

R. SPURGIN.
LETTER FILE.

APPLICATION FILED JULY 23, 1903.

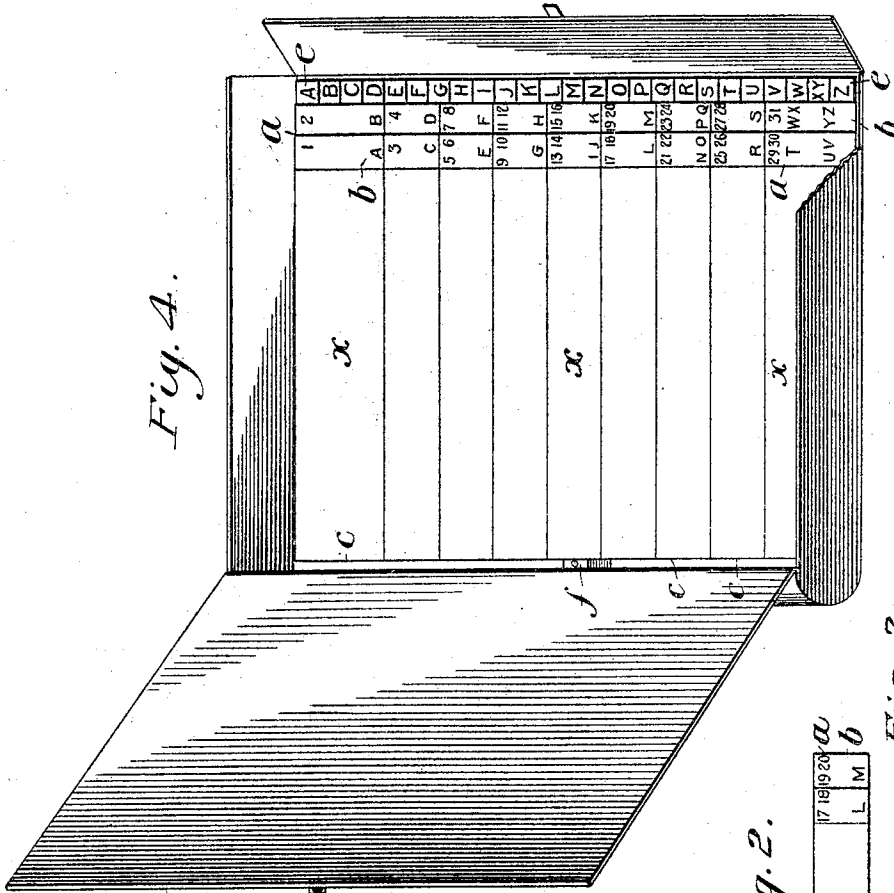


Fig. 4.

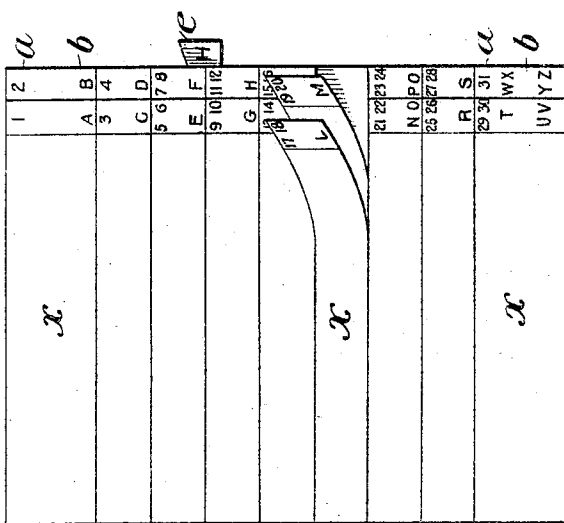
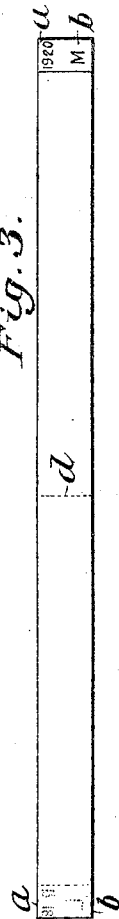


Fig. 1.

