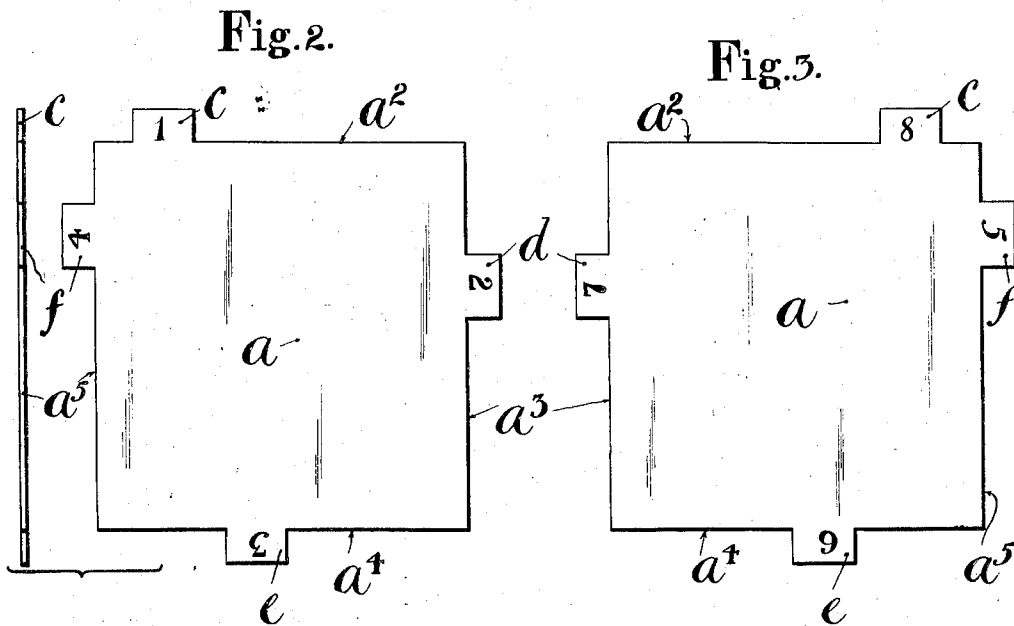
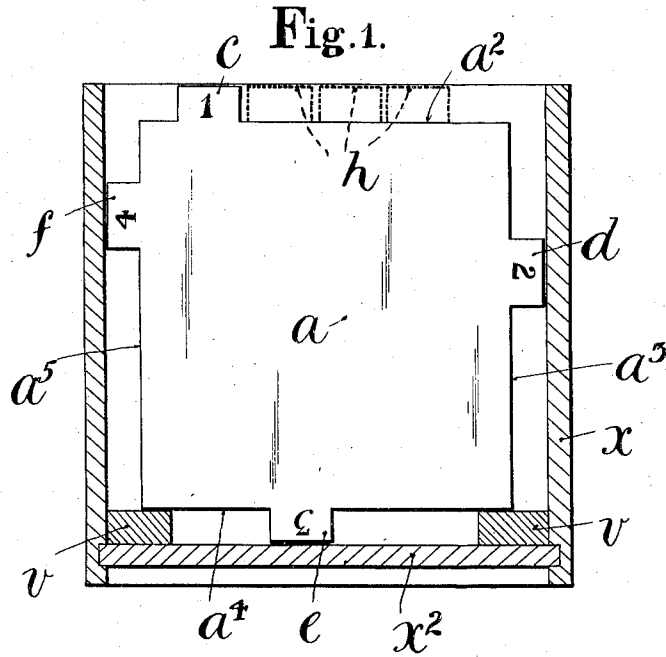


A. E. GOTT.
CARD FILING ARRANGEMENT OR SYSTEM.
APPLICATION FILED MAY 28, 1910.

1,043,688.

Patented Nov. 5, 1912.



Witnesses:

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UNITED STATES PATENT OFFICE.

ARTHUR EDGAR GOTT, OF ERDINGTON, ENGLAND.

CARD-FILING ARRANGEMENT OR SYSTEM.

1,043,688.

Specification of Letters Patent.

Patented Nov. 5, 1912.

Application filed May 28, 1910. Serial No. 564,007.

To all whom it may concern:

Be it known that I, ARTHUR E. GOTT, a subject of the King of Great Britain, residing at Erdington, in the county of Warwick, England, have invented a new and useful Improvement in Card-Filing Arrangements or Systems, of which the following is a specification.

The invention relates to card filing arrangements or systems and is comprised in the hereinafter described improvements therein.

