Figure 8
Alphabetic Correspondence File (Completed)
Step 17: KEEP YOUR SYSTEM ASSEMBLED; DO NOT SEPARATE THE GUIDES, FOLDERS, LETTERS, AND CROSS-REFERENCES. You will use this filing system again in Job 8. Store your correspondence filing system in the storage area of your file box until you are ready to begin Job 8.

Job 5
Alphabetic Name Database

Purpose of Job 5
This job is designed to give you the opportunity to (1) create a database file, (2) add records to a database table, (3) sort, and (4) print a database table. Refer as needed to the “Guidelines for Keying Names and Numbers into the Computer” on page 12 of this student manual.

Supplies
1. Computer with database software
2. Printer
3. Formatted data disk
4. Cards 101–125 and cross-references for Job 1 from Envelope #1

Database Procedure
Step 1: Remove the cards used in Job 1 (101–125 and cross-references) from Envelope #1. Remove cross-reference cards 106X, 108X, 112X, and 114X from the stack of cards and arrange them in correct numeric order. Place each cross-reference behind the original card for which the cross-reference was made. Separate the cards into two stacks: cards 101–112X in one stack and cards 113–125 in the second stack. Store cards 113–125 and cross-reference 114X in Envelope #1.

Step 2: Insert the formatted data disk into the computer. Open the database software program.

Step 3: Create a database table for the names on cards 101 through 112 and the three cross-references. Use the following fields and captions. Set appropriate field lengths. Name your file Job5. The software program will add an extension such as .mdb—Job5.mdb.

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Caption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 1</td>
<td>Record No. (Nos. 101–112X)</td>
</tr>
<tr>
<td>Field 2</td>
<td>Key Unit</td>
</tr>
<tr>
<td>Field 3</td>
<td>Unit 2</td>
</tr>
<tr>
<td>Field 4</td>
<td>Unit 3</td>
</tr>
<tr>
<td>Field 5</td>
<td>Unit 4</td>
</tr>
</tbody>
</table>

Step 4: Key the card numbers and names in indexing order by coded units on cards 101 through 112 and the cross-references into the appropriate fields. You have already coded the names on the cards, so you will not need to repeat that step. Key the names in the following manner:
Rec. No.  Key Unit          Unit 2  Unit 3  Unit 4
101      BURKHARDT        T      J      JR
112X     BAKERHOWARD      DENISE

Step 5: Sort the Key Unit, Unit 2, Unit 3, and Unit 4 fields in ascending order.
Step 6: Print the table containing the list of names in portrait format (vertical on the page).
Step 7: Proofread the database table printout carefully and correct any errors. Print a new table if you made any corrections. Give your table to your teacher for checking.
Step 8: Store cards 101–112 and the cross-references in Envelope #1.

---

**JOB 6**

**Database Project I**

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**Purpose of Job 6**

This job is designed to give you the opportunity to (1) create a new database, (2) add records, (3) sort, and (4) print two reports.

**Application 1—Customer List 1**

In this application, you will create a customer database using the names and addresses on cards 201–225 and the cross-references. Then, you will sort the names and print a report.

**Supplies**

1. Computer with database software
2. Printer
3. Data disk
4. Cards 201–225 and cross-references for Job 2 from Envelope #1

**Database Procedure**

Step 1: Remove the cards used in Job 2 (201–225 and cross-references) from Envelope #1. Remove cross-reference cards 205X, 206X, and 215X from the stack of cards and arrange them in correct numeric order. Place each cross-reference behind the original card for which the cross-reference was made. Separate the cards into two stacks: cards 201–212 in one stack and cards 213–225 in the second stack.

Step 2: Insert the data disk into the computer. Open the database software program.

Step 3: Create a database table for cards 201 through 212 and cross-references 205X and 206X. Use the following fields and captions. Set appropriate field lengths. Adjust the length of Field 2 if you cannot key an entire cross-reference name into the Customer Name field. Name your file: Job6.
Field No. | Caption
---|---
Field 1 | Rec. No. (Nos. 201-212)
Field 2 | Customer Name
Field 3 | Address
Field 4 | City
Field 5 | State (use two-letter state abbreviations)
Field 6 | Postal Code

**Step 4:** Key the card numbers, names, and addresses on cards 201 through 212 and the cross-references into the appropriate fields. You have already coded the names on the cards, so you will not need to repeat that step. Key the names in the following manner. For cross-reference names, the Address, City, State, and Postal Code fields will be empty. Remember to use leading zeros so that names with numbers will be in correct numeric order—007TH STREET VIDEO ARCADE, 050S CLUB THE.

