u>	Hackney, Walter <u>J.</u>
Babb, David <u>Arthur</u>	Feld, Paul <u>Charles</u>	Hackney, Walter <u>Joseph</u>

THREE COMMON TYPES OF NAMES. There are three common types of names. They are (1) Names of Individuals, (2) Names of firms which *do not* embody complete names of individuals, and (3) Names of firms which *do* embody complete names of individuals. Some of the following rules apply to the indexing of names and others tell how to determine just how much is to be considered as each complete part or each unit of any name. (See Rules 9, 9a, and 29 for indexing names of banks and Government Offices.)

Rule 1. NAMES OF INDIVIDUALS. Transpose names of individuals, considering surname, or last name, first, given name or first initial second, and middle name or middle initial, if any, third.

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Nora C. Phillips	Phillips	Nora	C.
B. Carolyn Thomas	Thomas	B.	Carolyn

For practice in alphabetizing names of individuals, turn to Workbook, ALPHABETIC INDEXING AND FILING, Jobs 1-9.

Rule 1A. *SURNAME PREFIXES*. Individual surname prefixes, such as d', D, De, de, du, L', Le, M', Mac, Mc, O', St., Ten, van, van der, von, von der, and others, are considered as part of the surname and not separately. A good rule to follow when alphabetizing names of individuals is to determine, if possible, the given name and the middle name, or their abbreviations, and index and file all remaining as the surname, applying Rule 1.

Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Daniel J. De Becker	De Becker	Daniel	J.
A. Philip de Forest	de Forest	A.	Philip
James Adair De La Roche	De La Roche	James	Adair
Adrian La Zaro	La Zaro	Adrian	
George C. L'Esperance	L'Esperance	George	C.
Robert E. O'Dell	O'Dell	Robert	E.
Andrew T. St. Charles	Saint Charles	Andrew	T.
William Saintiliere	Saintiliere	William	
Ronald U. Vanderbilt	Vanderbilt	Ronald	U.
Rita J. Van der Boon	Van der Boon	Rita	J.

For practice in alphabetizing names of individuals with surnames with prefixes, turn to Workbook, Jobs 10-16.

Rule 2. *NAMES OF FIRMS WHICH DO NOT EMBODY COMPLETE NAMES OF INDIVIDUALS*. Names of firms, corporations, and institutions which *do not* embody complete names of individuals are indexed and filed as written, unit by unit.

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Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
S. J. E. Company	S.	J.	E.
Safety Box Company	Safety	Box	Company
St. George Academy	Saint	George	Academy
Saintey Chemical Company	Saintey	Chemical	Company

Rule 11. *CONJUNCTIONS AND PREPOSITIONS.* "And," "&," "of," "for," "on," "to," "by," "of the," are disregarded in indexing and filing, but are not omitted when writing names on cards and folders.

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Charles of the Ritz	Charles	Ritz	
Committee on Youth & Justice	Committee	Youth	Justice
Dinson & Company, Inc.	Dinson	Company	Incorporated
House of White Inc.	House	White	Incorporated

For practice in alphabetizing names of firms, corporations, and institutions which *do not* embody complete names of individuals turn to Workbook, Jobs 17-23.

Rule 3. *NAMES OF FIRMS WHICH DO EMBODY COMPLETE NAMES OF INDIVIDUALS.* A firm or organization name, embodying the complete name of an individual is indexed and filed in accordance with Rules 1, 1a, and 4. Transpose name of individual, considering surname first, given or first name or first initial second, and middle name or middle initial, if any, third, then the rest of the name. (Cross reference when necessary. For example, if there is danger of not being able to find a name filed when correctly indexed, a second card or sheet is made out and filed as the name is written. This second card or sheet is called a cross reference card or a cross reference sheet. A second card or sheet to cross reference the name, Bruce Fisher & Company is made out as: Bruce Fisher & Company See: Fisher, Bruce, & Company.)

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Bruce Fisher & Company	Fisher	Bruce	Company

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Harry H. Foster & Company, Inc.	Foster	Harry	H.
H. D. Hudson Mfg. Company	Hudson	H.	D.
Frank Lane Inc.	Lane	Frank	Incorporated

For practice in alphabetizing names of firms, or organizations which *do* embody complete names of individuals turn to Workbook, Jobs 24-30. For supplementary practice for review of Rules 1, 1a, 2, 3, and 11 turn to Job 31 in the Workbook.

Rule 4. *HYPHENATED SURNAMES OF INDIVIDUALS.*

Hyphenated surnames of individuals are considered as one unit. This rule applies to hyphenated surnames of individuals whose complete names are embodied in firm names.

<i>Correct Filing Arrangement</i>			
<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Flora Langdon- aire	Langdonaire	Flora	
Elizabeth Lang- don-Davies	Langdon-Davies	Elizabeth	
Arthur M. Lee	Lee	Arthur	M.
John Lee-Apple- ton & Company	Lee-Appleton	John	Company
H. C. Marsaul	Marsaul	H.	C.
George Mar-Saye Inc.	Mar-Saye	George	Incorporated
Eva O. Marschall	Marschall	Eva	O.

Rule 5. *HYPHENATED FIRM NAMES.* Hyphenated firm names are indexed and filed as separate words, if no complete names of individuals are embodied.

<i>Correct Filing Arrangement</i>			
<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Muller-Barringer Corp.	Muller	Barringer	Corporation
Bernhardt E. Muller	Muller	Bernhardt	E.
Multi-Colortype Company	Multi	Colortype	Company

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<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Multigram Com- pany	Multigram	Company	
Norwick-Schacter & Company	Norwick	Schacter	Company
Sidney G. Norwick	Norwick	Sidney	G.

For practice in alphabetizing hyphenated surnames of individuals and hyphenated firm names, turn to Workbook, Jobs 32-38.

Rule 7. COMPOUND GEOGRAPHIC AND LOCATION NAMES. Compound geographic and location names are indexed and filed as two or more units, in order given, except when the first part of the name is not an English word. (See also exception in Automatic Filing.)

Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Marion Losada	Losada	Marion	
Los Angeles Mfg. Company	Los Angeles	Manufactur- ing	Company
Losanne Dress Com- pany	Losanne	Dress	Company
New Haven Clock Company	New	Haven	Clock
New York Apart- ments	New	York	Apartments
Benson B. Newburg	Newburg	Benson	B.
St. Thomas Company	Saint	Thomas	Company
Saints Rest Resort	Saints	Rest	Resort

Rule 8. ARTICLE "THE." When the article "The" is included as part of the name, it is disregarded both in indexing and in filing. When writing the name on cards or folders, it is placed in parentheses (); if initial word, it is placed at the end of the name.

Correct Filing Arrangement

<i>Name</i>	<i>Written</i>	<i>First Unit</i>	<i>Second Unit</i>
Hall The Printer	Hall (The) Printer	Hall	Printer
The Halldon Company	Halldon Company (The)	Halldon	Company

Exception: In foreign corporation names the article is indexed as written. *La* is considered as the first unit in the name, La Belle Silver Company because *La* is a foreign article. (See Rule 2 and Exception B under Rule 13.)

For practice in alphabetizing compound geographic names and names including the article, "The," turn to Workbook, Jobs 39-45. For supplementary practice for review of Rules 1, 1a, 2, 3, 4, 5, 7, 8, and 11 turn to Job 46 in the Workbook.

Rule 9. NAMES OF FOREIGN, FEDERAL, STATE, COUNTY, AND CITY GOVERNMENTS. Names of foreign governments are indexed and filed under names of countries, subdivided by names or titles of departments, bureaus, divisions, commissions, or boards.

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Sweden (Kingdom) Ministry of Defense	Sweden	Defense	
Switzerland (Republic) Dept. des Innern	Switzer- land	Innern	

Names pertaining to the Federal Government are indexed and filed under "United States Government" and subdivided by name or title of bureau, department, division, commission, or board.

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>	<i>Fourth Unit</i>
U. S. Dept. of Justice	United	States	Govern- ment	Justice
U. S. Treas- ury Dept.	United	States	Govern- ment	Treasury

Names pertaining to the government of States, Counties, Cities, and Towns are indexed and filed by name of location, subdivided by names of departments.

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>	<i>Fourth Unit</i>
Surrogates Court of Bronx County	Bronx	County	Surrogates	Court

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<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>	<i>Fourth Unit</i>
Town of Brook- line Fire Dept.	Brookline	Town	Fire	
Chicago Board of Educa- tion	Chicago	City	Education	
Idaho State Health Dept.	Idaho	State	Health	
Common- wealth of Virginia Law Dept.	Virginia	Common- wealth	Law	

Rule 9a. *PHRASES SUCH AS, "DEPT. OF."* Phrases such as "Dept. of," "Bureau of," "Board of," "Commission of," when applied to Federal, State and Municipal Governments are placed in parentheses () after the word they modify when writing the name and disregarded in indexing and filing.

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>	<i>Fourth Unit</i>
Atlanta Art Commis- sion	Atlanta	City	Art	
Boston Board of Estimates	Boston	City	Estimates	
Cleveland Bureau of High- ways	Cleveland	City	Highways	
New York State Park Dept.	New	York	State	Park

When such a phrase as "Dept. of," "Board of" forms a part of a corporate name, follow rule for indexing corporate names. (See Rule 2.)

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>	<i>Fourth Unit</i>
Board of Trade Inc.	Board	Trade	Incorporated	
Bureau of Business Practice	Bureau	Business	Practice	
Committee for World Travel	Committee	World	Travel	

Rule 6. *WORDS WHICH MAY BE SPELLED AS ONE WORD, OR AS TWO OR MORE WORDS.* Names which may be spelled either as one or two or more words are indexed and filed as one word. (See also Rules 5 and 7.) Cross reference when necessary.

Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Copyright Carbon Company	Copyright	Carbon	Company
Copy Right Mfg. Com- pany	Copy Right	Manufacturing	Company
Interna- tional Products Corp.	International	Products	Corporation
Inter Na- tional Water Company	Inter National	Water	Company
Northside Building Company	Northside	Building	Company
North Side Lumber Company	North Side	Lumber	Company
Southwest Box Com- pany	Southwest	Box	Company
South West Garment Company	South West	Garment	Company

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For practice in alphabetizing names which can be spelled either as one word or two or more words and names of foreign, federal, state, county, and city governments turn to the Workbook, Jobs 47-53.

Rule 10. WORDS SUCH AS, "LTD.," "INC.," "CO." Words such as, "Ltd.," "Inc.," "Co.," "Son," "Bros.," "Mfg.," "Corp.," and other similar words are considered as filing units both in indexing and filing. They are considered as though spelled in full, as: "Limited," "Incorporated," "Company."

Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
<u>Colin MacLeod</u>	MacLeod	Colin	
<u>Macleod & Company Inc.</u>	Macleod	Company	Incorporated
<u>Donald Mac Leod</u>	Mac Leod	Donald	
<u>Ida J. Post</u>	Post	Ida	J.
<u>Post Inc.</u>	Post	Incorporated	
<u>Ivan E. Post</u>	Post	Ivan	E.

For practice in alphabetizing names including such words as: "Ltd.," "Co.," "Inc.," turn to Workbook, Jobs 54-60. Supplementary practice for review of rules 1, 1a, 2, 3, 4, 5, 6, 7, 8, 9, 9a, 10, and 11 turn to Job 61 in the Workbook.

Rule 12. ABBREVIATED DESIGNATIONS. Abbreviated designations, such as "Jr.," "2nd.," and "Sr." appearing as part of name are enclosed in parentheses () after given name or middle initial when writing names and are disregarded both in indexing and in filing.

Correct Filing Arrangement

<i>Name</i>	<i>Written</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Herbert L. Lubell Sr.	Lubell, Herbert L. (Sr.)	Lubell	Herbert	L.
Wm. S. Lucas Jr.	Lucas, William S. (Jr.)	Lucas	William	S.
Louis L. Ludwig 2nd	Ludwig, Louis L. (2nd)	Ludwig	Louis	L.

Rule 13. *TITLES OR DEGREES.* Titles or degrees of individuals, whether preceding or following the name, are not considered in indexing and filing. They are placed in parentheses () after given name or middle initial when writing names.

Correct Filing Arrangement

<i>Name</i>	<i>Written</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Prof. A. W. Miller	Miller, A. W. (Prof.)	Miller	A.	W.
Lieut. Karl Milroy	Milroy, Karl (Lieut.)	Milroy	Karl	
Dr. Geo. P. Mohr	Mohr, George P. (Dr.)	Mohr	George	P.
C. Robt. Morse Treas.	Morse, C. Robert (Treas.)	Morse	C.	Robert
Mrs. Belle Moss	Moss, Belle (Mrs.)	Moss	Belle	

Exception A. Individual names with titles, where only title and one name appear are indexed and filed in order written. Cross reference when necessary for quick reference.

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Mme. Dorothe	Madame	Dorothe	
Miss Ethel	Miss	Ethel	
Princess Anna	Princess	Anna	
Sister Mary	Sister	Mary	

Exception B. When a title or foreign article is the initial word of a firm or association name, index and file as written. (See also Rules 1a and 2.)

Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>	<i>Fourth Unit</i>
Il Commercio Pub. Co.	Il	Commercio	Publishing	Company
La Belle Silver Co.	La	Belle	Silver	Company
Mme. Jane Studios	Madame	Jane	Studios	
Prince George Ltd.	Prince	George	Limited	

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For practice in alphabetizing names with titles, degrees, and abbreviated designations turn to Workbook, Jobs 62-68.

Rule 14. NAMES BEGINNING WITH NUMERALS. Names beginning with numerals, or numerals within names, are indexed and filed as though the numerals were spelled in full. The entire numeral is considered as one unit in indexing and in filing.

Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>	<i>Fourth Unit</i>
1 Park Ave. Bldg.	One	Park	Avenue	Building
106 Fifth Ave. Inc.	One Hundred Six	Fifth	Avenue	Incorporated
6-Way Hat Corp.	Six	Way	Hat	Corporation
16 Jane St. Co.	Sixteen	Jane	Street	Company
10 West James Corp.	Ten	West	James	Corporation
1030 Second Ave. Ltd.	Ten Hundred Thirty	Second	Avenue	Limited

Rule 15. ABBREVIATIONS. All abbreviations, when they constitute units of filing, are indexed and filed as though spelled in full.

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>	<i>Fourth Unit</i>
Tenth St. Studios Inc.	Tenth	Street	Studios	Incorporated
Tenzer Bros.	Tenzer	Brothers		
Chas. W. Tepper Ltd.	Tepper	Charles	W.	Limited
Terma Elec. Co. Inc.	Terma	Electric	Company	Incorporated
Terry & St. Clair Corp.	Terry	Saint	Clair	Corporation
Thomas Mt. Chair Co.	Thomas	Mountain	Chair	Company

For practice in alphabetizing names beginning with numerals and names with abbreviations turn to Workbook, Jobs 69-75. For supplementary practice for review of Rules 1, 1a, 2, 3, 4, 5, 6, 7, 8, 9, 9a, 10, 11, 12, 13, 14, and 15 turn to Workbook, Job 76.

Rule 16. *APOSTROPHE S*. When a word ends in apostrophe s ('s) the "s" is *not* considered in indexing and filing.

Rule 17. *S APOSTROPHE*. When a word ends in s apostrophe (s') the "s" is treated as part of the word and is considered in indexing and in filing. In other words if the apostrophe cuts the "s" off the word it is not considered.

Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Crane's Oxygen Service	Crane	Oxygen	Service
Crane Packing Company	Crane	Packing	Company
Day's Mills	Day	Mills	
Dayan & David	Dayan	David	
Harriet C. Hanke	Hanke	Harriet	C.
Hanks' Cafe	Hanks	Cafe	
The Haynes Company	Haynes	Company	
Hays' Mfg. Company	Hays	Manufacturing	Company
Hayssen Inc.	Havssen	Incorporated	

For practice in alphabetizing names with 's and s' turn to the Workbook, Jobs 77-90. For supplementary practice for review of Rules 1, 1a, 2, 3, 4, 5, 6, 7, 8, 9, 9a, 10, 11, 12, 13, 14, 15, 16, and 17 turn to Job 91 in the Workbook.

Rule 20. *LEGAL NAME OF A MARRIED WOMAN*. The legal name of a married woman is the one considered in indexing and in filing and the husband's name is cross referenced if known. The legal name of a married woman is her given or first name and maiden surname or middle name and her husband's surname. The legal name of Mrs. John J. Haynes whose given or first name is Carolyn and whose middle initial is O. is Mrs. Carolyn O. Haynes. Legally, the only part of a man's name the woman assumes when she marries, is his surname.

Correct Filing Arrangement

<i>Name</i>	<i>First Unit</i>	<i>Second Unit</i>	<i>Third Unit</i>
Mrs. John J. Haynes (Carolyn O.)	Haynes	Carolyn	O.

Cross Reference

Haynes, John J. (Mrs.)
See: Haynes, Carolyn O. (Mrs.)

For practice in alphabetizing legal names of married women turn to Workbook, Jobs 92-98.

Rule 26. *M', MAC, MC.* The prefixes *M'*, *Mac*, and *Mc* are indexed and filed exactly as they are spelled.

Correct Filing Arrangement

Mac Chemical Corporation	Mackay, Gilbert C.
MacAdam, A. E., Company	McArthur, Charles H.
MacArthur, Donald P.	McCauley, J. M., & Son
Macauley, C. B. F.	McKay & Bird
Mack, Henry D.	Mead, C. Barry

Exception. If reference is made orally, so that spelling can not be determined, it may be well to make an exception to this rule and treat *M'* and *Mc* as contractions of *Mac*.

For practice in alphabetizing names beginning with *M'*, *Mac*, and *Mc* turn to the workbook, Jobs 99-105.

Rule 27. *ONE NAME WITH DIFFERENT ADDRESSES.* When the same name appears with different addresses, the arrangement of those same names is alphabetic according to *town* or *city*. Consider *state only* when there is a duplication of town or city names.

Correct Filing Arrangement

Interstate Food Products, Boston, Massachusetts
Interstate Food Products, Boston, New York
Interstate Food Products, Chicago, Illinois
Interstate Food Products, Dallas, Pennsylvania
Interstate Food Products, Dallas, Texas
Interstate Food Products, Los Angeles, California

For practice in alphabetizing names with different addresses, turn to the Workbook, Jobs 106-112.

Rule 29. BANK NAMES. Names of banks may be indexed and filed first by the name of the city in which they are located, then by the name of the bank with the name of the state considered only when duplication of names of cities occurs. When writing bank names place the name of the state in parentheses (). When the name of city is embodied in the name of the bank, do not repeat. This arrangement will relieve congestion when there are many names of banks because the names of many banks are alike, as First National, Second National.

Correct Filing Arrangement

<i>Name</i>	<i>Indexed</i>
Chase National Bank of New York	New York: Chase National Bank of (N.Y.)
First National Bank of Newark	Newark: First National Bank of (N.J.)
Philadelphia Trust Company	Philadelphia Trust Company (Pa.)

Exception: If there are very few bank names to be filed, disregard this arrangement and apply Rule 2.

For practice in alphabetizing names of banks turn to Workbook, Jobs 113-119. For extra tests in alphabetic arrangement of names according to all rules turn to the Workbook, Jobs 120-124.

A COMPLETE SUMMARY OF ALPHABETIC INDEXING AND FILING RULES IN COMPLETE NUMERIC SEQUENCE IS GIVEN IN CHAPTER 20.

Job 1: Practice in Indexing and Application of Filing Rules

PURPOSE OF JOB: The purpose of this Job is to give you practice in indexing and filing names according to the indexing and filing rules.

PROCEDURE: Index the following names, re-arrange them in complete alphabetic order and list them in this order on a sheet of

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paper. Be sure to write the names as you have indexed them. Underline the first and second units in each name and indicate by number which you have considered as the first unit and which as the second unit.

Example: Marshall Field & *Written as indexed*
 Company 1 2
 Field, Marshall & Company

Name No.

1. John A. Curtis
2. Perth Amboy Box Co.
3. House of the Good Samaritan
4. Price The Presser
5. Library Bureau, Ltd.
6. Lee, Higginson & Co.
7. Wm. J. O'Connell
8. R. C. Storey, Jr.
9. John DeSaulles
10. Interstate Drug Co.
11. Jones, Alfred
12. First National Bank of Clinton, Mass.
13. F. G. Taylor & Co.
14. Dr. J. M. Gile
15. 23rd Street Automobile Ass'n
16. Henry L. Pierce School
17. North East Service Station
18. Mrs. J. J. Bradby (Mary G.)
19. John W. Mills-Price
20. J. M. Carpenter
21. Brown-Ferrier Co.
22. Ministry of Militia, Dominion of Canada
23. Prince of Wales
24. James W. McDonald
25. David Macandrew
26. Daniel McAndrews
27. United States Marshal, Dept. of Justice, Boston
28. Lamson Hardware Co.
29. Am. Tel. & Tel. Co., New York City
30. Am. Tel. & Tel. Co., Boston, Mass.
31. Am. Tel. & Tel. Co., Chicago, Ill.
32. Am. Tel. & Tel. Co., Springfield, Mass.
33. Am. Tel. & Tel. Co., Pittsburgh, Pa.
34. Am. Tel. & Tel. Co., Springfield, Ill.
35. T. W. Proctor
36. H. A. Wells' Shop
37. The First Church of Christ, Scientist
38. The Fifth Avenue House
39. The New York Safe Deposit Company

Name No.

40. United States War Department
41. John's Hat Shop
42. The 3 Brothers' Bakery "
43. Board of Education, New York City
44. Perth Inc
45. St. Paul Fur Co



Clerks indexing an extensive card record housed in "Safe-File"
Cross Files

CHAPTER 1

Indexing and Filing Rules and Their Application (Continued)

PART II

CARD FILING. In a card file each name or subject is listed on a separate card so it may be kept in complete alphabetic sequence without re-typing. When lists of names or subjects are kept on *one* card, alphabetic sequence can not be maintained, unless the list is re-typed each time a new name or a new subject is added.

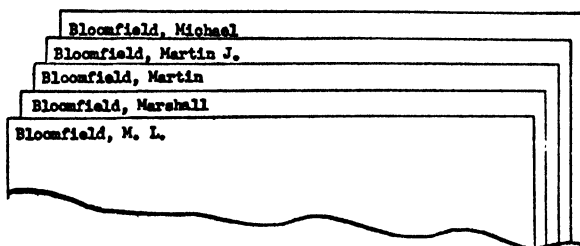
Bloomfield, Meyer	1

This way
Card with one name

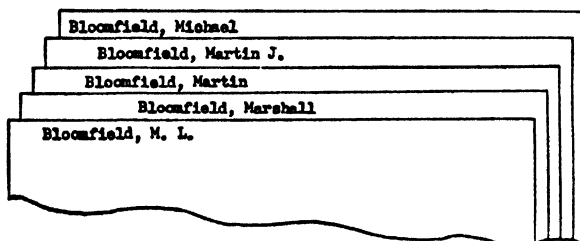
Bloomfield, Meyer	1
Bloomfield, Martin	
Bloomfield, Michael	
Bloomfield, Marshall	
Bloomfield, M. L.	
Bloomfield, Martin J.	
Bloomfield, Morris	

Not this way
Group card
20

The first unit to be considered in the filing name must be written first, starting it two spaces from the left edge of the card and just above the red ink line appearing at the top of the card. Thus names will appear in good alignment similar to the columns of a newspaper, the pages of a book, or the listings in a directory. This arrangement will insure rapid and accurate reference to the cards; no zigzagging, no skipping about.



This way (Good Alignment)



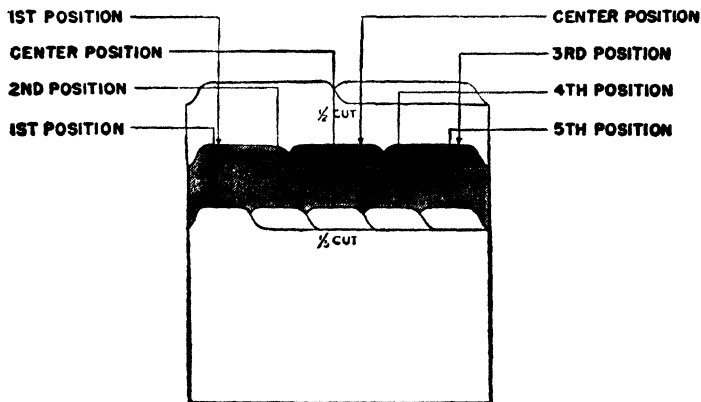
Not this way (Poor Alignment)

USE OF GUIDES. When a number of cards have been accumulated and when they have been arranged in alphabetic order, divisional cards, known as guides, are used to insure speedy and accurate filing and finding. Primarily, guides act as signposts intended to direct the eye to the location of desired material. They should be placed at intervals of from twenty to fifty cards, depending on the kind, and use to be made of, the record. Also they should be placed where they will direct you to the most frequently used cards. Guides usually are made of heavy cardboard or pressboard, with body the same size as the cards with which they are used. "Body" of the guide does not include the projections of the upper and lower edges. Projections or tabs extend above the body of the guides. These projections are made in various widths, known as "cuts," to accommodate the amount of printing which may be required. When the tab occupies one-

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fifth of the space on the upper edge of the guide, it is called a one-fifth cut guide. It is called a one-third cut guide when the tab occupies one-third of the space on the upper edge and a one-half cut guide when the tab occupies one-half the space on the upper edge.

The tabs may appear in various places called "positions" along the top edge of the guide and are identified by the place in which they occur, reading from left to right. When a tab is one-fifth cut and it is placed at the extreme left of the upper edge, the guide is termed one-fifth cut, first position. When a tab is one-third cut and it is placed in the center of the upper edge, the guide is termed one-third cut, center position. Guides are said to be in staggered arrangement when the tabs are in different positions, each position succeeding the previous position reading from left to right of the file drawers. The illustration below shows the various standard cuts and positions of card guide tabs. The one-fifth cut and one-third cut guides are in staggered arrangement.



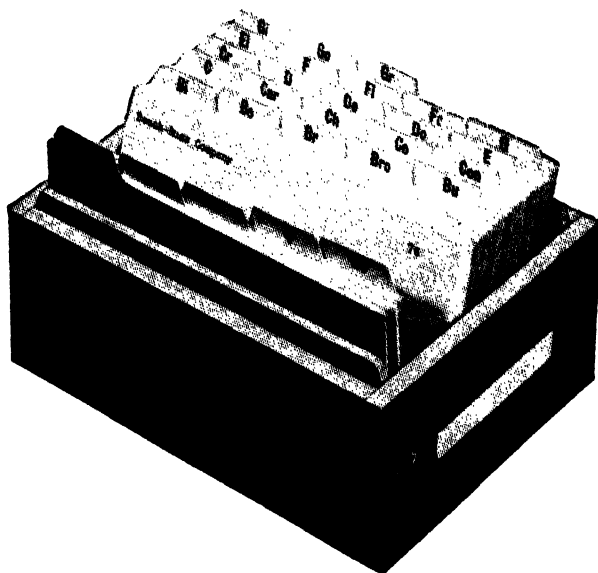
Card Guides

GUIDE PRINTINGS, OR CAPTIONS, OR NOTATIONS.

The printings on the guide tabs are called captions or notations. The main object in selecting guide captions, whether they be divisions of the alphabet, names, or subjects, is to make them short so they can be read easily and comprehended quickly. Also these headings should divide the cards as nearly as possible into uniform groups, not too close, and not too far apart.

SINGLE CAPTIONS. The illustration below shows the card index and tray which will be used for practice in alphabetizing names. Single captions are used on all the guides in this index. As the name implies, "single caption" simply means that only one letter, or only one combination of letters, appears on a guide tab, as: A, or Am, or Bro. The names to be filed *after* any guide are those beginning with the caption printed on that guide tab and up to, but not including, the caption printed on the next following guide tab. In the following illustration, all names with first units beginning with Aa, Aba, Ah, up to, but not including Am, which is the caption on the next guide tab, should be filed after the guide with tab printed "A." Notice that these captions not only are single, but also they are short.

Single caption guides allow for expansion. For instance, if congestion occurs after the guide, "C," a guide for "Cah" can be inserted without interrupting the alphabetic sequence of the index.



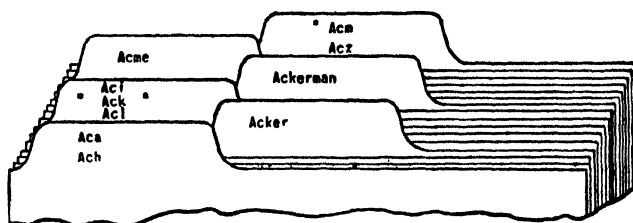
Single Captions
Library Bureau Practice Outfit
No. 1891.24. Tray No. 1891.13

DOUBLE CAPTIONS. Double or closed captions not only indicate where a section of the file starts but also where it ends. All names beginning with A. Aa, Ab, Ac, up to, but not including Am, should be filed after a guide bearing the double caption,

"A-A1." Sometimes double captions are written side by side and separated by a hyphen, as, A-A1, or, Ale-All, and sometimes they are written, one below the other, as,

A Ale
A1 or, All

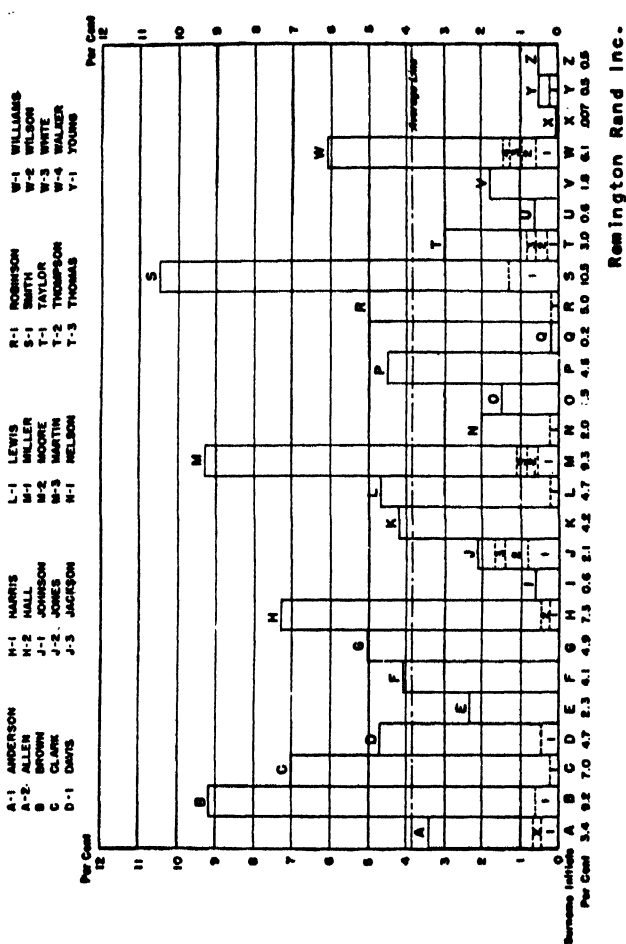
Double captions do not allow for expansion. If congestion occurs after a guide bearing the notation, "Acm-Acz," and needs to be divided by the name, "Acme," the guide, "Acm-Acz," must be signaled in some way to show that there is one exception in regard to the inclusive notations and that exception is "Acme."



Double Notation Guides with Starred Guide Headings

This signaling generally is done by placing a star either before or after the caption, indicating that there is a special guide filed either before or after the regular guide. When double notation guides are used, these stars must be watched for very carefully. In the above illustration, note the two stars on the guide, "Ack." They indicate that the guide, "Acker," has been inserted before it and the guide, "Ackerman," has been inserted after it. The star on the guide, "Acm-Acz," being placed before "Acm," indicates that the guide, "Acme," has been inserted before it.

ALPHABETIC GUIDE DIVISIONS. Alphabetic guides may be purchased already printed. These printed guides are made in various divisions, from 10 to 200,000, or more, to guide adequately various sizes of card lists. There are ten guides in a 10-division set of alphabetic guides, some of the guides being used to guide names beginning with two or more less frequently used letters, such as X, Y, and Z. Some of the letters of the alphabet are used more frequently than others as beginning letters. B, M, and S are the letters used most frequently and C, H, and W are the next most frequently used. These six letters govern the filing of practically 60 per cent of all the names in an alphabetic file. The following chart shows the distribution of file



volume to surname initials, and the relative importance of twenty-five most common surnames.

To insure quick reference, the average number of cards to be filed behind any one guide is from twenty to fifty. To ascertain the number of guides needed, divide the total number of cards to be guided by twenty. For a group of 5,000 cards, 250 guides or divisions of the alphabet should be used. In a group of 20,000 cards, 1,000 guides are necessary.

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The printings on these guides are in part as follows: (Read down)

250-Division		1,000-Division	
A	A	Ame	Asi
Ad	Abe	Ami	At
Al	Ac	An	Atl
All	Ad	ANDERSON	Au
Am	Adc	Anderson, H.	Aur
An	Ae	Anderson, R.	Av
Ar	Ai	Andr	B
As	Al	Ang	Bad
Au	Ale	Ap	Bai
B	All	Ar	Bak
Bas	ALLEN	Ard	BAKER
Bar	Allen, H.	Arm	Bal
Barr	Alli	Arn	Ball
Bas	Alp	Art	Balm
Be	Am	As	Ban

These sets of various divisions of guides have been prepared very carefully according to the proportion of names to each letter of the alphabet. They may be procured at all first-class filing supply houses. Care should be used in determining the size of the list or group of names to be guided before ordering guides.

All cards in a group behind any one guide should be filed in complete alphabetic sequence, according to the indexing and filing rules listed in Chapter 1, Part I. Watch each letter of a name carefully. Do not pronounce names, spell them. Following are examples of alphabetic arrangement. The letter which determines the alphabetic arrangement is underlined.

Archbold	Asbach	Astracan	Ciscar	McEdwards	Ros
Archbolt	Aschbach	Astrach <u>an</u>	Ciscon	McEl <u>en</u> y	Rosa <u>a</u>
Archibald	Ashbach	Astrah <u>an</u>	Cisner	McEl <u>f</u> resh	Rosa <u>n</u>
Archie	Ashbrook	Astrahann	Cison	McEl <u>h</u> aney	Rosana <u>a</u>

Job 2: Practice in Indexing and Alphabetizing Names

PURPOSE OF JOB: The purpose of this job is to give you the opportunity to index names correctly, write them on cards as you have indexed them and actually file these cards behind an 80-division set of alphabetic guides.

EQUIPMENT: Cat. No. 1891.24 Card index housed in Tray,
Cat. No. 1891.13
Cat. No. 1891.211 Set of 200 cards.

PROCEDURE: 1. (Write the first twenty names in the following list, on cards, writing only one name on a card. Write the first unit to be considered, first, then the second unit, then the third unit, the fourth unit, and so on to end of name. Watch alignment carefully. Start each name two typewriter spaces from the left edge of the card and just above the red ink line appearing at the top of the card. Be sure to record the number of the name in the upper right corner. (See illustration)

Bloomfield, Meyer	1
Rule number governing this name is 1	

Card with name in indexing form

2. As each card is written, place it in a pile on your desk according to the beginning or initial letter of the first unit. Place names beginning with "A" in an "A" pile, names beginning with "B" in a "B" pile.
3. After the first twenty cards have been written and sorted in piles according to initial letters, arrange the cards in each pile in exact alphabetic sequence. Then you are ready to file them in your card index.

4. Place the index directly in front of you with the cards at the right. Card 19 should be on top. It must be filed after the "A" guide since the next guide is "Am" and the second letter in "Abbey," "b," comes before the letter "m" in the alphabet. Let your eye locate this guide, then use your left hand to bring it forward handling it from the sides, *not* the top. Use your right hand to place the card in the index. Always work with both hands. Don't fumble. When a guide at the back of the tray is needed, don't start at the front and handle every guide until you reach the guide you need. All file trays and drawers are made with low sides to permit handling from the sides. Handling guides from the sides saves wear and tear on the tops of the guides and cards.

5. Submit your work to your teacher for approval before proceeding with further practice.

6. Write, place in piles, arrange each pile in complete alphabetic sequence, and file the next twenty cards according to directions given in Steps 1, 2, 3 and 4. Submit your work to your teacher for approval before proceeding with further practice.

7. Following directions given in Steps 1, 2, 3 and 4, complete practice with each group of twenty cards, submitting your work for approval to your teacher after each group is completed, until the entire two hundred names have been filed. Then report how they have been filed on Reporting Chart No. 2, provided by your teacher. Do not remove cards from the index until the entire 200 cards have been filed, checked, and errors have been corrected.

- | | |
|---|---------------------------------------|
| 1 Bloomfield, Meyer | 14 E. A. Abbott Co. |
| 2 John L. P. Ackers | 15 G. E. Bridgham |
| 3 Ackerman & Brummel | 16 Centennial Copper Mining Co. |
| 4 Citizens Realty Trust, Cincinnati, O. | 17 Bonded Audit & Appraisal Co. |
| 5 D. Abrahams & Sons | 18 Alfred F. Bridgham |
| 6 I. M. Blumerfield, Phys. | 19 The F. P. Abbey Co. |
| 7 Bre Manufacturing Co. | 20 William H. Chafe |
| 8 Rev. Wilbur G. Chaffee | 21 Air-Lite Rubber Mfg. Co. |
| 9 Blodgett Clock Co. | 22 Edward F. Caldwell & Co. |
| 10 Bond & Goodwin | 23 Board of Health, City of Cambridge |
| 11 Clifton L. Bremer, Lawyer | 24 Cartwright & Hurley |
| 12 Thomas H. Chaffe | |
| 13 Blodgett & Co., Bankers | |

- 25 Philip Capone
- 26 Miss Helen A. Ahern
- 27 Cape Cod Fish Market
- 28 James A. Cartwright, Sales
Mgr.
- 29 Dorothy G. Campbell
- 30 E. B. Carleton & Co.
- 31 Miss Catherine A'Hearn
- 32 Citizens' National Bank, Cin-
cinnati, O.
- 33 Mrs. Ellen F. Adams
- 34 Carlton-Mace English Corp.
- 35 American O. K. System of
Bakeries
- 36 Carpenters' Council of Mid-
lesex County
- 37 The Boston Mailing Co.
- 38 Air Reduction Sales Co.
- 39 Fred Butterfield & Co., Inc.
- 40 City Cash Market
- 41 General Office of Boston &
Maine R. R.
- 42 Allegheny Steel & Tube Co.
- 43 F. W. Buswell
- 44 Cohen, Rubinstein & Co.
- 45 The Bradstreet Co.
- 46 All Saints Church
- 47 Fred N. Bushnell
- 48 Coal Conservation Co.
- 49 Anti-Friction Bearing Co.
- 50 W. H. Bushell
- 51 Alexander's Orchestra
- 52 The Braemore
- 53 C. B. Antisdale
- 54 B. C. F. Realty Corp.
- 55 A. M. Burnside
- 56 C. H. Cobb
- 57 Brande, Soule & Stoddard
- 58 J. Burns, Fruit
- 59 H. E. Ayres, Jr.
- 60 Cobb, Bates & Yerxa Co.
- 61 James A. Banister Co.
- 62 Baldwin Farms Produce Dis-
tributors
- 63 N. W. Ayer & Son
- 64 J. S. Conkling
- 65 Isabelle Alice Burns
- 66 Rev. Ernest Graham Guthrie
- 67 Avon Street Apartments
- 68 Baptist Home
- 69 Cambridge Public Library
- 70 Mrs. Harriet A. Bakin
- 71 L. D. Burnette
- 72 Ashton-de Veer, Inc.
- 73 C. B. Conklin
- 74 William O. Barber
- 75 R. R. Bayard
- 76 Beach-Russ Co.
- 77 Collins & Rankin Co.
- 78 Barbers' Union
- 79 Bay State Belting Co.
- 80 Buff & Buff Manufacturing
Co.
- 81 Harry A. Cone
- 82 Buckley, O'Neill Co.
- 83 Beacon Electric Co.
- 84 Barkers' Kandy Kitchen
- 85 Bell-Rock Mfg. Co.
- 86 George A. Collins
- 87 S. S. Bell
- 88 J. Dellinger Barney
- 89 Beggs & Cobb Tanning Co.
- 90 Charles W. Coleman
- 91 Bryant & Ordway Co.
- 92 Bell's Market
- 93 Miss Florence E. Barrett
- 94 Mrs. Mary Beauchamp
- 95 Alfred G. Belluche
- 96 John F. Bruton
- 97 George A. Bemis
- 98 Barry & Keyes
- 99 Beaconsfield Hand Laundry
- 100 T. Frederick Brunton
- 101 Fred N. Bemiss
- 102 Barry's Garage
- 103 The Beacon Haberdasher
- 104 Bender Shoe Co.
- 105 Brown, Durrell Co.
- 106 Freight offices, Boston &
Albany R. R.
- 107 Passenger Staion, Boston &
Albany R. R.
- 108 Rev. James L. Barton
- 109 Stephen R. Bender
- 110 Broude & Bagran
- 111 Water Dept., Town of Can-
ton
- 112 Barton & Ellis Co.
- 113 C. O. Bennett & Son

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- 114 Bennett, Merrill & Richardson
- 115 Malcolm B. Cole
- 116 Basco Switch-Service Station
- 117 Boston Curb Exchange - 2
- 118 Adalian Bros., Inc.
- 119 Cohen & Silverstein
- 120 Bassett & McGlinchy
- 121 Boston Artificial Plant Co.
- 122 Acme Die-Casting Corporation
- 123 J. D. Cote
- 124 Bilodeau Ball Bearing Works
- 125 Boston Art Frame Mfg. Co.
- 126 Allith-Prouty Co.
- 127 Norman D. Cota
- 128 Cambridge Furniture Exchange
- 129 Franklin B. Booth
- 130 Misses H. A. & M. M. Brooks
- 131 Andrew D. Guthrie
- 132 Quintin N. Candy
- 133 Boot & Shoe Recorder Pub. Co.
- 134 B. G. Brooker & Co.
- 135 Copithorn Manufacturing Co.
- 136 A. & V. Shoe Trimming Co.
- 137 C. H. Boothby
- 138 Alfred Brigham Co.
- 139 Harry K. Copithorn
- 140 A. J. Constantine
- 141 James Constanten
- 142 B. F. Cummings Co.
- 143 B. C. Cummings
- 144 John J. Crimmins
- 145 John H. Crimmins
- 146 Granville E. Crabtree, Phys.
- 147 J. F. & W. H. Cushing Co.
- 148 G. W. Cutting & Sons
- 149 Dr. H. F. Curtis
- 150 Matthew J. Darcey & Co.
- 151 Dalton Adding Machine Agency
- 152 M. J. Darcy
- 153 The Davidson Press
- 154 E. & A. Denker
- 155 E. F. De La Haye
- 156 N. G. Davison
- 157 Doubleday, Page & Co.
- 158 Donoghue's Express
- 159 David R. Donaldson
- 160 John M. Devine
- 161 Derby & Robinson
- 162 V. & F. W. Filoon
- 163 Temple H. Fay & Co.
- 164 Howard S. Fahey
- 165 Evans Brothers Garage
- 166 J. Norman Francis
- 167 Dr. Nathaniel Fuller
- 168 Buckley, Neil & Co
- 169 Fuller-Thurber Co.
- 170 Gallup & Moody
- 171 G. A. R. Hall, Post 40
- 172 G. & S. Tobacco Co.
- 173 The Fisher-Churchill Co.
- 174 Gay & Procter
- 175 George P. Fogg
- 176 Gilmour, Rothery & Co.
- 177 Fogg's Garage
- 178 Gilmore Detective Bureau
- 179 Granville E. Foss, Jr.
- 180 Glines Express Co.
- 181 H. D. Foss & Co., Inc.
- 182 A. Gliserman
- 183 Dr. R. C. Gwin
- 184 Katherine A. Good
- 185 Ruth E. Doubleday
- 186 Good's Riding School
- 187 Herbert W. Duffie
- 188 W. M. Gould
- 189 William F. Duffy
- 190 Gould & Cutler
- 191 E. & W. Dress Mfg. Co.
- 192 The Goulds Mfg. Co.
- 193 Eaton-Snell Drug Co.
- 194 C. A. Gray & Co.
- 195 Eaton Square Cash Market
- 196 Effenson Bros.
- 197 L. Grossman & Sons
- 198 Efficiency Systems
- 199 W. J. Grosvenor & Co.
- 200 Elmwood Stables & Garage Co.

PRACTICE IN FINDING. The real proof of correct filing is in finding. Speed in finding is most essential in a business office, since it is the executive's extremely valuable time which is wasted if he must wait for you to hunt for something which he needs instantly.

After your teacher has checked the filing of the two hundred cards which you have made out and filed in your practice tray according to instructions given in Job 2 and you have remedied all mistakes, you are ready to practice *finding*.

In finding the name, C. B. Conklin, first determine its first unit, *Conklin*. Second, determine its beginning letter, *C*. Third, let your eye find the correct subdivisinal guide, *Con*, before handling any guides. Fourth, reach for the *Con* guide with your left hand, fingering it from the side, *not the tab*. Fifth, bring it forward. Sixth, use your right hand to find the card for C. B. Conklin which will be filed after the card for Harry A. Cone and before the card for J. S. Conklin. Seventh, remove the card, still using your right hand.

REMEMBER:

1. Always use both hands as you file and find.
2. Finger guides from the sides, not the tabs.
3. Let your eye find the needed guide before reaching for it.
4. Reach for the "Con" guide if you need it, *not* the "A" guide.
5. Use left hand to find guide located by the eye.
Use right hand to find card.

Find the following cards. On a sheet of paper, write the names and fill in the card numbers in the three columns, "Card No.," "Filed After Card No.," and "Filed Before Card No."

Example:			
Card No.	Name	Filed After Card No.	Filed Before Card No.
73	C. B. Conklin	81	64

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Card No.	Name	Filed After Card No.	Filed Before Card No.
	Bell-Rock Mfg. Co.		
	John J. Crimmins		
	Eaton Square Cash Market		
	Barry's Garage		
	Franklin B. Booth		
	J. Burns, Fruit		
	A. J. Constantine		
	Thomas H. Chaffe		
	Miss Catherine A'Hearn		
	Blodgett Clock Co.		
	Board of Health, City of Cambridge		
	Charles W. Coleman		
	Fred N. Bushnell		
	All Saints Church		
	W. M. Gould		
	Temple H. Fay & Co.		
	M. J. Darcy		
	James A. Cartwright, Sales Manager		
	Misses H. A. & M. M. Brooks		
	Clifton L. Bremer, Lawyer		
	John L. P. Ackers		
	Fred N. Bemiss		
	Ruth E. Doubleday		
	G. E. Bridgham		
	E. & A. Denker		

Submit your report to your teacher for approval.

Remove *all* cards from your card index, arrange them in numeric order according to identification numbers in the upper right corner, and save them for practice according to instructions given in Job 12.

Questions for Discussion

1. What are the two fundamental principles which must be understood thoroughly in order to alphabetize names correctly? Define each.
2. When indexing names of individuals, which part of the name is to be considered for filing purposes first? Which part to be considered second? Which part to be considered third?
3. Which part of the name, Jones Art Shop, is to be considered for filing purposes first? Which second? Which third?
4. Define the rule, "Nothing before something," and illustrate.

5. In the name, Henry Brown Company, which part is to be considered first for filing purposes? Which part is to be considered second? Which part is to be considered third?
6. Is *New* or *New Haven* to be considered the first unit in the name, New Haven Car Company?
7. What is to be considered as the first unit in the name, John Abbot-Brown Company?
8. What is the second unit to be considered in the name, City of Chicago Fire Department?
9. Is the name, James St. Vincent filed before the name, Robert Saizow?
10. Is the name, Y. M. C. A. filed before the name, Marion Young?
11. Which name would you file first, Louis McKay, or Louise Mackay?
12. Which name would you file first, North East Paper Co., or Northeast Paint Shop?
13. Would you file the name, Alice de Sales, before the name Albert Deering?
14. Would you file the name, Brown-Cole Co., after the name, Cora Brown?
15. Is the name, Kane The Tailor, filed before the name, Thalia A Kane?



A central file department. Service counter utilizing 3 drawer counterheight units. Four drawer files in background. Sorting tray. File stool. Multi-Sort. Card cabinet on table

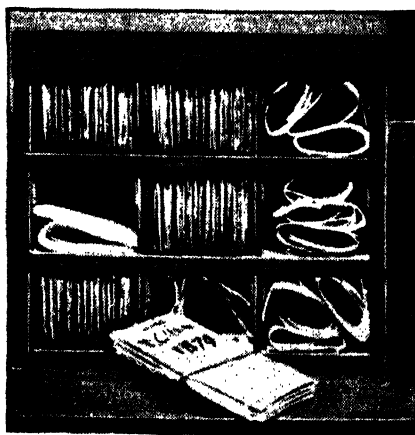
CHAPTER 2

Theory and Evolution of Correspondence Filing

CORRESPONDENCE. Generally speaking, correspondence includes all written or printed communications to, from, or about a correspondent, or a subject. The handling of these papers, aside from their size, does not differ to any great extent from the handling of cards. (See illustration, page 42.)

EARLY METHODS OF FILING CORRESPONDENCE. The storing of correspondence seventy-five years ago was not worthy of the name, "filing." The methods employed were crude and time-consuming.

PIGEONHOLE FILE. Some systematic people folded their letters, wrote either the name of the correspondent or the subject on the outside and stored them in pigeonholes in their desks or cabinets. When these compartments filled up, regardless of the date, the packs were taken out, tied together, sometimes placed between boards and put on shelves, or, very often, they were stored in boxes or trunks.



Pigeonhole File

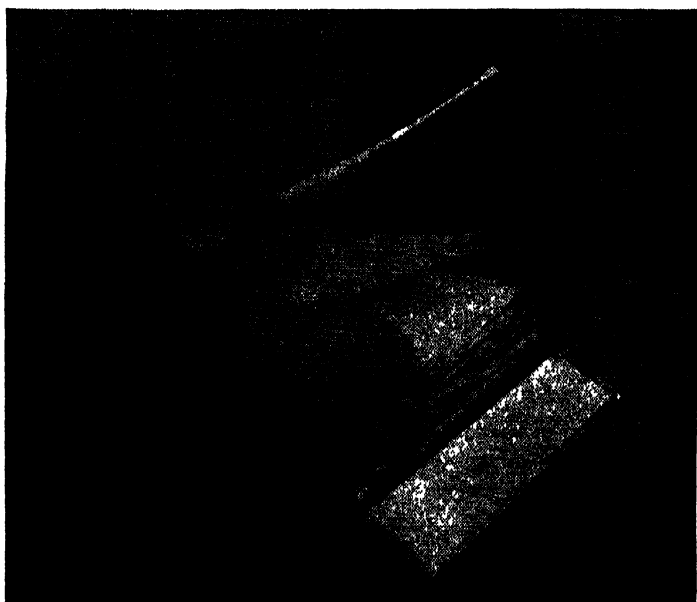
SPIKE OR SPINDLE FILE. People who were even less systematic did not take time to fold their correspondence, but simply speared it onto a spike on the wall, or a spindle on their desks. When the spike or spindle became filled, the papers were removed, a string was substituted and the papers were tied together in a bundle. In order to find correspondence, it was necessary to remove all papers above the one needed. Often the spike or spindle made a hole which obscured the vital information. This system is used today for temporary storing of shipping receipts, weighing tickets, toll tickets, and some small drug concerns employ it for their prescription filing.



Spike or Spindle File

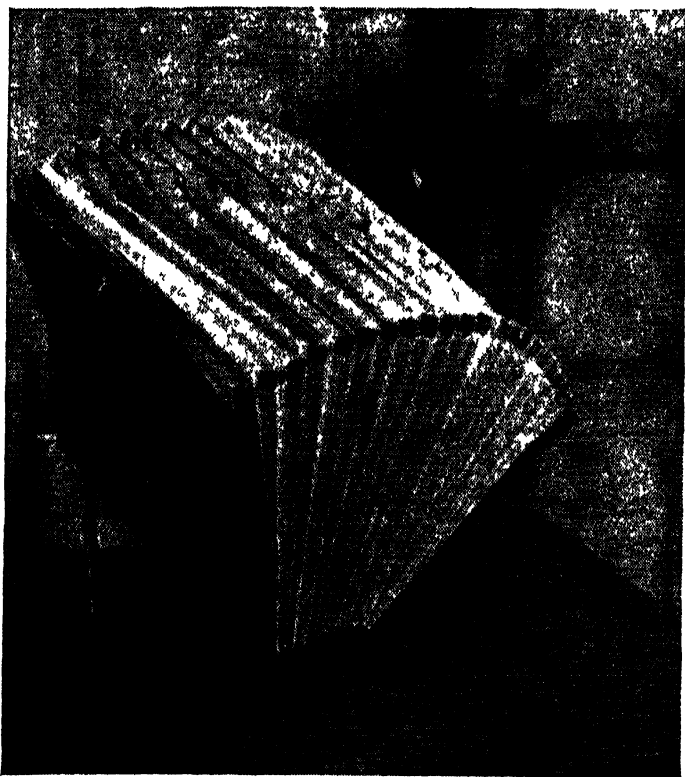
In grandfather's day there was little reference to the papers received in a business office. They were few and most of the details regarding a transaction were remembered by the proprietor of the business. As time has gone on, it has become more and more necessary to correspond with those with whom business is being done. The dividing of a business by branches has involved additional correspondence. This division of business has expanded the market. Now the same line of goods is sold in various cities and sections of the country, necessitating more correspondence. The ease with which records and correspondence now are made by the aid of stenography, typewriting, and various mechanical devices has done much to increase the volume of papers to be handled in business.

BOX FILE. The first progressive step in filing was the introduction of the box file. In this file, papers are filed flat between sheets. Each division sheet has a tab or projection on which is printed a letter or division of the alphabet. Some boxes contain only a few sheets with divisions of the alphabet, while others are assigned to one letter. Papers are filed in groups, only, and little attention is paid to arranging them beyond the first letter of the first unit of the name.



Box File

BELLOW'S FILE. For small collections, where only a few boxes are necessary, the bellows file is more convenient than the box file as papers which have been filed on top of the piece wanted do not have to be lifted. The compartments are convenient but decidedly limited in capacity and do not provide for an equal distribution of papers. It might be said that the bellows file was the first step toward filing papers vertically.



Bellows File

FLAT FILE. The box and the bellows file led to the introduction of the flat file, which is identically the same as the box file in operation, but more convenient to handle. Each tray houses a section of the alphabet and is labeled on the front to indicate its contents. The guiding in the trays is the same as in the box file. To consult a desired piece, all papers on top of it must be lifted or removed. There also is much lost space and inconvenience in constantly shifting or removing congested papers, due to the limited space in each tray. Often removed papers are stored on shelves in box files making it necessary to look in two places for desired correspondence.



Flat File
"The Old Way—"

Flat files still are used for filing tariff rate sheets in passenger agents' offices of some railroads or for other records where it is necessary for a collection of papers to be taken out and consulted in various parts of an office by a number of people.



The old way of getting together all correspondence to, from or about a person or firm involving copy books, box files, and flatfile trays (see also illustration, page 49, "An endless search")

There are a number of types of flat files. The Shannon file is one. In it papers are fastened by a spring arch device. Others are fitted with spring compressors, which clamp papers down and prevent them from catching on the framework when the tray is replaced in the file. The flat file has been discontinued for general correspondence filing.

VERTICAL FILING. It is a strange fact that, although cards have been filed on edge, vertically, for a great many years, the vertical filing of papers is comparatively new.

The first vertical file for papers was made in 1892 and was shown by Library Bureau at the World's Fair in Chicago in 1893.

DEFINITION OF VERTICAL FILING OF CORRESPONDENCE. The vertical filing of correspondence is bringing together, in one place, all correspondence to, from, or about one individual, one firm, one place, or one subject, and filing it on edge, usually in folders and behind guides, which makes for speed, accuracy, and accessibility.

INDEXING OF CORRESPONDENCE. In card filing the card is the filing unit and one name, only, is written on each card. This name, either of a person, a firm, a place, or a subject, must be analyzed from the standpoint of indexing units and arranged accordingly. The average piece of correspondence involves more than one name. First it must be analyzed to determine which name will be used for reference. When that name has been selected, it must be analyzed from the standpoint of indexing units and arranged just as are names on cards.

The illustration below shows a letter received by the *LIGHTING JOURNAL*. You will be working for this firm when doing your practice work, instructions for which are given in the various Jobs throughout this textbook. This letter is written on a letterhead which includes the name of an individual. It is signed by the same person whose name appears on the letterhead. The text of the letter mentions no name of an individual or of any firm. Therefore, this letter will be called for under the name on the letterhead, Paul O. Abbe, indexed as, Abbe, Paul O., according to rule 1 Chapter 1. Although three things have been considered; that is, (1) the name in the letterhead, (2) the name in

the signature, (3) the content of the letter from an indexing and filing point of view, the result is exactly the same as though the letter were a card bearing the name of Abbe, Paul O. Although in correspondence filing a number of names must be considered in selecting the name under which a piece of correspondence is to be filed, in the final analysis, each piece of correspondence bears the same relation to other pieces of correspondence from different persons or firms as one card does to another card in card filing.

TELEPHONE:
New York BRAD 2225
BRAD 2226
BRAD 2227
BRAD 2228
BRAD 2229
BRAD 2230
BRAD 2231
BRAD 2232
BRAD 2233
BRAD 2234
BRAD 2235
BRAD 2236
BRAD 2237
BRAD 2238
BRAD 2239
BRAD 2240
BRAD 2241
BRAD 2242
BRAD 2243
BRAD 2244
BRAD 2245
BRAD 2246
BRAD 2247
BRAD 2248
BRAD 2249
BRAD 2250
BRAD 2251
BRAD 2252
BRAD 2253
BRAD 2254
BRAD 2255
BRAD 2256
BRAD 2257
BRAD 2258
BRAD 2259
BRAD 2260
BRAD 2261
BRAD 2262
BRAD 2263
BRAD 2264
BRAD 2265
BRAD 2266
BRAD 2267
BRAD 2268
BRAD 2269
BRAD 2270
BRAD 2271
BRAD 2272
BRAD 2273
BRAD 2274
BRAD 2275
BRAD 2276
BRAD 2277
BRAD 2278
BRAD 2279
BRAD 2280
BRAD 2281
BRAD 2282
BRAD 2283
BRAD 2284
BRAD 2285
BRAD 2286
BRAD 2287
BRAD 2288
BRAD 2289
BRAD 2290
BRAD 2291
BRAD 2292
BRAD 2293
BRAD 2294
BRAD 2295
BRAD 2296
BRAD 2297
BRAD 2298
BRAD 2299
BRAD 2300

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30 BROAD STREET, NEW YORK CITY

November 17, 19

JAR MILLS
GRINDING MILLS
CRUSHERS
CUTTERS
GRINDING MILLS
DISINTEGRATORS
PRESSURE CLOWERS
VACUUM PUMPS
SIFTERS
MIXERS
BILER LINING
SELECTED FLINT
PUMBLER
PORCELAIN BALLS
PORCELAIN LINING
PORCELAIN JARS
RUBBER GASKETS
BOLTING CLOTH
ATTENTION MILLS
PACIFIC PACKERS
RESPIRATORS

Lighting Journal
50 Church Street
New York, New York

Gentlemen:

Please advise me whether or not you publish a list of Gas or Electric Light Companies, also whether you publish a list covering Coal Mining Companies.

If so, please quote me your best prices for them. I shall appreciate a sample copy of your paper.

Yours very truly,
Paul O. Abbe

POA:1

Piece of correspondence from a set of 75 in
Library Bureau Practice Outfit No. 1

FOLDERS OR CONTAINERS. The main difference between vertical filing of cards and correspondence is that a card generally bears but one name and is a unit in itself, while correspondence is

placed in containers, which are known as folders, and each folder becomes the unit. The folder bears one name, the same as the card, but contains many or few papers to, from, or about that name. (Detailed information about folders will be found in Chapter 15.)

DEFINITION OF A FOLDER. A folder is a container made by folding a piece of heavy paper, generally manila, so that the back portion or part of it extends about one-half inch above the front portion. This extension provides a prominent place for the indexing caption.

ADVANTAGES. Folders perform three functions: (1) they keep papers together; (2) they make them accessible; (3) they protect papers from becoming soiled, torn and dog-eared.



Folders Containing Correspondence Are Filed Like Cards—
Vertically Behind Guides



All Papers From, To, or About One Correspondent or Subject
are Brought Together in Folders

Questions for Discussion

1. What were the earliest methods of filing?
2. What were the difficulties with early filing systems?
3. What is a box file?
4. What is a flat file?
5. What is the principle of vertical filing?
6. When, where, and by whom, was vertical filing introduced?
7. What necessitated the vertical file system?
8. What place does a modern file department hold in a business organization?
9. Give three reasons for using the vertical file instead of the flat file.
10. How does the vertical file make for efficiency?

