

## CHAPTER 7

### FILING EQUIPMENT AND SUPPLIES

#### 1. STANDARDIZATION.

- a. **Advantages.** Standard equipment and supplies promote efficient and simplified file operations and have these advantages: interchange ability, lower cost through quantity purchasing, simplified stocking, and uniform appearance.
- b. **Use and Replacement of Existing Supplies.** Do not replace supplies on hand because they fail to meet established standards. Use existing stocks until depleted. When stocks require replacement, obtain the recommended standard items. Filing supplies and equipment should be the most economical possible to meet requirements. National Stock Numbers (NSN) are shown for most standard supplies and equipment. These items are available from the General Services Administration (GSA) Stock Catalog.

#### 2. FILE FOLDERS.

- a. **Kraft Folders.** Kraft folders will meet the majority of filing requirements since most records are current for a relatively short time before they are retired or destroyed. The standard Kraft folder will be 11 point, vertical, flat type, bottom scored for 3/4 inch expansion, reinforced top, and square cut.

TYPE	NATIONAL STOCK NUMBER	SIZE
Letter	7530-663-0031	9-1/2" x 11-3/4"
Legal	7530-200-4308	9-1/2" x 14-3/4"

Letter size with built-in 2-1/2" prong fastener 7530-889-3555 9-1/2" x 14-3/4"  
Legal size with built-in 2-1/2" prong fastener 7530-559-4512 9-1/2" x 14-3/4"

- b. **Press Board Folders.** Press board folders are authorized only for case and project files and when the Kraft folders will not withstand the added volume and/or use.  
Prepare folders only as they are needed. The standard press board folders are flat-cut, vertical, 1-inch expansion, with self-tabs, and square cut.
- c. **Special Press Board Binder-Folders.** Special press board binder-folders are authorized for legal case files. These folders have two Kraft inner dividers with

six built-in 2-prong fasteners so that papers may be divided into types or categories (NSN 7530-990-8884).

3. FOLDER LABELS. Use folder labels to place captions on the folder tab in a neat, uniform, and legible manner. Standard pressure-sensitive folder labels are packed in a continuous strip (roll or fan-folded) with 248 in a box. They may be fed directly into a typewriter or run on electric accounting or addressing equipment. Labels are 3-1/2" x 1/2", available in plain white or with a 3/32" wide identification strip in various colors. NSN 7530-577-4368 through NSN 7530-577-4376, depending on color.
4. GUIDE CARDS. File guides make files more useable. In addition to indexing files such as correspondence files, guides serve to support the folders. The standard guide cards are pressboard, one-third cut, angular metal tab, without lower projections, all positions.

Letter Size: NSN 7530-989-0692

Legal Size: NSN 7530-989-0694

5. FORMS. The following prescribed forms will be used:
  - (a) Cross-Reference, Optional Form 21.
  - (b) Charge Out Record, Optional Form 23.
6. STANDARD FILING CABINETS. Filing equipment will be standardized to accommodate the type of documents most often filed in the Agency. Use letter-size cabinets for records up to 8-1/2" x 11". If less than 20 percent of the papers to be filed are legal size, fold the larger papers and file the entire collection in letter-size cabinets. When more than 20 percent consists of legal-size records, use legal filing cabinets.
7. SHELF FILING EQUIPMENT AND SUPPLIES. Standard shelf filing cabinets are more appropriate than filing cabinets for filing certain material. Shelf filing is most adaptable to records that are alphabetically or numerically arranged such as case or project files. Consider shelf filing when records total 200 linear feet or more and the file station is in a relatively permanent location, when the purchase of new filing equipment is contemplated, and when only a limited amount of required additional filing space is available. Consult the Records Officer concerning feasibility of shelf filing equipment.
8. SORTING DEVICES. When the volume of papers is small, desk trays, a table, or a desk top can be used for sorting. However, a simple sorting device is recommended for most sorting operations. It has a series of dividers, 3 or 4 inches wide, each hinged to a flat base. Tabs can be labeled and inserted as required. A 24-division sorter generally will meet the sorting requirements of small file stations.

9. REQUESTS FOR FILING SUPPLIES AND EQUIPMENT.

- a. **Standard Supplies and Equipment.** Requests for standard filing supplies will be made through normal supply channels. Requests for standard filing equipment also will be submitted through normal supply channels except that review and approval by the Records Officer also is required.
  
- b. **Nonstandard Supplies and Equipment.** Requests for specialized filing and records equipment will be accompanied by a complete justification for need and use, including savings or benefits that may result. Such requests must have prior approval of the Records Officer before procurement.