The ordinary type of filing card used in filing systems is one provided with a single distinguishing tab and having a fixed position in a filing drawer or box behind an ordinary indexing card. In this arrangement the filing card is adapted to be bodily removed from one drawer box or receptacle to another consequent upon particular stages, operations, or sequence of events happening relative to the matter to be recorded, and unless the user knows exactly where the card is a search is necessary in the various filing drawers, boxes, or compartments to find it, which means, if the number of filing cards is large and the stages or operations numerous, waste of time and of necessity, a complicated filing system. It has however been previously proposed to use an indexing strip or card bearing upon its different edges letters, figures or signs which are always intended to be read one at a time the right side uppermost at the upper right hand corner of each strip or card or at the same place, such strip or card being made square, oblong or of some kindred shape with indicating letters, figures, or signs at the right hand corner of each edge.

To this kind of filing strip or card the invention refers, and is distinctive in the use for the purpose of a card having upon two or more of its edges indicative means such as tabs or notches placed so that each edge is distinctive both as regards the positions of the tabs or notches and the matter recorded thereon, so that each tab or notch on the card takes up a distinctly different indicating position and gives different information.

The card according to the invention may be made reversible to use both faces of the card, and both faces of the tabs and the faces of the card may be of two distinctly different colors. Where outstanding tabs are used upon the filing card in accordance

with the arrangement set out a special form of drawer, box or container is combined constructed with strips which enable the card to be supported from its body edges only in such manner that the tabs and tab edges are clear.

The invention hereinbefore stated will be hereinafter clearly described by the help of the drawings forming part hereof.

Figure 1 shows a transverse vertical section of a card filing drawer and a filing card constructed in accordance with the invention. Fig. 2 is the same card separate from the drawer. Fig. 3 shows the card reversed so that the tabs on both sides are used for indicating.

The card *a* represented in the drawings is square in its body part with four edges *a*², *a*³, *a*⁴, and *a*⁵ and with four tabs *c*, *d*, *e*, and *f* standing out one from each edge, these tabs being in one piece with the card and bearing indicative means such as figures or letters. If one face only of the card is used, as represented by Fig. 1, four stages can be indicated by the tabs, the card being, to change each tab, lifted bodily from the drawer or receptacle *x* and then placed therein again with the requisite tab uppermost and with the other tabs concealed, the dotted lines *h* in Fig. 1 indicating the positions of the various tabs as the card is turned around with the same face always presented.

If both faces of the card are used the four tabs can be made to give eight indications, in which case the faces of the card, including the tabs, would be preferably of different colors. As regards the indication of the stages the four tabs on the one face show stages 1, 2, 3, and 4 and on the other face 5, 6, 7, and 8, the card being bodily reversed for each face, and changeable to four distinctive indicating positions in respect of each face, and all in the same drawer or box. The card may be arranged so that odd numbers are on one face, and even numbers on the other face.

Either one or both faces of the card may be set out for writing or recording upon.

It will be obvious that the card aforesaid can be used with an ordinary drawer, box, or receptacle, but in the drawings the drawer *x* is provided at its bottom *x*² with side strips *v v* so that the card is supported from its body edges and not from the tab edges, there being a space between the two strips

to give clearance for the tabs, with the said space arranged so that any one of the four tabs will be clear.

The card need not necessarily have a tab on each edge, but there must be a plurality of tabs on the card.

The card may, if necessary, be fitted with any convenient means for holding it in proper position within the drawer or box, such means being no part of the present invention.

This system of filing card may be used with the ordinary division or indexing cards, such division cards being arranged to stand higher than the drawer if required.

Having now described my invention what I claim and desire to secure by Letters Patent is:—

1. A filing card having upon all of its edges indicating means, the indicating means on each card edge occupying a position differing from the similar indicating means on the remaining edges and also adapted to have matter recorded on the card of different characters in accordance with the different positions of the indicating means on the card edges.

2. A filing card having a reversible body provided with tabs on the edges thereof, the tab on each edge differing in position from the tabs on the remaining edges of the card, the opposite faces of the card being adapted to receive information of different charac-

ters in accordance with the position of the tabs in different locations on the edges thereof.

3. A filing card having a reversible body so that both faces may be used for receiving matter of information, the two faces of the card having distinct colors, each edge of the card also being provided with a tab, the tab of each edge being in a position differing from the tabs on the remaining edges.

4. A filing card having a square contour with a tab on each edge differing in position relatively to the tabs on the remaining edges, the card and tabs being reversible so that both sides of the card may be used for carrying information.

5. The combination of a filing card having its edges provided with outstanding tabs, one tab being provided on each edge, the tab on each edge being in a position differing from the tabs on the remaining edges, and a containing device having strips disposed therein to engage the edges of the card, the card being held upright by contact of the tabs with the sides of the containing device, the tabs being clear of the bottom of the containing device.

In witness whereof I have hereunto set my hand in presence of two witnesses.

ARTHUR EDGAR GOTT.

Witnesses:

A. W. FUERY,
F. A. BINNS.