<table>
<thead>
<tr>
<th>Rec. No.</th>
<th>Customer Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>NINETYSIX NATIONAL HISTORIC SITE</td>
<td>P O BOX 496</td>
<td>NINETYSIX</td>
<td>SC</td>
<td>29666-0496</td>
</tr>
<tr>
<td>205X</td>
<td>AMERICAN JUDGES ASSOCIATION</td>
<td>SEE AJA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key the building name on card 209 in the Address field before the street address:

DEMARCO OFFICE BLDG 1800 S CACTUS BLVD

**Step 5:** Sort the Customer Name field in ascending order.

**Step 6:** Print a report containing the list of names in landscape format (broadsided on the page) so that all fields will print. (*Note:* All of a cross-reference name may not print.) Print the fields in order from Field 1 to Field 6. Title your report: *Customer List 1*.

**Step 7:** Proofread your report carefully and correct any errors. Print a new report if you made any corrections. Give your report to your teacher for checking.

---

**Application 2—Customer List 2**

In this application, you will add more names to the database, sort, and print a report.

**Supplies**

1. Computer with database software
2. Printer
3. Data disk containing the customer database (Job6) created in Application 1

**Database Procedure**

**Step 1:** Key the names on cards 213 through 225 and cross-reference 215X into the customer database. Change the length of any field that will not accommodate the new information. (*Note:* If cross-reference 215X exceeds the length for the Customer Name field, adjust the length of the field.)

**Step 2:** Sort the Customer Name and Address fields in ascending order.

**Step 3:** Print a report containing the list of names in landscape format (broadsided on the page) so that all fields will print. (*Note:* All of a cross-reference name may not print.) Print the fields in order from Field 1 to Field 6. Title your report: *Customer List 2*. 

**JOB 7**

**Database Project II**

**Purpose of Job 7**

This job is designed to give you the opportunity to (1) delete records, (2) add records, (3) sort, and (4) print three reports.

**Application 1—Customer List 1**

In this application, you will delete records currently in the customer database, sort the remaining records, and print a report.

**Supplies**

1. Computer with database software
2. Printer
3. Data disk containing Job6 database file

**Database Procedure**

**Step 1:** Open the database software. Insert the data disk. Open Job6 database file.

**Step 2:** Delete the following records:

- 203 205 205X
- 206 206X 214
- 217 219 221
- 222

**Step 3:** Sort the Customer Name field in ascending order.

**Step 4:** Print a report containing the list of names in landscape format (broadside on the page) so that all fields will print. Print the fields in order from Field 1 to Field 6. Name the report: *Job 7 Customer List 1.*

**Step 5:** Proofread your report carefully. Print a new report if you made any corrections. Give your report to your teacher for checking.

**Application 2—Customer List 2**

In this application, you will delete and add new records to the customer database, sort, and print a report.
Supplies

1. Computer with database software
2. Printer
3. Data disk containing Job6 database file
4. Cards 301–325 used in Job 3 from Envelope #1

Database Procedure

Step 1: Remove the cards used in Job 3 (301–325 and cross-references) from Envelope #1. Remove cross-reference cards 301X, 311X, 313X, 315X, 316X, and 322X from the stack of cards and arrange them in correct numeric order. Place each cross-reference card behind the original card for which the cross-reference was made. Separate the cards into two stacks: cards 301–312 and their cross-references in one stack and cards 313–325 and their cross-references in the second stack.

Step 2: Insert the data disk into the computer. Open the database software program. Open the Job6 database.

Step 3: Delete the following records from the Job6 database: 210, 215, 215X, and 225.

Step 4: Key the card numbers, names, and addresses on cards 301 through 312 and the cross-references into the appropriate fields. You have already coded the names on the cards, so you will not need to repeat that step. Key cross-reference names in the following manner. City, State, and Postal Code fields will be empty.

301X YOSHIMOTANAKA ATTORNEYS AT LAW SEE TANAKAYOSHIMOTO ATTORNEYS AT LAW

Step 5: Sort the Customer Name field in ascending order.


Step 7: Proofread your report carefully. Print a new report if you made any corrections. Give your report to your teacher for checking.

Application 3—Customer List 3

In this application, you will add records, sort records, and print a report using selected fields.

Supplies

1. Computer with database software
2. Printer
3. Data disk containing Job6 database file
4. Cards 313–325 used in Job 3 from Envelope #1

Database Procedure

Step 1: Insert the data disk into the computer. Open the database software. Open the Job6 database.

Step 2: Key the names on cards 313 through 325 and their cross-references into the Job6 database.

Step 3: Sort the Customer Name field in ascending order.


Job 8—Requisition and Charge-Out Procedures

Purpose of Job 8

The purpose of this job is to provide you with practice in four operations used to control records: (1) finding and releasing records requested from the filing system, (2) charging-out records to borrowers, (3) following up on borrowed records to assure that they are returned, and (4) canceling all charges when borrowed records are returned.

Supplies

1. Correspondence File Drawer (with all records filed correctly as a result of Job 4)
2. 8 Request for Records forms from Forms Pad 2
3. Answer Sheet for Job 8, Charge-Out Log

Tear out the Request for Records forms and the Charge-Out Log (Answer Sheet for Job 8) from the back of this student manual. Refer to these forms as you read the following section.

