

Indexing and classification systems

Indexing is a technique for classifying documents that will later be reused and analyzed. A simple way to do this is to compile keywords from the thematic process into a chart and to associate the documents that address them. This saves time when searching for documents related to a particular topic. The larger the document database, the more useful this tool will be.



Here is some information that should be included in the index:

- The complete title of the document;
- Its location (particularly for objects and private documents);
- The number of pages or objects (in the same series);
- The author or creator;
- The year of creation;
- The collection to which the document belongs;
- Conditions of use (Is it publicly available? Is the data confidential? Should it be anonymous?);
- A brief and summarized description of the content;
- Keywords associated with the content;
- An access link (if the document has been digitized).

If the documents are to be donated to an organization that already has its own filing system, it may be useful to meet with the person responsible for that system. This procedure is recommended in order to understand the system in question and to allow documentation to be included in the database more quickly and more easily.

Available tools

Google Drive : This Google web space allows research and interviews to be compiled and shared. It also makes it possible for Word or Excel documents to be created and edited with others simultaneously.

<https://drive.google.com/drive>

SharePoint : This Microsoft tool facilitates teamwork by allowing files, data, news and resources to be shared among team members. Many communities use the Office 365 suite, where subscription may include SharePoint.

<https://www.microsoft.com/fr-ca/microsoft-365/sharepoint/collaboration>