July 12, 1927. 1,635,310

E. C. BURDIC

PAPER FILE

Filed Oct. 17, 1923 4 Sheets-Sheet 1

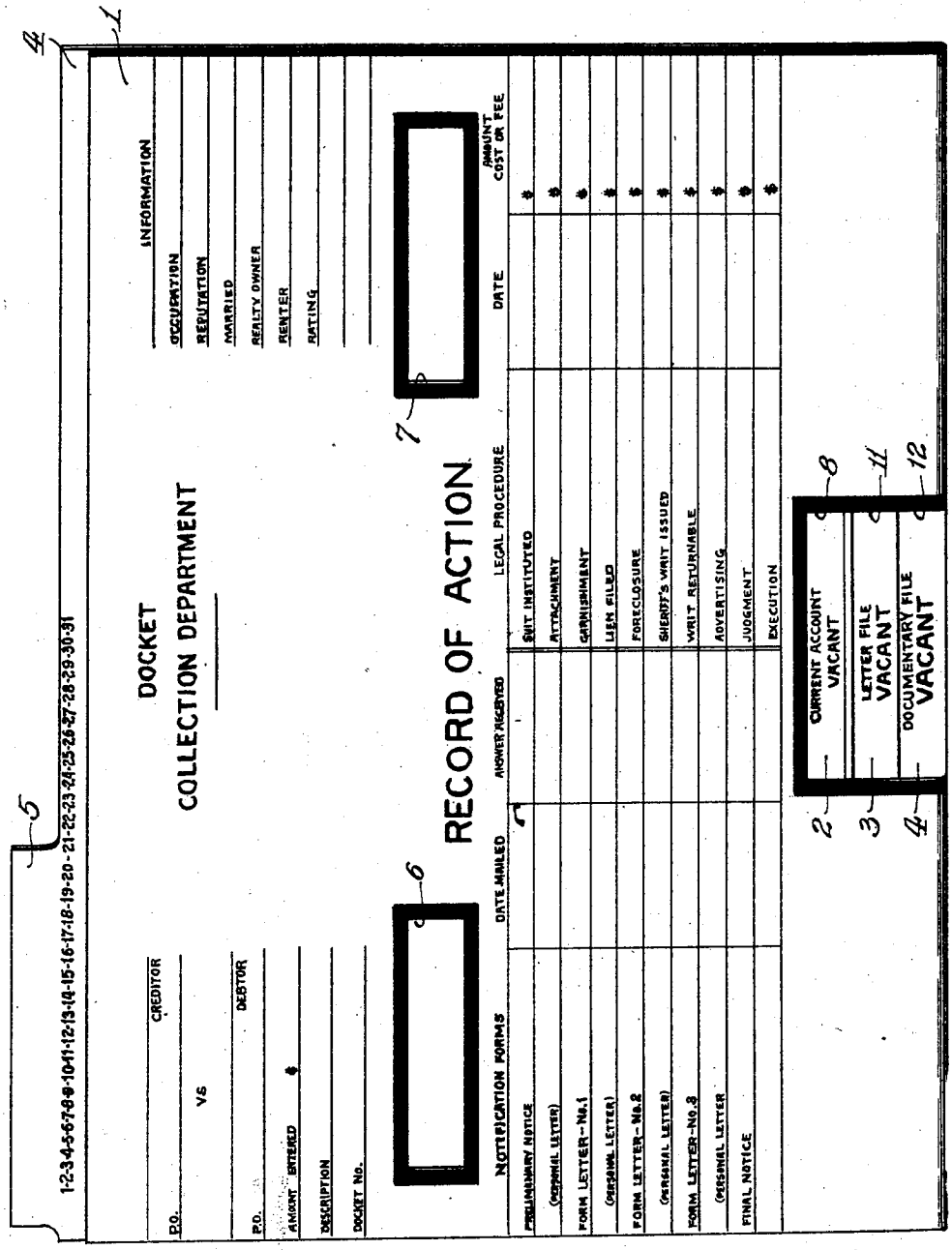



Fig. 1.

