




PaperJamming Reference

Reference Files

Type

Stage

Details

 Tickler files and contact information



When no longer current

 Subject files



When obsolete, superseded, or no longer used

 Publisher submission guidelines




When no longer current

 Interim products



1 copy of each for reference (if needed)

 Magazines and other publications



Articles of interest: Clip or copy, then file



Issue: When new issue received


 Conference and workshop materials



Notes and filler: 6 months



Certificates of participation: 1 copy









Key:  Continuing  One Time  Permanent