Grouping Paperwork

Objects

PAPERWORK IS GROUPED BY RECORDS BELONGING TO AN OBJECT OR SERVICE

- **Vehicles**
- **Individual Persons**
- **Appliances**
- **Billing Company**
- **Home**
- **Banks/Credit Company**
- **Insurance Company**

Categorical

PAPERWORK IS GROUPED BY RECORDS BELONGING TO CATEGORIES

- **Medical**
- **Legal**
- **Service Records**
- **Insurance Records**
- **Financial**
- **Sales Records**
- **Tax Records**

Types

PAPERWORK IS GROUPED BY RECORDS BELONGING TO SIMILAR TYPES

- **Invoices**
- **Receipts**
- **Ownership Documents**
- **Reminders**
- **Insurance Policies**
- **Manuals**
- **Service Records**
- **Legal Records**

Need

PAPERWORK IS GROUPED BY RECORDS BASED ON NEEDS. THERE WILL BE DUPLICATE RECORDS

- **School**
- **Health Visit**
- **Insurance Event**
- **New Job**
- **Emergency**
- **Contacts**
- **Filing Taxes**

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