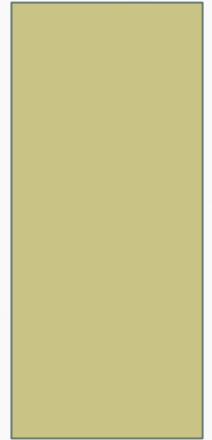


OFFICE PROCEDURES

THE RULES OF FILING



RULE 1: INDEXING ORDER OF UNITS

- **Personal names:**

Example: **Carlos Almeida**

- The last name is the Key Unit
- The first name or initial is the second unit
- The middle name or initial is the third unit

Name	Key Unit	2 nd Unit	3 rd Unit
Carlos Almeida	Almeida	Carlos	
Carlos A. Almeida	Almeida	Carlos	A
Carlos Anthony Almeida	Almeida	Carlos	Anthony

RULE 1: INDEXING ORDER OF UNITS

- **Business names:**

- Each word in a business name is a separate unit
- Index the name as written, as on their letterhead

Name	Key Unit	2 nd Unit	3 rd Unit	4 th Unit
Beaumont Health Centre	Beaumont	Health	Centre	
Beaver Creek Golf Club	Beaver	Creek	Golf	Club
Chuck Beaver Pharmacy	Chuck	Beaver	Pharmacy	

PRACTICE

- Index these names and arrange them in filing order:
 - Alan R. Wexler
 - David D. L. Wexler
 - Alan C. Wexler
 - Wexler Manufacturing Co.
 - Wexler Industries Ltd.

ANSWERS

Key	2 nd	3 rd	4 th
Wexler	Alan	C	
Wexler	Alan	R	
Wexler	David	D	L
Wexler	Industries	Ltd	
Wexler	Manufacturing	Co	

GETTING LOST IN FILING



RULE 2: MINOR WORDS & SYMBOLS

- Articles, prepositions, conjunctions and symbols are considered separate indexing units
 - Symbols are considered as spelled in full
 - When *The* appears as the first word of a business name, it is the last indexing unit
-
- Articles: a, an, the
 - Prepositions: at, by, for, in, of, ...
 - Conjunctions: and, but, or, nor
 - Symbols: &, #, \$, ¢, %

RULE 2: MINOR WORDS & SYMBOLS

- Articles, prepositions, conjunctions and symbols are considered separate indexing units
- Symbols are considered as spelled in full
- When *The* appears as the first word of a business name, it is the last indexing unit

Name	Key Unit	2 nd Unit	3 rd Unit	4 th Unit	5 th Unit
A Bit of Honey	A	Bit	Of	Honey	
At Home Laundry	At	Home	Laundry		
The \$ and ¢ Shop	Dollars	And	Cents	Shop	The

PRACTICE

- Index these names and arrange them in filing order:
 - Around Town Magazine
 - The Scenic Station
 - Able & Sivira Co.
 - The Last Call Pub
 - Art by All Gallery

ANSWERS

Key	2 nd	3 rd	4 th
Able	&	Sivira	Co
Around	Town	Magazine	
Art	By	All	Gallery
Last	Call	Pub	The
Scenic	Station	The	

RULE 3: PUNCTUATION & POSSESSIVES

- All punctuation is disregarded when indexing personal names and business names

Name	Key Unit	2 nd Unit	3 rd Unit
Ahmad's Grooming	Ahmads	Grooming	
A-Z Video Company	AZ	Video	Company
North/South Printing	NorthSouth	Printing	

PRACTICE

- Index these names and arrange them in filing order:
 - Do's & Don'ts Consulting
 - Physicians on Call
 - Dog's Breakfast Eatery
 - Doug's Engineering
 - Physicians' Hospital

ANSWERS

Key	2 nd	3 rd	4 th
Dogs	Breakfast	Eatery	
Dos	&	Donts	Consulting
Dougs	Engineering		
Physicians	Hospital		
Physicians	On	Call	

REALLY, IT IS JUST LIKE PLAY.



RULE 4: SINGLE LETTERS & ABBREVIATIONS

- In personal names, initials are considered separate indexing units. Abbreviations of names (Jos., Thos.) and nicknames (Liz, Bill) are indexed as written.
- In business names, single letters are indexed as written. If there is a space between two single letters, each letter is indexed separately. Abbreviated words (Mfg., Corp., Inc.) and abbreviated names (IBM, GM) are indexed as one unit. Radio/TV call letters are indexed as one unit.

RULE 4: SINGLE LETTERS & ABBREVIATIONS

Name	Key Unit	2 nd Unit	3 rd Unit	4 th Unit
CTV Television	CTV	Television		
G.M. Motors	GM	Motors		
J. V. Hildebrand	Hildebrand	J	V	
Jas. W. Hildebrand	Hildebrand	Jas	W	
Wm. R. Hildebrand	Hildebrand	Wm	R	
J K of Toronto	J	K	Of	Toronto

PRACTICE

- Index these names and arrange them in filing order:
 - William R. Reed
 - Wm. Reed
 - W. R. Reed
 - CTV Television
 - C-T Training Centre

ANSWERS

Key	2 nd	3 rd	4 th
CT	Training	Centre	
CTV	Television		
Reed	W	R	
Reed	William	R	
Reed	Wm		

**“Nothing comes
before something.”**

An initial comes
before a name or
short form.