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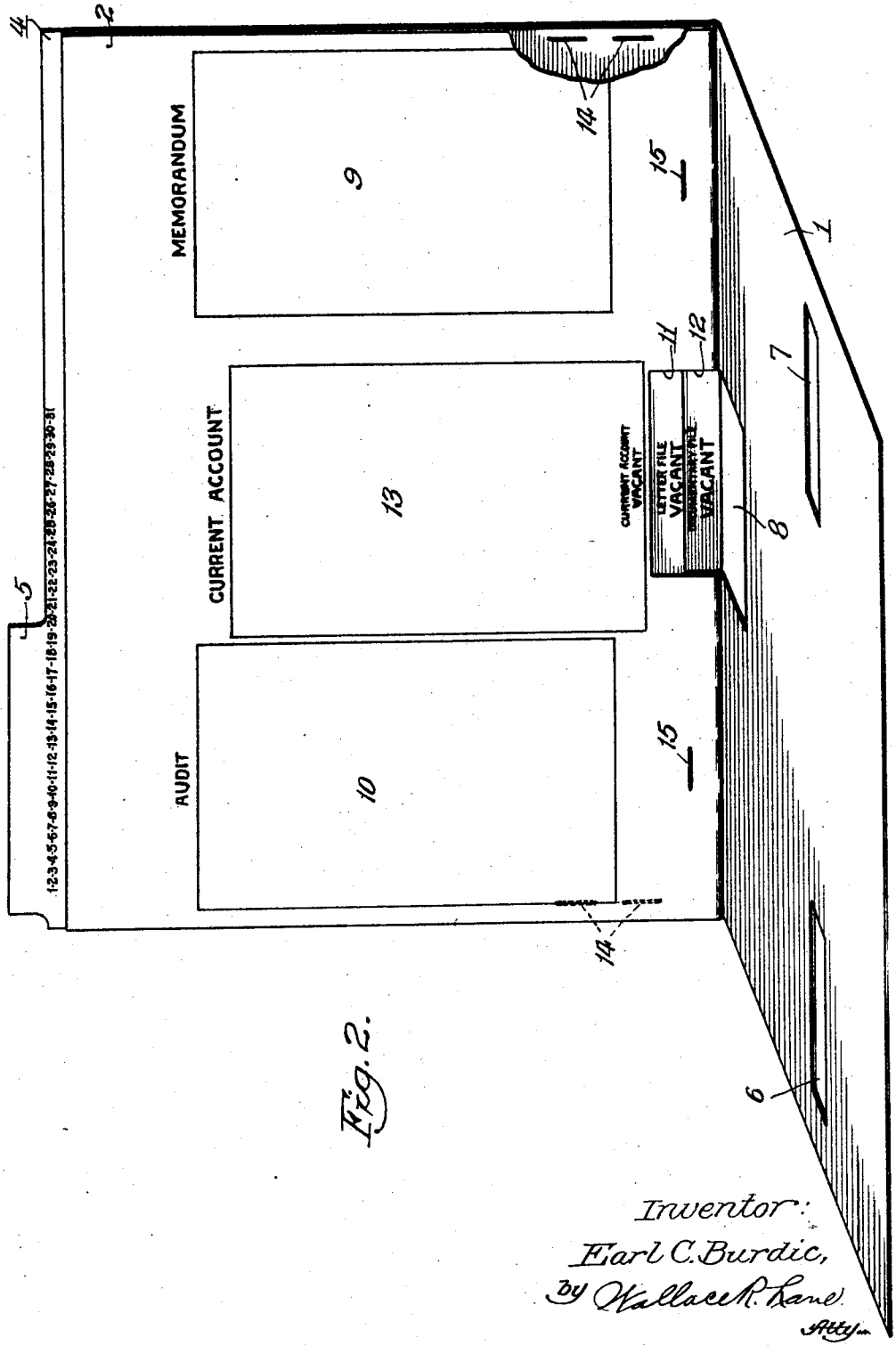



Fig. 2.