CHAPTER 3

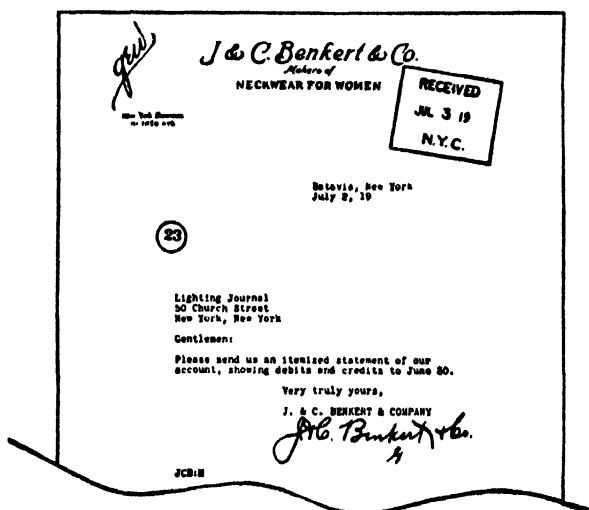
Classes of Matter Filed and How They Get to the Filing Department

All correspondence whether it is incoming correspondence or outgoing correspondence is divided into two classes :

1. Name—correspondence which will be called for by the name of an individual, a firm, or a place.
2. Subject—correspondence which will be called for by the subject about which the letter is written.

In filing, papers about subjects and names of persons often are placed in the same file.

The illustration below shows a letter written by J. & C. Benkert & Company to the LIGHTING JOURNAL, in which office you now assume the position of file operator. This is a piece of correspondence which will be called for by the name of the writer. It is indexed and filed under the name of Benkert, J. & C., & Company, since it relates to this name, only.



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Pieces Nos. 3, 11, 26, 29, and 36, of the set of practice correspondence, Cat. No. 1891.1, are also examples of strictly name matter.

The letter illustrated below, although written on the letterhead of Barnhart Brothers & Spindler, is an application for a position with the LIGHTING JOURNAL written by B. G. Baker. This letter may be indexed and filed under the subject, Application, or under the name of the applicant, Baker, B. G., depending upon whether it will be asked for by subject or by name.

BARNHART BROTHERS & SPINDLER
MAKERS OF SUPERIOR COPPER-MIXED TYPE • ALL-BRASS
 GALLEYS • BRASS RULE • ELECTRIC-WELDED SILVER-GLOSS
 STEEL CHASES • LABOR-SAVING IRON, STEEL and METAL
 FURNITURE • COMPLETE PRINTING OFFICE EQUIPMENTS

NEW YORK

IN ORSAT JOHN STANT
PRINTING AND FINISHING

ANNIE L. ROLLARD
RECEIVED

32

Arlington Hotel
 New York, New York

DATE February 12, 19-

Mr. Norman Macbeth, Editor
 Lighting Journal
 New York, New York

My dear Mr. Macbeth:

A short time ago I received a letter from Mr. Charles A. Hirschberg, Secretary of the Technical Publicity Association, of which I have the pleasure of being a member, telling me that you are in need of an additional worker in your advertising department. Please consider me an applicant for this position.

My experience in the building of advertising literature and my knowledge of the practical side of the printing industry, combined with my experience as advertising manager of the F. Wesel Manufacturing Company of New York, ought to qualify me for work with your company.

At present I am a salesman for Barnhart Brothers & Spindler, but I do not wish to stay in this work because it is not the type for which I am fitted.

Mr. E. M. Davis of the Sprague Electric Company, Mr. Hirschberg, and the Sales Manager of this company, all will be glad to give you details of my record.

I shall be in New York on or about February 20 and will be glad to call at your office to discuss this matter further. Will you please write me on which day you wish to see me?

Very truly yours,
B. G. Baker

☐ Sent
☐ Communicated
☐ Received
☐ Ad. Sec.
☐ Editor
☐ Manager
☐ Treasurer
☐ Secretary
☐ President
☐ Vice-President
☐ Board of Directors
☐ Board of Managers
☐ Board of Trustees
☐ Board of Examiners
☐ Board of Censors
☐ Board of Auditors
☐ Board of Appeals
☐ Board of Arbitrators
☐ Board of Mediators
☐ Board of Conciliators
☐ Board of Referees
☐ Board of Arbitrators
☐ Board of Mediators
☐ Board of Conciliators
☐ Board of Referees

WHETHER CORRESPONDENCE IS INDEXED AND FILED BY NAME OR BY SUBJECT DEPENDS UPON HOW IT WILL BE CALLED FOR AND THE FUNCTIONS OR OFFICIAL DUTIES OF THE VARIOUS DEPARTMENTS OF AN OFFICE.

Other letters of application in the set of practice correspondence, Cat. No. 1891.1, are Nos. 13, 19, 51, 68. In the various Jobs you

will be instructed how to assume the manner in which executives will call for these letters.

CORRESPONDENCE. Correspondence received in the filing department is either an original letter, *coming* from a correspondent, including branch office, inter-department and intra-department correspondence, or a copy of a letter (usually carbon copy) *written to* a correspondent. As far as the indexing and filing of these papers are concerned, the process is identical.

INCOMING CORRESPONDENCE. It may or may not be the duty of the file operator to receive incoming mail. Sometimes the mailing department and the filing department are combined, sometimes they are separate. Usually the one in charge of the mailing department is a trusted and experienced employee, who is thoroughly acquainted with the business, its needs and its personnel. In some offices if a letter is directed *just* to the company name, not to any particular department or person, it is opened in the mailing department and a time stamp is used to denote the day and hour the letter was received. (See Pieces Nos. 20, 25, and 37 in the set of practice letters.) In other offices, all mail is opened, except personal mail, charged to the person who must attend to it, attached to related correspondence, then delivered to the interested person.

In the mailing department all incoming mail is sorted into compartments which are labeled according to departments directly responsible for its attention. All people sorting the mail must know the function of each department of the business. Mail is delivered to the various departments by tubes or carriers, or by messengers at stated intervals, perhaps each hour, or more frequently during rush hours.

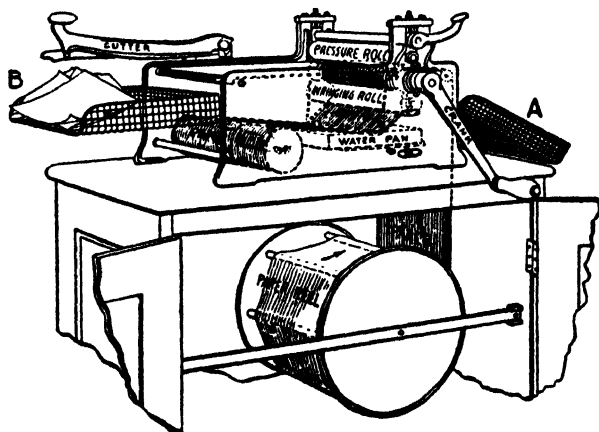
RELEASING CORRESPONDENCE. After the interested person has answered or otherwise attended to incoming mail or has read it and has decided that no action is required, he marks each piece to show that it has received the required attention. Such marks, known as release marks, should be made in the same way on each piece. Initials or date on a paper, usually in the upper left corner, or both, act as release marks and are authority to file. (See initials in upper left corner of letter shown in illustration on page 43.) Any piece of paper coming to the file

operator without a release mark on it, must be referred back to the interested person for authorization to file.

OUTGOING CORRESPONDENCE (File Copies). It always has been desirable to retain copies of all outgoing correspondence from the beginning of written communications.

COPY PRESS BOOK. Possibly the earliest mechanical method of copying correspondence, especially before the advent of the typewriter, was to write a letter with copying ink so that, when moistened and placed between the pages of a copy book and inserted into a copy press, a copy was made on the under side of one of the tissue sheets. The use of the copy book is shown in the illustrations, pages 38 and 49, where can be seen a number of tissue paper copy books being searched to obtain the complete story of a transaction. This method, although accurate, was an expensive one, as a great deal of inconvenience was experienced in looking up these book copies. An Index to the contents of each book was kept on a set of A-Z sheets usually bound into the book. Due to slow finding and the fact that incoming and copies of outgoing correspondence were separated, the use of the copy press book has been discontinued almost entirely except for court and government records where an exact copy made from the original, is required.

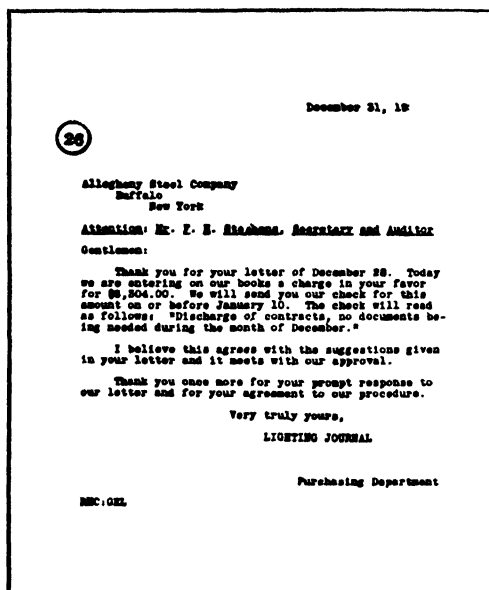
COPYING MACHINE. A later method of making file copies by the transfer process is by the use of so-called machines. This method differs from the book plan in that the copies are made on



Roller copier—illustrating one of the earlier methods of copying

a continuous moistened sheet of thin paper. After the copies are made and dried on this continuous sheet, the sheet is cut into sections and each individual piece is treated as an original letter. The greatest disadvantage of this plan is that the file copies are very flimsy and are of various lengths, making them difficult to handle in the file.

CARBON COPIES. The most efficient method of making copies of outgoing correspondence is by the use of carbon paper.



File Copy of Outgoing Letter
(Carbon copy)

These copies are made by inserting a sheet of carbon paper between the original letter and the second sheet with the carbon side down. When the original letter is written, an imprint is offset onto the second sheet. This method is practical for the average business, and typists are trained to make sure that all corrections made on the original letter are made also on the carbon copy. The second sheets, or those on which carbon copies are made, usually are of inexpensive stock and of a contrasting color. In some of the larger organizations a different color is used for the carbon copies of each department. When these various colored copies have been filed, the letters written by any one

department can be identified quickly, thus eliminating the necessity of inspecting each piece filed in order to get the desired papers. Carbon copies are of uniform size which greatly adds to the convenience of handling and to the appearance of the inside of the file drawers. Sometimes these carbon sheets are marked in some way to indicate that they are file copies. Paper can be purchased on which "File," or "File Copy" has been printed in red ink and in skeleton-face type diagonally across the sheet.

DUPLICATING METHODS. There are many other methods of copying or duplicating. It is impossible to describe them in detail in this text. The following methods should be investigated if time permits:

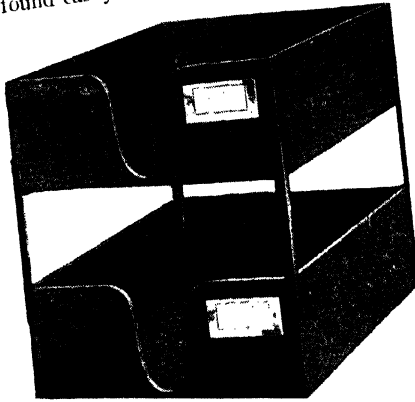
1. Gelatine duplicating machines, such as Ditto and Hectograph.
2. Duplicating by stencil by Mimeograph machines.
3. Duplicating by type and the use of ribbon by Multigraph machines.
4. Automatic typewriter.
5. Photographic process, such as the Photostat and the Dexigraph.

All these methods are used to produce copies of the same thing and the only reason for mentioning them here is that copies of circular letters will come to the filing department, made by any one of these methods. The importance and care of such copies are not affected by the way in which they are made. It is the content of a letter which decides its importance.

DESK LETTER TRAYS. It is very important that each person who receives or answers correspondence should have on his desk one or more desk letter trays. These trays should be used for depositing all correspondence which has been released for the files and all copies of outgoing correspondence. These trays are quite as effective for receiving incoming correspondence. However, the same tray should not be used for both the incoming mail and the mail which is ready to be taken to the filing and mailing departments.

CLASSES OF MATTER FILED

COLLECTIONS. At stated intervals during the day, someone either from the filing or the mailing department, should collect all papers from the desk letter trays, and take the outgoing letters to the mailing department where they are folded, checked for enclosures, inserted in envelopes, stamped, and mailed. The papers to be filed are taken to the filing department. Collections should be made more than once a day in order that papers will not become piled up in the file room and also to keep all papers where they can be found easily at all times.



Desk Letter Trays with Stacking Uprights



An endless search. Antiquated method of keeping records, showing Box Files, a tray from a flat file, also copy press books (See page 46)

Questions for Discussion

1. Into what classes is all correspondence divided?
2. What determines how correspondence shall be filed?
3. How should incoming mail be handled?
4. How is outgoing mail handled?
5. How should file copies be distinguished?
6. What is meant by releasing papers for the file?
7. How and where should papers be marked when they are released for the file?
8. How does correspondence get to the filing department?
9. Why should collections be made often?
10. Name three uses for desk letter trays.



A contrast in methods and equipment. Modern efficient office equipment. Kardex visible files, modern steel desks, Multi-Sort and dictating machine

CHAPTER 4

Indexing and Filing Procedure

The various operations necessary from the time a letter is received in the filing department until it finally rests in the file should be given very careful study, as the success of the filing department in serving all other departments of the organization depends upon the thoroughness and thought with which this work is done.

As stated in Chapter 2, correspondence includes all incoming and copies of outgoing communications, such as letters, telegrams, bills, orders, inter-departmental, and intra-departmental memoranda. The receipt, attention, and release of mail have been studied in the preceding chapters. Now you are to assume that the various papers to be filed are on your desk and you are acting as chief operator of the filing department of the *LIGHTING JOURNAL*. There are seventy-five pieces of practice correspondence, Cat. No. 1891.1 which illustrate what might come to the filing department of the *LIGHTING JOURNAL* any morning to be filed. Notice that each piece is either written to, or by, the *LIGHTING JOURNAL*. Notice, too, that each piece is numbered, as (16). These numbers have no significance whatever except to identify each letter.

INSPECTION. The first operation in preparing correspondence for the file is to inspect each piece to make sure that it has been released for filing and the file operator has the authority to place it in its proper folder in the file. In some offices carbon copies of outgoing letters are filed without release mark, because obviously they have received all necessary attention. The carbon copies in your set of practice letters have not been marked for release.

READING. Each letter must be read to the extent of determining the caption or captions to be used for filing purposes. The complete reading of each letter, may, or may not, be necessary. For example, illustration on page 40, a letter received from Paul

O. Abbe, written on his letterhead and signed by him, needs only a casual reading to determine the indexing caption, Abbe, Paul O. However, some letters must be read carefully and completely.

INDEXING. Indexing of correspondence is the process of determining the name or subject or other caption under which correspondence is to be filed in the system used. This is done simultaneously with reading. *The functions or official duties of the department and the way in which correspondence will be called for, will determine the indexing caption.*

A successful indexer not only must know the business thoroughly and the duties and functions of each department, but must read each piece of correspondence carefully to the extent of determining whether it will be called for and should be indexed under one or more of the following captions:

Name on letterhead "From" (See piece 25)

Name of addressee "To" (See piece 73)

Name in signature (See pieces 59 and 69)

Name of the subject or person mentioned in the body of the letter (See piece 19)

Name of place (State, city, or town)

RULES FOR CORRESPONDENCE FILING. Rule 30. All correspondence to, from, or about *one* name or *one* subject (including branch office, inter-departmental and intra-departmental correspondence) is indexed and filed under the name of

INTRA-COMPANY COMMUNICATION

Cicero, Illinois.....	TO:.....	DATE: New York, December 8, 19—
TO: Mr. L. M. Anderson	FROM:.....	Advertising Manager
	SUBJECT:.....	Mr. C. F. Baldwin Abrams Benedict & Cicero, Illinois

Please be sure to call on Mr. Baldwin this week to discuss his advertising program for next year. I have written him that you will be in Cicero and have asked him for an appointment for you.

James C. Brown

Intra-Company letter
Indexed and filed under the name of Abrams Benedict & Company

the individual, firm, or subject, about which the correspondence is written. Files should be organized into thought units. Each piece of paper fits somewhere into a complete story. The indexer must be sure that *all* papers about *one story* are filed together.

Rule 33. If branch office, inter-departmental, or intra-departmental correspondence is written about no particular name of individual, firm, or subject, it is indexed and filed as follows: Original letter under the name of the department or official title of the correspondent; file copy under the name of the department or official title of person addressed.

Example: Department "A" writes to Department "B." Original letter is filed in office of Department "B" under Department or title of "A." File copy is filed in Department "A" under Department or title of "B."

Rule 21. Receiverships, Guardianships, Trusteeships, are indexed and filed under names of individuals or organizations for whom they act and permanent cross reference is made out for the name of receiver, guardian, or trustee.

Name	Indexed and Filed
C. D. Thompson, Receiver for Carnegie Foundry Com- pany	Carnegie Foundry Company
	Cross Reference
	Thompson, C. D. (Receiver)
	See: Carnegie Foundry Com- pany

Rule 22. Names of firms doing business under two names are indexed and filed under the more active or important name and a permanent cross reference is made out under the other name. This includes:

(a) Change of name due to successorship.

Name	Indexed and Filed
Turnbull & Evans, Successors to Borden & Turnbull	Turnbull & Evans
	Cross Reference
	Borden & Turnbull
	Succeeded by: Turnbull & Evans

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(b) Proprietors' and Trade Names.

Name	Indexed and Filed
William Farley, Proprietor A. & J. Garage	A. & J. Garage
	Cross Reference
	Farley, William (Prop.)
	See : A. & J. Garage

(c) Names of publishers and magazines.

Name	Indexed and Filed
Saturday Evening Post Published by The Curtis Publishing Co.	Curtis Publishing Company (The)
	Cross Reference
	Saturday Evening Post
	See : Curtis Publishing Com- pany (The)

(d) Names of employees, unless letter is personal.

Name	Indexed and Filed
F. B. Berry, Employed by American Type Founders Company	American Type Founders Company
	Cross Reference
	Berry, F. B.
	See : American Type Founders Company

Rule 31. Correspondence referring to more than one name or subject is indexed and filed under the most important name or subject and cross referenced under the other names or subjects. (See examples of cross reference above.) Keep the number of cross references to a minimum consistent with reference needs.

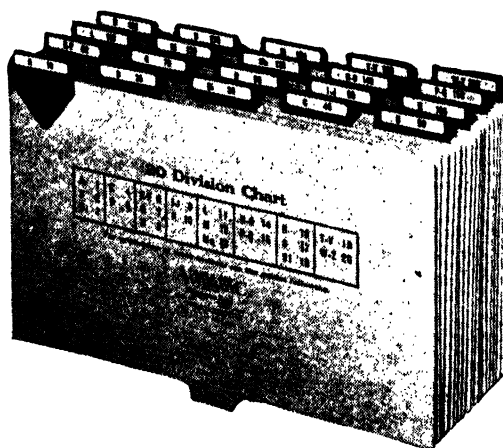
Correct arrangement of captions by units should be understood by the indexer and should be written correctly on cards, labels, folders, and cross reference sheets. Correct arrangement has been covered thoroughly in Chapter 1, Indexing and Filing Rules.

CODING. Coding is the placing of symbols or captions (numbers, letters, or subjects) on papers to be filed, at the time of indexing, thus indicating for all time the caption determined upon. A colored pencil is best for coding. Often it is desirable to use a different colored pencil for coding the papers for each department, to speed finding. The simplest form of coding is underlining the indexed name or subject. The name or subject to be cross referenced should be underlined and a cross placed at the end of the line. Underlining the indexed name or subject and the name or subject to be cross referenced has great value. It not only saves the time of the file operator when filing papers for the first time and when filing papers which have been returned after having been borrowed, but, also, it saves *finding* time.

SORTING. Sorting is the preliminary arrangement of papers according to the caption or the symbol which has been underscored or written on the paper in order to attract the attention of the sorting clerk quickly. It is the preparatory step, followed by actual filing, which brings papers together in the order of the final filing arrangement.

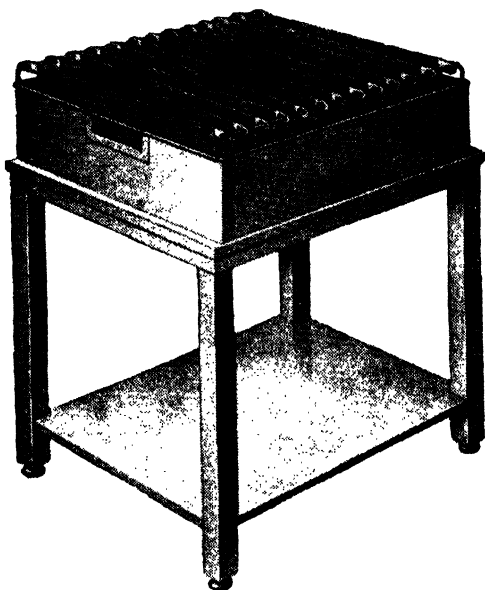
There are three methods of sorting:

- (1) Tray sorting: Sorting into a tray or trays behind alphabetic, numeric, or geographic guides, in vertical position, according to the system in use. (See illustration.)

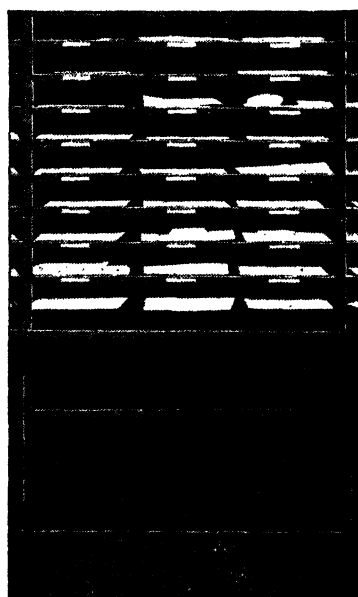


Sorter Guides

These sorter guides are distributed between the folds of the Flexi-file inserted in the sorting tray.

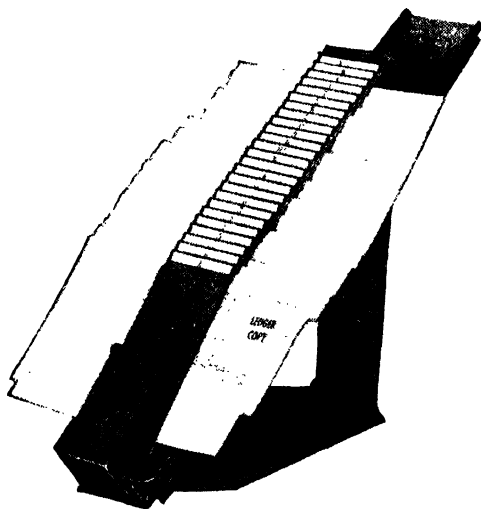


Correspondence Sorting Tray



Compartment Sorter

- (2) **Compartment sorting:** Sorting into labeled compartments or pigeonholes (see illustration, page 56), which of themselves, divide papers just as do the guides in tray sorting, but hold the papers in a horizontal position.
- (3) **MultiSort:** Sorting by means of a set of dividers, visibly labeled at the upper edge and mounted in a steel container. (See illustration.)



MultiSort



MultiSort Installation

In alphabetic and numeric sorting, the number of guides or compartments necessary for quick and rapid final arrangement is approximately 10 per cent of the number of guides in the system in use. In large files one guide for each drawer is needed; for numeric filing, sort by tens or twenties, whether 100's, 1,000's or 10,000's; for geographic filing, sort by State, then by City or Town, alphabetically. The reason for sorting is to bring the papers into exact arrangement for filing so the actual filing, or placing of papers in the file drawers, will be speedy. Before going to the file drawers all papers should be arranged in complete sequence, bringing together all papers about one name or one subject. Then the place is found once, the folder raised once. Movement is always forward, not back and forth from drawer to drawer, or from guide to guide. The file operator works in exact sequence, always forward, that is, from front to back of the file drawer, which requires fewer operations, saves labor.

Note: When there are only a few papers to be sorted, they may be grouped into piles on a desk or table. This is the plan to be used when sorting your practice letters.

FILING. Filing is the placing of papers or records in a file container, usually in a folder, according to a predetermined plan. The folder should be raised and rested on the left side of the drawer before placing papers within it, to make sure the correct folder is selected, to allow papers to be placed evenly and fall to the bottom of the folder. Lifting the folder and resting it on the side of the drawer also saves finding its place again. After finding the folder, the name, or subject, or number, or alphabetic division on it should be checked very carefully with the piece being filed, also the last piece of paper in the folder should be checked with the pieces being filed. Much time will be saved if the indexed caption has been underscored on both the papers already in the file and the papers being filed. The eye will catch such underscores at a glance and the mis-filing of papers will be prevented. Papers are filed with the headings to the left as you face the file, alphabetically, or by date, so that all papers, regardless of size, will read naturally, as in a book. (See illustration, page 42.)

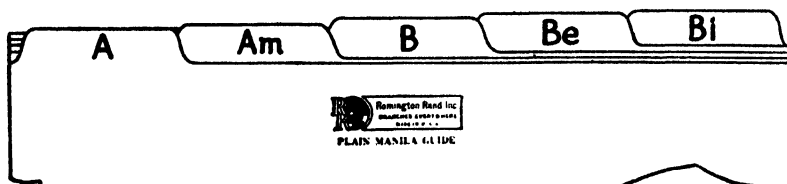
SYSTEMS OF FILING. In all filing, regardless of the plan, the alphabet is used as the basis, although there are three distinct

plans for the arranging of papers:

1. Alphabetic
 - 1a. Automatic
 - 1b. Soundex
2. Numeric
3. Geographic

These various plans are taken up individually in the separate chapters to follow. IN EVERY SYSTEM FOR THE FILING OF CORRESPONDENCE, REGARDLESS OF THE METHOD, PLAN, OR MANUFACTURE, THE FUNDAMENTAL PRINCIPLE OF PLACING PAPERS IN FOLDERS AND AFTER GUIDES IS CARRIED OUT.

ARRANGEMENT OF EARLY ALPHABETIC CORRESPONDENCE FILE. In Chapter 3 it is stated that the vertical filing of papers is the perpetuation of the vertical filing of cards. Naturally the first alphabetic correspondence file was arranged the same as the card file, except for size and the addition of folders. The inside dimensions of a correspondence file drawer are approximately 10-½ inches high, 12 inches wide and 24 inches deep. These dimensions vary slightly according to the manufacturer.



In the partial set of guides illustrated above, guides are arranged with tabs in five positions across the file drawer, just as the guides are arranged in your practice card index. (See illustration, page 23.) The folders filed in alphabetic sequence behind these guides are pieces of heavy paper, generally manila, folded so as to allow the back edge to project above the front edge to provide space for the writing of the name of the correspondent or subject. For the newest arrangement of a vertical alphabetic correspondence file drawer, see Chapter 5.

CLASSES OF CORRESPONDENTS AND SUBJECTS.

Unlike card filing, there are two distinct classes of correspondents and subjects :

1. Inactive
2. Active

Correspondents and subjects are considered to be inactive when only a few papers are received about them during the filing period, which may be from six months to two years depending upon the needs of each firm. Correspondents and subjects are considered to be active when more than five papers have been received about them.

FOLDERS. In an alphabetic correspondence file drawer there usually are two kinds of folders; miscellaneous or alphabetic tab folders for papers about inactive correspondents or subjects, and individual folders for papers about active correspondents or subjects.

MISCELLANEOUS FOLDERS. Unless it can be predetermined when the first letter or letters from, or to, a correspondent or pertaining to a subject, are received in the filing department, that this correspondent or subject will be active, the papers are placed in the group folder which accompanies each guide in the filing system being used and usually bears the same notation as the guide preceding. This group folder is known as the "miscellaneous," or "alphabetic tab" folder. It is the temporary housing for correspondence until a volume of sufficient size about any one correspondent or subject has accumulated to warrant an individual folder. The number of pieces that usually are permitted to accumulate under one name or one subject in the miscellaneous folder before assigning an individual folder to it, is five.

ARRANGEMENT OF PAPERS IN MISCELLANEOUS FOLDERS. As the miscellaneous folder is the depository for all papers received about inactive correspondents or subjects, it necessarily includes a number of names. First of all, these names must be arranged in complete alphabetic sequence inside each folder. When two or more papers exist about the same name, they should be arranged in date order, with the latest date on top, or to the front of the folder, and fastened together in the

upper right corner. A sparing use of paste or wire staples may be made for fastening these papers together. Inasmuch as reference to papers in a miscellaneous folder is frequent the use of clips and pins will be very troublesome.

Do not let miscellaneous folders grow too full. Congestion in them can be relieved by making out individual folders whenever five pieces have been received to, from, or about any one correspondent or subject.

INDIVIDUAL FOLDERS. When five or more pieces of correspondence to, from, or about any one correspondent or subject have been received, a special folder should be made out under the name of the active correspondent or subject. This is done by typing the name on a gummed label and affixing it to the top of the back flap of the folder. These special folders are known as individual folders. (See Chapter 15 and page 67 for further information about folders and making out gummed labels.)

ARRANGEMENT OF PAPERS IN INDIVIDUAL FOLDERS. Correspondence in individual folders is written about only one name or one subject. It includes the original incoming letters and the copies of outgoing letters, which may bear a variety of dates. Usually when a paper is wanted from the file, the date as well as the name is given. Consequently it is most logical and convenient to have all papers within an individual folder arranged according to date, the latest date to the front of the folder, or on top, regardless of whether papers are incoming or copies of outgoing. The most obvious reason for this date arrangement is that most requisitions are made for papers which have been received most recently. Being at the front of the folder, they are most accessible. Sometimes papers in an individual folder are referred to by location or by subject. Then such papers must be arranged accordingly in order that they may be located quickly when needed.

Individual folders must not be allowed to become too bulky for convenient handling. A folder will hold one-hundred sheets of paper and stand up. Beyond one-hundred sheets, the folder curls down in the drawer and the tabs become hidden or invisible. When correspondence nears this volume, it should be separated

by date, by location, or by subject, according to the way it will be requisitioned.

ARRANGEMENT OF FOLDERS IN THE FILE DRAWER. Individual folders are arranged in alphabetic order after each guide, beginning at the front, the same order used in filing cards in a card index. At the end of the group of individual folders, after any one guide, will be found a miscellaneous folder, bearing the same notation as the guide controlling the group. This miscellaneous folder is placed at the end of the group of individual folders to save lost motion and to prevent filing errors. When a search has been made through the group of individual folders, the only remaining place to file or find a piece of correspondence is in this miscellaneous folder. Only a very few manufacturers of filing supplies arrange their indexes with the miscellaneous folder preceding the group of individual folders.

GENERAL RULES AND SUGGESTIONS. The standard vertical file drawer, 26 inches in depth, has a maximum capacity of 5,000 pieces of paper with the necessary guides and folders. However, this volume permits slight operating space. To insure efficient operation, the maximum capacity should be 4,000 pieces.

The usual number of guides in a file drawer should be between 20 and 40, in order to provide proper distribution of papers, facilitate reference and furnish support. The average number of individual folders filed behind any one guide should be from five to ten. If the file is entirely miscellaneous, the average number of miscellaneous folders filed behind any one guide should be five.

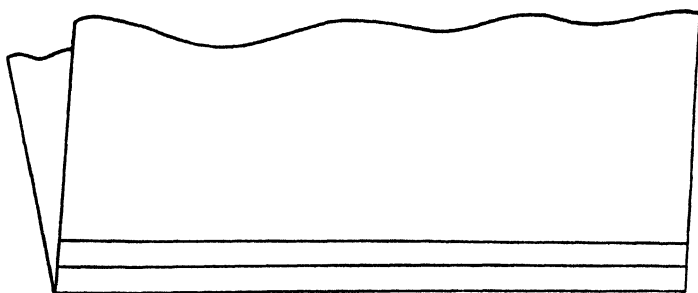
Folders always should be filed after the guides to save lost operating motion. When folders or cards are filed in front of a guide, it is necessary to find the guide, then refer to the guide preceding, to make sure the desired place of folder or card in the section has been found. Two motions must be made instead of one forward operation.

Miscellaneous folders should follow individual folders to save lost operating motion and to prevent errors in filing. If miscellaneous folders are filed before the individual folders in each section, the file operator may make the mistake of filing papers

in the miscellaneous folder without checking to see if there is an individual folder. Or, if the individual folders are checked, the operator must move them back in order to file the papers in the miscellaneous folder which is filed in front of them. By filing the miscellaneous folder after the individual folders in each section, a forward motion will be maintained, hence there will be no loss of motion.

The value of the underscored name or subject when filing papers in miscellaneous folders cannot be emphasized too strongly. It is a real time saver.

Never overcrowd folders or drawers. Folders (except expansion folders) have a maximum capacity of 100 pieces, but it is better to subdivide papers before reaching this capacity. Overcrowding makes the papers "ride up" in the folder and project above the label, or pulls the back of the folder down and hides the tab. Every folder should stand on the flat bottom edge. Folders have scores, or creases across the bottom of the front flap. These scores adjust a folder to the increasing bulk of filed papers, permitting the back flap to remain upright. Do not break scores until volume in folder requires it, thus keeping the folder standing upright in the file with the label, or tab, visible for filing or finding. When scored capacity is reached, use a second folder.



Folder Showing Scores on Front Flap

Papers torn or in bad condition should be repaired with mending tape.

Handle the guides by the body as much as possible, fingering them from the sides, not by the tabs.

Do not try to pull forward the papers in the whole drawer by the guides at the back. Press forward the bottom of the folders at intervals of five inches or so from front to back of the drawer.

Lift the folders up part way and rest them on the left edge of the file drawer before placing papers in them; or, if necessary, remove folders from the file and rest them on a file shelf (See illustration and description page 237), so that papers may be placed in the folders smoothly and evenly; or, if a binder folder (See description page 217) is being used, so that papers may be placed on the fasteners easily.

Keep all headings of papers at the left as the operator faces the file. This rule applies to half-page letters as well as whole-page. Note.—Pieces 38, 49, and 59 are half-page pieces, but they have been printed at the top of full-size sheets, so that correct filing position can be determined easily.

Never leave papers on top of the files. Keep papers for which new folders must be made in correct sequence on the file shelf, under the papers being filed.

Close every file drawer after using. Caution: Do not pull out more than one drawer at a time. This rule is very important. It will save accidents in the filing department.

Avoid the use of clips and pins as much as possible. A wire stapler is a quick method of attaching papers together and the staples add little bulk. If subsequent papers are added to the papers previously stapled, use a second staple without removing the first staple. Four to six staples may be used without adding bulk.

Always place papers in the sorter as soon as they are received so that, if reference is made to them before papers have been filed, any desired paper can be located easily. Let incoming papers accumulate until a fixed time each day. Do not try to prepare and file each paper or group of papers as they are delivered. File each day's papers each day.

The use of rubber finger tips will add to the speed with which papers can be fingered.

Folders or papers should never be filed or re-filed except by those who are responsible for the files.

Job 3: Practice in Inspecting, Reading, Indexing, Coding, and Sorting Correspondence

PURPOSE OF JOB: The purpose of this job is to give you practice in preparing papers for actual filing.

EQUIPMENT: Cat. No. 1891.1 Set of 75 practice letters.

PROCEDURE: 1. The seventy-five pieces of practice correspondence, Cat. No. 1891.1, represent what might be the correspondence received by the file operator of the *LIGHTING JOURNAL*, December 31, 19—. All letters except one are dated 19—. Complete this date, using the last *completed* year. There are both old and new communications. The old pieces, showing dates some time past, were withdrawn from the files for reference and are returned at this time for re-filing.

2. You now will assume the position of file operator for the *LIGHTING JOURNAL*. *FOR THIS PRACTICE USE THE FIRST TWENTY PIECES, ONLY.* Make sure they are in numeric sequence according to the identification numbers found in a circle on the upper left side of each letter. Starting with letter No. 1, inspect, read, index, code, and sort it, according to instructions given below. Then proceed with letter No. 2, then letter No. 3, and so on, until the first twenty pieces have been sorted.

3. *INSPECT.* Make sure that each incoming letter has been initialed in the upper left corner to show it has been answered or otherwise has received all necessary attention. If so, it has been released for filing. Report any incoming letters not so released. Copies of outgoing letters need not be released, since, being carbon copies, they obviously have received all necessary attention. (In some offices, carbon copies are required to be marked for release, but not in the *LIGHTING JOURNAL* Office.)

4. *READ.* Read to determine indexing caption or name by which the letter is to be filed. Remember that you are working for the *LIGHTING JOURNAL*.

5. *INDEX*. Indexing is a mental operation, only. Remember that letters are filed to be found. Reference determines how a letter shall be filed. In this practice assume that reference will be made to *all* practice letters *by name, not by subject*. Index all letters pertaining to applications under the names of the applicants.

6. *CODE*. When you have determined the indexing caption, underline it as follows: Letter No. 1. You have inspected, read, and indexed it under the name in the letterhead, Paul O. Abbe. According to Rule 1, Chapter 1, *Abbe* is the first unit to be considered in this name. Underline it entirely. *Paul* is the second unit to be considered. Underline *P* to indicate that it is the second unit. The name underlined, then, will appear as: Paul O. Abbe. Use a colored pencil to make your choice distinct. Also the colored marking prevents confusing the line you have drawn with any other black marks which may be on the letter.

7. *SORT*. After you have coded a letter, place it in a group on your desk, placing all letters indexed under names beginning with "A" in one pile, all letters beginning with "B" in another pile. When you have so grouped all twenty letters, arrange them into complete alphabetic sequence. If there are two or more letters which have been indexed under the same name, arrange them by date, latest date on top.

8. When you have sorted all twenty letters into final alphabetic and date sequence, submit your practice work to your teacher for checking. Keep these twenty pieces which you have prepared for filing together, ready for practice in filing according to instructions given in Job 4, Chapter 5, Variadex Alphabetic Correspondence Filing.

Questions for Discussion

1. What may be considered as correspondence?
2. Define indexing.
3. How may papers be indexed?
4. Define coding.
5. Define sorting.
6. What are the different methods of sorting?
7. How are papers filed?
8. What is a miscellaneous folder?
9. How are papers arranged in a miscellaneous folder?
10. What is an individual folder? How and when made?
11. What is the capacity of a folder?

12. How are papers arranged in an individual folder?
13. How many papers can be filed in a vertical file drawer?
14. What is the working capacity of a vertical file drawer?
15. How many folders per guide are used to the best advantage?
16. From front to back of a file drawer, what should be the arrangement of folders and guides?
17. How should folders and guides be handled in a file?
18. How many guides ordinarily are used in one file drawer?
19. Trace the course of a letter from the time it is received in the filing department until it finally rests in the file.

Directions

For attaching labels to folders and guides



1. After typing strip of labels use desk sponge, two blotters and a glass rod or pencil.



2. For easier separation fold labels on perforations before tearing.



3. Draw label across sponge while pressing with glass rod to assure even moistening.



4. Moisten other end of label in a similar manner.



5. Place label (gummed side up) on a blotter.



6. Lay folder tab on label with top edge at center of wide color strip along folding score.



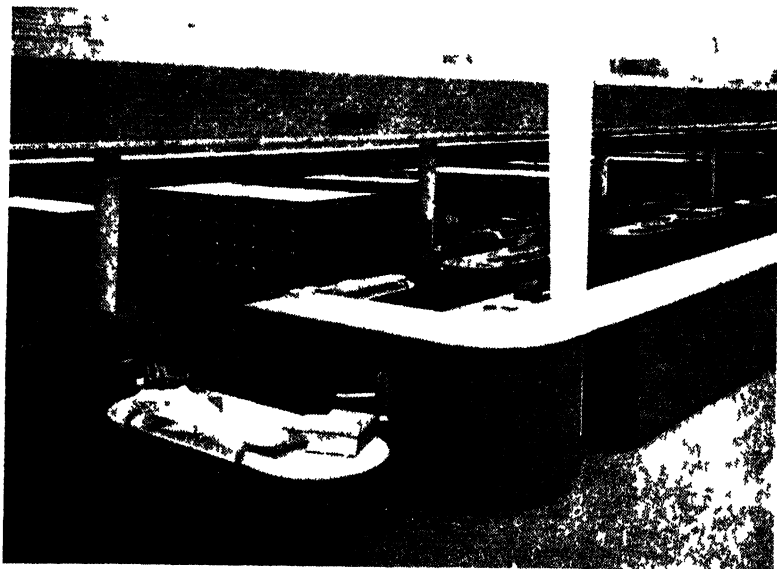
7. Slip second blotter under projecting half of label.



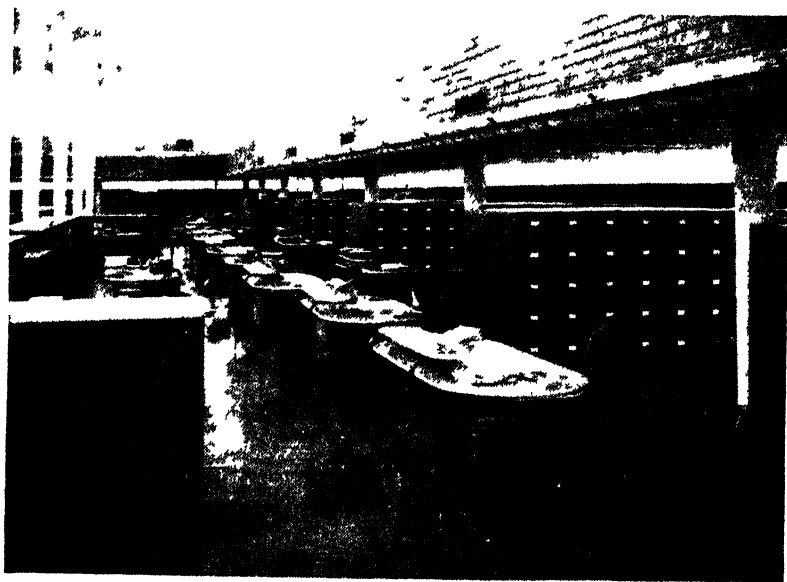
8. Swing blotter toward you while pressing label down on front of tab.



9. The above method assures firm sealing and even alignment.



A modern file department 5 drawer files grouped in sections Also illustrating use of counter sections to enclose the file department



Another view of the same file department. Note the special purpose modern desks

CHAPTER 5

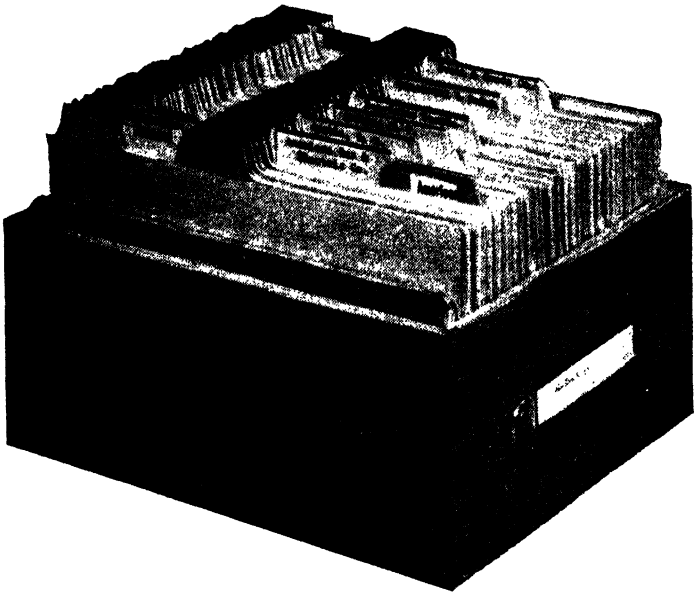
Alphabetic Correspondence Filing

There are two methods of filing correspondence, direct and indirect. The alphabetic system of filing, which is to be discussed in this chapter, is direct because no card index is necessary either to file or to find correspondence. Prior to 1910 most name filing was done according to the numeric system, which is indirect. Reference in numeric filing must be made to a card index in order to put papers away or to find them. (Numeric filing is described in Chapter 7.)

As has been stated in Chapter 4, the first alphabetic correspondence index was arranged like the card index, with guide tabs in five positions staggered across the file drawer. But, because the correspondence file drawer is 12 inches wide, it is confusing and fatiguing to the eyes to have to look at all five positions for the guide tabs. Also, because the guide tabs were in all five positions, no space was left for the folder tabs. In order to overcome these difficulties, the guide tabs were placed in the first three positions to the left, only. Later the "L.B. Direct Alphabetic Index" was made by Library Bureau with the guide tabs in the first two positions to the left, only, alternating in position.

VARIADIX ALPHABETIC INDEX. The Variadex Alphabetic Index is an arrangement for alphabetic correspondence filing made by Remington Rand Inc. (Color Plate, page 70, shows the guide and folder tab arrangement of this index.)

ALPHABETIC GUIDES. Guides, bearing captions to mark off the alphabet into parts, have metal tabs which appear in first position to the left of the file drawer. (See page 213 for description of guides and positions.) Single captions, only, are used (see Chapter 1) and guides are un-numbered. These guides may be purchased in various divisions of the alphabet, according to the size of individual files, from one drawer to 20,000 or more drawers. A 25-division set of guides should be used for one drawer, a 40-division set of guides for two drawers, and so forth, according to the number of names to be divided.



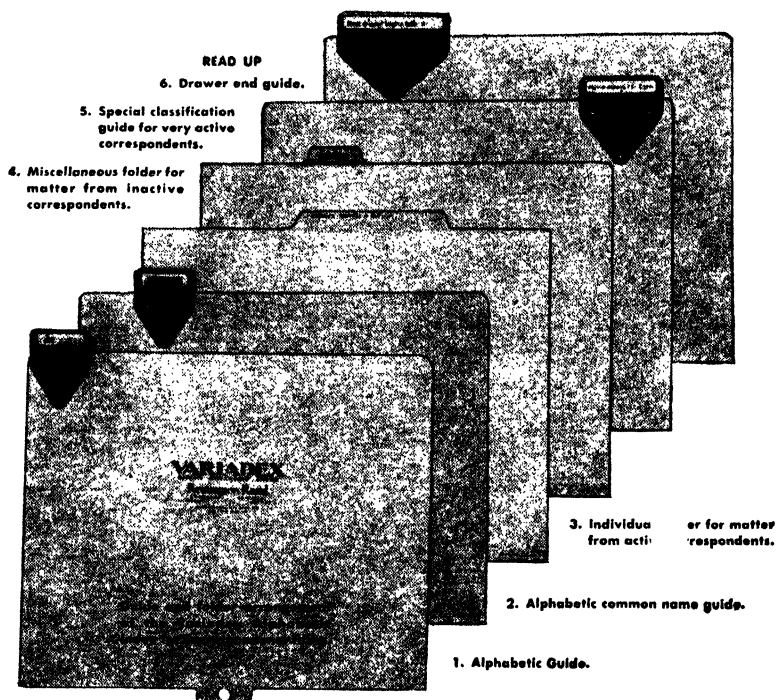
Library Bureau Practice Equipment, Outfit No. 3, for classroom use
in practicing alphabetic filing

For convenience the guides and folders in this outfit are 6 inches wide by 4 inches high. However, the tray contains the same number of guides as used in a normal correspondence file drawer. Compare with color plate on opposite page

Each index or set of guides is complete in itself, but as a file grows, a larger index may be created from the original one by inserting additional stock divisions, without discarding or changing any of the original set of guides.

Guides speed up finding and save fingering the folders which tends to make the edges of the folders curl. Guides hold the folders upright by supporting them. Too many guides use up drawer space. Too few guides slow up finding and filing.

COMMON NAME GUIDES. The tabs of the alphabetic guides bearing common names are in second position, to the right. These guides and their subdivisions begin to appear in the 200-division set of guides and are increasingly common in sets above 500-division. Note the guide for "BROWN" in the practice index. Although the notation on this guide is "BROWN," it does not follow



that only papers indexed under the name, "BROWN," are filed under it. Since this is a single notation guide (See Chapter 1), all papers which should be filed between "Brown" and "Bru," the notation on the next guide, such as, "Browne," "Brownlie," and "Brozen" are filed after it.

COLOR PLAN AS AN AID TO FILING AND FINDING.

The color plan for identifying guides and folders speeds up the filing and finding of papers because the color steers the eye quickly to the desired folder. It also acts as a check to prevent misfiling. You stop at once if you try to file a folder with a green label with folders with blue labels.

The alphabet is divided into groups by the vowels, a, e, i, o, and the letter r. Five colors, arranged in the same sequence as the rainbow, omitting Red, that is, Orange, Yellow, Green, Blue, and Violet are used on guides and folders to indicate the second letter of the first unit of a name. The rule is as follows:

<i>COLOR</i>	<i>SECOND LETTER</i>
Orange	a b c d
Yellow	e f g h
Green	i j k l m n
Blue	o p q
Violet	r s t u v w x y z

When there is no second letter in the first unit of a name, as in the name, A and B Company, orange is used.

For instance, the color, Orange, is used for the name, Acme Tire Company, because *Acme* is the first unit to be considered in this name, according to Rule No. 2, Chapter 1, and the letter "c" is the second letter of the first unit. The color, Violet, is used for the name, James Irwin, because *Irwin* is the first unit to be considered in this name, according to Rule No. 1, Chapter 1, and the letter "r" is the second letter of the first unit. The color Green, is used for the name, John M. Blum, since *Blum* is the first unit to be considered in this name, according to Rule No. 1, Chapter 1, and the letter "l" is the second letter of the first unit. (See Chapter 17-Card Variadex Index for further explanation of the use of color in the Variadex Index.)

EXPANSION. The captions on the guides in the Variadex Index are so planned that it is necessary to purchase only the extra guides needed when a file has outgrown its present index. For instance, a set of 200-division guides may be expanded into one of 300-division by purchasing and inserting an expansion package of 100 guides. Files containing peculiar lists of names can be adjusted to take care of unusually heavy spots by means of this expansible feature. Guides should be used at intervals of from five to ten folders in a correspondence file.

In an alphabetic correspondence file, tabs of guides and folders in alternate or staggered positions are not as effective as guides with tabs in one or two positions in no set arrangement, as alternate or staggered, and folders with wide tabs all in one position. Guides with one size tabs in one or two positions only and in no alternate or staggered positions permit adding more guides wherever needed without changing or discarding the guides already in the file. If guides or folders are in alternate or staggered arrangement, they can not be kept in position sequence and in

alphabetic order at the same time, when adding new guides or folders.

SPECIAL CLASSIFICATION GUIDES. The A-Z or alphabetic guides, with the tabs placed at the left of the drawer, act as signposts for the bulk of correspondence and they are consulted practically every time reference is made to the file. When there are two or more folders for one name or one subject, a special classification guide for this name or this subject, may be placed in the file to provide for quick filing and to furnish added necessary support. The tabs of these special classification guides appear at the extreme right of the file drawer and bear the names of these very active correspondents or subjects. (See Illustration.) If there are many folders for a special name or subject, these guides are very helpful in separating the folders by subjects, locations, dates (months and days), or other classification.

Note:—See guide marked “American” in the practice index, which is inserted to call attention to individual folders for names beginning with “American.” Because of its size, there is only one such folder in this practice index. In a business office file, there may be many such folders.

FOLDERS. Folders are used to hold together and group papers in the file drawer because single papers will not stand up between guides. The front and the back of the folder furnish support for papers while adding a new piece of correspondence and they protect the first and last sheets. A folder should not be used for one or two pieces of correspondence, only.

MISCELLANEOUS FOLDERS. The tabs of the miscellaneous folders appear in third position and bear the same notations as the guides preceding. They are banded in color to match the guides. Papers about inactive correspondents and subjects when only one to four pieces have been received about them, are filed in these folders in complete alphabetic order. If there are two or more papers indexed under the same name or the same subject, they are arranged with the paper showing the latest date on top or to the front of the folder. About twenty-five names or subjects, each including from two to four pieces, can be filed in one miscellaneous folder. The papers about one name or one

subject can be fastened together in the upper right corner by means of paste or wire staples—no clips or pins.

INDIVIDUAL FOLDERS. Just as soon as five papers to, from, or about, the same correspondent or subject have accumulated in any miscellaneous folder, they are removed. An individual folder is made out for that correspondent or subject by typing gummed labels which show colored bands selected according to second-letter rule. (See page 73.) Names are typed in the same order as they are indexed according to rules in Chapter 1, just below the colored bands. When typing labels great care must be taken to start each name the same number of spaces from the left edge of the label, preferably two spaces, so that alignment will be good. Good alignment makes it easy to verify filing sequence.

When papers requiring individual folders are removed from the miscellaneous folders, keep them in sequence (by the face down procedure) until the day's filing is completed. Then type the labels for all the names or subjects (keeping labels in sequence), affix them to the folders, and handle as a folder filing operation. Do not stop to type labels and prepare folders one at a time.

The tabs of the individual folders appear to the right of the tabs of the miscellaneous folders. Papers in individual folders are arranged in date sequence with the paper bearing the latest date on top or to the front of the folder.

SUBDIVISION OF FOLDERS. A folder will hold one hundred sheets of paper and stand up. Beyond one hundred sheets the folder curls down in the drawer and the tab becomes invisible (lost). As soon as a miscellaneous folder reaches its capacity and there are no more names or subjects about which five or more pieces of correspondence have been received, a new miscellaneous folder is made out, putting about one-half of the papers in the new folder. For instance, if the "Ab" miscellaneous folder becomes filled and the next miscellaneous folder is "Ac," a new miscellaneous folder may be made out for "Abbott" and filed after the "Ab" miscellaneous folder. If an individual folder becomes filled the contents may be separated by months, or by subjects, or by location, according to how the papers will be

called for. New folders are made out for each separated group. If names or subjects have been marked clearly at time of coding, this separation can be made quickly.

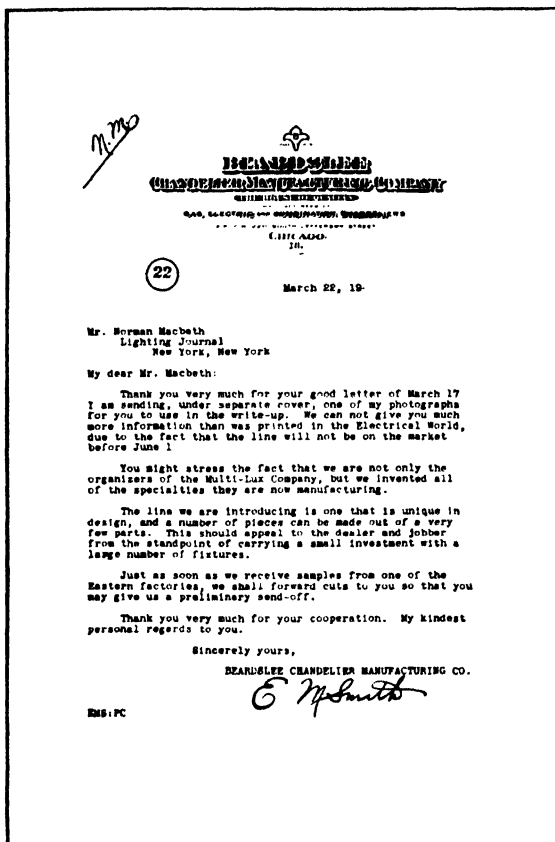
When filing, always look at the notations on two guides to be sure to find the correct guides to file between. Always examine the folder in front of and after the one in which the paper is being filed, or between which the folder is being filed, to make sure you have found the place correctly. When filing in the miscellaneous folder, look at the next guide to make sure of the inclusive notations.

Note.—Only a few individual folders have been provided in the practice index. However, do not lose sight of the fact that individual folders must be made out whenever more than four pieces have accumulated for any one correspondent or subject. In order to give a better idea of the arrangement of individual folders in this practice index, some have been included for which no correspondence is provided.


ARRANGEMENT OF FILE. The arrangement of the *tabs* of the folders and guides in the file drawer, reading from *left to right* is: 1. Alphabetic guides; 2. Surname or Alphabetic guides; 3. Miscellaneous folders; 4. Individual folders; 5. Special Classification guides. The arrangement of folders and guides from *front to back* of the file drawer is: 1. Guide; 2. Individual Folders in alphabetic sequence; 3. Miscellaneous folder; 4. Guide, and so on. Special Classification guides are used whenever necessary.

DRAWER END GUIDES. In installations of the Variadex Alphabetic Index of more than ten drawers, drawer end guides are recommended to indicate divisions of the files by drawers. Placed at the back of the drawers, they support the last folder and complete the guiding arrangement. The labels read, "Next Drawer Begins With." (See illustration page 72.)

CROSS REFERENCE. One of the most essential requisites of a file operator is her ability to know when and how to cross reference important names or subjects mentioned in a piece of correspondence other than the one selected as the indexing caption. The illustration on opposite page shows a letter received from the Beardslee Chandelier Manufacturing Company. After



reading this letter carefully, it is decided that it will be called for most often by that name and it is indexed and coded accordingly. However, the name of the Multi-Lux Company is mentioned in this letter and it is quite probable that reference will be made to this letter also by that name. Therefore it is necessary to make out what is known as a cross reference sheet. The name, Multi-Lux Company, which is to be cross referenced, is written at the top of the cross reference sheet. This sheet will be filed under the name, Multi-Lux Company. The name, Beardslee Chandelier Manufacturing Company, by which the letter has been indexed and filed is written under "See." Thus if the letter is asked for by the name, Beardslee Chandelier Manufacturing Company, the file operator will find the letter, itself. If it is asked for by the name, Multi-Lux Company, the cross reference will be found, which directs the file operator to the letter.

CROSS REFERENCE SHEET	
Name or Subject	File No.
Multi-Index Company	
Regarding	Date
Article of Interest	3-22-
SEE	
Name or Subject	File No.
Beardslee Chandler Manufacturing Company	
<p><small>The cross reference form under name or subject at top of the sheet and by the latest date of papers. Do not be matter for identification purposes. This paper, therefore, should be filed under name or subject after "SEE."</small></p> <div style="text-align: center;">  <p>Library Bureau of Washington Field Inc. Cat. No. 30 5802 For use in all Filing Systems</p> </div>	

The illustration is typical of cross reference sheets in general use. They may vary somewhat but they are the same size as a letter-head and of a contrasting color, generally buff or yellow. When a letter is inspected, read, indexed, and coded, cross reference sheets are made out if found to be necessary. From the time cross references are made out, they are treated exactly the same as other correspondence. They are filed by the name written at the top of the sheet.

Cross reference sheets are generally used when the cross reference occurs in a single letter only, and probably will not so occur again. Manila tabbed cross reference forms are used when papers never will be filed under the name cross referenced in alphabetic, automatic, and geographic filing. Cards are used for cross reference in systems where card indexes are used. The various forms of cross reference are described in detail in Chapter 10.

DRAWER LABELS. Each file drawer should be labeled with the first and the last alphabetic divisions to be found within it, as, A-Ac. Drawer labels eliminate inspecting two drawers to find the place to file or to find a paper. (See illustration 70.)

✓ *FILING PROCEDURE.* The following filing procedure is suggested for alphabetic filing:

1. Inspect papers to make sure they have received all necessary attention.
2. Read.
3. Index.
4. Code by underlining the first unit completely and the beginning letter of the second unit.
5. Sort behind alphabetic guides.
6. File.

ADAPTATION OF THE ALPHABETIC SYSTEM OF FILING. The alphabetic system of filing by names of correspondents or subjects provides a simple, logical method of correspondence filing. It possesses many desirable features for the following types of files. It is well adapted to small files consisting of one, two, or three drawers; to files where the number of correspondents is small, but the volume of papers is heavy; to files where it is essential to bring together all correspondence with different persons with the same surname; or to files where direct reference is required, with complicated foreign names predominating.

ADVANTAGES AND DISADVANTAGES OF ALPHABETIC FILING.

ADVANTAGES:

1. Direct filing and reference. No index required.
2. Provision for miscellaneous papers. A miscellaneous folder for each guide.
3. Simplicity of guide and folder arrangement.
4. Grouping of family names.

DISADVANTAGES:

1. Lack of definite indexing control, such as code numbers, adds to possibility of filing errors.
2. Congestion under common surnames and geographic names.
3. Possibility of filing related papers in more than one place because of variation in spelling surnames.



Student Using Library Bureau Practice Equipment

Job 4: Practice in Filing Correspondence Alphabetically

PURPOSE OF JOB: The purpose of this job is to give you practice in filing and finding correspondence in the Variadex Alphabetic Index.

EQUIPMENT · Cat. No. 1891.1 Set of 75 practice letters.
Cat. No. 1891.34 Variadex Alphabetic Index
in wooden tray, Cat. No. 1891.14.
Cat. No. 1891.12 Cross reference sheets.

PROCEDURE: 1. You are now to file the first twenty pieces of correspondence Nos. 1-20, which you have prepared for filing according to instructions given in Job 3, Chapter 4. Place the practice index in front of you with the letters on your desk at the right of the index. Compare the practice index with the colored illustration, page 70, and note that they are arranged identically, although the practice index is reduced in size so that you may handle it more easily on the desk.

Letter No. 12, which you have indexed and coded under the name of A. & W. Electric Sign Company (The) is on top of your pile of these letters, and it is the first one for you to file. First let your eye locate the correct guide behind which you will file the letter. The first guide in the index is "A," the second guide is "Adams." Letter No. 12 must be filed after the guide "A" and before the guide "Adams." Bring the guide "A" forward with your left hand and see if there are any individual folders filed behind it. If there is an individual folder for letter No. 12, it must be filed therein in date order. If not, it must be filed in the miscellaneous folder "A" in complete alphabetic order. If you find other letters in this miscellaneous folder indexed under the same name, all of them must be arranged according to date, the latest date on top or to the front of the folder. When you have found the correct folder, lift it up part way and rest it on the left side of the tray so that you may be sure that the letter is placed in the folder, not outside of it, and that it will fall to the bottom of the folder, with no edges protruding. Place the letter with the heading to the left as you face the file.

