L. L. HARFORD.

RECORD.

APPLICATION FILED JULY 6, 1914.

1,174,495. Patented Mar. 7, 1916.

Fig. 1.

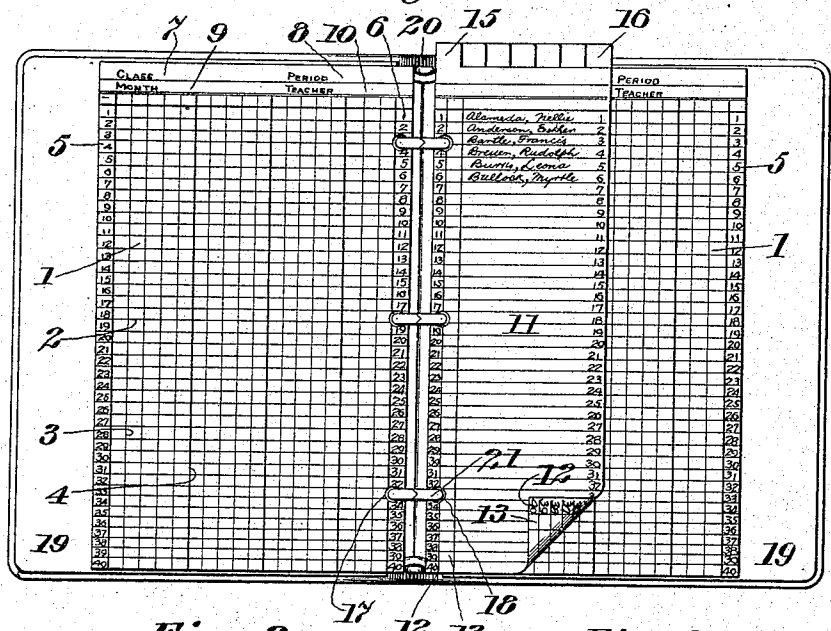


Fig. 2.

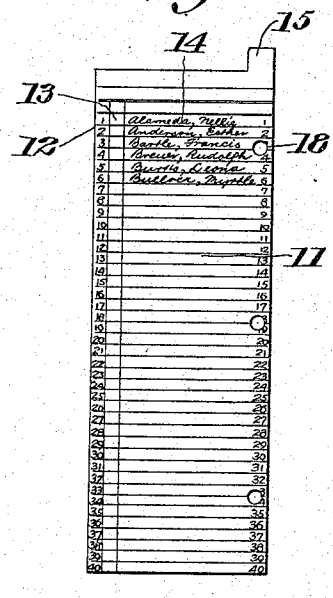
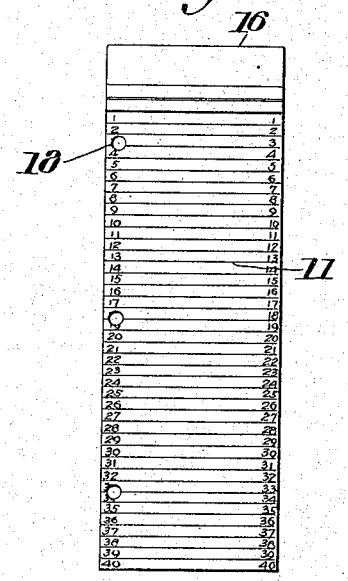


Fig. 3.



WITNESSES

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RECORD.

1,174,495. Specification of Letters Patent. Patented Mar. 7, 1916.

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To all whom it may concern:

Be it known that I, LAURA L. HARFORD, a citizen of the United States, residing at Berkeley, in the county of Alameda and State of California, have invented a certain new and useful Improvement in Records, of which the following is a full, clear, and exact description.

The object of this invention is to provide a record device, wherein any number of identical sheets or leaves are used to receive from time to time data which is associated with definite objects by means of cipher or code marks for identification; and additional distinctive sheets or leaves on which the objects are identified both plainly and by the cipher or code marks, the identification sheets or leaves being in the nature of permanent records, which may be used with the first-named identical data sheets or leaves so long as the permanent records remain unaltered in the main.

For convenience the identical sheets or leaves above mentioned, will be referred to hereinafter as "data leaves," and the identification sheets or leaves above mentioned will be referred to in what follows, as "permanent records leaves." It may be stated now, once for all, that the leaves are designed to be assembled in book form, preferably in a temporary binder, and in what is familiarly known as "loose leaf" style, so that the several leaves may be removed and filed away as desired. Further, it is now noted that the invention is primarily designed for use in schools for recording the markings or standing of pupils, but, of course, I do not wish to be understood as limiting the use of my invention to that one purpose, since, as is evident, it may be used for a great many different purposes where it is desired to separate the data records and the identification records, as for example, where data records relating to many persons are to be made on many data leaves, for an extended period as day by day, or otherwise, without requiring the recording on each data leaf of the names of these persons, such names being recorded once for all, on the permanent leaf of this invention and this permanent leaf used in connection with any number of data leaves.

With this reservation as to the scope of the invention, it is stated now that the invention consists of data leaves ruled to receive the data it is desired to record throughout a given period and provided with identification marks preferably in cipher or code, and permanent record leaves containing plain and cipher or code identification marks, so disposed thereon as to register with the identification marks on the data leaves when properly laid thereon or associated therewith, so that any number of the data leaves may be used with a single permanent record leaf so long as the latter remains intact, and thereafter these data leaves exist as unidentified with any particular person or object until juxtaposed or associated with the appropriate permanent record leaf; an additional feature of the invention being the provision of a permanent record leaf containing the identical record, wholly or in part, on both sides, so as to be usable with right and left-hand data leaves, or reversible, as I will proceed now to explain and finally claim.

