Introduction

Classification of files refers to the process of selecting heading under which documents are grouped or classified on the basis of common characteristics. The bases of classification are as follows

Read more: http://notes.tyrocity.com/methods-of-filing-alphabetical--numerical-geographical-chronological-and-subject-wise/#ixzz4HNP-tJFRf

Alphabetical classification

The filing method under which files and folders are arranged in order of alphabets of the names of person or institution concerned with such file is alphabetical classification. It is most popular and common method of filing. In case name of more than one person starts with same letter then second letter of name is taken into consideration. It is flexible method. It is used in both small and large organization.

Numerical classification

In this filing alphabetical index is required. It includes name, address, phone number, subject and other information along with file number.
Files & folders are arranged in order of number.
All files & folders are given separate numbers.
Indirect method of classification of filing.

Subjective classification

Records are classified according to their subject;
Letters and documents are classified and arranged in files and folders into subject or sub-subject wise.
subject must be arranged alphabetically. Widely used where subject is more important than the name of the person or organization.
All documents relating to same subject are filed together.

Geographic classification

Files are grouped according to the geographical location of firm, organization or person.
Name of places are written in file and are arranged in drawer either in alphabetical or numerical order whichever is suitable for organization.
It used in multinational companies or organization located in many places ditant locations.

Chronological classification

Files and folders of documents are arranged in an order of their date, day, and time.
Several letters and documents are arranged according to time and date when they were received and dispatched