

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	Sample <u>s</u>	Darlene	A
4.	Jeff Simmons	<u>S</u> immons	Jeff	
5.	Neil S. Simon	<u>S</u> imon	Neil	S
6.	Paula Simon	Simon	<u>P</u> aula	
7.	Neil S. Simone	Simone <u>s</u>	Neil	S
8.	Michelle Skrzynski	<u>S</u> krzynski	Michelle	
9.	Robert Sunderland	<u>S</u> underland	Robert	

Alphabetic Indexing

Lingjun Ying



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