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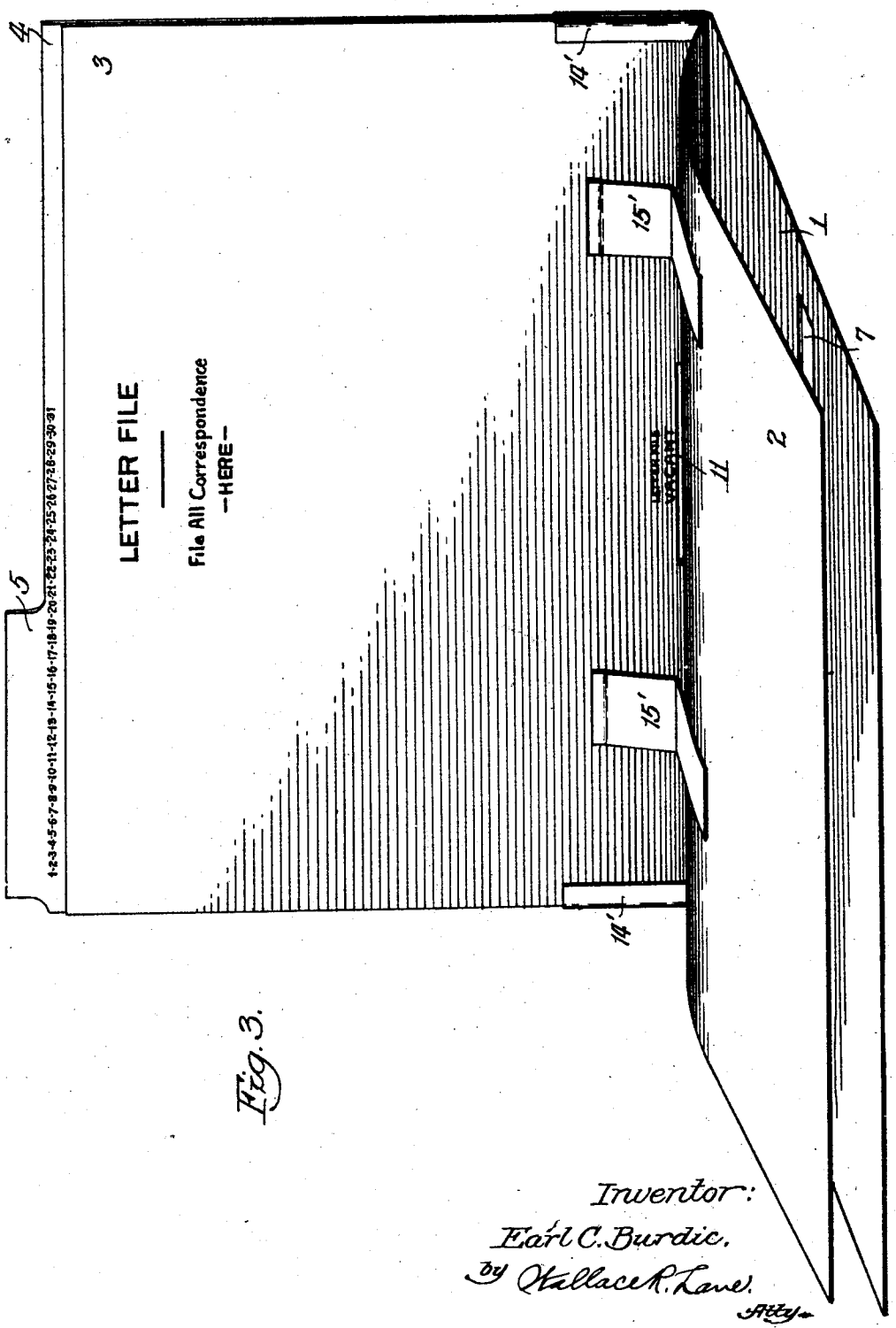



Fig. 3.

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Fig. 7.

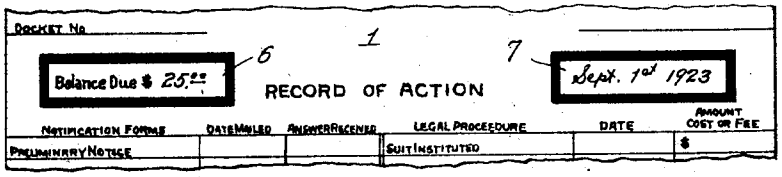



Fig. 5.

