BUSINESS SUBJECT CATEGORIES
FOR FILING SYSTEM

>ACCOUNTING
Accountant Services
CPA
Assets
  Appraisals
  Capital Assets
  Depreciation
  Inventory
  Vehicles
Banking
  Deposits
  Reconciliations
Collections
  Income/billing
Cost Accounting
Credit
  Applications
  Collections
Payables
  Expense Accounts
  Expense Receipts
Payroll
  Time Sheets
  W2 and Gov't Reports
Receivables
Taxes

>ADMINISTRATION
Associations/Groups
Awards/Certificates
Bulletin
Committees/Meetings
Communications
  Phones/Fax
Correspondence
Information Systems
  Document Management
  Records Management
Library
  Consultant Info

Data Processing/computer
Information Services
Internet Info
Shipping Info
Travel Info
Management Profiles
Office Admin
  Forms/stationary
  Checklists
  Logs
  Masters
  Supply List
Office Equipment
Organization Boards/Charts
Policy and Procedures
Presentation Materials

>EXECUTIVE
Articles of Incorporation
  By Laws
Board of Directors
  Minutes/Meetings
Council
  Advisory Council Mtgs/Minutes
  Executive Council Mtgs/Minutes
Facilities/Estates
  Building Maintenance
  Disaster Recovery
  Safety/Environmental Health
  Security
  Space Planning
External Affairs
  Consultants
  Study Group
History
  Business Plans
  Company Profiles
Issue Authority
Management
  Planning
  Policies
Programs
Statistics
Orders
Shareholders
Stock

>FINANCE

Analysis
Budgets/Financial Planning
Financial Information
Financial Reports
Frequent Flyer Reports
Insurance
Investments
Purchasing

>HUMAN RESOURCES

Applications/Resumes
Benefits
    Pension Plans
Contractors
Education/Training
    Continued Education (C.E.)
    Employee Handbook/Manuals
Employees
Employee Forms
Employee Relations
Employee Reports
    Consultations
    Hearings
    Performance Records
Employment Resources
    Employment Agencies
Job Descriptions/Hats
Testing
Workmans Comp

>LEGAL

Acquisitions
Claims
Contracts/Agreements
Correspondence, Legal
DBA's
Leases
Licenses/Permits
Litigation
Outside Council/Attorneys
Property
    Deeds/Titles
Valuable Documents, Other
    Business Registrations
    Copyrights
    Corporate Papers
    Patents
    Trademarks
Warranties

>MARKETING

Advertising
Business Development
    Web site
Campaigns
    Image/Positioning
    Referral Program
    Special Days/Events
Competition/Comparisons
Client/Consumer Relations
Contact Management
Mailing Lists
Market Research
    Industry
    Pricing
    Target Public
Marketing Plans
Promotion Material
Sales
    Proposals
    Prospects
Surveys/Evaluations

>OPERATIONS
Client Accounts/files
Client Projects
Job/Work Orders
Job/Work Records
Special Projects

>PUBLIC RELATIONS

Community Relations
Industry Relations
Media Info/Contacts
Newsletters
PR Activities/Events
  Booth Exhibits
  Public Speaking/Lectures
  Workshops/seminars
Publicity
  Press Clippings
  Press Releases
  Publicity Plans
Trade Articles

>QUALITY CONTROL

Examinations/Tests
Quality Assurance
Reviews
Testimonials/Success

>RESEARCH & DEVELOPMENT

Business Development
  Special Project Pilots
Product Development
Reference Library
  Data Processing
  Industry
  Subject/Data Files
  Technical

OPTIONAL CATEGORIES

>MANUFACTURING

Production Control
Raw Materials
Shipping

>ENGINEERING

Blueprints
Drawings
Formulas
Industrial Engineering
Projects
PERSONAL FILES

Auto
Correspondence
Church
Family
  Children
  Education, school records
Friends
Home
  Property/Mortgage
  Home improvements
Household
  Home inventory
  Manuals/warranties
  Pets
Medical/Health
Legal & Val Docs
  Certs, wills, passport
Memorabilia
  Photos, etc.
Personal Services
  Household Services
Reference Library
  (special interests, hobbies, recreation, travel, etc.) - see below

REFERENCE LIBRARY

Beauty & Health
  Beauty Products
  Diet
  Exercise
  Health Products
Consumer info
  Catalogues
  Products
Current Affairs/News
Entertaining
Hobbies
Home & remodeling
Home & gardening
Homemaking
  Household tips, etc.
Humor
Parenting & childcare
Personal/Professional Services

Recreation
Restaurants
Special interests
Special projects
Style & Fashion
Travel
  Hotels
  Transportation
  Vacation spots