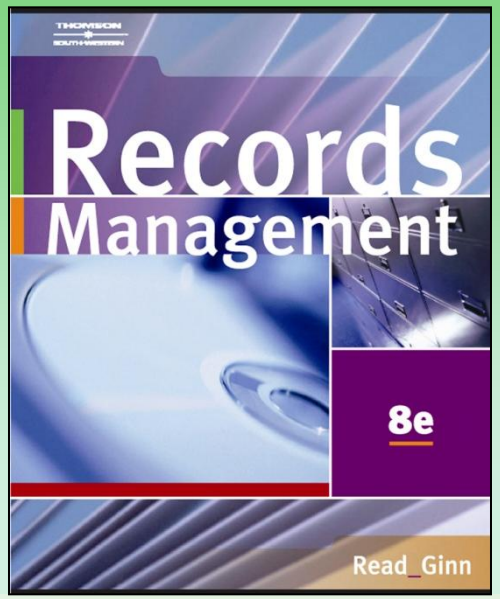
CHAPTER

9

Numeric Records Management



Numeric Records Management

- Any classification system for arranging records that is based on numbers:
  - Consecutive numbering
  - Nonconsecutive numbering
  - Numeric coding used in combination with geographic or subject filing

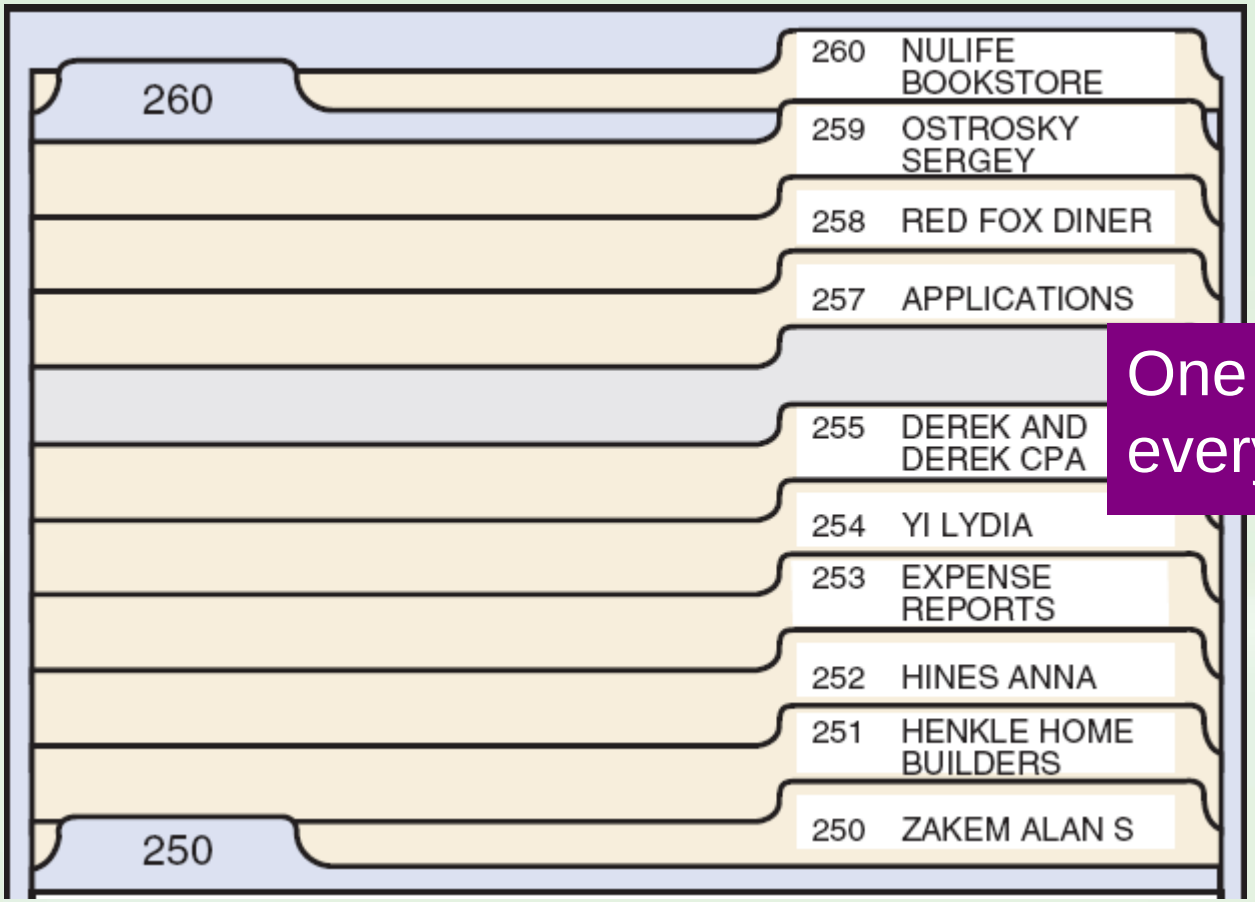
Consecutive Numbering Method

- Consecutively numbered records are arranged in ascending number order—from the lowest number to the highest number.

