

**FILES • SYSTEMS • FURNITURE  
ACCESSORIES & SERVICES**

# File-*it*

Information Management  
Systems & Storage Solutions



# FILE FOLDERS - Long Life, Acid Neutral, Archive Quality

Our extensive range of file folders is structured to ensure there is a file for every purpose.

Selection of the correct folder will depend on the life of the record, in particular how regularly it will be accessed during its active cycle, the environment for

the active cycle, the duration of its inactive phase and whether any printing particulars are required.

File-IT staff can assist in determining not only the right folder for each application; we also ensure the most cost effective result.



**FO-1-\*** White File folders with coloured end tab sturdy 320 gsm special file board and mylar protection on end tab. Substitute colour number for \* where: 0 - Salmon; 1 - Magenta; 2 - Light Orange; 3 - Dark Orange; 4 - Light Green; 5 - Dark Green; 6 - Light Blue; 7 - Purple; 8 - Mauve; 9 - Brown; Y - Yellow and G - Grey.



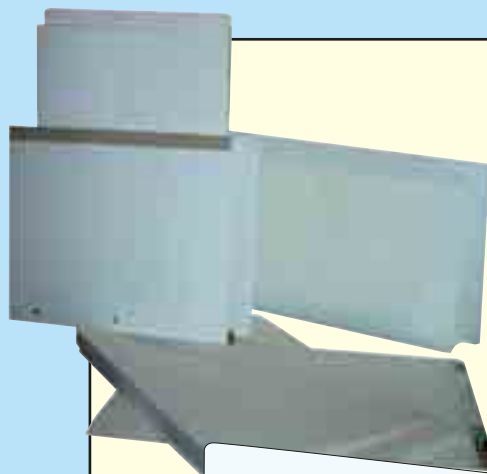
**NEW**  
Solid colour end tab folders available in all 12 colours



**414.9.4** Manilla End tab files in 286 gsm special file boards; Also available as a solid colour where M - Magenta; LTG - Light Green; PK - Pink; BL - Blue are stock colours - other colours to order



**C6200** Stock printed white files in A4 and New Zealand foolscap manufactured from Kraft Board.



**FO-002** White End Tab file folders in 320 gsm (Heavy Duty) special file board

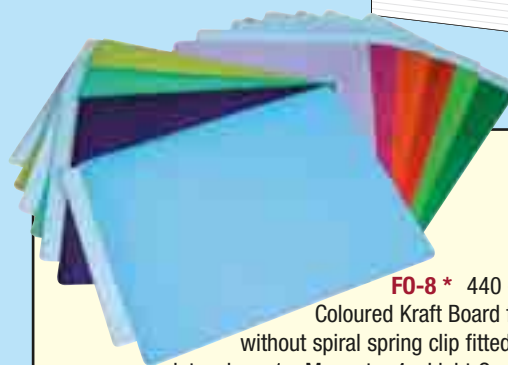
**FO-003** White End Tab file folders in 244 gsm special file board

**FO-4 P** White files in 320 gsm board with a Mylar protected end tab

**NEW**  
Exclusive Heavy duty Laminated File Folder

**FO-4 LA** White Fully Laminated files in 440 gsm board extra heavy duty

**FO-006** White Twin Tab file in 320 gsm board, suitable for top tab identification. Not available in Legal.



**FO-8 \*** 440 gsm Solid Coloured Kraft Board files with or without spiral spring clip fitted. Extra Heavy duty where 1 - Magenta; 4 - Light Green; 6 - Light Blue; 7 - Dark Blue; 8 - Pink; 9 - Aqua; Y - Yellow, other colours available on request.