Continue the procedure with each letter until all twenty letters are filed. Be sure to locate the correct guide for each piece of correspondence. For example, when filing letter No. 9, Benkert, J. & C., & Company, locate the "Ben" guide. Do not stop with the "Be" or the "Bel" guide. Your practice index has purposely been arranged to give you practice with a section of a large division (300) of the alphabet. Also, be sure to place each letter in a folder, *not* outside of it.

2. Submit your work to your teacher for approval before proceeding with further practice work. After your teacher has given his approval, leave the letters in the index.

3. Inspect, read, index, code, sort, and file the next twenty letters, Nos. 21-40. Remember to index and file all letters pertaining to applications under the names of the applicants, assuming that reference will be made to them by name, *not* by subject. Did you find any incoming letters which had not been released? What did you do with them?

4. Letters Nos. 31 and 32 are to be cross referenced at this time. Letter No. 31 is written to the LIGHTING JOURNAL by Ballinger & Perrot, but it is written *about* Mr. John E. Bridges, who is working for the LIGHTING JOURNAL. No doubt it will be called for more frequently by his name than by the name of Ballinger & Perrot, so it must be indexed and filed under the name of Bridges, John E. and cross referenced under the name of Ballinger & Perrot. Then index the letter under the name of John E. Bridges and code it thus, John E. Bridges. This coding will tell you at a glance that you are to file the letter under his name, considering *Bridges* as the first unit and *John* as the second unit. Because it may be called for under the name of Ballinger & Perrot also, it must be cross referenced. Underline this name and place a cross at the end of the line thus, Ballinger & Perrot X which tells you that you are to cross reference this name.

Use a cross reference sheet from Cat. No. 1891.12. Write at the top, under "Name or Subject," "Ballinger & Perrot." (Refer to illustration on page 78 for an example of cross reference.) Under "Regarding" write, "Member of staff." Fill in the date, using the date of the letter and indicating the month by number as, 6-6-19—. Under "See," write Bridges, John E. By writing the name as you will look it up, you will save finding time. You will file the cross reference sheet under the name at the top, Ballinger & Perrot and you will file letter No. 31 under Bridges, John E.

Letter No. 32 is an application, written by B. G. Baker, although he has used a letterhead of the company where he is working at the present time. Since we are assuming in this practice work that reference will be made to all letters pertaining to applications under the names of the applicants, you will index and file this letter under the name of Baker, B. G., and cross reference it under the name of Barnhart Brothers & Spindler. Be sure to code both the name indexed and the name to be cross referenced,

filing the letter under the indexed name and the cross reference sheet under the name written at the top of it.

Because you are asked to cross reference only two letters in this practice work, do not think that only those two letters need cross referencing. A number of the practice letters need to be cross referenced. You are instructed to cross reference only enough letters in this practice work to enable you to learn how cross referencing is done in alphabetic correspondence filing. Additional practice in cross referencing will be given in the following chapters and, before you have completed the entire course, you will have cross referenced most of the letters which need it, but not all of them according to each system of filing.

5. Submit your work to your teacher for approval before proceeding with further practice work. Leave the letters in the index after your work has been approved.

6. Inspect, read, index, code, sort, and file letters Nos. 41-75. Report how you have filed all 75 letters on Reporting Chart No. 4, which your teacher will give you.

7. Submit your chart to your teacher for approval.

PRACTICE IN FINDING... *Finding* papers quickly and accurately is of utmost importance. It not only is the proof of correct filing but also, it is the function a file must serve. When your chart has been approved, find the following letters. Place your index squarely in front of you on the desk. First *think* what you are going to look for and let your eyes find the approximately correct place before fingering guides and folders. If you are looking for the "Bus" guide, don't finger the "A," "Adams," or other guides before it. Find correct guide and bring it forward toward the front of the index with your left hand. Inspect individual folders filed behind this guide, then miscellaneous folder if necessary. When correct folder is found, raise it up and rest it on the left edge of the tray as you inspect its contents.

As you find a letter list the information requested in the various columns on a piece of paper, then remove the letter from the file with your right hand and attach it to your report. Keep the letters in the order in which you have found them.

84 PROGRESSIVE INDEXING AND FILING

No.	Piece of Correspondence	Folder	Filed After	Filed Before
Example:		Markings	No.	No.
1	Letter from Paul O. Abbe, 11-17-19-	A	70	24

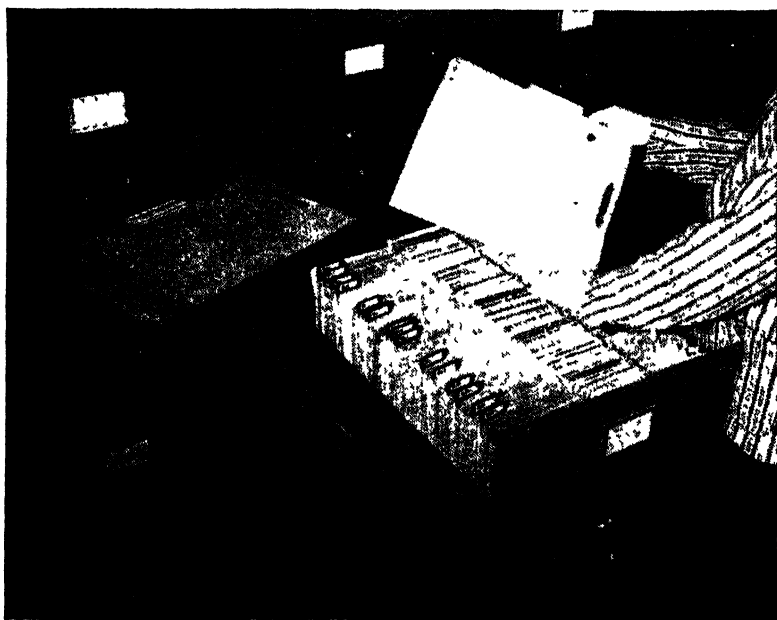
Letter to Beardslee Chandelier Mfg. Co., 5-1-19-
 Letter to Brett & Goode Co., 1-1-19-
 Letter to Bailey Reynolds Co., 6-26-19-
 Letter from Bayley & Sons, Inc., 4-14-19-
 Letter to Advertisers Paper Mills, 3-13-19-
 Letter from Ballinger & Perrot, 6-6-19-
 Letter to Brett & Goode Co., Inc., 9-8-19-
 Letter from Appleton & Cox, 8-16-19-
 Application from E. C. Brockton, 12-5-19-
 Letter from W. S. Barstow & Co., Inc., 8-2-19-
 Letter to J. & C. Benkert & Co., 7-8-19-
 American Express Bill of Lading to J. C. Black, 1-23-19-
 Telegram to Acme Steel Goods Co., 11-30-19-
 Letter to F. B. Berry, American Type Founders, 6-29-19-
 Letter to C. B. Babcock, 7-24-19-
 Telegram from J. P. Bolton, 9-30-19-
 Paid bill of Athens Case & Box Co., 7-12-19-
 Application from Barnhart Bros. & Spindler employee,
 12-12-19-
 Letter to Avondale Chandelier Co., 11-8-19-
 Letter from American Bank Note Co., 8-6-19-
 Letter from Bates Mfg. Co., 7-14-19-
 Letter to B. Brager re applicant Philip Austin, 11-28-19-
 Letter from Baltimore & Ohio R. R. Co., 5-3-19-
 Letter from Bunting-Stone Hardware Co., 4-8-19-
 Letter from the A. & W. Electric Sing Co., 11-9-19-
 Letter from Allegheny Steel Co., 1-1-19-
 Letter from The Arrow Electric Co., 9-27-19-
 Letter from Brick & Clay Record by Benfield-Leach Co.,
 12-10-19-
 Letter from Beardslee Chandelier Mfg. Co., 3-22-19-
 Letter from H. V. Berry, 2-15-19-

8. Submit your report, together with the letters you have pulled to your teacher for approval.

9. Remove all other letters from your practice index, arrange the entire set of practice letters in numeric order according to identification numbers, and keep them in this order for your next practice work.

Questions for Discussion

1. To what conditions is the Alphabetic system best adapted?
2. What features give the Variadex Alphabetic Index an advantage over other alphabetic methods?
3. From left to right, what is the relative arrangement of folder and guide tabs in the Variadex Alphabetic Index?
4. From front to back, what is the arrangement of folders and guides?
5. Are the guide captions single or double?
6. What is the printing on the tab of a miscellaneous folder?
7. How many letters from one individual or about one subject should be put into a miscellaneous folder?
8. When and how is an individual folder prepared?
9. What is a special classification guide, and how is it used?
10. How is a letter filed under the Variadex Alphabetic System?
11. What is a cross reference?
12. What are the various forms of cross reference?
13. Name the advantages and disadvantages of the alphabetic system of filing.
14. How is color used in the Variadex Alphabetic Index? What is its purpose? What are its advantages?
15. Give an illustration of how color is used in the Variadex Alphabetic Index.



Variadex alphabetic filing. Legal size Kraft folders equipped with Kompakt fasteners. Note convenience of a file shelf

CHAPTER 6

Other Alphabetic Systems for Correspondence Filing

Manufacturers of filing equipment and supplies produce various alphabetic systems which differ from the Variadex Alphabetic System as described in Chapter 5 in five general features:

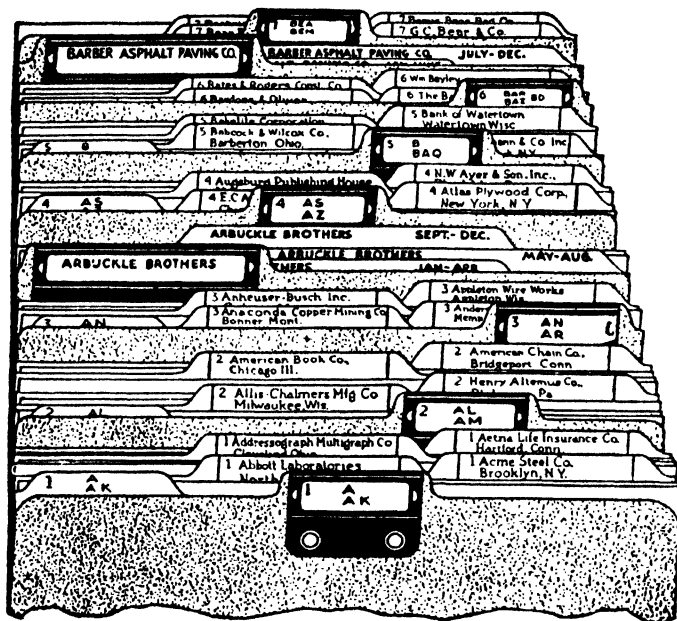
1. In the sequence and arrangement of tabs of guides and folders.
2. The use of inclusive guide captions commonly known as double or closed notations. (See Chapter 1)
3. The arrangement of guides and folders from front to back of the drawer.
4. The use of color.
5. Numbering guides and folders.

The fundamental principle of having all papers divided into groups by alphabetic guides, supplemented by special guides for the most active names and subjects, the use of individual folders for papers about active correspondents and subjects and miscellaneous folders for papers about inactive correspondents and subjects and the arrangement in individual and miscellaneous folders, is the same regardless of the system or the manufacturer.

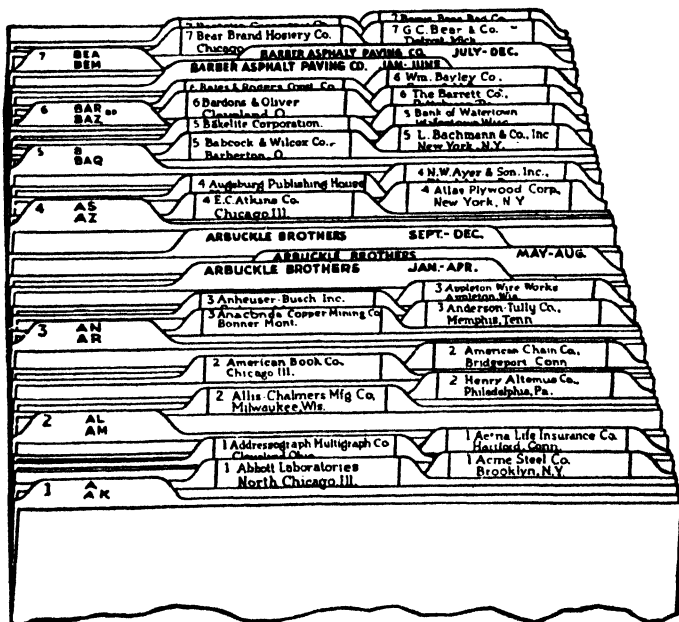
Amberg "Nual" Alphabet Index

AMBERG "NUAL" ALPHABET INDEX. (This description of the Amberg "NUAL" Alphabet Index was prepared by the Amberg File & Index Company.)

The Amberg File & Index Company offers the "NUAL" Alphabet Index, which is a complete indexing, filing and finding plan. It is a method which provides equipment for filing correspondence in alphabetic order, affording immediate and direct access to any correspondence wanted. There is no coding necessary and no exception symbols are used. The "NUAL" is a simple arrangement of the alphabet. The guides stand well above the folders, the indexing always being visible and the folders come into view



The Active File



The Transferred File

when the guides are spread apart at the proper compartment. Every index equipment installed under the Amberg plan is adjusted to meet all special or individual requirements.

Having in mind quantities only, correspondence comes from three sources.

1. Miscellaneous—Amberg first provides for the miscellaneous or scattered correspondence which comes from those writing several times, only.
 (See Folder A)
 (AK)
2. Individual folders—Second, typewritten folders are provided for those whose volume of correspondence warrants individualizing. (See folders, page 87 Abbott Laboratories, Acme Steel Co.)
3. Leaders--Then, third, Amberg provides for those whose volume of correspondence requires more than the capacity of a single folder. (See Arbuckle Brothers.)

For the first and second of the above-named classes, it is necessary to have a set of Alphabetic guides in sufficient number to give a liberal distribution. In the "NUAL" plan these guides are located on the right hand, occupying three tabbing positions. Individual folders are made as required.

For the third class, those who are continuously writing, Amberg provides what is called Leader Equipment. For each of these very frequent writers, a guide on which the name of the correspondent appears is provided, together with a set of Dated folders per annum, in number sufficient to distribute properly the volume of correspondence involved. For example, one Leader might require two folders (Jan. to June—July to Dec.), another might require three folders (Jan. to April—May to Aug.—Sept. to Dec.), another four, or six, or twelve (Monthly folders). These Leader guides are on the left, all in a row by themselves and are inserted alphabetically where they belong. The full assortment of Leader Equipment is quite extensive and its use is the final touch which makes filing equipment Amberg installs complete and specially adapted to the needs of the users.

FILING. The "NUAL" (name signifies "number alphabet") is an alphabetic method, not numeric. The correspondence to be filed is not numbered. The filing and finding are strictly alphabetic. The mental process involved is exactly the same as in finding a name in a directory where the names are in alignment and where, in looking for Becker, if BEA is at the top of the column, you run down the line until you reach BEC. What you have in your mind is BEC and as there is no change in the first two letters, the third letter is the one mentally involved in locating the correct filing division. In other places where combinations involve four letters, it is the fourth letter you have in mind in locating the filing division.

Alphabet guides are made from 30-point genuine red pressboard and are furnished with a patented black removable label metal window tip. Alphabetic combination labels are printed black on white and protected in the metal window tip by celluloid facing. Guides are provided in third, fourth, and fifth positions of one-fifth cut. The Leader, or name guides, are furnished in first position of one-third cut.

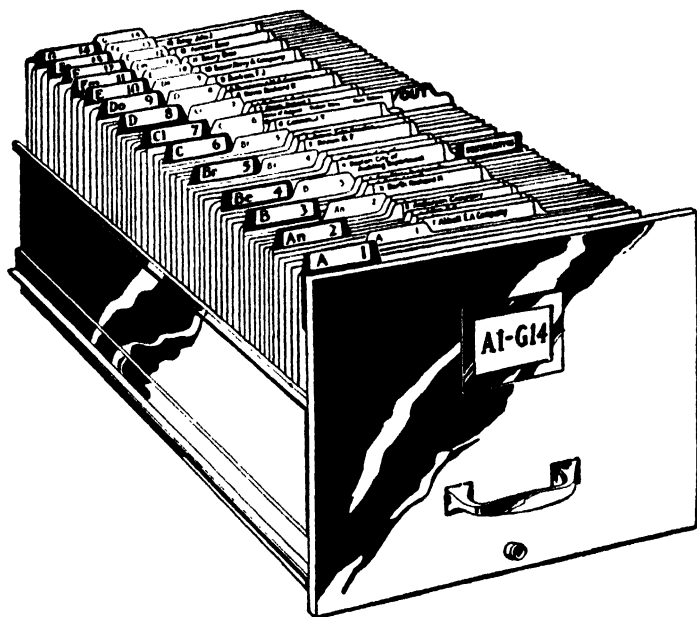
Alphabet folders are furnished in first position of one-fifth cut and the alphabetic combinations are printed directly on the folder. The individual typewritten folders are typed in second and third positions of one-third cut. The folders are furnished lower in height than the guides.

THE TRANSFER. (See detailed description of transfer in Chapter 12). The guides are not removed when a transfer is made but remain in the drawer as part of a permanent filing system. When a transfer is made only the folders are removed and all drawers are completely emptied of folders.

The F. E. Bee Line Filing System

(The following description of the F. E. Bee System of correspondence filing has been written by the Filing Equipment Bureau, Inc.)

The F.E. Bee Line filing system is manufactured and sold by Filing Equipment Bureau, Inc.



The F.E.B. Line Filing System

GUIDES. The F.E. Bee Line Lock Label guide is generally used in this system. This guide has an enameled steel tab, deeper reading space, and the unusual feature that the label which is removable cannot slide out. The tab is mounted on a heavy weight gray pressboard guide. On some occasions, the Lock Label guide is displaced by the F. E. Bee Line Roll-Top guide or Top-O-Graph.

PRINTINGS. Labels as described above are removable and are printed in the regular stock A to Z subdivisions of 25, 40, 60, 80 and so on up to 500. Larger subdivisions may be had on order. All labels are printed in black.

NUMERIC FEATURE. As in any other alphabetic system, where guides bear both alphabetic and numeric notations, the numeric feature is used as a check to prevent mis-filing. Guides are numbered consecutively as are also miscellaneous folders and individual folders to agree with the guide under which they are filed.

ARRANGEMENT. The arrangement of the F. E. Bee Line System carries the modern trend in filing to its logical conclusion. All guides are in position one at the extreme left and are all in one straight line of vision. Miscellaneous folders are in position two, next to the guides and they are also in one straight line of vision. Individual folders for persons or firms whose correspondence is heavy enough to warrant a separate folder are all in one straight line in position three. Position four is reserved for special correspondence, out guides, and ticklers, which will be described in later chapters.

FOLDERS. Folders used in the F. E. Bee Line System are the famous Triptop colored folders. The tabs on these folders are of triple thickness providing added strength where wear comes. The tabs of miscellaneous folders are salmon colored while the tabs on individual folders employ the various colors in which triptops are furnished as a ready means of file classification such as segregation of quotations, orders, contracts, general correspondence, or any group to which the subject matter lends itself. This automatic color tab classification is furnished solely by Filing Equipment Bureau, and Triptop folders, which are heavy only where the wear comes, give tab strength, and tell-tale colors with no loss of filing space.

OUT GUIDES. Out guides are essential to the proper operation of a file. Since they are used over and over, indefinitely. Filing Equipment Bureau employs the Roll Top guide tab for this feature. The celluloid pocket is attached to the front of the guide to receive the requisition card. As indicated above, this guide has the tab in the last position under the F. E. Bee Line System.

Globe-Wernicke "Safeguard" Index

(The following description of the Globe-Wernicke "Safeguard" index for correspondence filing has been written by the Globe-Wernicke Company)

The Globe-Wernicke Company manufactures a complete line of card and filing supplies, and both wood and steel filing cabinets. Immediately following is the description of the manner in which guides and folders are arranged in the "Safeguard" method of filing and indexing.

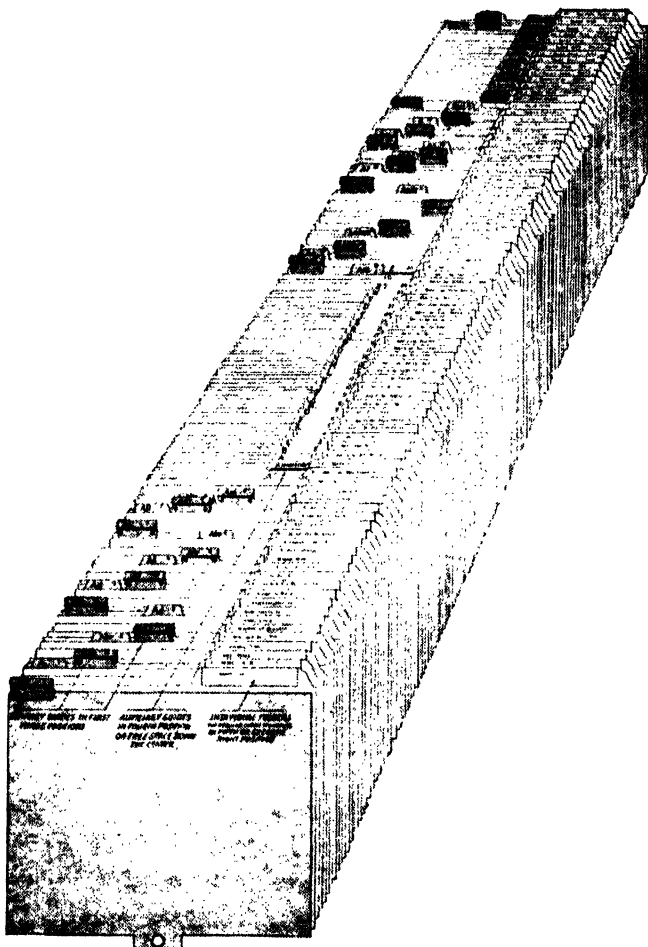
GUIDES. The standard guide stock in this system is 25-point gray pressboard. The guide tabs may be plain, angular, or flat celluloid, straight, or angular metal tip. Green colored celluloid is used for angular flat celluloid tab primary guides. Green celluloid inserts are placed in front of the white index label in metal tab primary guides.

PRINTINGS. The notations on guides with either plain or flat celluloid tabs are printed in black directly on the tabs. When angular celluloid tabs or metal-tip guides are used the index heading may be printed or written on a removable label, which can be changed to meet any requirements.

Strictly alphabetic subdivisions, only, are used in the Globe-Wernicke standard A-Z as no surnames are included. Special provision for such names, where necessary, is made by means of auxiliary guiding hereinafter described.

NUMERIC FEATURE. The numeric feature is a supplementary feature of the "Safeguard" system to be used when desired. In addition to the alphabetic indexing, a "location" number may be assigned to each guide, and, of course, the corresponding miscellaneous folder carries the same number. The numbers are printed just to the right of the guide heading. They are assigned consecutively from one up, according to the number of guides in the set. The individual folders back of a guide are numbered the same as the guide, except that the number is placed at the left end of the tab just before the name, thus bringing the folder number and the guide number close together for checking. When this feature is used it is better that each paper be marked with the number of the folder to which it belongs.

ARRANGEMENT. The primary alphabetic guides have the tabs distributed in three positions to the left of center. Auxiliary guide tabs occupy the fourth or "free space" between the primary guide in third position and the individual name folder tab on extreme right. Auxiliary guides are made with angular or flat celluloid or metal tabs. They are used for additional subdivisions, either alphabetic, monthly, daily, or special name, as may be required, thus permitting indefinite expansion at any desired place in the regular alphabetic set.



Globe-Wernicke "Safe-Guard" Index

FOLDERS. MISCELLANEOUS. The "Alphabetic Tab Folders" correspond to the miscellaneous folders of other alphabetic systems and are for letters and papers of a miscellaneous character. Partly to protect the folders, but more to reduce the number of tabs in sight and thus cause the primary guides to stand out, these folders are invisible, the top of the tab coming just above the body of the guide. They have red tabs in the same three positions to the left of center as the guides, and are printed in black with the same headings as the guides to which they belong. These folders are placed after the individual folders in each guide section.

INDIVIDUAL. When the correspondence of a firm or individual becomes of sufficient volume—five or six letters—it is removed from the miscellaneous folder and placed in an individual right hand tab folder. These have tabs on the extreme right end for the names of the correspondents. At the left end of the tab, on a line with the name, the folder may be numbered the same as the guide back of which it is filed. Where a number of individual correspondents appear in the same alphabetic classification, colored gummed folder labels can be fastened to individual folder tabs, using a different color for each different correspondent. These gummed folder labels are made in buff, blue, salmon, green, pink, and golden rod colors and white.

SPECIAL NAMES. Matters relating to special subjects are filed in right hand tab individual folders, having tabs covered with gummed folder labels, with tabs in the same position as that of the individual folders.

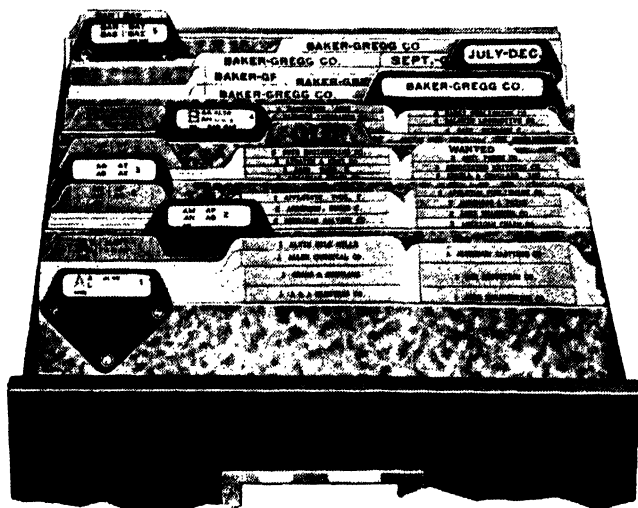
Bellows folders for each month, with tabs staggered to show the tab printing, may be used to subdivide heavy correspondence.

Shaw-Walker “Applied” Indexing

(The following description of Shaw-Walker “Applied” indexing for correspondence filing was written by the Shaw-Walker Company.)

Shaw-Walker makes three alphabetic filing systems: (1) The “Tailor-Made” Index, (2) The “Controlling” Index, and (3) The “Expandex” Index. Limited space permits us to illustrate and describe only the most commonly used, namely: the “Tailor-Made” Index.

SHAW-WALKER “TAILOR-MADE” INDEX. This simplified alphabetic index is made with subdivisions of the alphabet from 25 up to 4,000. It may be used for one drawer of material or five hundred drawers. The Shaw-Walker “Tailor-Made” Index consists of eleven component parts. All are identified in the accompanying illustration. Following is a brief description of the eleven component parts which make up the Shaw-Walker “Tailor-Made” Index.



Shaw-Walker "Tailor-Made" Index

1. The alphabetic guides are in the first two positions. The steel tabs of the guides are $\frac{5}{8}$ " taller than the folders so that upon opening the drawer all guide headings are immediately visible.
2. Miscellaneous folders are in first position at left. They are used for filing the papers of firms or individuals for whom you do not expect to have more than five papers per year. There is one miscellaneous folder for each main guide. The top edge of this and all folders in the "Tailor-Made" Index is just below the guide captions. This low tab idea permits one hundred per cent visibility for the guide captions.
3. Individual folders are used for firms or individuals where there are more than five and fewer than forty papers per year. These folders alternate in two positions at the right for easy filing and reference.
4. Title Guides are used for firms or individuals having more than forty papers per year. The wide tab at the extreme right gives required prominence to these very active correspondents.
5. The Special Name Period Folders are used behind each Title Guide. The quantity of these folders is determined by the number of papers for the correspondent. These folders have a wide tab, the positions of which are staggered.

6. The Special Name Period Guides are used to index the Period Folders where six or more Period Folders are used.

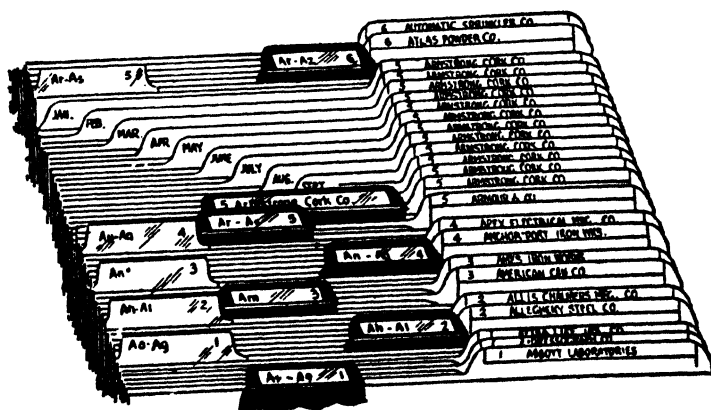
7. The Follow-up Folder automatically brings papers to the writer's attention at some future date. (See Chapter 14 for further description of Follow-up Folders.)

8. Out Guides are used to replace any papers taken away from the file. A requisition card bearing the name of the person to whom the papers are given is placed in the metal tab of the Out Guide. (See Chapter 10 for further description of Out Guides.)

9, 10 and 11. Behind the Title Guides alphabetic breakdowns with miscellaneous folders are used.

"Y and E" "Direct Name" Index

(The following description of the "Y and E" "Direct Name" System for correspondence filing has been approved by the Yawman and Erbe Manufacturing Company.)



"Y and E" "Direct Name" Index

Manufactured and sold by the Yawman and Erbe Manufacturing Company.

GUIDES. A heavy weight gray pressboard is the standard guide stock. To meet the various requirements of customers the guide tabs may be plain, celluloided, steel angular insertable or flat metal tip. (See Chapter 15 for descriptions of guides.)

NOTATIONS. In sets of more than forty subdivisions the first division of each letter of the alphabet is printed in red. Otherwise all guide headings are printed in black directly on the tabs or labels. The caption may be a single notation, but is more often double, printed on the same line. All captions are closed or inclusive.

NUMERIC FEATURE. Like many other alphabetic systems, a numeric feature is used to check against misfiling and to speed up the refiling of folders. Each guide is numbered consecutively. Index charts are furnished to be used in assigning numbers to the folders. This is especially useful after transfer has been made and new folders are being written up for the entire file.

The filing of folders is done by number; all folders numbered 25 are filed back of guide 25. The operation is facilitated by the fact that tabs with odd numbers are in one row and those with even numbers in another.

ARRANGEMENT. The tabs of all folders and guides are of the same height. The folder tabs occupy the first and last positions, while the guides with fifth-cut tabs alternate in the second and third positions. Thus the guide tabs do not in any way hide the folder tabs, which stand out prominently in the drawer. In many instances reference is made directly to the folders without consulting the guides; hence the title "Direct Name" System.

FOLDERS. The front flap of folders is cut down half an inch for the full width of the tab so as to permit a clear view of all tab printings, headings, and addresses.

MISCELLANEOUS. At the left of the drawer, in the first position, are the tabs of the miscellaneous folders or alphabetic folders. They have fifth-cut tabs, printed in red with the same numbering and alphabetic headings as the guides which precede them. The miscellaneous folder is placed at the end of the guide section, back of any individual folders which may be in that section.

INDIVIDUAL. Active correspondents are assigned individual tab folders, with a tab two-fifths-cut placed on the right end of

cut tabs on the one-twelfth-cut period folders, on which the correspondent's name and number are written—just like the individual folders. Special name guides are used also to mark the location of correspondents referred to often regardless of the amount of correspondence.

Global-Wernicke Company	Self-Guard	First 3 of 1/7 cut tabs	First 3 of 1/7 cut tabs	1 1/2	4th and 5th of 1/5 centered	9 1/2	Two inches in center	Single Title	25-40-60-80-120-etc.
Imperial Methods Company	Rapid System	First 2 of 1/5 cut	3rd position of 1/5 cut tabs	2 1/2	4th and 5th of 1/5 centered	9 1/2	None	Double Title	25-40-60-80-120-etc.
Marvy Company	Clear Vision Index	First 2 of 1/5 cut tabs	Third position of 1/5 cut tabs	10	4th and 5th of 1/5 centered	10	None	Single Title	25-40-60-80-120-etc.
Marco Company	Perpetual Index	First 3 of 1/5 cut tabs	4th position of 1/5 cut tabs	9 1/2	4th and 5th of 1/5 centered	9 1/2	None	Single Title	25-40-60-80-120-etc.
United Filing Supply Company	Speed-Index	First 2 of 1/5 cut tabs	First position of 1/5 cut tabs	9 1/2	4th and 5th of 1/5 centered	9 1/2	Four inches at right	Single Title	25-40-60-80-120-etc.
Remington Rand (Timney Bureau)	Automatic & Direct Alphabetical	First 2 of 1/7 cut tabs	Third position of 1/7 cut tabs	10	4th and 5th of 1/5 centered	10	Two and a half inches at right	Single Title	25-40-60-80-120-etc.
Remington Rand	Triple Check Auto.	First 2 of 1/7 cut tabs	Third position of 1/7 cut tabs	10	4th and 5th of 1/5 centered	10	Two and a half inches at right	Single Title	25-40-60-80-120-etc.
Remington Rand	Vandant	First 2 of 1/7 cut tabs	Third position of 1/7 cut tabs	10	4th and 5th of 1/5 centered	10	Two and a half inches at right	Single Title	25-40-60-80-120-etc.
Shaw-Walker Company	Ideal	First 2 of 1/5 cut tabs	Third position of 1/5 cut tabs	10	4th and 5th of 1/5 centered	10	None	Multiple Title	25-40-60-80-120-etc.
Shaw-Walker Company	Super-Ideal	First 2 of 1/5 cut tabs	First position of 1/5 cut tabs	9 1/2	4th and 5th of 1/5 centered	9 1/2	Six and a half inches at right	Multiple Title	25-40-60-80-120-etc.
Standard Manufacturing Company	Tell (Eye) Vision	First and 2nd of 1/5 cut tabs	Third position of 1/5 cut tabs	10	4th and 5th of 1/5 centered	10	None	Single Title	25-40-60-80-120-etc.
The Victor Safe & Vault Company	Vision Safe & Vault	First 2 of 1/7 cut tabs	First position of 1/7 cut tabs	9 1/2	4th and 5th of 1/5 centered	9 1/2	1 1/2 (1 1/2 cut third position)	Single Title	25-40-60-80-120-etc.
Walsh Cabinet Company	Alphas-Merical	First 2 of 1/7 cut tabs	Third position of 1/7 cut tabs	10	4th and 5th of 1/7 centered	10	None	Double Title	25-40-60-80-120-etc.
Walsh Cabinet Company	Adapters	First 2 of 1/5 cut tabs	First 2 of 1/5 cut tabs	9 1/2	4th and 5th of 1/7 centered	9 1/2	Six and a half inches at right	Double Title	25-40-60-80-120-etc.
Waxmiller Company	Duplex	First 2 of 1/5 cut tabs	Third position of 1/5 cut tabs	10	4th and 5th of 1/5 centered	10	None	Double Title	25-40-60-80-120-etc.
Wide Mfg. Company	Clear Index No. 1	First 3 of 1/7 cut tabs	Third position of 1/7 cut tabs	10	4th and 5th of 1/7 centered	10	None	Double Title	25-40-60-80-120-etc.
Wiss Mfg. Company	Clear Index No. 2	First 2 of 1/7 cut tabs	Third position of 1/7 cut tabs	10	4th and 5th of 1/7 centered	10	Fourth 1/7	Double Title	25-40-60-80-120-etc.
Yarnall and Eber Mfg. Co.	Direct Name	Second and third of 1/5 cut tabs	First position of 1/5 cut tabs	9 1/2	4th and 5th of 1/8 centered	9 1/2	None	Double Title	25-40-60-80-120-etc.

* Also furnish 9 1/2 and 10 inch wide guides of same body height. 1 Use color scheme for subdivisions of each letter on all multiple titles as shown.

Bre 17 AND Bro 18

DER
BJ

7 OR

DV-DZ-50

BLOOMINGDALE
BLOOMINGDALE

OR
HARD
HARD

217

CHART SHOWING PHYSICAL CHARACTERISTICS OF THIRTY-FOUR CORRESPONDENCE FILING SYSTEMS. The above chart shows the various cuts and positions of guides and folders of thirty-four correspondence filing systems. It also illustrates single, double, and multiple notations or printings. It is interesting to note that provision is made in

almost all of these systems for alphabetic guides, special classification guides, individual folders, and miscellaneous folders.

Questions for Discussion

Amberg "NUAL" Alphabet Index

1. What kind of guides are used in this system?
2. From left to right, what is the relative arrangement of folder and guide tabs?
3. From front to back, what is the arrangement of folders and guides?
4. What is meant by Leader Equipment?
5. Are the tab printings single or double notations?

Filing Equipment "F. E. Bee" Index

1. From left to right, what is the relative arrangement of folder and guide tabs?
2. From front to back, what is the arrangement of folders and guides?
3. Are the tab printings single or double notations?
4. Is color used in this index? How?
5. Has this system a numeric check?

Globe-Wernicke "Safeguard" Index

1. From left to right, what is the relative arrangement of folder and guide tabs?
2. From front to back, what is the arrangement of folders and guides?
3. Describe the individual folders.
4. Describe the miscellaneous folders.
5. Are the tab printings single or double notations?

Shaw-Walker "Tailor-Made" Index

1. From left to right, what is the relative arrangement of folder and guide tabs?
2. From front to back, what is the arrangement of folders and guides?
3. What special features may be noted in the tab printings?
4. Has this system a numeric check?
5. Are the tabs of the folders and guides the same height?

"Y and E" "Direct Name" Index

1. From left to right, what is the relative arrangement of folder and guide tabs?
2. From front to back, what is the arrangement of folders and guides?
3. Are the tab printings single or double notations?
4. How is the numeric check used in this system?
5. How are papers of very active correspondents handled?
6. What are period folders?

CHAPTER 7

Numeric Correspondence Filing

The Numeric system of filing is indirect, since it is necessary to refer to a card index which is arranged alphabetically in order to file or to find papers in an index which is arranged by number. For this reason, its use for name filing has been discontinued to a great extent. The direct systems have been proved to be quite as effective, while far more simple and rapid in operation. There are, however, some files where papers group themselves by nature around definite cases, contracts, and operations, which are active for a reasonably long but indefinite period, and which require permanent and extensive cross reference. These conditions exist, for example, in lawyers' offices, where several names are involved in most court cases. (Legal filing is described in Chapter 8.) Similar conditions exist in offices of architects, contractors, and engineers. Under these conditions, many times, the Numeric system will prove to be most satisfactory.

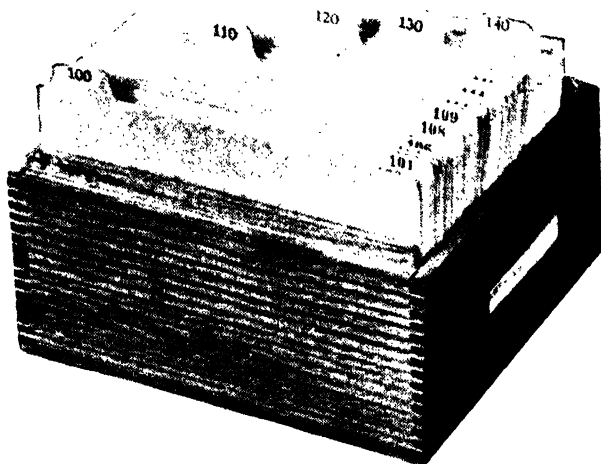
There are three separate parts in most Numeric systems of filing, which are :

1. Card Index
2. Numeric correspondence index for papers about *active* correspondents or subjects.
3. Alphabetic correspondence index for papers about *inactive* correspondents or subjects.

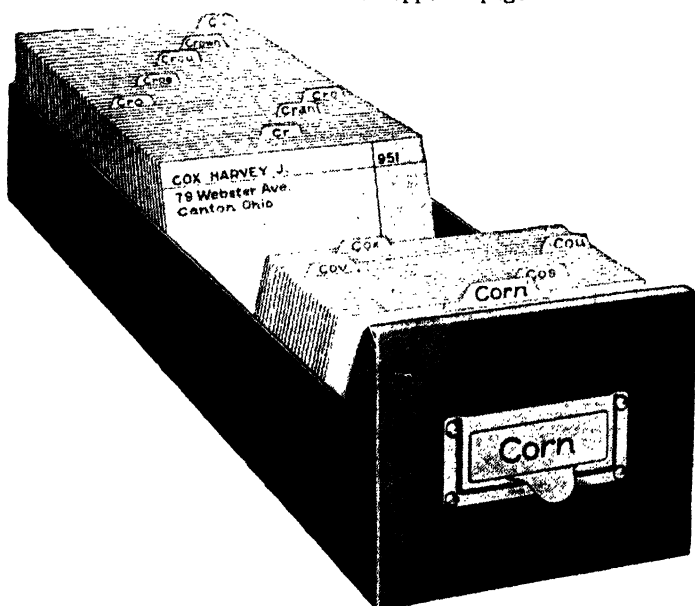
CARD INDEX. In Numeric filing, a number is assigned consecutively to each *active* correspondent and subject, as it develops. That is, the first active correspondent or subject is numbered 1, the next 2, the next 3, and so on. A number, once assigned, is maintained until a correspondent no longer does business with the firm or a subject ceases to exist. Folders and 5 by 3 inch cards are numbered in sequence. All those bearing numbers not yet assigned are kept with other unused supplies in the supply room or empty file drawer. The file number for a new name or a new subject is determined by checking the first unused numbered card

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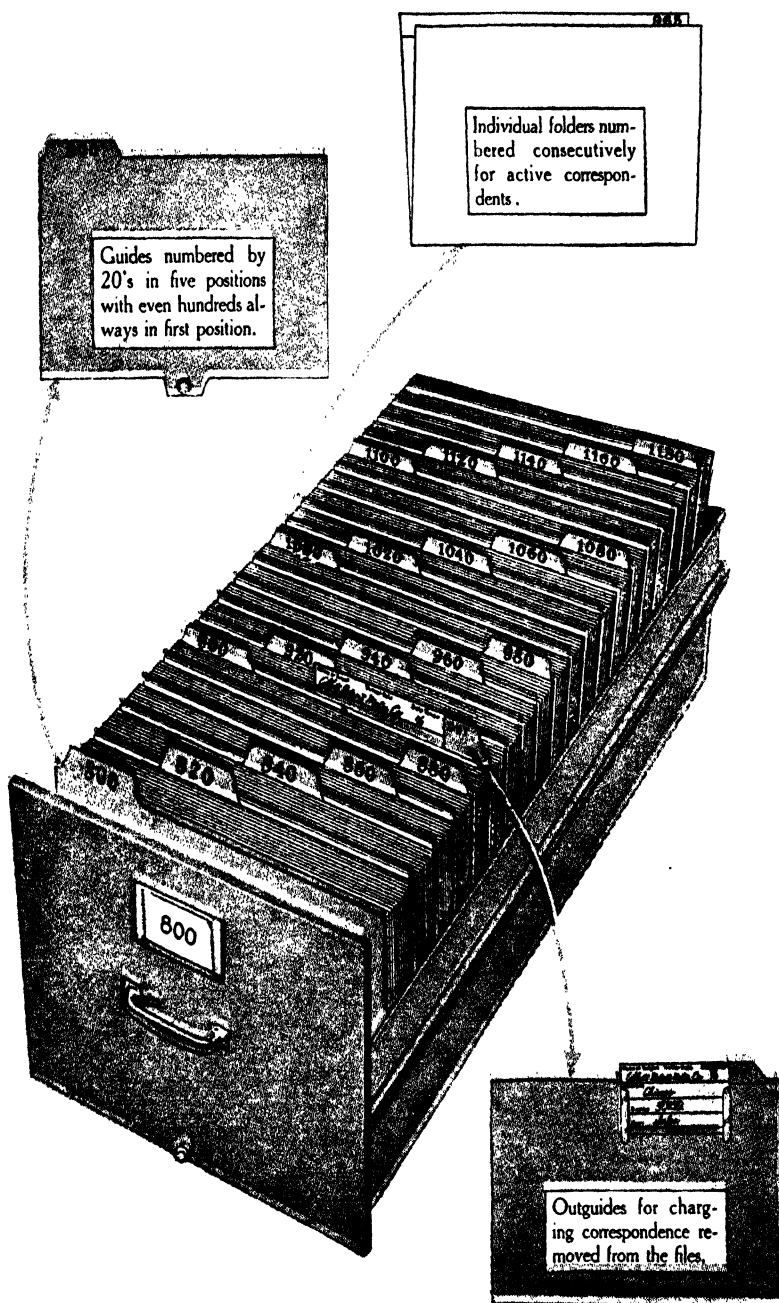
with the first unused numbered folder. (Sometimes a register or accession book, showing names and numbers assigned, is kept.)



Library Bureau Practice Equipment, Outfit No. 4, for classroom use in practicing numeric correspondence filing. For convenience the guides and folders in this outfit are 6 inches wide and 4 inches high. Compare with color illustration on opposite page



Numeric Card Index



For example, practice letter No. 1 is indexed under the name of Paul O. Abbe, who, we are assuming, is an active correspondent. By consulting the card index, you find no card for him, so he must be a new correspondent. In going to the supply room or file drawer, the first unused numbered card is found to be numbered 100. Evidently the numbers 1-99 have been assigned previously. Comparing this card with the first unused numbered folder, the folder, too, is found to be numbered 100 and the number 100 is assigned to Paul O. Abbe. The folder 100 is placed in the file drawer behind the guide 100 and all papers about Paul O. Abbe are numbered 100 and filed in this folder.

The card 100 is made out, showing the name of Paul O. Abbe, written on the top line in correct filing order, as, Abbe, Paul O., starting two spaces from the left edge. The complete address is written just below the name in block arrangement. The number 100 appears in the upper right corner.

RULES FOR WRITING CARDS. The following rules should be followed carefully when making out cards:

Rule 18. *NAME OF BUILDING IN ADDRESS.* Addresses containing the name of the building as well as the street and number are indexed and filed by the street and number.

Name	Indexed
Standard Oil Company	Standard Oil Company
Equitable Building	120 Broadway
120 Broadway	New York 2, New York
New York 2, New York	

Rule 19. *STREET ADDRESS EMBODYING MORE THAN ONE NUMBER.* Street addresses embodying more than one number are indexed and filed by the lowest number.

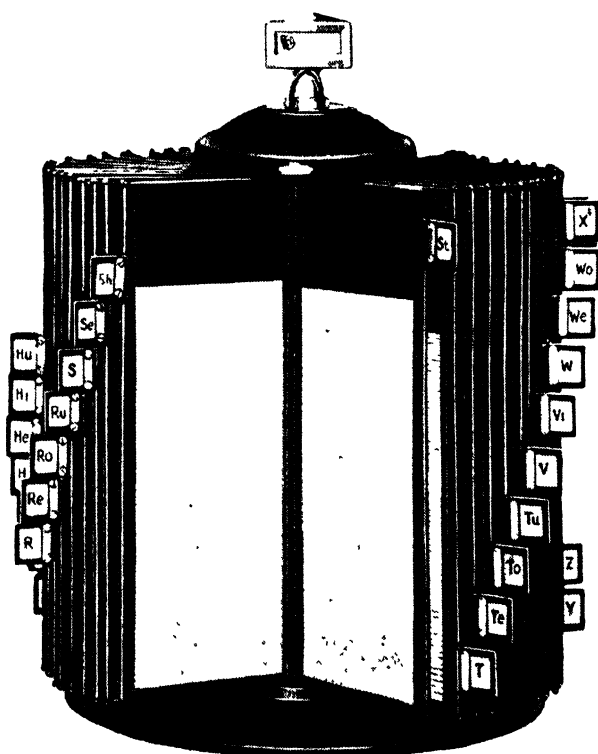
Name	Indexed
Harrison & Treflew	Harrison & Treflew
910-912 Main Street	<u>910 Main Street</u>

Rule 28. *ADDRESS INCLUDING WORD, "CITY."* When writing names of local correspondents, do not use the word, "City," as part of the address. Write the name of the city in full.

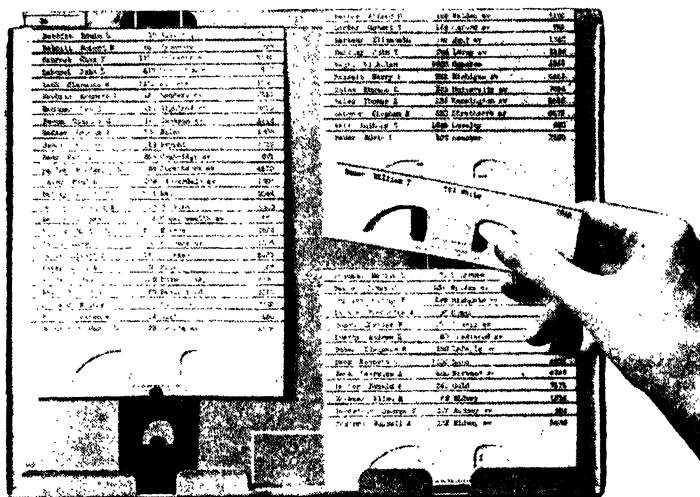
Name	Indexed
National City Company City	National City Company New York, New York
W. K. Nelson City	Nelson, W. K. Boston, Massachusetts

Cards are filed alphabetically in the card index. In order to file or find papers, the card index must be consulted to ascertain the number of the folder in which they have been filed. By consulting the card of Harvey J. Fox in the illustration, page 102, you ascertain that papers about him are filed in the folder numbered 951.

A card index may be kept vertically in any type of cabinet of the proper size, in the same arrangement as described in Chapter 1. (See illustration on page 102), or it may be kept in visible form. (See illustrations following.)



Kardex Visible Rotary File



VALUE OF INDEX. The index is the control of the Numeric filing system because names and subjects must be found in this index in order to obtain the file number of the folder in which papers are to be filed or found. From this index, the operator who numbers all papers, determines the filing to a large degree by those numbers. Often, too, the card index is used for mailing purposes, since complete addresses are listed on all cards.

All peculiarities, exceptions and doubts are cross referenced by means of un-numbered cross reference cards which are filed in the card index and thus become a matter of record. The ease with which cross reference can be made is one of the biggest advantages of the Numeric system.

CROSS REFERENCE. Cards not numbered in the upper right corner are used for cross reference in the Numeric system. The number appears opposite the name listed under "See." For instance, in cross referencing practice letter No. 36, the following card is made out. The letter is indexed and filed under the name of Berry Box and Package Company, Inc., in the folder numbered 112. When the card index is consulted under the name of Acme Motor Sales Company, this card directs the file operator to folder No. 112.

Acme Motor Sales Company Portland, Maine	
See: Berry Box and Package Company, Inc.	112

Cross Reference Card

NUMERIC CORRESPONDENCE INDEX. Usually guides in the Numeric Correspondence Index appear in five positions, staggered across the file drawer from left to right. They are numbered by 10's or 20's. (See Chapter 1, Part II for a description of staggered arrangement.) The guides shown in the color plate on page 103, are fifth-cut and in staggered arrangement.

Note that the tab of the guide 800 is in first position, the tab of the guide 820 is in second position, the tab of the guide 840 is in third or center position, the tab of the guide 860 is in fourth position, the tab of guide 880 is in fifth position, the tab of the guide 900 is in first position, and so on, throughout the file drawer.

Straight-edge folders, that is, folders with no tabs, are numbered in sequence, one folder, or a group of folders bearing the same main number, being assigned to each active correspondent or subject. Numbers are printed on the back flap of the folder in the upper right corner. All folders are individual folders. The arrangement of papers within the folders is according to date, the latest date in front or on top. Folders must never be permitted to become over-crowded. They must be subdivided by date, branch office, subject, according to how papers are to be called for. When it is necessary to subdivide folders, the duplex-numeric system of numbering may be used, each subdivisional folder being given an auxiliary number in sequence, as, 100-1, 100-2. These subdivisional folders are arranged in sequence behind the original folder.

There are other plans for arranging guides and folders in a Numeric Index. Sometimes the tabs of the guides appear in two or three positions at the left, only, and tab folders are used, on which names of correspondents or subjects are shown. However, folder tabs for names or subjects are of little use in a Numeric index since reference to papers is entirely by number.

ALPHABETIC CORRESPONDENCE INDEX FOR INACTIVE PAPERS. In the Numeric system, just as in all other systems of filing, there are papers about both active and inactive correspondents and subjects. Unless miscellaneous papers to, from, or about inactive correspondents are to be indexed and filed under some subject to which a number has been assigned, they usually are filed in a separate alphabetic index, with, or without index cards. If cards are used, the symbol "M" appears temporarily on them in the upper right corner, being replaced later by a permanent number when the correspondent or subject becomes active, and the papers are removed to the Numeric Index.

The Variadex Alphabetic Correspondence Index may be used for miscellaneous papers. Since this is a strictly miscellaneous file, all filing is done in miscellaneous folders and no individual folders are included in it. As soon as enough papers accumulate under *one* name or *one* subject, usually five pieces, that name or subject is assigned a number, a card showing that number is made out and filed in the card index and folder bearing that number placed in the Numeric file and the papers, which are now considered active, are coded and removed to that folder.

VALUE OF CODE NUMBERS. When the mailing and the filing departments are located near each other, papers may be numbered as soon as they are received and before distribution to the various departments for attention. For this first numbering before distribution, papers are sorted roughly, alphabetically, to facilitate reference to the card index, which is arranged alphabetically. The file number, ascertained from the card index, is listed in the upper right corner of the letter. A colored pencil, preferably blue, should be used for this coding, as it is more legible than the ordinary pencil and does not smear as easily. At this time, too, previous correspondence, if needed, may be withdrawn from the files instantly by using this number. When the typist types the reply she should be careful to list this file number on it. Thus, both the original letter and the copy of the reply, when both are received in the filing department, can be filed by this number, without a second reference to the card index.

The numbering of papers upon their arrival saves the time of every executive, department head, and clerk. When the Numeric system is in use throughout the office, reference to orders, invoices, or ledgers may be made from the same number.

FILING PROCEDURE. The following filing procedure is suggested in connection with Numeric filing:

1. Inspect papers to make sure they have received all necessary attention.
2. Read.
3. Index—at this time papers may be sorted roughly alphabetically to expediate reference to the card index.
4. Code using number obtained from card index.
5. Sort first by 100's or 500's then by 10's and then into final numeric sequence.

6. File by number and check names of correspondents on papers already in folders.

SUMMARY OF ADVANTAGES AND DISADVANTAGES OF THE NUMERIC SYSTEM OF FILING AS APPLIED TO NAME CORRESPONDENCE.

ADVANTAGES.

1. Accuracy
2. Positive numbers, that may be used to identify the name or subject when calling for correspondence. These same numbers may be used in various departments and files.
3. Unlimited expansion. Can start with one drawer and expand to any number of drawers.
4. Opportunity for permanent and liberal cross referencing.
5. Index is a complete list of names and addresses of all correspondents and subjects.

DISADVANTAGES.

1. Indirect filing and reference.
2. Unsatisfactory provision for miscellaneous papers involving a separate file.
3. No provision for eliminating dead matter.
4. Cumbersome index, accumulating cards for all names.
5. High labor cost in the filing department.

Job 5: Practice in Filing Correspondence According to the Numeric System

PURPOSE OF JOB: The purpose of this job is to give you practice in filing and finding correspondence in the Numeric Index.

EQUIPMENT: Cat. No. 1891.1 Set of 75 practice letters
Cat. No. 1891.24 Card index in wooden tray,
Cat. No. 1891.13
Cat. No. 1891.4 Numeric Index in wooden
tray, Cat. No. 1891.14
Cat. No. 1891.411 20 numbered cards and 5 un-
numbered cards

PROCEDURE: 1. Because of the amount of work involved in making out the index cards, you will *not* file *all* the seventy-five letters in this practice. Select from the entire set thirty-eight letters with the following identification numbers: 1, 3, 8, 9, 11, 12, 13, 14, 15, 19, 22, 23, 26, 29, 31, 32, 34, 35, 36, 40, 42, 44, 45, 46, 48, 50, 51, 54, 58, 60, 61, 66, 68, 69, 70, 71, 74, 75. Note that these identification numbers have no bearing on the Numeric System of filing. They are merely for identification purposes. These are the letters you will use for this practice. *Keep them in this order while assigning numbers. Do not arrange them alphabetically.* Consider these correspondents as *active* correspondents. The other letters you will consider as miscellaneous and you will not file them at this time. Put them carefully aside for future practice. In an office, you would file them in a separate alphabetic index. Starting with letter No. 1, inspect, read, index, code, and sort according to the following instructions. Then proceed with letter No. 3, then letter No. 8, and so on, until you have inspected, read, indexed, coded, and sorted all the thirty-eight letters.

2. **INSPECT.** Make sure that each incoming letter has been initialed in the upper left corner to show it has been answered, or otherwise has received all necessary attention. Did you find any which had not been initialed? If so, what did you do with them?

3. **READ.** Read to determine indexing caption. Remember that you are working for the LIGHTING JOURNAL, and all these letters are written either to, or by, the LIGHTING JOURNAL.

4. **INDEX.** Remember that *reference* determines how a letter shall be indexed and filed. In this practice assume that all letters pertaining to applications will be called for under the subject, "*Applications*," then by *date*. (In a large filing department, letters, after they have been indexed, are sorted roughly alphabetically to speed up reference to the card index, which is arranged alphabetically. This is not necessary in your practice.)

5. **CODE.** When you have determined the indexing caption, underline it just as you did for alphabetic filing. In Numeric filing you not only underline the indexing caption, but also you place a number obtained from the card index, in the upper right

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corner of each letter. Consult the card index for file number. In this practice you will make the card index. Use the cards numbered consecutively, beginning with 100, in Cat. No. 1891.411. Assume that the numbers 1 through 99 have been assigned. The un-numbered cards are to be used for cross reference.

Note that the folders in Cat. No. 1891.4 are numbered consecutively, also, beginning with 100. The guides are numbered by 10's consecutively. Remove the folders from the index placing them in a pile near your index, keeping them in sequence with folder numbered 100 on top. Replace them in sequence behind the right guides as their numbers are assigned to active correspondents or subjects.

Letter No. 1. You have inspected, read, and indexed it under the name of Paul O. Abbe and you have underlined this name in the letterhead. Consult your card index to find out what number, if any, has been assigned to him. Since Paul O. Abbe is a new correspondent, you will find no card, so you must make one out. Use the card numbered 100, which is the first unused numbered card and check it with the first unused numbered folder which also is numbered 100. Write the name on the top line of the card in filing order and list complete address just below, starting two spaces from left edge. Use block arrangement, as shown on card illustrated below :

Abbe, Paul O.	100
30 Broad Street	
New York, New York	

Code the letter by placing the number 100 in the upper right corner and place it face down on the desk. In an office you would place it in a sorter. File the card in your card index behind the correct guide and in exact alphabetic order, observing all indexing and filing rules in Chapter 1. (Use card index, Cat. No. 1891.24 housed in wooden tray Cat. No. 1891.13 for your card index.) Place folder numbered 100 in your Numeric Index behind the guide numbered 100.

Letter No. 3. Inspect, read, index, code, and sort it. Be sure to consult the card index to see whether or not a number has been

assigned. Since you find no card for Albany: National Bank & Trust Company (N.Y.), you must assign the next unused number, which is 101. Make out the card 101, being careful to watch alignment. Code letter and place it face down on top of letter No. 1. File the card in your card index. File folder in your Numeric Index behind folder 100.

Repeat this procedure with each letter, assigning the next unused number each time, if no number has been assigned. *Be sure to consult your card index before assigning each number.*

Five of the letters pertain to applications. In this practice assume that reference will be made to them by *subject and date*. When you come to letter No. 13, which is the first letter pertaining to applications assign number 106 to the subject, "Applications." Code the other four letters pertaining to applications under the same number. *Only one card is necessary* because we are assuming that reference to *all* applications will be made by *subject and date*.

6. **CROSS REFERENCE.** Cross reference letter No. 8 twice and letters Nos. 22, 36 and 66 once each. Use the five un-numbered cards for this purpose.

Letter No. 8. Make out two cross reference cards, one under the subject, Transportation, the other under the National Electric Light Association of Chicago. List the Baltimore & Ohio Railroad Company under "See" and the number 102, as follows:

Transportation	
See: Baltimore & Ohio Railroad Company (The)	102

Letter No. 22. Mr. Smith of the Beardslee Chandelier Manufacturing Company has been requested to send a photograph of himself to be used in connection with an article to be printed in

the LIGHTING JOURNAL. This letter is indexed and filed under the name of Beardslee Chandelier Manufacturing Company, but it also may be called for under the name of Mr. Smith, so a cross reference card should be made out in his name referring to the Beardslee Chandelier Manufacturing Company.

Letter No. 36. Since the Berry Box and Package Company, Inc., will be responsible for the credit of the Acme Motor Sales Company, this letter should be indexed and filed under the name of Berry Box and Package Company, Inc., but it may be asked for also under the name of the Acme Motor Sales Company and a cross reference card should be made out under that name.

Letter No. 66. This letter is indexed and filed under the name of The Burrows Brothers Company and it should be cross referenced under the name of Mr. Ralph Beman.

File the five cross reference cards as each is made out in your card index, in exact alphabetic order. Arrange cards bearing names falling in the alphabet beyond "Gr" alphabetically behind the "Gr" guide.

