

More Knowledge



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SUBJECT	20 Rules of Filing + File Naming Conventions + Colour Coding
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While every effort has been made to ensure the accuracy of the attached information it is given to you as an expression of opinion of the author. File Force does not purport to be nor is it an expert on the topic.

It is important to all organisations to ensure that the files and records are name correctly for the customer and for the retrieval of information.

CLIENT FILES

In the case of client based files where a clients personal name is used, the first two or three letters of the client FAMILY (SURNAME) name are used. In systems of less than 10,000 files only two letters are really necessary for accurate file location and preventing miss-location. Over 10,000 physical files in one collection 3 characters are more responsive.

Obey the 20 rules of filing, when placing colour coding on the file and then

NAME	COMMENT	3 LETTERS USED
Microsoft Corporation	is not referred to as MC so don't use it,	MIC
HAXTON-IMG	is the combination of two words and an abbreviation, so do it the way it is	HAX
Australian Meat Technology	AMT is on its letterhead.	AMT
CSIRO	Commonwealth Scientific etc	CSI
Government Information Technology Contracts Services	It is normally called GITC	GIT
Access Office Systems	Is not called AOS but in full	ACC
Department of Justice and Attorney General	The locals affectionately call it JAG but it is not on their letter head . Always ignore the word DEPARTMENT OF and then index	JUS
Queensland Treasury	Actually Department of Treasurer and Economic Development - Ignore the QLD	TRE
Australian Mutual Provident Society	Known to everyone and on their letter head as AMP	AMP
B105 FM	This is really interesting - Alphabetically this would be under "B" "One" "O" "Five"	BON
3M	Minnesota Mining and Manufacturing - but only a handful of people know that - in the phone book you will find it under 'THREE M"	THR



TWENTY RULES OF FILING

In the 1990's with the development of computer technology to a degree of acceptance, the sorting mechanism for all tables of data is by the first and subsequent letters in any field upon which the computer is capable of sorting.

In consequence there are sensible data entry skills that should be acquired using the following rules as a guide to the entry of names in a computer.

COMPANY NAME	RECOMMENDED DATA ENTRY
	Do not use any punctuation (except hyphen) and only ever leave one single space between words.
The Commonwealth Key and Property Register	Commonwealth Key and Property Register The
Department of Justice and Attorney General	Justice and Attorney General Department of
John Wilson and Partners	John Wilson and Partners
	Wilson John & Partners >>See John Wilson
Energex	Energex
Queensland Rail	Queensland Rail There is only one
Queensland Gaming Commission	Gaming Commission, Queensland There are gaming commissions in other states
Westpac	Westpac Location of branch
The Myer Centre	Myer Centre, Brisbane
East West Airlines	Eastwest Airlines (no space in eastwest)
Mrs Tom Cobley	Cobley Tom Mrs or Cobley Matha
Arthur Langford-Smith	Langford-Smith Arthur
De La Salle College	DeLaSalle College
Tina Arena	Arena Tina
Arthur Thomas	Arthur Thomas (the first one is the surname)
Huang Tim	Huang Tim (Chinese surname first)
Queensland and Northern Territory Airline Service	QANTAS (don't be smart)
Groups of Companies	Where there is a group of companies that you deal with such as Hotels. Only group them together when you deal with them as one entity. (If deal with them separately and bill collectively for instance, have an additional billing file. Sheraton Hotels, Consolidated Billing file.
Conglomerates e.g. Amcor	File these records under the name of the entity that you deal with on a daily basis. Don't try to be smart and put Besley and Pike with is part of the Spicers Group which is part of the Amcor Group under A for Amcor. Only you will find it. Put it under "b"
Pizza Hut	Pizza Hut See also Collins Food International Pizza Hut, Ashgrove Collins Food International See Also Pizza Hut. Collins Food International Brisbane If you really deal with Collins Foods International which owns them all then you are not dealing with Pizza Hut are you. When placing a "see" entry in computer put it as the first entry so scrolling through is easier, more productive and you don't miss it.
Mergers or two names	There is a decision that has to be made by someone in charge. Suncorp and Metway Merged. Analyse who you are really dealing with or are you dealing with the new entity. Suncorp Metway Ltd. Q:- When they change their name to a new entity what do you do then. A:- Lots of cross Referencing



TWENTY RULES OF FILING

1. NAMES OF INDIVIDUALS

TRANSPOSE NAMES. Consider the last name first, first name second, and middle name or initial last.

2. ALPHABETICAL ORDER

Each word in a name is an indexing unit. Arrange names in alphabetical order by comparing similar units in each name. Consider second units only when the first unit in both names are the same.

