CHECKLIST

Filing Cabinet or Shelving Decision Checklist

- [ ] Count how often you retrieve each category of document
- [ ] Measure floor clearance in front of the storage location
- [ ] Check the wall type and load-bearing capacity for shelving
- [ ] Assess room humidity and dust levels
- [ ] Decide whether you need contents visible or hidden
- [ ] Plan storage needs for the next few years
- [ ] Consider combining both methods for active and archived files