



# **Administrative Effectiveness**

## **Handout 5**

### **Filling System Questionnaire**

## Filing System Questionnaire:

Decide whether each statement is true (T) or false (F).

1.	A filing system is a system for storing and retrieving documents.	
2.	Only large organisations need a filing system.	
3.	Document for filing should be kept in a pile and filed at the end of each month.	
4.	Only the filing clerk should know where to find filed documents.	
5.	A good filing system is the record-keeping system for a business.	
6.	A filing system will make your office more effective.	
7.	Payroll records do not need to be filed because everybody gets a payslip.	
8.	Financial records should be filed.	