3. SINGLE LAST NAME OR INITIAL

Any last name, when used alone, precedes the same last name with a first name or initial. Any last name with only a first initial, precedes a last name with a complete first name. This rule is sometimes stated "NOTHING COMES BEFORE SOMETHING".

4. SURNAME PREFIXES

A last name prefix is not a separate unit but is considered part of the last name. These prefixes include:- D'; Da; de; De; Di; Du; Fritz; La; Le; M'; Mac; Mc; Van; Van der; Von; Von der; and others.

The correct rule for "Mc" and "Mac" is to index them exactly as they are spelled.

However if you wish to adopt the same approach as the telephone book, (IE Treat Mc & Mac as if spelt MAC), then be consistent. This is particularly useful when you are not sure if the name is McDonald or MacDonald.

5. NAMES OF FIRMS

Names of firms and institutions are indexed and filed exactly as they are written when they do not contain the complete name of an individual.(SEE RULE 6)

6. FIRM NAMES CONTAINING COMPLETE NAMES OF INDIVIDUALS

When the firm or institution name includes the complete name of an individual, the units are transposed for indexing in the same way as the names of individuals. (see RULE 1)

7. ARTICLE "THE"

When the article "The" occurs at the beginning of a name, it is placed at the end in parentheses. When the article "The" occurs in the middle of a name it is placed in parentheses but not moved. In both cases it is NOT an indexing unit and is disregarded in filing.

8. HYPHENATED NAMES

Hyphenated firm names are considered as separate indexing units. Hyphenated last names of individuals are considered as one indexing unit. This applies also to hyphenated names of individuals whose complete name forms part of a firm name. (If you are using a computer - make sure that names are entered according to this rule. The computer does not know whether it is a firm name or individual name.)

9. ABBREVIATIONS

Abbreviations are considered as though the name were written in full. Single letters (other than abbreviations) are considered as separate filing units.

10. CONJUNCTIONS, PREPOSITIONS AND FIRM ENDINGS

Conjunctions and prepositions are DISREGARDED but left on the index card. Firm endings, such as Ltd, Inc, Co. Bros etc are treated as though they were written in full and considered as separate indexing units.

11. ONE OR TWO WORDS

Names that can be spelled both as one or two words, such as points of the compass are indexed and filed as one word.

12. COMPOUND GEOGRAPHIC NAMES

These are considered as separate units, except when the first part of the name is not an English word, such as the "Sans" in "Sans Souci".

13. POSSESSIVES

When a word ends in "Apostrophe S" the "s" is NOT considered in indexing and filing. Sometimes stated as "Consider everything up to the apostrophe"



14. AUSTRALIAN AND FOREIGN GOVERNMENT DEPARTMENTS

There is no specific rule, however the generally accepted principle is to consider the names first by governing authority. ie. Federal, State, Local. Then the name of the department, bureau, division, commission or board. Treating the words "Department of", "Bureau of " etc, in parentheses is also acceptable. Careful cross referencing should be made as names change when governing parties change.

15. OTHER POLITICAL SUBDIVISIONS

Names pertaining to other political subdivisions such as shires and county councils are filed under the name of the state, city or town, and then subdivided by the title of the department, bureau, division, commission or board as applicable .

16. NUMBERS

Any number in a name is considered as though it were written in words and is indexed and filed as ONE UNIT. ie. FORTY FOUR.

17. TITLES AND DEGREES

Titles or degrees of individuals, whether preceding or following the name, are NOT considered. They are placed in parentheses. Designations of seniority such as "Jnr" and "Snr" are placed in parentheses and considered only when the names are otherwise identical.

Exception A

When the name of an individual consists of a title and one name only, such as Queen Elizabeth, it is not transposed and the title is considered as a filing unit.

Exception B

When title or foreign article is the initial word of a firm or association name, it is considered for indexing and filing. ie. "QUEEN'S ARMS HOTEL"

18. ADDRESSES

When the same name appears with different addresses; the address is then considered for indexing in the following order. (a) Suburb (b) Street (c) State. (If two identical names are in the same street, the names are then arranged in ascending order of street number.)

e.g. Smith, Tom - Armidale

Smith, Tom - Brighton, 10 Main St

Smith, Tom - Brighton, 20 Main St.

19. BANKS & BRANCH OFFICES

Company names are considered first, then the suburb or town, then the street address is considered only if there are two branches in the same suburb, town or street.

20. MARRIED WOMEN

The legal name of a married woman is her own given names plus her husbands surname, should she so choose. In fact upon marriage a woman can change her name to almost anything.. Care should be taken to cross index the maiden name to the married name and vice versa, should she have been previously indexed under her maiden name. Married women not taking their husbands name for professional reasons should be similarly indexed.

CROSS REFERENCE

IF IN DOUBT - CROSS REFERENCE