7. *SORT.* Letters must be sorted into numeric sequence, according to code numbers. If there are two or more letters, bearing the same code number, arrange them by date, latest to the front or on top. Sort into piles of 10's then into final numeric sequence. (When there is a bulk of correspondence, letters are first sorted by 100's or 500's, then by 10's, then by final numeric sequence.)

8. *FILE.* File letters in your Numeric Index. Letter No. 1 is coded No. 100. File it in folder No. 100 with heading to left as you face the file. Be sure to raise the folder and rest it on the left side of the tray when placing letter in it. At this time, too, you should check the correspondence already in the folder and make sure that it has been indexed under the same name as you have indexed letter No. 1. Arrange all letters in any one folder according to date, the latest date to the front, or on top. All folders in the Numeric Index are individual folders.

9. When your practice work is completed, report the results on Reporting Chart No. 5 obtained from your teacher and submit it to your teacher for approval.

PRACTICE IN FINDING.

When approval has been given, find the following letters. You

<i>No. Piece of Correspondence</i>	<i>Date.</i>	<i>Filed After Card</i>	<i>Filed Before Card</i>	<i>Folder No.</i>	<i>Filed After No.</i>	<i>Filed Before No.</i>
Example :						
11 Bates Mfg. Co.	4-20-19-	Baltimore	None	104	34	None
National Commercial Bank & Trust Co., Albany	1-13-19-					
The Baltimore & Ohio R.R. Co.	5-3-19-					
Benfield-Leach Co.	12-10-19-					
Acme Motor Sales Co.	3-11-19-					
Brett & Goode Co.	9-8-19-					
Letter of Application	2-12-19-					
Dr. Louis Bell	11-26-19-					
Paul O. Abbe	11-19-19-					
Ralph Beman	11-18-19-					
John E. Bridges	6-6-19-					

will need to refer first to the card index to ascertain the number of the folder in which each letter is filed. Be careful to place both the card index and the Numeric Index in front of you, find guides with your eye first, then with your left hand, and refer to cards and letters with your right hand. As you find the card and then the letter, list the information requested in the various columns on a sheet of paper. Then remove both the card and the letter and attach to your report, keeping them in the order in which you have found them.

10. Submit your report with letters and cards to your teacher for approval.

11. Remove all cards from your index. These cards will not be used for further practice. Remove all letters from your Numeric Index, place them with the letters which you have not used for this practice and arrange them *all* in numeric order according to identification numbers. Keep them in this order for your next practice. Make sure all 75 letters are in your set.

Questions for Discussion

1. Why has the Numeric system been discontinued to a great extent?
2. For what files is this system best adapted?
3. What is the arrangement of guides in a Numeric Index?
4. Describe the individual folder.
5. How is miscellaneous material handled in this system?
6. Why is a card index used with a Numeric file?
7. What is the chief value of the index?
8. How are letters cross referenced?
9. What is the indexing and filing procedure in this system?
10. Name the advantages and disadvantages of this system.

CHAPTER 8

Application of Numeric System to Legal, Catalog, Blue Print, and Clipping Files

Legal Filing

A lawyer sells service instead of commodities. A client bears the same relation to a lawyer as a customer does to a sales office. Papers are a lawyer's stock in trade. Hence it is most vital and important that these papers be filed accurately and in such order that they can be found quickly and surely.

Most of the papers in a law office pertain to clients, and are in regard to court "cases," collections, legal transactions, and advices not in connection with court "cases." Also, just as in any office, there are various administrative and routine papers not relating to the business of any client, which, usually are kept in a file by themselves and arranged either by name or by subject.

All papers pertaining to one "case" or to one client are indexed under the client's name and are filed together, separated by case or kind of paper. In some instances, the papers of one client alone will occupy a number of file drawers. In small offices, where there are few lawyers, an alphabetic arrangement by client's name may be used. In larger offices more often the numeric system is more satisfactory because of the ease of cross referencing the names of other persons involved, such as, another plaintiff or another defendant, the witnesses, the opposing lawyer. Even when the numeric system is in general use, often it is found to be more desirable to file the active cases alphabetically by client's name so that lawyers, working after office hours, will be able to refer to these papers without having to refer to the card index.

There are two ways of numbering cases. One way is to number all cases in sequence as they are received. This is not very satisfactory in most offices, however, because papers of one client may

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be widely scattered throughout the file. A more desirable method is to use the duplex-numeric system of numbering, that is, each new client is assigned the next unused number in sequence, and each of his cases and transactions is given a dash or auxiliary number in consecutive order. For instance, a new client, John Doe, is given the next unused number, 125. Perhaps his first transaction is a court case in which he appears as plaintiff. This case is numbered 125-1. His next transaction may be in regard to the purchase of property. This is numbered 125-2.

The next transaction for this client may be another court case in which, this time, he appears as defendant. This is numbered 125-3. As each new case for this client is received, it is given the next dash or auxiliary number in sequence.

With any numeric system there must be a card index, arranged alphabetically. In making out index cards for clients in law offices, the following terms and abbreviations are used:

Plaintiff means the person bringing suit.

Defendant means person against whom suit is brought.

Versus, or vs. means against. Follows the name of the plaintiff.

Adversus, or adv. means opposed by. Follows the name of the defendant.

Re. or in re. means in the matter of, concerning. Used on index cards to denote transactions which do not involve court cases.

Et. al. means and others. It commonly is used after the name of the plaintiff or defendant to indicate that more than one person is acting as plaintiff or defendant.

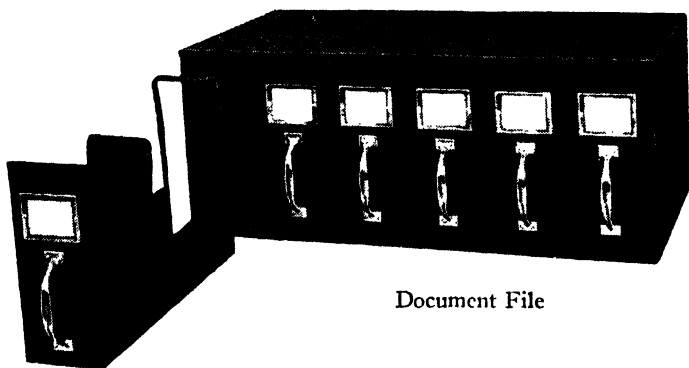
The card for John Doe, whose cases are listed above, reads as follows:

Doe, John 25 Church Street New York, New York	125
vs. Smith John re. Jones Estate adv. Brown James	125-1 125-2 125-3

Cross reference cards are made out for all names involved. The cross reference card for John Smith reads as follows:

Smith, John	
40 Wall Street	
New York, New York	
adv. Doe John	125-1

Until vertical files were made, legal papers were folded and filed in old-fashioned document files, in the most inconvenient form possible. In a few instances, today, legal documents, and other legal papers folded to document size, still must be filed folded, in document files. These files are made in a variety of styles and of standard dimensions suitable either for vault or office use.



Document File

EQUIPMENT. The modern way of filing legal papers is unfolded and vertically in standard vertical legal file cabinets. In this form they occupy less space, may be consulted more rapidly and are less liable to become torn and dog-eared.

Folders or wallets for cases of any importance are made of strong and durable material and are capable of expanding an inch or two. (See illustration, Chapter 15, Leatherette legal pockets.) Binder folders often are used, which bind together and keep in

proper order all papers in regard to any case or subject. The flexible steel fastener, firmly attached to the inside of the folder, holds all papers together so that they cannot slip out of place and become lost. (See Sample 6, Instructor's Outfit, Cat. No. 1893.) For the less important cases with but few papers, plain folders are used.

Guides of manila or pressboard, printed with either alphabetic or numeric divisions, should be used as described under Alphabetic filing, Chapter 5, or Numeric filing, Chapter 7.

Papers in a law office, as a rule, cannot be transferred at stated intervals. (See Chapter 12 for complete details of transfer.) Court cases, Estate and Trustee matters, Patent papers, Real Estate cases, and Collections may extend over a period of years and it is difficult to handle the open cases in more than one file. Usually it is better to divide papers in a law office under two headings: "active" or "current"; and "closed" or "transferred." When a numeric system is used for the open cases, a separate series of numbers often is used successfully for the closed cases. A supplementary alphabetic card index for the closed cases should be kept in that event, for cross referencing records and for recording closed file numbers.

Miscellaneous legal transactions, advices and miscellaneous correspondence, such as Legislative matters, Insurance and Administrative matters of the law firm, and other papers not pertaining to clients' cases should be kept in a separate unit and papers should be indexed by names of clients or correspondents, or, in some cases, by subject and filed alphabetically. A periodic transfer should be used for this class of papers. (Transferring of legal papers is taken up in Chapter 12.)

COLLECTIONS. Collections of debts are indexed by name of creditor, cross indexed under the name of the debtor and filed alphabetically. As soon as a collection is effected, the case is closed and should be transferred. This class of papers, while active, is a Pending File, and unless a collection Follow-up Record is kept, should be filed as a separate unit.

INDEX TO DECISIONS. Data or Information File which contains copies of briefs for general use; information regarding

federal, state, and foreign laws.

LEGAL BLANKS. Printed legal blanks, such as contracts, leases, deeds, mortgages, affidavits, assignments, are filed in a separate vertical unit, classified by state and then by subject and sub-subject. Armorclad or removable label celluloided guides, third cut, center position, should be used for States, fifth-cut, first and second positions, for subjects. (See Chapter 15 for description of guides and Sample 4 in Instructor's Outfit, Cat. No. 1893 for removable label guide.)

CASES AND POINTS. When a court case is closed, the copies of the briefs with the transcript of the record are removed from the files and bound. These bound volumes are filed on shelves or in bookcases.

TIME BOOK, or TIME JOURNAL, or DIARY. Many lawyers record each day's work in memorandum books or dictate it to a stenographer. This record is a book of original entry from which all charges are made and upon which, in case of dispute, support is relied.

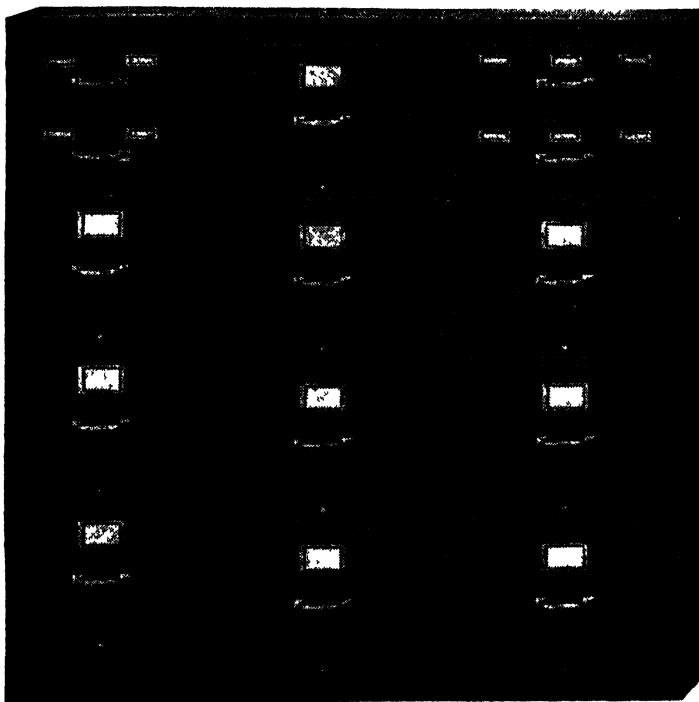
DOCKET AND REGISTER. The docket for court cases is a brief record or synopsis of each case, including date of actions taken and to be taken, used as a follow-up. It is kept in card form and lists all open matters to be attended to for a client which prevents over-looking small details or important dates. Usually the register is kept in loose leaf form and is similar to the docket but in more detail. When cases are closed, the sheets pertaining to those cases are removed and filed with the other case papers.

TICKLER, or FOLLOW-UP, FILE is described in Chapter 14.

Catalog Filing

Quick reference to catalogs and price sheets is a necessity to intelligent and effective purchasing. Catalogs are of all shapes and sizes, although some effort has been made to standardize them. The question of suitable filing equipment for housing catalogs always has been a difficult one, due to this great variation in sizes. The vertical cabinet, with three sizes of drawers,

invoice or bill, correspondence, and legal, has proved to be most satisfactory. The system used for filing catalogs depends to a great extent upon the nature of the organization.



Battery of 3 units—2 legal and 1 letter size. Two of the units have the upper drawer replaced by substitute drawers for 5 × 3 cross reference, one with 2 rows for cards, the other with 3 rows

ALPHABETIC CATALOG FILING. If the Purchasing Department is comparatively small and reference to the file is chiefly by the executive in charge, catalogs should be indexed by name of vendor and filed alphabetically. Variadex Alphabetic Guides may be used. Most catalogs are large enough so they will stand upright in the file and no folders are needed. Tab folders for price sheets and small catalogs may be used. Special classification guides may be used to call attention to special or very active names. If much reference is made to catalogs by article, a card index, arranged alphabetically by name of article, may be maintained.

NUMERIC CATALOG FILING. Where much reference is made to catalogs both by seller's name and by name of article, the numeric system is most satisfactory. Each seller is assigned a number in sequence and all catalogs, price sheets, and leaflets of that seller are numbered with the number assigned by means of a sticker affixed in the upper right corner of the front cover. If different sized catalogs have been filed in different sized drawers, a letter prefixed to the number assigned, may represent the size. For instance, "A" may denote legal size, "B" correspondence size, and "C" bill or invoice size.

All catalogs from one seller are filed together in whichever size file the catalogs from that particular seller demand, behind guides numbered correspondingly. Pamphlets, price sheets, discount lists, and supplements may be placed inside the catalog to which they refer, or adjacent to it in a separate folder bearing the same number. A guide, preferably of heavy pressboard with metal or celluloided tab (See Sample 5,) is provided for each number to facilitate reference and keep catalogs upright.

THE CARD INDEX. Catalogs are indexed on cards (see illustrations next page) both by name of seller and by name of article. On the seller's card are listed the seller's name, complete address, and file number. Below appear the items carried by that seller in which the Purchasing Department is interested. On the article or subject card are listed the firms selling that particular article, together with the catalog file numbers of each. An article card should be made out for each article listed on the name card and a name card should be made out for each name listed on the article card. For instance, since two articles, Sandpaper and Glue, are listed on the name card in the illustration, article cards should be made out for each. Also, there should be name cards for Armour Sandpaper Works, Austin & Eddy, and Minnesota Mfg. Co. since these names, as well as American Glue Co., are shown on the article card. Be sure to list only one article on any one article card. List noun or important word first, then the description, as, Textbooks, English, or, Textbooks, Filing. Then all cards about "Textbooks" will be filed together and classified according to kind.

NAME American Glue Co., 50 Church Street, New York, N.Y.		NO. 83
ADDRESS		
ARTICLES	SPEC. CAT.	PAGE
Sandpaper	D. L.	
Glue	11	

Seller's Card

ARTICLE Sandpaper		
FIRM	ADDRESS	CAT. NO.
American Glue Co.,	50 Church St., New York, N.Y.	83
Armour Sandpaper Works	2 Main St., Chicago, Ill.	665
Austin & Eddy	100 Fourth Ave., New York, N.Y.	17
Minnesota Mfg. Co.	Minneapolis, Minn.	92

Cat. No. 30-5026

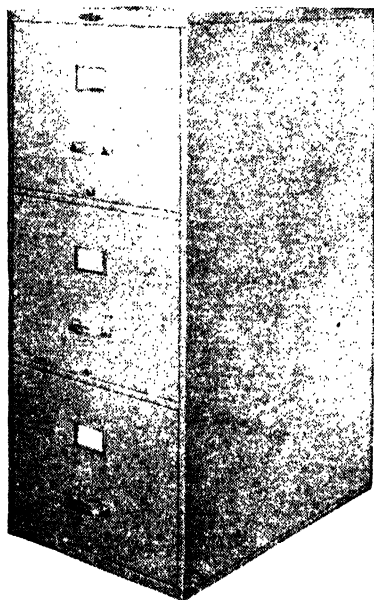
Article Card

CROSS REFERENCE. When cards have been made out and filed under the name of the article as well as under the name of the seller, a complete cross reference has been made, whether the file of catalogs, itself, is arranged alphabetically or numerically. Sometimes the Quotation Card Record is used for cross reference by article. Quotation Records are explained in Chapter 18.

Blue Print Filing

CABINETS. Vertical file cabinets are used for the filing of blue prints, drawings, and other large sheets of similar nature. The majority of such papers can be handled in either standard

correspondence or legal size drawers. In addition to these, Remington Rand Inc. has a specially designed cabinet, which has three large drawers in which original drawings up to the size of 18¼ inches wide x 14 inches high can be filed on edge. Blue prints, even if folded several times, are kept satisfactorily in this way. A separate card index is kept which can be used for (1) alphabetic index by name, (2) alphabetic index by subject, (3) cards numerically arranged, showing draftsmen, size, date, time required in making, cost of alterations to original drawings, and other information. This plan is especially valuable to manufacturing concerns for filing mechanical drawings. Each 28 inch drawer will hold from 4,000 to 5,000 single sheets.

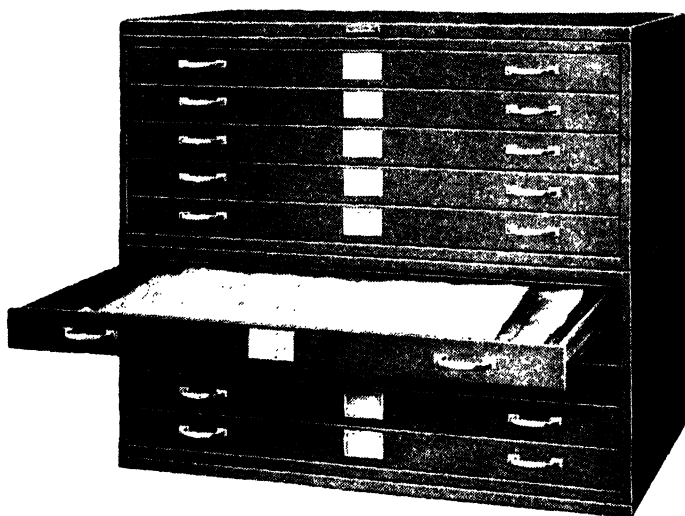


Architectural Vertical Unit for housing
blue prints, photographs, music scores,
and other large papers

Yawman and Erbe Manufacturing Company manufactures a vertical blue print cabinet, known as the "Mammoth File," in which drawings and blue prints may be filed vertically without folding. When the lid is raised the cabinet opens somewhat like a gate-leg table. The table legs are hinged and when the cabinet is closed they are concealed inside. The cabinet will hold about 700 single sheets, which are indexed on cards held in metal racks on the inside of the lid.

The Art Metal Construction Company also makes a Steel Plan File, somewhat on the order of the "Y and E" cabinet, adding a compressing device which keeps the plans or blue prints upright.

The large size drawers in the Map and Plan Unit made by Remington Rand Inc., accomodate drawings and blue prints filed flat.



Map and Plan Unit

GUIDING SYSTEM. In the offices of most architects, contractors, and engineers, the various plans, blue prints, specifications, and other papers group themselves mostly around specific contracts or jobs. Such papers may be arranged alphabetically, numerically, or by subject. Due to the advantages gained through ability to number these contracts, keying in the plans, blue prints, and other papers, and using one card index to handle everything, the numeric system of filing has proved most satisfactory for this kind of papers.

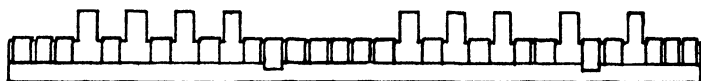
Clipping Filing

Clippings from newspapers, magazines, and other sources are important in many offices. Since they are of irregular sizes, they must be mounted, either by means of "U-File-M" strips or on sheets of paper $9\frac{1}{2}$ inches by $11\frac{3}{4}$ inches, to strengthen them and at the same time facilitate the grouping of several on the same subject. Mounting by cellulose tape also is satisfactory. When

mounted on sheets of paper, the subject or name is written at the top and they are filed alphabetically, numerically or by subject in the same manner as correspondence. Only clippings about the *same* name or subject should be mounted on any one sheet. Folders are used to further group these sheets.

"U-File-M" strips are made by the U-File-M Binder Manufacturing Company. Each strip has a gummed back which can be affixed easily to the back flap of a folder. The front of the strip consists of a series of gummed fingers held in place by a protecting strip. Two fingers, one at the top and one at the lower edge of the clipping, will hold each clipping in place.

One "U-File-M" strip, fastened in a folder serves to mount a great number of individual clippings, keeping them in order, grouping them by subject and thus facilitating reference. When these strips are used, no other mounting or reinforcing is necessary. Standard vertical or horizontal correspondence units are used for the housing of clippings.



"U-File-M" Strip



Folder showing use of "U-File-M" strip

Job 6: Practice in Indexing Catalogs

PURPOSE OF JOB: The purpose of this job is to give you practice in indexing catalogs by seller's name and by name of article, when filed numerically.

EQUIPMENT: Cat. No. 1891.5 Catalog cards.

PROCEDURE: Secure from three dealers three *small* catalogs. Assign a number to each seller. List the assigned number in the upper right corner of the cover of each catalog and on name and article cards. Do not assign more than one number to any one seller. Make out one name card and one article card for each catalog. Be sure the article card is an exact cross reference of the name card. Present catalogs and cards to your teacher for approval.

Questions for Discussion

LEGAL FILING

1. What were the early methods of filing legal papers?
2. What is the modern method of legal filing?
3. What methods of guiding are recommended?
4. What kind of folders should be used?
5. What methods of filing may be used to care for open cases?

CATALOG FILING

1. What is the best equipment for housing catalogs?
2. What is done when catalogs are of different sizes?
3. What methods of guiding are recommended and under what conditions is each used?
4. Describe each method mentioned in answer to Question 3.
5. How are catalogs indexed?
6. What should be done about cross reference?

BLUE PRINT FILING

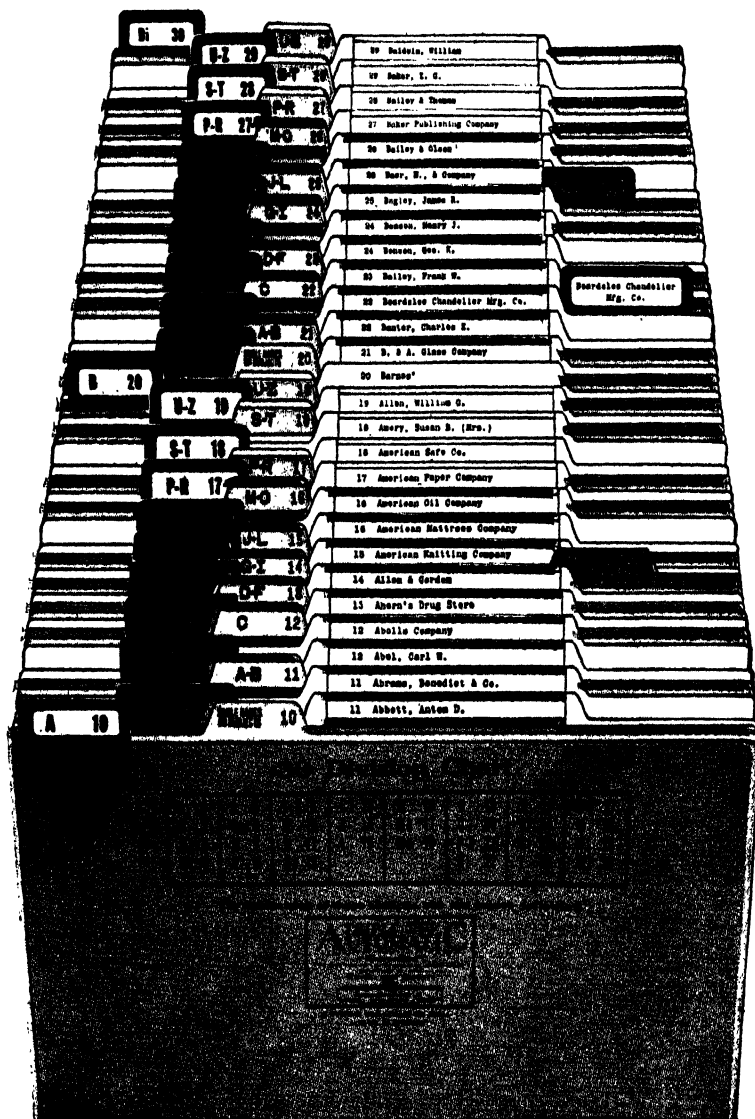
1. What types of cabinets are suggested for filing blue prints?
2. Describe each type of cabinet.
3. What is the guiding system?
4. Name the most satisfactory guiding system and give reasons.

CLIPPING FILING

- 1 How are clippings prepared for filing?
- 2 What are "U-File-M" strips?
- 3 How are these strips used?
- 4 What systems are used for filing clippings?
- 5 What kind of equipment is used for filing clippings?



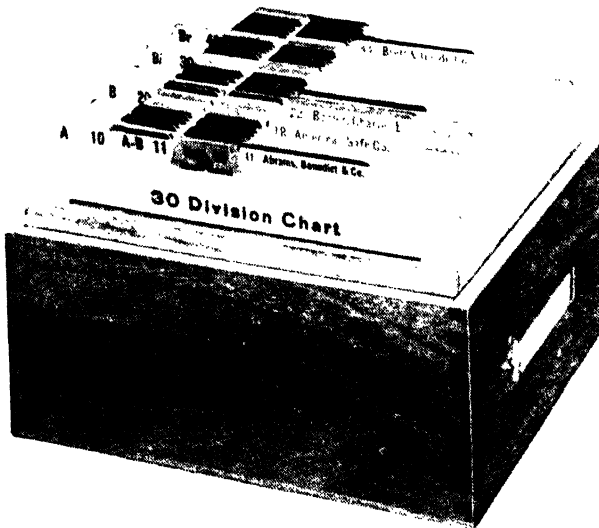
Batteries of letter and document size units



CHAPTER 9

Triple Check Automatic Correspondence Filing

When Vertical Filing was introduced in 1892, the Numeric system of filing was used almost entirely, because of the accuracy maintained through the control of the card index. The direct methods, with no card index, did not satisfy the demand of those who had been accustomed to the positive check possible with Numeric filing. The L. B. Automatic Index was designed to meet the demand for a direct system of filing with a numeric control. This has been superseded by the Triple Check Automatic Index.



Library Bureau Practice Equipment, Outfit No. 1891.66, for classroom use in practicing correspondence filing in the Triple Check Automatic Index. Although this equipment consists of guides and folders 6 inches by 4 inches, the positions of the guide and folder tabs, etc., are the same as illustrated on page 55. This outfit contains more guides than are usually put in one vertical file drawer

The Triple Check Automatic system of filing is a direct alphabetic system with a numeric control, a combination of the alphabetic and numeric systems, which makes it both accurate and speedy. Filing and finding are done alphabetically. Protection against mis-filing is by number and color.

GUIDES. Two groups of guides are used in the Triple Check Automatic Index, namely, primary guides and secondary guides. Primary guides are the main alphabetic guides. The tabs of these guides are in first position, *only*, at the left of the file drawer. These primary guides are used exactly the same as the alphabetic guides in any alphabetic system of filing, that is, to locate the *first word or unit* of a firm name, or subject, or the surname or family name of an individual. They come in different divisions of the alphabet to meet the needs of individual files, as, 20-division, 30-division, 40-division, up to 1,000-division, or even larger.

Secondary guides, which are subdivisional guides, have tabs in the second position, *only*. They are used to subdivide papers filed after the primary guides, according to the *second word or unit* of a firm name or subject, or the given or first name or first initial of an individual. There are nine of these secondary guides behind each primary guide and they comprise all the letters of the alphabet. Each set is arranged exactly the same, as: A-B 1; C 2; D-F 3; G-I 4; J-L 5; M-O 6; P-R 7; S-T 8; U-Z 9. In filing letter No. 1, which is indexed under the name of Abbe, Paul O., the primary guide, "A," is first found since, according to rule 1, Chapter 1, *Abbe* is considered as the first unit in this name. Behind this "A" primary guide are the nine secondary guides. *Paul* is considered as the second unit in this name, so the letter must be filed behind the P-R secondary guide. Letter No. 2 is indexed under the name, Advertiser Paper Mills, and according to rule 2, Chapter 1, *Advertisers* is considered the first unit and *Paper* the second unit. Then the "A" primary guide for *Advertisers* is found and behind that the P-R secondary guide for *Paper*. Letter No. 3 is indexed under the name, Albany: National Commercial Bank & Trust Company (N.Y.) and according to rule 29, Chapter 1, *Albany* is considered the first unit, *National* the second unit. Then this name is filed behind the "A" primary guide for *Albany* and the M-O secondary guide for *National*.

The labels on these secondary guides are colored to aid in the rapid filing and finding of correspondence. The labels on the first three secondary guides are TAN, on the second three secondary guides they are GREEN, and on the last three secondary guides they are YELLOW. Armored guides are used for both primary and secondary guides



A Modern Office Desk tops overhang to the right accommodating typewriters Posture chairs for secretaries Aluminum side chairs

FOLDERS. MISCELLANEOUS. The miscellaneous folders, one for each guide in the index, have tabs in the third position, *only*. The notations on the miscellaneous folders filed after the secondary guides are the same as the notations on the guides preceding. The miscellaneous folders filed after the primary guides bear the same numeric notations as the guides preceding, but also they each bear the notation, "Single Name or Subject," instead of the same alphabetic notation. All miscellaneous papers are filed in the correct miscellaneous folders. They are arranged in exact alphabetic order exactly the same as in any alphabetic miscellaneous folders. If there are two or more papers about the same correspondent, or subject, they are arranged by date, the latest to the front or on top. The tabs of the secondary mis-

cellaneous folders are banded in color to match the secondary guides preceding. The tabs of the primary miscellaneous folders are not colored.

FOLDERS. INDIVIDUAL. Individual folders are made out whenever five or more papers have accumulated about one correspondent or one subject. The tabs of these folders are in fourth position, *only*. They are filed in exact alphabetic sequence, exactly the same as individual folders in an alphabetic index are arranged, between the correct guide and its miscellaneous folder. Papers in the individual folders are arranged according to date, the latest date to the front, or on top.

GUMMED LABELS. Gummed labels for the notations on the individual folders are selected according to the colors on the secondary guides, that is, those to be filed after the first three secondary guides should be TAN, those to be filed after the second three secondary guides should be GREEN and those to be filed after the last three secondary guides should be YELLOW. Plain manila gummed labels are used for individual folders which are to be filed after the primary guides. The code number is typed first, then the name of the correspondent or subject, in filing order. Care should be taken to start the number two spaces from the left edge of the label and the name or subject should always start at a definite number of spaces from the left edge of each label, to make perfect alignment.

SPECIAL CLASSIFICATION GUIDES. Special Classification Guides, for very active names or subjects and for subdivisions thereof by date, location, or department, have tabs in the fifth position, *only*. (Extreme right of drawer.) They provide rapid reference to these highly active names or subjects and also furnish added support. The tabs of the "Out" or "Charge" guides appear, also, in the fifth position. (Charge methods are described in Chapter 10.)

NUMERIC FEATURE. Unlike the Numeric system of filing, which provides a number for each active correspondent and subject, the Triple Check Automatic system of filing provides a *group* number to insure accuracy in filing letters and folders. This group number means the location of letters and folders, while in the Numeric system, the number means the correspond-

ent or the subject. The primary guides are numbered in sequence in 10's beginning with A 10, B 20, Bi 30, Br 40. The secondary guides are numbered in exact sequence in groups of 1 to 9, as 11, 12, 13, 14, 15, 16, 17, 18, and 19. Every paper, before it is filed, is coded by its location number, which is obtained from a chart, provided with each index. (See illustration below, also chart in front of practice index Cat. No. 1891.66.)

CODING INSTRUCTIONS. There are two parts to this chart, the upper and the lower parts. The upper part lists the numbers for the primary guides, omitting the zero for each. On the chart shown below, note that "A" is listed as 1, "B" as 2, "Bi" as 3, while on the "A" guide in the practice index the number is 10, on the "B" guide 20. The chart shown below is a 30-division chart for use in coding the practice letters which will be filed in the practice index, which is a 30-division index. The numbers assigned to the primary guides in any index change with the division in use. For example, when using a 30-division index, a 30-division chart must be used for coding papers. On the other hand, when using an 80-division index, an 80-division chart must be used.

30 Division Chart

A 1	C 5	F 9	I-J 13	M 16	N 19	S 23	U-V 27
B 2	Co 6	G 10	K 14	Me 17	O 20	Si 24	W 28
Bi 3	D 7	H 11	L 15	Ma 18	P-Q 21	Sl 25	Wi 29
Br 4	E 8	Ho 12			R 22	T 26	XYZ 30




Chart of a 30-division Triple Check Automatic Index
In this chart the ciphers at right of main guide numbers are omitted

KEY TO SUBDIVISIONS									
0	1	2	3	4	5	6	7	8	9
A-B	C	D-F	G-I	J-L	M-O	P-R	S-T	U-Z	

Ten Sixteen Twelve

Remington Rand

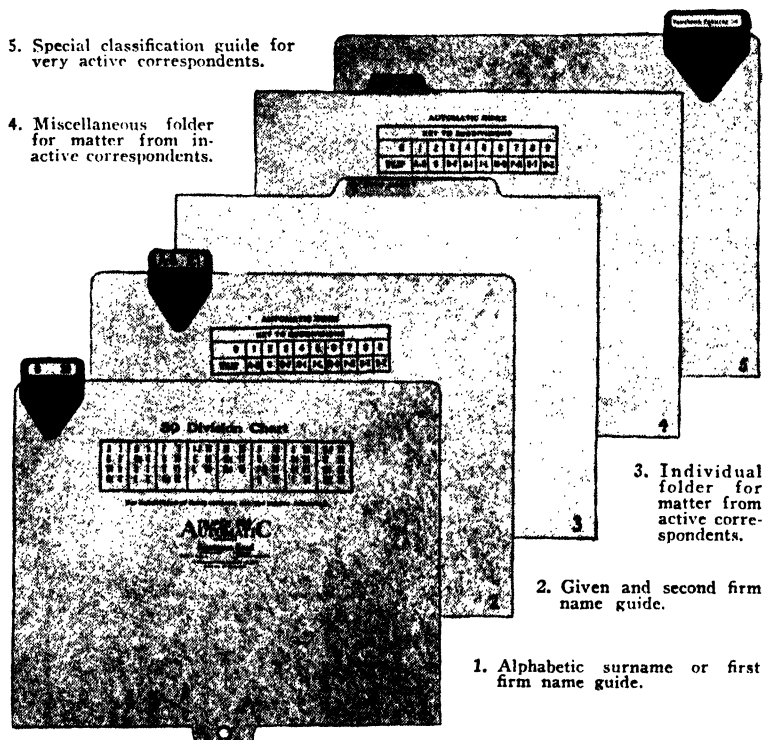
MADE IN U.S.A. 100-100-1000

The lower part of the chart shows the final digits of the numbers on the secondary miscellaneous folders and the secondary guides. This final digit never changes. The numbers for names with second units beginning with "A" will always end in 1 and the numbers for names with second units beginning with "P" will always end in 7. The code number for letter No. 1 indexed under the name, Abbe, Paul O., is 17. On the upper part of the chart the number for "A" is shown as 1. On the lower part of

the chart, the number for P-R is 7. Placing 7 to the right of 1, the entire code number is 17. The code number for letter No. 2, indexed under the name of Advertisers Paper Mills, also is 17, 1 for "A" and 7 for P-R. When there is no second unit, the code number ends in 0.

5. Special classification guide for very active correspondents.

4. Miscellaneous folder for matter from inactive correspondents.



Guide and folder arrangement of the Triple Check Automatic Index for correspondence filing

In this system of filing, two exceptions are made to rule 7, Chapter 1. (First exception) When names begin with a compound geographic name, whether or not the first part is an English word, the entire compound geographic name is considered as the first unit and the word which follows the compound geographic name is considered as the second unit. Example: When coding the name, *New York Garment Company*, consider *New York* as the first unit and *Garment* as the second unit, code number 194. This rule helps relieve congestion in files where there are many firm names beginning with the same compound geographic name.

Examples of Coding

Rule	Name	Italicized section indicates primary term.			Code Numbers		
					Pri- mary	Sec- ondary	Com- plete
1	John J. Brown	<i>Brown, John J.</i>			4	5	45
1a	Chas. De Haven	<i>De Haven, Charles</i>			7	2	72
	Du Pont Fabrikoid Co., Inc.	<i>Du Pont Fabrikoid Co., Inc.</i>			7	3	73
2	Hibbard, Spencer, Bartlett & Co.	<i>Hibbard, Spencer, Bartlett & Co.</i>			11	8	118
	A B C Rubber Co.	<i>A B C Rubber Co.</i>			1	1	11
3	Henry E. Kane & Co.	<i>Kane, Henry E. & Co.</i>			14	4	144
4	Blanche Duff-Gordon	<i>Duff-Gordon, Blanche</i>			7	1	71
	Alice Fay-Smithe Art Shop	<i>Fay-Smithe, Alice, Art Shop</i>			9	1	91
5	Air-O-Pad Mfg. Co.	<i>Air-O-Pad Mfg. Co.</i>			1	6	16
	Carter-Crume Co.	<i>Carter-Crume Co.</i>			5	2	52
6	Air Borne Co.	<i>Air Borne Co.</i>			1	2	12
	Interstate Mfg. Co.	<i>Interstate Mfg. Co.</i>			13	6	136
7	Atlantic City Traction Co.	<i>Atlantic City Traction Co.</i>			1	8	18
	Grand Rapids Furniture Co.	<i>Grand Rapids Furniture Co.</i>			10	3	103
8	Hart The Florist	<i>Hart (The) Florist</i>			11	3	113
11	Home for Blind	<i>Home for Blind</i>			12	1	121
	Hughes & Dier	<i>Hughes & Dier</i>			12	3	123
14	14th St. Store	<i>Fourteenth Street Store</i>			9	8	98
	48th St. Theatre	<i>Forty Eighth Street Theatre</i>			9	8	98
15	Wm. Fiske	<i>Fiske, William</i>			9	9	99
	Ft. Wayne Electric Works	<i>Fort Wayne Electric Works</i>			9	3	93
29	First Nat. Bank, Albany, N.Y.	<i>Albany: First Nat. Bk. (N.Y.)</i>			1	3	13

(Note
exception
page 136)

138 PROGRESSIVE INDEXING AND FILING

This rule for coding compound geographic names does not affect alphabetic arrangement of folders or papers in folders. The correct alphabetic arrangement after the G-I 194 guide is: New Hampshire Gas Company, New York Garment Company, Newark Garage.

(Second exception) Federal departments are indexed under "*United States Government*" as the primary unit and the name of the department as the secondary unit. Example: The code number for United States Department of Agriculture is 271, *United States Government* being considered the first unit and *Agriculture* being considered the second unit.

All papers are coded before being placed in the file. Papers are sorted by this code number behind a duplicate set of primary guides. When filing, the place is found by the name, then checked by the code number, to insure correct filing.

CROSS REFERENCE. Cross reference in Triple Check Automatic filing is handled in exactly the same way as cross reference in the alphabetic system, described in Chapter 5, except that the file numbers as well as the names must be listed. The buff sheet is used when the cross reference occurs in a single letter, only, and probably will not so occur again and the manila tabbed cross reference form is used for permanent cross reference.

FILING PROCEDURE. The following filing procedure is suggested in connection with Triple Check Automatic filing:

1. Inspect papers to make sure they have received all necessary attention.
2. Read.
3. Index.
4. Code, underlining the indexing caption and placing code numbers, obtained from chart, in upper right corner of paper.
5. Sort by 10's using a duplicate set of Primary guides.
6. Sort into final numeric sequence.
7. File by name and check by number.

ARRANGEMENT OF THE FILE DRAWER IN THE TRIPLE CHECK AUTOMATIC INDEX..

The arrangement of the *tabs* of the guides and folders reading from left to right of the file drawer is: 1. Primary Guide; 2. Secondary Guide; 3. Miscellaneous Folder; 4. Individual Folder; 5. Special Classification Guide.

The arrangement of the folders and guides from front to back of the file drawer is:

1. Primary guide; 2. Individual folders, if any, arranged in complete alphabetic order; 3. Miscellaneous folder; 4. Secondary Guide; 5. Individual folders, if any, arranged in complete alphabetic order; 6. Miscellaneous folder; 7. Secondary Guide, and so on. Special Classification Guides are used wherever needed.

SUMMARY OF ADVANTAGES AND DISADVANTAGES OF THE TRIPLE CHECK AUTOMATIC SYSTEM OF FILING.

The advantages are:

1. Simplicity of main alphabetic divisions.
2. Rapidity of operation.
3. The triple check for accuracy; alphabetic, number, and color.
4. Uniformity of subdivisions.
5. Practically no knowledge of spelling of proper names is required.
6. Freedom from congestion under common primary names.
7. Bringing together of names which vary in spelling.
8. Economic cost of operation.
9. Reduces number of primary guides ninety per cent.

The disadvantages are:

1. No application to files of less than four drawers.
2. Does not group common primary names.

Job 7: Practice in Filing Correspondence According to the Triple Check Automatic System of Filing

PURPOSE OF JOB: The purpose of this job is to give you practice in filing and finding correspondence in the Triple Check Automatic Index.

EQUIPMENT: Cat. No. 1891.1 Set of 75 practice letters
 Cat. No. 1891.66 Triple Check Automatic
 Index in wooden tray,
 Cat. No. 1891.14
 Cat. No. 1891.12 Cross reference sheets.
 Cat. No. 1891.121 Manila tabbed cross refer-
 ence forms.

PROCEDURE: Use all 75 practice letters. Starting with letter No. 1, inspect, read, index, code, and sort according to the following instructions. Then proceed with letter No. 2, letter No. 3, and so on until you have inspected, read, indexed, coded and sorted all 75 letters. Then file them.

1. *INSPECT.* Make sure that each incoming letter has been initialed in the upper left corner to show it has been answered, or otherwise has received all necessary attention. What will you do if you find any letters which have not been released for filing?

2. *READ.* Read to determine indexing caption. Remember that you are working for the **LIGHTING JOURNAL** and all these letters are written either to, or by, the **LIGHTING JOURNAL**.

3. *INDEX.* In this practice assume that reference to all letters pertaining to applications will be made by name of applicant, *not* by subject, and index them accordingly.

4. *CODE.* First underline the name indexed just as you did in alphabetic filing. Then, referring to the 30-division Triple Check Automatic chart shown on page 135 or the 30-division chart shown on one side of the card filed in front of your practice index, determine the code number, and list it in the upper right corner. As explained on page 135, letter No. 1 is coded 17, letter No. 2 is coded 17, letter No. 3 is coded 16. Be sure to refer to the upper part of the chart for the primary number and the lower part of the chart for the secondary number, placing the secondary number to the right of the primary number, when coding a letter.

5. *CROSS REFERENCE.* Cross reference letters Nos. 36, 61, and 62. The cross references for letters 36 and 61 are perma-

nent; that is, all letters received about Acme Motor Sales Company will be indexed and filed under the name of Berry Box & Package Company, Inc., and all letters received about Brick and Clay Record will be indexed and filed under the name of the publisher, Benfield-Leach Company. Manila tabbed cross reference forms, Cat. No. 1891.121, if available, should be used for them. The permanent cross reference for letter No. 36 should be made out as shown in illustration below: (See Chapter 10 for a complete description of the manila tabbed cross reference form.)

The cross reference for letter No. 62 is not permanent and a cross reference sheet should be used for it. Be sure to underline the name cross referenced, placing a cross at the end of the line. (See illustration page 155.) List the code numbers both for the name cross referenced and for the name listed under "See." The sheet is filed in the folder just as the letters are filed. If it is filed in the miscellaneous folder, the arrangement is alphabetic and if there are two or more papers indexed under the same name or subject, they are arranged by date. If the sheet is filed in an individual folder the arrangement is by date. The permanent cross reference forms are filed in exact alphabetic order with the individual folders.

15 Acme Motor Sales Company
 See: Berry Box & Package Co., Inc. 21

CROSS REFERENCE SHEET

<p>Name of Subject</p> <p>Individual or Person</p> <p>Regarding</p> <p>Number of Staff</p>	<p>File No.</p> <p>Date</p> <p>6-6</p>
--	--

SEE

Name of Subject

Individual or Person

File No.

Manila Tabbed Cross Reference Form

ACME MOTOR SALES COMPANY

15

Permanent Cross Reference Form and Cross Reference Sheet

6. *SORT* by number. In actual practice a set of sorter guides with the same alphabetic and numeric notations as the primary guides, is used. For your practice, sort into piles of 10's, each pile representing a primary guide. Then sort each pile into exact numeric sequence. If two or more letters bear the same code number arrange them in alphabetic order, two or more bearing the same name, arrange by date.

7. *FILE*. Find the place by name. Check the number on the letter with the number of the guide which you have found by name. If the two agree then you may be reasonably sure that you have made no mistake. For instance, when filing letter No. 1, find the primary guide, "A," for the first unit, *Abbe*. Behind that "A" guide, find the secondary guide, "P-R," for the second unit, *Paul*. What number is on your letter? 17? What number is on this "P-R" guide? 17? Then they check and you have found the right guide. Look to see if there is an individual folder for Paul O. Abbe. If there is, place the letter in it according to date, latest date to the front, or on top. If not, place the letter in the "P-R 17" miscellaneous folder in alphabetic order. If there are two or more letters about Paul O. Abbe arrange them in date order.

8. When you have filed all 75 letters, report the results of your practice on Reporting Chart No. 6 obtained from your teacher and submit it to your teacher for approval.

PRACTICE IN FINDING. When your teacher has approved your practice work, find the following letters. Place your index squarely in front of you. First *think* what you are going to look for. Find by *name*. For instance when looking for the letter from Paul O. Abbe, dated November 17, think first, *Abbe* and find the "A" primary guide and bring it forward with your left hand. Then think *Paul* and find the P-R guide and bring it forward with your left hand. Look for an individual folder. Is there one for Paul O. Abbe? If not, raise the P-R miscellaneous folder and rest it on the side of your tray while you look through it for the specific letter you are looking for. When you have found a letter record the information requested in the various columns, using a sheet of paper. Then remove the letter from the file and attach it to your report, keeping all letters in the order in which you have found them.

No.	Piece of correspondence	Folder	Filed After	Filed Before
		Markings	No.	No.

Example:

1	Paul O. Abbe, 11-17-19-	P-R 17	70	2
---	-------------------------	--------	----	---

Letter about Philip Austin, Applicant, 10-29-19-
 Letter from Brett & Goode Co., 9-6-19-
 Letter from Benjamin Electric Mfg. Co., 11-23-19-
 Letter from Brick and Clay Record, 12-10-19-
 Paid invoice from Athens Case & Box Co., 7-12-19-
 Bill of lading for J. C. Black, 1-23-19-
 Letter authorizing credit of Acme Motor Sales Co.,
 3-11-19-
 Letter to Beardslee Chandelier Mfg. Co., 4-13-19-
 Application from E. C. Brockton, 12-5-19-
 Letter to Bates Mfg. Co., 4-20-19-
 Letter from The American Agricultural Chemical Co.,
 9-28-19-
 Letter about John E. Bridges, 6-6-19-
 Letter about article written by H. G. Adams, 3-1-19-
 Letter to Paul O. Abbe, 11-19-19-
 Letter to B. G. Baker, Applicant, 2-15-19-
 Letter from Dr. Louis Bell, 11-26-19-
 Letter from The Baltimore & Ohio Railroad Co., 5-3-19-
 Letter from Brookins, 4-27-19-
 Letter to Brett & Goode Co., 10-18-19-
 Letter from W. S. Barstow & Co., 7-11-19-
 Letter to American Can Co., 9-16-19-
 Report of Salesman, H. R. Bushman, 11-21-19-
 Letter from J. & C. Benkert & Co., 7-2-19-
 Letter from American Inst. of El. Engineers, 12-23-19-
 Letter from National Commercial Bank & T. Co.,
 Albany, 1-13-19-

Remove all letters from your practice index and arrange them in order of identification numbers, ready for next practice.

Questions for Discussion

1. What is the principle of the Triple Check Automatic Index?
2. How does it differ from other alphabetic methods?
3. What is the difference between the Primary and the Secondary guides?
4. Describe the miscellaneous folder.

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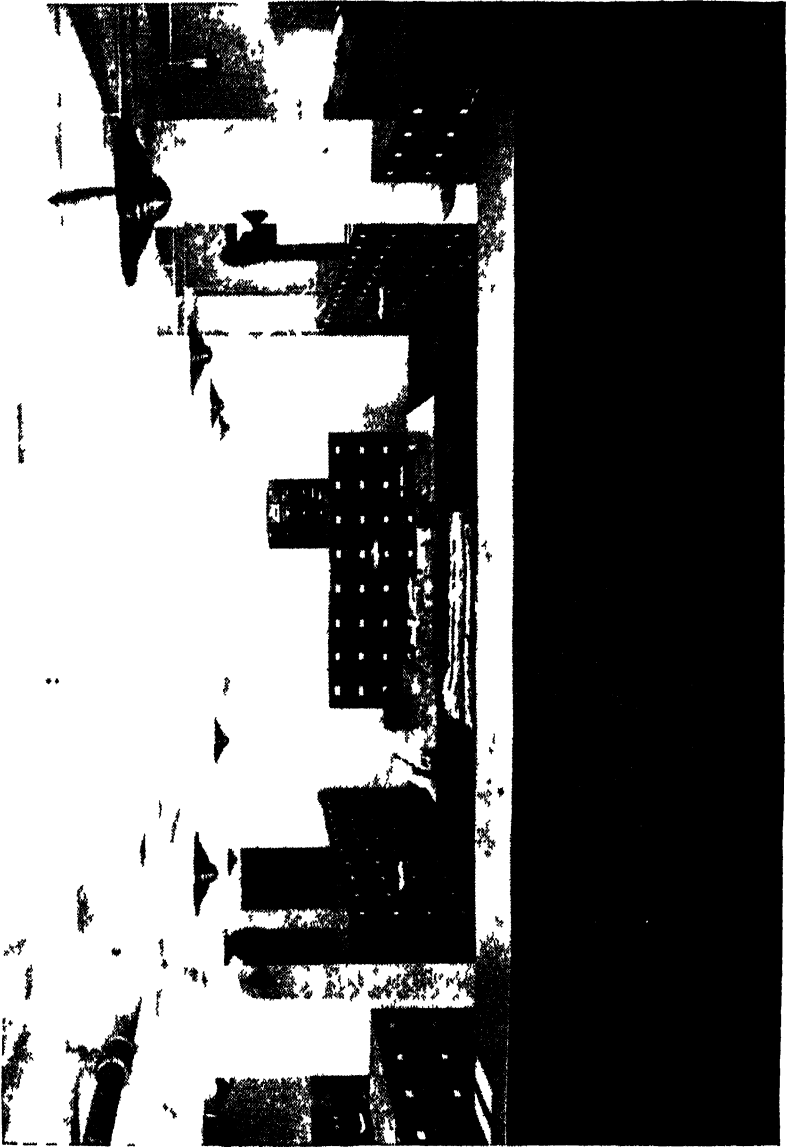
5. Describe the individual folder.
6. From left to right, what is the relative arrangement of folder and guide tabs?
7. From front to back, what is the arrangement of folders and guides in the drawer?
8. Describe the numeric feature of this system. (a) What is the value of the index chart?
9. How are papers cross referenced in this system?
10. What is the filing procedure?
11. Why is sorting and filing more rapid than with an alphabetic system?
12. Name the advantages and the disadvantages of this system.
13. Code the following names, using a 30-division Triple Check Automatic Index chart. List them on a sheet of paper in numeric order, showing code numbers and names as they would appear on folder tabs.

Henry G. Adams
T. A. Fardy
Dr. C. H. Ellis
Bigelow, Kennard & Co.,
New England Tel. & Tel. Co.
Carter Underwear Co.
Henry P. Davis & Son
J. W. MacDonald
Continental Clothing Co.
Lewando's

First National Bank of Chicago
United States Rubber Company
Roger Wolcott Grammar School
Massey-Harris Co.
D. B. Rulon-Miller
The B. F. Goodrich Tire & Rubber Co.
26th Division Headquarters
Home for Aged People
Mrs. Alice Harrington
Francis L'Argilier



A battery of 5 Drawer Steel Units. Note filing convenience with file stool and file shelf



A well equipped File Department. 5 drawer files at right and in background for space conservation. Safe-Files (insulated) at left for protection of valuable orders. 3 drawer counterheight units in the foreground to serve as a counter. Transfer room conveniently located at the rear. Note file shelves, file stool and "Multisort" sorters.

CHAPTER 10

Charge Methods and Cross Reference

The purpose of a filing department is to give service. Papers are filed to be found. The more quickly found, the better service rendered. Some papers, after having been referred to, will be returned immediately to the file, while other papers must be removed from the file room and retained in the office of the borrower for a time.

When a paper is returned to the file immediately, no record of such reference need be kept. But the importance of placing a record in the file for every paper or folder taken from the file room can not be emphasized too strongly. The making of such a record frequently is neglected with the result that when a paper is needed there is uncertainty as to its location. Often its very existence is questioned. A written record not only is evidence of a loan and of the borrower, but also, a person, knowing that such a written record has been made, will be more conscientious about returning papers, and on time.

Papers are requisitioned from a file in several ways: (a) by telephone, (b) a call in person, (c) by messenger, or (d) by written requisition. The first three ways mentioned, that is, telephone, call in person, and messenger, are usually made by word-of-mouth. Because a signed requisition slip fixes responsibility for papers out of a file, a supply of requisition slips usually 5 inches by 3 inches in size, like the one shown in the illustration, should be kept on the counter or desk in the filing department, as well as on the desks of those who send signed requisition slips to the file. Persons requisitioning papers by word-of-mouth should be required to fill out such a requisition slip before being permitted to depart with the needed paper, or papers. On the requisition slip are listed, the following:

Name or Subject.
Date of paper or papers taken.
Name of Borrower.

Date taken.
Tickler or Follow-up Date.

Name or Subject	Tickler date 1/15/	Date taken 1/12/
Bigelow Carpet Co.		
Address	Date of letter	
New York	12/15/	
Signed	L. G. H.	
Do not	Saler	
REQUISITION OR TICKLER		
Library Bureau Cat. No. 02155		

These slips not only serve for requisitioning papers from the file, but also they serve as a signed receipt for such papers taken. They may be filed by the date the paper is due back to the file, or alphabetically by the name of the correspondent. A good plan is to insert the slip into a holder on the "Out" guide or fasten it to a substitution card to indicate the place in the file where the papers have been removed.

There are three forms which may be used for charging papers borrowed from the files:

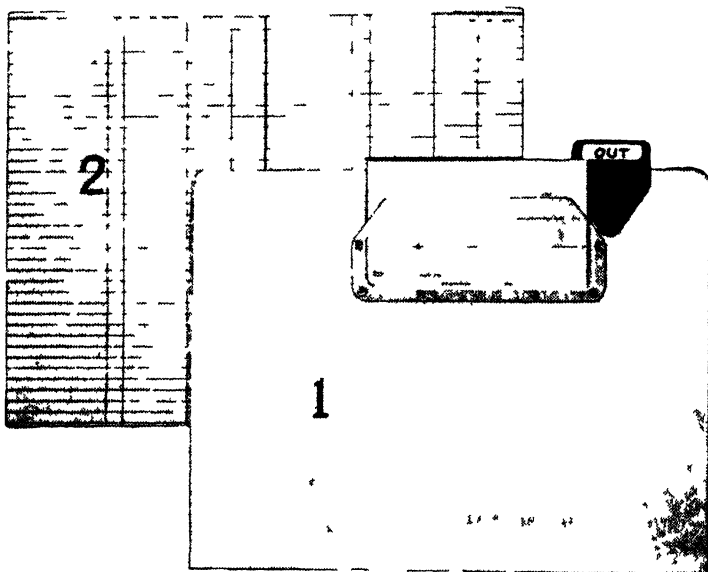
- A. Out Guide
 1. With requisition slip.
 2. Accumulative
- B. Substitution card
 1. With requisition slip.
 2. Accumulative
- C. Out Folder

OUT GUIDES. The illustration shows two forms of charging or out guides. Both are practical. Both have tabs marked "Out," which are visible and appear at the right when inserted in the file drawer. Guide No. 1, which provides for the 5 by 3 inch requisition slip, is more convenient and economical as it can be used indefinitely, while guide No. 2, bearing the written record, soon becomes worn when the names of returned correspondence are scratched off.

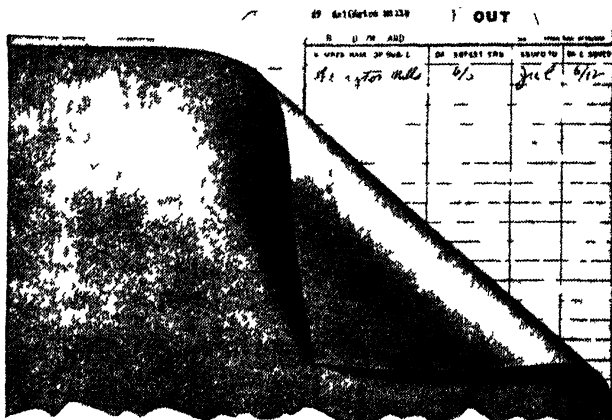
(1) **OUT GUIDE WITH REQUISITION SLIP.** The out guide made of gray pressboard with the 5 by 3 inch requisition slip is used when a folder or its entire contents are removed from the file, or when a requisition slip is required for all borrowed

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papers, whether made out by the borrower at his desk or at the counter in the file room. This requisition slip is placed in the celluloid pocket at the front of the guide, and becomes the receipt for the paper or papers and the record of the borrower. The out guide is then placed in the file where the paper or papers have been removed.



No. 1 Grav Pressboard Out Guide with Requisition Slip
No. 2 Salmon Cardboard Accumulative Out Guide



Substitution Card to be used where one piece of matter
is taken from the folder

A number of these guides are kept at the back or the front of each file drawer to expedite the process of charging borrowed papers. The use of this form within a folder for single papers is not considered as satisfactory as the substitution card. (Note the position of the tab of the out guide when it is in the file drawer.)

(2) ACCUMULATIVE OUT GUIDE. Colored out guides with a tab marked "Out" have the charge form ruled and printed on the body of the guide. This form is used for charging out both folders and single pieces of paper. It is filed in the place where the borrowed folder was or it is filed in the folder right in the place where the single paper was. When a borrowed folder or paper is returned, the charge is crossed off of the out guide and the out guide is placed to the front or the back of the file drawer ready for the next "charge out." Thus entries and cancellations accumulate on this out guide, hence its name, "accumulative out guide."

If the system in use requires a personal signature, it is well to use Guide No. 1, with the requisition slip attached.

Name or Subject	Folder date
Re:	Date of letter
Taken by	Date taken
Signed	By:

REQUISITION OR TICKLER Library Bureau Card, No. 25-5010 A -4

Substitution Card with Requisition Slip for follow-up

SUBSTITUTION CARDS. A tabbed salmon substitution card, with, or without, requisition slip is generally used when a specific paper is removed from a folder. This card is inserted in the folder in place of the paper removed. It is called a substitution card. It must show the name or subject and date of the borrowed paper, name of borrower, date taken, and when it will be returned. Care should be taken to place this card at the extreme right of the drawer, thus establishing uniformity of tab position in the open space designed for that purpose.

OUT FOLDER. Some file executives prefer an out folder to an out guide. If the out folder is used, new papers indexed under the name of a correspondent whose individual folder is out of the file, are filed in the out folder until the original folder is returned. On the front of the out folder is a form similar to that on the accumulative out guide and a record is kept in the same way. The out folder is filed where the borrowed individual folder belongs until it is returned. Out guides and out folders may be used interchangeably.

TRANSPORTATION OR CARRIER FOLDER. When the entire contents of a folder are desired from the files, it is recommended that the individual folder be retained in the file, inserting an out guide or substitution card to record the borrowed contents and the contents be sent to the borrower in a special straight-edge "carrier folder" of distinctive color, which should be marked "Return to Files." This carrier folder saves wear and tear on the original folder which always remains in the file, and thereby proves its existence. It is there, also, to receive any additional papers which may be received while the contents of the folder are out. The distinctively colored "carrier folder" is less likely to be lost or misplaced. These special "carrier folders" may be used repeatedly until worn out.

All charge forms are provided with spaces for the following information: Name or Subject; Number; Date of Papers; Name of Borrower; Date Taken; and Tickler or Follow-up Date. This information should be filled in completely before papers are removed from the file. The careful recording of the follow-up date, that is, the date the papers are to be returned to the file, will aid greatly in checking to make sure the "out" papers are not kept out of the file too long.

The visibility of the tabs of the out guides and substitution cards provides a means for the periodic checking of all papers charged out. Matching these tabs and following-up all charged papers at the time they are due will eliminate, to a large extent, the holding of papers in desks and will help to insure their prompt return to the file.

When papers are returned to the files, the file clerk should remove the substitution card, out guide, or out folder from the file, carefully marking off the charge out notation, or remove the requisition slip. The requisition slips may be filed or destroyed, according to the needs of individual offices. The out guide, substitution card, or out folder is placed at the front or the back of the file drawer, ready for the next charge out.

