

Guidelines For Managing Paper Records

EMCBC personnel maintains file efficiency by following these guidelines in managing paper copy records:

- Arrange file folders in the same file code sequence that subject appears on the EMCBC MFP.
- Type a label that includes the file code, folder title, and fiscal year or calendar year (if applicable).
- Destroy any duplicate copies to reduce record maintenance costs.
- Identify File Drawers. The uniform file code number shall be placed on the drawer label. Label file drawers to indicate what files, subjects, or names are filed in them. Indicate the year, if appropriate.
- Arrange files front to back in each drawer and from top drawer to bottom in each filing cabinet.
- Prevent Overcrowding the Files. Allow at least four inches of space in each active file drawer to permit sufficient working space.
- Keep Papers Straight. When placing material in file folders, do not let the papers extend beyond the edges of the folders. Crease or fold papers when necessary.
- Store non-standard size records as a separate group due to size or physical characteristics. Non-standard size records include films, tapes, cartographic materials and drawers, computer printouts, and photographs. These items should be cross referenced to the proper file folder.
- Avoid Overloading File Folders. When the contents of the folder increase to the point that papers begin to obscure folder labels, crease the bottom of the folder leaves at the second expansion line to increase the capacity of the folder. When the folder content reaches $\frac{3}{4}$ inches, either:
 - Add a new folder bearing the same file designation in front of the full folder and show inclusive dates on the folders; or
 - Subdivide the contents of the folder, if practical, by adding new file designations.
 - Avoid Cluttering the Files. Bulky material should be filed in equipment suitable to its size and not mixed with standard size documents. This material can be cross referenced so that it can be readily identified with the related papers in the regular files.