RECORDS MANAGEMENT
Judith Read and Mary Lea Ginn

Chapter 9

Numeric Records Management

Numeric Records Storage and Retrieval

- Numeric records management
  - Is a system for arranging records based on numbers
  - Helps manage a large number of records
  - May be used by organizations that need to keep records confidential
  - Makes expanding files easy

Consecutive Numbering

- Numbered records are arranged in ascending number order

- Numbers follow one after another without interruption

- An index must be referenced to locate a numbered record

Consecutive Numbering Components

- Numbered guides and folders for the numeric file

- Alphabetic guides and folders for the general alphabetic file

- A lined book or software for an accession log

- Software for an alphabetic index
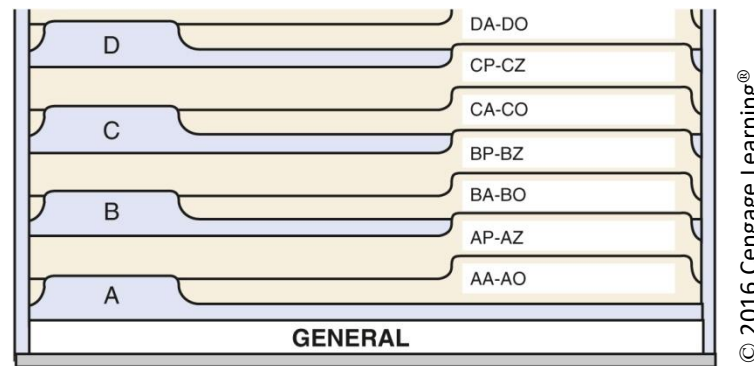
Numbered Guides and Folders

- Numbered primary guides divide the file into sections

- Numbered folders are placed behind the guides

- Folders may also show names or subjects
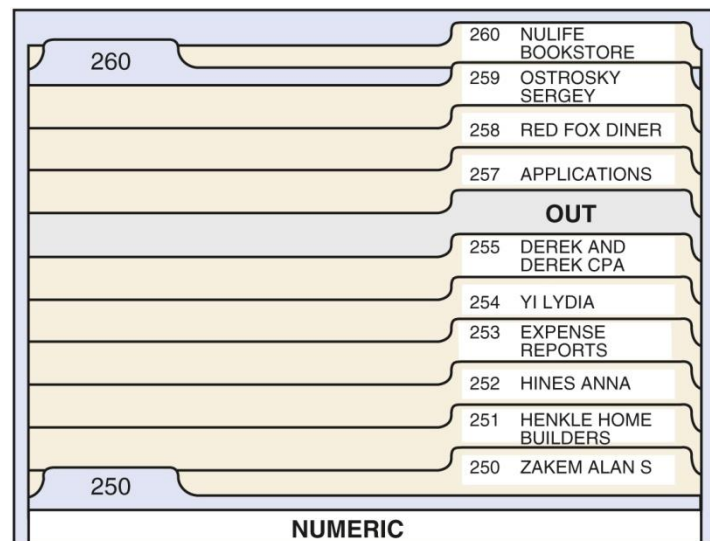
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Alphabetic Guides and Folders

- Hold records of correspondents with only a few records

- Are placed at the beginning of the numeric file

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Accession Log

- Composed of a serial list of numbers assigned to records

- Includes the date of the assignment

- Indicates the next number to be assigned

FILE NO	NAME OR SUBJECT	DATE
525	Norwood Christian Church	5/18/20--
526	Astroturf Applications	5/10/20--
527	Liang Yang	7/12/20--
528	EZ Service Center	11/22/20--

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Alphabetic Index

- A reference to a numeric file
  - Organized alphabetically
  - Used to find the number assigned to a name or subject
  - Also called a *relative index*

NAMES AND SUBJECTS	FILE NO.
A1 Moving & Storage	529
Astroturf Applications	526
Borrowed Time Antiques	533
BT Heating & Cooling	535
Colyer James	531

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Storage and Retrieval Procedures

- Inspect records for release marks
- Index to determine the filing segment by which to store each record

September 24, 20--

SEP 25, 20--   11:03 A.M.

