

**MODERN FILING: A
TEXTBOOK ON
OFFICE SYSTEM**

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Modern Filing: A Textbook on Office System by W. D. Wigent & Burton D. Housel & E. Harry Gilman

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W. D. WIGENT & BURTON D. HOUSEL & E. HARRY GILMAN

MODERN FILING: A TEXTBOOK ON OFFICE SYSTEM

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A Textbook on Office System

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INDEX TO CHAPTERS

	Page No.
INTRODUCTION	vii-x
CHAPTER I—THE LOOSE SHEET SYSTEM	1-4
The System Defined. The Loose Sheet Cabinet. Its Advantages. Loose Sheet Transferring. Questions on Chapter I.	
CHAPTER II—THE SHANNON FILE	5-11
The Board File. The Shannon Cabinet. How Papers are Filed. Important Features Summarized. Shannon Transferring. Questions on Chapter II.	
CHAPTER III—VERTICAL FILING	12-16
Difference Between Vertical and Shannon. The Folder. The Guide. Tabs. Metal Label Holders. Questions on Chapter III.	
CHAPTER IV—METHODS OF INDEXING AND ALPHABETICAL FILING	17-22
Alphabetical Filing. The Principle Applied. Larger Alphabetical Sets. Alphabetical Transferring. Questions on Chapter IV.	
CHAPTER V—NUMERICAL FILING	23-29
The Card Index. Cross Reference Indexing. Direct Number System. Disadvantages of Numerical System. Numerical Transferring. Questions on Chapter V.	
CHAPTER VI—DIRECT NAME SYSTEM	30-35
Value of Numerical Feature. How the Tabs are Arranged. Expansion Provided For. The Red "Out" Guides. Direct Name Transferring. Questions on Chapter VI.	
CHAPTER VII—GEOGRAPHICAL FILING	36-42
Advantages of Location Method. The Basis of the System. A Second Method. Its Economic Features. How Letters are Filed. The Direct Geographical System. Filing by Counties. Geographical Transferring. Questions on Chapter VII.	
CHAPTER VIII—SUBJECT FILING	43-47
The Field of Subject Indexing. The Methods of Indexing. Subject Filing in Purchasing Departments. How an Editor Uses Subject Filing. The Relation of Subject Indexing to Alphabetical Indexing. Transferring a Subject File. Questions on Chapter VIII.	
CHAPTER IX—FOLLOW-UP	48-52
Where Follow-Up is Generally Used. The Methods Employed. Alphabetical Follow-Up. Geographical Follow-Up. Subject Follow-Up. Other Methods. Questions on Chapter IX.	



	Page No.
CHAPTER X—COPYING OUTGOING PAPERS	53-58
The Tissue Copy Book and Letter Press. The Rapid Roller Copier Method. The Carbon Paper Method. Questions on Chapter X.	
CHAPTER XI—CARD RECORD SYSTEMS	59-65
The Development of Card Records. The Security of Card Records. Methods of Indexing. Record of Quotations. Quotations Given. Questions on Chapter XI.	
CHAPTER XII—INSURANCE, REAL ESTATE AND FOLLOW-UP CARD SYSTEMS	66-74
Insurance Expiration Records. Real Estate Records. Card Follow-Up Systems. Alphabetical Follow-Up. Metal Indicators. Knowledge of Card Record Systems Important. Questions on Chapter XII.	
CHAPTER XIII—DOCUMENT AND CHECK FILING	75-80
Document Filing. Filing Documents Flat. Check Filing. The Old Method. The Modern Way. Direct Name Check Filing System. The Commercial Use. Questions on Chapter XIII.	
CHAPTER XIV—THE CARD LEDGER	81-94
Card Ledger in Operation. Methods of Indexing. The Safeguard Card Ledger. Geographical Card Ledger. Numerical Card Ledger. Card Ledger Desks. Mechanical Ledger Posting. Questions on Chapter XIV.	
CHAPTER XV—STOCK RECORD KEEPING	95-100
What a Stock Record Is. What a Stock Record Does. The Methods Used. Equipment Used. Questions on Chapter XV.	

