



RECORDS MANAGEMENT

Judith Read and Mary Lea Ginn

Chapter 8

Subject Records Management

Subject Records Management

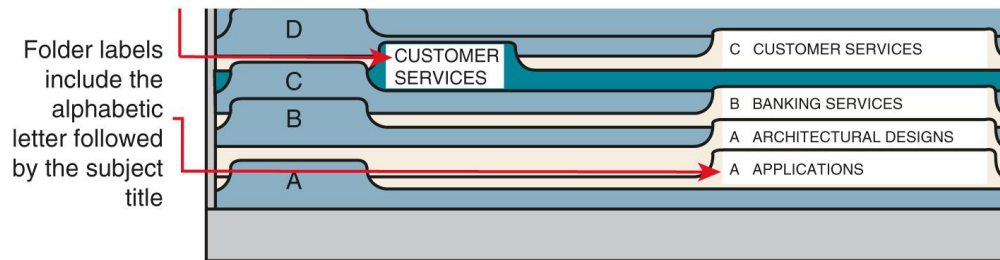
- An alphabetic system of storing and retrieving records by their subjects
- Examples of use
 - Correspondence and reports
 - Catalogs and inventory lists
 - Research data
 - Product development plans

Subject Records Management

- Advantages
 - Related records are filed together
 - Files can be easily expanded by adding subdivisions to main subject titles
 - Correspondents' names are not shown on folders
- Disadvantages
 - Concise subject titles and consistent coding are needed
 - Experienced filers are required
 - Indexing, coding, and cross-referencing take more time

Dictionary Arrangement

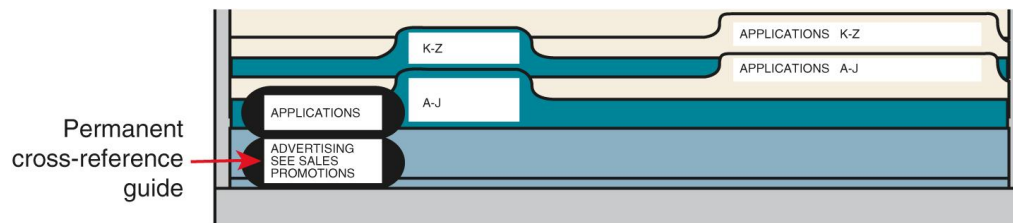
- All types of entries (names, subjects, titles, etc.) are interfiled
- Subject folders are arranged behind A to Z guides in alphabetic order



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Encyclopedic Arrangement

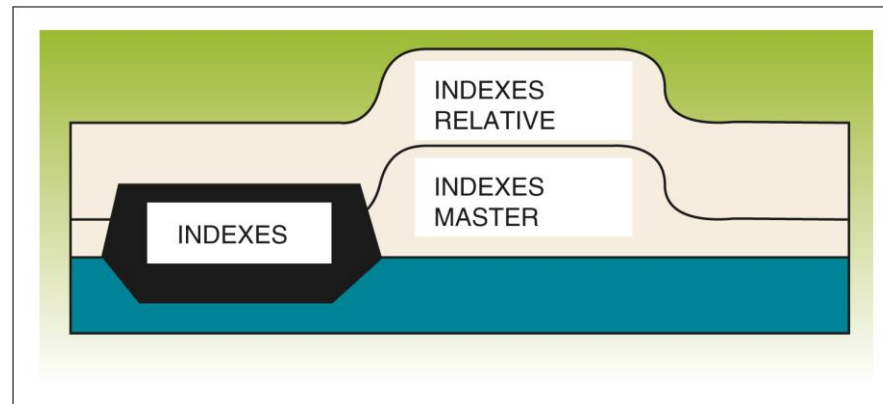
- Records are filed under major subject titles and then a specific subtitle
- Titles and subtitles are arranged alphabetically



