* 1. **Numeric Filing Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Handout Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Directions:** Place each group of numbers according to the numeric filing system in the space provided.

|  |  |  |
| --- | --- | --- |
| **Straight Numeric** |  | **Terminal Numeric** |
|  | 1 |  |
|  | 2 |  |
|  | 3 |  |
|  | 4 |  |
|  | 5 |  |
|  | 6 |  |
|  | 7 |  |
|  | 8 |  |
|  | 9 |  |
|  | 10 |  |
|  | 11 |  |
|  | 12 |  |
|  | 13 |  |
|  | 14 |  |
|  | 15 |  |

1. 09248-97
2. 94009-98
3. 02736-91
4. 19985-98
5. 84755-98
6. 35594-99
7. 93747-92
8. 83790-99
9. 76630-96
10. 66655-96
11. 02836-91
12. 83610-99
13. 87330-91
14. 73660-97
15. 71740-92