



MANAGEMENT ANSWERS

EFFECTIVE METHODS OF COLLECTING AND STORING INFORMATION

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Candidate Name.....

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How would you assess the effectiveness of your current methods of collecting and storing information

I would you assess the effectiveness of my current methods of collecting and storing information in the following manner, each type of collection and storage is relevant to each area of collection and storage, sometimes it is speed that guides me to send information, so an email may be the form of collection and storage, sometimes it is a letter which is more personal and warm, sometimes the medium has to be used as it has features that the others do not have, like pictures and film, or it could be that the environment where the collection and storage, does not have the infrastructure to store that information. i.e. you cannot send a fax to someone who has not got a fax.

A4 PAPER

I would collect and store information in files, for instance a staff file, individually collected and stored in a secure environment. Care Records would be kept in the working office which would be locked when not being used. Other records, such as memos and general circulation letters are stored in an archive file, in a secure office and other information, such as fridge, freezer temperatures and menus would be stored in the kitchen; where the cook or chef would monitor this on a daily basis.

MAIL

Any copy letter which was sent by mail would be kept in an archive files if they were of a general nature, kept in staff files or client files where appropriate, sometimes a copy would be kept in a staff or client file and also in a file kept securely in the Managers office.

FAX

The master-copy of the fax sent would be stored in an archive file where appropriate, or in a staff / client file etc. Sometimes it would be sent by mail and a copy taken and archived.

EMAIL

All emails are collected and stored in the email section of the computer, where appropriate, a copy is printed off and stored in the relevant file.

COMPUTER

Files can be created on the computer and information can be collected and stored electronically

CD

Computer files that need storing can be collected and archived on a CD and stored in a secure environment for any future needs, if it is extremely confidential it may be stored in a safe and secure locked room, cupboard and even a safe

WEB-CAM

This movie and conversation can be collected and stored on the computer, sent by email to another computer for storage, or stored on a CD

FILM

Film can be stored on a tape, digitally stored on the camera, computer sent by email to a secure storage area, or copied to CD.

TELEPHONE CONFERENCE

Telephone conferencing can be taped and kept in a secure environment as an archive or part of an ongoing situation, proposal or unfinished business

MOBILE PHONES

Mobile phones hold a certain amount of information such as pictures, movies and text, so this information can be collected and stored on a mobile phone, transferred to a CD or computer.