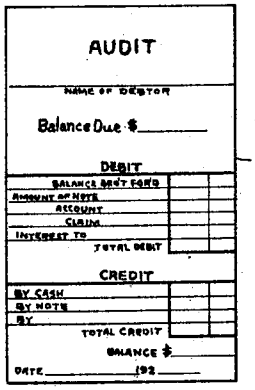



Fig. 4.

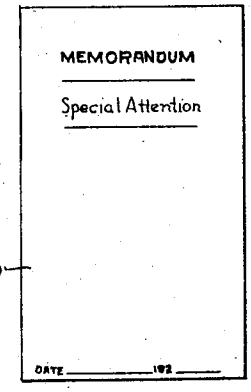
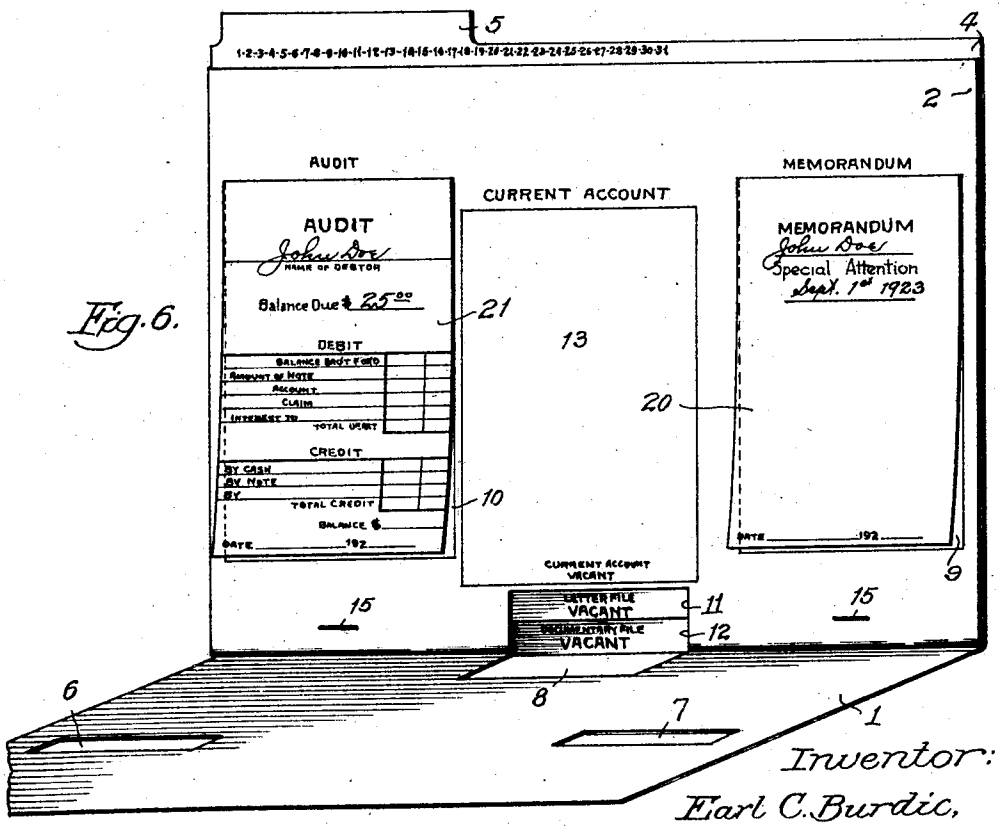



Fig. 6.




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Patented July 12, 1927. 1,635,310

# UNITED STATES PATENT OFFICE.

EARL C. BURDIC, OF HERMAN, NEBRASKA.

## PAPER FILE.

Application filed October 17, 1923. Serial No. 669,003.

The present invention relates to folders or files in which various papers may be placed to be kept together for reference purposes. Among the objects of the present invention are to produce an improved file of the character herein referred to; to improve upon various details of folders of the type disclosed; to provide a filing folder in which papers may be filed and which is so constructed that changing details of the record will be displayed without changing any entries on the folder; to provide a paper file on which various unchanging entries may be made and which will show through its face various entries which change from time to time; and such further objects, advantages and capabilities as will later more fully appear and as are inherent in the construction disclosed.