Sometimes it is a great aid to the successful operation of a file to charge all incoming papers before they are sent to the person or department interested. In offices where rules are poorly observed, this is almost a necessity. Some of the higher officials frequently are the worst offenders, for they may keep in their desks or in their pending files, or refer to some other person, correspondence which should go to the general file. If there is no record to show where these papers have been sidetracked, considerable embarrassment may result. In order to prevent this embarrassment, all correspondence, after being opened in the mailing department is brought to the filing department, indexed, coded, and charged to the proper person before being distributed. This procedure will decrease the loss of papers and frequently will result in the following-up of papers which have not received attention.

TRANSFER OF CHARGED PAPERS TO ANOTHER PERSON. A system for charging papers transferred from one department to another, or from one person to another, without necessitating their return to the files for re-charging, is frequently quite essential for the rapid tracing of papers removed from the files. There are various ways of doing this. The method must be adapted to the office routine and forms best suited to specific requirements must be worked out. The following simple method can be adapted easily to most cases. The borrowed letter is charged as usual to "A." If "B" wants this letter before it is

returned to the file, "A" fills out a transfer slip and puts it in the collection tray on his desk. At frequent regular intervals a messenger collects the papers from the collection tray and takes these slips to the file room. Here a special clerk makes the re-charge on the out guide or substitution card already in the file. "B" then is responsible for the letter until it is returned to the file, or until a new transfer slip is received in the filing department.

In some offices it is necessary for papers to pass rapidly from one person to another. In such a case, a slip of paper, showing the names of all persons interested in the papers, is attached, and, as each person has finished with the papers, he crosses off his name and transfers them to the next person interested.

Job 8: Practice in Charging Papers Borrowed From the File.

PURPOSE OF JOB: The purpose of this job is to give you practice in making out a requisition slip and an out guide.

EQUIPMENT: Cat. No. 30-5900 Requisition slip.
Cat. No. 1891.18 Accumulative out guide.

PROCEDURE: Assume that it is March 24. Mr. Norman Macbeth, Editor of the **LIGHTING JOURNAL**, has telephoned today for letter No. 22. He has promised to return it on March 31. Since he has telephoned for this letter, you will make out the requisition slip for it, signing his name. In a business office you would send this slip to Mr. Macbeth *with* the letter so that he could sign it and thus fix his responsibility for it. Make out the requisition slip, filling in *all* the information needed, Name under which the letter is indexed; Address; Date of letter; Date taken; Date the borrower has promised to return it, which is the Tickler or Follow-up date; Name of borrower; and Name of his department. Where should this requisition slip be filed?

Assume that you will use an accumulative out guide instead of the out guide with the requisition slip. Make out the guide for this letter, charging it to Mr. Macbeth. Be sure to fill in each column on the out guide. Where should you file this out guide? In a business office, would you make out *both* a requisition slip

and an accumulative out guide for this one transaction? Which form would you use?

Cross Reference or Cross Index Methods

Some letters may be called for under more than one name or one subject. (See Chapter 5.) Since one letter can be filed in one place, *only*, it must be filed under the most important name or subject and a reminder must be placed in the file under the less important names and subjects to tell where the letter itself has been filed. A cross reference or a cross index is an entry made either on cards, sheets, or manila tabbed cross reference forms telling under what name or subject, papers have been filed and the location of like papers. Cross reference is the "life saver" of the file operator.

Three forms may be used for cross reference :

1. Card cross reference.
2. Colored cross reference sheet, usually buff.
3. Manila tabbed cross reference form.

The nature and the amount of cross reference necessary should determine which form to use.

CARD CROSS REFERENCE. A card, usually 5 by 3 inches in size, is recommended where the amount of cross reference is heavy and a complete or cumulative cross reference must be kept. (See Chapter 7, Numeric Correspondence Filing.) This card, showing no number in the upper right corner, lists at the top just above the red ink horizontal line, the name or subject under which it is to be filed, starting the name or the subject two typewriter spaces from the left edge of the card. Below this line under "See," is listed the name or subject under which the paper or papers may be found, and, in the margin to the right, the number assigned to that name or subject. These cards are arranged alphabetically in a card index and often are necessary to cross index papers arranged (a) numerically, (b) by subject, or, (c) geographically. The term "See," "Filed under," "Refer to," or "Indexed under," may be used to guide the searcher to the desired papers. If related papers are filed under more than one name or

subject, the term "See also" may be used. (Practice in the use of cross reference cards is given in Chapter 7.)

SHEET CROSS REFERENCE. A colored sheet, usually buff or salmon, is recommended for cross reference when a specific paper is to be cross referenced in all systems except the Numeric. It is recommended for use only when similar cross reference probably will not occur again. It is *not* recommended for permanent cross reference. The cross reference for letter No. 31 should be made on a cross reference sheet, since this letter, written about Mr. John E. Bridges, should be indexed and filed under his name. But, no doubt, the very next letter received from Bal-linger & Perrot will not be written about him and should not be indexed and filed under his name. This is not a permanent cross reference. (Practice in the use of cross reference sheets is given in Chapters 5, 9, 11, and 13. See illustration of a cross reference sheet below and in Chapter 5.)

The illustration shows a 'Permanent Cross Reference Form and Cross Reference Sheet'. The form is a rectangular sheet with a tab at the top. It contains the following fields and text:

- CROSS REFERENCE SHEET** (Title)
- Name of Subject** (Field)
- Building & Room** (Field)
- Filing** (Field)
- Number of Staff** (Field)
- File No.** (Field)
- Date** (Field)
- SEE** (Large printed text)
- Name of Subject** (Field, below SEE)
- Building, date** (Field, below SEE)
- File No.** (Field, below SEE)
- Manila Tabbed Cross Reference Form** (Label at bottom left)
- Small box with text and logo** (Bottom center)
- Small box with text** (Bottom right)


Permanent Cross Reference Form and Cross Reference Sheet

MANILA TABBED CROSS REFERENCE FORM. A manila tabbed cross reference form is the size of a regular folder with a tab in the regular folder position and without the front flap. It is used for permanent cross reference, where papers are filed in one place *only*, although reference may be made under other names or subjects, because it provides quicker reference. The tab is visible as the file drawer is opened. The cross reference for letter No. 36 is permanent. Because the Berry Box and

Package Company, Inc., has assumed responsibility for the credit of the Acme Motor Sales Company, a subsidiary company, and also to keep *all* papers about the one company together, this letter is indexed and filed under the name of the Berry Box and Package Company, Inc., and cross referenced under the name of the Acme Motor Sales Company. (See illustration below.) All similar letters will be so indexed and filed. A manila tabbed cross reference form should be made out and filed under the name of Acme Motor Sales Company which will direct the searcher to the place where all correspondence about the Berry Box and Package Company, Inc., and its subsidiary companies, is filed.

This manila tabbed cross reference form is used also for changes of name, receiverships, proprietors, trusteeships, trade names, synonyms, and the like. This form often is called "Permanent," as it remains in the active file after transfer. It is "Permanent," too, because no papers will be filed under the name cross referenced.

The success of file operators is measured to a great extent by their ability to determine how and when to cross reference and to keep records of papers taken from the file. Review the cross reference practice done with Chapters 5, 7, and 9.



BERRY BOX AND PACKAGE COMPANY, INC.

St. Vernon, N. Y. 74
March 11, 1974

(30)

Lighting Journal
50 Church Street
New York, New York

Gentlemen:

X Thank you for your letter of March 8. The Acme Motor Sales Company of Portland, Maine, is ~~connected with~~ *connected with* the company. We will assume the responsibility of payment for the stationery which they have ordered through your Portland Office.

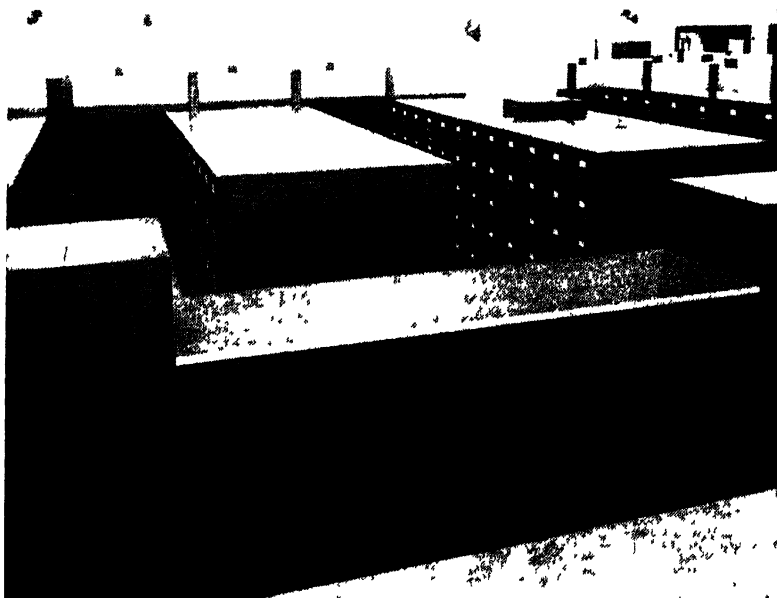
Anything you can do to hurry the delivery of this order will be greatly appreciated.

Very truly yours,
BERRY BOX AND PACKAGE COMPANY, INC.
H. H. Taylor
Treasurer

WHT:CAD

Questions for Discussion

1. Why is a charge system necessary?
2. What information is needed for successful operation of a charge system?
3. What forms may be used for charging papers removed from the files?
4. Describe each form mentioned in answer to question 3.
5. What is done when papers are returned to the files after being borrowed?
6. How can executives be prevented from holding charged papers indefinitely?
7. What is a carrier folder?
8. Why and how is all incoming mail sometimes charged before it goes to the person interested?
9. How may charged papers be transferred to another person without returning them to the files?
10. What is cross reference?
11. What are the various forms of cross reference?
12. Describe each form and tell under what conditions each is used.



Multum in Parvo (much in little). This illustrates an arrangement of 5 drawer and counterheight units in a small space to gain maximum capacity

CHAPTER 11

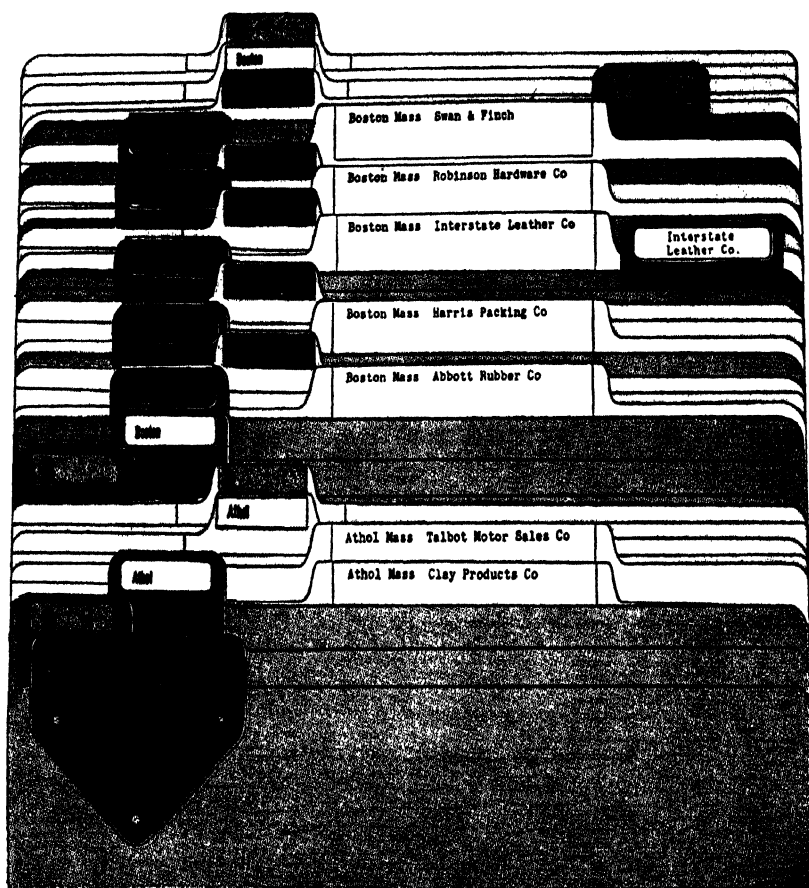
Geographic Correspondence Filing

The geographic system of filing is an alphabetic arrangement of papers *first* by location, and then by name or subject. Frequently it is desirable to arrange papers by location. Publishing houses and mail order houses, with a volume of longhand letters but few from any one of a large number of correspondents, active for a short time only, often find it best to have papers arranged by location. When ledger accounts are arranged by location, sometimes the same arrangement is necessary for credit information, orders, and correspondence, to insure quick reference.

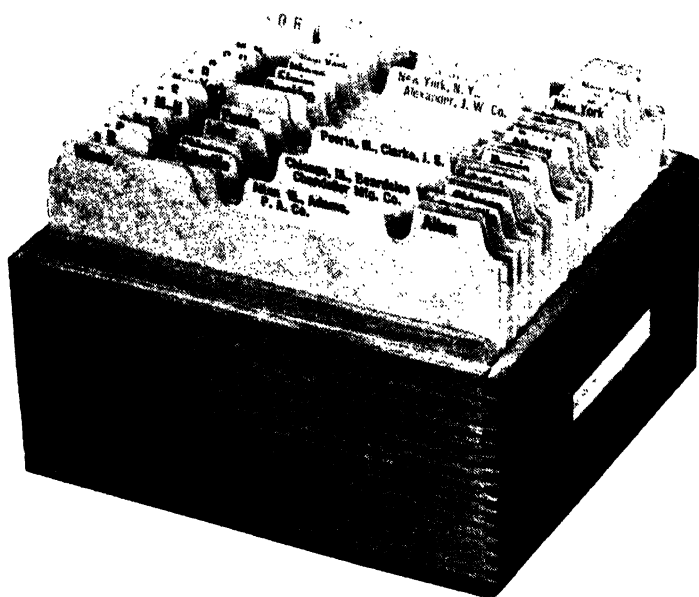
Wholesale and jobbing houses, dealing with a large number of small firms, scattered over a wide area and frequently changing in personnel, where the individual is of less importance than the location, many times use the geographic system. Laundries, garage and radio supply houses are typical geographic users. Sales organizations find a geographic arrangement helpful for keeping track of salesmen's activities and for their mailing lists. In other words, when reference to a file is made first by location, the geographic system is used.

In geographic filing, the first consideration is the territory or state, the second consideration is the city or town, and the third consideration is the correspondent or the subject.

GUIDES. A guide with one-third cut tab in first position usually is used to indicate the state. A set of alphabetic guides, one-fifth cut, first position, in back of each state guide, divides by town or city in each state. One-fifth cut guides in second position are printed with names of towns and cities, and are arranged alphabetically behind the alphabetic guides. These town and city guides may be purchased according to population or the amount of territory to be covered, that is, in sets of 1,000 population and over, 2,500 population and over, 5,000 population and



over, or they may be made by the file operator whenever needed, using for this purpose removable celluloid or metal tabbed guides. (See Chapter 15 for description of guides.) Because the number of town or city guides in each set is established by population, the population of each town and city usually is shown on these guides by a number indicating the number of thousands, placed to the right of the name of the city or town, as LINCOLN ²⁰. Whenever congestion occurs behind any town or city guide, a set of A-Z guides may be inserted.



Library Bureau Practice Equipment, Outfit No. 7, for classroom use in practicing geographic correspondence filing

For convenience the guides and folders in this outfit are 6 inches wide and 4 inches high. However, the tray contains the same number of guides as used in a normal correspondence file drawer.

Compare with Color plate, page 158

FOLDERS. The tabs of the individual folders appear in third position. These folders are made out whenever a correspondent or subject becomes active. Gummed labels are typed with first, the name of city or town, then the name of the state, then the name of the correspondent. After the labels are typed they are affixed to the tabs of the folders. The reason for listing name

of city or town first is that the tab of the city or town guide is nearer than the tab of the state guide and thus it is easier to check for correct filing. Since all the papers filed in an individual folder are about one correspondent or one subject, they are arranged according to date, the latest date to the front or on top.

There are two kinds of miscellaneous folders, town miscellaneous folders and state miscellaneous folders. The tabs of these folders appear in fifth position and are printed with the same geographic or alphabetic captions as the guides which precede them. Letters from a town too small to warrant a town guide are filed in the miscellaneous folder which is filed at the end of the alphabetic group. Should this correspondence become active, a town guide, a miscellaneous town folder and an individual folder are made out and inserted in their proper alphabetic positions.

Papers in the town miscellaneous folders are arranged alphabetically by name of correspondent. Papers in the state miscellaneous folders are arranged *first* alphabetically by the name of the town, then alphabetically by the name of the correspondent.

CARD INDEX. A card index, in conjunction with the geographic system, is very helpful but is not always used. When an index is used, the cards are filed by name of correspondent in exact alphabetic order. This index, then, gives two methods of reference—geographic in the regular file and alphabetic in the card index.

FILING PROCEDURE. The following filing procedure is suggested with the geographic system:

1. Inspect papers to insure that they are ready for filing.
2. Read.
3. Index.
4. Code by underlining state, city, and correspondent.
5. Sort to main territorial divisions, then to subdivisions of main territorial divisions. In case of large groups, further sort to alphabetic arrangement.
6. File.

CROSS REFERENCE. When cross reference is necessary from one location to another, it is performed by means of a buff cross reference sheet, if the cross reference occurs in a single letter only, and probably will not so occur again. If it is a permanent cross reference from one location to another, the manila tabbed cross reference form is used. For example, the General Electric Company of Schenectady, New York, has many subsidiary offices, located in different parts of the country, one of which is the Holophane Works of Cleveland, Ohio. In order to keep all this company correspondence together, it is indexed and filed under Schenectady, New York, and a manila tabbed cross reference form is made out, since this is a permanent cross reference, as: Cleveland, Ohio, Holophane Works, See: New York, Schenectady, General Electric Company.

Cross reference from individual to location is possible only when a card index is maintained. For example, all correspondence in connection with the Caulon Press of New York is done directly with Mr. P. S. Henderson. Although the correspondence is indexed and filed geographically under New York, New York, Caulon Press, it might also be called for under Mr. Henderson's name. A 5 by 3 inch card is made out under the name of, Henderson, P. S., referring to New York, New York, Caulon Press. This card is filed alphabetically in the card index.

ARRANGEMENT OF THE FILE DRAWER IN THE GEOGRAPHIC INDEX. The arrangement of the *tabs* of the guides and folders, reading from left to right of the file drawer is: 1. State guides and Alphabetic guides; 2. Town and City guides; 3. Individual folders; 4. Miscellaneous folders.

The arrangement of the guides and folders from front to back of the file drawer is: 1. State guide; 2. Alphabetic guide; 3. Town or City guide; 4. Individual folders arranged alphabetically by correspondent; 5. Miscellaneous folders for Town or City; 6. Miscellaneous State folder.

SUMMARY OF ADVANTAGES AND DISADVANTAGES

ADVANTAGES

1. Direct filing and reference.
2. Provides for miscellaneous matter.
3. Provides for grouping papers by location.

DISADVANTAGES

1. Sorting papers by main territorial divisions, subdivisions, and alphabetic order increases the possibility of error and raises the labor cost in the filing department.
2. Location as well as name must be known.
3. Difficulty in determining guide and folder supplies before the time of installation.

Job 9: Practice in Filing Correspondence According to the Geographic System of Filing

PURPOSE OF JOB: The purpose of this job is to give you practice in filing and finding correspondence in the Geographic Index.

EQUIPMENT: Cat. No. 1891.1 Set of 75 practice letters.
Cat. No. 1891.7 Geographic Index in wooden tray, Cat. No. 1891.14
Cat. No. 1891.12 Cross reference sheets
Cat. No. 1891.121 Manila tabbed cross reference forms.

PROCEDURE: 1. Use all 75 letters. Starting with letter No. 1, inspect, read, index, code, and sort according to the following instructions. Then proceed with letter No. 2, and so on, until you have inspected, read, indexed, coded, and sorted all 75 letters. Then file them.

2. *INSPECT.* Make sure that each incoming letter has been initialed in the upper left corner to show it has been answered, or otherwise has received all necessary attention. What will you do if you find any letters which have not been released for filing?

3. *READ.* Read to determine indexing caption. Remember that you now are working for the LIGHTING JOURNAL and you are interested in the correspondent who is writing to the LIGHTING JOURNAL or the correspondent to whom the LIGHTING JOURNAL is writing. In this system of filing too, you are interested first in the location, then the correspondent.

4. *INDEX.* Index first by state, then city or town, then corre-

spondent. Letter No. 1 is indexed as: New York, New York, Abbe, Paul O. Assume that all reference to letters of application will be made first by state, then city or town, then the name of the applicant and index them accordingly.

5. *CODE*. Underline state, city or town, and correspondent.

6. *CROSS REFERENCE*. Cross reference letters Nos. 15, 16, 25, and 36. The cross references for letters Nos. 16 and 36 are permanent. Use manila tabbed cross reference forms Cat. No. 1891.121 for them, listing first city or town, then state, then name of correspondent, See: state, city or town, and name of correspondent. The reason for listing city or town first on top line is that the tab of the cross reference form will appear in the same position as the tabs of the individual folders which are made out in this way. The other two cross references, for pieces Nos. 15 and 25, are not permanent. Use cross reference sheets, Cat. No. 1891.12 for them. Be sure to list at top of sheet, first state, then city or town, then correspondent and under See: first name of state, then city or town, then name of correspondent. Since these cross references are for states other than the two included in your practice index, file them alphabetically by state at the back of the index. A card index will not be used for this practice, so you can not cross reference from individual to location. If time permits, pieces Nos. 8, 10, and 20 may be cross referenced also. Cross reference sheets should be used for them, since the cross references are not permanent. Be sure to underline the location and name cross referenced with a cross at the end of the line.

7. *SORT*. Sort first into piles alphabetically by state. Then sort the letters for each state alphabetically by city or town. Then sort alphabetically by correspondent. Any two or more letters indexed under the same firm or individual must be arranged according to date, the latest date to the front or on top.

8. *FILE*. Letter No. 25 is now on top of your pile of letters, since you have indexed it under, Illinois, Alton, Adams-Bagnall Electric Company (The). Find the state guide for Illinois and pull it forward, then the guide for "A" and pull it forward, then the Alton city guide and pull it forward. Look to see if there is an individual folder for this correspondent. There is not, so

you will file it in the miscellaneous city folder, Alton, in alphabetic order. If you have two or more pieces indexed under this same name, arrange them in date order, latest to the front or on top. Proceed with the rest of the letters, finding state guide first, then the alphabetic guide, then the guide for city or town, if there is one. Watch for individual folders. Arrange papers in individual folders according to date, latest on top or to the front. In the city or town miscellaneous folders arrange papers alphabetically according to the name of the correspondent. If there is no city or town guide and therefore no city or town miscellaneous folder, file paper in the alphabetic state miscellaneous folder, *first* alphabetically by city or town, then alphabetically by name of correspondent. Letter No. 10 is filed in the "B" miscellaneous folder in the Illinois state section, since there is no guide for Bloomington.

When a large amount of correspondence falls behind any one town or city guide, subdivisions are made. This is done in the case of New York. There is a miscellaneous folder for each alphabetic subdivision. Papers from inactive correspondents from New York are filed in these miscellaneous folders, arranged alphabetically by name of correspondent. For instance, letter No. 70 is filed in the New York, New York, A miscellaneous folder.

9. When you have filed all 75 letters, report the results of your practice on Reporting Chart No. 7, obtained from your teacher and submit it to him for approval.

PRACTICE IN FINDING. When your teacher has approved your practice work, find the following letters. Place your index squarely in front of you. First *think* what you are going to look for. In this practice you must think four things, State, City or Town, Correspondent, Date. For instance, when looking for the letter from Allegheny Steel Company, Buffalo, New York, dated January 4, think first, New York, and find the New York State guide, then think Buffalo and find the "B" guide and look for a guide for "Buffalo." There is no guide for Buffalo so there is no individual folder for Allegheny Steel Company. You must look for the "B" miscellaneous folder and look through it for this letter. Be sure to raise the folder and rest it on the left side of the tray while looking for the letter. When you have

found it, record the information requested in the various columns, using a sheet of paper, then remove the letter from the tray and attach it to your report, keeping your letters in the order in which you have found them.

<u>No.</u>	<u>Piece of Correspondence</u>	<u>Folder Markings</u>	<u>Filed After No.</u>	<u>Filed Before No.</u>
Example :				
71	Allegheny Steel Co., Buffalo, N.Y., 1-4-19- Advertisers Paper Mills, New York, N.Y., 3-13-19- Brookins, Alton, Ill., 4-27-19- Applicant, Philip Austin, New York, N.Y., 10-29-19- C. B. Babcock, Joliet, Ill., 7-24-19- Benfield-Leach Co., Chicago, Ill., 12-10-19- Acme Motor Sales Co., Portland, Maine, 3-11-19- Brown-Watson & Co., Elgin, Ill., 11-25-19- Bates Mfg. Co., New York, N.Y., 7-14-19- Bayley & Sons, Brooklyn, N.Y., 3-1-19- Applicant, B. G. Baker, New York, N.Y., 2-12-19- The Arrow Electric Co., Cairo, Ill., 9-27-19- Avondale Chandelier Co., Chicago, Ill., 11-8-19- Paul O. Abbe, New York, N.Y., 11-17-19- American Type Founders Co., Belleville, Ill., 6-29-19- J. C. Black, Ithaca, N.Y., 1-23-19- Bunting-Stone Hardware Co., Syracuse, N.Y., 4-8-19- W. S. Barstow & Co., Bloomington, Ill., 8-15-19- American Bank Note Co., Rock Island, Ill., 8-6-19- Dr. Louis Bell, Fulton, N.Y., 11-29-19- The Jos. G. Branch Pub. Co., Chicago, Ill., 2-8-19- Applicant, E. C. Brockton, Lockport, N.Y., 12-5-19- Nat. Com. Bank & Trust Co., Albany, N.Y., 1-13-19- Buffalo & N.F. El. L. & P. Co., Niagara Falls, N.Y., 2-19-19- Bailey Reynolds Co., Springfield, Ill., 6-26-19- Beardslee Chandelier Mfg. Co., Chicago, Ill., 5-1-19- J. & C. Benkert & Co., Batavia, N.Y., 7-8-19- Brett & Goode Co., New York, N.Y., 9-8-19- Appleton & Cox, New York, N.Y., 8-16-19- American Gas Institute, New York, N.Y., 9-20-19- The Baltimore Enamel & Novelty Co., Champaign, Ill., 2-28-19-	B	23	26

Remove all letters from your practice index and arrange them in order of identification numbers, ready for next practice.

Questions for Discussion

- 1 What is the principle of geographic filing?
- 2 Under what conditions are geographic files necessary?
- 3 From left to right, what is the relative arrangement of the folder and guide tabs?
- 4 If there are numerous correspondents in any geographic section, how may those names be subdivided?
- 5 What kind of guides are recommended?
- 6 What is the filing procedure?
- 7 Name the advantages and disadvantages of this system
- 8 What are the advantages of using a card index in this system?
- 9 How are towns or cities cross referenced?
- 10 How are individuals cross referenced?



A 2 drawer steel unit with the drawers equipped with Flexi-Files provide maximum filing capacity with ease of reference

CHAPTER 12

Transfer Methods

Transfer is the bodily removal, at established intervals, of inactive, filed papers to make room for the newer and more active papers. Transfer is a powerful factor in filing efficiency, a sure way to speed up the filing operation and to make filing and finding accurate. Transfer should be a systematic process. The first step in the development of a transfer program is an analysis of filed papers. Such a study will reveal a grouping about as follows:

1. Vital Papers. Essential to the existence of your business, irreplaceable if destroyed. Never to be transferred.
2. Important Papers. Facilitating routine, replaceable at great cost, and much delay. May be transferred.
3. Useful Papers. Temporarily helpful, replaceable at slight cost. Often soon destroyed.
4. Non-essential Records. Material which can be destroyed.

The following schedule for keeping records has been approved by the National Fire Protection Association. It may be adjusted to meet the requirements of almost any organization. Each state has a Statute of Limitations applying to various kinds of papers. This Statute should be watched when destroying papers.

RECORDS WHICH MUST BE KEPT PERMANENTLY.

Capital Stock and Bond Ledgers, and Registers. In case of Partnership all papers relating to the formation of the Partnership.

Stockholders and Directors Minute Books.

Deeds and other Title Papers and Mortgages.

General Ledgers, Journals, and Cash books.

Records of cost and inventory value of Plant, Equipment, and Fixtures and all supporting papers.

Records relating to insurance premiums and amounts recovered.

Copies of Schedules and Returns to authorities for tax purposes and records of appeal.

Audit Reports.

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Records and Books relating to Bills and Notes Payable.
Paid drafts, checks, and receipts for cash paid out.
Correspondence relating to stop-payment orders and issues of duplicate checks.
Pay Rolls, Pay Checks, and other evidences of payments for services.

RECORDS WHICH MUST BE KEPT SEVEN YEARS.

Lists of Holders of Voting Securities presented at Meetings.
Records of Interest Coupons, Paid and Unpaid.
All contracts, leases, and agreements (Retain 7 years after expiration).
Accounts Receivable Ledgers.
Schedules of fire and other insurance and papers substantiating claims.
Deposit Books and record stubs.
Inventories of materials with record of adjustments.
Sales Records.
Lists of summaries and of collections.
Records and reports of uncollectible accounts.

RECORDS WHICH MUST BE KEPT FROM TWO TO THREE YEARS.

Proxies of Holders of Voting Securities.
Records and Files of Fidelity Bonds of Employees (Retain three years after expiration.)
Records of insurance policies in force and notices of changes in and cancellation of such policies (Retain three years after expiration.)
Records relating to garnishments and assignments of employees' Salaries.
Copies of Purchase Orders.
Ratings, credit classifications, and investigations of customers.
Liability and other insurance policies which have expired, but as to which unreported or pending claims might arise in the future.

RECORDS WHICH MUST BE KEPT ONE YEAR.

Records and statements of deposits with banks; statements of interest due on daily balances and copies of bank deposit slips.

PLANS OF TRANSFER. There are several plans of transfer. The one selected should depend upon the nature of reference, the space available, and the filing system in use. There are, however, two general methods: Periodic and Perpetual.

PERIODIC TRANSFER. Periodic transfer is the removal of papers at *stated intervals* (once or twice a year, or at other *definite* times) from the current and active file cabinets to transfer equipment. Periodic transfer may be operated in one of three ways:

1. One Period
2. Two Period
3. Maximum-Minimum Period

1. **ONE PERIOD.** In the active file room, usually current or active papers occupy the entire capacity of the cabinets. At stated intervals (once or twice a year, or at other *definite* times), the entire contents of the current file are removed to transfer equipment and a new file is started on that date. But if the transfer files are located outside the current file room, reference to them is necessarily slow and costly, especially during the days immediately following removal, when reference to them is almost continuous.

2. **TWO PERIOD.** The Two Period Plan requires current filing space for two full periods of filed material. This plan keeps papers of two periods where they are accessible instantly, but separated. At the end of each period, older papers are removed and placed in inexpensive transfer cases, leaving room for accumulation during the period to come. The sketches indicate how the method applies to both four and five drawer units. For instance, when four drawer units are used, usually the two top drawers are used for current or active papers and the two lower drawers are used for the transferred papers of the previous period. When transfer time arrives, the papers are removed from the two lower drawers, and placed in the transfer cases and removed to the transfer room. The papers from the two upper drawers are moved to the two lower drawers, leaving the two upper drawers for papers to accumulate during the next period.

The Two Period plan expedites reference to both current and recently transferred papers. It makes a substantial saving of clerical time in the months immediately following the transfer date, when reference is still frequent. It permits the file operator to work in the most accessible file drawers. "Double Capacity,"

"Multiple Transfer," and "Cycle Method" are terms sometimes used for this method of transfer.

3. MAXIMUM-MINIMUM PERIOD. Current or active papers are handled throughout the entire capacity of the current cabinets, as in the "One Period" plan. First, the maximum and minimum periods must be established. At the time of transfer, when the maximum period has been reached, all papers bearing a date prior to the minimum period are removed from the current file cabinets to transfer equipment. This method requires the elimination of papers from each current folder between two fixed dates. For instance, if transferring is to be done every six months, the maximum period may be eighteen months and the minimum period may be a year. When transfer is started eighteen months' papers will be in the file drawers. The oldest six months' papers are removed so that, when the transfer has been completed, only a year's papers (the latest) will remain in the file. For example: Assume that it is the first of January of the current year. In the file drawers there are eighteen months' papers of the entire previous year and of July through December of the year before that. The July through December papers of the year before will be removed, leaving in the file drawers all papers of the previous year. Separate folders may be used for each six months' accumulation, if so desired.

The papers being transferred may be placed with papers previously transferred for the same correspondent or subject, or may be retained in the transfer department by periods. Empty folders are removed from the file drawers. This plan is advantageous where it is necessary to keep one year's papers in the active files at all times and where there is room for only eighteen months' papers.

PERPETUAL TRANSFER. Sometimes it is difficult to define arbitrary periods for transfer. Perpetual transfer is the removal of obsolete, closed, or dead papers at irregular intervals from the current file to the transfer files. In law, contract, or job files, for instance, papers usually accumulate under a given subject for an indefinite time. Such papers should be transferred as a unit when an individual case, job, or contract has been completed. Or, such papers may be marked and the files edited at intervals to determine what should be transferred. The practice of re-

moving papers just because folders and drawers fill up should be discouraged. It might result in the removal of active papers to transfer equipment.

ARRANGEMENT IN TRANSFERRED FILE. The arrangement in the transferred file should correspond to the arrangement in the current file. In Numeric filing, the card index is not transferred and the same index should govern both the active and the transferred file. Sometimes new numbers are assigned to transferred cases, in order of transfer, enabling expansion to go on indefinitely at the end of the transfer file and requiring no shifting of papers. When this is done, the new transfer numbers must be noted on the card index, which is retained in the active file room.

A-E ACTIVE	L-R ACTIVE
F-K ACTIVE	S-Z ACTIVE
A-E INACTIVE	L-R INACTIVE
F-K INACTIVE	S-Z INACTIVE

In 4-drawer files the two upper rows hold active papers, the two lower, inactive

A-E INACTIVE	I-Q INACTIVE
A-B ACTIVE	M-N ACTIVE
C-F ACTIVE	O-S ACTIVE
G-L ACTIVE	T-Z ACTIVE
F-H INACTIVE	R-Z INACTIVE

In 5-drawer files inactive papers may often be contracted in the less accessible space

PLANNING TRANSFER. Several months before the time of actual transfer the files should be examined carefully to make sure that they are adequately guided and a list should be made of those correspondents and subjects sure to need individual folders for the ensuing period. It will save time at transfer if folders have been made out previously for all such correspondents. Fre-

A-B ACTIVE	A-B INACTIVE	K-L ACTIVE	K-L INACTIVE
C ACTIVE	C INACTIVE	M-N ACTIVE	M-N INACTIVE
D-E ACTIVE	D-E INACTIVE	O-R ACTIVE	O-R INACTIVE
F-G ACTIVE	F-G INACTIVE	S ACTIVE	S INACTIVE
H-J ACTIVE	H-J INACTIVE	T-Z ACTIVE	T-Z INACTIVE

The double period plan for 5-drawer files need not involve drawer shifts at transfer time. This sketch illustrates a "side by side" treatment which saves end-of-year labor

A-B INACTIVE	D-E INACTIVE	K-L INACTIVE	O-R INACTIVE
A-B ACTIVE	F-G ACTIVE	K-L ACTIVE	S ACTIVE
C ACTIVE	H-J ACTIVE	M-N ACTIVE	T-Z ACTIVE
D-E ACTIVE	F-G INACTIVE	O-R ACTIVE	S INACTIVE
C INACTIVE	H-J INACTIVE	M-N INACTIVE	T-Z INACTIVE

This arrangement of active and inactive papers in 5-drawer files brings current reference to drawers most easily reached, inactive papers to equal, though less convenient space

quently correspondents are active for a short time only and it is a waste of folders to make out new ones for them. As filing is being done during the latter part of the file period, it is well to mark in some way either the folders which surely will continue active or those which have ceased to be active. This planning of the new file will simplify the transfer.

The transfer file, too, should be examined carefully and papers no longer valuable should be destroyed to make room for papers about to be transferred. No papers should be destroyed without authority, preferably in writing.

An order for transfer equipment and new supplies, such as guides, folders for active correspondents, gummed labels and miscellaneous folders, should be placed early enough to ensure delivery before the date needed.

PROCEDURE FOR TRANSFERRING GUIDES AND FOLDERS. Folders should be removed from the current file and placed in the transfer equipment in the same arrangement as used in the current file. Folders should be stamped "Transferred" and date of contents should be indicated. It will help to distinguish transferred folders from current folders if a different kind of folder or label is used in alternate years or periods.

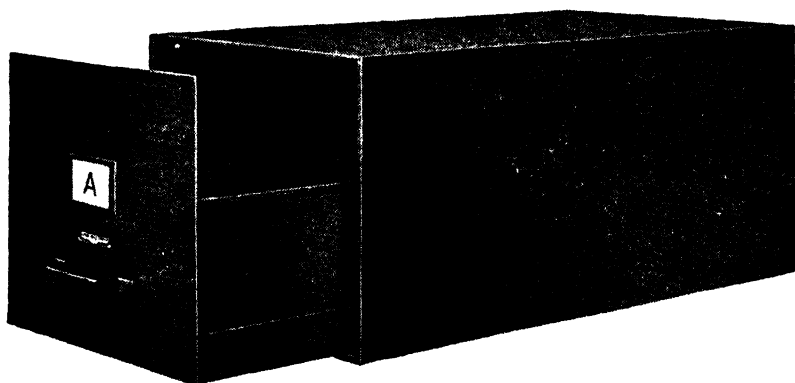
A duplicate set of guides and miscellaneous folders is used for the first transferred file when the "Two Period" plan is used. With the other transfer plans, the guides and miscellaneous folders are somewhat optional, as follows:

When the Variadex Alphabetic Index is used, the miscellaneous folders may serve as guides in the transferred file. In this case they should be placed in the same position as in the active file and not moved in front of the individual folders.

When the Numeric Index is used, the guides are not transferred. As all folders are numbered consecutively, no guides are needed in the transferred file. The card index remains intact because the numbers of correspondents and subjects remain the same year after year. When all papers pertaining to one contract, job, subject, or correspondent have been transferred, the index cards involved should be marked "Transferred."

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When the Triple Check Automatic Index is used, the primary guides are transferred. The secondary miscellaneous folders may serve as secondary guides in the transferred file since they bear the same notations as the guides preceding.



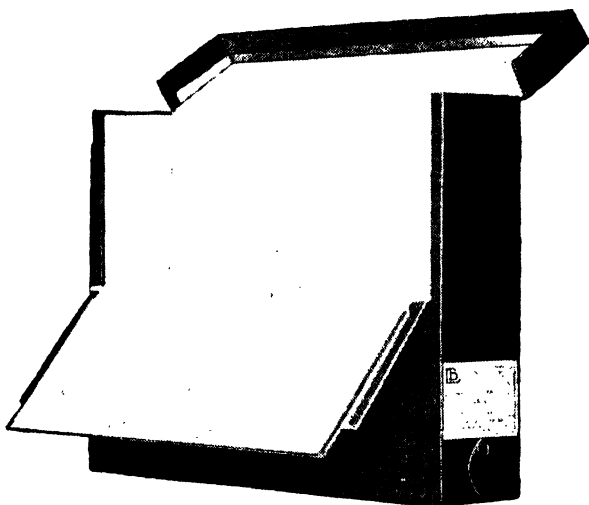
Single Unit Steel Transfer Case



Stacking Transfer Cases

EQUIPMENT. A one-drawer steel transfer unit, which has the same capacity as a drawer of a current file cabinet, is constructed so as to be stacked as high and as wide as desired. (See illustration page 174.) This style of transfer equipment is recommended wherever floor space is available, since it has nearly all the advantages of the vertical cabinet.

Wood-end transfer boxes, either correspondence or legal size, and either four inches or five inches in depth (see illustration below) should be used when floor space is not available and shelves must be used for transferred papers.



Library Bureau Wood-end Transfer Case

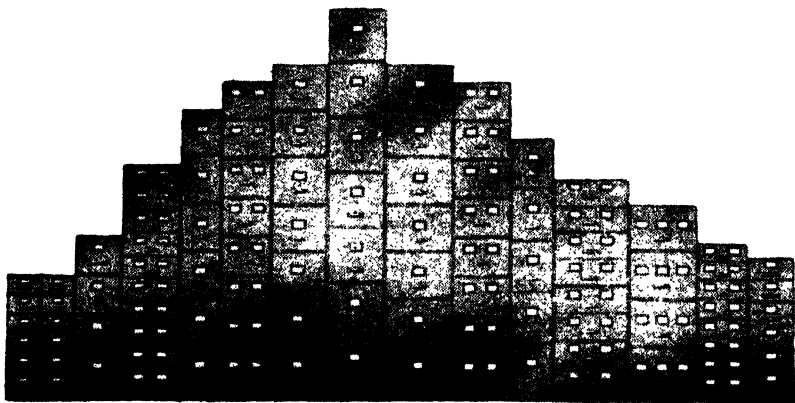
Each transfer box or drawer, according to the system used, should be labeled with the first division contained within, also with inclusive dates if a periodic plan is used.

Questions for Discussion

1. Why are papers transferred?
2. Name the different kinds of transfer and the different methods under each.
3. What is Periodic Transfer?
4. What is One Period Transfer?
5. What is Two Period Transfer?
6. What is the Maximum-Minimum method of transfer?

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7. How does the Maximum-Minimum method differ from the One Period and Two Period methods?
8. What is the Perpetual transfer method?
9. When should Perpetual transfer be used?
10. What is the arrangement of transferred papers in the transfer file?
11. How should transferred folders be marked?
12. Should complete sets of guides and folders be used in transfer files?
13. Name any special advantages or disadvantages of each method of transfer.
14. How should transfer boxes and drawers be marked?



Stacks of Unit Steel Transfer Cases illustrating the various sizes



Unit Steel Transfer Cases stacked 7 high. A traveling ladder, running on a track on each side facilitates reference to upper units

CHAPTER 13

Subject Correspondence Filing

In almost every office there will be a certain amount of papers, including correspondence, clippings, statistical reports, and data of various kinds, which will be referred to by subject, that is, by what the papers are written about, rather than by the names or the locations of the correspondents. Papers relating to the general management of the business and its relations to its auxiliary interests, such as branch offices, factories, and trade connections, are of this type. The papers, to meet such reference, must be arranged by subject, a system which is different from the alphabetic and geographic systems in that the names of individuals, firms, and places are not used, except in a minor degree and only in exceptional instances. Sometimes such names are used as mediums of cross reference, if necessary.

Subject filing is most directly related to the vagaries of the human mind. Unfortunately the same mind frequently approaches the same subject in different ways and the approaches of two minds are different with still greater frequency. Therefore, a subject system is seldom a "simple" method of filing, but it is one which creates and maintains a keen interest in its operation. Indexing or classifying papers, that is, selecting the most important word or phrase, is of utmost importance in subject filing. In order to classify papers successfully, it is necessary to know the business thoroughly, its needs, and its personnel.

VOLUME OF SUBJECT PAPERS—SMALL. When there are only a few papers which will be called for by subject and most of the papers will be called for by the names or the locations of the correspondents, folders may be made out for these few subjects and filed right in the name or location arrangement. For instance, a folder for "Advertising" may be filed after a folder for "Adams Bagnall Electric Company" and before a folder for "Aero Club" in the Variadex Alphabetic Index. There will be no trouble in locating it alphabetically by subject, when it is needed.

VOLUME OF SUBJECT PAPERS—LARGE. In a filing department where the majority of papers will be called for by subject, that is, according to what the letters are written about, a subject arrangement must be maintained. Two systems may be used for filing papers by subject, and two arrangements are possible under each of these systems, which are:

1. Alphabetic
 - a. Variadex Alphabetic
 - b. Subject Alphabetic
2. Numeric
 - a. Duplex-numeric (with main headings numbered in sequence, divisions and subdivisions designated by dash or auxiliary numbers or letters.)
 - b. Decimal (Dewey principle.)

SUBJECT CLASSIFICATION. Two things are necessary in any subject file, regardless of the system to be used, namely: a list of main headings with their divisions and subdivisions, known as a Subject Classification, and a Relative Index, (explained below), which really is a cross reference of the Subject Classification. The development of the classification list requires close and detailed study of: (1) The needs of the Organization; (2) Volume and kind of papers to be filed; (3) How and from whom reference will be received. The main headings should be simple, logical, comprehensive, and as few as possible. It must not be possible to interpret these headings in more than one way. No two subject classifications are exactly alike, any more than any two businesses are exactly alike. Each classification must meet the needs of each individual business. When once determined, this classification never should be added to without the proper authority.

The subject classification or list of main headings, divisions, and subdivisions usually is kept in book or loose-leaf form, or on 5 by 3 inch cards, and is arranged according to the system of filing to be used. If the alphabetic system is used, the main headings are arranged in exact alphabetic order, the divisions are arranged alphabetically under the main headings and the subdivisions alphabetically under the divisions. If the numeric system is used,

the main headings are arranged in numeric order, the divisions in numeric order under the main headings and the subdivisions in numeric order under the divisions.

RELATIVE INDEX. The Relative Index is an alphabetic arrangement of all main headings, divisions, and subdivisions, irrespective of the main headings under which they may be grouped. Thus, if a division or a subdivision is known, but not the main heading, it can be looked up alphabetically in the Relative Index, which tells under which main heading it is grouped. For example, perhaps a letter is written about Job Printing which is a division of Manufacturing. By referring to Job Printing listed under the letter "J" in the Relative Index, the file operator is directed to the main heading guide for Manufacturing, behind which is found the guide for Job Printing.

1a. **VARIADEx ALPHABETIC.** The Variadex Alphabetic system, when applied to subjects, is similar in principle to the system when applied to names of correspondents. (See Chapter 5.) The difference is that subjects instead of names are listed on the tabs of the individual folders, which are filed in their correct alphabetic positions. If folders for divisions or subdivisions of the main heading are needed, they are grouped alphabetically behind the main heading folders and cross referenced if necessary. In all cases the main heading, division, and subdivision, if any, are listed on the folder tab.

Special Classification guides, fifth-cut, and in fifth position, are used whenever subjects are particularly active or important, or when the material between two alphabetic guides is bulky enough to require additional guide support.

Papers about inactive subjects are filed in the miscellaneous folders and are arranged alphabetically by subject instead of by name.

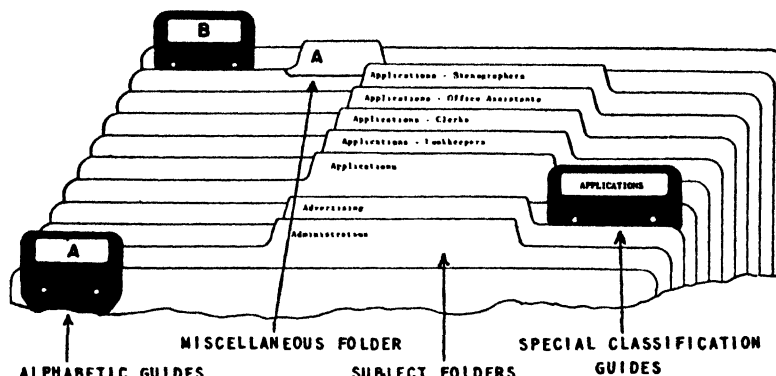


ILLUSTRATION OF VARIADIX ALPHABETIC ARRANGEMENTS OF SUBJECTS.

1b. SUBJECT ALPHABETIC. The main subject headings are printed or typed on inserts on fifth-cut, first position, removable label guides and filed in exact alphabetic order. Divisions of the main headings are printed or typed on inserts on fifth-cut, second position, removable label guides and filed in exact alphabetic order after the main heading guides to which they pertain. Main headings, divisions, and subdivisions, if any, are typed on the labels of the folders whose tabs appear in the next position toward the right.

Special Classification guides, removable label type, fifth-cut, and fifth position may be inserted when reference is frequent, or a still more detailed classification is desired.

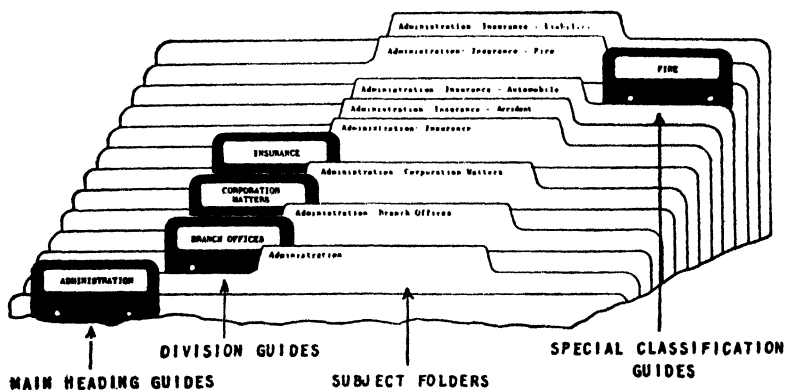


ILLUSTRATION OF SUBJECT ALPHABETIC ARRANGEMENT



Library Bureau Practice Equipment, Outfit No. 8, for classroom use in practicing subject correspondence filing. For convenience the guides and folders in this outfit are 6 inches wide by 4 inches high. However, the tray contains the same number of guides as used in a normal correspondence file drawer

2a. DUPLEX-NUMERIC. In the Duplex-numeric arrangement of a subject file, main headings are numbered in sequence, as, 1, 2, 3, irrespective of their alphabetic arrangement.

Divisions of the main headings are numbered in sequence using dash or auxiliary numbers, as, 1-1, 1-2, 1-3. Subdivisions may be numbered in sequence, adding a number or a letter to the number of the division, as, 1-1-1, 1-1-2, 1-1-3, or, 1-1a, 1-1b, 1-1c. Since it is unnecessary to separate letters from numbers by a dash, usually it is preferable to alternate numbers with letters for further subdivisions, thus shortening the length of the number as: 1-1a rather than 1-1-1.

Guides, fifth-cut, first position, are used for the main headings,

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numbered in sequence. For the divisions of the main headings, guides, fifth-cut, in second position are used, showing the number of the main heading and the dash or auxiliary number for the division. They are arranged in numeric sequence after the main heading guides to which they pertain. Fifth-cut guides in fifth division are used for subdivisions.

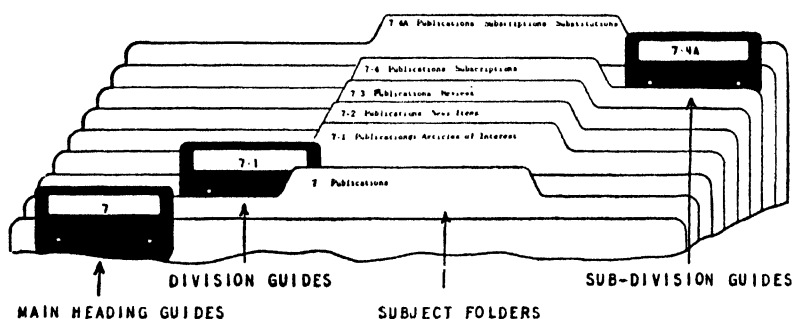


ILLUSTRATION OF THE DUPLEX NUMERIC ARRANGEMENT OF A SUBJECT FILE

One of the main advantages of this numbering of main headings, divisions, and subdivisions is to facilitate the coding of papers. When numbers are used, it is only necessary to mark each paper with the number of the indexed subject.

The following list shows how numbers may be assigned to the subject classification used in your practice alphabetic subject index according to the duplex-numeric method:

- 1 Administration
- 1-1 Office Maintenance
- 1-1a Supplies
- 1-1a1 Stationery
- 1-2 Staff
- 2 Applications
- 2-1 Correspondents
- 2-2 Office Assistants
- 3 Advertising
- 3-1 Contracts
- 3-2 Prospects
- 4 Manufacturing
- 4-1 Factory
- 4-1a Employees

4-1b	Equipment and Supplies
4-1c	Maintenance
4-1d	Stock
4-1d1	Paper
4-2	Job Printing
5	Transportation
6	Educational
7	Publications
7-1	Articles of Interest
7-2	News Items
7-3	Reviews
7-4	Subscriptions
7-4a	Solicitations
8	Associations, Conventions, and Meetings
9	Literature, Requests for
10	Information, Requests for

As a new main heading develops, the next unused number is assigned to it. As divisions of the main headings become necessary, they are assigned dash or auxiliary numbers of the main headings in sequence. Subdivisions of the divisions are numbered in sequence, using either numbers or letters. Further subdivisions may be made by alternating numbers with letters, or by the use of further dash or auxiliary numbers in sequence.

2b. DECIMAL. The dictionary gives as the definition of the decimal classification: "A system of classifying the field of knowledge, devised by Melvil Dewey for library books or for similar use, having the main classes and subclasses designated by a number composed of three digits, with further subdivisions shown by numbers after a decimal point."

When it is necessary to permanently group together related material and subdivide each group or subject minutely, a decimal system of assigning numbers, based on the principle of the Dewey Decimal Classification used in libraries, may be used. According to this principle, all papers are first grouped under nine or less broad main headings, numbered in sequence in hundreds from 100 to 900 inclusive. A tenth division, numbered 000, is for papers too general in nature to be placed in any one of the nine groups. Each of these main headings may be divided into nine or less groups. The nine groups or divisions of the main heading num-

bered 100, are numbered 110, 120, 130, 140, 150, 160, 170, 180, and 190, respectively.

Again each of these groups may be divided into nine or less groups. The nine groups of the division numbered 110, are numbered 111, 112, 113, 114, 115, 116, 117, 118, and 119, respectively.

Then the decimal point is placed and the subdividing may be continued indefinitely, as: 111.1, 111.2, 111.3, or 111.11, 111.12, 111.13, or 111.111, 111.112, 111.113, or 111.1111, 111.1112, each further division being designated by a number placed one space further to the right of the number for the previous division. When reading a decimal number, the decimal point is always referred to as "point." The number 111.1 is read as: one, one, one, point one.

Decimal systems are found generally in libraries, railroad and government departments, public utility companies and large engineering corporations.

The Main Classes of the Dewey Decimal Classification for Libraries are:

- 000 General Works
- 100 Philosophy
- 200 Religion
- 300 Sociology
- 400 Philology
- 500 Natural Science
- 600 Useful Arts
- 700 Fine Arts
- 800 Literature
- 900 History

Note:—The Dewey Decimal Classification, complete or abridged, can be purchased through Library Bureau Division, Remington Rand Inc.

The Main Classes of the Railroad Decimal Classification prepared by W. H. Williams are:

- 000 General
- 100 Executive and Legal
- 200 Finance and Accounts
- 300 Roadway and Structures
- 400 Equipment and Shops (Maintenance of Shops, see Section 3.)
- 500 Transportation and Storage
- 600 Traffic, Rates
- 700
- 800
- 900 Local Facilities and Affairs

The Main Classes of the Decimal Classification prepared for War Department Correspondence File are :

- 000 General
- 100 Finance and Accounting
- 200 Personnel
- 300 Administration
- 400 Supplies, Services and Equipment
- 500 Transportation
- 600 Buildings and Grounds
- 700 Medicine, Hygiene and Sanitation
- 800 Rivers, Harbors and Waterways
- 900

The divisions of the main heading, 200, Personnel are :

- 200 Personnel
- 210 Commissioned and warrant officers
- 220 Enlisted men and flying cadets
- 230 Civilian Employees
- 240 Pay and allowances
- 250 Discipline
- 260 Pensions
- 270
- 280
- 290 Miscellaneous

In order to prevent congestion and to facilitate searching, it is necessary to provide methods of subdividing files which, pri-

marily, are arranged according to the Decimal plan, by names of places, individuals, commercial organizations, governmental organizations, designated branches of the service, designated units of the Army. Thus, inside the decimal number, an alphabetic or geographic arrangement may be maintained. Such alphabetic division, or breakdown, may be found under Personnel and such geographic division, or breakdown, may be found under Buildings and Grounds.

COMPARISON OF THE ALPHABETIC, DUPLEX-NUMERIC, AND DECIMAL SYSTEMS OF HANDLING SUBJECTS. Following is a Comparison of the Alphabetic, Duplex-Numeric, and Decimal systems of handling the same subjects, using the main headings, divisions, and subdivisions in the practice Alphabetic Subject Index, Cat. No. 1891.8.

Alphabetic

See list of main headings, divisions, and subdivisions on list at the front of the Alphabetic Subject Index, Cat. No. 1891.8.

Duplex-Numeric

See list of main headings, divisions, and subdivisions with numbers assigned, page 182.

Decimal

- 000 General
- 010 Information, Requests for
- 100 Administration
- 110 Office Maintenance
- 111 Supplies
- 111.1 Stationery
- 120 Staff
- 200 Applications
- 210 Correspondents
- 220 Office Assistants

(Note alphabetic breakdown of this division in Index)

- 300 Advertising
- 310 Contracts
- 320 Prospects

- 400 Manufacturing
- 410 Factory
- 411 Employees
- 412 Equipment and Supplies
- 413 Maintenance
- 414 Stock
- 414.1 Paper
- 420 Job Printing
- 500 Transportation
- 600 Educational
- 700 Publications
- 710 Articles of Interest
- 720 News Items
- 730 Reviews
- 740 Subscriptions
- 741 Solicitations
- 800 Associations
- 810 Conventions and Meetings
 - (Note geographic breakdown of this division in Index)
- 900 Literature
- 910 Requests for

Note:—In a decimal subject arrangement the main headings are limited to nine or fewer, with a tenth group for General. Since there are ten main headings in the Alphabetic Subject Index, one has had to be eliminated for the decimal arrangement. The least important has been eliminated, namely, "Information, Requests for." It has been made a division of the General heading, and numbered 010. All correspondence classified under "Information, Requests for" should be numbered 010 and filed in the folder numbered 010.

CROSS REFERENCE. Many Pieces of correspondence are written about more than one subject, and may be referred to under each or all of them. The letter itself is indexed and filed under the most important subject and cross referenced under the other less important subjects. Buff cross reference sheets and manila tabbed cross reference forms may be used for such cross referencing, or, if a card index is used, cross reference may be made by means of 5 by 3 inch cards. The cross referenced main heading, division, and subdivision, if any, are written at the top

and the main heading, division, and subdivision, if any, under which the paper is filed, are listed on the lower part of the cross reference.

Job 10: Practice in Filing Correspondence According to the Alphabetic Subject System of Filing

PURPOSE OF JOB: The purpose of this job is to give you practice in filing and finding correspondence in the Alphabetic Subject Index.

EQUIPMENT: Cat. No. 1891.1 Set of 75 practice letters.
 Cat. No. 1891.8 Alphabetic Subject Index in
 wooden tray, Cat. No.
 1891.14
 Cat. No. 1891.12 Cross reference sheets

PROCEDURE: 1. Withdraw from the set of 75 letters, pieces Nos. 3, 9, 11, 15, 23, 26, 29, 34, 36, 49, 59, 65, and 71 and lay them aside. You will *not* file these letters in your alphabetic subject index. In every office, there will be some letters which will be called for by name and some letters which will be called for by subject. These thirteen letters which you have withdrawn will be called for *only* by *name* and, therefore, can not be classified by subject. In an office you would file them in a separate name file.

Since, in your practice with the Variadex Alphabetic Index, the Numeric Index, and the Triple Check Automatic Index, you have filed these letters by name, it will not be necessary to file them again at this time.

Starting with letter No. 1, inspect, read, index, code, and sort it according to the following instructions. Then proceed with letter No. 2, and so on, until you have inspected, read, indexed, coded, and sorted all sixty-two letters. Then file them.

2. **INSPECT.** Has each incoming letter been initialed in the upper left corner to show that it has received all necessary attention? If not, what will you do with any letters which have not been released for filing?

3. READ. Read to determine indexing caption. In subject filing it is most necessary to read carefully each entire letter as the most important subject in it may be found in the very last paragraph. As you read each letter, refer to your Subject Classification found in the front of your Alphabetic Subject Index. Or, if you can determine a division or subdivision and do not know under which main heading to classify it, refer to your Relative Index. The following explanation of the subjects used in your index will help you to determine the one under which to index and file each letter.

EXPLANATIONS OF SUBJECT HEADINGS AS USED IN YOUR ALPHABETIC SUBJECT INDEX.

ADMINISTRATION. All matters pertaining to the operation of the LIGHTING JOURNAL; all matters pertaining to the maintaining of its office, hiring of employees, purchasing of furniture and supplies for conducting its business; all matters pertaining to light, heat, and the like; and all matters pertaining to the executives or staff, classify under this main heading.

ADVERTISING. This main heading covers both advertising done by the LIGHTING JOURNAL and that which the LIGHTING JOURNAL does for its customers. All correspondence pertaining to advertising contracts and to prospective advertising customers, is filed under this main heading.

APPLICATIONS. As a very important and necessary subject, "Applications" is given a place in the group of main headings although it might well be used as a subheading under both Administration and Manufacturing.

Provision is made for only two classes of applicants: correspondents, i.e., those who wish to report, for the LIGHTING JOURNAL, items of interest, in their locality; office assistants, those who would like to work in various capacities, in the office.