RLG

Ms. Graciella Melena
Melena & Daughters, Inc.
600 E. 52 Street
New York, NY 10022-2844

Dear Ms. Melena

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Release marks (RLG) indicate that the document is ready for coding.

Storage and Retrieval Procedures

- Code the filing segment and identify any needed cross-references

- Assign file code numbers to a correspondent or subject

^{2} ^{3} 4   5

L & M Advertising Agency   122

80 Second Avenue

New York, NY 10022-1421

Telephone: 212-555-0146   Fax: 212-555-0187

www.l&mads.com

Storage and Retrieval Procedures

- Code all units in the cross-reference name or subject

- File all cross-references in the general alphabetic file

Dear Ms. Melena

Your ad with Kirkman Products, Inc. is well under way. Executives at Kirkman are more than a little excited about the advertising tie-in with your company. We have a two-page ad for spring distribution we would like to share with you and Juan Ramos, Advertising Director at Kirkman.

Juan is eager to complete the work on this campaign. By the way, Kirkman is also willing to supply a personal appearance of one of its product designers for your spring exhibition. Kirkman has agreed to pay $47,000 for the first spring as if you will handle all productions costs. We can work out these arrangements in more detail at our joint meeting.

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Storage and Retrieval Procedures

- Perform an initial alphabetic sorting before assigning file code numbers or the letter *G*

- Assign all necessary codes and place the records into numeric or alphabetic sorters

- Store all records coded with numbers in folders with the most recent date on top

- Store records coded *G* in the general alphabetic folders

Storage and Retrieval Procedures

- Retrieving
  - Use requisitions, OUT indicators, and a charge-out log when removing records from storage
  - Follow the appropriate procedures to ensure the safe return of borrowed records
  - A database filter or query could be used to show all borrowed OUT files, sorted by date

Converting to Numeric Storage

- An organization may convert to numeric storage
  - To provide quicker storage and retrieval
  - For increased security
- Follow established steps to convert files from an alphabetic to a numeric arrangement

Consecutive Number Storage

- Advantages
  - Expansion is easy and unlimited
  - All cross-references are in the alphabetic name database
  - Files are secure because names do not appear on captions

- Disadvantages
  - An index is required to retrieve records—an indirect access method
  - Sorting takes longer
  - Congestion occurs at the end of the file

Nonconsecutive Numbering

- Terminal-digit storage
  - Numbers are divided into groups
  - The last group is the primary division under which a record is filed

- Middle-digit storage
  - Numbers are divided into groups
  - The middle group is the primary division for filing

- Chronologic storage
  - Holds records arranged by date in reverse or forward sequence

Other Numeric Coding Systems

- Block-numeric coding

- Duplex-numeric coding

- Decimal-numeric coding

- Alphanumeric coding


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MGT-MANAGEMENT
   MGT-01       RECORDS MANAGEMENT
       MGT-01-01      STORAGE EQUIPMENT
       MGT-01-02      FILING SYSTEMS
            MGT-01-02-01     PHYSICAL
            MGT-01-02-02     ELECTRONIC
            MGT-01-02-03     PROCEDURES MANUAL
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Alphanumeric coding uses letters and numbers to identify records.

Databases for Numeric Storage

- Software can simplify creating the accession log and the alphabetic index

- Separate fields are needed for each part of the number for middle-digit or terminal-digit files

Primary	Secondary	Tertiary	Name or Subject	Date
9485	64	502	WXTV	9/30/20--
9485	64	498	Cleaning Supplies	9/14/20--
9284	64	502	Chou Meiling	10/02/20--
6314	29	287	Balawi Vincent	10/03/20--
6314	28	947	GlorePost Dorothy CPA	9/24/20--