

Public (1896) Department.

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G.O. No. 992

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[Despatch Abstract.]

"Flat-file" System of Record Keeping -
Issuing certain instructions for arranging
files under the —

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

[illegible]

<i>Recd.</i>	} 1896.	<i>Enclosures.</i>
<i>Regd.</i>		<i>Spare copies.</i>

SEPTEMBER.

"Flat-file" system of Record keeping.

Issuing certain instructions for arranging files under the _____.

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

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.

Government {1896} of Madras. PUBLIC.

Recd.	} 1896.	Enclosures.
Regd.		Spare copies.

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

SEPTEMBER.

"Flat-file" system of Record keeping.

Issuing certain instructions for arranging files under the _____

No. 992, PUBLIC, 11th SEPTEMBER 1896.

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 put up in reverse.*

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 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. *or the d*

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

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.

R. D.

Pension Dept

P. M. D. (Equal Br.)

— do — (Reg Br.)

— do — (Inigation Br.)

Marine Dept

L + M Dept — *dupl 14/9/96*

*No - They should precede nothing
down -
Absolutely no change from the
old system is required except
that the papers should be placed
face upwards, spread out
flat with the docket on
top.*

*RS
28/8/96*

To
the Departments of Secretariat.

Office Order No 944.

22nd September

The rule to be followed in arranging files under the flat file system is that the currents and the put up papers should be so placed that each set may be read like a book. That of the earliest date should, therefore, be on the top and that of the latest date at the bottom - in other words they should be in chronological order.

The docket of each current should precede it and the enclosures should follow it. After the currents the note for orders should be placed, to be followed by the draft order if on a separate sheet. If of a routine nature the draft G.O. should be on the docket of the latest or last current in the file.

In cases of old Original G.O.'s. put up in a file the Reference Department will rearrange and tag them before submitting the file to the drafting office.

In all cases the docket or abstract sheet should be on the top of the paper to which it relates. *They should not be turned bottom upwards* Tags should be run through the left hand top corner of papers. *These should not be turned bottom upwards* *convert to a connected file of spare copies of old printed G.O.*

*J.B.
27.9.96.*

Copacand,

August 1896.

Note for the Honourable Mr. Bliss.

C.I.E.

The Honourable Member is requested to be so good as to say whether the attached office order correctly describes the arrangement of papers which he desires shall be adopted in the flat file system. If so, the order will be submitted for the approval of the Honourable Mr. Crose and His Excellency the Governor also.

I think the alteration in the order suggested by the Hon Mr Bliss should be adopted.

JG
28/8/96

J.D.B.
27.8.96

AS
27/8/96

Submitted to the Hon Mr. Crose and His Excellency the Governor

AS
28/8/96

C.

Went to return several files today because not properly arranged. I cannot understand the difficulty the office seems to feel in making papers flat - It is practically - i.e. in essentials - the same as the old system of arranging them folded, viz:-

1. put all the papers in the order of date, the date on the top, then the current, & then the ^{newest} ~~latest~~ ^{reference} should be put on the top & the oldest at bottom.
2. Spread all out flat, face upward.
3. Where necessary turn pockets round to the front & secure them at left hand upper corner; or supply fresh pockets when that cannot be done.

I must imagine again have occasion to complain.

Is this known to the R.D.

BS
2/9/96

8

|| Current Note. with enclosure
in front -

↑
pink paper (8.0)?

Amis personal notes

Papers to be read in proceedings:—

Again G.O., dated	189	, No.
Again G.O., dated	189	, No.
Current No.	of 189	, dated , from
" "	" 189	, " " "
" "	" 189	, " " "

ORDER. No 992 of 11th September 1896.

rules hint about principle
*to be followed is that when a file is submitted to a member of Govt. the paper which is for his immediate attention—whether it be a note for orders, a draft for approval of a draft from orders—shall be on the top of the file.

*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 sheet. If it is a reply to the reference. The 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 refce is between the current on which it is issued & 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.

The following arrangement of papers will be followed in the ^{working} flat file system. The principles are—
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 & the note second}
Second. The current or currents chronologically, that is, the ^{or oldest} one of the earliest date on the top. Each current should be ^{arranged chronologically} preceded by its enclosures which should in their turn be preceded by the docket sheet of the current. When there are no ^{shed} enclosures the docket sheet shall be on the top of the current.
Third. The put-up papers. The arrangement of these will be the reverse of that of the current.

4. When a spare copy of a C.O. printed according to the old system is put up, the last sheet, on which the abstract is printed, should be removed, turned and placed on the top of the C.O. and tagged ^{or sticker} through the left hand top corner, of, however, the sheet ~~which~~ which the abstract is, has printed on the other side of it a portion of the order, it should not be removed but the C.O. should be placed in the file with the abstract uppermost.

5. If books are put up they should be placed on the top of the note for orders or the draft order, so that they can be ^{easily} removed ~~by the~~ ~~from the~~ from the file.

C. No.

FOR ORDERS.

A copy of ^{latest} order regarding the
file system is submitted for any
alterations or additions which His
may consider necessary.

LD
8/9/96

JS
9/9/96

With

With reference to the His
remark opposite the N.B.
sample spare copies are
submitted arranged accord-
ing to the draft - the draft
always uppermost.

JSB
10/9/96

LD
10/9/96

FOR ORDERS.

H. M.

The Honble Mr. Bliss C. I. E.
The Honble Mr. Gross C. I.

ALRES TO C. No.

GOVERNMENT

OF GOVERNMENT.

ENT WITH DITTO.

NOT FILED UP, BEING MEANT FOR DISPATCH
IN ORIGINAL.

N.B.—

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.