ASSOCIATIONS, CONVENTIONS, AND MEETINGS. All correspondence relative to conventions or meetings of societies or associations is filed under this head.

EDUCATIONAL. Every organization has either an educational

department or contributes, from time to time, some special definite literature or information for educational purposes, or gives some advice or proposes some way of obtaining such information. In a large file this subject necessarily would be subdivided under schools, or similar names. Piece 17 is an example of securing a catalog for this purpose.

INFORMATION. Information is a very general heading. Letter No. 1 is a good example of a request for information. Index under this heading *only* letters which can be indexed under no other headings.

LITERATURE, REQUESTS FOR. The general publications, such as catalogs, leaflets, and folders, which are issued by the Publicity or Sales Promotion Department of a firm to advertise its products or to arouse an interest in its projects, are commonly termed literature. Therefore the "Literature, Request for" folder will receive all correspondence requesting such literature or replying to such a request either by the **LIGHTING JOURNAL** or for the **LIGHTING JOURNAL**. It may seem difficult to draw the line of distinction between requests for information and requests for literature. This is well illustrated by comparing piece 1 with piece 28, also 75 and 64.

MANUFACTURING. The **LIGHTING JOURNAL** maintains an office at 50 Church Street, New York, New York, and a factory or printing plant and show-rooms at 461 Eighth Avenue, New York, New York. All correspondence dealing with the upkeep of this factory, questions of light and heat (piece 74), its employees, equipment, and supplies, stock for manufacturing purposes (piece 53) and goods manufactured, such as the printing of circulars, stationery, and prospectus, and job printing, (pieces 6, 39), are filed under this head.

PUBLICATIONS. Publications could fall naturally under the heading, Manufacturing, as it is the largest single item produced by the factory or printing plant; but owing to its importance and many subdivisions, it is given a place as a main heading. All correspondence relative to the building up of the publication **LIGHTING JOURNAL**, such as news items, articles of interest (piece 20), book reviews (piece 57); also all correspondence for the solicitation of subscriptions and orders for subscriptions, fall under this main heading, Publications.

TRANSPORTATION. Every business is affected more or less by transportation and naturally a great deal of correspondence is handled on this subject. All communications in regard to freight and passenger tariff (rate charged for transportation) are indexed under this main heading. Piece 50 is indexed under "Transportation," although if the records were available so that N.Y.C. 112546, mentioned in this letter, could be traced to some specific order, it would be filed with other correspondence relative to that order and cross referenced under the subject, Transportation. Express receipts and bills of lading are indexed under this main heading.

4. INDEX. Index each letter first under main heading, then division, and subdivision, if any. Letter No. 1 is asking for information about a list of Gas and Electric Light Companies. This is general information, so you will index the letter under the main heading, Information, Requests for.

[illegible]

5. CODE. In Alphabetic Subject filing, not only will you underline in the body of the letter what determines the choice of the main heading, division, and subdivision, but it is necessary to

write at the top of the letter this information also. For instance, letter No. 27 is written to the Job Printing Department asking for a change to be made in printing the title of a paper. It is indexed under the main heading, Manufacturing, and its division, Job Printing. See how this letter is coded in the illustration.

6. CROSS REFERENCE. Make out cross references for letters Nos. 5, 8, 16, 17, and 44. All of these letters could be indexed under two or more subjects. They are not the only letters in this practice set which could be indexed under two or more subjects, but, by cross referencing them, you will learn how to cross reference according to this system of filing. Letter No. 5 is about a convention and it is asking the LIGHTING JOURNAL to include a notice of it when next the magazine is published. The most important subject of the letter is Associations, Conventions, and Meetings, so it must be indexed and filed under that main heading. But it must be cross referenced under, Publications, News Items. Use a cross reference sheet, Cat. No. 1891.12. List at the top of it, under Name or Subject, *Publications, News Items*. Under "See" list *Associations, Conventions and Meetings* and, under this subject, list the name of the company writing the letter, *American Institute of Electrical Engineers*. The reason for writing the name is that there may be more than one letter bearing the same date filed in the same folder. By listing the name, you will speed up finding. Be sure to list the date of the letter in the space under, "Date." Letter No. 8 is about Transportation to a meeting. Letter No. 16 is similar to letter No. 5. Letter No. 17 is about Educational but it also is a reply to a request for a catalog. Letter No. 44 is an Advertising Prospect letter. It also asks for a rate card. After cross references have been made out they are treated exactly the same as pieces of correspondence.

7. SORT. Sort first into piles alphabetically by main headings. Then sort all letters for each main heading alphabetically by divisions, then subdivisions, then by date, latest date to the front or on top. In this practice no effort will be made to arrange papers by names in the various folders.

8. FILE. Letter No. 31 is now on top of your pile of letters, since you have indexed it under *Administration, Staff*. Find the guide for *Administration* and bring it forward, then the special

classification guide for Staff and bring it forward. Behind this guide you will find a folder bearing the notation, *Administration, Staff*. Lift it up with your left hand and rest it on the left edge of your tray as you drop the letter into it by your right hand. Arrange all papers in the folder with the latest date to the front or on top. Proceed with the rest of the letters, finding the guide for the main heading first, then the division, and the subdivision, if necessary.

9. When you have filed all sixty-two letters, report the results of your practice on Reporting Chart No. 8 obtained from your teacher and submit it to him for approval.

PRACTICE IN FINDING. When your teacher has approved your practice work find the following letters. Place your index in front of you. First *think* what you are going to look for. In this practice you must think first main heading, then division, then subdivision, if any, then date. For instance, when you are looking for letter No. 52, which is indexed and filed under *Advertising Contracts* and dated April 27, you must think first, *Advertising*, and find the main heading guide for *Advertising*. Then think *Contracts* and find the *Contracts* guide. In back of this guide you will find the *Advertising Contracts* folder. Be sure to raise it and rest it on the left side of the tray while looking for the letter. When you have found it, write on a sheet of paper the information requested in the various columns, then remove the letter from the tray and attach it to your report, keeping all letters in the order in which you have found them.

<u>No.</u>	<u>Piece of Correspondence</u>	<u>Filed After No.</u>	<u>Filed Before No.</u>
Example:			
52	Advertising Contracts 4-27-19-	43	24
	Applications, Office Assistant 2-15-19-		
	Transportation 1-23-19-		
	Publications, Subscriptions, Solicitations 6-26-19-		
	Publications, News Items 2-11-19-		
	Manufacturing, Factory, Stock 3-13-19-		
	Literature, Requests for 11-14-19-		
	Applications, Correspondent 12-5-19-		
	Manufacturing, Job Printing 9-20-19-		
	Associations, Conventions and Meetings 5-3-19-		

Publications, Subscriptions 11-23-19-
 Publications, News Items 8-2-19-
 Manufacturing, Factory, Maintenance 10-18-19-
 Administration, Staff 6-6-19-
 Publications, News Items 12-23-19-
 Information, Requests for 12-10-19-
 Manufacturing, Factory, Employees 9-6-19-
 Advertising Contracts 11-21-19-
 Applications, Office Assistants 10-29-19-
 Educational 12-22-19-
 Publications, News Items 10-10-19-
 Literature, Requests for 9-27-19-
 Publications, Articles of Interest 3-22-19-
 Literature, Requests for 2-28-19-
 Publications, Reviews 2-8-19-
 Publications, Articles of Interest 11-26-19-

Remove all letters from your practice index and arrange them in order of identification numbers, ready for your next practice.

Job 10A: Practice in Filing Correspondence According to the Decimal Subject System of Filing

PURPOSE OF JOB: The purpose of this job is to give you practice in filing and finding correspondence in the Decimal Subject Index.

EQUIPMENT: Cat. No. 1891.1 Set of 75 practice letters.
 Cat. No. 1891.19 Decimal Subject Index in wooden tray, Cat. No. 1891.14
 Cat. No. 1891.12 Cross reference Sheets.

PROCEDURE: 1. Withdraw from the set of 75 practice letters, pieces Nos. 3, 9, 11, 15, 23, 26, 29, 34, 36, 49, 59, 65, and 71 and lay them aside. You will not file these letters in your decimal subject index. In every office there will be some letters which will be called for by name and some letters which will be called for by subject. These thirteen letters which you have withdrawn can not be classified by subject. They will be called for *only* by name. In an office you would file them in a separate name file. In your practice with the Variadex Alphabetic Index, the Numeric Index, and the Triple Check Automatic Index you

have filed these letters by name, so it will not be necessary to file them again at this time.

Starting with letter No. 1, inspect, read, index, code, and sort it according to the following instructions. Then proceed with letter No. 2, and so on, until you have inspected, read, indexed, coded, and sorted all sixty-two letters. Then file them.

2. INSPECT. Make sure that all incoming letters have been initialed in the upper left corner to show that they have received all necessary attention before filing them. If you find one which hasn't been initialed, what will you do?

3. READ. Read to determine indexing caption. In subject filing it is most necessary to read entirely each letter because the most important subject in it may be found in the very last paragraph. As you read each letter, refer to your Subject Classification which you will find filed in the front of your index. Please note that it is in two parts, the Subject Classification which is arranged in exact numeric order first by main headings, then by divisions, then by subdivisions, and the Relative Index which is arranged in alphabetic order and is the cross reference to the Subject Classification. Watch carefully the explanations of the subjects used in your index, given on pages 189-191.

4. INDEX. Decide first the main heading under which you will classify the letter, then the division, and subdivision, if any. Letter No. 1 is asking for information about a list of Gas and Electric Light Companies. This is general information, so letter No. 1 is indexed under the main heading, *Information, Requests for*.

5. CODE. When you have decided upon the main heading, division, and subdivision, if any, under which to file the letter, ascertain from your Subject Classification what number has been assigned and list it in the upper right corner of the letter. For instance, the number for Information, Requests for is 010, so place this number in the upper right corner of letter No. 1.

6. CROSS REFERENCE. Make out cross references for letters Nos. 5, 8, 16, 17, and 44, just as you did in your Alphabetic

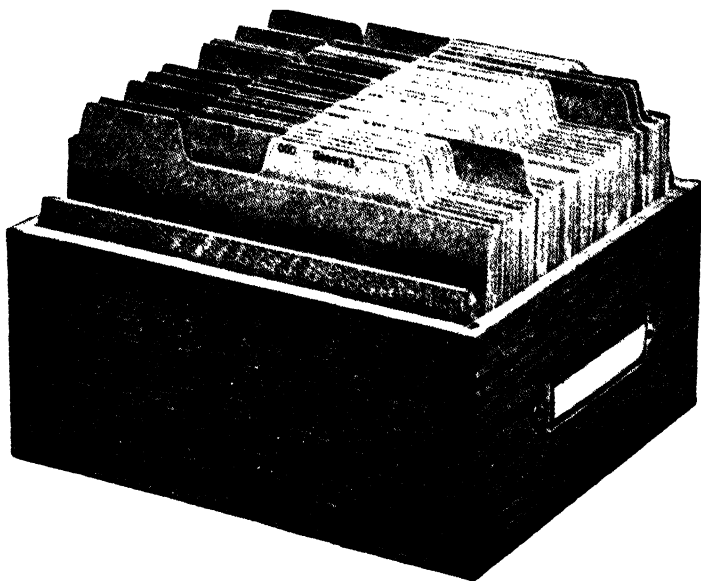
Subject practice, except be sure to list the file number for both the subject cross referenced and the subject under which the letter has been filed. No card index will be maintained in this practice.

7. SORT. Sort first into piles of hundreds in sequence. Then sort each hundred pile into piles by tens, then into exact sequence. When there is more than one paper with the same number, sort them by date, latest date to the front or on top.

8. FILE. Letter No. 75 is now on top of your pile. It is coded 010. Find first your guide for 000, then the guide for 010, then the folder for 010. See if there are other letters to be filed in this folder as well and make sure they are arranged in date order. Lift up the folder with your left hand and insert papers with your right hand, resting the folder on the left side of your tray. Proceed with the rest of the letters, finding the guide for the main heading first, then the division, and subdivisions, if any, then the correct folder. Note the alphabetic breakdown under 220, Applications, Office Assistants and the geographic breakdown under 810, Associations, Conventions, and Meetings. They are to further divide the papers filed under these headings.

9. When you have filed all sixty-two letters, report the results of your practice on Reporting Chart No. 8a and submit it to your teacher for approval.

PRACTICE IN FINDING. When your teacher has approved your practice work, find the following letters. Place your index squarely in front of you. First think what you are going to look for. After determining the main heading, division, and subdivision, if any, you must refer to your Subject Classification to find the number of the folder in which the paper is filed. Then look first for the main heading number, then the division. For instance, in looking for letter No. 52 which has been indexed and filed under *Advertising*, *Contracts* and is dated 4-27, first refer to your Subject Classification for the main heading, *Advertising* and find it is numbered 300, then for *Contracts* and find it is the first division of *Advertising* and is numbered 310. Then find the folder numbered 310 and check the subject listed on it. Inside the folder, the papers are arranged by date, and you find that the



Library Bureau Practice Equipment, Outfit No. 19, for classroom use in practicing decimal subject correspondence filing. For convenience, the guides and folders in this outfit are 6 inches wide by 4 inches high. However, the tray contains the same number of guides as used in a normal correspondence file drawer

one you are looking for is filed after letter No. 43 and before letter No. 24. Be sure to raise the folder part way and rest it on the left side of the tray while looking for letter No. 52. When you have found the letter, record on a sheet of paper the information requested in the various columns, then remove the letter from the tray and attach it to your report, keeping all letters in the order in which you have found them.

<u>No.</u>	<u>Piece of Correspondence</u>	<u>No. of Folder</u>	<u>Filed After No.</u>	<u>Filed Before No.</u>
Example :				
52	Advertising Contracts 4-27	310	43	24
	Publications, Articles of Interest 4-8-19-			
	Literature, Requests for 12-26-19-			
	Information, Requests for 11-19-19-			
	Applications, Office Assistants, B. G. Baker, 2-12-19-			
	Transportation 1-23-19-			
	Literature, Requests for 2-27-19-			

Manufacturing, Factory, Maintenance 10-18-19-
 Educational 12-22-19-
 Publications, Subscriptions 11-23-19-
 Literature, Requests for 9-27-19-
 Manufacturing, Factory, Employees 9-6-19-
 Publications, News Items 2-11-19-
 Publications, Articles of Interest 7-11-19-
 Advertising, Contracts 11-9-19-
 Associations, Conventions, and Meetings 5-3-19-
 Manufacturing, Job Printing 9-20-19-
 Administration, Staff 6-6-19-
 Manufacturing, Factory, Stock, Paper 8-4-19-
 Publications, News Items 12-23-19-
 Publications, News Items 8-2-19-
 Applications, Office Assistants, Philip Austin 10-29-19-
 Information, Requests for 12-14-19-
 Publications, Articles of Interest 8-15-19-
 Applications, Correspondents 12-5-19-
 Publications, Reviews 2-8-19-

Remove all letters from your practice index and arrange them in order of identification numbers.

Questions for Discussion

1. Why are letters filed by subject?
2. What kind of papers are likely to be filed by subject?
3. By what systems may subject material be filed?
4. If there are few papers to be filed by subject, how are they handled?
5. When the volume of subject material is large, what should be done?
6. Describe system when Variadex Alphabetic Index is used.
7. Describe the Subject Alphabetic system or the system in which subject classified headings are used, and give example.
8. What is the principle of numeric subject filing?
9. What systems may be used in numeric subject filing?
10. Describe the duplex-numeric system.
11. Describe the decimal system.
12. Why is the decimal system usually used?
13. What is a Relative Index?
14. How are papers cross referenced in a subject file?

CHAPTER 14

Follow-Up Methods, Tab Cards, Steel Signals, and Map and Tack System

Matters in a business office which require action on a certain future date keep coming up continually. An insurance policy must be renewed on a certain date, a good prospect must be called on, a note at the bank will come due and must receive attention, a magazine subscription must be renewed, or a letter is received which must wait for further information not obtainable until another week has passed. Since it is impossible for any one person to remember any or all such matters, a follow-up file or mechanical "memory" is necessary in any well-organized office.

A follow-up file is essentially a date file; that is, some arrangement of month and day guides, or of alphabetic guides followed by date guides, is used, by means of which all matters needing attention at some future date are brought up automatically. Such a follow-up file is designated in various ways. In some offices it may be called a "follow-up" file, while in other offices it may be called a "tickler" file, or a "come-up" file, or a "bring-up" file, a "pending" file, a "suspense" file, or an "H.F.A." (Hold for Answer) file. In whatever way it is designated, it serves the same purpose of bringing to the attention of the specific person whatever he must do at the time he must do it.

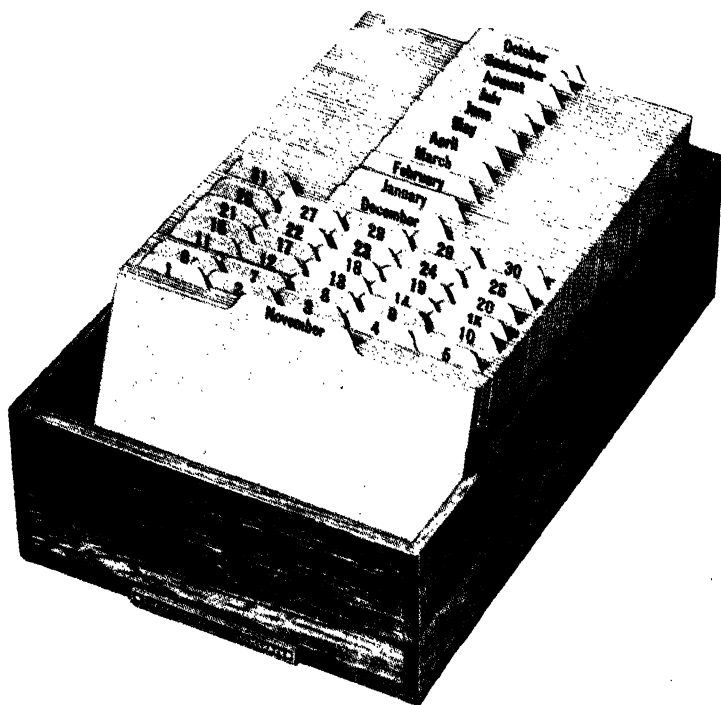
Papers needing attention at some future date, must be so marked before sending them to the filing department. Usually this follow-up date is listed in pencil in the lower right corner of each paper, which becomes, in filing position, the upper right corner. In some offices, a rubber stamp showing the words, "Follow-up," "H.F.A.," "Tickle," or "Pending," is used also to emphasize that a paper must be returned at the date specified.

In order to determine the best form to be used for follow-up, the

organization, personnel, and needs of each individual office must be studied. Generally speaking, it is safe to use some form of departmental follow-up if there is good organization and if rules relating to filing procedures are enforced. If the organization is lax and there is danger of the follow-up file growing into a departmental file by retaining in it papers which should be sent to the central file, or, of failing to serve its own purpose through inefficient operation, it is better to have the follow-up file maintained under central control.

The different forms of follow-up are :

1. The Card Tickler.
2. The Sheet Follow-up.
3. The Combination Alphabetic and Date File.
4. Date Folders.



Card Tickler

THE CARD TICKLER. The card tickler is made up of a set of month guides and one or more sets of 1-31 day guides, housed

in a desk tray. It is arranged with the guide for the current month at the front, followed by the set of 1-31 day guides, then the guides for the other months in sequence. (See illustration on opposite page.)

Whenever a reminder is necessary, one name, or one subject, the date, and whatever additional data seems desirable, are listed on a 5 by 3 inch card, which is filed in the card tickler behind the guide showing the date when the matter must be given attention. This reminder is not necessarily confined entirely to papers in the file. It may refer to a telephone call, to some appointment, or to whatever other matters need future attention.

Each morning, as the clerk in charge of the follow-up file arrives in the office, or in some offices in the late afternoon of the day before the date of follow-up, she should refer to it, removing all cards found behind that day's guide and placing that day guide behind the next month guide. Thus the tickler will be kept always one month in advance. Then she does whatever the cards remind her to do. She places cards reminding salesmen of needed calls on their desks. She places cards showing appointments on the desks of those for whom the appointments were made. If cards are found referring to papers in the file which must be followed-up, the papers are removed. They must be charged in the usual way by use of one of the methods described in Chapter 10.

The reminder card is attached to the papers and they are placed on the desks of the interested executives. When such papers have received all attention possible for the time being and a new follow-up date is necessary, this new date is recorded on the reminder card, which is filed behind the new date, the papers are returned to the file and the charge for them is removed. If the out guide with the requisition slip is used, (See Chapter 10) the requisition slip may act as the reminder card in the card tickler.

The advantages emphasized for the card tickler are:

1. All papers remain in the regular file, only the card being filed in the follow-up.
2. The whole story is at hand when the matter is followed-up.
3. The responsibility for follow-up is placed under one control.
4. When the follow-up is maintained in the Central File Department the card tickler is of special value because the cards are easy to handle and because of economy of space.

The disadvantage is the labor involved in un-filing papers as they are needed. In connection with the dockets in a law office, a card tickler should be maintained for all court cases (filed chronologically) in order that each lawyer may be notified of dates of hearings, action, or other matters, a very important part of the filing and record keeping of a law office.

THE SHEET FOLLOW-UP. The Sheet Follow-up is made up of a set of month guides and two or more sets of 1-31 day guides, just as the card tickler is, but it is correspondence size and it is kept in a correspondence size drawer, perhaps in one of the lower drawers in the Central File Department. When a letter marked for follow-up is received, a substitution card (See Chapter 10) is made out and filed in the Sheet Follow-up behind the guide showing the follow-up date. The letter is filed in the active file. Each day the substitution cards scheduled for that date are taken from the Sheet Follow-up and filed in the active file in the place of the letters to be followed up. Such letters are withdrawn and sent to the persons requesting them. This method simplifies both the follow-up and the charging of follow-up papers. In a similar manner requisition slips, which are filed in the card tickler and later placed in the frames of out guides (See Chapter 10) which are filed in the active file, may be used.

The Sheet Follow-up may be used to advantage also when it is maintained in departments, since it alone is frequently sufficient for following up the papers in question and reference to the Central File Department becomes unnecessary. When kept in departments, every incoming letter which is to be followed up must be acknowledged. Two copies of the acknowledgment are made, one for the Sheet Follow-up to be filed behind the correct guide and the other for the active file. The use of different colors for each of these copies will help to identify them quickly and will prevent them from being filed in the wrong file.

THE COMBINATION ALPHABETIC AND DATE FILE. The Combination Alphabetic and Date File is also correspondence size. It differs from the Sheet Follow-up in that it provides for alphabetic as well as date reference to pending and follow-up papers. There are several applications of this system. In the file shown below a Variadex Alphabetic Index is used. In back of

Combination Alphabetic and Date File

Papers bearing definite follow-up dates are filed after the correct alphabetic and date guides without folders and arranged according to follow-up date, with the first "come-up" date in front. For instance, a letter from Beardslee Chandelier Manufacturing Company which must be followed up on the 20th of the month is filed after the "B" and "15-31" guides in correct date arrangement.

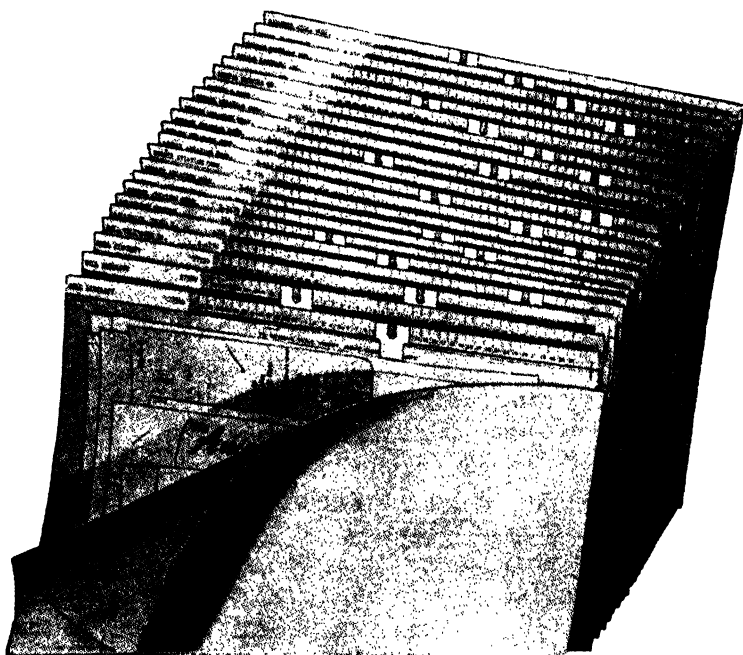
On a given day, May 7 for example, all the "1-14" guides are, in succession, pulled forward and any papers marked for follow-up on May 7 (the follow-up date appears, in filing position, in the upper right corner) are found immediately after the guides and are removed from the file and placed on the desks of the executives requesting them. The number of "1-14" guides will, of course, be the same as the number of A-Z guides. Very little time is involved in removing papers because there are so few guides to be consulted.

Pending papers, which are not marked for any specific follow-up date, are held in individual folders which are filed in correct

alphabetic arrangement, directly behind the alphabetic guides. Labels or folders of a different color may be used to designate branch offices, factories, agencies, or other information. Guides with tabs in second position are used to call attention to very active papers. (See guide for "Buffalo" in illustration.) In this way, papers which demand attention on a definite date are distinguished from others pending which may be needed only whenever the opportunity presents itself.

This combination pending and follow-up file is the type which executives in many, if not in most, organizations find a necessary system. Doubtless an occasional incoming letter may slip into this file, but if such a letter has been answered, or at least acknowledged, the Central File copy of this acknowledgment will indicate the location of the original incoming letter.

DATE FOLDERS. Provision has been made for follow-up by the use of straight-edge folders with 1-31 and January through December scales printed across the extended edge, which has been



Date Folders

sheathed in transparent celluloid. A title insert may easily be written or typed and inserted in the left top, permitting one folder to be used over and over again. Thus titled, the folder may be filed by order number, part number, or supplier's name, as desired, yet arranged at the same time, by a follow-up date through the use of a sliding signal which operates over the month and 1-31 scales. The monthly scale is a safe-guard against any numeric date lapping over into the following month.

For example, if, in January, papers are received which must be followed up on March 10, the sliding signal is moved to March on the folder in which the papers are filed. When March becomes the current month, the signal then is moved to 10, the day in March when the papers must be followed up. (See illustration Date Follow-up Folder.)

Tab Cards

The tab card was invented in 1894. It derives its name and special value from the tab or projection appearing on its upper edge. These tabs are cut in regular positions, creating, when cards are filed in a tray or drawer, distinct rows in alignment one with the other. By the use of tab cards practically any number of classifications may be obtained at the same time, in one record, irrespective of the arrangement of the cards themselves. The following illustrations show two of the most practical applications of tabs, the first as used by insurance companies and their agents, and the second by sales organizations.

Tab cards, designated "serrated," have tabs across the top. Those tabs not needed when the final classification is made, are cut off. This method of clipping tabs is applied to the sales prospect cards. When the prospect becomes a customer, the tab marked "Prospect" is clipped off. The card remains in the index as before, but does not come up for circularization or solicitation as those do with the tabs on. Thus the index is classified by prospects and customers (prospects with tabs, customers without) and at the same time it is filed either alphabetically or geographically, according to its needs.

In a life insurance office, cards are used with tabs for each quar-

Steel Signals

Small steel signals which clamp on the top edge of a card are sometimes used for temporary classification where there are no tabs on the card. And in some cases where tabs are on the card, they are used for more specific classification. These steel signals are of solid construction. They are applied easily to the card and they grip the card tightly at their lower edge. They come in a variety of colors and are printed with numbers 1-31, with the letters of the alphabet, months, or other notations. One decided advantage gained by the use of steel signals is that the classification of a card can be changed simply by changing the signal. For example, in an employment bureau, the card of an applicant has been classified as stenographer. Assume that the applicant, not being successful in securing a position as a stenographer, asks to have her card re-classified as an office assistant. As a stenographer, her card was signaled with a blue signal, but as an office assistant, it is signaled with an orange signal. If the applicant wishes to be classified as both a stenographer and an office assistant, both signals will remain on the card and her card will be consulted when a request comes for an applicant in either capacity.

Map and Tack System

The Map and Tack System is used for territorial work, chiefly in following up the activities of salesmen. Maps representing certain territories are pasted into shallow drawers or on large mats. The territories of the salesmen are outlined on this map by means of different colored tacks, one color to each salesman.

This also is used for other sales activities such as tacking all cities where sales offices are located, or goods are sold. Colored tacks often are used to represent volume of business done in each city.

Job 11: Practice in the Use of Tab Cards

PURPOSE OF JOB: The purpose of this job is to give you practice in the use of classification tabs and their application to follow-up work.

EQUIPMENT: Cat. No. 1891.17 Twenty tab cards with tabs as follows:

- 2 cards with tab 1
- 3 cards with tab 2
- 3 cards with tab 3
- 2 cards with tab 4
- 3 cards with tab 5
- 3 cards with tab 6
- 2 cards with tab 7
- 2 cards with tab 8

PROCEDURE: 1. Write the following list of names of customers on tab cards, one name on any one card. List the first unit to be considered first, the second unit second. Be sure to select for each name a card with the tab which designates the kind of business specified, that is, a card with tab 1 for a customer in the Electrical Supplies business, a card with tab 2 for a customer who is a Chemist.

2. When all cards are made out arrange them in alphabetic order.

3. Note how the cards are classified by kind of business by the tabs, while, at the same time they are arranged in exact alphabetic order. Thus two classifications are maintained, one alphabetic, and two, kind of business.

The classification by kinds of business is as follows:

- | | |
|----------------------------|--------------------------|
| Tab 1. Electrical Supplies | Tab 5. Druggists |
| Tab 2. Chemists | Tab 6. Tailors |
| Tab 3. Furniture | Tab 7. Department Stores |
| Tab 4. Hardware | Tab 8. Manufacturers |

Name	Kind of Business
George H. Abbott	Furniture
A. C. Electric Co.	Electrical Supplies
Abe The Tailor	Tailor
S. E. Aaron & Co.	Chemists
William H. Abare	Hardware
Arthur S. Abbott	Druggist
Louis Abbate	Tailor

Name	Kind of Business
George Abell	Furniture
The F. P. Abbey Co.	Department Store
Henry Abbe	Hardware
Charles Able	Druggists
Abbot Wire Brush Co.	Manufacturer
James A. Adams	Chemist
Abbott & Fernald Co.	Furniture
M. W. Adair	Tailor
The Acker-Bullock Co.	Manufacturer
A. M. Acker's Sons Co.	Department Store
A. B. Ackerman	Electrical Supplies
Arthur C. Ackerson	Druggist
Philip Abee	Chemist

Questions for Discussion

1. What is a follow-up system?
2. How are follow-up papers identified?
3. What determines the location of the follow-up file?
4. Name the different forms of follow-up.
5. Describe each method of follow-up and name any particular advantages or disadvantages of each.
6. Which methods appear to be most satisfactory?
7. Describe a tab card used for a list of insurance policyholders.
8. Describe a tab card used by a sales organization to classify prospective customers.
9. What are tabs used for on ledger cards?
10. What are steel signals?

CHAPTER 15

Vertical Filing Supplies

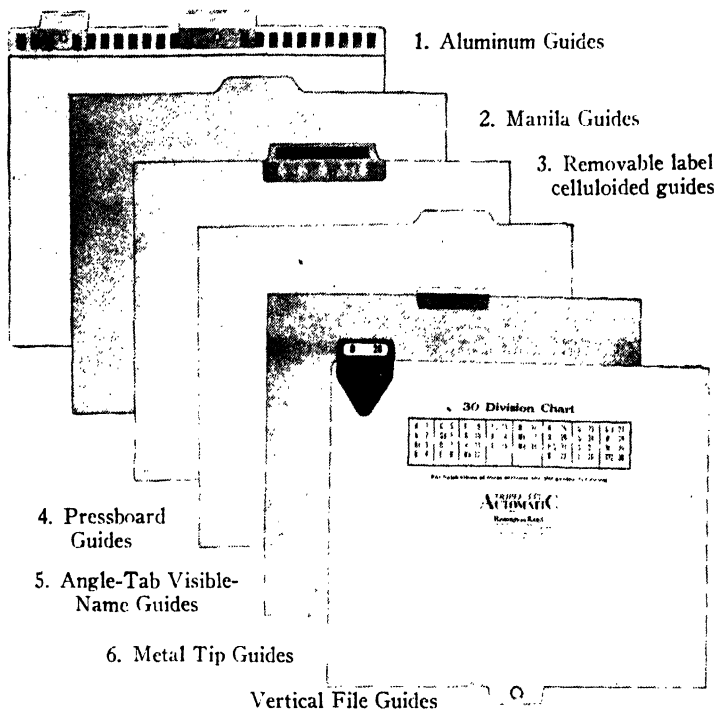
GUIDES. Guides perform two functions in a file. (1) They act as "signposts" to guide the eye quickly to wanted papers. (2) They support papers and folders.

A filing guide is a heavy card, the body size (body size excludes the height of the tab and rod projection) of which should be approximately the same as the folder or card with which it is used. Guides come in various sizes, to fit the needs of various files, such as: correspondence size, legal size, bill size, and check size, as well as the standard sizes of cards, 5 inches by 3 inches, 6 inches by 4 inches, and 8 inches by 5 inches.

At the top of the guide is a tab or projection of various widths and positions, and usually extending one-half inch above the body of the guide, on which is printed some distinguishing letter, number, symbol, name, or word, known as a notation or a caption. These tabs project above the folders, or cards, and serve as "signposts" in the file to help find quickly any desired material. They point the way to the papers needed, doing away with handling before the wanted paper comes to light.

Filing guides are made with, or without rod projections, which extend below the body of the guide. This projection is made with a metal eyelet so that a rod may be run through the eyelets of all the guides in a drawer to hold them in place, and to prevent folders or papers from slipping down in the drawer and becoming misplaced or lost.

When guides are to be used in 5-drawer files, care must be taken to ascertain whether rod projections are needed or not. Many 5-drawer files are made without the channel for the rod projection.



1. The adjustable tab type fills a real need, where it is desirable to change the position of the tab or insert a guide with a tab in any position.
2. A tough, durable guide of extra heavy Manila tag. Solid stock - not pasted. Third and fifth cut tabs.
3. Labels are easily inserted or removed from the slot at the back of the tab. Made in all standard sizes.
5. Especially good in connection with angle-tab visible-name folders for files of a permanent or semi-permanent nature.
6. A practically indestructible and interchangeable pressboard guide. The "Armorclad" tip gives the stiffness and durability of a sheet metal guide without its weight and cost. Old labels are easily removed and new ones inserted.

MANILA GUIDES. The manila guide is for the temporary file, the file which need not submit to the wear and tear of constant search, the transferred file, the factory or warehouse file. It is made of 20-point sulphate wood pulp and is relatively inexpensive. Manila guide tabs are die cut extensions of the guide bodies to form three or five positions across the width of a file drawer. They are supplied without printing, or with alphabetic, month, or day notations printed directly on the tabs. (A point in thickness is 1-1,000 of an inch.) (See illustration and Sample 1.)

PRESSBOARD GUIDES. Pressboard guides are made of wood pulp pressed very compactly and highly surfaced. They usually are made 25 points thick and wear well. They are made

with plain, celluloided or metal tabs. (See illustration and Sample 2.)

INSET CELLULOIDED GUIDES. Solid celluloid shoulders are dovetailed into the sides of the tabs of pressboard guides, over which a transparent celluloid covering is cemented, fully encasing the tab in celluloid. The notations are printed on the guides and the labels can not be changed. (See Sample 3.)

REMOVABLE LABEL CELLULOIDED GUIDES. Celluloided guides date back to the first large Savings Bank Card Ledger. The year was 1897. The place was Cleveland, Ohio, where Library Bureau was installing this revolutionary "new" system for the Society of Savings.

Protection was needed for the guides. Metal was tried but it was expensive. Then guides were made entirely of celluloid, then a coating over the paper stock was tried. These warped. At length only the tabs were celluloid, first on one side, then on the front and back. A machine was at last developed to fold and cement celluloid over the projection, and all difficulties were solved. The Removable Label Celluloided Guide evolved from these early experiments. These guides are interchangeable label guides. A frame of solid opaque celluloid is dovetailed into a pressboard body. This frame is then covered with a cap of thin transparent celluloid having an opening in the back for the insertion or removal of labels. (See illustration and Sample 4.)

ARMORCLAD GUIDES. Armorclad Guides have tabs made of steel which are securely anchored to 25 point gray pressboard bodies. Old labels are easily removed and new ones inserted. Celluloid covers are used for the labels. In the letter and check sizes the blank tabbed guide may be had with either straight or angle tabs. (See illustration and Sample 5.) (Angle tabs are tipped at an angle so that the notations face the searcher.)

ANGLE TAB VISIBLE NAME GUIDES. These guides are made of pressboard with angle tabs made of celluloid. These tabs are especially good with angle tab visible name folders for file of a permanent and semi-permanent nature. (See illustration.)

ALUMINUM GUIDES. If these guides are not abused, their life is almost endless since they are made of aluminum. The tabs are so made that they can be moved into any position where

needed. The adjustable tab type fills a real need, where it is desirable to be able to change the position of the tab or insert guide with a tab in any position. (See illustration.)

ARRANGEMENT OF TABS. Guides may be obtained with tabs in various widths and positions. The width of the tab is referred to as "cut." "One-third cut" guide has a tab one-third the width of the body of the guide. "One-fifth cut" guide has a tab one-fifth the width of the body of the guide. "Position" indicates the place on the top edge of the body of the guide where the tab is placed. If the tab is one-third cut and it is at the extreme left of the guide, it is termed a third-cut guide in first position. If the one-third cut tab is in the center of the top of the guide, it is termed, a third-cut guide in center position. When the third-cut tab appears at the extreme right, the guide is termed a third-cut in third position. A guide with a fifth-cut tab in the center of the top of the guide is termed, fifth-cut, center position. When guides are used with tabs in different positions, each succeeding the previous one from left to right for a given number of positions, the arrangement is termed "staggered."

Guides may be obtained with printed tabs for various purposes, such as:

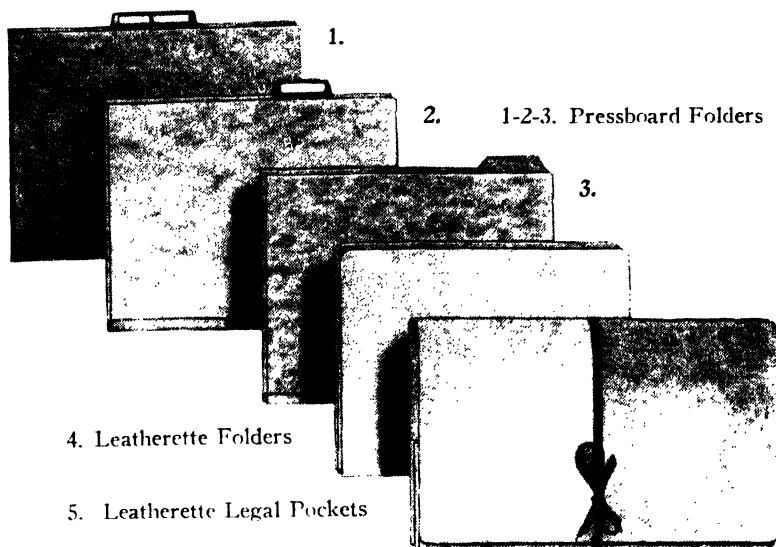
- | | |
|--------------------|---|
| Alphabetic Guides. | Tabs printed with letters or divisions of the letters of the alphabet, from 10 to 200,000. (See Sample 3. One-seventh cut guide, first position.) |
| Month Guides | Twelve guides to a set, tabs printed January through December. (See Sample 1. One-fifth cut guide, center position.) |
| Day Guides. | Thirty-one guides to a set, tabs printed 1 through 31 for the days of the month. Usually staggered in five positions. |
| State Guides. | Fifty-two guides to a set. Tabs are printed with the names of the States plus the names of Alaska, District of Columbia, Hawaiian Islands and Porto Rico. (See Sample 4. One-third cut guide with removable label celluloided tab.) |

Town Guides. In sets by States according to various ranges of population, as town with population of 500 and over, 2,500 and over. (See Sample 2. One-fifth cut guide in second position.)

For subject or numeric guiding, the removable label celluloid guides or the armorclad guides are used.

FOLDERS. A folder is a sheet of heavy paper, usually manila or kraft, folded once, the front flap being approximately one-half inch shorter than the back flap. (See illustration. Also Sample 6.) Folders are used in filing to keep the papers to, from, or about one correspondent or one subject together. They are placed in the file in an upright position, resting on the folded edge. Folders usually are scored or creased once or twice and sometimes three times, starting three-eighths of an inch from the bottom of the front flap to facilitate re-folding to allow for expansion. By using this crease to create an extended bottom to the folder when the contents become bulky the tabbed back flap always will remain the same height. If more than a hundred papers are put in a folder, reference is very apt to be slowed up. On the other hand, if there are fewer than five papers for one correspondent or one subject, space and the cost of supplies will be saved by the use of miscellaneous folders.

By the use of folders, reference to papers relating to the same name or subject becomes more rapid and accurate, and the papers, themselves, are better preserved and safe-guarded in the files and in the process of handling. Folders are essential in correspondence files. They are essential, too, in any file where papers are of varying sizes. When papers of the same group are of a uniform and standard filing size, such as order forms, folders may be eliminated, guides being used to separate each group. The error of too frequent use of folders is less serious, however, than that of too infrequent use.



Vertical File Expansion Folders and Pockets

- 1-2-3. Made of 25-point pressboard with a linen expansion bottom.
4. An exceedingly tough folder made of red rope. Approximately same thickness as extra heavy weight Manila folders. 2-inch expansion bottoms. For files continuously subjected to hard usage. Also furnished tab cut and with 1-inch expansion and without expansion.
5. Made with a long flap which is fastened down by tape to make a secure pocket for legal papers.

Grades of Folders

MANILA FOLDERS. Manila folders are made in many grades and vary in thickness from approximately eight to eleven points. They vary in weight and quality according to the service they must render, whether for temporary or for continuous and hard use. They must be durable enough to take wear in and out of the file. They must be stiff enough to stand up straight. They must be cut accurately to size. They may be had with or without tabs. In general, manila folders will answer all practical purposes and are used most commonly. (See illustration and Samples 6 and 7.)

PRESSBOARD FOLDERS. Pressboard folders are made to meet the demand for a folder which can be put to extremely hard usage. They may be had with or without tabs, the tabs being either plain, celluloided, or metal. They usually are made of twenty-five point pressboard with a cloth expansion bottom. (See illustration.)

LEATHERETTE OR FIBER FOLDERS. Leatherette fold-

ers are made of red rope paper and are exceedingly tough. They are approximately the same thickness as heavy weight manila folders. They are made with or without an extra front flap which can be fastened down by tape to make a secure pocket for legal papers.

REMCRAFT FOLDERS. Kraft stock made from the best grade of Northern Sulphate pulp is used for these folders. They are neutral brown in color and are made with or without tabs.

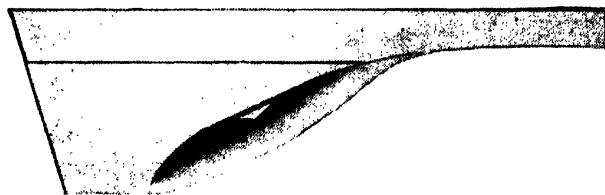
Styles of Folders

STRAIGHT-EDGE FOLDERS. A straight-edge folder has a straight edge at the top of both front and back flaps. (See illustration and Sample 6.) The name or number of the correspondent or subject is placed on the top of the back flap in the upper right corner.

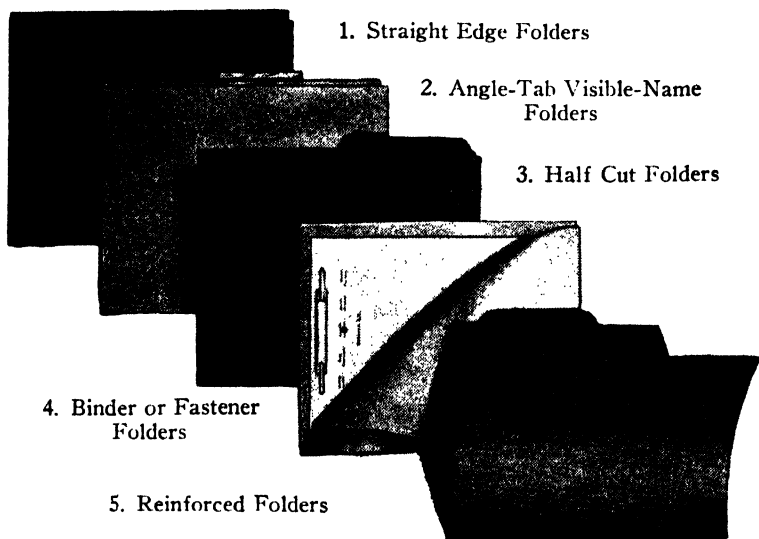
TAB FOLDERS. A tab folder has a projection or tab at the top of the back flap on which is indicated the name applying to the contents of the folder. Folders are made with tabs in various cuts and positions the same as guides. The cut and position must be selected according to the system of filing being used. (See illustration and Sample 7.)



Tab Cut
reinforced folder



Straight Edge
reinforced folder



Vertical File Folders

1. Both plain and reinforced top. High grade jute and sulphite stocks. Several grades and weights.
2. Celluloid tabs. $\frac{1}{4}$ inch exposure.
3. Halves—rights and lefts.
4. Metal fasteners in any designated position.
5. Folder is reinforced on the top handling edge by folding the back flap of the folder in on itself and pasting it down. Gives additional strength where wear and tear comes without taking up extra space in file.

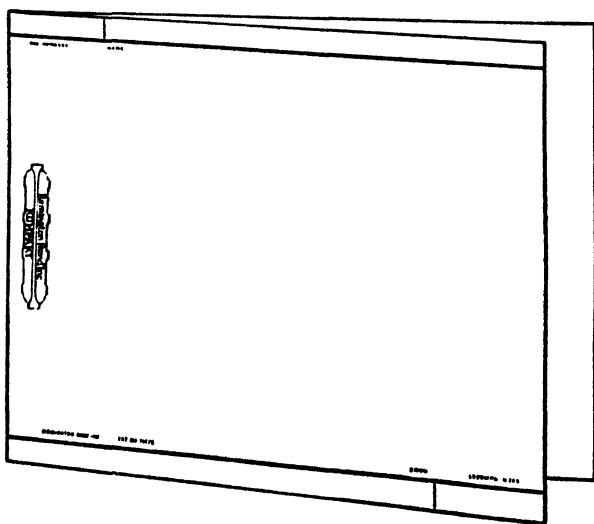
EXPANSION FOLDERS. Expansion folders have additional folds at the bottom which permit them to expand about an inch. They easily accommodate a greater number of papers than would be possible in a regular folder. They may be made of either manila or pressboard stock. When made of manila they are of one continuous piece. Pressboard expansion folders are made of two separate pieces, joined by a cloth strip, so glued as to give double thickness to the fold. (See illustration and Sample 6.)

BINDER FOLDERS. Binder folders may be any of the above mentioned folders. They are fitted with metal fasteners by which papers are bound into the folder. Fasteners may be put in folders in any position and one or more fasteners may be used in one folder. (See illustration and Sample 6.)

REINFORCED FOLDERS. Reinforced folders are made with regular straight edge or with tabs in various positions for use in any of the standard filing systems. These folders have been re-

inforced on the top or tab, by folding the top edge over on itself and glueing it down, giving additional strength above the papers and where the wear comes. Because of the double thickness of the upper edge, they are more durable and at the same time take up only half the space in the file required for folders made of sufficiently heavy stock to equal them in strength. (See illustration and Sample 7.)

ENDFOLD FOLDERS. There are special conditions under which the fold of a folder may be at the end rather than at the bottom. Particularly is this true of numeric filing. Endfold folders must be equipped with fasteners. The folders are printed on the top and bottom edges so that they may be reversed, the first folder with the fold at the left and the second folder with the fold at the right. As ordinary letter papers are 11 inches wide (on their long edge), a space of seven-eighths of an inch is left at the edge of the folder. The fastener, therefore, of the second folder is against this extra space beyond the papers of the first folder, and takes up no space in the file drawer. (See illustration.)



Endfold Folder

Labels

There are three types of labels: (1) labels for drawers and trays, (2) labels for guides, and (3) labels for folders.

DRAWER LABELS. The proper labeling of the file drawer or tray is the first step in making practical use of a guiding system. A metal label holder is found on the front of each file drawer or tray into which is inserted a label made of heavy paper and clearly marked with the captions of both the first and the last guides in the drawer or tray. Coverings of transparent celluloid are used to protect these labels.

GUIDE LABELS. The labels for the removable label celluloid guides and armorclad guides are furnished in perforated strips for convenience in typing the captions on them. By the use of these labels it is a simple matter to change the name, or subject, or other caption. Printed labels are carried, ready for insertion, and include alphabetic divisions from 10 to 200,000, state, month, number sequence, city and town designations. Labels in armorclad guides are protected from wear and dust by transparent insert sheaths of celluloid.

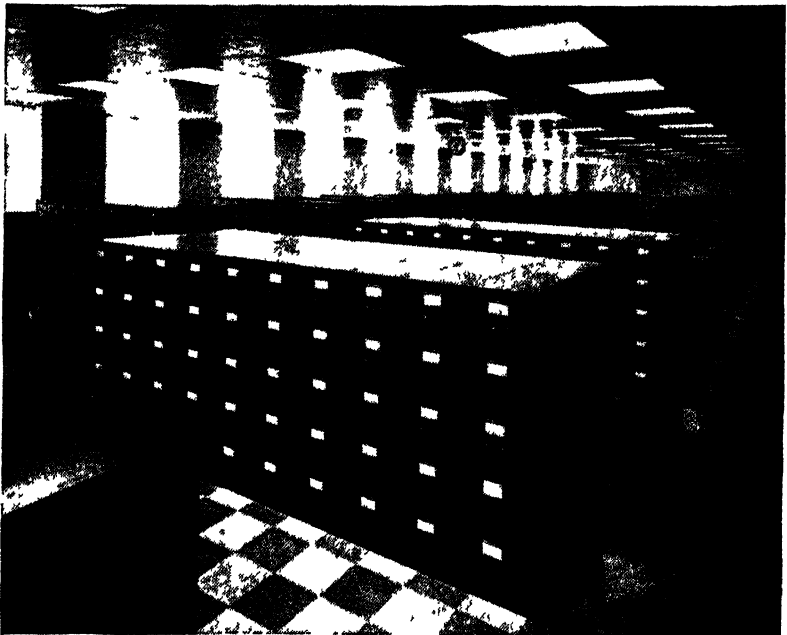
FOLDER LABELS. Gummed labels, on which the name of the correspondent or the subject can be typewritten, are recommended for pasting on the back flap or tab of the folders. This eliminates the need of writing names on folders by hand, which is slow and sometimes illegible. (See Samples 8 and 13.)

These labels are furnished in strips (eight labels to a strip) which pass around the platen of a typewriter and permit preparation of several labels at a writing. Each strip is perforated at tearing points and scored at folding points. They can be purchased with stripes in a variety of colors for classification, which often obviates the necessity of buying a large stock of folders in various colors.

In typing the names, it is good form to use no punctuation and to capitalize only the first letter of each word. Care should be taken to have the names appear at the very top edge when the labels are pasted on the folders and in good alignment when folders are filed. When writing labels always start either the name or the number, whichever appears first, two spaces from left edge of label. (See page 67 for directions for attaching labels to folders.)

Questions for Discussion

1. What are guides, and for what purpose are they used?
2. What is the purpose of the rod projection?
3. Name the different types of guides.
4. Describe and give advantages of an inset celluloid guide.
5. What are the advantages of the armorclad guide?
6. Describe the removable label celluloid guide.
7. What are staggered fifth-cut guides?
8. What is a folder?
9. Name the different grades of folders.
10. What is a straight-edge folder?
11. What is a tab folder?
12. What is a binder folder?
13. What is an expansion folder?
14. Describe and give advantages of a reinforced folder.
15. How should labels be prepared?



Interesting arrangement of five drawer steel units

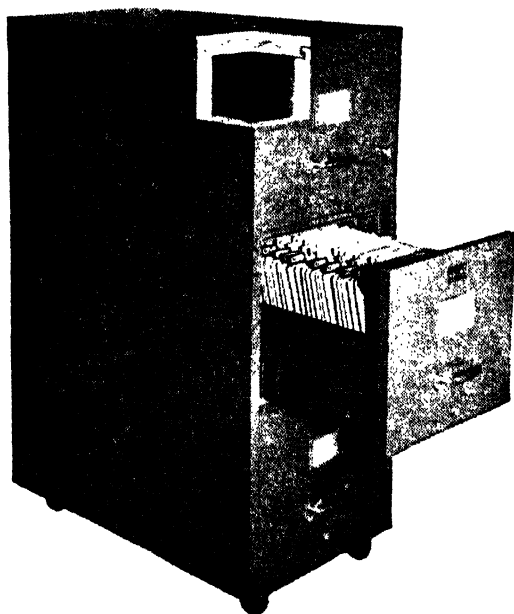
CHAPTER 16

Filing Cabinets and Equipment

Filing cabinets in use at the present time are of three distinct types, namely :

1. Vertical or upright units
2. Horizontal units
3. Solid cabinets

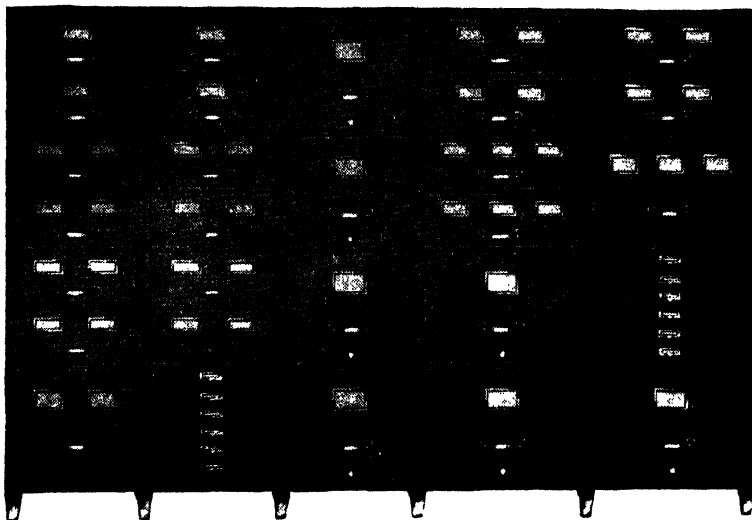
These cabinets are made of wood or steel. The wooden cabinets are usually made of quarter-sawed oak, antique or golden finish, or of walnut or mahogany, colonial finish, or finished in olive green, soft and natural in tone, which harmonizes perfectly in any surrounding. More recently gray finish has become popular, providing a brighter atmosphere in the office. Steel cabinets also are finished in imitation walnut or mahogany and occasionally in other finishes.



Safe-File

The Safe-File is, literally, a safe in the form of a file. It supplies needed fire protection for its contents plus the convenience and economy of a file. (See illustration on previous page.)

VERTICAL OR UPRIGHT UNITS. Vertical or upright units are cabinets with the drawers arranged one above the other. Each unit is so made that it can be joined side by side to another unit, forming one complete cabinet called a "battery."

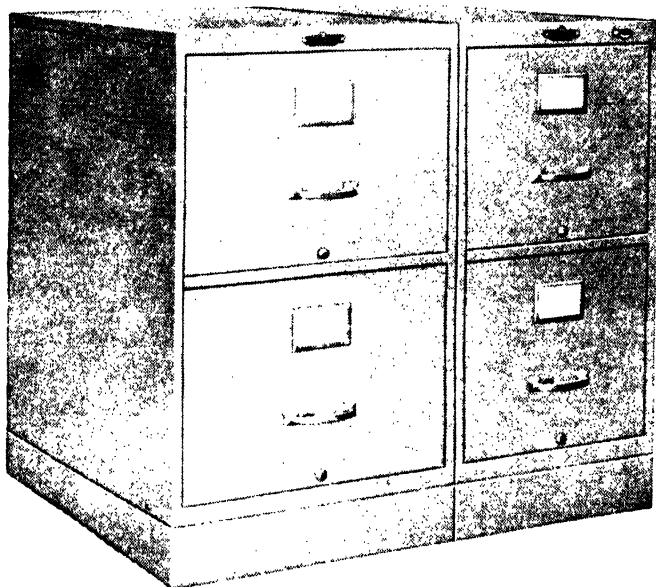


Battery of vertical or upright units

A battery may be made of any number of units, depending only on the requirements of the department or the size of the room. They can be arranged in a long single row or they can be divided into groups to serve as partitions between the departments of an office. The arrangement may be changed easily at any time to meet new requirements. Vertical units are made in four heights: two-drawer height, three-drawer or counter height, four-drawer height, and five-drawer height. The four-drawer units are approximately 51 inches high and 28 inches deep from front to back. They are made with drawers of various sizes. Those in each cabinet usually are the same size, such as in the correspondence unit, with four drawers, each drawer being approximately $10\frac{3}{4}$ inches high by $12\frac{1}{4}$ inches wide and $26\frac{1}{4}$ inches deep inside. It is possible, however, to obtain combination units with drawers of two or more sizes in one section or unit. (See

illustration of five vertical units each containing various combinations of substitute drawers.)

TWO-DRAWER VERTICAL UNITS. The two-drawer vertical units are just "desk high" and are designed to be placed at the side of the executive's or clerk's desk to house his private papers, catalogs, and data of similar nature, which must be kept within easy reach. (See illustration.)



Two-drawer vertical units

THREE-DRAWER OR COUNTER-HEIGHT VERTICAL UNITS. Counter-height units, as illustrated, are usually about 42 inches high. These units may form a sectional counter separating the office from the public space for customers, or serve as a partition between departments. They not only provide a sufficient number of card and filing drawers for records and working papers, but, at the same time, their tops furnish a convenient working space. (See illustration on following page.)

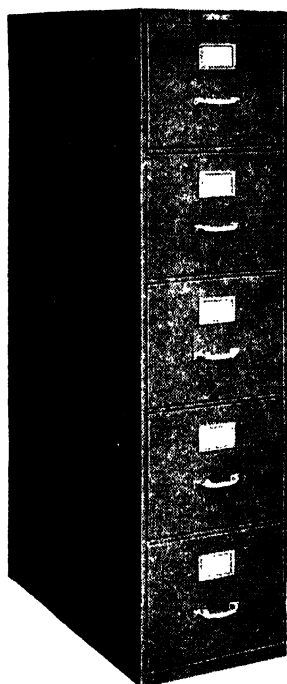
FIVE-DRAWER VERTICAL UNITS. The Five-Drawer Vertical Units contain five drawers instead of four. This means less room taken by files, decreased rental charges for the filing department, saving in the "mileage" walked daily by file operators



A convenient and attractive arrangement of three drawer or counterheight vertical units. Note also insulated machine bookkeeping desks along left wall

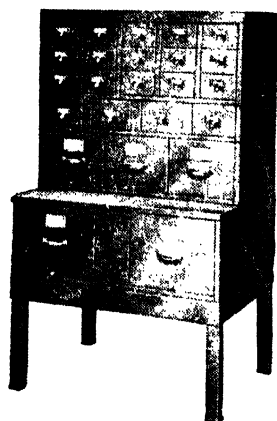
and release of office space for other office purposes. Many Five-Drawer files are made without channels for rod projections in order to save height. Whether or not channels have been provided must be noted carefully when ordering guides, since only guides *without* rod projections can be used if there are no channels for them in the file drawers.

HORIZONTAL UNITS. Horizontal units are made in sections which are stacked one above the other. A single unit with a base and top forms a complete cabinet. Practically any number or combination of units may be added as needed. They are designed especially for use where a number of records of varying sizes, but not many of any one size, are to be kept in the same filing cabinet. Because of their flexibility they are very useful in small or private offices. Horizontal units are made in what is known as "full size" (See illustration), which are approximately 33 inches wide, and in "half size," sometimes called "Demi Units," which are about 18 inches wide. Also they are made in two depths,



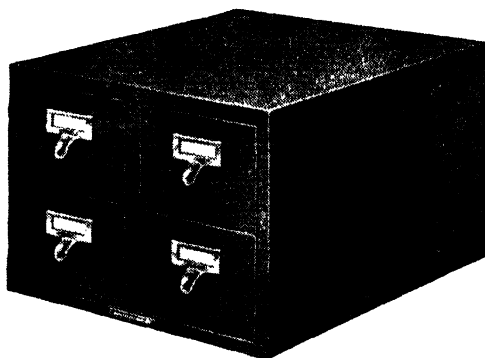
Five-Drawer File

approximately 17 inches and 25 inches. To a great extent horizontal units are being replaced by vertical units containing substitute drawers which are carried in a variety of sizes. (See illustration under "VERTICAL UNITS.")



A Horizontal Sectional Stack

SOLID CABINETS. Solid cabinets are complete in themselves and are not of unit construction, that is, they cannot be inter-membered or joined to other cabinets. Today most manufacturers make solid cabinets only in card sizes, which are designed to be used on desks, tables, or special bases, although there have been, and still are a few, made in large filing sizes. When made in large filing sizes, usually they are of cheaper grade often used for transferring, or when only a small file of four drawers or less, is required. (See illustration.)