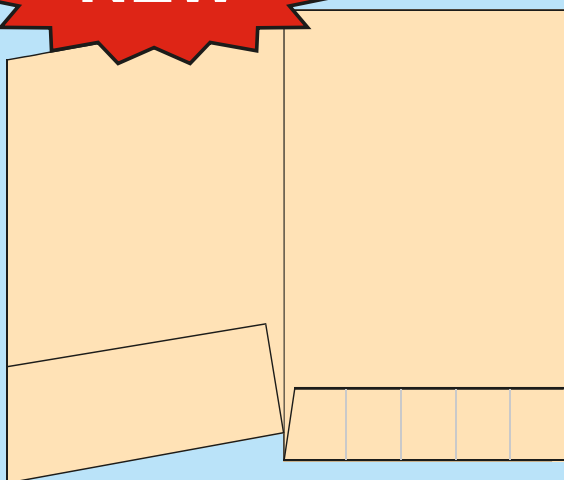


**File Lengths: A4 = 330mm NZ F/cap = 335mm F/cap = 368mm Legal = 387mm**  
Special File Folder designs for unique applications

# POCKETS AND WALLETS



- FO-007-14 380 gsm 60mm A4 white expansion pocket
- FO-007-32 380 gsm 60mm legal white expansion pocket
- FO-007-00 A4 pressboard 110mm in white or brown pocket tyvet gusset
- FO-007-02 NZ f/cap pressboard 110mm in white or brown pocket tyvet gusset
- FO-007-03 Legal pressboard 110mm in white or brown pocket tyvet gusset
- FO-026-02 380 gsm 60mm wallet with velcro flap



Different styles of pockets may be installed or manufactured into file folders.

FE-001-00 Manila pocket file with end tab A4 only.

## Colour Map

We use vibrant solid colours as the background for all Numeric and Alpha colour code label indicators in our generic colour map. Our label colours were selected for their visual appeal, simplifying the association of colour to individual letters and numbers.

0	Y	7
1	4	8
2	5	9
3	6	G



### CUSTOM PRINTING

Folders may be custom designed with special imprints on the outside surface, inside surface or both. File-IT can design your art from rough copy supplied.

# LABELS – colour code labels to match most systems

## *Colour Code Labels*

Colour code labels are offered in alpha, numeric and in solid colours. Two sizes; a standard and a half size accommodate all identification options and our colour code labels are available in a range of pack sizes. Our standard file end tabs can accommodate up to 9 individual self adhesive standard size labels.

## *Alphabetical Colour Coding*

A simple to maintain system that requires no cross-referencing, ideally suited to customer centric systems.

Filing of common names uses the first three letters of the last name and in larger registries, the additional coding of the first name initial assists to further break up large groupings of the same codes.

## *Numerical Colour Coding*

For subject centric systems and where an indexed list is maintained about the files. Numeric indicators can be designed to segregate the information or be used as the storage reference point.

## *Terminal Digit Numeric Filing*

Used commonly where retiring records are not consistent with the new growth, leaving large gaps in numeric sequences.

In this filing method, all files with numbers ending in the same last two digits are stored together, forming 100 distinct file groups (0 to 99).

## *Alpha/Numeric Colour Coding*

Alpha/numeric systems use numbers and letters to add a classification dimension to the numeric registry.

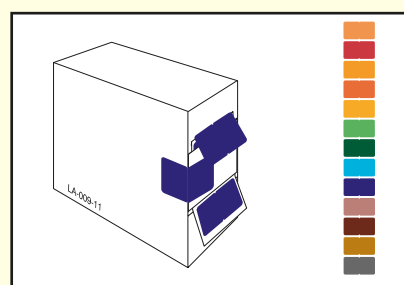
## *Designator or Indicator Labels*

Year Labels are most commonly used for culling/archiving purposes. Labels are applied as files are closed making their removal simple when they become too old to take up valuable active storage space.