Fig. 2.



Fig. 3.



Witnesses:

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UNITED STATES PATENT OFFICE.

ROBERT SPURGIN, OF CHICAGO, ILLINOIS.

LETTER-FILE.

No. 798,080.

Specification of Letters Patent.

Patented Aug. 29, 1905.

Application filed July 23, 1903. Serial No. 166,688.

To all whom it may concern:

Be it known that I, ROBERT SPURGIN, a citizen of the United States, residing at Chicago, in the county of Cook and State of Illinois, have invented a new and useful Letter-File, of which the following is a specification.

The object of my invention is greatly to increase the facility now afforded by the existing so-called "letter-filing systems" for filing correspondence and other papers, and this is accomplished by the use of an ordinary cabinet letter-file containing an index arranged for the double classification of the letters or papers to be filed.

In the accompanying drawings, Figure 1 represents the "H" designated leaf of the main index. *xxx* are attached separating-strips or markers; *ccc*, side of main index-leaf to which the strips are attached; *aa*, date designations; *bb*, subalphabetical designations; *f*, anchoring-tag. Fig. 2 is a single separating-strip before folding; *d*, the place of folding. Fig. 3 is a folded separating-strip; *c*, the place of attachment to the main index-leaf. Fig. 4 is the filing-case fitted with a main and sub indexes complete; *eee*, alphabetical designations on the main index.

The indexes in all letter-files that have heretofore come to my notice have been composed of a series of leaves alphabeted serially at the side in the usual manner of step-indexing and designed for but a single alphabetical classification of the contents of a file. I am aware that by assigning a single letter-file to each separate letter of the alphabet correspondence is sometimes more minutely classified under the first two or three letters of a surname; but for this method of filing the common form of index, with full leaves, is also used, only the indexial designations being adapted to suit the requirement. Wherein my improved letter-file differs materially from other kinds is that each full leaf of its serially-alphabeted main index is provided with a series of permanently-attached designating strips or markers, Fig. 1, *xxx*, bearing the letters of the alphabet *bb* in their order. I claim no originality in the box or case provided as a holder for the index and its classified contents when in use nor in the contrivance by which the index is anchored to the case inside. My improvement consists, as stated, in the index, Fig. 1, designed to be attached to the filing-case in one of a variety of ways now commonly used. A more par-

ticular description of my invention is as follows:

Providing first an ordinary flat letter-filing case with hinged lid, Fig. 4, a classifying-index is constructed for it consisting, first, of a number of sheets of paper, usually corresponding to the number of letters in the alphabet and in size equal to the area of the filing-case. These are respectively designated on their right margin in the usual manner of a stepped index, with the letters of the alphabet in serial order, Fig. 4, *eee*. Suitable provision is made by the use, preferably, of projecting tags *f* at the left margin of the sheets or otherwise for the anchoring of these sheets to the back of the filing-case inside. In such manner is constructed what I am pleased to call by way of distinction the "main classifying-index," forming a part of my invention. For each of the leaves of the main index a separate subclassifying-index is next provided, consisting of a set of attached strips of paper, Fig. 1, *xxx*, and Figs. 2 and 3, extending over transversely from the left edge, Fig. 1, *ccc*, nearly or quite to the right edge of the leaf of the main index, to which they are attached, Fig. 4, *eee*. These strips are secured by an adhesive to the left edge of the leaf, Fig. 1, *ccc*, so that they may be raised clear of the main leaf nearly their entire length at pleasure. Each of the series consists, preferably, of at least sufficient strips to provide a separator or marker for each letter of the alphabet, except possibly a few of the less-used letters—such as "Q," "X," "Y," and "Z"—which letters may occupy markers in common with other letters. To permit of the use of strips of suitable width for the purpose, the series for each leaf of the main index is divided into two layers, the strips in the upper layer being about one-half inch shorter than those in the lower, thus permitting the exposure of printed designations on the ends of all the strips alike, Fig. 1, *aaa*. In making these markers for greater convenience one long strip of paper is folded near the middle, Fig. 2, *d*, and Fig. 3, vertically, so that the shorter portion will be above the longer, and in attaching to the main-index leaf about one-half inch of the under side of the nether strip at the place of folding, Fig. 2, *d*, and Fig. 3, *c*, is gummed and secured to the leaf at the left side, Figs. 1 and 3, *ccc*. The upper and shorter portion of the strip remains free from the fold to the