Solid Cabinet

STANDARD SIZES OF FILE DRAWERS. File drawers are made of varying sizes to accommodate the various sized papers which are used in business today. The inside height and width of drawers in filing cabinets are practically standard, but the depth from front to back varies according to the different manufacturers. The average inside depth of drawers in vertical units is 26 inches, in horizontal units 15 inches and 24 inches. The most common sizes used are as follows:

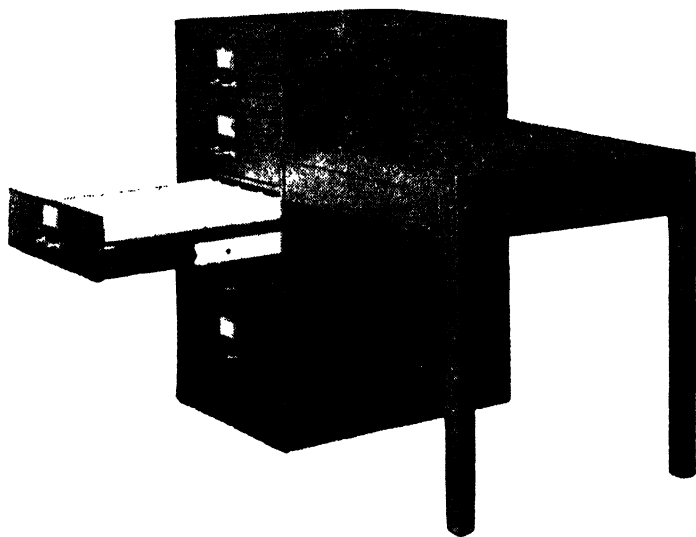
Correspondence or Letter Size, approximately $12\frac{1}{4}$ inches wide by $10\frac{1}{2}$ inches high, is suitable for correspondence, catalogs, photographs, quotations or any papers less than 12 inches by 10 inches.

Legal Size, approximately $15\frac{1}{2}$ inches wide by $10\frac{1}{2}$ inches high, accommodates cap-size forms and documents, unfolded. It is well adapted to the housing of drawings and blueprints and is used widely for the accumulation of informative data of all kinds.

Bill or Invoice Size, approximately 10 inches wide by 8 inches

high is for invoices; but clippings, credit information, vouchers, catalogs, and large sized cards often are filed in them.

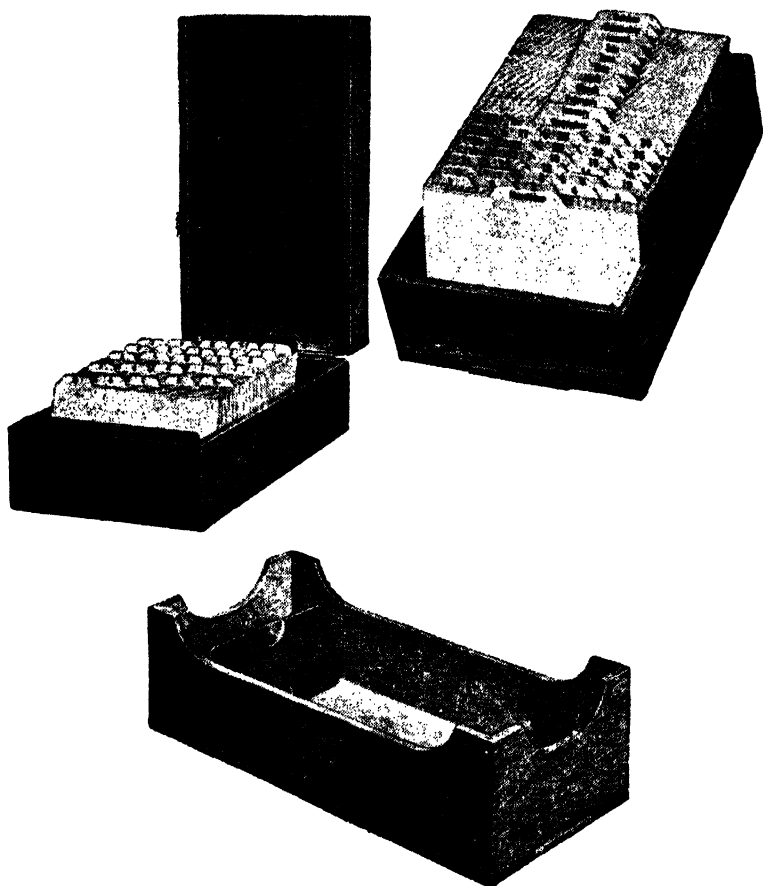
HOUSING EQUIPMENT FOR CARDS. It is very important, when selecting equipment for the housing of card records and indexes, to determine whether or not much or little posting must be done after installation. The vertical unit, with the 26 inch drawer, although furnishing the most economical housing, is not adaptable for records on which much posting must be done. The horizontal or solid tray cabinets are best adapted to such records, since the trays can be removed from the cabinets and taken to the desk where such work can be done conveniently on the cards. The card record desk, is very good equipment for housing very active records. Also the unit cross file makes it feasible to handle and make records on cards in volume with the same facility as with single trays. (See illustration.)



Cross File

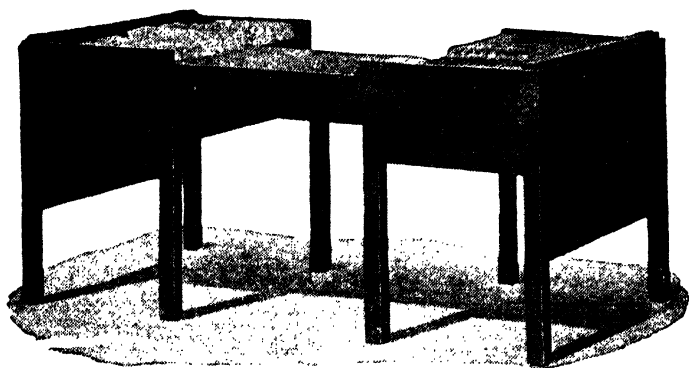
CARD CABINETS. Wood and steel card cabinets are made both in vertical and horizontal units. The card trays and drawers are made mostly for the three standard sizes of cards, 5 inches by 3 inches, 6 inches by 4 inches, and 8 inches by 5 inches. For vertical units the average inside depth of the drawer is about 26 inches, for horizontal units the trays are about 15 inches deep inside.

DESK CARD TRAYS. Desk card trays, both with and without covers and in various depths, are made for the standard sizes of card records. These trays are intended for use on a desk, or to be kept in a desk drawer, or in a safe. (See illustrations.)



Desk Card Trays

CARD RECORD DESKS. For card records which require a great volume of posting, card record desks can be used to great advantage. These desks are of unit construction, each unit having a space for from four to eight compartments or trays, the number depending upon the size of the cards which they contain. The posting board connects the units. These desks are made in both wood and steel, with or without covers. (See illustration on following page.)



Double Wing Card Record Desk

VISIBLE RECORD EQUIPMENT. Management of modern business has required the development of a method of visualizing the important information compiled in all types of business records. This demand has been met by several types of visible record equipment, a few of which are illustrated on pages 105 and 106.

All visible records belong to one of two types, the posted record type or the index or reference record type. Posted records are those to which are posted various facts regarding specific business operations, such as ledgers, stock records, and sales records. They are the basic records of business control.

Index or reference records do not require frequent postings and usually remain unchanged during their lifetime, their sole purpose being to direct searchers to some other record, or to some condition. For example, whenever correspondence is arranged numerically a card index must be maintained, arranged alphabetically, to tell the searcher in which numbered folder desired correspondence can be found. Schools often use visible indexes showing the programs of students.

A number of different types of visible record equipment have been planned to fit the needs of specific records. They all provide for a visible indexing margin for each card, greatly reducing the time required to locate any record card for reference or for posting. The visible indexing margin permits the use of a wide variety of transparent colored signals which are used for control

230 PROGRESSIVE INDEXING AND FILING

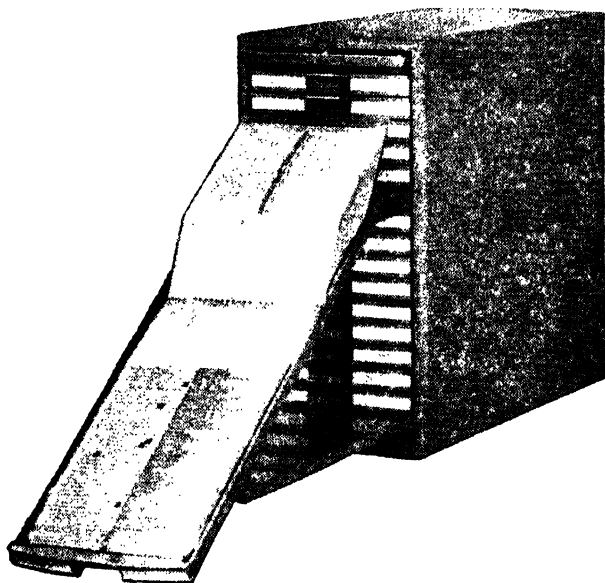
purposes. These signals chart information recorded on the card so that they may be interpreted quickly and accurately as the basis for controlling operations of a business. For example, in the following illustration of a stock record card, the green signal at the left, placed over "Mar." indicates the month this item was ordered the last time. The signal at the right automatically indicates the amount of stock on hand and flashes "Order Point" "Normal" "Overstock" and "Follow-up." This signal is moved to the right every time a new supply is received and to the left when a delivery has been made. This is explained in greater detail in Text Book "VISIBLE RECORDS THEIR PLACE IN MODERN BUSINESS."

The image shows two examples of stock record cards for '3077 Valve Spring'. Each card has a header section with the item name and a company name, 'Atwood Manufacturing Co. Fine Equipment Co.'. Below the header is a large table with columns for 'DATE', 'QUANTITY', and 'SIGNALS'. The signals are represented by colored dots or marks in the 'SIGNALS' column, which are used to indicate the month of the last order and the current stock level relative to an order point.

Top Card Data (Approximate):

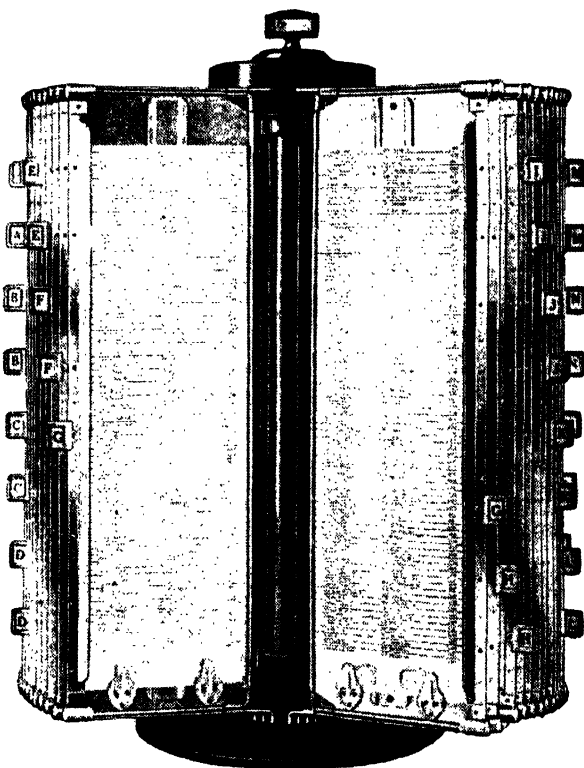
DATE	QUANTITY	SIGNALS
1/30	2.4	
1/27	2.5	
1/24	2.6	
1/21	2.7	
1/18	2.8	
1/15	2.9	
1/12	3.0	
1/9	3.1	
1/6	3.2	
1/3	3.3	
12/30	3.4	
12/27	3.5	
12/24	3.6	
12/21	3.7	
12/18	3.8	
12/15	3.9	
12/12	4.0	
12/9	4.1	
12/6	4.2	
12/3	4.3	
11/30	4.4	
11/27	4.5	
11/24	4.6	
11/21	4.7	
11/18	4.8	
11/15	4.9	
11/12	5.0	
11/9	5.1	
11/6	5.2	
11/3	5.3	
10/30	5.4	
10/27	5.5	
10/24	5.6	
10/21	5.7	
10/18	5.8	
10/15	5.9	
10/12	6.0	
10/9	6.1	
10/6	6.2	
10/3	6.3	
9/30	6.4	
9/27	6.5	
9/24	6.6	
9/21	6.7	
9/18	6.8	
9/15	6.9	
9/12	7.0	
9/9	7.1	
9/6	7.2	
9/3	7.3	
8/30	7.4	
8/27	7.5	
8/24	7.6	
8/21	7.7	
8/18	7.8	
8/15	7.9	
8/12	8.0	
8/9	8.1	
8/6	8.2	
8/3	8.3	
7/30	8.4	
7/27	8.5	
7/24	8.6	
7/21	8.7	
7/18	8.8	
7/15	8.9	
7/12	9.0	
7/9	9.1	
7/6	9.2	
7/3	9.3	
6/30	9.4	
6/27	9.5	
6/24	9.6	
6/21	9.7	
6/18	9.8	
6/15	9.9	
6/12	10.0	
6/9	10.1	
6/6	10.2	
6/3	10.3	
5/30	10.4	
5/27	10.5	
5/24	10.6	
5/21	10.7	
5/18	10.8	
5/15	10.9	
5/12	11.0	
5/9	11.1	
5/6	11.2	
5/3	11.3	
4/30	11.4	
4/27	11.5	
4/24	11.6	
4/21	11.7	
4/18	11.8	
4/15	11.9	
4/12	12.0	
4/9	12.1	
4/6	12.2	
4/3	12.3	
3/30	12.4	
3/27	12.5	
3/24	12.6	
3/21	12.7	
3/18	12.8	
3/15	12.9	
3/12	13.0	
3/9	13.1	
3/6	13.2	
3/3	13.3	
2/28	13.4	
2/25	13.5	
2/22	13.6	
2/19	13.7	
2/16	13.8	
2/13	13.9	
2/10	14.0	
2/7	14.1	
2/4	14.2	
2/1	14.3	
1/28	14.4	
1/25	14.5	
1/22	14.6	
1/19	14.7	
1/16	14.8	
1/13	14.9	
1/10	15.0	
1/7	15.1	
1/4	15.2	
1/1	15.3	
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12/25	15.5	
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12/19	15.7	
12/16	15.8	
12/13	15.9	
12/10	16.0	
12/7	16.1	
12/4	16.2	
12/1	16.3	
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11/25	16.5	
11/22	16.6	
11/19	16.7	
11/16	16.8	
11/13	16.9	
11/10	17.0	
11/7	17.1	
11/4	17.2	
11/1	17.3	
10/28	17.4	
10/25	17.5	
10/22	17.6	
10/19	17.7	
10/16	17.8	
10/13	17.9	
10/10	18.0	
10/7	18.1	
10/4	18.2	
10/1	18.3	
9/28	18.4	
9/25	18.5	
9/22	18.6	
9/19	18.7	
9/16	18.8	
9/13	18.9	
9/10	19.0	
9/7	19.1	
9/4	19.2	
9/1	19.3	
8/28	19.4	
8/25	19.5	
8/22	19.6	
8/19	19.7	
8/16	19.8	
8/13	19.9	
8/10	20.0	
8/7	20.1	
8/4	20.2	
8/1	20.3	
7/28	20.4	
7/25	20.5	
7/22	20.6	
7/19	20.7	
7/16	20.8	
7/13	20.9	
7/10	21.0	
7/7	21.1	
7/4	21.2	
7/1	21.3	
6/28	21.4	
6/25	21.5	
6/22	21.6	
6/19	21.7	
6/16	21.8	
6/13	21.9	
6/10	22.0	
6/7	22.1	
6/4	22.2	
6/1	22.3	
5/28	22.4	
5/25	22.5	
5/22	22.6	
5/19	22.7	
5/16	22.8	
5/13	22.9	
5/10	23.0	
5/7	23.1	
5/4	23.2	
5/1	23.3	
4/28	23.4	
4/25	23.5	
4/22	23.6	
4/19	23.7	
4/16	23.8	
4/13	23.9	
4/10	24.0	
4/7	24.1	
4/4	24.2	
4/1	24.3	
3/28	24.4	
3/25	24.5	
3/22	24.6	
3/19	24.7	
3/16	24.8	
3/13	24.9	
3/10	25.0	
3/7	25.1	
3/4	25.2	
3/1	25.3	
2/28	25.4	
2/25	25.5	
2/22	25.6	
2/19	25.7	
2/16	25.8	
2/13	25.9	
2/10	26.0	
2/7	26.1	
2/4	26.2	
2/1	26.3	
1/28	26.4	
1/25	26.5	
1/22	26.6	
1/19	26.7	
1/16	26.8	
1/13	26.9	
1/10	27.0	
1/7	27.1	
1/4	27.2	
1/1	27.3	
12/28	27.4	
12/25	27.5	
12/22	27.6	
12/19	27.7	
12/16	27.8	
12/13	27.9	
12/10	28.0	
12/7	28.1	
12/4	28.2	
12/1	28.3	
11/28	28.4	
11/25	28.5	
11/22	28.6	
11/19	28.7	
11/16	28.8	
11/13	28.9	
11/10	29.0	
11/7	29.1	
11/4	29.2	
11/1	29.3	
10/28	29.4	
10/25	29.5	
10/22	29.6	
10/19	29.7	
10/16	29.8	
10/13	29.9	
10/10	30.0	
10/7	30.1	
10/4	30.2	
10/1	30.3	
9/28	30.4	
9/25	30.5	
9/22	30.6	
9/19	30.7	
9/16	30.8	
9/13	30.9	
9/10	31.0	
9/7	31.1	
9/4	31.2	
9/1	31.3	
8/28	31.4	
8/25	31.5	
8/22	31.6	
8/19	31.7	
8/16	31.8	
8/13	31.9	
8/10	32.0	
8/7	32.1	
8/4	32.2	
8/1	32.3	
7/28	32.4	
7/25	32.5	
7/22	32.6	
7/19	32.7	
7/16	32.8	
7/13	32.9	
7/10	33.0	
7/7	33.1	
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6/22	33.6	
6/19	33.7	
6/16	33.8	
6/13	33.9	
6/10	34.0	
6/7	34.1	
6/4	34.2	
6/1	34.3	
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5/13	34.9	
5/10	35.0	
5/7	35.1	
5/4	35.2	
5/1	35.3	
4/28	35.4	
4/25	35.5	
4/22	35.6	
4/19	35.7	
4/16	35.8	
4/13	35.9	
4/10	36.0	
4/7	36.1	
4/4	36.2	
4/1	36.3	
3/28	36.4	
3/25	36.5	
3/22	36.6	
3/19	36.7	
3/16	36.8	
3/13	36.9	
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2/25	37.5	
2/22	37.6	
2/19	37.7	
2/16	37.8	
2/13	37.9	
2/10	38.0	
2/7	38.1	
2/4	38.2	
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1/25	38.5	
1/22	38.6	
1/19	38.7	
1/16	38.8	
1/13	38.9	
1/10	39.0	
1/7	39.1	
1/4	39.2	
1/1	39.3	
12/28	39.4	
12/25	39.5	
12/22	39.6	
12/19	39.7	
12/16	39.8	
12/13	39	

KARDEX CABINETS. A few of the various types of visible record equipment are illustrated on the following pages. A number of equipment houses manufacture visible cabinets for housing records visibly which require posting. These visible cabinets are made of steel cases into which are placed slides which hold pockets on which cards are filed. In the visible cabinets known as Kardex Cabinets, illustrated below, the pockets are hinged at the top to provide a perfect "lay-back" for posting, and at the bottom to allow the file operator or posting clerk to consult both sides of the card if printed on both sides. Cards may be placed on both sides of a pocket by inserting the visible indexing margin of the card into the transparent celluloid covering on the pocket and inserting the tips of the opposite side of the card into slots. The pockets are so positioned that the lower edge or tip of each is exposed. All desired information is recorded and signaled on this exposed or visible margin.



Kardex Equipment for Visible Card Filing

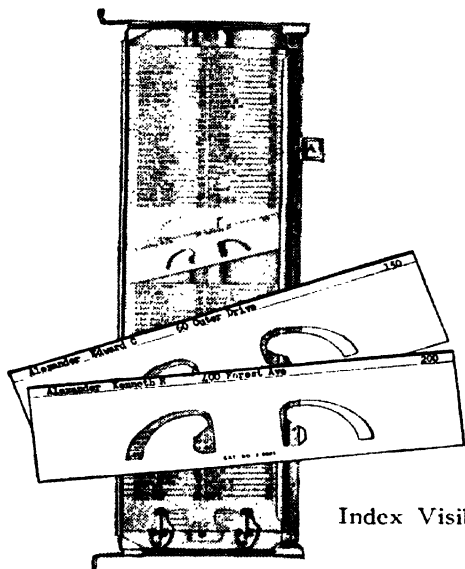
INDEX VISIBLE. Index Visible cards are die cut to fit the runways of Index Visible holders. The holder may be a frame suspended on a rotating standard, a desk stand, or a wall bracket. It may be the slide of a Kardex cabinet. It may be a panel or frame, used individually, or in a ring book. (See illustration following page.)



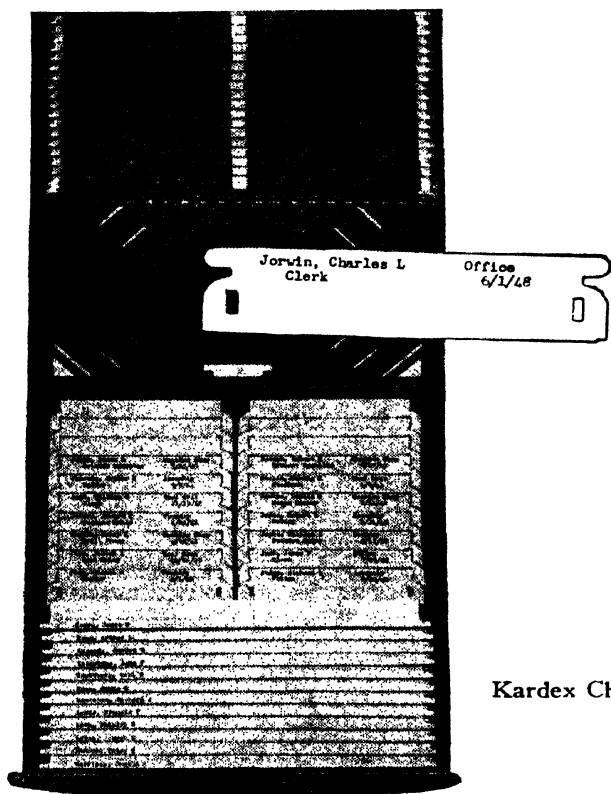
Index Visible Rotary

This equipment is widely used for indexes, listings, credit authorization files, price lists, any reference record requiring frequent change and not requiring "protection" on the visible edges of the cards. (See Index Visible frame on following page.)

KARDEX CHAINDEX. "Chaindex" is "reference" equipment housed in cabinets. Chaindex forms interlock with each other and with the pockets in which they are held. The result is concentration of a large number of listings in a very small space. Three widths of Chaindex forms are standard—four inches, six inches, and eight and one-half inches. But a wide choice exists as to height or lines of exposure, the selection ranging from a single typewritten line to eleven. (See illustration on following page.)



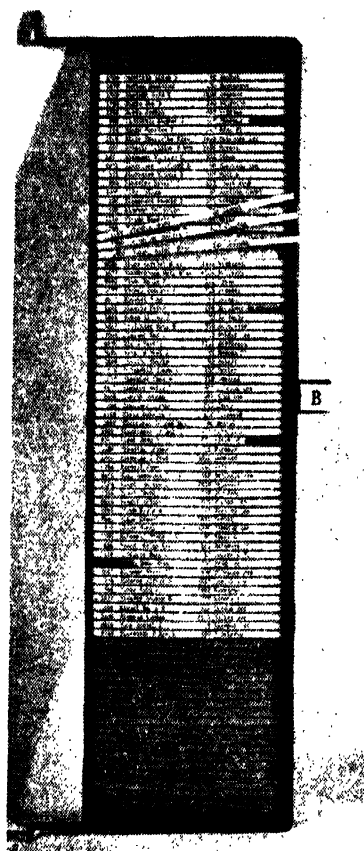
Index Visible Frame



Kardex Chainindex

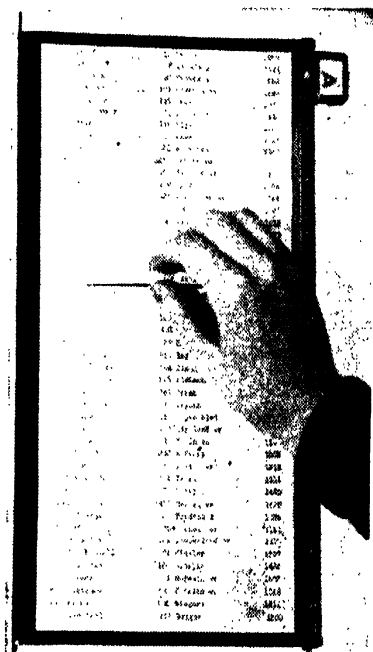
INTERLOCKING TUBE EQUIPMENT AND LINEDEX.

Interlocking Tube Equipment and Linedex both are used extensively for "reference" equipment. In the Interlocking Tube Equipment information typed on strips is protected by tubes of transparent celluloid.



Kardex Interlocking Tube
Equipment

Furnished in four sizes, and the
name strips in three exposures for
1, 2, or 3 lines of information



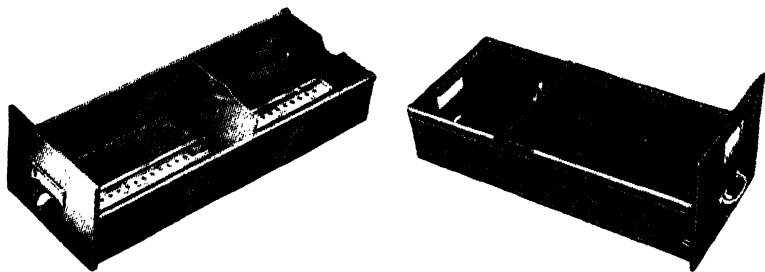
Linedex

Miscellaneous Equipment

DESK LETTER TRAYS. Desk letter trays are made large enough to hold the various sizes of papers ordinarily handled over the desk. They are used for incoming mail which has not received attention and for correspondence which is to be collected and sent to the files or to the mailing department. They should be placed in a convenient place on the desk for messengers and others to make collections. By the use of uprights they may be stacked one above the other when desired. (See illustration page 49.)

VERTICAL FILE TRAYS. Vertical file trays with covers, approximately 20 inches deep, often are used for small private files and for follow-up file purposes. They may be used on top of the desk or table or they may be placed on leg bases, bringing the papers to a convenient height when placed at the side of the desk.

FOLLOWERS. Each card tray and filing drawer is equipped with an upright, adjustable, sliding block of wood or metal, so designed that it holds papers in a vertical position. (See illustration.)



Card Tray and Correspondence Drawer Showing Followers

CORRESPONDENCE SORTING TRAYS, OR SORTERS. Sorting trays are made approximately 20 inches deep from front to back and are fitted with guides corresponding to the system in use. They are used for the rough sorting of papers preparatory to filing. Papers thus are kept in an accessible form until the actual filing is done. These trays may be used on the desk, table, or leg base. They are equipped with and without "Flexifiles." (See illustrations, pages 56, 57.)

MULTISORT. Multisort speeds sorting and arranging of all kinds of papers, cards and documents for filing, posting, analysis, reference, or tabulation. Any volume of papers over two hundred can be handled more speedily in Multisort.

Multisort equipment is built in units to fit each job. A unit consists of one or more containers. The containers are made with various capacities with from 25 to 250 dividers. The dividers are in five heights, from 4 to 13 inches high, and are designed for sorting different sizes of papers or cards. They are visibly labeled at their exposed upper edges. Each set of dividers is mounted in a sheet steel container with a thick rubber bottom. The large container is set in a heavy metal carriage which moves back and forth on ball bearings. These carriages make it possible to bring the desired divider next to the sorting pile on the table. The smaller container may be set either directly on a desk or table or may be placed on an adjustable desk stand nearby. (See illustrations.)

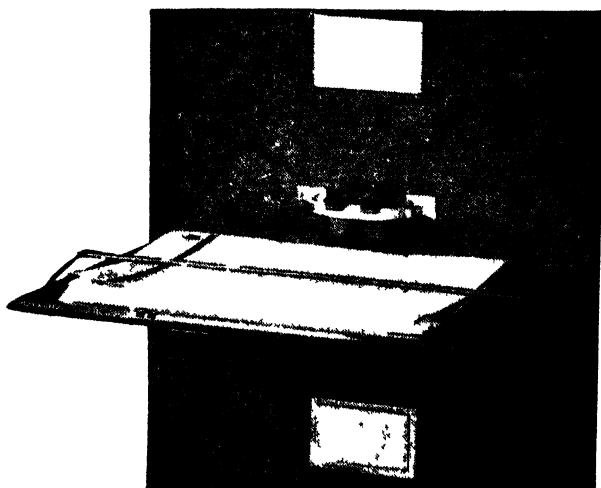


Multi-Sort



Multi-Sort

REFERENCE OR FILE SHELVES. File shelves are an important aid in the mechanical work of filing. They provide a convenient place for keeping a small quantity of papers while the actual filing is being done. When filing, the shelf is attached to the handle of the drawer at the right of the one in which papers are to be filed. The shelf is made with hooks for this purpose (See illustration.)



Reference or File Shelf

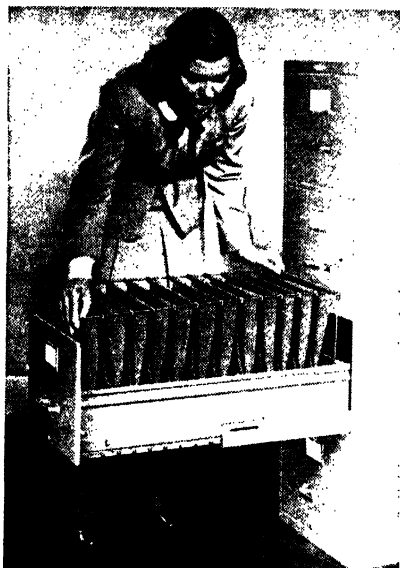
FILE STOOL. For filing in the bottom drawers of standard vertical units, file operators find the steel file stool a great convenience. This stool is 14 inches high, mounted on ball bearing rubber rollers. It can be moved easily from one place to another. (See illustration.)



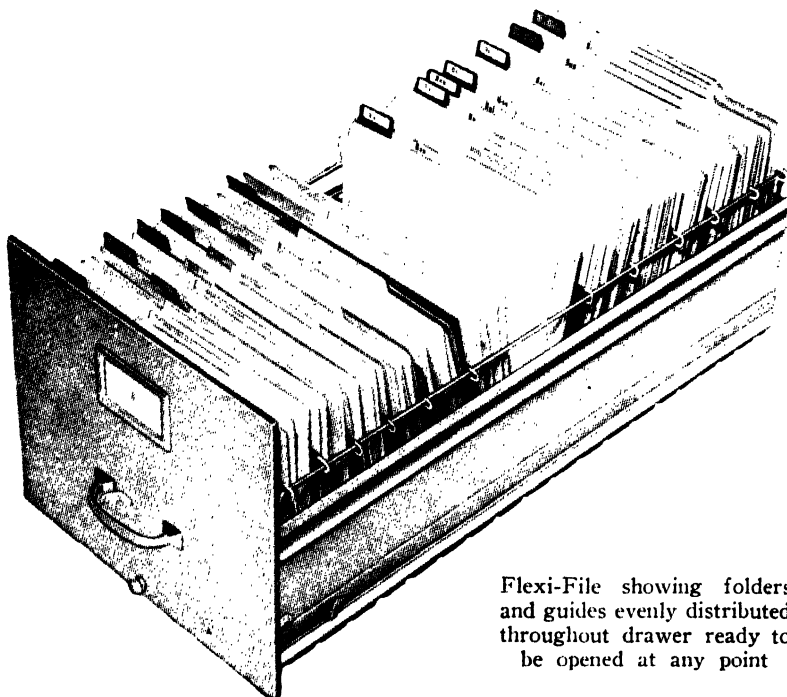
File stool

"FLEXIFILE". The "Flexifile" is a patented mechanical device eliminating the follower and holding papers, in the file drawer, always in a vertical position. The equipment consists of a wire frame parallel with and above the drawer side. Metal riders running on these wires support cloth hammocks which divide the drawer into a series of flexible pockets. The "Flexifile" increases filing capacity and speed in filing and finding papers. It constantly makes available the unused space at the point needed. Papers can be dropped into a drawer fitted with a "Flexifile," where ordinarily it would be necessary to force them into a drawer fitted with a regular type follower. (See illustrations on following page.)

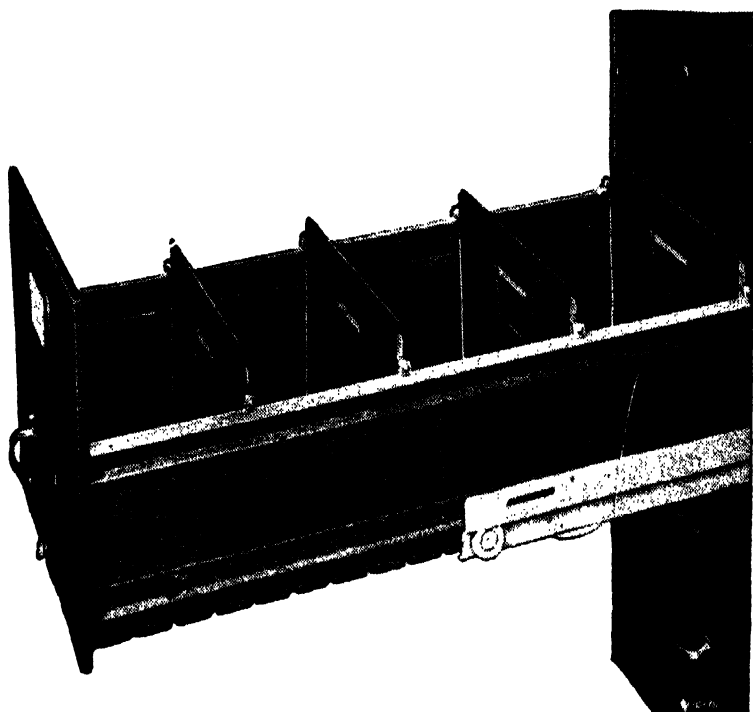
"FLEXIBLOCK". "Flexiblock" is the latest device for automatically keeping folders in their proper place and stopping every tendency to "slump" or "climb." "Flexiblock" tilts to a touch to form a perfect finding "V," and, pressure removed, it springs to its usual upright stance. It is adjustable in a file drawer by hooks which engage in notches spaced in the channel along the drawer bottom. Channels may be installed in standard letter or legal files.



Flexi-File being inserted in a correspondence drawer



Flexi-File showing folders and guides evenly distributed throughout drawer ready to be opened at any point



Flexiblock

Questions for Discussion

1. What are the different types of modern cabinets?
2. Describe and give advantages of vertical units.
3. What are the advantages of counter-height units?
4. Describe and give advantages of horizontal units.
5. Give the approximate inside dimensions of a correspondence or letter size file drawer.
6. What are the standard sizes of most commonly used cards?
7. What is a follower?
8. What is the purpose of desk letter trays?
9. What is a sorter or sorting tray?
10. What is a file shelf?
11. What is the use of a file stool?
12. Describe the "Flexifile."

CHAPTER 17

Cards and Card Indexes

THE DEVELOPMENT OF THE CARD INDEX. The development of the card system in commercial records dates from the first use of cards for library catalogs. Sometime prior to 1853 a card catalog was made by Mr. Folsom, then Librarian of the Boston Athenaeum. This card catalog is especially interesting, as it is probably the first card catalog made in this country. The first commercial applications of the card system were as indexes to depositors in savings banks and to book ledgers in business houses. In the early seventies, one of the large insurance companies made a card index to its policyholders. Card systems did not come into general use in business houses until some time after 1892. Since that time, business houses have adopted cards for all kinds of records, until today, there is hardly a business office without many card systems.

There are three separate parts of each card system, namely:

1. Cards
 2. Card guides
 3. Cabinets or housing equipment.
- (Explained fully in Chapter 16.)

CARDS. Care should be taken to select the right size, weight and grade of card for the purpose for which it is to be used. The standard sizes of cards are 5 inches by 3 inches, 6 inches by 4 inches, and 8 inches by 5 inches. The side the card rests on when filed is the first dimension given. It is equally extravagant to choose too good a card or too poor a card. It is not economy to put permanent records on inferior cards. The price of the best cards made is only a small fraction of the cost of putting the records on those cards. To buy cards which will last only a part of the life of the record means not only the expense of new cards, when the first lot is worn out, but the much greater expense of writing the record over again. On the other hand, for a record that is temporary in character or constantly changing, to pay an

extra price for cards of great durability is an evident waste. Cards are carried in four weights: light, medium, heavy, and extra heavy. It is possible to procure cards in at least eight colors for classification purposes.

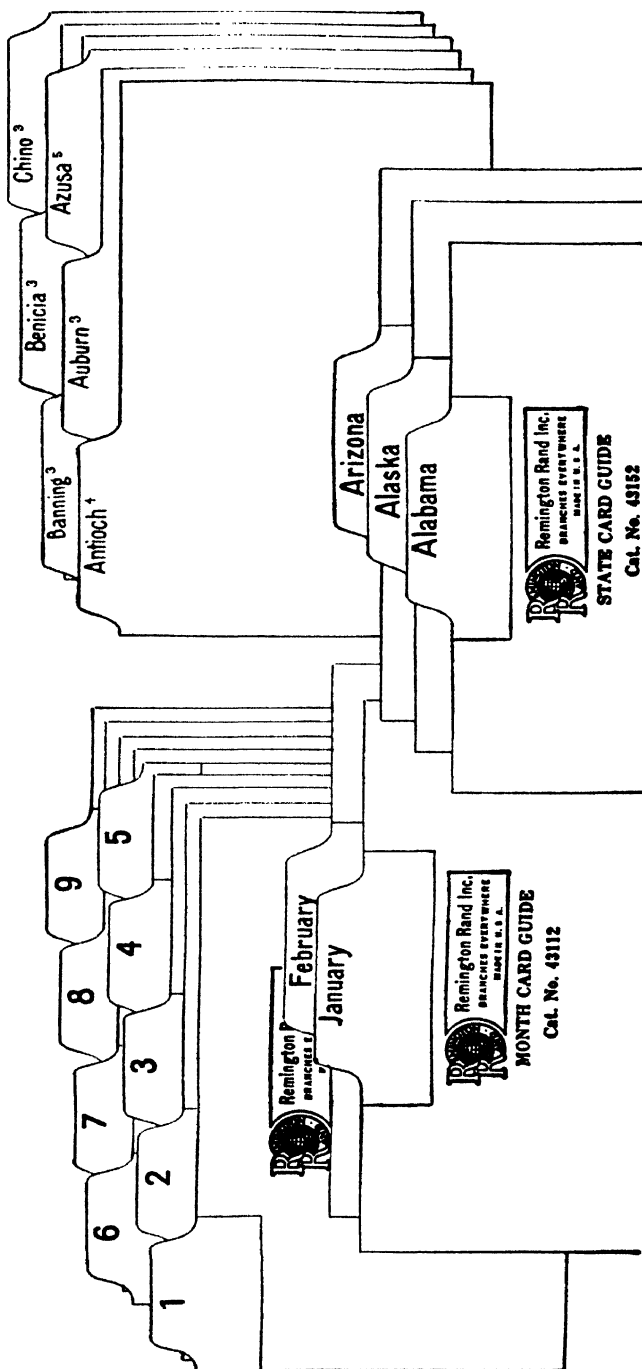
CARD GUIDES. The best results from any card record can be obtained only when it is properly indexed and guided. The average number of cards which should be filed behind any one guide to insure quick reference, is twenty-five. Card guides are made in practically the same grades as correspondence size guides. There are four types of card guides: plain guides, celluloided guides, removable label celluloided guides and metal tab guides, which also have removable labels. The tabs may be blank or printed.

BLANK GUIDES. Blank guides are furnished in halves, thirds, and fifths. The cut should be selected which meets the specific requirements of special headings to be used. That is, if the heading will be short, fifth-cut guides may be used, but, if the heading is longer either third-cut or half-cut guides should be purchased. (See page 22.)

PRINTED GUIDES. Guides may be purchased printed in sets with alphabetic divisions from ten to many thousands, or printed with months, days, state, or other notations. (See opposite page.)

TRIPLE CHECK AUTOMATIC INDEX FOR CARD GUIDING. The main objective in any card index is speedy filing and finding. The Triple Check Automatic Index is speedy, simple, and accurate. Just as in the Triple Check Automatic Correspondence Index, there are two groups of guides. They are (1) the main alphabetic or primary guides for indexing the surname or last name of an individual or the first unit of a firm name and (2) the subordinate alphabetic or secondary guides for indexing the first or given name of an individual or the second unit of a firm name.

Each primary guide is followed by a set of nine secondary guides, as illustrated, thus dividing all primary groups into nine smaller groups according to second units. In locating the card for ARTHUR W. CRAWFORD, first the nearest primary guide, which is Cr, is located, then the nearest given name or initial guide A-B, then the card. Although in the card index, the sec-

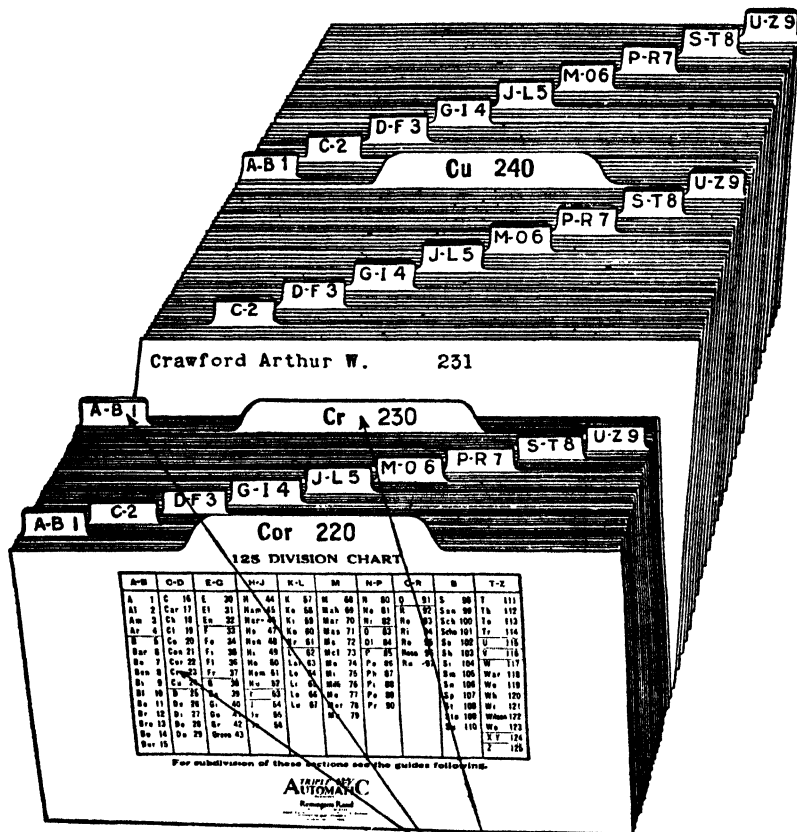


Card Guide

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ondary guides are arranged in nine positions, staggered behind each primary guide, and in the Triple Check Automatic Index for Correspondence filing their tabs are all in second position, the principle of filing and finding is the same in each.

As all sets of secondary guides are identical, the tabs of each one of the nine being in the same relative position, once the primary guide is located, the secondary guide is found almost mechanically.



Surname guide Cr for Crawford Cr divsn. is No. 230
 Given name guide A-B for Arthur A-B " " 1
 Arthur W. Crawford is 231
 Triple Check Automatic Index for Card Guiding

Finding in a Triple Check Automatic Index becomes as automatic as finding the keys on a standard typewriter keyboard. In

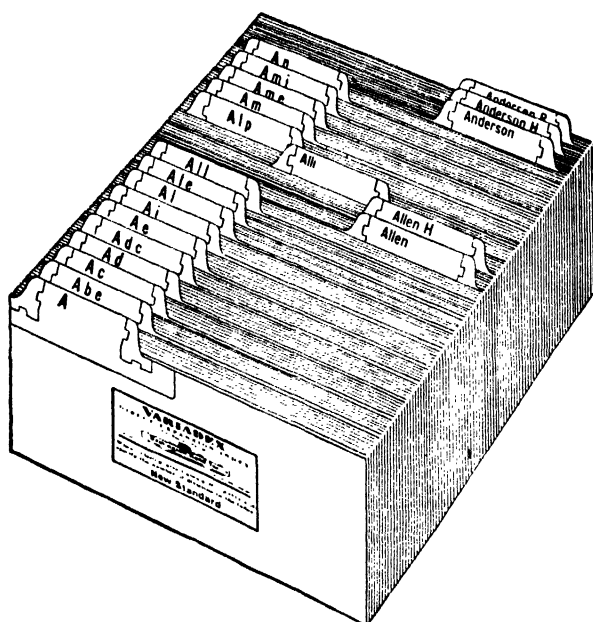
referring to any card tray in any large or small card index, the eye becomes accustomed to look automatically for the correct position of the secondary guide. Only the primary guides vary, according to the division in use.

The primary guides are numbered in sequence in tens. The secondary guides are numbered in exact sequence. As shown in the illustration, which is a portion of a 125-division Triple Check Automatic Index, ARTHUR W. CRAWFORD is numbered 231, first unit or primary guide Cr 230, second unit or secondary guide A-B 1. All cards filed behind the primary guide Cr are numbered from 230 to 239, those filed behind the A-B secondary guide being numbered 231, those filed behind the C secondary guide being numbered 232, behind D-F 233. If, by chance, the file operator should start to file Arthur W. Crawford after the Cor 220 guide, she would have to file a card numbered 230 with cards numbered 220. Thus a numeric check is provided in addition to the alphabetic check, Crawford against Cr. First the place is found by name and then it is checked by number.

There is a third check in the Triple Check Automatic Index—color. The tips of the first three secondary guides are colored tan, the tips of the next three secondary guides are colored green, and the tips of the last three secondary guides are colored yellow.

CARD VARIADEx. Card Variadex is adapted to practically any alphabetic list of cards of from about 600 cards to about 365,000 cards. It is standard in the following divisions: 25, 40, 60, 80, 100, 150, 200, 300, 400, 500, 700, 1000, 1500, 2000, 3000, 4000, 5000, 6000, 8000, and 10,000. It allows for easy and unlimited expansion. Each set of guides contains all those of the next smaller set plus the necessary additional ones. Any set from the 25-division to the 8000-division may be expanded easily and quickly to the next larger set by merely adding the extra guides which are included in this larger division.

ARRANGEMENT OF CARD VARIADEx. The guides have third-cut angle tabs. Captions with only one, two, or three letters are on first position guides, permitting the use of larger, legible type. Longer alphabetic captions and inactive names are in the second position and active names stand out in third position. Subdivisions of these names also are in third position.



Card Variadex

COLOR IN CARD VARIADEx. The color principle is the same as in the Variadex Correspondence Index, with the five rainbow colors used as colored insets in the tabs. Research has shown that 78 per cent of the second letters of names are vowels and that they, a, e, i, o, u, divide a file, under any one initial letter, approximately into five equal parts. Vowels, with the exception of u, are used as "markers." It was found that r made a better dividing point than u. A color in the natural rainbow order is assigned to each vowel and the letters between it and the next vowel, as: a-orange, e-yellow, i-green, o-blue, and r-violet. (See Chapter 5 for complete color rule.) In looking up "Babcock, Henry P.," the file operator naturally thinks of a-orange and refers to the orange part of the "B's." If she is looking for "Bowen, Hugh E.," she refers to the o-blue section of the "B's." This speeds up reference to the approximate location about 80 per cent and is one big reason for the colors.

THE SOUNDEX SYSTEM OF CARD INDEXING. In most files names are filed as written and found as spoken by

the person seeking information from a file. This condition presents great difficulties. You never can be sure of the spelling of a name. And every name may be spelled in many different ways without affecting the pronunciation materially. There are thirty-six ways to spell "Baer," twenty-nine to spell "Snyder." Soundex eliminates this source of loss and error. Also it enables the file clerk to detect and eliminate duplicates.

Soundex is a "group name" system of indexing which brings similar names and variations in spelling of the same name into one place in the file. Soundex is based on the principle that there are certain key letters in the alphabet which cannot be eliminated from a proper name without making it into something else. For example, eliminate "n" from "Snyder" and the name is changed to "Syder."

The Soundex Index is used for guiding large card lists, such as Credit Information, Insurance, Hospital, Social Service, Bank, and various State Department records such as Automobile License Records. It especially is valuable where there are foreign names, or where, through intent or accident, names may be misspelled.

PRINCIPLE OF SOUNDEX. The Soundex Index is divided into main sections, each guided by a letter of the alphabet, as, A, B, through Z. The first letter of the first unit of a name determines the main alphabetic section in which it should be filed. This first unit is determined by applying the rules for indexing and filing studied in Chapter 1. For example, *Himler* is the first unit in the name, James Himler, according to Rule No. 1, *Boston* is the first unit in the name, Boston Card Company according to Rule No. 2. Then the name, James Himler, will be filed in the "H" main alphabetic section and the name, Boston Card Company, will be filed in the "B" main alphabetic section.

After the main alphabetic section has been determined, the next three key letters or their equivalents after the initial letter of the first unit are coded according to the following chart :

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Code No.	Key Letter	Equivalents (Letters with same sound as key letters.)
1	b	p f v
2	c	s k g j q x z
3	d	t
4	l	
5	m	n
6	r	

The letters a, e, i, o, u, y are not coded but they act as separators between key letters or key letter equivalents. Disregard w and h always. The initial letter of the first unit is never coded. It denotes the main alphabetic section, *only*. Code *only* the first unit of a name. Do not carry combinations beyond three key letters. Add zeros to make three digits, if necessary.

Example: *Dodson* is the first unit in the name, Dodson Art Shop, according to Rule No. 2, Chapter 1. "D" is the initial of this first unit and it denotes the main alphabetic section in the file where the name, Dodson Art Shop, will be filed. It is not coded. "o," the next letter in this first unit is a vowel and is disregarded according to the above chart. The next letter, "d" is coded 3, the next letter "s" is coded 2, "o" is a vowel and disregarded. The next letter is "n" and is coded 5. Then the code number for Dodson is 325 and the name would be filed in the "D" section behind the guide 325. *Slakerman* is the first unit in the name, John Slakerman, according to Rule No. 1 in Chapter 1. "S," the first initial, determines that the name be filed behind the "S" guide and it is not coded. The next letter "l" is coded 4, the next letter is a vowel and is not coded, the next letter "k" is coded 2, the next letter a vowel is not coded, the next letter "r" is coded 6. We now have three digits for the code number, 426, so we code no more of the name. *Each code number must consist of three digits and three digits only.*

Bird is the first unit in the name, John Bird Company, according to Rule No. 3, Chapter 1. "B," the first initial, determines the main alphabetic section in which this name is to be filed and it is not coded. The next letter is a vowel and is not coded. The next letter "r" is coded 6, the next letter "d" is coded 3. Since we have only two digits we must add a zero to make the third digit and the code number of 630.

Siegal, Siegel, Segal, Siegle—"S" file section, coded 240
Headley, Hedley, Hudley, Hutley—"H" file section, coded 340
Bunson, Benson, Bunsen—"B" file section, coded 525
Rex, Reks—"R" file section, coded 200
Marshall, Marchall, Marschal, "M" file section, coded 624

RULES FOR SOUNDEx SYSTEM OF FILING. Following are five rules which must be observed carefully when coding names according to the Soundex system of filing:

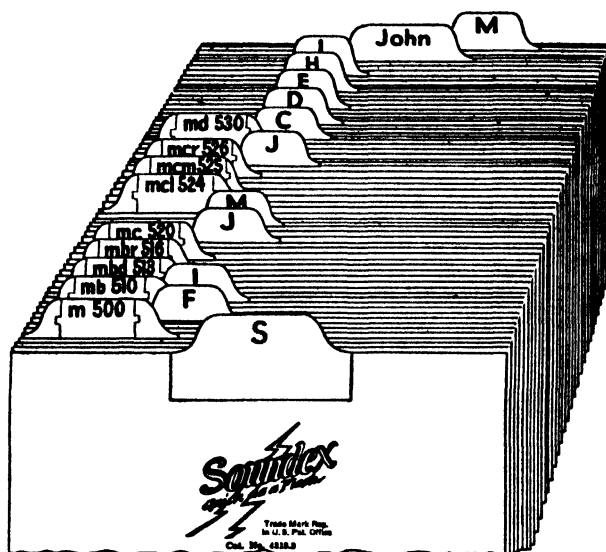
Rule No. 1. When two or more key letters or their equivalents occur together, code them as one letter. Example: Hardtmann is coded r-6, d-3, m-5, H-635. The "d" and "t" are coded as one letter since they occur together. Example: Lloyd is coded d-3, L-300. The second "l" occurring directly after the initial "L" and the initial letter not being coded, the two "l's" are considered as one letter. Example: Schneider is coded n-5, d-3, r-6, S-536. The letter "c" is an equivalent of "S" the initial letter and directly follows it, so it is not coded.

Rule No. 2. If a name contains less than three key letters, add ciphers to arrive at the three digits for the code number. Example: Bond is coded n-5, d-3, B-530. Shaw which has no key letter or equivalents is coded S-000.

Rule No. 3. If two of the same key letters, or a key letter and its equivalent, are separated only by "h" or "w," code them as one key letter. Example: Ashcroft is coded s-2, r-6, f-1, A-261. Because "s" and "c" are separated only by "h" they are coded as one key letter.

Rule No. 4. When a repeated key letter or its equivalent is separated by a, e, i, o, u, y, the key letters or their equivalents are coded separately. Example: Newman, coded m-5, n-5, N-550. The vowel "a" separates "n" from "m," so both are coded.

Rule No. 5. After names have been sorted according to initial or first letters and the first units have been coded, names are filed and found by number. The arrangement of all names filed behind any one key letter guide is alphabetic according to *second* units, irrespective of code numbers.



A Part of the "S" Section of Soundex

Job. 12: Practice in Coding and Arranging Cards According to the Soundex System of Filing, as They Will be Arranged in a Visible Cabinet, Without Guides

PURPOSE OF JOB: The purpose of this job is to give you practice in coding, filing, and finding cards according to the Soundex system of filing, *when no key letter guides are used*, as in a visible cabinet.

EQUIPMENT: Cat. No. 1891.211. The same set of 200 cards made out according to instructions given in Job 2, arranged in numeric sequence according to identification numbers.

PROCEDURE: 1. Sort the 200 cards according to the initial or first letter of the first unit of each name appearing on these cards. That is, place face side down, in one pile, all cards with names with first units beginning with "A"; place in another pile all cards with names with first units beginning with "B," and so on.

2. Code the names on the cards in each group, but keep the cards in each group together. Use the chart given above and be sure to observe not only the Soundex rules but also all the indexing

and filing rules included in Chapter 1. Only the first unit of each name is coded. Be sure not to code the initial of that first unit. Name No. 2 which is listed on the top card in the "A" group is coded A-262. *Ackers* is the first unit in this name according to rule 1, Chapter 1. The key letters or their equivalents to be coded are c-2, r-6, s-2. The "k" is not coded because it appears directly after the "c" and is an equivalent, according to Soundex rule No. 1. Do not translate the letter "s" into the key letter "c" of which it is an equivalent before coding it, but rather, think "s-2." List the code number at the top of the card in the center.

Name No. 3 is listed on the next card in the "A" group. According to rule 2, Chapter 1, *Ackerman* is the first unit in this name. The key letters or their equivalents to be coded are c-2, r-6, m-5, code number A-265. All Soundex code numbers contain three digits, as noted above. Do not code key letters after three digits have been obtained. If there are not enough key letters or their equivalents to make three digits, add ciphers.

Name No. 5 is listed on the next card in the "A" group. According to rule 3, Chapter 1, *Abrahams* is the first unit in this name. The key letters or their equivalents to be coded are b-1, r-6, m-5, code number A-165.

3. After cards are coded, sort the cards in each alphabetic group according to the code numbers placing card with lowest number on top or first in the pile. If there are two or more cards with the same code numbers, arrange them in exact alphabetic order according to SECOND UNITS. For instance, in the "A" group, cards Nos. 51 and 42 bear the same code number A-425 so No. 51 must be filed before No. 42 since the letter "O," the beginning letter of the second unit on No. 51 card, comes before the letter, "S," the beginning letter of the second unit on card No. 42, in the alphabet.

4. When you have coded and arranged all 200 cards, report the results of your practice on Reporting Chart No. 12 and submit it to your teacher for approval.

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PRACTICE IN FINDING. When your teacher has approved your practice work, find the following names. Remember you file and you find by number in the Soundex system of filing. When finding the name, John L. P. Ackers, first determine the first unit, *Ackers*, then the section or group in which it has been placed, "A," then the code number 262, which you determine mentally. On a sheet of paper write the names and fill in the card numbers in the four columns, Card No., Code No., Filed After Card No., Filed Before Card No.

Example :

Card No.	Name	Code No.	Filed After Card No.	Filed Before Card No.
2	John L. P. Ackers	262	122	3

Card No.	Name	Code No.	Filed After Card No.	Filed Before Card No.
	Boot & Shoe Recorder Publishing Company			
	George A. Bemis			
	N. W. Ayer & Son			
	Howard S. Fahey			
	Rev. Wilbur G. Chaffee			
	C. A. Gray & Company			
	Eaton-Snell Drug Company			
	T. Frederick Brunton			
	Board of Health of the City of Cambridge			
	Miss Catherine A'Hearn			
	Bell's Market			
	Rev. James L. Barton			
	G. & S. Tobacco Company			
	E. F. De La Haye			
	City Cash Market			
	J. Burns, Fruit			
	Allith-Prouty Company			
	Blodget & Company, Bankers			
	Bond & Goodwin			
	Beach-Russ Company			
	E. A. Abbott Company			
	R. R. Bayard			
	Fuller-Thurber Company			
	Citizens' National Bank of Cincinnati, Ohio			
	Town of Canton Water Department			

Submit your report with the cards you have found to your teacher for approval.

Job 12A: Practice in Filing Cards in a Soundex Index

PURPOSE OF JOB: The purpose of this job is to give you practice in coding and filing cards in a Soundex Index.

EQUIPMENT: Cat. No. 1891.16 Soundex Index in wooden tray, Cat. No. 1891.13
Cat. No. 1891.211 Set of 200 cards

PROCEDURE: 1. Write the following names in the order you have indexed them, on cards, one name at the top of each card, as, Mudge, Kenneth L.

2. Record the identification number in the center of the top of the card.

3. Since all these names are in the "M" group, they do not have to be sorted according to initial letter before coding. Code each name, from the Soundex Chart, observing all the indexing and filing rules in Chapter 1 and the Soundex rules in Chapter 17. Write the code number in the upper right corner of each card. Name No. 1 should be written as follows:

Mudge, Kenneth L.	1	M-320

After you have completed making out each card, place it in a pile by hundreds, according to code number. That is, place card No. 1 in the pile of three hundreds, place card No. 2, coded M-000, in a pile of 000's, card No. 3, coded M-500, in the pile of 500's and so on, so that when you have finished writing and coding the cards, they will be roughly sorted by hundreds.

4. Sort each pile of cards, or group of hundreds, according to key letter guide numbers for that hundred. Since the Soundex Index is not a predetermined index, that is, you do not know until after

file is planned just which guides will be needed but is made to fit the needs of each individual installation, you may not find exactly the same guides in any two installations. Also you may not always find guides for each code number. For instance, in the practice index, in the one hundred group, there is only one key letter guide, b 100, but in the two hundred group, there are quite a number of guides, as, c 200, cb 210, cd 230, and so on.

