# Alphabetic Records Management

- Most common method
- A method of storing and arranging records according to letters of the alphabet

| Filing Segment | Indexing Order of Units | | |
|---|---|---|---|
| Name | Key Unit | Unit 2 | Unit 3 |
| 1. Charlene Sample | Sample | Charlene | |
| 2. Darin Sample | Sample | Darin | |
| 3. Darlene A. Samples | Samples | Darlene | A |
| 4. Jeff Simmons | Simmons | Jeff | |
| 5. Neil S. Simon | Simon | Neil | S |
| 6. Paula Simon | Simon | Paula | |
| 7. Neil S. Simone | Simone | Neil | S |
| 8. Michelle Skrzynski | Skrzynski | Michelle | |
| 9. Robert Sunderland | Sunderland | Robert | |

# Alphabetic Indexing Rules

Joseph S. Fosegan

**Alphabetic Indexing Rules:**

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