Shelf Filing Guide

Step 1
Choose the right folder style.

Step 2
Index with a color labeling system.

Step 3
Add filing accessories for efficiency.

Step 4
Save space with the right shelving.

Four easy steps to better productivity from the leader in shelf filing.
AN EFFICIENT SMEAD SHELF FILING SYSTEM WILL SAVE YOU TIME AND MONEY.

USE LESS OFFICE SPACE
Cut the amount of floor space you need for files in half or more when you switch your top tab drawer filing system to an end tab shelf system. Below is a comparison of how many records can be stored in the same amount of floor space:

- Assume a filing area measuring 6 feet by 24 feet
- Assume an average folder is 1/4 inch thick (50 sheets)

Lateral File Cabinets
- 16 lateral file cabinets
- Four drawers each, 36 inches wide
- **Holds 8,448 Files**

Open Shelving
- 8 double-sided shelf units
- Seven shelves each, 36 inches wide
- **Holds 15,232 Files - 80% MORE!**

Mobile Shelving
- 16 double-entry, 2 single-entry shelf units
- Seven shelves each, 36 inches wide
- **Holds 34,272 Files - 405% MORE!**

SPEND LESS ON FILING EQUIPMENT
Open shelf cabinets cost far less than lateral drawer cabinets. Compare the investment to house 10,000 files (average 1/4" thick):

- 19 four drawer lateral files = **$11,970**
- 10 shelf units (2 starter, 8 adder) = **$3,880**
- **Spend 67% LESS!**

* Based on current pricing at national office products retailers.
PAY LESS IN LABOR COSTS
Your biggest savings will be in the personnel time saved by using a more efficient filing system.

- 80% of the cost to maintain a filing system is personnel time spent using the system.
- Personnel costs to handle records average 20 times the cost of the records themselves.
- Color-coded shelf filing systems can cut your labor costs by 30 percent.

STOP WASTING MONEY ON MISFILED RECORDS
Studies have shown that 3 to 5 percent of records are misfiled. The average cost to locate or recreate a lost document is $120*. How much are misfiles costing you?

\[
\text{Total records} \times 0.04 \text{ (4\% misfiled)} \times 120.00 \text{ each} = \text{Wasted Cost}
\]

*According to records management industry sources.

HAVE LESS OFFICE STRESS
An efficient shelf filing system makes your office a more pleasant place to work. Easy access to information keeps office workers more productive and makes their jobs easier.

- Improved professional appearance
- Better customer service
- Less panic over lost information
- Streamlined workflow
- Enhanced productivity
FILE FOLDERS
An economical choice for general filing. Use standard folders for storing average sized files that get occasional use.
- Files that hold less than one inch of documents
- Files that get light to moderate usage
- Choose from a variety of colors and weights

FASTENER FOLDERS
Fasteners hold papers inside the folder, adding security and a higher level of organization. Pages stay in order and can be divided into two separate categories within the file.
- Keeps papers organized in sequential order
- Fastened papers won’t fall out of the file
- Creates two categories of documents

CLASSIFICATION FOLDERS
Excellent for organizing projects or patient charts, classification folders have dividers with fasteners. Create a “file within a file” with up to 8 different categories of documents.
- Heavy-duty material for organizing bulky files
- Available with one, two or three dividers
- Available with pocket dividers to hold small items and documents that cannot be punched
For bulky files, choose an expanding folder, jacket or pocket with the capacity and durability to handle the job.

EXPANDING FOLDERS
Choose pressboard expanding folders if your files accumulate lots of paperwork. These rugged files easily handle bulky papers and frequent activity.

- Sturdy pressboard material keeps papers neat
- Accordion-style Tyvek® spine expands to hold up to three inches of documents
- Extra thick panels add support during transport

FILE JACKETS
Closed on two or three sides, file jackets offer extra security without having to punch your documents.

- Excellent for transporting bulky documents
- Capacities to hold up to two inches of material
- Available with antimicrobial product protection

TUFF® POCKETS
A favorite of law firms for organizing large amounts of paperwork, TUFF pockets are made to withstand frequent use and excessive amounts of documents.

- Securely stores up to 7 inches of material
- Extra heavy-duty construction resists wear
- Extra wide to hold standard file folders without bulging
Step 2

Index with a color labeling system.

Make your files easy to find and refile by using color-coded labels. Color is instantly recognizable, and misfiled folders stand out among the other files.

ALPHABETIC LABELING SYSTEM

Alphabetic indexing is the simplest labeling method because it's very intuitive. Files are located directly by name, no cross-reference system is needed to identify them. Choose an alphabetic system if:

- You organize files by name or subject
- Files are organized by geographic location
- Files must be easy to identify outside of the file room
- Your filing system has fewer than 5000 folders

NUMERIC LABELING SYSTEM

Organizing files by number is the most efficient indexing method for very large filing systems. Unlike alphabetic systems, there can be no duplicates – each file has only one unique location in the system. Use numeric indexing if:

- Files are identified by account number, patient or policy number
- Large numbers of files are accessed frequently by many users
- Software is used to generate new records or keep track of record usage
- A higher level of document security is needed
COLORBAR® LABELS
The ColorBar® suite of color labeling products gives you the power to produce labels with maximum ease and flexibility. Whether you print one label at a time, need label design capability or require label printing at multiple locations, ColorBar meets your color labeling needs.

Vibrant color codes, text and bar codes are automatically printed using your PC and color printer. Match any existing color label design, or create a design of your own to fit your unique requirements.

Link ColorBar to your database to automatically print file labels whenever a new account is created.