Requisition and Charge Procedures

As a records clerk in the central records department of Records Solutions, Inc., you will process requests for records from persons in other departments. The procedure you will follow is presented next.

Finding and Releasing Records

1. A person requesting records fills out a requisition form called Request for Records and sends it to the records department.
2. When a Request for Records form is received, locate the desired record and remove it from the file folder. Then, using the requested record, fill in any parts of the Request for Records form that are incomplete—such as the date that the record is due to be returned, the complete date of the record, or the correct name and address on the record.

Charging Out Records to Borrowers

3. Write information about the record that is being borrowed on the Charge-Out Log. You will keep the Charge-Out Log at your desk and use it to (a) charge-out each record that has been sent to a borrower, (b) check on borrowed records to determine whether they have been returned on time, and (c) cancel charges when borrowed records are returned.
4. The rule in the records department is that all borrowed records are due to be returned within one week (seven days) from the date that they have been released to the borrower. Use this rule when determining the due dates to write in Column 6 of the Charge-Out Log.
5. After the charge-out has been made, place the Request for Records form in the file folder as a substitute for the borrowed record (an OUT sheet). Then “send” the record to the person who requested it by placing it in the front of the file drawer.
Following Up on Borrowed Records

6. Check Column 6 on the Charge-Out Log daily to see if all records were returned on the date due. If a borrowed record is not returned within one week, send a notice or otherwise inform the person charged that the record is overdue. For the purposes of this practice set, simply write the date the notice was sent in Column 8 of the Charge-Out Log.

Canceling Borrowed Records

7. When borrowed records are returned, remove the Request for Records form (OUT sheet) from the file folder, replace the returned record (from the front of the file drawer), and write the date the record was returned in Column 7 of the Charge-Out Log.

Instructions

Follow carefully the list of events given and take all necessary action to (1) complete the release of requested records, (2) charge the borrowers for records given to them, (3) follow up to see that borrowed records are returned to the filing system on time, and (4) cancel charges when records are returned.

Arrange the Request for Records forms in numeric order (the numbers are in the upper left corner of each form). Keep the requests in numeric order as you proceed with the job.

List of Events

1. On March 3, request No. 1 is received in the records department. Process this request by taking the following steps:
   a. Locate and remove the requested record from your alphabetic file.
   b. Refer to the record as you fill in any incomplete parts on the Request for Records form. (Note: Request No. 1 has been completely filled in as an example for you to follow when completing all other request forms.)
   c. Transfer the necessary information from the Request for Records form to the Charge-Out Log. (Note: Information from request No. 1 has been transferred to the Charge-Out Log as an example for you to follow.)
   d. Replace the requested record with the completed Request for Records form.
   e. Send the record to the person requesting it. (Place the record in front of the first guide in the file drawer.)

2. On March 4, request No. 2 is received in the records department. Proceed as follows:
   a. Locate and remove the requested record.
   b. Complete the Request for Records form. Write in the exact date of the requested record on the Date line.
   c. Write the due date on the Date Due line (one week, or 7 days, from the date the record is wanted).
   d. Write the record number on the Record No(s). line.
   e. Transfer all necessary information from the Request for Records form to the Charge-Out Log.
   f. Replace the requested record with the Request for Records form.
   g. Send the record to the person requesting it. (Place the record in the front of the file drawer.)

3. On March 7, letter 4 is returned by Linda Farrington.
   a. Write the return date in Column 7 of the Charge-Out Log. (Note: Because this first requisition is an example, the return date is already filled in.)
   b. Remove request No. 1 from the folder and place it in the back of the file drawer.
   c. Refile letter 4 in the proper folder.
4. On March 10, letter 3 is returned. Proceed as you did on March 7 (Step 3) to cancel the charge against Maria Cardona and return the letter to the file.

5. On March 24, request No. 3 is received. Proceed as you did on March 4 (Step 2) to charge for and release the record. When completing the Address line of the form, write the city and state names. (Note: When records to or from a foreign country are requested, give the names of the city, the province or state, and the country)

6. On March 31, request No. 4 is received. Proceed as you did on March 4 to charge for and release the record.

7. On April 3, while checking your Charge-Out Log, you find that letter 12 is overdue. At this time, you would notify Gina Bridges of the overdue record. Simply write the date of the notice in Column 8 of the Charge-Out Log.

8. On April 4, letter 12 is returned. Proceed as you did on March 7 to cancel the charge and return the record to the filing system.

9. On April 10, check your Charge-Out Log and send a notice to anyone holding overdue records.

10. On April 12, Michael F. Eastland calls and requests to keep letter 11 for one more week. You agree and change the due date. Draw a line through the current due date and write the new due date above it.

11. On April 14, request No. 5 is received. This form requests that two records be released to Daniel Hunley on April 28. This request is for “future delivery.” Find the two records but do not remove them from the file drawer. Complete Columns 1 through 5 on the Charge-Out Log (include both records on the same line). Hold the request by placing it in the front of the file drawer for later use.

