

Following are a few things to keep in mind when you write reports. If you keep them in, it will help both your own area and the area you are sending the report to in cross-filing.

1. Write only one report per subject. If you write about Joe Bloggs, then write about Joe Bloggs. It should not be about Mary Smith and Fanny Hill if Mary and Fanny have nothing to do with Joe. In other words no multiple reports.
  2. Make sure your reports are neat and where possible typed. Remember that xerox machine only prints foolscap size, so make sure that if you are using larger size paper you must leave a margin wide enough for the machine to print. Do not write on yellow paper, the xerox machine can not copy from this. Do not use blue carbon paper as it does not come out either, so use black carbon and black ribbon in typewriters.
  3. Don't use abbreviations for organisations assuming that it is known who you mean. Sometimes we don't and sometimes organisations have the same abbreviations. Also write surnames when reporting about individuals as we don't always know just the christian name.
  4. Be sure that your spelling of names is correct, or else we end up having duplicate (or triplicate) files.
  5. If you write a long report and attach documents, at the end of your report list out all the names of individuals and organisations mentioned. This takes up hardly any time for the originator of the report, makes filing and cross filing easier on the originating area and the recipient of the report, and the originator is certain that his report is filed under the relevant names.
- Keeping these points in mind make it easier on all.

Director of Collection: