

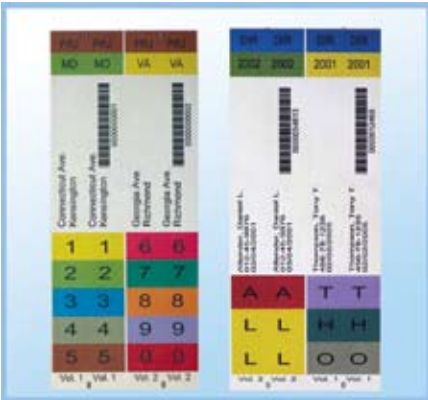
File Room Conversions



Fundamentals

Hundreds of our clients have greatly profited by migrating from traditional filing cabinets to an open shelf file room and automated color-coded label printing. Realized benefits include:

- space savings
- maximized storage capacity
- additional room for personnel
- growth accommodation
- operations consolidation
- improved workflow and productivity
- reduction in supply inventories
- misfiling prevention
- unauthorized access control
- clutter elimination



This organizational change, enabling our clients to streamline their paper processes, greatly increases filing efficiency. Research shows that more than 90% of all information is still produced on paper and that these documents are the lifeblood of a company. One way to improve the efficiency and accuracy of accessing and retrieving files is by applying color coded labels. Reflecting the advantage of color vs. text recognition, color-coding has been tested and shown to improve efficiency up to 50% in a typical file room.



Color-coded Labels

Once the open-shelving architecture has been designed, proper folder labeling is paramount in establishing an efficient file room. Instead of being handwritten or typed, file information should be data entered and printed to self-adhesive color labels as displayed in the examples to the left. Additionally, label placement upon folders should be changed from top to side-tab. Though common in business practice, top-tab labels are difficult to read on a file folder, especially for those folders placed on the higher-level shelves in an open-shelf system. You may choose to employ an entire new stock of side-tab folders or alternately, implement filebacks into your existing supply of top-tab folders.

Filing System

Finally, choose the most appropriate filing scheme (as described below) for your specific business requirements. Depending upon file room layout, quantity of files, estimated growth, and disposition requirements, Infolinx staff will work with you to architect the most efficient scheme.

Alphabetic: An alphabetic scheme reflects the arrangement of records and documents according to the name of a person, name, products, company or some other business-specific entity. Simplifying retrieval through consistency in filing is the alphabetical filing rule.

Straight Numeric: Numerical filing is the arrangement of records and documents according to a number or combination of numbers. It is preferred for record sets lending themselves to identification and sorting based upon a numeric, as opposed to alpha, value of each record.

Terminal Digit Numeric: Terminal digit schemes virtually eliminate the need for back-shifting of files by utilizing an even distribution of digit groupings based upon a business-specific numeric value. Often, the last two digits of a numeric value (e.g. SSN) are used to create 100 distinct groups (00-99). This is known as a *primary terminal*. Sometimes, each *primary terminal* is further divided by another digit grouping (e.g. positions 6 and 7 in an SSN) creating 100 groups within each primary group. This is called a *secondary terminal*. Organizing files by the above primary and secondary terminals results in a filing system of 10,000 (100 x 100) equal distributions.

The Results

Open shelving with color-coded folders filed per the most productive scheme virtually eliminates misfiles by providing an immediate visual cue to proper folder placement. Misfiles become readily apparent as their label pattern will not match those of adjacent files, thus reducing the time spent searching, retrieving and re-filing folders. Important files are no longer misplaced, as file custodians quickly recognize breaks in the color label pattern indicating where the file is or where it should be returned.