12. On April 18, letter 11 is returned. Cancel the charge and return the record to the filing system.


14. On May 1, request No. 6 is received. Charge-out and release this record.

15. On May 5, request No. 7 is received. Charge-out and release this record.

16. On May 9, request No. 8 is received. Charge-out and release this record.

17. On May 10, check your Charge-Out Log and send a notice to anyone holding overdue records.

18. On May 11, Daniel Hunley calls and requests to keep letters 13 and 14 one more week. You agree and change the due date. Proceed as you did on April 12.

19. On May 15, make a final check of the Charge-Out Log, send overdue notices if necessary, and answer the two questions below the log. (Note: A second overdue notice needs to be sent to Michael F. Eastland for letter 18. Write the date the second notice was sent above the date of the first notice in Column 8.)

**Final Instructions**

1. Submit your alphabetic filing system and the Charge-Out Log to your teacher for checking. Do not remove the forms and records from the front or back of the file drawer.

2. After receiving your teacher’s approval or suggestions, refile any records located at the front of the file drawer so that the filing system will be ready for Job 9. Remove all Request for Records forms from the file drawer and store them in Envelope #1.
JOB 9
Transfer Procedures

Purpose of Job 9
In this job, you will learn another important operation for records control. You will learn how to transfer records regularly from an active filing system to an inactive filing system.

Supplies
1. Correspondence file drawer with all records filed correctly as a result of Job 4 and refiled after Job 8 was approved.
2. Answer Sheet for Job 9, Transfer Log

Transfer Procedure
Records Solutions, Inc., uses the one-period transfer method described in the next section. Once a year, one entire period of records is transferred to inactive storage, and a new active system is created. The following types of records systems are used:
1. The active system holds records that are frequently requested. These records are stored in the most accessible drawers and shelves in the active system.
2. The inactive system holds records that are rarely used. They are stored in records storage boxes in a records center away from the active records area. The records center will retain the inactive records for the length of time specified by a Records Retention and Destruction Schedule and then destroy them.

Transfer Rules
In order to make records transfers as systematic and accurate as possible, specific transfer rules are followed. On July 1, folders and records (which include letters and cross-references) in the active system are transferred to the inactive records center according to the following transfer rules:
1. Individual folders holding records all dated before April 1 are removed from the active system and placed in the inactive system.
2. Individual folders holding records all dated on or after April 1 are kept in the active system.
3. If an individual folder holds records with mixed dates (some records dated before April 1 and some dated on or after April 1), the folder and all records in it are kept in the active system.
4. All special folders are kept in the active system.
5. Records in the special folders dated before April 1 are transferred to the inactive file. Records dated on or after April 1 are kept in the active file folders.
6. All general folders are left in the active system.
7. Records in general folders are grouped by correspondent.
   a. If all records for the same correspondent are dated before April 1, they are transferred to the inactive system.
   b. If all records for the same correspondent are dated on or after April 1, they are kept in the active system.
   c. If records for the same correspondent have mixed dates (both before and after April 1), all records for that correspondent are kept in the active system.
Read the transfer rules again to be sure you understand them.
(Note: In actual business practice, new general folders and new special folders are prepared prior to transfer time. These new folders are used in the new active system. The old folders from the existing active file are transferred and used in the new inactive system.)

Instructions

1. Check the alphabetic filing system that you used in Job 8 to determine that it is complete. Check also to see that all letters and cross-reference sheets are in correct alphabetic order as well as in proper date sequence.

2. Assume that today's date is July 1. This date is the day on which transfer begins.

3. Inspect each individual folder in the active filing system. Follow transfer rules 1, 2, and 3 as you remove folders from (or leave them in) the active system. Place transferred folders in the inactive system. This system is located behind the active filing system in your file drawer. Turn all transferred folders around so that tab captions cannot be read when the active file is facing you.

4. Inspect each special folder and transfer records according to transfer rules 4 and 5. Place all transferred records in the inactive storage area in the back of the file drawer.

5. Inspect the records in each general folder. Follow transfer rules 6 and 7 as you remove appropriate single records or groups of related records from the general folders. Place all transferred records in the inactive storage area in the back of the file drawer. (Note: Cross-reference 12X to the foreign spelling of Botanical Garden & Insectarium—JARDIN BOTANIQUE ET INSECTARIUM—is dated before April 1 and should be transferred to the inactive file. However, records 12 and 22 for the Botanical Garden & Insectarium remain in the file box, because they are in a general folder and have mixed dates. These letters may be requested under the foreign spelling in the future. To assure that you will be able to find and retrieve letters 12 and 22, change the date on 12X to 5/2/-—, the same date as letter 22. Keep 12X in the active system.)

6. Tear out the answer sheet for Job 9, Transfer Log, from the back of this student manual.

7. Inspect each folder that remains in the active filing system and write on the Transfer Log the label caption of each folder. Then, in the columns next to the appropriate folder label caption, write the numbers of the records that remain in each folder. The first folder and its contents are listed as an example. Place a check mark beside the number of any letter that does not have a release mark.