5. Arrange all the cards to be filed behind any *one* guide in exact alphabetic order according to SECOND UNITS, irrespective of code numbers. That is, the cards to be filed behind the "M" guide, and which have been coded 000, are Nos. 26, 4, 33, 45, 114, 136, 2. They should be arranged in this order because of the SECOND UNITS, *Albert, C., Harry, John, Lillian, R., Shop.*

6. File the cards behind the correct guides. After the key letter guide, clm 245, you will find three guides, J, John, and H, respectively. The guide "J" is to subdivide the cards to be filed behind the clm 245 guide by second units. The "John" guide further subdivides them and the guide "H" still further subdivides them by middle initial. For instance, card No. 178, John H. McCalman, coded 245, is the first card to be filed behind the "H" guide, since the second unit in this name is *John* and the middle initial is "*H.*"

- | | |
|-------------------------------|------------------------|
| 1. Kenneth L. Mudge | 18. Miss C. Marian |
| 2. My Shop | 19. Edith M. Mobbs |
| 3. Richard Meehan | 20. Alice B. Merrill |
| 4. M. & C. Transportation Co. | 21. Anna J. McKay |
| 5. Molvar, Anderson Co. | 22. Catharine Mullett |
| 6. Chester Mittel | 23. Robert McCain |
| 7. Blanche E. Marr | 24. Daniel Mulley |
| 8. Henry Mitchell | 25. W. H. Moebis |
| 9. Catherine Myrick | 26. Albert A. May |
| 10. Florence Monahan | 27. B. C. Mittelmeyer |
| 11. Motive Parts Co. | 28. Mary MacConnell |
| 12. D. P. Molloy | 29. Ellen Medbery |
| 13. Mulligan, Stewart Co. | 30. Catharine Myers |
| 14. McDay Art Store | 31. Adolph Miller |
| 15. Mabie, Todd & Co. | 32. Frank D. Meade |
| 16. Dora Mumford | 33. Harry S. Moy |
| 17. Gordon C. Muttart | 34. Mac-An-O Salad Co. |

35. Hattie Matthews
36. Charles Mylod
37. Josephine McMullen
38. John E. McCabe
39. Moderate Hairdressing
Parlor
40. Patrick Madfis
41. Caroline Mullette
42. Louis McCarthy
43. Charles Mittell
44. Modern Garage
45. John Moe
46. Pattie M. Madoff
47. Richard Mowatt
48. V. W. Mabee
49. Wallace W. Moberg
50. Nathan Matthews
51. Mowbray & Robinson
52. John H. Maguire
53. Mac & Mac
54. Charles C. Moulds
55. Mrs. Hannah Martin
56. Edward K. Myer
57. Theresa Miley
58. Mead-Morrison Mfg. Co.
59. J. Murphy
60. Dr. George Maxwell
61. Marion's Shop
62. Frank A. Maloney
63. Alice Mittelstead
64. Arthur L. MacDonald
65. Perry Matfix
66. Gertrude Mouton
67. Andrew Macdonald
68. Samuel Michaels
69. Philip McGowan
70. Stella Muehlstein
71. McBeath Brothers
72. Majestic Fur Shop
73. John MacLeod
74. Mary Mulvee
75. Catherine Moltedo
76. Samuel Marks
77. Albert A. McBeth
78. George W. Mitton
79. R. E. Mauger
80. Mary F. Maley
81. Fred Thomas Mysel
82. Harold M. Mobray
83. Edward Medford
84. B. K. Mower
85. Massachusetts Blower Co.
86. Julian R. Mix
87. Josephine M. Mansfield
88. Kenneth Magoon
89. Middlesex Drug Co.
90. Eva Meskill
91. Katherine Maher
92. Fred T. Macalaster
93. Peter Medoff
94. Warren Mun
95. Mott Ring Co.
96. Moynahan & Co.
97. Wallace J. Murashko
98. Patsy Mobilia
99. Gordon H. Mabey
100. Robert Michie
101. McCallum Hosiery Co.
102. Henry Mills
103. Motion Picture Co.
104. John J. Moulthrop
105. John P. MacKnight
106. Mrs. A. MacAchorn
107. Helen E. Manning
108. Merry Specialty Co.
109. Joseph Munsey
110. Frederick Motherway
111. The Made-Rite Co.
112. H. W. Mudgett
113. Thomas Moore
114. Lillian Mee
115. Beatrice A. Miles
116. Evangeline A. McLaughlin
117. Harriet M. Matzkin
118. Julia M. Masce
119. Metcalf Store
120. The Moxie Co.
121. A. Robert McDermott
122. Edward C. Maffei
123. Beatrice Mottet
124. John E. Moulton
125. Joseph W. Motherwell
126. William F. Mahoney
127. Belle MacBain
128. Cecelia Molthoff
129. Edward L. Medbury
130. Mother Goose Shop
131. Marcel Mekelsen
132. Edmund McSweeney
133. MacBeth-Evans Glass Co.

- | | |
|-----------------------------|------------------------------|
| 134. Thomas E. Mawr | 167. Fred Mullaney |
| 135. Mall-Dunn Medicine Co. | 168. Annie Mullarkey |
| 136. M. & R. Dress Co. | 169. Jane McCallum |
| 137. James F. Mayall | 170. Doris Manber |
| 138. A. L. Mittle | 171. J. L. Maglione |
| 139. James Modest | 172. John B. McAlman |
| | 173. Ira MacLean |
| 140. Elizabeth Medbridge | 174. John F. Muldown |
| 141. A. S. Macdonnell | 175. John McCalman |
| 142. Arthur M. McDonald | 176. J. A. MacLennen |
| 143. Lena L. Munch | 177. John James McClune |
| 144. L. A. Moor | 178. John H. McCalman |
| 145. Margaret McAvoy | 179. Frances Mullan |
| 146. Howard R. Mason | 180. Martha McConville |
| 147. Stephen Mnuchin | 181. MacLennan, Inc. |
| 148. D. H. MacCarthy | 182. Cora Manan |
| 149. Anna McDaniel | 183. John J. McClune |
| 150. George E. Mythen | 184. Morris Mattei |
| 151. Stephen Molica | 185. John Andrew McAloon |
| 152. Anna Molliver | 186. William Madden |
| 153. Marian Mulvey | 187. Perry Madan |
| 154. Marie Mulvihill | 188. James Maglinchey |
| 155. John Muldoon | 189. John Clarence McCallion |
| 156. Francis Mullane | 190. John I. McCullion |
| 157. Adam Mullare | 191. Carrie Mannion |
| 158. Dorothy Monblo | 192. Anna Mullarney |
| 159. Frank Mannino | 193. Myer E. Matthew |
| 160. John A. McCalmont | 194. MaDan Garage |
| 161. J. C. MacLennon | 195. David Munafo |
| 162. John Alfred McAlooney | 196. Manahan, Inc. |
| 163. Jonathan McClung | 197. Ada Mullar |
| 164. Marion McConnell | 198. Freda Mullen |
| 165. John Henry McCalmont | 199. John P. Muldowney |
| 166. A. Newton Mulvaney | 200. Maria Mulvehill |

7. When you have filed all the 200 cards in the Soundex Index, report the results of your practice on Reporting Chart No. 12A and submit it to your teacher for approval.

PRACTICE IN FINDING

When your teacher has approved your practice work, find the following names. In this method of filing, you find by number. First mentally code the name, then find the key letter guide nearest to the code number of the name you are searching for. Then look for the name alphabetically according to SECOND UNITS. For instance, when finding the name, Kenneth L. Mudge, first

mentally code it M320, then find the guide, "M," then the guide, dc 320, then look for *Kenneth*.

On a sheet of paper write the names and fill in the *card* numbers in the four columns, Card No., Code No., Filed After Card No., Filed Before Card No.

Example:				
Card No.	Name	Code No.	Filed After Card No.	Filed Before Card No.
1	Kenneth L. Mudge	320	139	50

Card No.	Name	Code No.	Filed After Card No.	Filed Before Card No.
	Albert A. McBeth			
	Henry Mitchell			
	John Moe			
	Stella Muehlstein			
	Dorothy Monblo			
	Stephen Mnuchin			
	Jonathan McClung			
	Dr. George Maxwell			
	John A. McCalmont			
	Perry Madan			
	Frank A. Maloney			
	Perry Matfix			
	James Maglinchy			
	M. & R. Dress Co.			
	Mary F. Maley			
	Edward K. Myer			
	Mead-Morrison Mfg. Co.			
	Anna McDaniel			
	Kenneth Magoon			
	Edward L. Medbury			
	John J. Moulthrop			
	The Made-Rite Co.			
	Miss C. Marian			
	Adolph Miller			
	Alice Mittelstead			

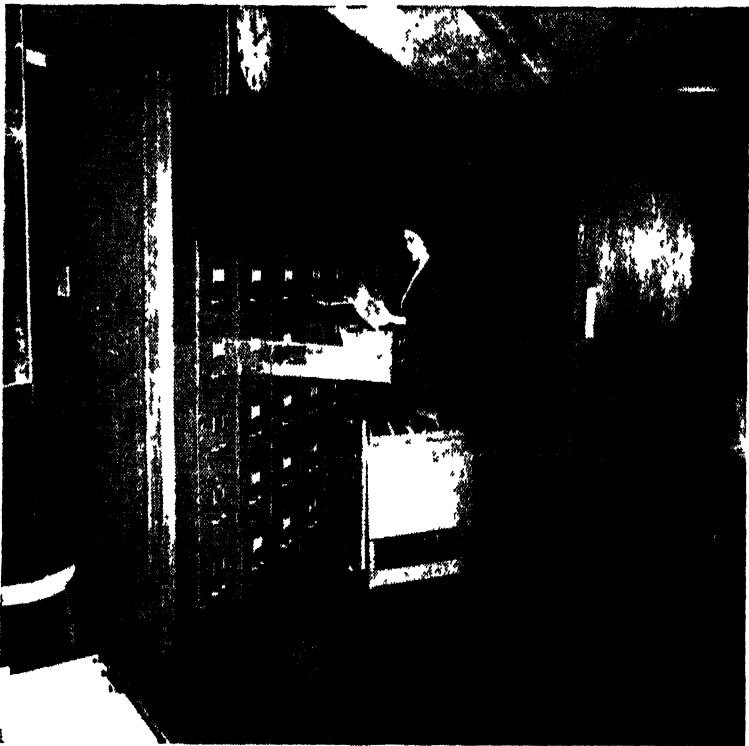
Submit your report to your teacher for approval. Remove all cards from your practice index.

Questions for Discussion

1. How long have cards been used for record purposes?
2. What was the first commercial application of cards for record keeping?
3. What is a tab card?
4. What are the three parts of a card system?

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5. What does size and grade have to do with the economic use of cards?
6. What is the most important feature in making a card index other than quality and size of card?
7. What is meant by fifth-cut guide?
8. Describe a Triple Check Automatic card guiding system?
9. Name the various kinds of card housing equipment.
10. What are some of the card records most commonly found in business houses?



Five drawer steel units recessed in wall. Sorting tray and base. File shelf

CHAPTER 18

Purchase Records, Sales Records, Stock Records, and Card Ledgers

Although there are hundreds of thousands of business organizations in many, many different lines of business, and each one has its own individuality, fundamentally they all are alike. With but few exceptions, each business is selling some article or service and is operating on the basis of anticipated profit to its owners or stockholders. And each one has a common contact with other individuals and organizations, who are its customers, on whom it must depend for the continuation of its business life.

Each business organization differs in the commodity or service it has to offer. Some sell what others have produced and what they in turn have purchased for re-sale. Some offer a commodity, such as filing equipment, or wearing apparel, while others offer a service, such as banking, insurance, legal advice, or professional services. While these differences exist in products and management policies, the fact-producing records which govern the operation of each business are similar, although changed or modified somewhat to meet the requirements of each individual business. A few of these fundamental records are discussed in this chapter.

Purchase Records

REQUISITIONS. All purchase orders start with a requisition. Requisitions for supplies come to a purchasing agent of a company from its branch offices, factories, stores, and departments which need goods. Each requisition is made out in duplicate and is numbered in the department where it originated. The duplicate copy is retained by the department requisitioning supplies and is filed by number. The original copy is sent to the purchasing agent and is his authority for ordering the goods. When the purchase order is made out, its number is entered on the requisition as a cross reference. The original copy of the requisition

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is filed in the purchasing agent's office by number under the name of the department requisitioning the goods. In some business organizations only one article is listed on any one requisition so that the requisition may be filed by the name of the commodity.

Req. No. 23922		Deliver to Dep't. #8		Date 5/6/
Quantity	Description			
2	Ant. Oak Desks #860			
2	" " Chairs #239			
4	" " Filing Cabinets #8010			
2	" " Ends #8080			
Order from John Doe				Purchase Order No B101585
For	Acct. No X19	Wanted by what date 6/20/		
Required by E. C. W.		Approved Mc Kay		
<small>REQUISITION FOR PURCHASES Remington Rand Inc. Library Bureau Oct. 22-2228</small>				

Requisition Slip

PURCHASE ORDERS. Purchases are made or confirmed by a formal order which gives definite instructions and specifies the conditions of the contract. Usually the purchase order is 8½ by 11 inches, or 8 by 5 inches and is made with three, four, or more copies. The original (See Card Sample No. 2a) is sent to the seller, who files it by customer's name after the order is filled. The duplicate copy is sent to the Receiving Department to notify it that goods will be received. In the Receiving Department this duplicate copy is filed by order number after the goods are received. In some offices it is used to report the receipt of goods to the Purchasing Department, although usually a regular receiving slip is much better for this purpose.

The triplicate copy (see card sample No. 2c.) usually is a light weight card, so that it may be handled quickly and it will withstand the wear and tear of constant reference. It is filed in the Purchasing Department by order number, first in the unfilled order file until goods are received and then in the filled order file. Steel signals frequently are attached to the top of the card for follow-up purposes. (See Chapter 14 for a description of steel signals and their use.)

The quadruplicate copy, if one is made, also is filed in the Pur-

ACTION TAKEN 2(c) BUFF GOODS RECEIVED		INVOICES APPROVED	
DATE	DATE	QUANTITY	REC. SLIP
REVERSE SIDE OF TRIPLICATE CARD COPY		DATE	QUANTITY
		ITEM	AMOUNT

2(b) BLUE		Put Order No. on each invoice Order No. 8101585
Remington Rand Inc. 315 Fourth Avenue New York 10, N. Y.		
2(a) WHITE		Put Order No. on each invoice Order No. 8101585
To <u>John Doe</u> Date <u>5/20/</u> 320 Albert Ave., Philadelphia, Pa. Req. No. 27922		
Please enter our order for the following and ship to <u>Richard Roe</u>		
Ship via <u>Trunk</u> Wanted <u>6/20/</u>		
QUANTITY	DESCRIPTION	PRICE
2	Antique Oak Desks #860	
2	Antique Oak Chairs #239	
4	Antique Oak Filing Cabinets #8010	
2	Antique Oak Ends #8080	
TOTAL		
Terms <u>30 Days Net</u> Signed <u>Remington Rand Inc.</u> Liberty Bureau, Inc. No. 10-1001		

Purchase Orders

chasing Department alphabetically by seller's name as a cross reference. In some offices a fifth copy is filed by the name of the commodity, also for cross reference.

RECEIVING SLIPS. When goods are received by the Receiving Department an inventory of that purchase is made, either on the second copy of the Purchase Order which the Purchasing Agent sent to the Receiving Department, or on a receiving slip. When a receiving slip is used it is made in triplicate. The origi-

REPORT OF MATERIAL RECEIVED OR SHIPPED			
ORDERED BY <u>Remington Rand Inc.</u>		DIVISION OR DEPARTMENT <u>Dep't #1</u>	
SHIPPED BY <u>John Doe</u>		ADDRESS <u>320 Albert Ave., Philadelphia, Pa.</u>	
REC'D FROM <u>Star Trucking Co.</u>		P. O. NO. <u>27025-66</u>	
SHIPPED VIA <u>Star Trucking Co.</u>		DATE <u>6/20/</u>	
QUAN	DESCRIPTION	ORDER # <u>8101585</u>	LRL
2	Antique Oak Desks #860	WEIGHT	
2	" " Chairs #239	ROUTING	PREPAID
4	" " Filing Cabinets #8010	COLLECT	
2	" " Ends #8080	PWT.	
		EXP.	
		CTD.	
		P. P.	
		SHIPPING CLERK	
		<u>O'Connor</u>	
REMARKS			
DATE RECEIVED <u>6/20/</u> BY			
SHIPPED			

Receiving slip made in triplicate
 Original receiving slip filed in purchasing department
 Copy 2 (blue) sent to stock room
 Copy 3 (buff) kept in receiving department

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nal copy is sent to the Purchasing Department, where it is checked with the purchase order to make sure that all goods are received and then it is filed by purchase order number. The duplicate is sent to the Stock Room or to the department requesting the goods, where it is compared with the requisition and filed by requisition number, if it is to be kept. The triplicate copy is kept in the Receiving Department and filed by purchase order number.

QUOTATION RECORDS. A comparative list of prices of various articles is kept in the purchasing agent's office so that he may buy intelligently. This list includes all quotations received verbally from a salesman, in a letter, or in regular price lists. It is kept on cards, one card for each article, or for each size or grade of an article. These cards are filed alphabetically by name of article, either behind standard A-Z guides or specially printed guides.

This record is perpetual, new cards being filed in alphabetic sequence as they are made out and the obsolete cards being removed and destroyed without disturbing the other cards.

Article		Quantity		Unit		Price		Total	
<p><i>Cartons Corrugated #106</i> Size of Box: <i>11x15 1/4 x 5 1/2</i></p>									
7/14	B. Hinde & Dauch	3000	67 ⁰⁰	None	67 ⁰⁰			67 ⁰⁰	
7/16	C. Warner & Childs	3000	65 ⁰⁰		65 ⁰⁰			65 ⁰⁰	
7/17	J. Thompson & Norris	3000	64 ⁰⁰		64 ⁰⁰			64 ⁰⁰	

Article		Quantity		Unit		Price		Total	
<p><i>Paper - Carbon Pencil</i> Size of Box: <i>8x10 1/2</i></p>									
4/12	Carters Ink	2500	Not		✓	3/10	Box	80	
4/14	Kee-Lap Mfg Co				✓	2/30		83	
4/16	J. L. Hammett				✓	Not		86	

Quotation Record

RECORD OF PURCHASES. The Record of Purchases is similar to the Quotation Record except that the exact amount of each article purchased, from whom, and the price paid are listed

on it. The cards usually are filed alphabetically by name of article.

Cartons Corrugated #106 11x15 1/4 x 5 1/4						
Date	Req. No.	Firm	Quantity	Price	Total	
8/12	A77534	Hinder & Dauch	1048	50.75 M	53	19
12/6	A81458	"	2000	65.00 "	130	00
6/28	A83619	Harver & Childs	2000	73.50 "	147	00
12/18	A85824	"	2053	67.70	138	99
5/7	A93694	Hinder & Dauch	1020	72.70	94	55
8/20	A9405	Thompson & Lewis	3000	64.00	192	00
9/19	A95018	Hinder & Dauch	1000	67.00	67	00

Record of Purchases

Sales Records

The Sales Manager must have definite facts about how frequently his salesmen are calling on present customers, how effectively they are developing new customers, and what percentage of calls results in orders. The Sales Record usually is kept on cards and is compiled from salesmen's orders and reports from correspondence received.

MAILING LIST. The mailing list includes the names of present customers and prospects. It is kept on cards which are filed alphabetically by name, or geographically by salesmen's territory.

SALESMEN'S REPORT SLIPS. Each salesman makes out a report in duplicate of each call he has made. The original copy of this report is sent to his sales manager in whose department usually it is filed geographically by salesmen's territory. The duplicate copy is kept by the salesman who files it in his follow-up file alphabetically behind the guide showing the date when he must make his next call. (See Card Sample No. 4 and illustration following page.)

SALES RECORD. A card with two tabs is made out for each customer and prospect, on each of which is listed briefly what advertising material has been sent to him and a summary of his

purchases for each year. These sales record cards are filed either alphabetically by name of the customer or prospect, or geographically by salesmen's territory.

SALESMAN *E C R* Name *James R. Burke & Co. Hardware*
No. *21* Street *469 W. Walker St. N. Y. City*
See *Mr. E P Hayes*
Date *9/16/11* *Very much interested in job printing. Will need three new circulars printed about Dec 1. Asked to have samples sent*
No g. ions given
A. C. R. Co. w doing their
printing on price only.
For questions see other side. Library Bureau Form Cat. no. 52-5308

sales is kept on each card and at the end of the year a recapitulation of the total sales for the year is posted on the back of the card.

Stock Records

A perpetual stock record is kept to enable a purchasing agent to buy intelligently, to prevent tying up money by carrying an excess stock of goods and to prevent delay, embarrassment and unnecessary expense by running out of stock. This record shows the quantity of goods on hand at the time of inventory, stock ordered, when received, when issued or used, and how much is on hand at the present time. Also it shows what goods are being sold or used most rapidly and what orders have been placed to replenish anything which may be getting low.

One card is made out for each article, for each size, grade, and color of that article. These cards are filed by name or number of the article. In a small stock record, a set of A-Z guides usually is satisfactory but in larger records it is better to have guides with special headings. The tabs on these specially printed guides in first position at the left of the file bear the main headings. Smaller tabs in positions to the right bear the subheadings to indicate the various sizes, grades, or colors.

8010	Correspondence unit, NO	Grade B	100	25
ON ORDER	RECEIVED	ISSUED	ON HAND	DATE
1/17 75	1/19 75	1/21 75	1/23 75	1/25 75
1/27 75	1/29 75	1/31 75	2/2 75	2/4 75
2/6 75	2/8 75	2/10 75	2/12 75	2/14 75
2/16 75	2/18 75	2/20 75	2/22 75	2/24 75
2/26 75	2/28 75	2/30 75	3/2 75	3/4 75
3/6 75	3/8 75	3/10 75	3/12 75	3/14 75
3/16 75	3/18 75	3/20 75	3/22 75	3/24 75
3/26 75	3/28 75	3/30 75	3/31 75	4/1 75
4/3 75	4/5 75	4/7 75	4/9 75	4/11 75
4/13 75	4/15 75	4/17 75	4/19 75	4/21 75
4/23 75	4/25 75	4/27 75	4/29 75	4/30 75
5/1 75	5/3 75	5/5 75	5/7 75	5/9 75
5/11 75	5/13 75	5/15 75	5/17 75	5/19 75
5/21 75	5/23 75	5/25 75	5/27 75	5/29 75
5/31 75	6/2 75	6/4 75	6/6 75	6/8 75
6/10 75	6/12 75	6/14 75	6/16 75	6/18 75
6/20 75	6/22 75	6/24 75	6/26 75	6/28 75
6/30 75	7/2 75	7/4 75	7/6 75	7/8 75
7/10 75	7/12 75	7/14 75	7/16 75	7/18 75
7/20 75	7/22 75	7/24 75	7/26 75	7/28 75
7/30 75	7/31 75	8/1 75	8/3 75	8/5 75
8/7 75	8/9 75	8/11 75	8/13 75	8/15 75
8/17 75	8/19 75	8/21 75	8/23 75	8/25 75
8/27 75	8/29 75	8/31 75	9/2 75	9/4 75
9/6 75	9/8 75	9/10 75	9/12 75	9/14 75
9/16 75	9/18 75	9/20 75	9/22 75	9/24 75
9/26 75	9/28 75	9/30 75	10/2 75	10/4 75
10/6 75	10/8 75	10/10 75	10/12 75	10/14 75
10/16 75	10/18 75	10/20 75	10/22 75	10/24 75
10/26 75	10/28 75	10/30 75	10/31 75	11/1 75
11/3 75	11/5 75	11/7 75	11/9 75	11/11 75
11/13 75	11/15 75	11/17 75	11/19 75	11/21 75
11/23 75	11/25 75	11/27 75	11/29 75	11/30 75
12/1 75	12/3 75	12/5 75	12/7 75	12/9 75
12/11 75	12/13 75	12/15 75	12/17 75	12/19 75
12/21 75	12/23 75	12/25 75	12/27 75	12/29 75
12/31 75	1/1 76	1/3 76	1/5 76	1/7 76
1/9 76	1/11 76	1/13 76	1/15 76	1/17 76
1/19 76	1/21 76	1/23 76	1/25 76	1/27 76
1/29 76	1/31 76	2/2 76	2/4 76	2/6 76
2/8 76	2/10 76	2/12 76	2/14 76	2/16 76
2/18 76	2/20 76	2/22 76	2/24 76	2/26 76
2/28 76	2/30 76	3/2 76	3/4 76	3/6 76
3/8 76	3/10 76	3/12 76	3/14 76	3/16 76
3/18 76	3/20 76	3/22 76	3/24 76	3/26 76
3/28 76	3/30 76	3/31 76	4/1 76	4/3 76
4/5 76	4/7 76	4/9 76	4/11 76	4/13 76
4/15 76	4/17 76	4/19 76	4/21 76	4/23 76
4/25 76	4/27 76	4/29 76	4/30 76	5/1 76
5/3 76	5/5 76	5/7 76	5/9 76	5/11 76
5/13 76	5/15 76	5/17 76	5/19 76	5/21 76
5/23 76	5/25 76	5/27 76	5/29 76	5/31 76
6/2 76	6/4 76	6/6 76	6/8 76	6/10 76
6/12 76	6/14 76	6/16 76	6/18 76	6/20 76
6/22 76	6/24 76	6/26 76	6/28 76	6/30 76
7/2 76	7/4 76	7/6 76	7/8 76	7/10 76
7/12 76	7/14 76	7/16 76	7/18 76	7/20 76
7/22 76	7/24 76	7/26 76	7/28 76	7/30 76
7/31 76	8/1 76	8/3 76	8/5 76	8/7 76
8/9 76	8/11 76	8/13 76	8/15 76	8/17 76
8/19 76	8/21 76	8/23 76	8/25 76	8/27 76
8/29 76	8/31 76	9/2 76	9/4 76	9/6 76
9/8 76	9/10 76	9/12 76	9/14 76	9/16 76
9/18 76	9/20 76	9/22 76	9/24 76	9/26 76
9/28 76	9/30 76	10/2 76	10/4 76	10/6 76
10/8 76	10/10 76	10/12 76	10/14 76	10/16 76
10/18 76	10/20 76	10/22 76	10/24 76	10/26 76
10/28 76	10/30 76	10/31 76	11/1 76	11/3 76
11/5 76	11/7 76	11/9 76	11/11 76	11/13 76
11/15 76	11/17 76	11/19 76	11/21 76	11/23 76
11/25 76	11/27 76	11/29 76	11/30 76	12/1 76
12/3 76	12/5 76	12/7 76	12/9 76	12/11 76
12/13 76	12/15 76	12/17 76	12/19 76	12/21 76
12/23 76	12/25 76	12/27 76	12/29 76	12/31 76

Card Ledgers

Card ledgers have been adopted so widely today by all concerns of all sizes and in all lines of business that they are now recognized as standard. As the loose-leaf ledger was an improvement over the old-fashioned bound book ledger, so the card ledger has many advantages over the loose-leaf form. (See Card Samples Nos. 7, 8, and 9.)

ADVANTAGES. Following are some of the advantages of the card ledger :

1. Greater efficiency and more accurate results.
2. Greater speed in posting.
3. Saving in space.
4. Flexibility gained through a perpetual system which carries only active accounts, permits the insertion of cards for new accounts and the transferring of closed accounts.
5. Economy in the cost of equipment and maintenance.



Safe-Ledger Tray with mechanically posted ledger arranged alphabetically and guided by a set of Variadex guides

Card Sample No. 8 is an example of a ledger card arranged to show a balance at all times. Also it is tabbed for use with a numeric guiding system, the tab bearing the terminal or last digit of the account number, which aids greatly in the rapid location of the card. For example, if account No. 483 is required, the guide 400 is located, then the guide 80, then the card with tab 3. Card Samples Nos. 7 and 9 illustrate cards filed on the shorter edge which gives greater continuous posting surface.

GUIDING ARRANGEMENT. There are four systems of guiding a card ledger. The system best adapted to the needs of each particular business should be selected. They are:

1. **Variadex Alphabetic:** Cards are filed in exact alphabetic sequence, according to rules given in Chapter 1. (See Chapter 5, "Variadex Alphabetic Correspondence Filing.")
2. **Numeric:** A number is assigned to each account and the cards are arranged in numeric order according to numbers assigned. This necessitates a separate alphabetic index. (See Chapter 7, "Numeric Correspondence Filing.")
3. **Triple Check Automatic:** A combination of the alphabetic and numeric systems. Cards are filed alphabetically according to the first unit of each name, then divided into groups according to second units. A group number is placed on each card to insure accuracy in filing. (See Chapter 9, "Triple Check Automatic Correspondence Filing," also Chapter 17, "Triple Check Automatic Index for Card Guiding.")
4. **Geographic:** Cards are arranged alphabetically first by the name of the State, then by the name of the city or town, then by the name of customer in each town. (See Chapter 11, "Geographic Correspondence Filing.")

MECHANICALLY POSTED CARD LEDGER. Today many ledgers are typewritten by means of ledger posting and book-keeping machines. When the work is done by machine, controls are established to check for errors in posting and to insure accuracy. The typed figures are much neater, they can be read more easily and with greater accuracy. The adoption of a machine posted ledger invariably results in a saving of time and labor.

Steel card ledger trays are designed to facilitate the handling of the ledger cards with the greatest possible speed. In certain types of trays the right side can be dropped down to enable the operator to see the balance on the lowest line without removing the card from the tray.

Job 13: Practice with Card Records

PURPOSE OF JOB: The purpose of this job is to acquaint you with various card records and their use.

EQUIPMENT: Cat. No. 1891.9. Card Record Samples.

PROCEDURE: 1. Today, May 1, 19-, you will assume the position of clerk to Mr. J. P. Owen, Job Printing Department in our factory, the LIGHTING JOURNAL, 461 Eighth Avenue, New York, New York. Mr. Owen needs a new supply of envelopes and he asks you to make out a requisition slip for 25,000 Envelopes No. 4. He must have them by May 11—ten days' time. Make out requisition slip number 4692B. (Card Sample No. 1.) Send the slip to Mr. J. P. Watkins who is the Purchasing Agent of the LIGHTING JOURNAL, whose office, also, is in our factory.

2. Now assume the position of clerk to Mr. J. P. Watkins, Purchasing Agent. You have received the requisition slip from Mr. J. P. Owen and you have written to three sellers asking them for quotations on Envelopes, No. 4. (You may or may not write these letters, just as your teacher instructs you.)

3. You have received the following quotations for Envelopes No.

4. Enter them on the Quotation Card (Card Sample No. 3.)

May 2, 19—Wilson & Jones, 10,000 @ \$6.00 per M., no discount, Express \$1.25 per lot, quoted by E. P. W.

May 4, 19—A. P. Murray, 10,000 @ \$8.00 per M., 2% ten days, Freight Prepaid, quoted by 127.

May 5, 19—Bright Envelope Company, 10,000 @ \$5.00 per M., 2% ten days, Express \$1.25 per lot, quoted by J. R.

4. Mr. J. P. Watkins has consulted the Quotation Record to see where the envelopes can be purchased at the best price, all other

requirements being equal. He has decided that the Bright Envelope Company, 329 Plymouth Court, Chicago, Illinois, is the lowest bidder and samples of envelopes submitted are satisfactory, so Mr. Watkins instructs you to make out Purchase Order No. 762. Be sure Mr. Watkins has signed the requisition slip. (Your teacher may wish to act as Mr. Watkins.) Use Card Samples 2a, 2b, and 2c. Typewrite them, making 2a the original and 2b, and 2c, the carbon copies. Have the envelopes shipped to our factory not later than May 11 by way of the Railway Express Company. (To show your teacher that you know where these copies are to be sent and how they will be filed in the offices receiving them, indicate this information in parentheses on each copy. You could not make these entries in a business office.) If you have steel signals, use one to indicate when the goods should be received on the copy to be filed in the Purchasing Agent's office, for follow-up purposes.

5. May 11, 19—. Assume that you receive receiving slip No. 5321 from the Receiving Department notifying you that 10,000 envelopes No. 4 have been received, also the invoice at approved price. Make proper entry on back of office copy No. 2c. What should have been done to the Receiving Copy in the Receiving Department? Assume you are the one to do it and make the entry.

6. You are again working in the Purchasing Department. Write the Bright Envelope Company, reporting non-receipt of 15,000 envelopes and note this on the back of card 2c. Make all entries on cards as brief as possible to conserve space. Do not waste spaces on the cards.

7. An answer from the Bright Envelope Company is received the next day, saying that they will ship the remaining 15,000 envelopes one week from date. Make record of this correspondence on the back of card 2c and change your follow-up date and signal.

8. May 17, 19—Receiving Slip No. 7589, with approved invoice, for the remaining 15,000 envelopes is received. Make record on back of card 2c. Be sure such record is made, too, on the Receiving Copy.

9. Make out Purchase Record (Card Sample No. 4a) for this purchase.

10. Now assume the position of Stock Record Clerk. Using Card Sample No. 6, make entry of receipts of the envelopes purchased on order No. 762. Be sure to fill out the top of the card so it can be filed. Show that the stock is located in the Job Printing Department, the Maximum Amount of stock on hand at all times is 30M, Minimum Amount of Stock 5M.

11. Now assume the position of one of the salesmen of the LIGHTING JOURNAL, John G. Baxter. You have made a call today, May 11, 19—, on Mr. A. E. Waters, Purchasing Agent of A. J. Wallace & Company, Electrical Contractors, 148 Walnut Street, Philadelphia, Pennsylvania, and you have found him interested in advertising and job printing. He wishes you to send him literature and prices. He will see you again two weeks from today. Make out your report slip. (Card Sample No. 4.)

12. Now assume the position of Sales Record clerk. You have received Mr. Baxter's report of his call. From it, make out the Sales Record Card. (Card Sample No. 5.) The numbered tab indicates the class of business of the prospect (Electrical Contractors) and the prospect tab indicates that the company has made no purchases from us as yet. Bradstreet's Commercial Directory rates A. J. Wallace & Company \$100,000.00. Indicate that an advertising rate card and printing catalog No. 46 have been sent. This company now buys of Benfield-Leach Company.

12. You will assume that Mr. Baxter has made a second call on A. J. Wallace & Company and they have given him a contract for one full-page advertisement in the LIGHTING JOURNAL and ask for quotations on printing 5M No. 4 Envelopes. Make entries on the Sales Record. Indicate that the prospect now has become a customer. How will you do this? The cost of the advertisement will be \$580.00.

13. Now assume the position of bookkeeper. Using Card Sample No. 8 for A. J. Wallace & Company, charge them for their advertising contract. They pay their bill ten days after order is placed. Make the entry for payment. Be sure to fill in the "Balance" column for each entry.

14. Using Card Sample No. 7 for the Bright Envelope Company, credit them for the two lots of envelopes on dates received and charge them with payments made ten days from the date of each invoice.

Questions for Discussion

PURCHASE RECORDS

1. What is a requisition?
2. What is the usual procedure for handling them?
3. How are requisitions filed?
4. What is a purchase order?
5. How many copies of a purchase order are made usually?
6. Where does each copy go, and how is each filed?
7. What is a receiving slip?
8. How many copies of the receiving slip are made usually?
9. Where does each copy go and how is each filed?
10. What is a quotation record?
11. How are cards filed in a quotation record?
12. What is a record of purchases?
13. How are cards filed in a record of purchases?

SALES RECORDS

1. What forms are used in maintaining sales records?
2. What is a sales record?
3. How are cards filed in a sales record?
4. What is a mailing list?
5. What method of filing may be used in a mailing list?
6. What are salesmen's report slips?
7. How are they usually filed?
8. What is a sales follow-up slip?
9. How are sales follow-up slips filed?

STOCK RECORDS

1. What is the purpose of a stock record?
2. What information can be obtained from a stock record?
3. How should a stock record be guided?
4. How are cards made out for a stock record?

CARD LEDGERS

1. What are the advantages of a card ledger?
2. How may a card ledger be guided?
3. Which guiding method is most satisfactory?
4. What is a mechanically posted ledger?

CHAPTER 19

Microfilming or Filing on Film

MICROFILMING, WHAT IS IT. Microfilming is a relatively new technique of filing business records. In brief, it is a means of photographing papers on either 16mm or 35mm film, maintaining the film in rolls or strips and viewing the images when required on some form of projector which usually shows them at approximately the original size of the documents.

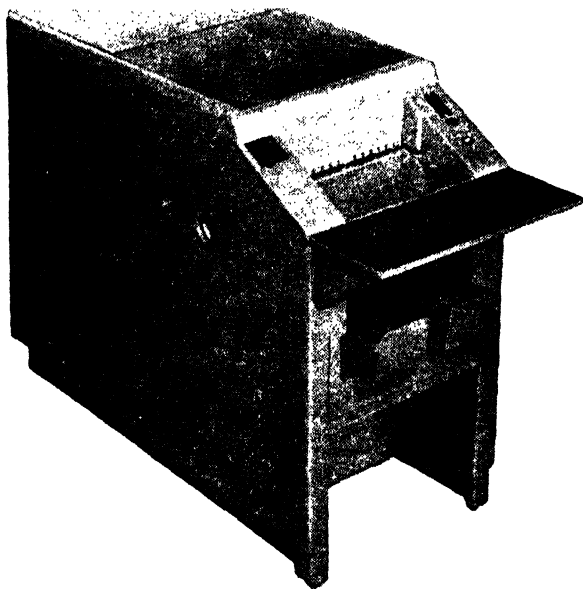
TWO TYPES OF PHOTOGRAPHIC EQUIPMENT. In general, two types of photographic equipment are available. One in which the papers are fed into a machine which automatically accepts the papers, photographs them at the same time advancing a film in the camera and returns the papers into a receiving tray or hopper. This type of equipment is almost entirely automatic in its operation, the only manual requirement being the placing of individual documents into the receiving throat of the machine. It is the most commonly used method of microfilming.

The other method is the so-called flat bed or planetary camera in which the papers are placed by hand on a flat plane, the camera snapped by hand and the papers removed manually. Obviously many more papers can be photographed rapidly with the automatic equipment.

In either of these cameras film must be removed periodically and processed and the resulting film is regularly a negative. Positive prints may be made from these negatives but it is generally accepted practice to use the negative print only.

Most business papers are photographed on 16mm film and maintained in boxes 4 inches by 4 inches by 1 inch on reels holding 100 feet of film. Such a 100 foot roll of film will take about 3,000 images, in letter size documents. Since the average well

guided file drawer in letter size holds around 3,000 documents, exclusive of guides and folders, the resulting saving in space is very apparent.



16 mm Microfilming
Film-A-Record Machine

REFERENCE TO MICROFILM IMAGES. While merely microfilming business papers has the obvious advantage of a great deal of saving in space, it must be remembered that reference to these microfilmed images of business papers also must be made. If the roll of film or the film file box is devoid of any indexing or notation of its contents, certainly the advantage of space saving would be overwhelmed completely by the difficulty of finding any one document in a roll of 3,000 images. To eliminate this difficulty and to enable filing on film to parallel good guiding in a vertical file, whether alphabetic or numeric, a guiding system known as Microdex has been devised. The guides are called Microdex Guides.

The major unit in filing on film is the roll of film itself and all the guiding and indexing is built around this unit. The box hold-



Loading the camera with film



Setting the camera in place in the
Film-A-Record

ing the roll of film sets up by means of indicators on the label the major searching points on each roll of film. It also bears the specific title and filing sequence of the file involved.

FIRST IMAGE ON A ROLL. The first image to appear on each roll of film is an identifying number which also appears on the film file box so that there is never any question about putting the right roll of film back in the proper box.

"TITLE" AND "FILE ARRANGEMENT" GUIDES. The next image appearing on every roll of film is a "title" guide bearing the title of the particular file on a roll of film. The third image indicates the filing sequence, whether alphabetic or numeric. Since each roll of film is an entity in itself, the "title" guide and the "file arrangement" guide appear on every roll although the entire file from A to Z may take up a good many rolls of film.

MICRODEX POINTS. The major locating device in all vertical files is the guide and the Microdex Point performs that function in filing on film. While the number of documents per roll varies considerably depending upon the size of the original papers, it has been found, except in the case of the smaller standard card forms, that an arbitrary division of the film into four equal parts by the use of the Microdex Points offers the best finding time. Each Microdex Point is a number, and since the film is being divided into four equal parts, there will be five Points. They work out as follows. The first Microdex Point is the image in the film immediately following the "file arrangement" guide. When the pictures are being taken the Microdex Point number one is recorded on an "Operation and Inspection Control Form" and the first image after Microdex Point number one is the first business record to be filmed. The designating name or number of this piece of paper is recorded opposite Microdex Point number one on the form. If letter size documents are being filmed and it is known that there will be approximately 3,000 images per roll and dividing the roll of film into four equal parts, it will be known that each part should catch about 750 images. Therefore, when the first Microdex Point and the first document are recorded, the number on the automatic document counter also should be recorded on the Film-a-record. (See illustration, page 273.)

When 750 images have been filmed as indicated by the counter, the Microdex guide, a long strip of paper 3 by 20 inches, is run four times through the machine which immediately should be followed by Microdex Point number two. Then Microdex Point number two, the designating name or number of the first document after Microdex Point number two, and also the counter number should be recorded. In similar fashion the record of Microdex Point number three and Microdex Point number four should be established. After the last document in the group following Microdex Point number four, has been filmed, Microdex Point number five should be recorded and filmed without preceding it by the long strip of paper. Opposite Microdex Point number five the name or number of the last document in group four should be written. Therefore, Microdex Point number five, instead of being a starting point for a fifth group, actually is the end guide for the fourth group and thus records the last document on the film. The information shown by Microdex Points then is typed on the film file box label and reflects by groups the major guide points to the location of any document on the film. Therefore search for any document has been localized to a 25 per cent portion of the film.

MICRODEX GUIDE. The purpose of the long strip of paper preceding Microdex Points numbers two, three, and four, is to provide a visible flash indicator of the approach to any Microdex Point when the film is being viewed on the Reader. This visible flash indicator enables the reader to go rapidly to any basic guide point when searching for a document. It works in this fashion. As film is being run rapidly through the Reader, the image pattern makes a distinct running blur on the Reader screen. By utilizing an odd shaped piece of paper such as a long narrow strip, this pattern is broken distinctly as it flashes by on the screen, thus notifying the searcher that one group of documents has passed through and the guide point of the next group is approaching. Since a 100 foot roll of film may be run through a Reader in a matter of seconds, such a visual flash notification is important for speedy finding of any document and greatly enhances the searcher's ability to come rapidly to the searching area.

ALPHABETIC AND NUMERIC CHAININDEX AND FILE SEPARATORS. To further parallel film filing with vertical filing, other guides also are used. It is good practice to create guides within each Microdex group to represent the actual guides in the file being filmed. These guides may be made from Chain-index Cards as illustrated on page 233 and should reflect the guide captions which they represent. If the material being filmed is in folders, it is good practice to represent each folder with a file separator as illustrated so that all the papers of one name, one company, or one designation, are grouped together just as they would be in the regular vertical file. Each of these, the guide caption and the file separator, are photographed with the regular documents as they are being run so that their images appear on the film in the proper places.

Thus a completely guided set of documents has been created on a roll of film, any one of which can be located in less than a minute on a reader.

DECLARATION OF INTENT. Occasionally it may be necessary because of court litigation to produce the filmed images in a court of law. When microfilmed images are to be accepted in such litigation, it is necessary that the court be satisfied that the images are the only available representations of the original documents, that their creation was in the general course of business, and that they were created in a manner that would insure their complete creation with no attempt at change or possible falsification. To aid in this acceptance, it is good practice to film at the end of each roll a statement by an officer of the company involved and one who is authorized to approve the microfilming of the documents on the film, that such documents were filmed in accordance with regular practice in that particular company and that such microfilming has been authorized as of a certain date and approved by him. To this statement he should affix his signature so that it, too, appears on the film.

CERTIFICATION OF AUTHENTICITY. To further back up this "declaration of intent," the operator should certify also that all the records delivered for microfilming had been microfilmed and that the microfilming was carried out in a manner and under conditions as established by the National Bureau of Standards.

CORRECTION GUIDE. It can happen that an operator may feed a paper by accident with a corner folded over so that the image would not be distinct, or possibly a badly wrinkled piece of paper may give indication it was not filmed completely. When such a thing occurs and the operator is aware of it as the document is being filmed, the document should be retrieved immediately from the hopper and a correction guide, as illustrated, run through the machine immediately followed by the document being corrected. Immediate correction prevents a great deal of rerunning of documents after the film has been inspected when it is returned from the processing station.

APPENDIX. It does happen however that on inspection of the processed film (which inspection should be made, image by image, to insure perfection) some images may be found to be unsatisfactory for one reason or another and it is deemed advisable to rephotograph them.

CERTIFICATION OF APPENDIX. Any documents requiring refilming should be assembled in their proper sequence and the "start of appendix" guide should be filmed before the group of documents needing correction. The end of appendix or "appendix certification" guide should be filmed immediately following the last corrected document for any given roll of film. When this appendix section has been processed, it should be spliced to the original roll of film immediately following the "certification of authenticity" and the original incorrect images should be obliterated by punching a hole in them to indicate that correct images appear in an appendix at the end of the roll.

RECAPITULATION OF COMPLETE PROCESS. To recapitulate the completely aforescribed process point by point (see sample roll with numbers under images corresponding to following numbers) :

- One—the first image on a roll is the film control number to match roll of film and film box.
- Two—photograph "title" guide.
- Three—photograph "file arrangement" guide.
- Four—film, set up, and record Microdex Point number one.
- Five—film and record first document following Microdex Point number one.

- Six—record automatic counter number.
- Seven—use guide captions and file separators as necessary.
- Eight—upon completion of approximately 750 images record Microdex Point number two using long flash just preceding Microdex Point number two.
- Nine—record first document following Microdex Point number two and also counter number.
- Ten—follow procedure seven, eight, and nine for Microdex Points numbers three and four.
- Eleven—film and record Microdex Point number five without using long flash and record the last preceding document.
- Twelve—film signed declaration of intent.
- Thirteen—film signed authenticity certificate.
- Fourteen—send film for processing.
- Fifteen—inspect processed film and refile any unsatisfactory images using appendix guides and obliterate images that need refilming.
- Sixteen—splice processed appendix film to original roll of film.
- Seventeen—prepare film box label, showing Microdex Point Numbers and document identification.

LABELING OF BOXES. Mention has been made previously of the labeling on the box holding the roll of film, and from the illustration it may be seen just how the recording of each Microdex Point and the designating name or number of the first document after each Microdex Point ties in to the whole system of indexing. Box labels are of sufficient size and so printed that the file title and the first document opposite Microdex Point number one appear on the top of the box with subsequent Microdex Points and corresponding documents listed down the face of the box. Therefore, when a group of boxes is placed in a file drawer, a ready-made index is available to any one searching the drawer for a given roll of film in much the same fashion as the labels on individual folders lead to the correct folder in a vertical file. Since the top of each box shows the first document on the film in each box, it is obvious that any document falling in proper sequence between the title document on one box and the title document on the next box will be found on the roll of film in the first box.

It will be noted that the number appearing in the lower right hand corner of the face of the box is the same number that appears as



The document counter on the front of the
Film-A-Record



Film-A-Record Desk Reader
(Motor driven)

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the first image on the roll of film in that box, thereby the proper roll of film is assured of being returned to the proper box.

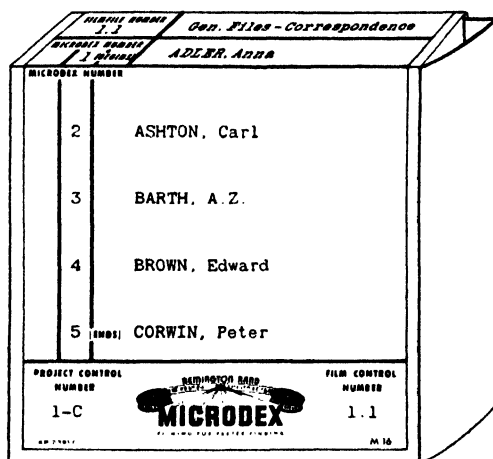
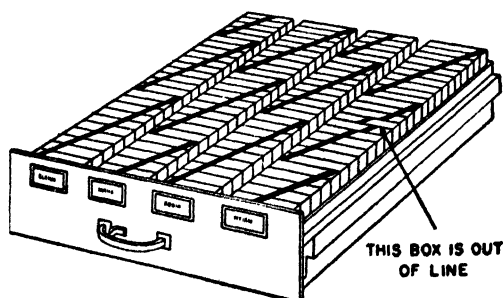


Illustration of Film File Box and Proper Labeling

From the illustration it will be noted also that the portion of the label lying on the top of the box is not folded over the flap opening of the box, which is to prevent excess wear on the fold of the label.

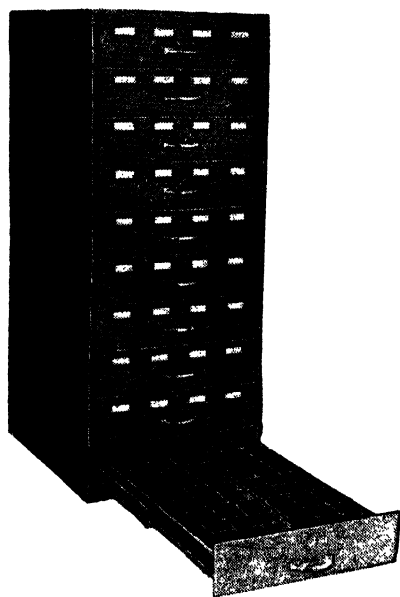
PRECAUTION AGAINST MISFILING. As a precaution against misfiling individual boxes in the file, it is a good idea to draw a heavy diagonal line across a whole group, that is, of at least as many as ten boxes, so that in the event a box is misplaced the break in the straight diagonal line will be apparent immediately and the box can be restored to its proper position.



A Film File Drawer Showing How Diagonal Line on Box Tops Prevents Misfiling

USES OF MICROFILMING. Almost all transferred records lend themselves perfectly to storage on microfilm. But microfilming is not confined to space saving storage or transferred records. Many current operations, where the elimination of written description is desirable, or can save record keeping costs, also fit into the microfilming picture. Banks use it for recording checks in transit through their institutions. Department stores use it in non-descriptive cycle billing. Railroads use it on way-bills to speed the handling of freight trains. Bus companies and dairies use it to facilitate their billing operations. Publications handle their subscriptions more rapidly by the use of microfilm. In short, microfilming not only is an adjunct of a good filing department but it also is an aid in many other departments of a business.

By microfilming 98 per cent of the space normally used to house the full size paper originals can be saved. One microfilm file cabinet will hold on rolls of film the contents of at least 160 four-drawer letter size files.



A Microfilm File Cabinet with Nine Drawers. The Bottom Drawer Holds Humidifying Chemicals for Proper Film Storage



16 mm. Microfilming Film-A-Record machine, motor driven Film-A-Record reader and desk height Film-A-Record film unit

Questions for Discussion

1. What is microfilming?
2. What is Microdex?
3. What is a Film-A-Record Reader? How is it used?
4. What is a "title" guide? How is it used?
5. How is the document counter used?
6. What is meant by "declaration of intent"?
7. Where on the film does the authenticity certificate appear?
8. What is done to an imperfect copy on the film?
9. Name a few types of companies where microfilming can be used to advantage.

CHAPTER 20

Summary of Alphabetic Indexing and Filing Rules

Rule 1. NAMES OF INDIVIDUALS. Transpose names of individuals, considering surname or last name first, given name or first initial second, and middle name or middle initial, if any, third. (See page 4.)

Rule 1a. SURNAME PREFIXES. Individual surname prefixes, such as, d', D', De, de, du, L', Le, M', Mac, Mc, O', St., Ten, van, vander, von, vonder, and others, are considered as part of the surname and not separately. A good rule to follow when alphabetizing names of individuals is to determine if possible, the given name and the middle name, or their abbreviations, and index and file all remaining as the surname, applying Rule 1. (See page 5.)

Rule 2. NAMES OF FIRMS WHICH *DO NOT* EMBODY COMPLETE NAMES OF INDIVIDUALS. Names of firms, corporations, and institutions which *do not* embody complete names of individuals are indexed and filed as written, unit by unit. (See page 5.)

Rule 3. NAMES OF FIRMS WHICH *DO* EMBODY COMPLETE NAMES OF INDIVIDUALS. A firm or organization name, embodying the complete name of an individual, is indexed and filed in accordance with Rules 1, 1a, and 4. Transpose name of individual, considering surname first, given or first name or first initial second, and middle name or middle initial, if any, third, then the rest of the name. (Cross reference when necessary.) (See page 6.)

Rule 4. HYPHENATED *SURNAMES OF INDIVIDUALS*. Hyphenated surnames of individuals are considered as one unit. This rule applies also to hyphenated surnames of individuals whose *complete* names are embodied in firm names. (See page 7.)

Rule 5. HYPHENATED *FIRM* NAMES. Hyphenated firm names are indexed and filed as separate words, if no complete name of an individual is embodied. (See page 7.)

Rule 6. WORDS WHICH MAY BE SPELLED AS ONE WORD, OR TWO, OR MORE WORDS. Names which may be spelled either as one word, or two, or more words are indexed and filed as one word. (See also Rules Nos. 5 and 7.) Cross reference when necessary. (See page 11.)

Rule 7. COMPOUND GEOGRAPHIC AND LOCATION NAMES. Compound geographic and location names are indexed and filed as two or more units, in order given, except when the first part of the name is not an English word. (See also exception in Automatic Filing.) (See page 8.)

Rule 8. ARTICLE "THE." When article "The" is included as part of the name it is disregarded both in indexing and in filing. When writing the name, it is placed in parentheses () ; if initial word, it is placed at the end of the name. (See page 8.)

Rule 9. NAMES OF FOREIGN, FEDERAL, STATE, COUNTY, AND CITY GOVERNMENTS. Names of foreign governments are indexed and filed under name of country, subdivided by name or title of department, bureau, division, commission, or board.

Names pertaining to the Federal Government are indexed and filed under "United States Government" and subdivided by name or title of bureau, department, division, commission, or board.

Names pertaining to the Government of States, Counties, Cities, and Towns are indexed and filed by name of location, subdivided by names of departments. (See page 9.)

Rule 9a. PHRASES SUCH AS, "DEPT. OF." Phrases such as, "Dept. of," "Bureau of," "Board of," "Commission of," when applied to Federal, State and Municipal Governments, are placed in parentheses, (), after the word they modify and disregarded in indexing and filing.

When such a phrase forms a part of a corporate name, follow rule for indexing corporate names. (See Rule No. 2.) (See page 10.)

Rule 10. WORDS LIKE "LTD.," "INC.," "CO." "Ltd.," "Inc.," "Co.," "Son," "Bros.," "Mfg.," "Corp.," and other similar words, are considered as filing units both in indexing and filing. They are considered as though spelled in full, as "Limited," "Incorporated," and so on. (See page 12.)

Rule 11. CONJUNCTIONS AND PREPOSITIONS. "And," "&," "of," "for," "on," "to," "by," "of the," are disregarded in indexing and filing, but are not omitted when writing name on card or folder. (See page 6.)

Rule 12. ABBREVIATED DESIGNATIONS. Abbreviated designations, such as "Jr.," "2nd.," "Sr.," appearing as part of name are enclosed in parentheses, (), after given name or initial, when writing names and are disregarded both in indexing and in filing. (See page 12.)

Rule 13. TITLES OR DEGREES. Titles or degrees of individuals, whether preceding or following the name, are not considered in indexing and filing. They are placed in parentheses, (), after given name or initial when writing names.

Exception A. Individual names with titles, where only title and one name appear, are indexed and filed in order written. Cross reference when necessary.

Exception B. When a title or foreign article is the initial word of a firm or association name, index and file as written. (See also Rules Nos. 1a and 2.) (See page 13.)

Rule 14. NAMES BEGINNING WITH NUMERALS. Names beginning with numerals or numerals within names, are indexed and filed as though the numerals were spelled in full. The entire numeral is considered as one unit in indexing and in filing. (See page 14.)

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Rule 15. ABBREVIATIONS. All abbreviations, when they constitute units of filing, are indexed and filed as though spelled in full. (See page 14.)

Rule 16. APOSTROPHE S. When a word ends in apostrophe s ('s) the *s*, is *not* considered in indexing and filing. (See page 15.)

Rule 17. S APOSTROPHE. When a word ends in S apostrophe (s') the *s* is treated as part of the word and *is* considered in indexing and in filing. (See page 15.)

Rule 18. NAME OF BUILDING IN ADDRESS. Addresses containing the name of the building as well as the street and number are indexed and filed by the street and number. (See page 104.)

Name	Indexed
Standard Oil Company	Standard Oil Company
Equitable Building	120 Broadway
120 Broadway	New York, New York
New York, New York	

Rule 19. STREET ADDRESS EMBODYING MORE THAN ONE NUMBER. Street addresses embodying more than one number are indexed and filed by the lowest number. (See page 104.)

Name	Indexed
Harrison & Treflew	Harrison & Treflew
910-12 Martin Street	910 Martin Street

Rule 20. LEGAL NAME OF A MARRIED WOMAN. The legal name of a married woman is the one considered in indexing and in filing and the husband's name is cross referenced, if known. (See page 15.)

Rule 21. RECEIVERSHIPS, GUARDIANSHIPS, TRUSTEESHIPS. Receiverships, Guardianships, Trusteeships, and the like, are indexed and filed under names of individuals or organizations for whom they act, and permanent cross reference is made out for the name of receiver, guardian, or trustee. (See page 53.)

Name	Indexed
C. D. Thompson, Receiver for Carnegie Foundry Company	Carnegie Foundry Company
	Cross Reference
	Thompson, C. D. (Receiver)
	See: Carnegie Foundry Com- pany

Rule 22. NAMES OF FIRMS DOING BUSINESS UNDER TWO NAMES. Names of firms doing business under two names are indexed and filed under the more active or important name and a permanent cross reference is made under the other name. (See page 53.) This rule includes:

- (a) Change of name due to
successorship.
- | | |
|--|-----------------------------------|
| Name | Indexed and filed |
| Turnbull & Evans, Successors
to Borden & Turnbull | Turnbull & Evans |
| | Cross Reference |
| | Borden & Turnbull |
| | Succeeded by: Turnbull &
Evans |
- (b) Proprietors' and Trade
Names.
- | | |
|--|------------------------------|
| Name | Indexed and filed |
| William Farley, Proprietor
A. & J. Garage | A. & J. Garage |
| | Cross Reference |
| | Farley, William (Proprietor) |
| | See: A. & J. Garage |
- (c) Names of publishers and
magazines.
- | | |
|---|---|
| Name | Indexed and filed |
| Saturday Evening Post, pub-
lished by The Curtis Pub-
lishing Company | Curtis Publishing Company
(The) |
| | Cross Reference |
| | Saturday Evening Post |
| | See: Curtis Publishing Com-
pany (The) |
- (d) Names of employees, un-
less letter is personal.
- | | |
|---|--|
| Name | Indexed and filed |
| F. B. Berry, employed by
American Type Founders
Company | American Type Founders
Company |
| | Cross Reference |
| | Berry, F. B. |
| | See: American Type Founders
Company |

Rule 23. ALPHABETIC ORDER. Arrange all names in A-Z sequence of letters to the last letter of the unit. Consider the first unit or complete part of each name first. Do not consider the second units *unless* the first units are identical. Do not consider the third units *unless* both the first and the second units are identical. (See page 3.)

Rule 24. SURNAMES OR SINGLE UNITS. Surnames or single units, when used alone, as; Abbott, precede the same surnames or units when followed by initials, given names, or second units. Another application of the rule, "Nothing before something." (See page 4.)

Rule 25. INITIAL OR A LETTER. An initial or a letter, as a unit of filing, when not a known abbreviation, precedes a name beginning with that initial, or letter. This rule is still another application of the rule, "Nothing before something." (See page 4.)

Rule 26. "M," "MAC," "MC." The prefixes "M'," "Mac," and "Mc" are indexed and filed exactly as they are spelled. Exception: If reference is made orally, so that spelling can not be determined, it may be well to make an exception to this rule and treat M', and Mc as contractions of Mac. (See page 16.)

Rule 27. ONE NAME WITH DIFFERENT ADDRESSES. When the same name appears with different addresses, the arrangement of those same names is alphabetic according to *town* or *city*. Consider *state only* when there is a duplication of town or city names. (See page 16.)

Rule 28. ADDRESS INCLUDING WORD, "CITY." When writing names of local correspondents, do not use the word, "City," as a part of the address. Write the name of the city in full. (See page 104.)

Name

National City Company
City

Indexed

National City Company
New York, New York

W. K. Newton
City

Newton, W. K.
Boston, Massachusetts

Rule 29. **BANK NAMES.** Since the names of many banks are alike, as—First National, Second National, and the name of the city is the identifying word and is known when filing or finding, they may be indexed and filed first by name of the city, then by name of the bank, with the name of the state at the end of the name in parentheses. When name of city is embodied in name of bank at the beginning, do not repeat. This arrangement will relieve congestion.

Exception. If there are very few bank names to be filed, disregard this arrangement and apply Rule No. 2, instead. (See page 17.)

Correspondence Filing

Rule 30. All correspondence to, from, or about one name or one subject (including branch office, inter-departmental and intra-departmental correspondence) is indexed and filed under the name of the individual, firm, or subject, about which the correspondence is written. Files should be organized into thought units. Each piece of paper fits somewhere into a complete story. The indexer must be sure that all papers about one story are filed together. (See page 52.)

Rule 31. Correspondence referring to more than one name or subject is indexed and filed under the most important name or subject and cross referenced under the other names or subjects. Keep the number of cross references to a minimum consistent with reference needs. (See page 54.)

Rule 32. There are a few special subjects under which correspondence is filed regardless of correspondent, without cross reference, such as Applications, Stockholders.

Name	Indexed and filed
Thomas Wilson, applies for position as chauffeur	Applications, Chauffeurs

Rule 33. If branch office, inter-departmental, or intra-departmental correspondence is written about no particular name of individual, firm, or subject, it is indexed and filed as follows: Original letter under the name of the department or official title of the correspondent; file copies under the name of the depart-

ment or official title of person addressed. (See page 53.)

Example

Department "A" writes to Department "B." Original letter is filed in office of Department "B" under Department or title of "A." File copy is filed in Department "A" under Department or title of "B."

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