

Professional Business Services **infolinx**



For many reasons our clients migrate from traditional filing cabinets to an open shelf file room:

- to save space,
- maximize storage capacity,
- cut costs,
- make room for people,
- accommodate growth,
- consolidate operations,
- avoid moving,
- improve workflow and productivity,
- reduce supply inventories,
- prevent misfilings,
- control unauthorized access and pilferage,
- and eliminate clutter.

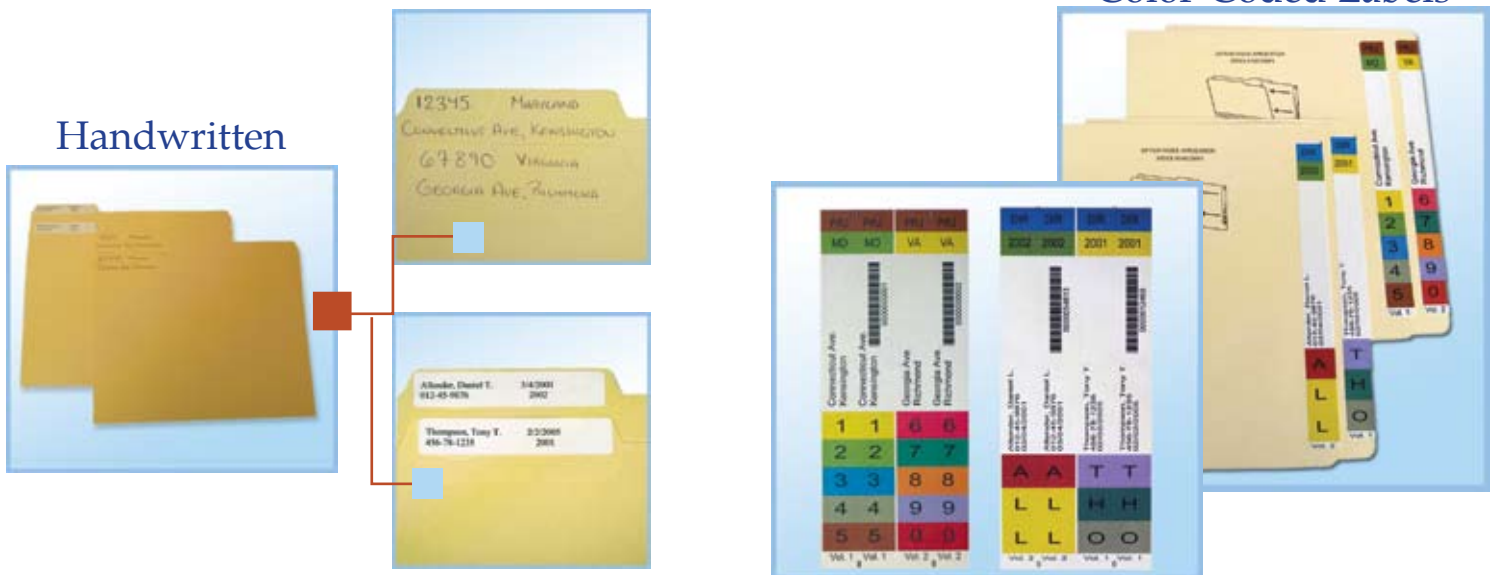
This organizational change, enabling our clients to streamline their paper processes, greatly increases filing efficiency. Research shows that more than 90% of all information is still produced on paper and that these documents are the lifeblood of a company. One way to improve the efficiency and accuracy 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

Getting Started

Many of our clients currently have handwritten or typed labels. If this is your situation, we will work with you to create a color label tailored to meet your records management requirements.

Top tab labels are common in business, but are difficult to read on a file folder and can only be filed on the bottom tiers of open shelving, wasting valuable space. When placed on open shelving, top tab folders are difficult to locate, consuming time and creating higher possibilities for misfiles that will be very hard to recover. We can provide an easy transition into color-coded labels for you open shelving. Quick to read, color-coding makes file location a breeze and misfiles a thing of the past.

Color-Coded Labels

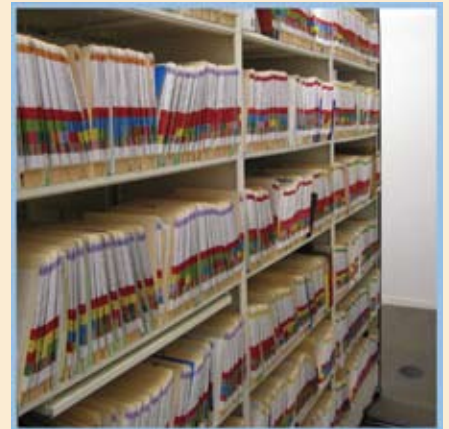


Going Green

Whenever possible, the conversion to color labels will include the application of file backs to your existing folder inventory, creating end tabs for quick identification of each folder. File backs can be applied to pocket expansion folders, too. The application of file backs protect our clients' investment in their existing folders. This saves our clients the monetary costs associated with not only replacing the physical folder but the labor to remove all of the contents and place them in new folders.

The Results

Color-coding 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.

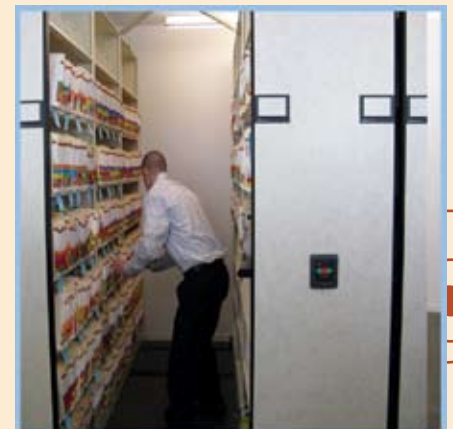


Most Common Filing Schemes

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. Terminal digit schemes utilize even distributions of digit groupings within 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.



Infolinx's team of experienced project managers can help you access your needs, design a color label, choose a filing scheme and make invaluable contributions to your filing planning. For assistance, please contact us.



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