8. Give your Transfer Log to your teacher for checking.

9. Review your Transfer Log when it is returned, compare it with your active system, and correct any errors.

10. Obtain your teacher's approval of your filing system and prepare your file drawer for Job 10 when directed to do so.
   a. Remove all guides, folders, and records from the file drawer. Separate cross-references from the letter set.
   b. Store the guides, folders, letters, and cross-references in Envelope #1.
JOB 10
Numeric Filing

Purpose of Job 10
In this job, you will (1) assemble and use a consecutive numeric filing system, (2) assign numbers in an accession log, (3) prepare an alphabetic index for a numeric filing system, and (4) prepare cross-references in a numeric filing system.

Supplies
1. Correspondence File Drawer
2. Sheet of labels for Job 10 from Envelope #2
3. 4 previously used printed primary guides labeled NUMBERS, ABC, DEF, and G-J from Envelope #1
4. 2 previously used printed primary guides that will be relabeled for Job 10 from Envelope #1
5. 9 previously used folders from Envelope #1
6. 25 previously used letters
7. 12 blank cards from Forms Pad 1
8. Answer Sheet for Job 10

General Information
In order to make filing quicker and easier, or to keep filed records confidential, names of correspondents are not shown on the guide and folder tabs in a numeric correspondence filing system. Instead, numbers are assigned to each correspondent’s name. These numbers are the only captions that appear on folder tabs.

A numeric correspondence filing system usually consists of four components:

1. Accession log (See Figure 9). An accession log is a serial listing of numbers assigned in a numeric filing system. Numbers are assigned in consecutive order to the names of correspondents. The accession log may be a book for writing names on blank lines beside numbers, or an automated accession log may be used to assign the next available number. You will use Figure 12 on page 42 as your accession log and write the names and dates beside the numbers.

2. Alphabetic index (See Figure 10). An alphabetic index is a card file or a computer listing of all correspondent names or subject titles in the filing system arranged alphabetically. It is used when the correspondent name is known but the assigned number is unknown. Check the index before assigning a new number to avoid assigning another number to a correspondent name already in the system. Your alphabetic card index will be in front of the numbered file in your file drawer.

All cross-references in a numeric filing system are filed in the alphabetic index. Cross-references are prepared for the same types of names as are prepared in an alphabetic filing system.

3. Numbered file (See Figure 11 on page 40). A numbered file contains numbered individual folders filed in consecutive number order, beginning with the lowest number. The numbered file is the main file in a numeric system.

4. Alphabetic file. An alphabetic file in a numeric correspondence system contains records for correspondents for which the volume of records is small. Only general alphabetic folders are in this file. Guide and folder captions contain only letters of the alphabet. When the volume of records for a correspondent reaches a predetermined number, a number is assigned (in the accession log) to the correspondent.
All records are coded with the new number, and an individual folder is prepared and filed in the numbered file.
In this practice set, you will not use an alphabetic file because all records of Records Solutions, Inc., are considered confidential and very active. Therefore, numbers are assigned to all records when they arrive in the records department.

Directions for Assembling Supplies
1. Refer to Figure 11 as you assemble your alphabetic index and numeric correspondence filing system.
2. Remove four previously used printed primary guides labeled NUMBERS, ABC, DEF, and G–J from Envelope #1. Place them in correct order in the front of the file drawer to establish the alphabetic index.
3. Remove two additional previously used primary guides from Envelope #1.
4. Remove nine previously used folders from Envelope #1.
5. Remove the 25 letters from Envelope #1.
6. Remove 12 blank cards from Forms Pad 1 and place them in front of the alphabetic index in your file drawer.
7. Remove the sheet of labels for Job 10 from Envelope #2.
Figure 11
Alphabetic Index and Consecutive Numbered File
8. Remove label 1000 from the Primary Guides section of the sheet of labels. Affix the label to the tab of one primary guide. Place the guide behind the alphabetic index.

9. Remove label 1005 from the Primary Guides section and affix it to the tab of the second primary guide. Place the 1005 guide behind the 1000 guide in the file drawer.

10. Remove each label one by one from the Individual Folders section of the sheet of labels and affix each label to an individual folder.

11. Place folders labeled 1000 through 1004 behind primary guide 1000.

12. Place folders labeled 1005 through 1008 behind primary guide 1005.

13. Your alphabetic index and numeric filing system are now ready for use. Make a final comparison of your system with the one shown in Figure 11. Make any necessary adjustments to your system.

Filing Procedure

Step 1: Arrange the letters in numeric order from 1 through 25.

a. You will use only 20 letters in Job 10. Remove from the letter set the following letters: 1, 18, 19, 23, and 24. Store these five letters in the back of the file drawer behind the 1008 folder.

b. You have already inspected the letters for release marks and coded them for alphabetic filing. You will not need to repeat those steps.

