

THE IMPORTANCE OF DOCUMENT MANAGEMENT SYSTEM

by:

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There has been a couple of times that an office would often request for the same document over and over. This might be due to certain factors such as document damage, loss, or misplacement. One document that is constantly requested to be furnished or updated is the School Form 10 otherwise known as the permanent record of the student. As for the teachers, documents like the 201 File, need to be constantly updated perennially. If the document filing and storing are not properly managed then retrieval will be troublesome.

It is important that documents are easily retrieved, especially those that are considered as fast-running documents. Fast-running documents are those that are often sought after or regularly brought out and shelved back in. the SF 10 as mentioned earlier can be considered as an example of such. There are those that are considered dormant documents. These are documents that are once served, they are archived and are seldomly opened. These may be compilations of school memos or transmittal letters that only serve for single use.

Managing the safekeeping of documents, and strategic filing for easy retrieval is vital in office operations. This may lead to efficient service provided to clientele. This may lessen the burden of delays in the submission of other related documents. Or, this may result in high satisfaction rates for office performance.

The office should be able to provide prompt and accurate service to the clientele. Documents that are not properly labeled, stored, cleaned, and updated will either be mistakenly placed in the trash bin or be eaten by insects, or become lost. It is frustrating

to look for a document and not find it while the client is waiting or the superior needs it urgently.

One good way of managing documents is that filing boxes are clustered according to the types of documents. Memos for memos only, academic records for grades only, and so on and so forth. Files in the laptop need also to be categorized thru file folders and subcategorized inside the file folder if the topic, intent, or type of document still has slight variations from the rest. This way you will be able to navigate thru the file folders, boxes, or cabinets better and retrieve or return the documents more efficiently thus office operations will not be compromised.

References:

AIIM, (2022), What is Document Management (DMS)?, <https://www.aiim.org/what-is-document-imaging>