Example of a subject-based filing scheme

'Zero' file

Calendar
       Academic holidays
       Dates of term
       Prospectus

Degrees
       Certificates
       Falsification
       First degrees
       Higher degrees
       Honorary degrees
       Postgraduate degrees
       Testimonials
       Verification

Examinations
       Appeals
       Dates
       Enquiries
       External examinations
       External examiners
       Invigilation
       Irregularities
       Procedures
       Regulations

Fees
       Arrears of fees
       External examiners' fees
       Home fees
       Overseas fees
       Remission of fees

Graduation
       Arrangements
       Enquiries about graduates
       Enquiries from graduates

Staff Matters
       Appointment of Chief Executive
       Appointment of Senior Executive
       Appointment of Accountant
       Income Tax

Staff pensions
Staff expenses

Statistics
Departmental statistics
Enquiries about statistics

Trade unions
Association of Scientific, Technical and Managerial Staffs
Association of University Teachers

Example of an organisation-based filing scheme

'Zero' file

Arts, culture & environment
      Archaeology
            Admissions
            Applications
            Curriculum
            Offers
      Architecture
            Admissions
            Applications
            Curriculum
            Offers
      Fine art
      Music

Economic & management studies
      Economics
      Business studies
      Accounting & business method

History & classics
      Classics
      Economic & social history
      History
      Scottish history

Literature, languages & cultures
      English literature
      Islamic & Middle Eastern studies
      Celtic & Scottish studies
      European languages & cultures

Philosophy, psychology & language sciences
      English language
      Philosophy
      Psychology
      Theoretical & applied linguistics

Social & political studies
      Politics
      Social anthropology
      Social policy
      Social work
      Sociology

Example of a functional filing scheme

'Zero' file

Planning
       Process design
       Negotiate resources
       Set strategic priorities
       Develop plan
       Monitor achievement

Teaching
       Teaching strategy development

       Teaching planning

       Teaching quality and standards management
              Internal QA processes
              Formal internal reviews
              External reviews

       Taught curriculum development
              External monitoring
              Developing new curricula
              Revising existing curricula

       Taught curriculum review
              Collecting feedback
              Responding to feedback

       Taught programme development
              External monitoring
              Developing new programmes
              Revising existing programmes

       Taught course preparation & delivery
              Producing course materials
              Liaison with students

Example of an alphabetical referencing system

AAA			'Zero' file
ACE			Arts, culture & environment
	ARL		Archaeology
		AA	Admissions
		AB	Applications
		AC	Curriculum
		AD	Offers
	ARC		Architecture
		AA	Admissions
		AB	Applications
		AC	Curriculum
		AD	Offers
	FIN		Fine art
	MUS		Music
EMS			Economic & management studies
	EC		Economics
		AA	Admissions
		AB	Applications
		AC	Curriculum
		AD	Offers
	BS		Business studies
		AA	Admissions
		AB	Applications
		AC	Curriculum
		AD	Offers
	ABS		Accounting & business method

Example of a numerical referencing system

0	0	0	'Zero' file
1			Arts, culture & environment
	1		Archaeology
		1	Admissions
		2	Applications
		3	Curriculum
		4	Offers
	2		Architecture
		1	Admissions
		2	Applications
		3	Curriculum
		4	Offers
	3		Fine art
	4		Music
2			Economic & management studies
	1		Economics
		1	Admissions
		2	Applications
		3	Curriculum
		4	Offers
	2		Business studies
		1	Admissions
		2	Applications
		3	Curriculum
		4	Offers
	3		Accounting & business method

Example of an alpha-numeric referencing system

AAA	0	0	'Zero' file
ACE			Arts, culture & environment
	1		Archaeology
		1	Admissions
		2	Applications
		3	Curriculum
		4	Offers
	2		Architecture
		1	Admissions
		2	Applications
		3	Curriculum
		4	Offers
	3		Fine art
	4		Music
EMS			Economic & management studies
	1		Economics
		1	Admissions
		2	Applications
		3	Curriculum
		4	Offers
	2		Business studies
		1	Admissions
		2	Applications
		3	Curriculum
		4	Offers
	3		Accounting & business method

Example of a keyword referencing system

No	Key word	See also	Use for
1	Accounts	Financial reports; vouchers; audit	
2	Accreditation	Allocations	
3	Advertising	Publicity	
4	Allocations	Accreditation	
5	Appeals		
6	Associations	Teachers' Association	
7	Audit	Financial reports	
8	Biology	Sciences	
9	Budgets	Estimates; financial reports	
10	Chemistry	Sciences	
11	Circulars	Notices; instructins	
12	Codes of conduct	Procedures	
13	Committees	Working parties	Records relating to more than one committee
14	Conferences		Any records not relating to a named conference
15	Contracts		
16	Development	Research; staff training	
17	Estimates	Budgets; financial reports	
18	Financial planning	Planning	
19	Financial reports	Budgets; estimates; accounts; audit	
20	Grants	Loans	
21	Institutions	Universities	Any records not relating to a named institution
22	Lectures	Speeches	
23	Loans	Grants	

Taken from Public Record Office, *Records Management Standard: File Creation*