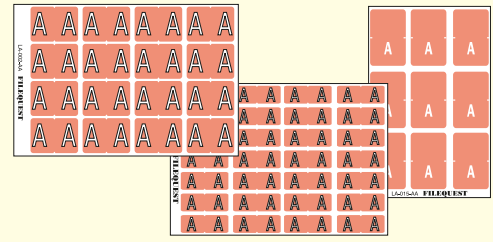
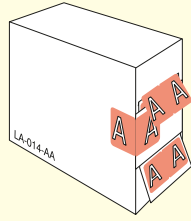
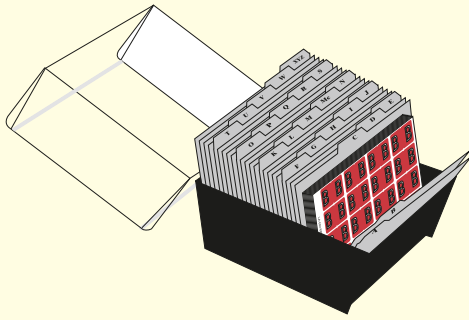
Plain coloured labels are used as designators and add additional meaning to the systems users.

## *Single Strip Labels*

A single strip of label replaces individual self adhesive labels. Designs can accommodate an array of information, alpha and or numeric colour bands in any colour map, text, and ANSI Grade 1 Barcode indicators. Our single strip label software delivers uniform colour band spacing providing neat ordered and accurate identification. Simplified new web based application prints labels anywhere on any colour printer.



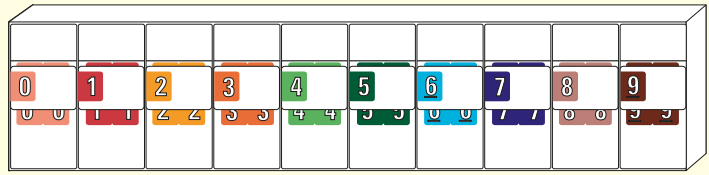
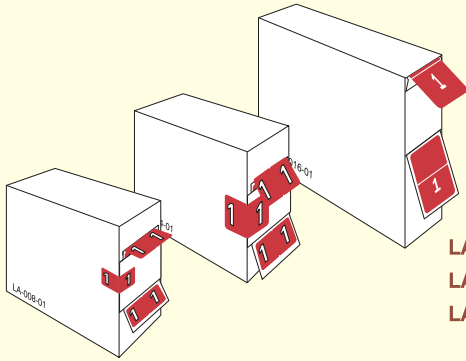
# LABELS – colour code labels to match most systems



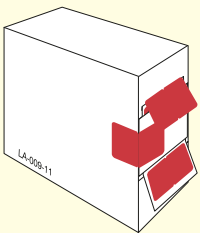
- LA-001-00** Alpha label starter kit 3872 labels
- LA-001-01** Alpha label supplementary kit 1024 labels
- LA-002-\*\*** Alpha label Substitute letter required for \*\* 240/pkt
- LA-014-\*\*** Alpha label Substitute letter required for \*\* 500/dispenser roll

- LA-006-\*\*** 1/2-size Alpha label Substitute letter required for \*\* 252/pkt
- LA-006-01** 1/2-size Alpha label supplementary kit 992 labels
- LA-015-\*\*** \* Top tab Alpha label Substitute letter required for \*\* 252/pkt
- LA-015-01** \* Top tab Alpha starter kit 3141 labels
- LA-015-00** \* Top tab Alpha supplementary kit 972 labels

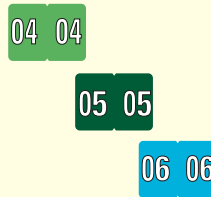
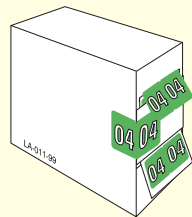
\* For use in drawer file systems. Designed especially for top tab (dual tab) folders.