RULE 5: TITLES & SUFFIXES

- In personal names, a seniority suffix (II, III, Jr., Sr.) or a professional suffix (M.D., Ph.D.) is the last indexing unit

Name	Key Unit	2 nd Unit	3 rd Unit	4 th Unit
S. R. Fitzgerald III	Fitzgerald	S	R	III
S. R. Fitzgerald, Jr.	Fitzgerald	S	R	Jr
Frederick Johns, MD	Johns	Frederick	MD	

PRACTICE

- Index these names and arrange them in filing order:
 - Henry Bowers, Jr.
 - Henry Bowers, Sr.
 - Harrold Bowers III
 - Henry Bowers, M.D.

ANSWERS

Key	2 nd	3 rd	4 th
Bowers	Harrold	III	
Bowers	Henry	Jr	
Bowers	Henry	MD	
Bowers	Henry	Sr	

WHAT IS HIDING IN YOUR FILES?



RULE 6: PREFIXES – ARTICLES & PARTICLES

- A foreign article or particle in a personal or business name is combined with the part of the name following it to form a single indexing unit. Any spaces are disregarded.

Name	Key Unit	2 nd Unit	3 rd Unit	4 th Unit
Paul Alan LaFaver	Lafaver	Paul	Alan	
MacDugal's Meat Market	Macdugals	Meat	Market	
McDouglas & Edwards	Mcdouglas	&	Edwards	
Mary Lou St. Marie	StMarie	Mary	Lou	
Alex P. von der Platz	vonderPlatz	Alex	P	

PRACTICE

- Index these names and arrange them in filing order:
 - McDonald's Restaurant
 - Jared dela Cruz
 - Janis de la Cruz
 - Donald C. McDonald
 - Donald C. MacDonald

ANSWERS

Key	2 nd	3 rd	4 th
delaCruz	Janis		
delaCruz	Jared		
MacDonald	Donald	C	
McDonald	Donald	C	
McDonalds	Restaurant		

RULE 7: NUMBERS IN BUSINESS NAMES

- Numbers spelled out in business names are filed alphabetically
- Numbers written as digits are filed before alphabetic letters or words

Name	Key Unit	2 nd Unit	3 rd Unit	4 th Unit
4 Cent Copy Centre	4	Cent	Copy	Centre
Four Seasons Health Spa	Four	Seasons	Health	Spa
Highway 30 Café	Highway	30	Café	
Highway Service Station	Highway	Service	Station	

PRACTICE

- Index these names and arrange them in filing order:
 - 500 Cafeteria
 - Five Hundred Acres Ranch
 - 5 Cent Arcade
 - 5th Avenue Deli
 - 5 & Dime Studio

ANSWERS

Key	2 nd	3 rd	4 th
5	&	Dime	Studio
5	Avenue	Deli	
5	Cent	Arcade	
500	Cafeteria		
Five	Hundred	Building	

RULE 8: ORGANIZATIONS & INSTITUTIONS

- Banks, financial institutions, clubs, colleges, hospitals, hotels/motels, magazines, museums, religious institutions, etc., are indexed according to their names written on their letterheads

Name	Key Unit	2 nd Unit	3 rd Unit	4 th Unit
Bank of Montreal	Bank	Of	Montreal	
First United Church	First	United	Church	
Winston Churchill Elementary School	Winston	Churchill	Elementary	School

PRACTICE

- Index these names and arrange them in filing order:
 - CIBC Centre
 - CBC Radio
 - CIBC Training Centre
 - C.B.C. Bakery

ANSWERS

Key	2 nd	3 rd	4 th
CBC	Bakery		
CBC	Radio		
CIBC	Centre		
CIBC	Training	Centre	

RULE 9: IDENTICAL NAMES

- When personal names and business/institution names are identical, filing order is then determined by address, in the following order:
 - City name
 - Province/State
 - Street name
 - House or building number

RULE 9: IDENTICAL NAMES

Liz Bowman

212 Luther

Saint John NB

comes before

Liz Bowman

818 Oak

Vancouver BC

The names are identical, so filing order is determined by city name.

RULE 9: IDENTICAL NAMES

Brother's Pizza
11120 – **114** Street
Edmonton AB

comes before

Brother's Pizza
10510 **Jasper** Ave
Edmonton AB

The names and city/province are identical, so filing order is determined by street name. Numbers come before words.

RULE 9: IDENTICAL NAMES

Elder Market

213 Clendenan St

Toronto ON

comes before

Elder Market

944 Clendenan St

Toronto ON

The market names, city/province, and street names are identical, so filing order is determined by building number (street address).

RULE 10: GOVERNMENT NAMES

- For federal government, the first two index units are *Canada Government*
- Next, index by dept, bureau, office, or board
- For provincial governments, the first unit is the province name
- Next, index by name of dept, bureau, office, or board
- See pages 206 – 207 for examples

WE CAN DO BETTER THAN THIS!



End