Sept. 1, 1925. 1,552,103

R. J. WOOD

FILING SYSTEM

Filed Feb. 7, 1921

Fig. 1

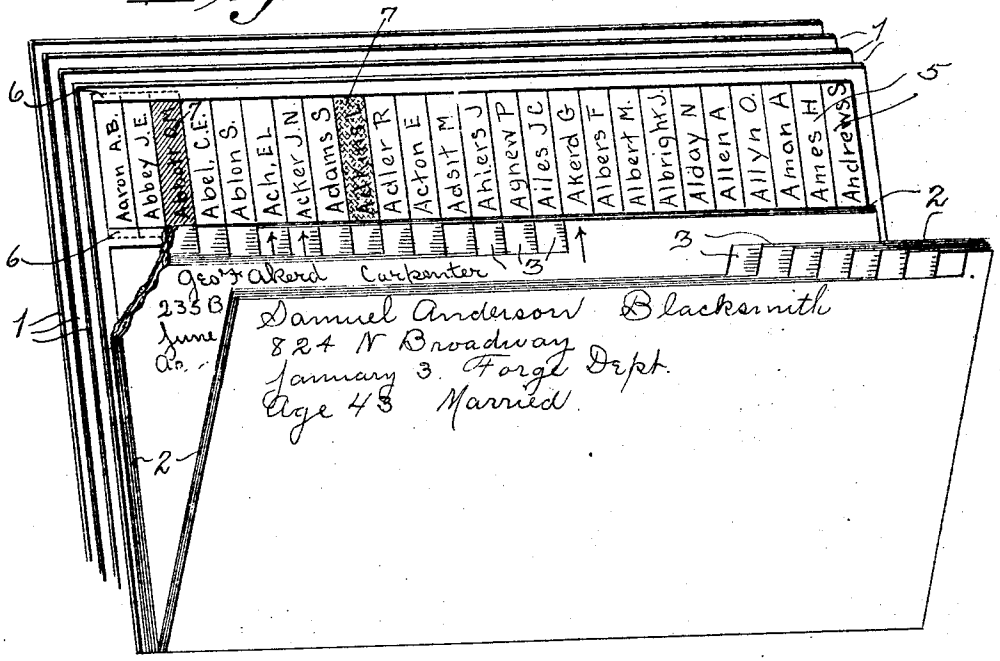


Fig 2

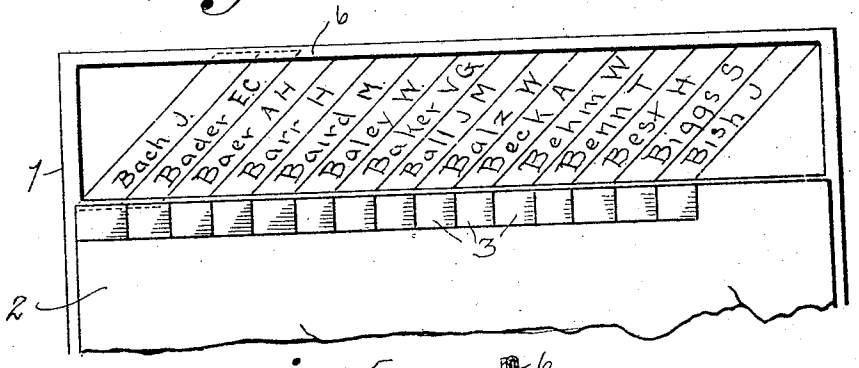


Fig. 5

Fig. 4

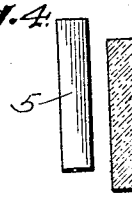


Fig 6

Fig. 3



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UNITED STATES PATENT OFFICE.

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FILING SYSTEM.

Application filed February 7, 1921. Serial No. 443,211.

To all whom it may concern:

Be it known that I, RODNEY J. WOOD, a citizen of the United States, residing at Dayton, in the county of Montgomery and State of Ohio, have invented certain new and useful Improvements in Filing Systems, of which the following is a specification.

My invention relates to card index filing systems and more particularly to a visible index or guide by which any one of a series or group of sheets, cards or leaves may be readily and quickly selected.

The object of the invention is to simplify the systems whereby they will not only be inexpensive but will be more efficient in operation, compact, and readily accessible to enable the selection of the desired card, sheet or leaf with minimum movement.

