

# HOW TO CHOOSE THE RIGHT FILE FOLDERS



## Hanging File Folders

- Most convenient way to hold information in a file drawer.
- Best to leave in the file drawer.
- Use removable interior file folders inside hanging file folders.

## Box Bottom Hanging File Folders

- Expand at fold for storage of bulky records such as catalogs, large reports and printouts.

## Interior File Folders

- Ideal for keeping groups of papers separated within hanging file folders.

## Fastener Folders

- Perfect for keeping paperwork secure and in sequential order.

## Classification Folders

- Dividers inside folders allow separation of information into different sub categories.
- Fasteners keep papers secure and in sequential order.



## Expanding Pocket and Wallet Folders

- Provide ample space for larger amounts of material.

## Top-Tab File Folders

- Good for keeping titles visible for quick and simple reference.
- Also ideal for desktop organizers and for storing "low active" archived files in storage boxes.

## End-Tab File Folders

- Let you store files on shelves with all indexing visible, for quick filing and retrieval.
- Commonly utilized in the health care industry.

## Color Coding

- Use different color folders or tabs for each section of files.
- Makes it easier to quickly find folders and put them back in the right place.
- Try using colors to show importance: red for immediate attention, yellow for current files, green for background material.

## Straight Cut Filing Tabs

- Run full width of file folder.
- Often used for multiple labels or extra-long headings.

## Half Cut Filing Tabs

- Run half the width of the file folder.
- Staggered in sets of two for visibility.
- Good for long headings.

## Third Cut Filing Tabs

- Run a third the width of the file folder.
- Staggered in sets of three for visibility.
- The most commonly used interior file folder variation.

## Fifth Cut Filing Tabs

- Run a fifth the width of the file folder.
- Staggered in sets of five for visibility.
- Ideal for numerical or alphabetical indexing.



## Materials

- Manila: Thick, durable buff-colored paper originally made from Manila hemp fiber. Provides tearing, folding and bursting strength at a popular price.
- Kraft: Strong, unbleached sulfate stock with smooth surface and pleasing tan color. Good for applications that require strength and rigidity.
- Pressboard: Stiff, durable, highly glazed paperboard stock of superior rigidity and strength. Made from rag or chemical wood pulp to be less acidic than board made from mechanical wood pulp.
- Polypropylene: Durable and flexible. Tear-resistant, static-free, acid-free, archival quality, protects against copy transfer.

## Archival Safe Folders

- Made of lignin and acid free stock to provide superior protection for archival storage of documents and photographs.

## Antimicrobial Folders

- Specially treated with antimicrobial agent to guard against growth of bacteria, odors, algae, mold, fungus and mildew. Ideal for medical environments or anywhere bacteria and mold control is critical.

## Point System

- 9-1/2 pt.: Medium weight manila for inactive files
- 11 pt.: Heavyweight stock is the economical choice for general filing.
- 14 pt.: Extra heavyweight durable folder stock for files that get frequent use.
- 17 pt.: Super heavyweight. A common weight for guides.
- 20 - 25 pt.: Superior weight and rigidity available in pressboard

## Suggestions

- Alphabetical organization usually works better than a complex system.
- Start with broad categories, then divide into smaller subcategories.
- Put noun first, then adjective "clients, past" not "past clients."

- Avoid vague categories such as "miscellaneous" or "other."
- Combine folders that go together under one larger heading.
- Split larger categories into smaller ones as folders get too stuffed
- Abandon categories or add new ones as situations change.
- Spell out acronyms and abbreviations.
- Use markers to show when a file has been removed, and by whom.
- Make an index of all your files to help eliminate overlapping or conflicting file names.