

DEFINITION OF FILING

[FILING | meaning in the Cambridge English Dictionary](#)

Filing (Noun)

Fil.ing | \ˈfi-lin

- The activity of putting documents, electronic information, etc. into files

ORGANIZATIONAL IMPACT

Filing can be described as the core of records management. The files of an organization are its memory and any malfunction of this memory will severely affect the overall efficiency of the organization.

Filing provides a means of preserving records of business transactions and it is the process of arranging and sorting original records that can be readily located when required.

FORM OF RECORDS

The State of Washington defines public records as those that are received in connection with the transaction of public business and regardless of format (paper, digital, tape, disc, film, microfiche, email, etc.) RCW 40.14.020; RCW 40.14.010

FUNCTION OF RECORDS COORDINATION

The importance of proper filing and records maintenance involves three important aspects:

1. Proper arrangement of records
2. Proper sorting of records
3. Easy availability and retrieval of records regardless of format

ADVANTAGES FOR THE SCHOOL DISTRICT, STAFF, STUDENTS & PARENTS

The core advantages of the OSD employing standardized and consistent filing practices throughout the district are:

1. Documentary evidence of transactions
2. Historical data preserved
3. Elimination of redundancy for staff utilization and material efficiencies
4. Protection (Confidentiality and ensuring retention in accordance with state policies)
5. Tracking