## FILING EQUIPMENT 2181

(No. 2 Mar. 1998)

All requests for purchase or rental of new or used filing equipment must be approved by the records management coordinator and submitted to Office of Records Management (ORM) for review and approval. ORM shall not authorize purchase or rental of filing equipment until an agency can demonstrate that it is complying with SAM Section 1611. CDF shall substantiate the need for the equipment based on the amount of space available, the layout of the office, and the activity of the records.

ORM shall consider requests for purchase or rental of filing equipment based on the agency's supporting justification. Guidelines for justifying purchase of equipment are found in the Guidelines for Justifying Purchase of Filing or Micrographics (see exhibit) . All requests forwarded to the Office of Procurement, ORM, without prior approval of the CDF records management coordinator shall be returned to the requesting agency.

## VERTICAL SHELF FILES 2181.1

(No. 2 Mar. 1998)

Shelf filing equipment is generally the most efficient and is therefore adopted as a standard. It stores records on shelves in horizontal rows rather than in conventional drawers. This provides savings in space, equipment, and filing efficiency. Consider shelf files when requesting new equipment and review existing file installations to determine whether a conversion to shelf files is feasible and economical.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

(see next section)

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