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Guides and Labels

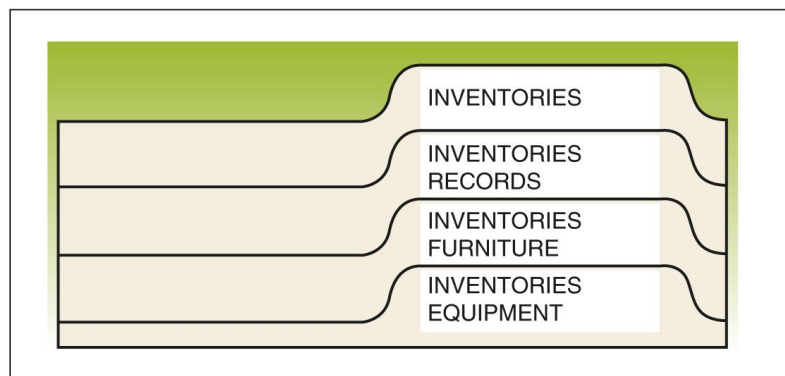
- Subject filing requires customized labeling of guides and folders for subjects and subdivision
- Captions should have consistent spacing and style



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Folders and Labels

- Folder labels include the main subject title and any subdivisions
- Captions should be in all capitals with no punctuation



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OUT Indicators

- Records that have been removed from the file are listed on OUT indicators
- The indicators use subject titles for records rather than names

Subject Indexes

- An indirect access system requires the use of an index
- Indexes are electronic/digital or printed lists
- Indexes are created in text or database files
- A print copy is placed in the storage area for reference

Master Index

- An alphabetic listing of all subject titles used in the filing system
- Titles on the master index are used for filing and retrieving records

MASTER INDEX-SUBJECT FILE		
Applications*	Inventories	Quarterly Reports
Architectural Designs	Equipment	Records Audit
Chicago Office	Furniture	Records Retention
Miami Office	Records	Schedule
Banking Services	Landscape Designs	Sales
Credit Cards	Microimage Equipment	Projections
Charitable Donations	Cameras	Promotions
Customer Services	Processors	Reports
Discount Cards	New York Branch Office	Storage Devices

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Relative Index

- An alphabetic listing of all possible words by which records may be requested
- Serves as a cross-reference device

SUBJECT TITLE	FILED UNDER
Advertising	Sales Promotions
Applications	Applications
Architectural Designs	Architectural Designs
Banking Services	Banking Services
Bookshelves.....	Office Equipment
Cameras.....	Microimage Equipment

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Numeric and Names Indexes

- Numeric index
 - A list of all files arranged by file number
 - Used in systems that assign numbers to subject titles
- Name index
 - A list of correspondents' names stored in a subject file
 - Includes the name and address of each correspondent and the related subject title

Storage and Retrieval Procedures

- Inspecting—checking a record to determine whether it is ready to be filed
- Indexing—the mental process of determining the subject filing segment to be used
- Coding—marking the filing segment on the record

Storage and Retrieval Procedures

- This letter has a release mark and is coded for filing

2 3
Sales / Promotions / Magazine

4 5 6

Demirchyan /Advertising /Agency
1530 Park Avenue, New York, NY 10126-5701
Tele: 212.555-0177 Fax: 212.555.0136

May 16, 20-- 11:00 A.M.

May 15, 20--

Ms. Angie Brown-Duran
Duran Designs, Inc.
600 E 52 Street
New York, NY 10022-2844

Dear Angie

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Storage and Retrieval Procedures

- Cross-referencing—placing forms or copies of records in alternate locations
- Sorting—arranging records in filing order according to the system used

If you are still considering television, you might be interested in XYZ-TV's monthly advertising schedule for June. *HGTV* and *The Garden Show* rates are easily within your budget. We will be happy to show you some ideas for 30-second commercials if you want to pursue TV advertising. X Sales /

Design Creators is offering an incentive to first-time advertisers. It is offering an 8 percent discount to all advertisers booking space in the next two issues. An 18 percent discount is offered to advertisers contracting space in the next four issues. We can discuss these issues at our meeting on Tuesday.

2
Promotions /
3
Television

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Storage and Retrieval Procedures

- Storing—placing a hard copy into an appropriate location or saving an electronic record
- Retrieving—using indexes to help locate records and OUT indicators to provide information about records removed from the files