end. All the strips are arranged contiguously to one another, and each is independent of another in its action. The usual width of the strips is one inch preferably; but for greater convenience and efficiency the upper and nether strips at the top and bottom of each set are made much wider than the remaining strips between, as otherwise being at the extreme ends they would be liable to displacement in the process of filing letters or transferring an index and its contents to another case. Each leaf of the main index, with its series of attached separating-strips, is also distinct from and independent in its vertical action of all the others, the same as in an ordinary letter-file index. The main index is alphabetized in the usual manner by exposed designations serially arranged along the right side of the several leaves, Fig. 4, *e. e.* These designations necessarily appear in bank beyond the edge of the subclassifying-index. The subclassifying-indexes, composed of the transverse strips, Fig. 1, *x x x*, are designated each with the several letters of the alphabet in serial order, each pair of strips consisting of the upper and nether strip bearing, preferably, two consecutive letters, one on each, Figs. 1 and 4, *b b*. For example, the first upper strip is designated "A" and the one beneath "B," and so on for each pair of strips, except that a few strips may to much advantage bear two or more consecutive letters. The strips are also designated with numerals, Figs. 1 and 4, *a a*, consecutively from "1" to "31," in similar arrangement to the alphabetic designations, representing dates or any other numeric indications desired. For other numeric classifications than chronological other numbers may be substituted for those indicated and shown, as required.

In the practical use of my improved letter-file a letter may be filed in it under two classifications, one determining its alphabetical location in the main index and the other its alphabetical or numerical place in the subindex at that location. For instance, a letter from one John Harris, of Boston, to be classified according to both the town-name and writer's name would be placed in the "B" section of the main index, Fig. 4, *e e*, for the

town-name and under the "H" strip *b b* of that section for the writer's name. If a double classification under the writer's name and the day of a month would be preferred, a letter from one Henry Jones, dated the 21st of the month, would be filed in the "J" section of the main index, Fig. 4, *e e*, for the main classification, and under the strip marked "21" for the date classification, Fig. 4, *a a*.

My improved letter-file also affords a useful classification under the first two letters of a surname. For example, in the case of the name "Johnson," a letter would be filed in the "J" section of the main index for the initial letter and under the strip of that section marked "O" for the subclassification under the second letter. Various other dual classifications could also be availed of to advantage. Classified and subclassified in the manner described and practically in one operation, letters or other papers filed in my improved letter-file are capable of being turned up with great despatch.

Having thus described my invention, what I now claim, and desire to be secured by Letters Patent, is—

1. In a letter-file the combination of a cabinet filing-case with an index consisting of a series of separate, alphabetically-indexed leaves provided with rear anchoring-tags and each bearing an attached subindex, consisting of superposed, transverse, contiguous strips, serially designated with the letters of the alphabet and the numbers 1 to 31 consecutively, substantially as described and set forth.

2. A dual classifying letter-file index, consisting of serially-designated leaves provided with suitable anchoring-tags and a series of contiguous, superposed, transverse, rear-attached markers bearing serially-arranged designations; all substantially as described and for the purpose set forth.

In testimony whereof I have signed my name to this specification in the presence of two subscribing witnesses.

ROBERT SPURGIN.

Witnesses:

W. S. BRONSON,
MABEL R. BRONSON.