My invention further resides in the combination, construction and arrangement of parts illustrated in the accompanying drawings and, while I have shown therein preferred embodiments, I desire the same to be understood as illustrative only and not as limiting said invention.

In the drawings annexed hereto and forming a part hereof, Fig. 1 is a perspective view of a folder in accordance with my invention and showing a face view of the front sheet thereof; Fig. 2 is a similar view, partly broken away, but with the front sheet turned down to disclose the second sheet; and Fig. 3 is a similar view of a modified form with the first and second sheets turned down to show a face view of the third sheet.

Fig. 4 is a perspective view of a memorandum slip; Fig. 5 is a perspective view of an audit slip; Fig. 6 is a view similar to Fig. 2 with the addition of memorandum and audit slips secured to the second sheet; Fig. 7 is a view of the windows of a folder shown in Fig. 1 with the addition that information on audit and memorandum slips secured to sheet 2 appears through said windows.

Referring more in detail to the annexed drawings, numerals 1, 2, 3 and 4 denote the separate leaves of the folder, said leaves being of any desired number but preferably of the number shown, though I have used a less number to good advantage. These leaves 1, 2, 3 and 4 are formed from two folded sheets so that leaves 1 and 4 are made out of one sheet and form the front and back leaves of the folder, and leaves 3 and 4 are formed from the other sheet so as to make the inner leaves as clearly shown in Fig. 3. These sheets are preferably of a size sufficient to form a folder capable of receiving therein papers of ordinary letter size paper i. e. 8½ x 11″, though they may be of any size desired. The back leaf 4 of each folder is provided with an index tab 5 upon which may be written the name of the person or firm to whom that folder is assigned. It will be understood that the index tabs 5 will be arranged at different positions along the top edge of the folders, some of them being at the left hand side, some at the right hand side and some in the middle. While I have shown this as being of the three-cut style, it is clear that it may be of any other style preferred. Along the top of the back leaf 4 is arranged a series of numerals from 1 to 31 to indicate the day of the month upon which an item in that folder is to receive attention.

As shown in Fig. 1, various information may be entered upon the front of the folder, as indicated, whereby a permanent record is kept of the actions which have been taken in the matter indicated in the upper left-hand corner of the front leaf. Located at definite points in the front leaf 1 are windows 6, 7 and 8. These windows cooperate with what underlies them when the folder is in use. For example, a memorandum slip 20 of substantially the same size as the space indicated by the numeral 9 on the drawing has a line near the top thereof for filling in the name of the person whose account is under consideration. Slightly below this are the words "Special attention" and just below this a line for a date. On the rest of the slip 20 may be entered any information it may be desired to note. When such a slip 20 is pasted in the space 9 on sheet 2, as shown in Fig. 6 the date will come just back of the opening 7 and will be visible therethrough when the folder is closed as shown in Fig. 7. If we assume that this date entered on this line is Sept. 1, 1923, then the numeral 1 would be specially indicated upon the upper margin of the back leaf, as by drawing a pencil line through this numeral. This file would then be placed in a container in which such files are kept and would be put back of the September guide so that the person whose duty it was to keep track of these matters would need only to look at the files back of the September guide and take

out those indicating the particular date concerned. In the case assumed, the attendant would, about Sept. 1, take out all files in which the numeral 1 indicated that this matter was due for action upon Sept. 1.

The space 10 upon the left-hand side of leaf 2 and similar to the space 9 is indicated by the word "Audit" and in this space are placed audit slips 21 of a size to substantially fit the space. These slips 21 also have a space for the name of the person corresponding to the space upon the memorandum slips 20 and below this at a place which will be opposite the window 6 when the audit slip has been pasted in position are the words "Balance due $.". Following this and in line therewith is a blank for the insertion of the amount still due on this account. On the remainder of the slip 21 are debit and credit items with a space for balance which, after being computed, is transferred to the space above following the words "Balance due." It will, therefore, be clear that when one of the audit slips 21 has been pasted in position on sheet 2, as shown in Fig. 6 the balance due will be visible through the window 6 without opening the file or folder as shown in Fig. 7 and that this balance due is brought up to date and automatically kept current by making out and securing the audit slips 21 in the proper space, this being preferably done by placing the latest one upon the previous one without removing any.