Step 2: Coding. Letter 2 has arrived in the records department. Check the alphabetic index for the correspondent name. No cards are in the alphabetic index. You will need to prepare all index cards as you work through Job 10. Follow these steps to code letter 2 and to prepare the alphabetic index card:

a. Assign the first available number (1000) in the accession log (Figure 12) by writing the name in indexing order—Indianapolis City of Records Dept.—on the line beside the number. Record the date on which the number was assigned by writing today's date in the date column of the accession log.

b. Prepare the alphabetic index card by writing or keying the name, in indexed form, and the address at the top left of the card. Write or key the File No. (1000) in the top right corner of the card as shown in Figure 13.

c. File the card behind the correct alphabetic guide in the alphabetic index.

d. Write the number code (1000) in the upper right corner of letter 2.

Step 3: Filing. File letter 2 in the individual folder labeled 1000.

Step 4: Process letters 3 and 4 by assigning the next number codes (1001 and 1002) and by following Steps 2 and 3. (Note: Remember to check the alphabetic index before assigning a new number in the accession log so that you do not assign two numbers to the same correspondent.)

Step 5: Letter 5 is to Division III Insurance Co., which is a correspondent name already in the system. Check the alphabetic index and write the assigned number code (1002) on letter 5 and file it in correct date order in the 1002 folder.

Step 6: Process letter 6 as follows:

a. Assign letter 6 a number code and complete the accession log and alphabetic index as done in Step 2. Write the number code on letter 6.

b. Prepare a cross-reference card for D C TAYLOR LAW FIRM INC, a name mentioned in the letter. Place an X and the job number (X10) in the margin beside the cross-reference name on letter 6.
**Figure 12**
Accession Log for Job 10

<table>
<thead>
<tr>
<th>FILE NO.</th>
<th>NAME OF CORRESPONDENT OR SUBJECT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1002</td>
<td></td>
<td></td>
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<tr>
<td>1003</td>
<td></td>
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<td>1004</td>
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**Figure 13**
Alphabetic Index Card

INDIANAPOLIS CITY OF RECORDS DEPT 1000

City Office Building, Room 85
Indianapolis, IN 46201-1085
c. Write or key the cross-reference name in correct indexing order on a card as shown in Figure 14; the number code is 1003X. File the card behind the appropriate guide in the alphabetic index. (Note: File a cross-reference card in front of an address card with the same name.)

d. File letter 6 in the 1003 folder.

**Figure 14**
Alphabetic Index Cross-Reference Card

D C TAYLOR LAW FIRM INC
SEE IMAGE COMPANY THE

1003X

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**Step 7:** Continue processing the remaining letters following Steps 2–6. [Note: Cross-references are needed in the alphabetic index for letters 12 (1006X) and 17 (1001X).]

**Step 8:** Completing the answer sheet. Tear out the answer sheet for Job 10 from the back of this student manual. Follow these steps to complete the answer sheet:

a. List the number code of each card in your alphabetic index in the appropriate guide row of the alphabetic index section.

b. List the letter number of each letter in your filing system in the appropriate folder row of the numbered file section. Place a check mark beside the number of any letter that does not have a release mark. Give the answer sheet to your teacher for checking.

c. Look over your answer sheet when it is returned to you and make any necessary corrections.

**Step 9:** Remove your entire numeric system from the file drawer and separate the guides, folders, cards, and letter set. Store all supplies in Envelope #1.

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**JOB 11**
Geographic Filing

**Purpose of Job 11**
In this job, you will (1) assemble and use a geographic correspondence filing system, (2) add guides and folders as the system expands, and (3) prepare cross-references.
Supplies

1. Correspondence File Drawer
2. Sheet of labels for Job 11 from Envelope #2
3. 5 previously used primary guides from Envelope #1
4. 5 special guides (2 previously used, 3 new) from Envelope #1
5. 10 folders (9 previously used from Envelope #1; 1 new from Envelope #2)
6. 25 previously used letters
7. 4 cross-reference sheets from Forms Pad 2
8. Answer Sheet for Job 11

General Information

Your geographic correspondence filing system will include records from Canada and the United States. The system will use the following types of guides and folders:

1. Primary Guides. The primary guides are used to separate your geographic file by country and by state. The primary guides for the countries are in alphabetic order—CANADA and UNITED STATES. The UNITED STATES primary guide is followed by primary guides for the states used in your system—OKLAHOMA, PENNSYLVANIA, and WISCONSIN.
2. Special Guides. The special guides in your geographic file are used to identify the cities with which the volume of correspondence is high.
3. General Folders. General folders are used to hold records to or from countries for which the volume of correspondence is low. General folders also are used to hold records for states for which the volume of correspondence to or from any one city is low.
4. Individual Folders. Individual folders are used to hold records to or from one correspondent. When three records to or from the same correspondent have accumulated in a general state folder, an individual folder is prepared and added to the file.

Indexes for a Geographic Filing System

An alphabetic index is a card file or a computer list of all correspondent names or subject titles in the filing system arranged alphabetically. Locations are included, too. When a correspondent's location is unknown, the filer may check the correspondent's name in the alphabetic index and find the location at the same time. Cross-references are recorded in the alphabetic index as well as on cross-reference sheets which are filed in the appropriate folders.