Consecutive Numbering Components

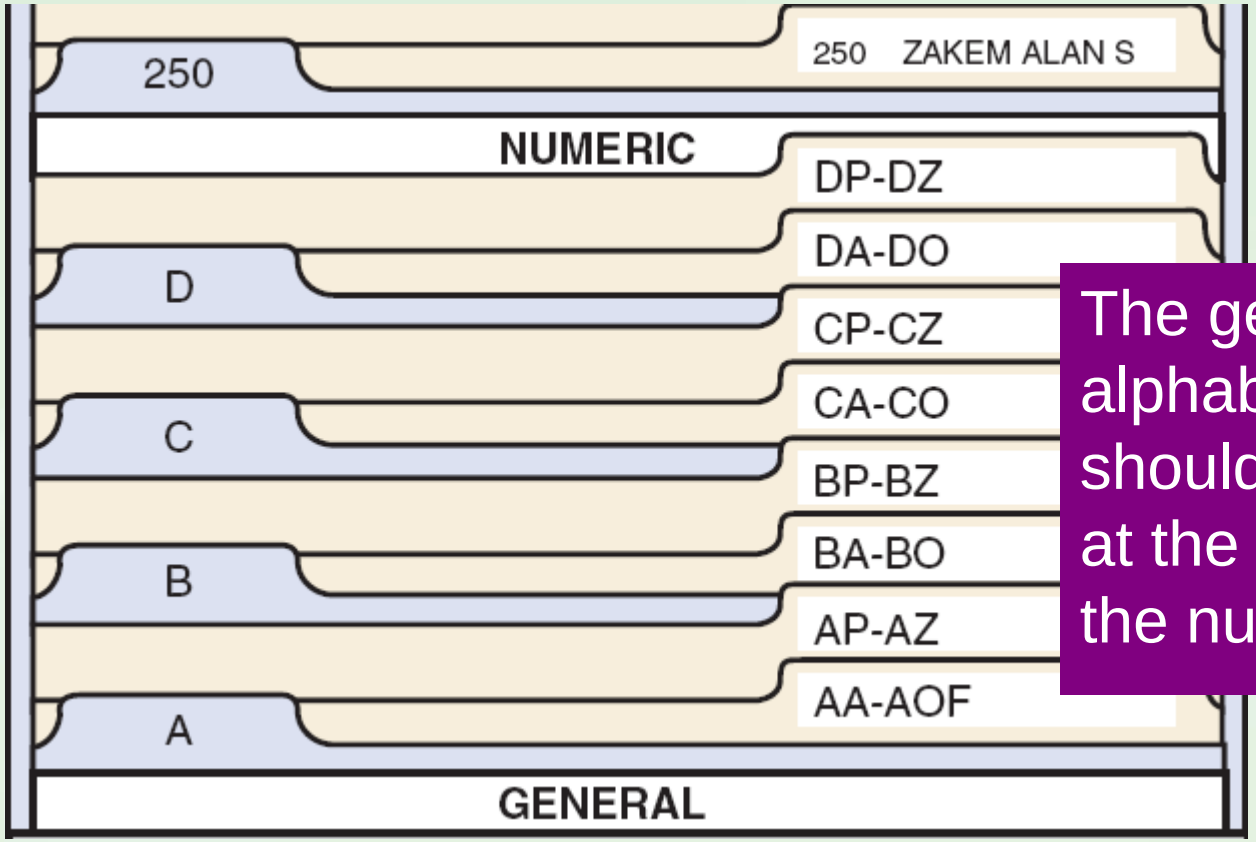
- Numbered file
- Alphabetic file
- Accession log
- Alphabetic index

Numbered Guides and Folders



One guide for every ten folders

Alphabetic Guides and Folders



The general alphabetic file should be placed at the beginning of the numeric file.

Accession Log

- An **accession log** is a serial list of numbers assigned to records in a numeric storage system.

