

Office Furniture Reference > Office Storage and Filing

Document Filing

When you are evaluating your filing system in your office, this is a good time to evaluate how your office files documents, the type of filing used and is it the most efficient method as it relates to size and location within your office. When you are evaluating your filing storage, filing is categorized in three general ways:

1. **Archive Files:**
Usually stored away from the main work area and are infrequently accessed. These files may be able to be stored off site to free up additional office space.
2. **Current Files:**
These files are the most frequently used and are normally smaller in scale. They should be stored within reach or very close to your work area.
3. **Active Files:**
There are *two* types of active filing:
 1. **Personal Files:**
These files pertain to your work process and affect the performance of your office tasks. These files would be located within your working area for easy retrieval.
 2. **Company Files:**
These files generally support a department/s and are usually found in a common area within that department/s. Since these files are generally shared by others make sure you place them back in their proper location when you have finished.

Within all of the above it is sometimes broken down into the following areas; retrieval, staging, storing materials, supplies, equipment, tools and additional information (like catalogs & reference material). Understanding and implementing the above in your planning will assist you and your colleagues productivity. In order to save time and frustration for others and yourself, make a form that indicates who has the file out, this will save time and stress for all.