DATE LABELS
Color code end tab folders by date using month and year labels. Use them to indicate when a file was created or last updated, or to signal when it should be destroyed or moved to inactive storage. Use data labels when:

- You need to locate files by year or month
- Retention schedules call for action of files by a certain date
- Accounts up for renewal need to be easily identified
- Files need to be updated at periodic intervals
Step 3
Add filing accessories for efficiency.

Give your system extra utility by using filing accessories. These handy add-ons let you customize your files to fit your specific organizing requirements.

ADD SELF-ADHESIVE FASTENERS TO:
- Organize papers in sequence within your existing folders
- Create subcategories inside your existing folders

USE SAFESHIELD® FASTENERS TO:
- Protect fingers from sharp edges
- Keep documents from being damaged

USE U-CLIP FASTENERS TO:
- Add pages anywhere in the file without removing other pages
- Allow pages to lie flat for easy viewing or copying

ADD DIVIDERS TO:
- Subdivide folder contents into categories

ADD SELF-ADHESIVE POCKETS TO:
- Keep electronic media, photos, business cards or other small items securely inside the files

USE OUT GUIDES TO:
- Mark locations of files that are being used
- Indicate who has the files, and when they will be returned to the filing system

USE END TAB CONVERTERS TO:
- Modify your existing top tab folders for shelf filing

USE LABEL PROTECTORS TO:
- Keep labels clean on folders that get lots of handling
- Prevent individual labels from peeling off
MADE-TO-ORDER PRODUCTS
We can make files any way you like them. Let Smead create supplies to your exact specifications. You can define what you need, or you can work with Smead to develop the right product for the job.

CUSTOM PRINTING
Add functionality to your filing system by custom printing on your folders. Custom printing offers many useful applications, including:

- Company identity
- Routing forms
- Proposals
- Special tab headings
- Checklists
- Warnings or alerts
- Handling instructions

ONLINE FOLDER DESIGNER
Create your own folder design in minutes with our online Smead Folder Designer. You decide what best fits your needs, and we'll quote you a price to produce them.*

Get started at www.smead.com/folderdesigner

* Minimum quantities and product lead times vary by material and product specifications
OPEN SHELVING
Find room to grow in your office by using open shelving and end tab folders to house your records. Open shelf systems hold more than double the amount of files per square foot than vertical or lateral drawer files. No space is needed for opening drawers, and multiple users can access files at the same time.

LOCKABLE DOORS PROVIDE PRIVACY AND SECURITY. MANY REGULATIONS NOW REQUIRE SECURITY MEASURES TO PROTECT INFORMATION.

SLIDE-BY MOBILE SHELVING
When your filing system outgrows your file room, it’s time to look at mobile shelf solutions. These high-density systems maximize floor space by eliminating unnecessary aisles from the filing area.

Slide-by systems fit where space is limited. An excellent solution for growing departmental filing areas, slide-by systems place shelving units on tracks. They slide to allow access to files that are directly behind them, eliminating the need for aisles.

Three times as many folders can be filed in the same amount of floor space when compared to lateral or vertical filing cabinets.

GET EASY ACCESS TO MORE RECORDS IN ONLY ONE-THIRD OF THE SPACE.

Modular design (below left) ensures smooth gliding of mobile units on uneven floors. Free-standing construction does not damage floors. Compliant tracking (below right) is easy to install and can be added to or relocated with minimal effort.
COMPACTING MOBILE SHELVING
Double your file capacity with compacting shelves. By making all of the shelving moveable, a single aisle provides access to the entire filing system. Simply glide the shelf units on their track to move the aisle. Consult your Smead representative when you are looking for ways to save space in your filing system. We will help you design a system that best suits your present and future record keeping needs.

*Store more than twice as many files in the same amount of floor space.*

**ROTARY FILES**
A revolutionary idea for workgroups, rotary files are the efficient alternative to vertical or lateral filing cabinets. This unique back-to-back storage system rotates for easy access from one or two sides. When closed, they offer a secure file storage area with a clean, attractive appearance. As your filing system grows, the modular design lets you add more units easily.

*Rotary files store records in one-third the space of lateral files.*

When limited office space, easy access, security and aesthetic appeal are concerns for your records storage system, Smead rotary files are the efficient and affordable solution.
ASK FOR A FREE SMEAD FILING ANALYSIS TO DETERMINE THE BEST SYSTEM FOR YOU.

Smead is your source for all of the components of an efficient shelf filing system. From initial needs analysis to system conversion, Smead has the products and expertise to bring cost savings and added productivity to your organization.

We are specialists at designing color-coded shelf filing systems to match the needs of your company. A review of your current filing practices, business processes and growth projections helps us prepare recommendations with cost analysis and product samples to help you decide which system will provide optimum productivity both now and for years to come.

FILING SYSTEM ANALYSIS AND DESIGN
Complete review of your existing filing systems with proposals and product samples.

FILING SYSTEM CONVERSIONS
Conversion strategies for easy transition from your current system to efficient shelf filing.

PRELABELED COLOR-CODED SUPPLIES
Save valuable personnel time by having your folders prepared by Smead. Simply provide your hard copy list or electronic data.

LABELING SOFTWARE
Increase filing efficiency and productivity by using ColorBar® labeling software and supplies.

THE LARGEST SELECTION OF FILING PRODUCTS AVAILABLE
Smead offers the world’s most complete line of systems and supplies for modern records management.

CUSTOM MADE PRODUCTS
Special printing, numbering and custom product design to fit your specific business needs.

ASK YOUR OFFICE SUPPLIER TO ARRANGE A FREE SMEAD FILING SURVEY TO DETERMINE YOUR NEEDS OR CALL SMEAD AT 1-88-USE SMEAD.