A further object of the invention is to afford guide indications for the individual sheets or cards of an entire group which will be simultaneously visible, yet arranged in certain associations with the respective cards, sheets or leaves, as to afford direction guidance to the corresponding record member.

A further object of the invention is to provide improved means wherein particular cards, leaves, or data sheets may be temporarily tabbed or "flagged" to distinguish such cards or sheets from others of the series, without interfering with the selection of the cards or obstructing the view of the guide indications.

With the above primary and other incidental objects in view as will more fully appear in the specification, the invention consists of the features of construction, the parts and combinations thereof, and the mode of operation or their equivalents as hereinafter described and set forth in the claims.

Referring to the drawings, Fig. 1 is a perspective view of a portion of a card index filing system, embodying the present invention. Fig. 2 is a detail view of a modification, of the guide or index indication. Fig. 3 is a detail sectional view of the guide or division card. Figs. 4 and 5 are respectively a guide tab and a flagging or signal overlay therefor. Fig. 6 is a detail view of a modified form of guide tab as employed in Fig. 2.

Like parts are indicated by similar characters of reference thruout the several views.

The present invention is applicable to not only card index records for stock, name guides, accounting purposes or other records, but may also be applied to record books in which the leaves are bound or assembled in the usual book form. In the preferred embodiment of the invention as illustrated in Fig. 1, 1—1 represents a series of guide or division cards intermediate which are positioned groups of record or reference sheets 2. The reference or record sheets 2 are of less height than the guide or division cards 1, and are formed with a series of overlapping cut-outs or tabs 3, each of different extent and progressively overlapping the next succeeding sheet or card of the series. The sheets bearing these tabs are assembled or arranged in such manner that the cut-outs or tabs will overlap in a continuous step succession. Thus the exposed or overlapping portion of the tab of each sheet or card is at all times visible. The exposed portion of the guide or division card 1 extending beyond the record or reference sheet 2 carries a series of index indications, alined or registering with the exposed portions of the successive tabs 3 of the reference sheets 2. These guide indications may be written, drawn or printed directly upon the guide or division card 1, and permanently positioned thereon. However, for convenience, the guide indications or entries are preferably made upon detachable tags 5, which comprise short strips of paper or flexible cardboard, the ends of which are engageable beneath inturned retaining edges 6, located upon the guide or division card, 1. These tags 5 are preferably substantally equal in width to the exposed portions of the tabs 3 of the reference sheets. By flexing the tag 5 as shown by dotted lines in Fig. 3 and inserting the ends of the tag beneath the inturned or overhanging ledges or flanges 6 of the guide or division card, the tag may be detachably engaged therewith. It is capable of lateral adjustment within the guide flanges 6 to a position in registry with the exposed portion of the tab 3 of the corresponding data sheet 2. The guide or division card has a capacity for index tags equal to the number of reference sheets or cards so that one index tag is provided for each exposed tab 3. By

inserting a knife blade, small spatula or selecting implement behind the overlying reference sheet or card, and tilting such overlying sheet forwardly, the sheet or card 2 corresponding to any index indication by the guide card 1 may be readily selected. It will be understood that the exposed portion of the tab of the corresponding sheet or card is always alined or in registry with the index indication, whether the latter be directly upon the guide card or division card 1 or upon a detachable tag carried thereby.

In lieu of placing these index tags at right angles to the sheet, as shown in Fig. 1, the index tags may be arranged diagonally or at an inclination as in Fig. 2. This will afford a slightly longer tag, and if the record sheets are to be read in a vertical or upright position, the reading of the guide indication will be facilitated. The data sheets and division or guide cards need not necessarily be arranged vertically as shown in the drawings, but the group of cards and sheets as shown in Fig. 1 might be turned on end as will be readily understood by turning the drawing into a recumbent position toward the right. The same recumbent position of the drawing will serve to illustrate the application of this invention to the leaves of a book. In such instance the guide or division cards 1 would be interspersed between the leaves of the record book, the margins of the leaves being indented or tabbed as are the sheets or cards 2 of the drawing. The guide indications or entries upon the exposed margin of the division or guide cards 1 whether made directly upon such cards or upon detachable tags 5 would be positioned in registry with the exposed portions of the tabs of the book leaves. Hence the searcher would be led directly to the desired leaf, inasmuch as the exposed portion of the leaf tab will be always found in registry with the corresponding guide indication.

