

# 3.13. Filing System

1. Each student organisation should create one official file and file all documents properly.
2. The file should be kept at the office of the relevant OIC. The committee **SHOULD** keep separate files containing photocopies of documents. Among the contents of the file are:
  1. Constitution of the student organisation;
  2. List of office bearers and members;
  3. Calendar;
  4. Annual Reports; and
  5. Copies of outgoing and incoming letters.
3. The file must have the following information:
  1. Name;
  2. Reference number;
  3. Date it was created;
  4. File minutes: to have columns for Number, Particulars, Sender and Date; and
  5. Official documents.

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