A master index is a complete listing of all filing segments in the filing system arranged in alphabetic order. A computer database provides the advantages of being able to sort correspondent names, subjects, numbers, states, cities, or countries. Cross-references are included in the master index as well.

Because your geographic filing system is small, you will not prepare indexes in this job.

Directions for Assembling Supplies

1. Refer to Figure 15 as you assemble your geographic filing system.
2. Remove the guides, folders, and letter set from Envelope #1.
3. Arrange the letter set in numeric order from 1 through 25. Place the letters in the front of the file drawer.
4. Remove five previously used primary guides from Envelope #1.
5. Remove the sheet of labels for Job 11 from Envelope #2.
Job 11—Geographic Filing

6. Remove each label one by one from the Primary Guides section of the sheet of labels and affix each label to a primary guide. Place the country primary guides (CANADA and UNITED STATES) in alphabetic order behind the letters in the file drawer. Place the state primary guides in alphabetic order (OKLAHOMA, PENNSYLVANIA, and WISCONSIN) behind the UNITED STATES primary guide.

7. Remove two previously used and three new special guides from Envelope #1. You will prepare and add special guides to your file as you work through Job 11. Until you are ready to use the five special guides, place them at the back of your file drawer with tabs turned toward the back.

8. Remove nine previously used folders from Envelope #1. Remove one new folder from Envelope #2.

9. Remove each label one by one from the General Folders section of the sheet of labels and affix each to a folder. Place the general folders in the file drawer behind the appropriate primary guides and according to Figure 15. (Note: The UNITED STATES general folder is last in your file drawer.)

10. Prepare and add individual folders when a third record to or from a correspondent has accumulated in a general folder. Until you are ready to add individual folders, place the unused folders at the back of the file drawer with the tabs turned toward the back.

11. Remove four cross-reference sheets from the forms pad and place them behind the letters in the front of the file drawer.

12. Your geographic filing system is now ready for use. Make a final comparison of your system with the one shown in Figure 15. Make any necessary adjustments in your system.

Coding

Records Solutions, Inc., has set up its geographic filing system as follows. For correspondence within the United States, state names are considered the key unit(s) of the filing segment. For correspondence to or from Canada, Canada is the key unit. In a business with only a small amount of foreign correspondence, United States is understood to be the first two units of the filing segment for domestic correspondence. Therefore, it is not specially coded. The state name is coded and rated with the number 1.

Because only a small amount of correspondence is sent to and received from Canada, RSI does not code province names such as Quebec. Therefore, the city names are the second units for foreign as well as domestic correspondence.

Filing Procedure

Because you have already inspected the letters for release marks and coded the names of correspondents alphabetically, you do not need to repeat those steps. However, the coded names of correspondents will be used to determine the exact location of the letters in the file. The complete filing segment is the state or country, city, and correspondent name. Therefore, the state/country and city names must be coded also.

Step 1: Coding. Remove the first 12 letters from the front of your file drawer. Code the letters by circling and numbering the geographic location in this manner when space permits:

\[
\begin{array}{c}
\text{Tulsa} \\
\text{OK}
\end{array}
\]

or in this manner when space is limited:

\[
\begin{array}{c}
\text{Montreal, Canada} \\
2 \\
1
\end{array}
\]

Letter 1 is an internal RSI memorandum from Michael F. Eastland. Code the city and state in the letterhead as you will code all other incoming correspondence.
Often a separate folder is used for internal company communication in a geographic filing system. However, because only two internal memos are in your letter set, you will not prepare a separate folder. You will file the memos in the OKLAHOMA general folder.

**Step 2: Cross-Referencing.** Prepare the same types of cross-references in your geographic filing system as you did in your alphabetic filing system. Cross-references also are made from one location to another location in a geographic system. For example, when a company has branch offices in several locations, cross-references may be made to each branch office location. If the name of another company is mentioned in a letter, prepare a cross-reference to that company, location first.
When the name and location to be cross-referenced appear in a letter, draw a wavy circle around the city and state names and number each word. Code the correspondent name as the remaining units in the filing segment by drawing a wavy line under the entire name, separating the units with diagonals, and numbering each unit. If the cross-reference name and location do not appear in a letter, write the state, city, and correspondent names in the margin and code them. Then, prepare the cross-reference sheet.

Cross-reference letters 6 and 12. Cross-reference letter 6 to OK TULSA D C TAYLOR LAW FIRM INC. (Note: The See name will be PA LEWISBERRY IMAGE COMPANY THE.) Place an X and the job number (X11) in the margin beside the cross-reference name. (See Figure 16.)

Remove a cross-reference sheet from the front of the file drawer. Write in indexing order the cross-reference state, city, and correspondent name at the top of the sheet and code it. Complete the remaining information on the cross-reference sheet. (See Figure 17 on page 49.)