In the event that it is desired to "flag" or signal any particular leaf, card or reference sheet, as for instance when containing a closed account or one which is slow or bad, or when the record upon the corresponding sheet pertains to material, the supply of which is exhausted, or to an employee who is absent or to a person of a particular occupation, character or type, an overlay 7 shown in Fig. 5 of some transparent colored material such as celluloid is inserted over the corresponding guide indicated upon the exposed portion of the card 1. This overlay 7 is preferably of a size corresponding to the index or guide tag 5. The ends of the overlay are inserted beneath the inturned or overhanging flanges 6 of the division or guide card 1, by which the overlay is retained in position. The use of a transparent colored cover 7 serves to attract the eye of the observer, and indicate according to predetermined code some condition pertaining to the account record, or data contained upon the corresponding sheet or leaf. Being transparent the guide indication may be readily read thru such colored mask. By employing masks or overlays of different colors or tints for different indications, the accounts or records may be variously "flagged" to signal or indicate various conditions.

Having thus described my invention, I claim:

1. An index system embodying a group of sheets with progressively offset tab portions thereon, a guide member common to all the sheets of the group and projecting therebeyond, said guide member having thereon two parallel overhanging ledges, and a series of identification tags positioned closely adjacent to each other with their opposite ends engaged beneath the overhanging ledges, the identification tags pertaining to different sheets being registered with the exposed portions of the offset tabs thereof.

2. In an index system, embodying a plurality of groups of sheets having progressively offset tab portions, a series of guide cards interleaved between the groups of sheets and of greater height than the sheets beyond which they extend, said sheets and guides being capable of oscillatory movement in unison to enable the opening of the file at any selected point, a plurality of removable identification tags one for each sheet of the corresponding group carried by the exposed portion of each guide member, the corresponding tags being in registry with the exposed portions of the offset tabs of the respective sheets.

3. In an index system, a group of sheets having progressively offset tab portions, a guide card for such group of greater height than the sheet, a series of removable identification tags carried by said guide card, one in registry with the exposed portion of the offset tab of each sheet, and a transversely arranged pocket upon the guide card common to a series of tags within which the ends of the tags are tucked side by side.

4. An index system embodying a group of sheets with progressively offset tab portions, a guide member common to all the sheets of the group and extending therebeyond, identification means for the respective sheets upon the exposed portion of the guide member, the identification means for each sheet being registered with the exposed portion of the overlapping tab of such sheet, and a transparent colored mask detachably engageable with the guide member over any one of the sheet-indicating means for signal purposes.

5. An index system embodying a group of sheets with progressively offset tab por-

tions, a guide member common to all the sheets of the group and extending therebeyond, oppositely disposed pockets on the exposed portion of the guide member, a series of independent identification tags, the ends of which are insertable in the respective oppositely disposed pockets, there being a tag for each sheet, each tag being positioned in registry with the overlapping portion of the sheet to which it pertains.

6. An index system embodying a group of leaves having progressively offset tab portions, a guide member common to all the leaves of the group and projecting therebeyond, identification means one for each leaf carried by the exposed portion of the guide in registry with the exposed offset tab portion of such leaves, and colored signal inserts detachably engageable with the exposed portion of the guide in association with different leaves of the group.

7. The combination with a channeled supporting member having intermediate the channels a succession of data entries, of a plurality of transparent colored overlays for the data entries the ends of which are engageable within and disengageable from the channels of the supporting member without disturbance of the data entries.

8. Selective indicating means for a card system or the like, comprising the combination with an index member having thereon a succession of indicative data entries, an independent detachable transparent colored mask adapted to cover any selected data entry, through which the entry may be observed and means for supporting the mask upon the index member for removal and replacement without disturbance of the index data entry.

9. Selective indicating means for a card system or the like, comprising the combination with an index member, of a plurality of guide tags and a plurality of transparent colored masks for said tags, and means for independently and detachably engaging the guide tags and cover masks to said index member whereby a colored mask may be applied to any tag of the plurality and removed without disturbing the guide tags.

10. In a construction of the character described, a supporting member having inturned channel flanges, a plurality of flexible guide tags detachably engageable with the support by inserting their opposite ends beneath the inturned channeled flanges, and a colored transparent mask also detachably engageable with the support by inserting its opposite ends beneath the inturned channeled flanges independent of the engaged guide tags, but in overlying relation with one of said tags, said mask being engageable and removable without disturbing the engaged tags.

In testimony whereof, I have hereunto set my hand this 29th day of January A. D. 1921.

RODNEY J. WOOD.