



Subject -Office Management

Topic - Office filing

Class -B.com(1<sup>st</sup> year)

Email - ms9602859@gmail.com

Faculty/Department - Commerce

Mobile no - 9415992431

College name - Jagatpur P.G college

E-content creator -Dr. Manoj Kumar Srivastava



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Dr. Manoj Kumar Srivastava

(Assistant professor)

# Meaning of office filing

Filing is the process of arranging and storing records so that they can be easily available when required. Papers are the memory of the office. A large number of papers relating to different transactions, plans, decision, obligation and other matter have to be kept in every office. It is necessary that these papers are placed and stored in such a manner that they can be easily located when required. The filing system involves systematically classifying, coding, arranging and placing orders at appropriate place and facilitating their quick and easy retrieval.

## Definition of office filing

Filing provide a means of preserving records of business transactions. Filing as the process of so arranging and storing original records or copies of them that they can be readily located when required.

: Leffingwell

Filing is placing of document and paper in acceptable containers according to some predetermined arrangements so that any of these when required may be located quickly and conveniently

: George R Terry

# Objective of Office filing

1. Proper storing of records
2. Easy availability of records
3. Proper arrangements of records
4. safety of records
5. For future reference

# Advantages of Office filing

Following are the main advantages of maintaining a good filing system in the office :

1. **Convenience of ready reference** : If letters and documents so relating to a subject or a transaction can be found at one place in the relevant file, it is easier to link up information and know the previous history of the case fully. Stop nobody can remember what had transpired earlier without files.
2. **Safety of records** : Under filing system, records remain protected against insects, weather and mishandling.
3. **Documentary proof** : Old records can be produced as an evidence in legal suits in case of dispute. For example if there is any dispute regarding terms of contract the original contract can be produced as a proof.

**4.Prompt handling of mails** : If the records are kept in a systematic manner it becomes easy to link them up. This Facilitates quick decision in the matter. In the absence of good filing system many business opportunities may be lost due to non availability of required information.

**5. Help in policy formation** : Past records help in framing future policies this serves as the basis of the future action.

**6.Increase efficiency** :Due to existence of efficient filing system in the organization employees can do correspondence more conveniently and without delay which increase overall efficiency of the organization prompt replies through good impression on parties dealing with the organization.

## **Methods of Office filing**

Various types of equipment is being used for keeping papers. The methods vary from a piece of hooked rod to mechanized filing system. Filing equipment of large varieties available in the market, the office manager should select that which is more suitable for his office. While selecting the filing equipment, the nature and size of the organization should be given due consideration. Filing equipment should be capable of keeping records safely and conveniently and at reasonable cost. The method of filing can be divided into two categories :

(A) old method and

(B) modern method

## **Old filing method**

1. spikeWire files
2. box file
3. pigeonhole method or docketing
4. metal holders and guard books
5. expanding or folding pocket bags

## **Modern method of filing**

### 1. Horizontal filing methods

- (a) Flat files
- (b) Shenon file
- (c) lever arch file

### 2. Vertical filing

#### Equipment of vertical filing

- (a) cabinet
- (b) folders with tabs

### 3. Suspension filing

### 4. Lateral filing

5. Open shelf filing
6. Visible filing or card filing
7. Microfilming
8. Electronic filing system

## **Essentials of good filing system**

The efficiency of an office depends on the quality of filing system in Vogue. every office has to adopt one filing system or the other. This is no filing system which can ideally suits all the offices, yet a good system of filing suit causes the following qualities :

1. Adequacy
2. Simplicity
3. Accessibility
4. Economy
5. Elasticity
6. Ease of location
7. Safety
8. facility of cross reference
9. proper classification
10. Time limit
11. avoidance of miss filing

# Questions

## Short :

1. Explain any two advantage of office filing.
2. What is the objectives of office filing?

## Long :

1. Explain the methods of office filing in detail?
2. What is the essential of good filing system ?

# Keywords

1. Indexing
2. Microfilming
3. Shenon
4. Docketing



# References

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# Thanks