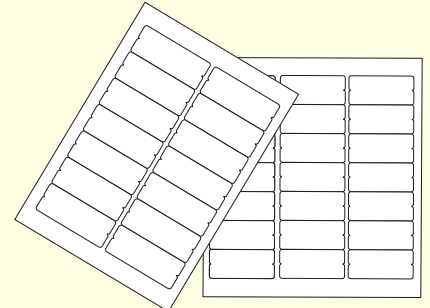
- LA-004-0\*** Numeric labels 500/roll
- LA-008-0\*** 1/2-size numeric labels 500/dispenser roll
- LA-016-0\*** Top tab numeric labels 500/dispenser roll Substitute number required for 0\*
- LA-003-00** Numeric starter kit 5000 labels
- LA-007-00** 1/2-size numeric starter kit 5000 labels



- LA-009-\*\*** Solid colour designation label 500 labels/dispenser roll
- Substitute the colour required for \*\*
- 00=Salmon, 01=Red, 02=Light Orange, 03=Dark Orange, 04=Light Green, 05=Dark Green, 06=Blue, 07=Purple, 08=Mauve, 09=Brown, 10=Black, 11=Yellow, 12=Grey.
- Ideal for departmental or group identification within your filing system



- LA-011-\*\*** Year label 500 labels/dispenser roll
- Substitute last two digits of year required for \*\* Previous years are available
- Use year labels for files that need to be identified by financial or calendar year
- Assists with culling
- Provides accurate destruction date

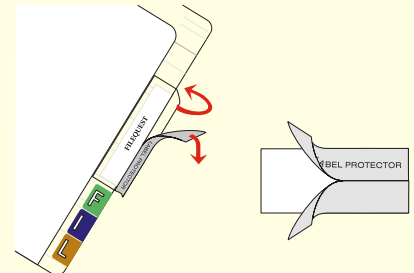


- Double White File Title Label 14 up for Laser and Ink Jet Printers
- LA-012-10** = 25 Sheets per pack
- LA-012-00** = 100 Sheets per pack
- LA-012-21** File Title Label 21 up for Laser and Ink Jet Printers Suitable for end and top tab folders



- File-IT will assist you to design the best file folder label for your filing needs.
- Bureau service for single strip labels.
- Software design and implementation.
- Unlimited configurations.

**F11-8313** Single strip label



- F11-8314** Full End Tab Label Protector 100/pkt
- LA-013-00** Mylar label protector 100/pkt
- LA-013-01** Mylar label protector 500/pkt

- Adds strength and longevity to the folder
- Seals name label under clear film
- Protects name label
- Prevents smudging

For simple swift conversions, ready to use colour coded folders, use our labeling services

# STORAGE

## *Lateral Cabinets*

File-IT offers a range of Lateral Storage options. Several cabinet types are manufactured in a variety of sizes.

Where security for files is paramount; the Flipper Door Cabinet is recommended.

Our Tambour Door Cabinet is ideal where the requirement is for a range of mixed media in the one lockable cabinet.

## *Stationery Cabinets & Lockers*

Swing door stationery cabinets are 900mm wide and up to 1850mm high. Adjustable height shelves can accommodate a range of media, including lateral files.

Our range of personal lockers can be multiple heights, banked together and have clean design tops.



## *Code identifiers for file supports are :*

FB-001 File Box available in A4; Foolscap in 127mm and 100mm widths.

TR - Toast Rack two styles Rear Support and TRW - Wrap around shelf style. Size to suit shelf width.

FS-FD File Divider for slotted shelves.



### **File Supports**

Right: Toast Rack  
Far Left:

Slotted  
Shelf with  
Metal File  
Dividers

Left: File Box

## *Roll Post Shelving*

Adjustable height shelf modules are offered in a range of sizes. Systems can be designed to fit in almost any space. Options include mobilisation aids for optimum space use and *slotted shelves* for file support .



## *File-Box Storage System*

The File-Box storage system uses a heavy duty powder coated steel frame. Vertical posts are L-shaped for a single sided unit and T-shaped for double sided units. Rails are used to connect the posts horizontally thus providing the only continuous unbroken lateral storage system. The plastic file boxes hang from these rails and are supported at a 5% angle for more efficient file recognition and retrieval.

File-Box has a number of advantages over conventional mobile or fixed frame shelving systems. The units are simple and quick to assemble and can be just as simply dismantled for easy relocation. Re-ordering files in the system is as easy as moving the boxes along the rails, making room for new files or taking up vacant space left after a system cull.