Example of an Accession Log

FILE NO	NAME OR SUBJECT	DATE
525	Norwood Christian Church	5/18/20--
526	Astroturf Applications	5/10/20--
527	Liang Yang	7/12/20--
528	EZ Service Center	11/22/20--
529	A1 Moving & Storage	4/21/20--
530	Unique Web Designs	2/2/20--
531	Colyer James	10/15/20--
532	Happy Time Florist	9/18/20--

Alphabetic Index

- An **alphabetic index** is a reference to a numeric file that is used when the name or subject is known but not the assigned number.

Example of an Alphabetic Index

NAMES AND SUBJECTS	FILE NO.	SEE
A1 Moving & Storage	529	
Astroturf Applications	526	
Borrowed Time Antiques	533	
BT Heating & Cooling	535	
Colyer James	531	
Easy Service Center	**528X**	**EZ Service Center**
EZ Service Center	528	
Happy Time Florist	532	
Harrison Makita Smith	**534X**	**SmithHarrison Makita**
Harrison Tom Mrs	**534X**	**SmithHarrison Makita**
Liang Yang	527	
Norwood Christian Church	525	
Smith Makita	**534X**	**SmithHarrison Makita**
SmithHarrison Makita	534	
Unique Web Designs	530	
Yang Liang	**527X**	**Liang Yang**

Steps for Coding Records

- Coding
- Sorting
- Number coding

Coding

- Code the filing segment
- Write an X in the margin beside cross-reference names or subjects
- Underline the cross-reference with a wavy line

Sorting

- Sort records that do not have preprinted numbers alphabetically before referencing the alphabetic index

Advantages of Consecutive Numbering

- Rapid re-filing
- Easy and unlimited expansion
- Easy transfer of inactive records
- Cross-references are in general file
- Built-in security
- Same numeric code for all records for one customer
- Labeling takes less time
- Easy detection of misfiled records

Disadvantages of Consecutive Numbering

- Requires reference to alphabetic index
- Requires more guides
- More time-consuming
- Congestion
- Numbers can be easily transposed

Terminal-Digit Storage

- **Terminal-digit storage**—numeric storage method in which the last two or three digits are used as the primary division under which a record is filed
  - Numbers are divided into groups separated by a space or a hyphen
  - Numbers are read from right to left
  - The end digits are the terminal digits

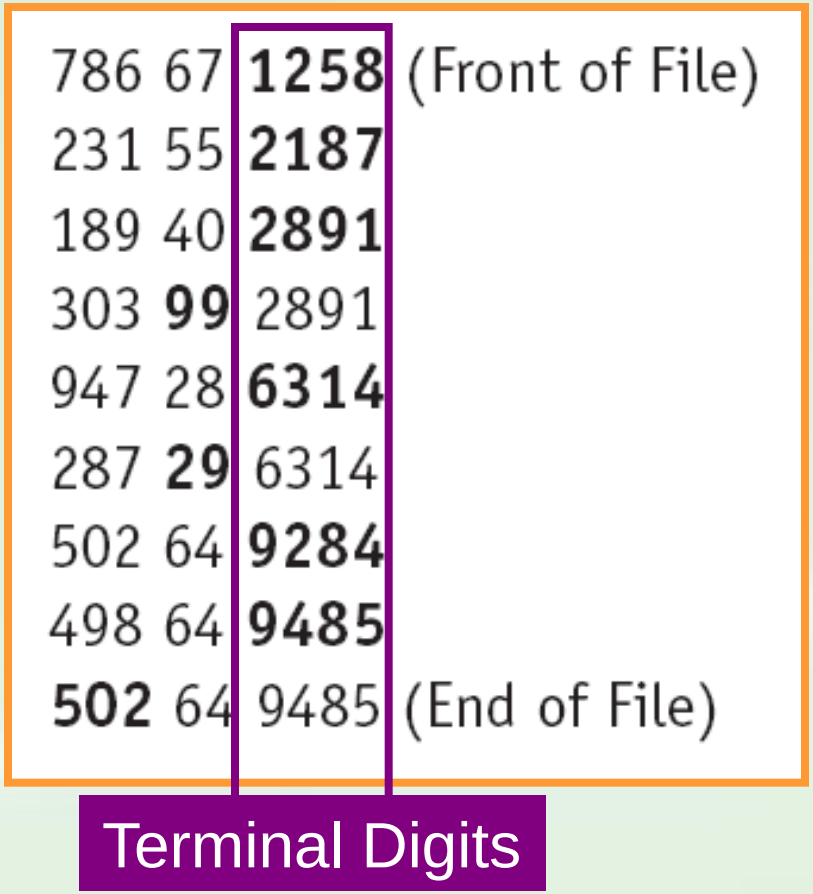
Terminal-Digit Number Groups

35-14-65

Terminal Digits

Tertiary (Folder Number)	Secondary (Guide Number)	Primary (or Terminal) File Section, Drawer, or Shelf Number
35	14	65

Terminal-Digit Number Groups—Order in the File



Middle-Digit Storage

- Numbers are divided into groups separated by a space or a hyphen.
- The middle group—middle digits—are used as the primary filing division.
- Numbers are read from middle to left to right.

