

## Naming and Filing Documents

Standard Folders and Sub Folders provided.

- Just as care and attention is important in filing paper documents into a three draw metal filing cabinet a similar level of care is required in naming and filing the electronic version of a document.
- By using the standard folders provided, documents will be filed in an orderly fashion. Within each annual folder are 12 sub folders to be used.
- Two primary folders are provided, a permanent folder for filing documents which need to be retained for a period longer than 3 years and a yearly folder.
- The permanent folder contains 2 sub folders. A Financial statements and Taxation Returns folder and a Permanent and Key Information folder which can be used to hold: birth certificates, academic qualifications, wills and titles to property. Also the folder contains a key information sheet which you may use to load key information which will not vary from year to year such as tax file numbers etc
- The other primary folders are annual folders which are used to store all documents for the year ending 30 June.
- By filing the majority of documents under a yearly folder system the folder being accessed on a regular basis will never become too large or unmanageable.

The sub folders have been named accordingly

1. Apl Financial Invoices, correspondence and other
2. Back up (zipped files only)
3. Bank, Credit Card & Loan Statements
4. Children
5. Education \* current studies
6. GST & BAS
7. Household
8. Income, Tax Expenses, Superannuation, Employment
9. Investments
10. Management Reports & Accounts
11. Medical
12. Other associations & hobbies
13. Vehicles
14. Working Papers

- By placing documents in an annual folder and naming all documents in a consistent systematic fashion allows for a quick and easy search. When searching for a document, the search can be limited to one sub folder e.g. household or to a particular folder year. The search engine searches via the file name and in increments.

The following file naming structure is recommended

File example:	Ned Ludds Bayside City Council, Rate notice 31 March 2010
File location:	Household folder
File name:	nl bayside city council_rate notice 2010.3.31

- A space is left between the individual's initials and the file name. The underscore breaks up the file name/description and the date. *(when searching for a document there is no requirement to open the actual document if it is named correctly)*
- The date is recorded year, month and day so documents with the same name will automatically fall in chronological order.
- Where the person's initials are the first part of the file name, and the person's initials are keyed into the search engine, all the documents which commence with the initials will appear and then be sorted alphabetically by the next part of the file name.

#### Identity Fraud, Criminals and Computer Hackers

**In the electronic age, identity fraud and illegal access to your records is a major concern.**

- All records placed in your secure electronic filing cabinet are encrypted to bank level security however encryption will serve no purpose where hackers and criminals gain access to your password.
- To reduce the risk of illegal access, please establish a password of more than 8 characters which includes numbers and letters and other symbols from the keyboard. Do not use street names, postcodes, dates of birth and the name of your pet.
- Please ensure current and reputable anti virus software with firewalls is loaded and maintained on your home computer. If you require assistance with anti virus software please contact our office.
- If you chose to upload confidential information such as copies of driver's license, passports, wills etc require additional security. Please mail or deliver a copy of these documents to our office so they can be scanned and encrypted with a further password and then placed in your secure electronic filing cabinet. Do not use internet chat rooms to access your files. Only access documents from secure reputable 3rd party computers where current anti virus software is loaded.
- In the event of an emergency which requires you to access your files from a computer which maybe compromised please contact our office as soon as possible in order that your password can be reset.

- Computer hackers and criminals cannot access information while you are viewing, copying or loading documents via the website. However as you are entering your username and password they may be obtaining a copy of it and access your records at a later date.
- Where anti virus software is inadequate or out dated hackers and criminals will gain user names and passwords from your home computer and access the information from a remote location.

#### Continuing to use your personal computer at home to file documents

Some clients will continue to use their home personal computer to file and save documents. The file structure and naming conventions set out in the previous section will assist in moving to less paper home office. You may wish to purchase Filecenter software to assist in the process. The Filecenter software includes all the features required for a home office electronic filing system and the price is approximately \$70 for a single user. Please visit their website at [www.lucion.com](http://www.lucion.com).

A trial version can be down loaded with 30 days of access. The Filecenter software is not critical to moving to a home paper less office however, it will provide some very useful tools.

Please [contact our office](#) so our checklist “Hassle Free Conversion To A Paper Less Home Office” can be emailed to you.