

H. E. PROSSER.
 FILING SYSTEM.
 APPLICATION FILED APR. 15, 1912.

1,033,193.

Patented July 23, 1912.

Fig. 1

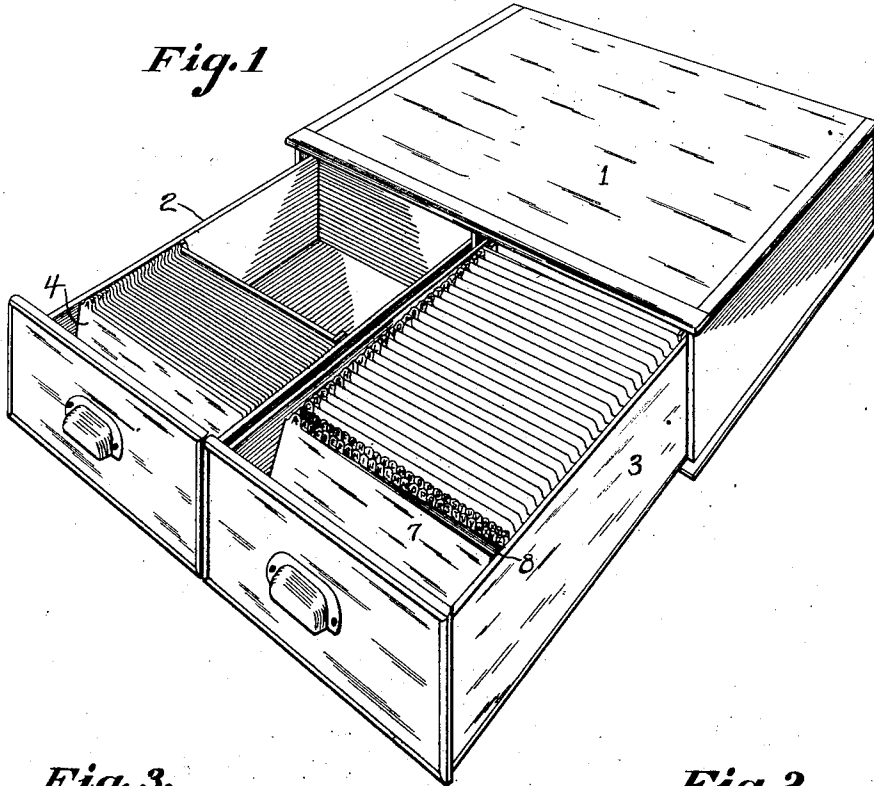


Fig. 3.

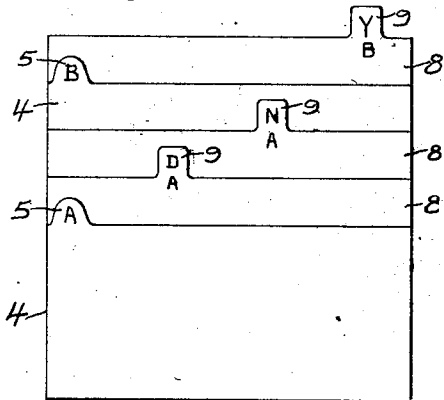
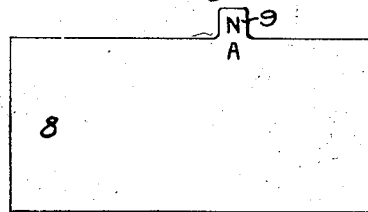


Fig. 2.



Witnesses
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HOWARD EDGAR PROSSER, OF SEYMOUR, WISCONSIN.

FILING SYSTEM.

1,033,193.

Specification of Letters Patent.

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To all whom it may concern:

Be it known that I, HOWARD EDGAR PROSSER, a citizen of the United States, residing at Seymour, county of Outagamie, and State of Wisconsin, have invented new and useful Improvements in Filing Systems, of which the following is a specification.

My invention relates to improvements in filing systems.

The object of my invention is to facilitate locating filing matter in an index file by providing removable sub-index sheets and by eliminating all superfluous sub-index sheets from the file when not in use.

Heretofore it has been the practice where sub-index sheets are used, to employ them permanently in the file, thus greatly complicating the file by providing a large number of unused sheets containing sub-heads, which have no reference to any matter on file, but are merely kept therein in the expectation that an occasion for use may arise. My invention, however, provides means whereby the sub-head sheets may be separately stored, employed when occasion for use requires, and returned to the storage receptacle in a position where they can be quickly located and again used as desired. To this end, each sub-head sheet is not only provided with the appropriate index character, but is also provided with an index character which remains out of sight when the sheet is in use, but which when the sheet is removed, indicates its proper place either in the file or in the storage receptacle or drawer.

In the drawings—Figure 1 is a perspective view of a filing case embodying my invention, showing both the main file and the storage file drawers in open position, the sub-head sheets being omitted except in the first two divisions of the storage file. Fig. 2 is a detail view of one of the sub-sheets as it appears when removed from the file. Fig. 3 is a detail view of a few of the principal sub-divisions of the main file removed from the filing drawer and arranged with sub-sheets progressively exposed to a greater extent than normally in order to show the sheet identifying index characters.

