

## Office Filing Systems

Office storage is one of the most important and most frequently neglected aspects of good business management. Whether your office filing systems are based on simple vertical filing cabinets, a sophisticated computer backup network, or rows and rows of stackable storage shelves, it forms the heart of your business. Having well-run office filing system means that your employees can find what they need when they need it. Little time is wasted in looking for information or products, making for an efficient and well-organized business. Bad office filing systems, on the other hand, invite disaster. Not only can you potentially waste hundreds of man-hours a year, but you can also lose valuable information and products.

A lot of aspects of office file storage are neglected until it is too late, particularly in this age of high-tech computer systems. Despite all evidence to the contrary, many people still assume that, if it is on a computer, it is safe. Having a dependable, well-maintained automatic backup system never occurs to them until something goes wrong. By that time, disastrous things can have happened. A single virus, a hardware failure, an employee mistake, or a software bug can destroy contracts, vital records, and anything else you can imagine. Although it does not happen that often, it is better to be safe than to be sorry. Of course, many people underestimate the importance of having old-fashioned paper office filing systems on top of whatever computer records they may have. This does not work for every business, sometimes, the cost in paper, labor, and storage space is simply too much to make it practical, but for many businesses it is essential. Hard copies of legal contracts tend to hold more authority in court and provide a more unambiguous picture of the agreements your company makes. Shipping invoices, employee reports, and inventories should always be kept as paper copies as well as on the computer. If nothing else, it provides you an extra measure of legal security.

Still, even if you have the perfect office filing systems set up, if you do not inventory every once in a while you are taking big risks. You never know when an employee is incorrectly following procedure, a piece of equipment is failing or malfunctioning, or some other error will prevent your office system from working properly. A checkup every month or so is crucial. The number one rule in business is to try to stop major breakdowns before they happen.

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## About the Author

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