Review Questions

1. Define subject records management and explain why this system is the best choice for filing certain records.

Subject records management is an alphabetic system of storing and retrieving records by subjects or topics. It is used to keep related records together under specific subject categories.
Review Questions

2. Give two reasons than an organization might have a subject filing arrangement rather than arranging their records alphabetically by individual or company names.

1. The records need to be grouped by subject, topic, or project for managerial decision-making, and users may request information by subject, topic, or project. In this situation, spreading records throughout the records system by business or individual names or other identifiers would not be effective for retrieval.

2. Documents cannot be filed by any other filing characteristic.
Review Questions

3. List three advantages and three disadvantages of using the subject records storage method.

Advantages: 1. Subjects are easier to remember than names, 2. Related records are easier to find, 3. Related records are not scattered throughout the files.

Disadvantages: 1. Concise, clearly defined, and uniformly subject titles may be difficult to select, 2. Inconsistent subject title coding on records can make storage and retrieval difficult, 3. Subject filing is the most expensive storage method because experienced filings are required.
Review Questions

4. What do you consider the most important advantage and the greatest disadvantage to arranging records by subject?

In this instructor's opinion:

The greatest advantage: Related records are easier to find. The greatest disadvantage: Experienced filers are required. An experienced analyst may be required to create the subject titles to assure that the most logical titles are selected.
Review Questions

5. Name two alphabetic arrangements of subject records storage and explain how the two arrangements are alike and how they differ.

Subject records may be arranged alphabetically as in the dictionary and in encyclopedic arrangement. Both arrangements are alphabetic arrangement of subjects or titles. In the dictionary arrangement, all subjects are arranged in alphabetic order behind A-to-Z primary guides. In the encyclopedic arrangement, the main subjects are arranged alphabetically, and subdivisions of the main subjects are arranged alphabetically behind the main subject primary guide.
Review Questions

6. What two criteria determine which alphabetic arrangement to use for a subject records system?

The nature and volume of the records determine which arrangement is used. The dictionary arrangement is effective unless the volume and/or the nature of the records make subdivision necessary.
Review Questions

7. What supplies are needed when using the subject storage method? Describe the placement of subject titles on guide and folder label captions.

Supplies used for subject arrangements include guides, folders, labels, and OUT indicators. Primary guides have one-fifth, first position cuts. Secondary guides have one-fifth, second position cuts. Folders have one-third, third position cuts. Guide captions used in subject records storage are determined by the kind of subject arrangement used. Guide and folder label captions are keyed near the left edge and near the top of the labels. Folder labels may include a color bar across the top. If they do, captions are keyed near the left edge and as near the bottom of the color bar as possible. Caption information is keyed in all capital letters with no punctuation and corresponds to the coding system. Label caption information should be as brief as possible. Folder captions include the main subjects and subdivisions. Subdivisions are keyed about 0.5 inches to the right of the main subject title or under the first letter of the first line.
8. Explain how color can be used with subject labels or folders to help locate records and reduce misfiles.

All guides and folders for one subject may be one color; a different color would be used for each subject. All general subject folders may be in one color that is different from the color used for subject subdivision folders and guides. Color bars may also be used to identify subject categories.
9. Name and describe four indexes used with subject records storage.

The following four indexes may be printed or electronic:

1. The *master index*, which contains all subjects used in the system, is used as a guide for coding and locating records.
2. The *relative index*, contains all subjects used in the system and any related subjects by which reference might be made. Main subject titles, subdivisions of main subject titles, all likely variations of the main and subdivision titles are included in straight alphabetic order. Using a relative index helps filers avoid duplication of subject titles and locate records when they are requested by alternative subject titles.
3. A *numeric index* is a current list of all files by file number, showing subjects assigned to those numbers. This index is valuable when filers need to find specific numbered files or when the files are expanded and new numbers are needed.
4. A *name index* is used in subject storage when correspondence records are requested by an individual’s name or the name of an organization rather than by the subject it the correspondence. The list of names, which indicates the subject under which records are stored, may be stored online or in printed form.
Review Questions

10. Which two indexes are essential for all subject files? Name two types of computer software that can be used to prepare subject file indexes.

Master and relative indexes are needed subject files. Database and word processing software are commonly used for preparing indexes.
Review Questions

11. Explain the procedure for storing and retrieving records in a subject records storage system.

Steps in the subject filing storage procedure include inspecting, indexing, coding, cross-referencing, sorting, storing, and retrieving. Read each record carefully and thoroughly to determine the filing segment --- the main subject. Code the filing segment by separating the units with a diagonal, underling the key unit, and numbering all other units. Continue the coding by numbering the units in the correspondent’s name. Write the filing segment (main subject) in the upper right corner of the record and code it. Select any other subjects to be cross-referenced. Underline the cross-referenced subjects with a wavy line, separate the units with diagonals, and number all units. Write an X in the margin beside the cross-references. Prepare cross-reference sheets or make copies of the record for storage. Sort records and cross-reference sheets alphabetically by subject titles and subdivisions and file into appropriate folders. Reference the master index to locate a record for retrieval.
Review Questions

12. When filing correspondence into subject folders, how are records arranged in the folder?

Store correspondence first by subject and then alphabetically by the correspondents’ names. The most recent record is placed in the front of the folder.