

## **Indexing**

Indexing is the process of organizing and listing files in a manner that allows **quick and easy retrieval**.

### **Purpose of Indexing**

- Helps in **quick identification** of documents.
- Reduces **time spent searching for records**.
- Improves **organizational efficiency**.

### **Essentials of a Good Indexing System**

1. **Simplicity:** Easy to use and understand.
2. **Economy:** Should be cost-effective.
3. **Flexibility:** Should be expandable as records increase.
4. **Safety:** Should protect important records.

### **Types of Indexes**

1. **Ordinary Page Index** – Similar to book indexes, listing subjects alphabetically.
2. **Vertical Card Index** – Uses individual cards stored in drawers.
3. **Visible Card Index** – Allows all cards to be seen at once for easy reference.
4. **Strip Index** – Uses strips attached to metal plates for quick flipping.
5. **Rotary/Wheel Index** – Uses rotating drums to store index cards, commonly used in banks.