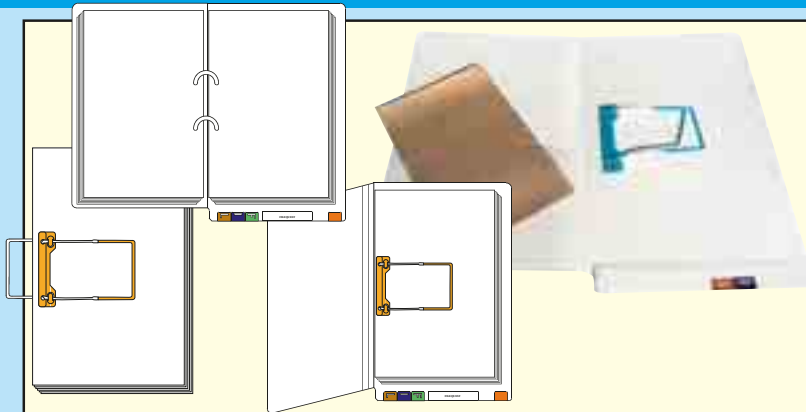


## *Colours*

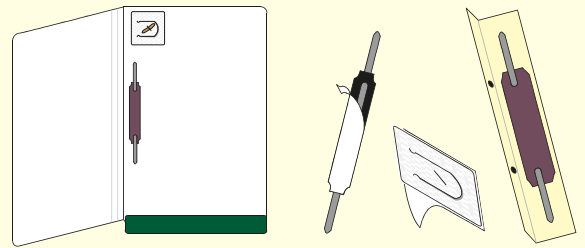
Cabinetry shells for all our storage products can be any Dulux Powder coat colour. Tambour doors are available in a limited colour range and all cabinet accessories are manufactured white in colour

**ARCHIVE BOX 1:** Lateral Archive Box

# ACCESSORIES & SERVICES



- FA-002-02** 3-piece tubeclip with self-adhesive base 100/box  
**FA-002-03** Tubeclip base only 100/pkt  
**FA-002-00** 3-piece fastener without adhesive base 100/box
- Ideal for busy work files that are accessed regularly
  - Acts like a ring binder



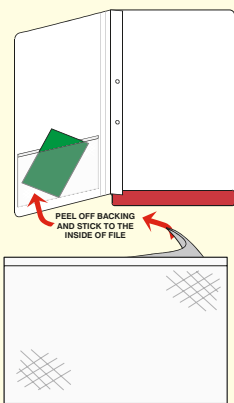
- FA-001-00** Foamclip fastener 100/box
- 2-prong self-adhesive document fastener
  - Can be applied to any position in file folder
- FA-003-00** Split pin fastener patch - adhesive 1000/roll



- FA-002-04** "Key clip" 100/box

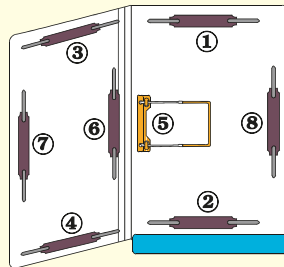


- LA-018-00** "Attach-A-Tab" 100/box



- FA-007-09** Self-adhesive plastic file pocket 9" x 6"
- Ideal for housing dental x-rays, letters, microfiche, diskettes
  - Pressure sensitive adhesive for easy installation

## Factory Installed Fasteners



- All types of file folders may be ordered with fasteners installed
- Several fastener types available
- Less labour intensive for staff
- Ensures correct and accurate location of fasteners

## Services Index

### Out Sourcing –

#### Life Cycle Records Management

- Bureau Services
- File Creation & Management
- File Sentencing & Archiving
- Archive Management
- Single strip colour coded labels

#### Records Management Services

- DIRKS
- Classification System Design
- Systems Implementation
- Data Conversions
- Physical File Conversion

#### Physical File Management

- Space Planning
- File Room Design to Code
- File Registry Relocations

For further information contact:

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