

Alphabetic Records Management

- ▶ Most common method
- ▶ A method of storing and arranging records according to letters of the alphabet

Filing Segment		Indexing Order of Units	
Name	Key Unit	Unit 2	Unit 3
1. Charlene Sample	Sample	Charlene	
2. Darin Sample	Sample	<u>D</u> arin	
3. Darlene A. Samples	Samples <u>A</u>	Darlene	A
4. Jeff Simmons	Simmons	Jeff	
5. Neil S. Simon	Simon	Neil	S
6. Paula Simon	Simon	<u>P</u> aula	
7. Neil S. Simone	Simone	Neil	S
8. Michelle Skrzynski	Skrzynski	Michelle	
9. Robert Sunderland	Sunderland	Robert	

Alphabetic Indexing Rules

Sasha Hu



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