Middle-Digit Number Groups

35-14-65

Middle Digits

Secondary (Guide Number)	Primary (File Section, Drawer, or Shelf Number	Tertiary (Folder Number)
35	14	65

Terminal-Digit and Middle-Digit Arrangements

Terminal-Digit

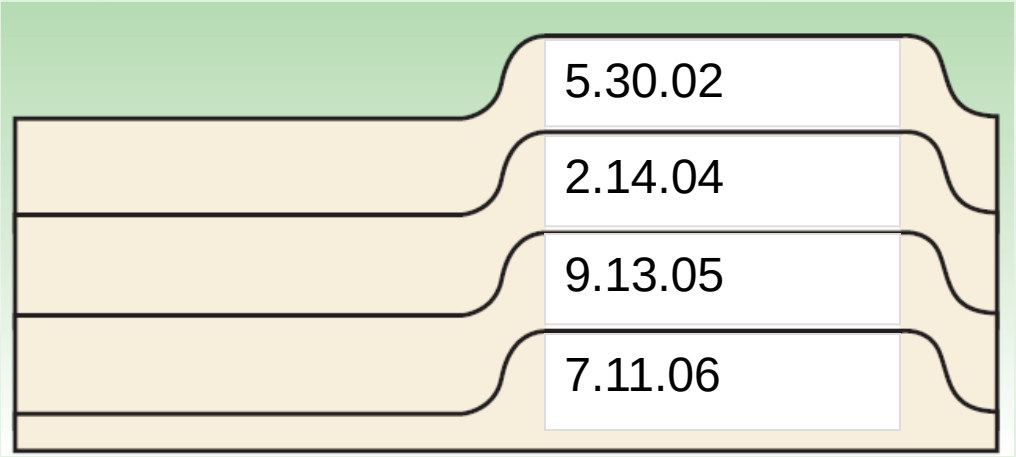
786 67 **1258** (Front of File)
231 55 **2187**
189 40 **2891**
303 **99** 2891
947 28 **6314**
287 **29** 6314
502 64 **9284**
498 64 **9485**
502 64 9485 (End of File)

Middle-Digit

947 **28** 6314 (Front of File)
287 **29** 6314
189 **40** 2891
231 **52** 2187
498 **64** 9485
502 64 9284
502 64 **9485**
786 **67** 1258
303 **99** 2891 (End of File)

Chronologic Storage

- Records filed in date sequence—most recent on top, or oldest on top.
- Principle followed in all storage methods.



Numeric Coding Systems

Block-Numeric	Groups of numbers represent primary and secondary subjects.
Duplex-Numeric	Numbers with two or more parts separated by a dash, space, or comma.
Decimal-Numeric	Records are classified by subject in units of ten.
Alphanumeric	Combination of letters, numbers, and punctuation marks.

Duplex-Numeric Example

```
10      BUDGETS
        10–1      ACCOUNTING DEPARTMENT
                  10–1–1  PAST BUDGETS
                  10–1–2  FUTURE NEEDS
                  10–1–3  RECEIPTS
        10–2      ENGINEERING DEPARTMENT
                  10–2–1  PAST BUDGETS
                  10–2–2  FUTURE NEEDS
        10–3      INFORMATION SYSTEMS DEPARTMENT
                  10–3–1  PAST BUDGETS
```

Alphanumeric Example

```
MGT–MANAGEMENT
    MGT-01   RECORDS MANAGEMENT
        MGT-01-01     STORAGE EQUIPMENT
        MGT-01-02     FILING SYSTEMS
            MGT-01-02-01     PAPER
            MGT-01-02-02     ELECTRONIC
            MGT-01-02-03     PROCEDURES MANUAL
        MGT-01-03     ELECTRONIC RECORDS RETENTION SCHEDULE
        MGT-01-04     VITAL RECORDS RETENTION SCHEDULE
    MGT-02     SALES MANAGEMENT
        MGT-02-01     ADVERTISING
```

Databases for Numeric Storage

- Database software can simplify creation of the accession log and the alphabetic index.
- All information can be kept in one database table.
- The sort function can sort file code numbers for the accession log.