Like parts are identified by the same reference characters throughout the several views.

In the drawing—a filing case 1 is provided with a set of files represented by

drawers 2 and 3. The file 2 is the main file, which normally is composed of a series of permanent main division sheets 4 of ordinary type, one main sheet being employed for each letter of the alphabet, together with additional division sheets for names which have prefixes, such as "Mc" or "La". Index tabs 5 on the sheets 4 are arranged uniformly at one upper corner of the sheet, preferably the left hand corner, and are lettered successively in alphabetical order.

Referring now to the auxiliary file 3, it will be observed that this file is provided with main division sheets 7, which are identical in form with the division sheets 4 of the main file. Between these sheets, however, removable sub-head sheets 8 are located, one for each letter of the alphabet and each provided with a tab 9, projecting upwardly and bearing such letter. The tabs 9 pertaining to the different letters are each differently located at the upper margins of the several sheets of each series, so that all of these tabs are exposed to view in the file, whereby the sub-head sheet may be readily seen and removed. Below the index letter on the sub-head sheet, I designate such sheet by the main index letter which designates the division of the auxiliary file and of the main file to which this sub-head sheet belongs. For example, each of the sub-head sheets back, (or in front), of the main division sheet 7 will also bear the letter A at the same place on the front side of the sub-sheet below that portion or tab 9 which is exposed when the sheet is in position in the file. The letter "A" designates said sheet as pertaining to the "A" division of the file. Each sub-sheet in this division will therefore bear the letter "A" and will also bear one letter of the alphabet on the tab 9, which will be different from any other letter in said division, and the tab 9 will be differently located at the top edge of the sub-sheet.

In division "B", the sheets 8 will all be of the same character and arrangement as in division "A" and will be exactly like those in division "A" with the exception that the lower or normally concealed letter on each of these sub-sheets will be the letter "B" instead of the letter "A", which appears on the sheets in division "A". Each of the main divisions will thus contain a complete set of sub-sheets bearing the index letter to

represent the desired sub-division and also bearing a normally concealed letter to indicate the division.

In use, the main file 2 will at first contain only the main index sheets. 4. Assuming that it is desired to place a document in said file, a sub-sheet is selected from the receptacle or drawer 3, the concealed letter of which represents the initial letter of the name of the person whose document is to be filed, and with the exposed letter on tab 9 corresponding with the second letter of such person's name. For example, assuming that a document is to be filed signed by a person whose surname is "Anderson," a sub-sheet will be selected from division "A" of the file 3, which has the letter "n" on the tab 9 and which will, of course, bear the letter "A" on the concealed portion of the sheet. This sub-sheet is placed in main division "A" of the main file 2 and the document to be filed is placed in front of it (or to the rear of it if desired). This sub-sheet therefore indicates in the main file the exact position of the document in such file. Should the document be removed, the sub-sheet which identifies its location will be removed with it and returned to the auxiliary file 3, unless there should be other documents on file from persons having surnames which include the same first two letters. For example, if Mr. Anderson's document is removed, sub-sheet 9 bearing the letter "n" in division "A" will be removed from the main file and placed in the auxiliary file 3, unless other documents are in the main file from persons whose names begin with the letters "An." In this manner, the main file is kept clear of all superfluous sub-sheets, and such sub-sheets as are therein will indicate exactly the contents of the file.

I claim—

1. A filing system comprising a main and an auxiliary file, and plural series of sub-head sheets transposable from one file to the other, each of said files being provided with permanent main division members and each

of said sub-head sheets being marked to indicate its proper division; the sub-head sheets of each series having upwardly projecting index tabs, each differently located along the upper margin of the sheet from those of the other sheets of the series; said tabs being respectively provided with successive letters of the alphabet.

2. A filing system comprising a main and an auxiliary file, and plural series of sub-head sheets transposable from one file to the other, each of said files being provided with permanent main division members; the sub-head sheets of each series having upwardly projecting index tabs, each differently located along the upper margin of the sheet from those of the other sheets of the series; the successive tabs being respectively provided with successive letters of the alphabet, and each sub-head sheet in a series being provided with a main division mark in a position to be concealed by the other sheets when the sub-head sheet is in position in the file.

3. A filing system comprising a main and an auxiliary file, and plural series of sub-head sheets transposable from one file to the other, each of said files being provided with permanent main division members and each of said sub-head sheets being marked to indicate its proper division, the sub-head sheets of each series having upwardly projecting index tabs, each differently located along the upper margin of the sheet from those of the other sheets of the series; said tabs being respectively provided with successive letters of the alphabet, the main division members being also each tabbed and lettered at one upper corner, with successive sheets lettered alphabetically on such tabs.

In testimony whereof I affix my signature in the presence of two witnesses.

HOWARD EDGAR PROSSER.

Witnesses:

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