

Name Stanell vs. Minister of Lands

This Folder belongs to Transfer Volume No. _____

The preceding Folder of this number is in Transfer Vol. No. _____

ALPHABETICAL FILING.

1. Place in the file a set of Guide Cards indexed with the subdivisions of the alphabet. For a single file use 25 guides indexed from A to Z. For larger outfits we can supply guides alphabetically subdivided into sets of all sizes from 40 to 3000, A to Z, provided the quantity is a multiple of 20, as 40, 60, 80, 100, etc. For such outfits we suggest the use of 40 guides to each file.

2. Write the name of firm, individual or subject, on the folder, using a separate folder for each heading, index said folder by placing it between the alphabetical guides.

NUMERICAL INDEXING.

3. Place in the file a set of Guide Cards numbered from 10 up in intervals of 10. (Other systems furnished when required.)

4. Use a separate folder for each firm, individual or subject. Number all folders consecutively then file them between the above mentioned guides.

5. As a key to the numbered folders, use a Globe-Wernicke Card Cabinet with alphabetically indexed guide cards and a separate record card for each party having a folder. (Sample card specially printed for this purpose will be furnished on Application.)

NOTE.—It is very simple to cross-index any of the folders by using extra cards bearing the folder number and filed under titles pertaining to the subject.

TRANSFERRING.

6. Be sure you enter the date you began using this system, either on this folder or on a separate card.

7. Transfer each folder as it becomes bulky by removing contents and placing it in a transfer folder which in turn is placed in a transfer case numbered from 1 up. Under "Record of Transfers" be sure to enter the date and transfer case number.

8. It is sometimes desirable to transfer all the file at once, in which case remove all the guides, folders and contents, placing them in a Verticle File Storage Transfer Case, then put a new set of guides and folders in the cabinet.

SUGGESTIONS.

The best results are obtained by attaching to all letters the tissue copy of your reply. This facilitates reference.

Folders are furnished in medium and heavy weights. For satisfaction and economy we recommend the use of heavy weight which wear well and easily stand vertically in the files.

Do not permit your supply of folders to become exhausted. They may be procured from the Globe-Wernicke Agencies or the Stratford

THE RECORD OF TRANSFERS

May be kept on the usual card or the form below or both may be used.

MONTH	DAY	YEAR	NUMBER	MONTH	DAY	YEAR	NUMBER
Began using system							