



Checklist for Filing

- Choose a method of filing which suits the nature of your business and the volume of files. Generally, numerical filing works better for large quantities of files and smaller quantities can be filed alphabetically
- General office filing (ie correspondence, brochures, invoices etc) can be kept in an index file
- Use a filing system you find easy and adapt it to your own needs
- Keep on top of your filing, make a point of doing it regularly
- Keep important documentation on file for at least two years, longer if you have the space