Suggestions for Admin Meeting
10/12/91

File Management:

1. Systemize computer document naming/creation.
            Create codes for each section: admin., security, task
            groups, etc. Sub-codes should cater for divisions
            within these, e.g. travel, catering within admin.
            Extentions for typists may be helpful. Codes should be
            registered as a header on *all* documents.

            A pop-up menu could be installed by Willem following
            the codes and sub-codes.

            A hard-copy list of code numbers should be accessible
            to admin. staff.

2. Holding of originals and copies.
            Originals of all documents typed by our staff must be
            stored in steel filing cabinet with copies - where
            possible. Plastic sleeves should cover originals.

            If commensurate with security needs, a list of titles
            and file designations can be kept in the front of the
            file.

Better faxes.

Terms.

TYPISTS!!!

*   Please make sure you enter the correct code into the
book (which should be left next to the printers at all
times).

*   Please print out a copy OF EVERYTHING YOU DO for the
filing cabinet. Make sure that Robin sees it!

*   Please make sure you enter the correct code into a
header on the document:
     Flush right
     On every page
     Font = Letter Gothic 16.66cpi

*   Check the diagrams on the wall for correct codes, and
make sure they have been updated according to the book.

*   If you have any problems with categories, speak to
Colleen, Elaine or Robin.