

Filing System Checklist

This checklist lists steps and a set of typical folders organisations may need in their Filing System. The structure can be tailored to the needs of each organisation. There are three steps to build a Filing System:

1. Decide how to label files

There are different types of labeling documents, you can keep files in a chronological order by putting a number at the beginning or simply in an alphabetical order. The more information you put in a document's name the easier it is to find it.

Examples:

- Year_Month_Name
 - 2011_Aug_Diwali Camp Report
 - 2011_Aug_Open Day Agenda
- Number_Name_Date
 - 1_Diwali Camp Report_080811
 - 2_Open Day Agenda_270811
- Name_Date_More information
 - Diwali Camp_080811_Report
 - Open Day_270811_Agenda

2. Choose the main folders

Typical set of main folders:






- Accounts
- Administration
- Communications
- Fundraising
- Governance
- Human Resources
- Organization Information
- Programmes

Much information relating to human resources is of a confidential nature. It is therefore a good practice to keep that folder separate and give access only to the Executive Director and the person who is in charge of human resources.




3. Choose subfolders for each main folder

Subfolders will be created as per the need of the organisation and its operations. See an example below.

ACCOUNTS

-  Audit Report
-  Bank Statements
-  Budget
-  Income and Expenses
-  TDS and Tax



ADMINISTRATION

-  Admin Policies
-  Registers
 - (Asset, Petty Cash, Reimbursement, Stock, Vendors)*
-  Stakeholder Database
-  Staff Meetings
-  Templates
 - (Admin Processes, Correspondence, Phone Etiquette)*


COMMUNICATION

-  Branding
-  Collaterals
 - (Annual Report, Brochure, Newsletter, One Pager, Posters)*
-  Communication Strategy and Plan
-  Pictures
-  Presentations
-  Press Coverage

FUNDRAISING

-  Applications
 - (Awards, Grants, Fellowships, Proposals)*
-  Donor Management
 - (Donor Database, Donor Engagement)*

-  Fundraising Strategy and Plan

-  Templates
 - (Proposals, Thank You Letters, Donation Receipts)*






GOVERNANCE

-  Board Meeting Agendas
-  Board Meeting Minutes
-  Board Member Database
-  Board Policies





HUMAN RESOURCES

-  Employee Handbook
-  Leave Records
-  Performance Management
-  Recruitment and Induction
-  Payroll
-  Staff Details
-  Staff Development

ORGANIZATION INFORMATION

-  Model
-  Legal Documents
-  Strategic Plan
-  Vision and Mission
-  Values

PROGRAMMES

-  Beneficiaries
-  Logical Models
-  Monitoring and Evaluation
-  Programme Documentation
-  Reports

Note: This list is not intended to be exhaustive, it is meant to be a sample of different folders to facilitate the creation of a filing system.