Letter 12 needs to be cross-referenced to the foreign name: CANADA MONTREAL JARDIN BOTANIQUE ET INSECTARIUM. Place an X and the job number (X11) in the margin beside the cross-reference name. Complete the cross-reference sheet.

Step 3:
Sorting. Sort the 12 letters and 2 cross-reference sheets into stacks corresponding to the locations on the primary guides—one stack for each guide. (Note: When you come to a letter to or from a state that is not on the primary guides, sort the letter into a United States stack and file it in the UNITED STATES general folder.) You may subsort letters to or from Oklahoma and Pennsylvania by city.

Step 4: Filing. File the letters in each stack in this order: (a) alphabetically by country or state and city; (b) by name of correspondent; and (c) by date within each group of letters concerning one correspondent, with the most recent date on top. Remember that memos are to be filed in the OKLAHOMA general state folder. (Note: File a cross-reference in front of a letter with the same name.)

Step 5: Prepare a special guide and an individual folder for correspondents with three records. Follow these steps:

a. Remove a special guide and a folder from the back of your file drawer.

b. Remove the OK TULSA label from the Special Guides section of the sheet of labels. Affix the label to the special guide tab. Insert the OK TULSA special guide directly behind the OKLAHOMA primary guide and in front of the OKLAHOMA general folder.

c. Remove the OK TULSA D C TAYLOR LAW FIRM INC label from the Individual Folders section of the sheet of labels. Affix the label to the folder.

d. Remove all records for D. C. Taylor Law Firm, Inc., from the OKLAHOMA general folder. Place them in the OK TULSA D C TAYLOR LAW FIRM INC individual folder in correct date order. Place this folder directly behind the OK TULSA special guide and in front of the OKLAHOMA general folder.

e. Follow a, b, c, and d above to prepare a special guide for Enid, Oklahoma, and an individual folder for Division III Insurance Co.

Step 6: Code letters 13 through 25 for your geographic system.

Step 7: Cross-reference letter 17 to PA LEWISBERRY IMAGE COMPANY THE. Mark the name to be cross-referenced on the letter. Place an X and the job number (X11) in the margin beside the name. Prepare the cross-reference sheet.

Cross-reference letter 24 to WI MADISON ABBOTHARTWELL INN ON THE LAKE. The cross-reference name was written on the letter in Job 4. Write the state and city above the name and code it. (See Figure 7 on page 26.) Place an X and the job number (X11) in the margin beside the name. Prepare the cross-reference sheet.
February 5, —

Mr. Mark Van Hook
Vice President, Marketing
The Image Company
925 Sunset Avenue
Lewisberry, PA 17339-8732

Dear Mr. Van Hook

After reviewing the product announcements for your new four-color microfilm cartridges, we are interested in testing them in our offices and in our clients' offices. A large law firm has requested an update of their microfilm system, and we think your new cartridges may be usable in this situation.

Please send your usual contract to our attorney, Karen J. Crafton, at D. C. Taylor Law Firm, Inc., Center Office Bldg., 707 S. Houston Ave., Tulsa, OK 74127-2707. She will review the contract and recommend either making changes or signing it as is. We look forward to receiving the new microfilm cartridges.

Sincerely yours

Paul O'Laughlin
Purchasing Manager

Step 8: Sort letters 13 through 25 and the cross-reference sheets into stacks and file them.

Step 9: Prepare special guides and individual folders as needed.
   a. Use the labels that remain in the Special Guides section of the sheet of labels and affix each label to a special guide. Place each special guide in the file drawer behind the primary guide for the state in which the city is located and according to Figure 18 on page 50.
   b. Use the labels that remain in the Individual Folders section of the sheet of labels when adding new folders. Prepare each folder by affixing the appropriate label to the tab.
Figure 17
Cross-Reference Sheet for a Geographic File

CROSS-REFERENCE SHEET

Name of Subject
OK/TULSA/D/C/TAYLOR/LAW/TIRM/INC

Date of Record
2/5/....

Regarding
Contract for testing new microfilm cartridges

See

Name or Subject
PA LEWISBERRY IMAGE COMPANY THE

Date filed (current) By (student's initials)

Job No. 11 Cross-Reference No. 6X

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c. Transfer all records to or from the same correspondent from the general folder to the new individual folder. Be sure the records are in correct date order before filing the folder in your file drawer.

Step 10: Completing the Answer Sheet. Tear out the answer sheet for Job 11 from the back of this student manual.

a. Complete the answer sheet by writing in the appropriate row the letter numbers held in each folder; also list the cross-references. Add a check mark beside the number of any letter that does not have a release mark.

b. Give your answer sheet to your teacher for checking.

c. Look over your answer sheet when it is returned to you and make any necessary corrections.

Step 11: Remove your geographic filing system from the file drawer. Separate the guides, folders, letters, and cross-reference sheets and store them in Envelope #1 until you are ready to begin Job 12.
Figure 18
Geographic Correspondence File (Completed)