Underlying the window 8 in sheet 1 are windows 11 and 12, in leaves 2 and 3, which windows are narrower than window 8, window 12 being narrower than window 11. It will thus be apparent that a portion of each of leaves 2, 3 and 4 will be visible through window 8. Upon these visible portions is printed information-conveying matter. In the present disclosure, this matter shows that the respective pockets of the folder are vacant. As soon as any paper is placed in the documentary file, which is between leaves 3 and 4, the words "Documentary file vacant" are covered up and the paper itself is visible through the windows. Likewise, when a paper is placed in the pocket between leaves 2 and 3, the words "Letter file vacant" will be covered up and the paper itself will be visible through the windows. Similarly, if a slip of the same size and shape as the space marked 13 on leaf 2 be pasted in this space, which is marked "Current account," then this slip will be visible through the upper portion of window 8 and the balance of the current account will be shown without opening the file.

In order to prevent papers between leaves 3 and 4 from slipping edgewise out of this compartment, fastening means 14, such as staples, eyelets, gummed cloth or glue may be used to fasten these sheets together for a portion of their height. In Fig. 2 staples are shown as being employed for this purpose while in Fig. 3 the gummed cloth 14′ is illustrated. Any other desired fastening means which will serve satisfactorily may be applied. Similar fastening means 15′ may be used to secure the lower portions of leaves 2 and 3 together, as illustrated in Figs. 2 and 3. This fastening means should be placed at such a height that papers placed between leaves 2 and 3 will have their lower edges just even with the top of window 12, thus covering the words "Letter file vacant." It will thus be apparent that one can tell at a glance and without opening the folder whether any letter has been placed in this file.

The use of this folder in taking care of current accounts, as well as its use in making collections, have been described herein. It is furthermore possible to use it for other purposes and I do not wish to be limited to the particular uses herein set forth. It is, of course, understood that the specific description of structure set forth above may be departed from without departing from the spirit of my invention as set forth in this specification and the appended claims.

Having now described my invention, I claim:

1. In a paper file, a multiple sheet folder having spaces on the face thereof for the entry of information, windows therethrough for the display of portions of papers within the file, and means for locating said papers for the displaying of a particular portion of each opposite said windows.

2. A file comprising a plurality of leaves, the front leaf having windows therein, the second leaf having spaces upon which slips may be placed so as to be partly seen through the windows of the front sheet, and two rear leaves secured together adjacent their lateral edges to hold between them papers to be filed.

3. A file comprising a plurality of leaves having overlapping windows and the rear leaves secured together adjacent their lateral edges to hold between them papers to be filed.

4. A file comprising a pair of sheets, said sheets folded to form back, front and inside leaves, said leaves with the exception of the back leaf having overlying windows so as to show a part of the paper filed within and means securing the lateral edges of the two rear leaves together to hold the papers filed between them.

5. A filing folder comprising a plurality of leaves having overlying windows, means for securing two of said leaves together adjacent their lateral edges, and means to secure two of said leaves together at a point above the bottom edges so that papers placed between the last mentioned leaves will be supported away from the bottom edges.

6. In a filing folder, a plurality of leaves

the first three leaves having overlapping windows, and means for securing the two rear leaves together, the leaves to the rear of the front one having information thereon to be read through said windows.

7. A folder of the character described, comprising a plurality of leaves having information thereon, means securing the two rear leaves together, windows in the front leaf, a window in the second leaf underlying a part of one of the windows in the front leaf, the second leaf carrying information opposite the remaining portion of the window in the front leaf.

8. A folder of the type disclosed comprising a plurality of connected leaves having information thereon, marks on an underlying leaf to indicate where papers are to be secured, and windows in an overlying leaf to disclose information carried by the papers secured to the underlying leaf.

In witness whereof, I hereunto subscribe my name to this specification.

EARL C. BURDIC.