

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# N4 TOP

1. Method of classification
  2. Correspondence filed according to surname
  3. Information filed according to different cities
  4. What to do when in doubt on where to the document?
  5. Consequences of classification uncertainties
  6. Used to store paper documents in file folders.
  7. Used as temporary storage
  8. A thick book of cardboard with 26 alphabetical flaps
  9. The files will free up your desk.
  10. Used to store documents in a temporary file.
- A. Subject classification
  - B. Confusion and loss of time
  - C. Cross -reference
  - D. Spike file
  - E. Concertina files
  - F. Personal classification
  - G. Geographic classification
  - H. Hanging files
  - I. Sorter/Alphabetical book file
  - J. Filing cabinet