INDEX TO ILLUSTRATIONS

Illustration No.		Page
1	Box File showing index	1
2	Loose Sheet Cabinet (Sectional)	2
3	Shannon Board File	5
4	Alphabetical Shannon Index	6
5	Shannon Drawer with Index and Compressor Cover	6
6	Shannon Perforator	7
7	Method of Filing papers in Shannon Drawer	7
8	Transferring Contents of Shannon Drawer	9
9	Filing the Contents of a Shannon Drawer in a Transfer Case	10
9A	Compressor Cover for Shannon Drawer	10
10	Shannon Transfer Case—closed	11
11	Vertical File Drawer	12
12	Vertical Folder	13
13	Vertical Guides	13
14	Showing compressor in Vertical Drawer	14
15	Tab arrangements commonly used on Guides	15
16	Vertical Guide with Metal Label Holder	15
17	Simple Alphabetical System	18
18	Part of No. 80 Alphabetical set of Guides	19
19	4-drawer Vertical Cabinet and stack of 4 Transfer Cases	20
20	"Record of Transfers" Guide	21
21	Simple Numerical System	23
22	Alphabetical Card Index for Numerical File	24
23	Card Register of numbers for Numerical Filing	25
24	Method of cross-indexing on cards	25
25	Numerical Index used in Direct Number System	27
26	Card record of transferred folders in Numerical Filing	28
27	Direct Name System of Vertical Filing	31
28	Miscellaneous folder used in Direct Name System	30
29	Direct Name Folder	32
30	Special Name Guide and Monthly Folders for heavy correspond- ence	33
31	"Out" Guide	34
32	State Guides used in Geographical Filing	37
33	Guide arrangement for Geographical File	38
34	Direct Geographical System	40
35	Subject guides for Quotation or Data File	43
36	Simple method of Subject Indexing	44
37	Vertical Follow-Up System	49
37A	Method of using Follow-Up System	50
38	Copying Book	54
39	Letter-press	54
40	Rapid Roller Copier	55
41	Cross Section of Rapid Roller Copier	56
42	Method of inserting letter in Copier	56

Illustration No.	Page
43 Set of 25 Alphabetical Card Index Guides	61
44 Sub-divided Set of Alphabetical Guides	62
45 Town Guides used in Geographical Filing	62
46 Showing arrangement of County Guides	63
47 2-drawer Card Cabinet	63
48 Record of Quotations Received	64
49 Record of Quotations Given	64
50 Expiration Record used by Insurance Companies	66
51 Card form used by Real Estate Broker	67
52 Card Follow-up Record	68
53 Alphabetical Follow-up Record on cards	70
54 Metal Indicators	71
55 Uses of Indicators for cross-indexing	72
56 Single Document File	75
57 Document Guide	76
58 Check File Cabinet	78
59 Direct Name Check Filing System	79
60 Ledger Cards for commercial use	83
61 Ledger Cards used by Savings Banks and Commercial Houses	84
62 Handy Card Ledger Tray	85
63 Detail of small Card Ledger System	85
64 Subdivided index for Card Ledger System	86
65 Safeguard Card Ledger	87
66 Ledger cards with shoulder tabs	88
67 Geographical Card Ledger arrangement	89
68 Numerical Card Ledger arrangement	90
69 Standing Card Ledger Desk	91
70 Sectional Card Ledger Desk	92
71 Tray for use with Mechanical Posting Machines	92
71A Card form used with Mechanical Posting Machines	93
72 Card record of stock	96
73 Requisition form	98
74 Stock record showing indexing arrangement	99

INTRODUCTION

AN up-to-date knowledge of filing systems is indispensable to the competent office assistant, bookkeeper or stenographer. If this knowledge has not been secured at some time during the student's training in school, it is one of the first defects he is obliged to remedy in a business office. If he has the knowledge when he enters a business office, it makes the way for his success easier from the start, and improves his prospects for early promotion.

It is not difficult for the student to gain a good working knowledge of filing systems in a comparatively brief course, when the subject is properly explained and illustrated. Business schools throughout the country are recognizing this fact. Hundreds of them have made arrangements for making it a permanent part of their curriculum.

It is the intention of most business school faculties to see that the standards and equipment of each succeeding class shall be better than the standards and equipment of the class of the preceding year. That, of course, is necessary to keep step with progress in the business world.

It might be well here to quote a paragraph from a recent article appearing in a business magazine, entitled "Business Equipment in Commercial Schools". The writer of this article, in telling what it was necessary for the student to know, said this:

"If he knows nothing of card index systems, nothing of approved filing methods, nothing of the machinery of the office, then he falls short of the knowledge he might have obtained with but little additional effort during the months or the years of his preparatory work in his business college."

That, we believe, expresses the thought we wish to bring out, viz: that the business school that gives its students this information places the best equipped and most efficient help in the hands of the business man, thereby establishing a reputation for thoroughness in teaching.

On taking a position it is seldom that the graduate student is immediately given a position as head bookkeeper, office manager, head stenographer, etc. Usually the position is a combination of some semi-responsible position and some other work of a very neces-