

**Access Office Systems has been around for 30 years and really “knows filing”. Apart from supplying “tried and true” premium filing equipment, we also deliver records management training. We would like to offer some of that expertise to you. This checklist will help to set you on the right path in choosing the most appropriate filing system for your needs.**

## FILING SYSTEM CHECKLIST

**1.** Approximately how many metres of files has your organisation accumulated, and how many metres of files might you have in two years time?

Total metres now: \_\_\_\_\_ In 2 years: \_\_\_\_\_ Growth rate: \_\_\_\_\_% →

*(If you are not sure how to measure this, open a full filing cabinet drawer and using a tape measure from back to front. This will give you approximately 550mm. Then multiply by the number of drawers. Note: 1 cupboard T-Glide files = 9.5 drawers. See diagram at right for floor space comparisons)*

**2.** How critical to your business is the information stored in hard copy filing systems? (Ie, what is the risk if lost or misplaced?)

\_\_\_\_\_ →

**3.** What is your current filing system? (eg, 3-4 drawer cabinets, shelf files, lever arch folders, a combination of a number of different systems)

\_\_\_\_\_ →

**4.** Is your filing system a high activity system (ie, are you constantly accessing and adding files) or is it a low use, low activity system?

\_\_\_\_\_ →

**5.** How labour intensive is your current system? (Ie, does it occupy a single staff member full time, half time or quarter time and less? What is the value of this, per year?)

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**6.** What sort of issues are important to you and the other decision-makers when choosing a new filing system? Give them a rating between 1 - 5.

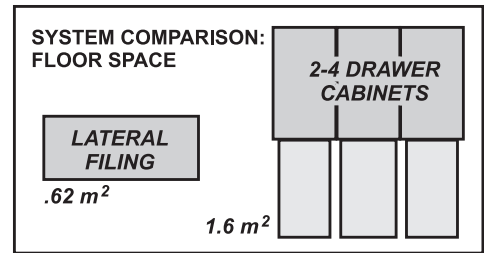
- Set up and consumables cost. \_\_\_\_\_
- Staff time saved with a more efficient system. \_\_\_\_\_
- Ease of use/access by multiple parties. \_\_\_\_\_
- Quality and durability of product. \_\_\_\_\_
- Space saving (ie, floor space efficiency) \_\_\_\_\_
- Ability to easily grow the system. \_\_\_\_\_

**7.** What percentage of your filing system needs to be locked or secured? Will you lock the room, or the cabinets?

\_\_\_\_\_

**8.** Do you file alphabetically or numerically, or a combination?

\_\_\_\_\_



*A high growth rate means you need a system that can be added to easily. A lot of time is taken “re-adjusting” the system all the time. T-Glide’s® ladder rack system is perfect. When you want to add files, you just slide the others along. You don’t have to shuffle them in and out of “sections”.*

*Misfiling and loss of files is highly unlikely with the T-Glide® system. Because it hangs from a central rail, the edge is always perfectly straight. Files are much easier to spot. Colour coded edge labels also help.*

*Most systems grow organically from a variety of storage types. Is your system now big enough that you need to consider a more streamlined option to take you into the future? Talk to us for a full range of options.*

*If it’s a high activity system then you should think about things like ease and simplicity of use, ergonomics and minimising the instance of mis-filing. You need a more “foolproof” system, and T-Glide® offers that.*

### DID YOU KNOW?

Figures compiled by the Records Management Association of Australia show that the main cost of running a filing department are:

**Staff time: 80%**  
**Floor Space: 10%**  
**Supplies: 8%**  
**Equipment: 2%**



**When you are ready to consider a really effective filing system, give Access Office Systems a call. You can find contact details for all our offices on our website, [www.accessofficesystems.com.au](http://www.accessofficesystems.com.au) If you are outside those areas, call Brisbane 07 3848 7899.**