

8382
Public Works (1896) Department.

G.O., No. 27196

DATED 23rd September
1896

our copy
to Mr.
19/6/97

[Despatch Abstract.]

"Flat file" System of Record Keeping. Pro: Public Dept.
issuing instructions for arranging files under
the —, recorded for guidance.

Issuing certain instructions for arranging files under the _____.

OS403

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No. 992, dated 11th September 1896.

The following arrangement of papers should be observed in the flat-file system:—

First.—The note for orders or the draft order if on a separate sheet. If the draft order is based on a note for orders the draft will be placed first and the note second.

Second.—The current or currents chronologically, that is, the one of the earliest or oldest date on the top. Each current should be *preceded* by its enclosures arranged chronologically which should in their turn be *preceded* by the docket sheet of the current. When there are no enclosures the docket sheet should be on the top of the current. In the event of a note for orders which has been circulated resulting in a reference, the note and draft reference will follow the current to which they relate and precede the current which is a reply to the reference. The subsequent note for orders or draft will take its place at the head of the file when sent in circulation. When the Secretary orders a reference to issue on a note for orders before the file is circulated, the place of the reference is between the current on which it issued and that which is a reply to it. The place for the note for orders will depend on the circumstances of the case. When, however, the note for orders or the reference is written *on* the docket sheet of a current it will not affect the rule that the docket sheet should always precede its current.

Third.—The put-up papers. The arrangement of these will be the reverse of that of the currents. That of the latest or newest date will invariably be placed at the top, and that of the earliest or oldest date at the bottom. All papers will be face upwards.

2. If the draft order is of a routine nature it will be entered on the docket of the current of the earliest date, so that it will be at the top of the file and can be read without the file being disturbed.

3. When originals of G. O.'s, whether printed or manuscript, which have not been converted to flat-files have to be put up with a file for reference, they should be opened out, the brown paper docket sheet reversed and placed on the top, and the whole tagged or stitched together through the left hand top corner. The punch should be used whether the papers are tagged or stitched.

N.B.—Even in these cases the sheet on which the abstract of the current or currents contained in an old G. O. is written should be turned and placed in front of the current, unless any portion of the current or the draft disposal is written on it. In other respects the arrangement will be as at present. This rule will govern the arrangement of flat-file G. O.s before they are placed in the records.

4. When a spare copy of a G. O., printed according to the old system is put up, the last sheet, on which the abstract is printed, should be removed, turned

When let in see
then instructions again
with a file made up
accordingly.

15/9/96

W Resubmitted with
a file made up accordingly
(see linked file.)
15/9/96

seen
16/9/96

Government {1896} of Madras.
PUBLIC.

Recd.

Regd.

} 1896.

Enclosures.

Spare copies.

G.O., No. 992, 11th September 1896.

Pr. 2719M 23.9.96

SEPTEMBER.

"Flat-file" system of Record keeping.

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and placed on the top of the G.O. and tagged or stitched through the left hand top corner. If, however, the sheet on which the abstract is has printed on the other side of it a portion of the order it should not be removed but the G.O. should be placed in the file with the abstract uppermost. *Spare copies of orders should not be tagged or stitched together*, each should be put up separately.

5. Books should be placed on the top of the note for orders or the draft order, either inside or outside the flaps, so that they can be easily removed from the file. If a printed report, or other book of *foolscap size*, is put up it should be placed at the bottom of the file instead of a board.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Departments of Secretariat.