In the accompanying drawings illustrating the invention, in the several figures of which like parts are similarly designated, Figure 1 is a plan view of an open record book, with the exposed permanent record leaf having its lower right-hand corner turned over to show the reverse, the various leaves illustrating the invention as applied to a school record. Fig. 2 is a plan view of the permanent record leaf detached and reversed. Fig. 3 is a plan view of a modified form of permanent record leaf.

For the purpose of explaining the invention and not by way of limiting it, I will now describe the invention as shown in the drawings.

1 may represent a data leaf having the transverse lines 2, and longitudinal lines 3 which divide the leaf into series of lengthwise columns, and these columns may be arranged in groups of any number, say, to represent the school days in a given period of time, by heavier lines 4, preferably of a distinctive color, such as red. The marginal columns 5 and 6 of both longitudinal edges are supplied with any suitable indicia, cipher or code marks, such as numerals as shown, so as to associate each transverse line with a single mark. Both sides of the leaf are identical, by preference, especially in cases where it is permissible to use both sides of the leaf.

The transverse top of the leaf may have spaces to receive any suitable uniform manuscript matter, and in the instance shown in

the drawing, a blank 7 for the "class", as for instance in algebra; a blank 8 for the "period", as for instance the time occupied in the study; a blank 9 for the "month", to cover the monthly aggregate of the periods; and a blank 10 for the "teacher", to receive the name of the instructor.

The leaf described is shown as having four groups of columns, three of which have an equal number of columns and the fourth a less number, although the invention is not limited to the columnar division of the leaf, it being sufficient that the leaf be ruled for most conveniently accomplishing the purpose for which it is used; but it is of importance that the ruling should be such that the leaf can be registered accurately and easily with the permanent record leaf which contains the true index in plain form, as well as the index in the cipher or code form; and it is to be noted that the entire surface of both sides of the data leaf may be identical so as to be utilized for the reception of records. It is to be particularly noted that in the scheme of this invention, it is not advisable to make any provision whatever for a plain index on the data leaf; and thereby unauthorized use of the matter inscribed on the data leaf is rendered impossible, excepting to those familiar with the cipher or code indicia; and at the same time there is no difficulty in reading the data leaf at any time in connection with the permanent record leaf, as I will proceed now to explain. This permanent record leaf 11, is ruled transversely to correspond with the transverse ruling of the data leaf, and its separate lines are provided with cipher or code marks corresponding with those on the data leaf; and these cipher or code marks are placed on both margins of the permanent record leaf. Next to the column 12 of cipher or code marks, is a column 13 which is adapted to receive any suitable manuscript marks to indicate the rating or any other fact concerning the persons named on the index in the name column 14. The names in column 14 serve as a key to the cipher or code marks. As shown in Fig. 1 this blank column 13 is on the hinging edge of the obverse of the leaf, but, as shown in Fig. 2, the corresponding column is on the free edge of the reverse of the leaf.

Each leaf may have a tab 15 on its upper margin, and as shown in Figs. 1 and 2, this tab may be but a small portion of the width of the leaf, so that similar tabs may be located on a number of similar leaves, bound up together in book form with the data leaves, so that the tabs of successive permanent record leaves will be offset from one another and thus legibly exposed from any given portion of the book. These tabs may receive any suitable manuscript or other mark, such as a "period" mark, and a separate permanent record leaf may be used for each study or each study period.

As shown in Fig. 3, the tab 16 may be extended the full width of the leaf, so as to permit of the reception of more extended indicia. Also as shown in Fig. 3, the permanent record leaf may not be supplied with the marginal blank columns to receive manuscript data. Preferably these permanent record leaves will be made of a distinctive color, of paper, and as they are designed to out-live the data leaves they may be made of better quality of paper. The leaves may be most conveniently used by perforating them, as at 17 18 respectively, in register, so that they may be uniformly registered in book form, as in a temporary binder of substantially the character shown and comprising covers 19, a back 20, and suitable jaws 21 on which the leaves may be strung by virtue of their perforations. Obviously the permanent record leaves are most effective if they are not only of distinctive color, but also if they are of less width than the data leaves; both of these peculiarities facilitating the use of the record. After the records are made or filled up, the data leaves may be filed away separately from the permanent record leaves, so as to avoid the possibility of unauthorized use of the information contained on the data leaf, but retaining their availability for disclosing the records of any given person at any time or for any period to one authorized to handle both data leaves and permanent record leaves.

What I claim is:—

1. A record in loose-leaf book form, having data leaves and record leaves with corresponding alining transverse rulings, said record leaves being identical on both sides and reversible so as to be readable with either the left-hand or right-hand data leaf, code marks on said data leaves and corresponding code marks and a key thereto on said record leaves, said data leaves being intelligible only when read in connection with said record leaves and adapted to be separated therefrom for filing.

2. A loose-leaf record, having data leaves ruled transversely and longitudinally to provide for a record for a given period of time, record leaves narrower than said data leaves and ruled transversely to correspond and aline with the transverse ruling of the data leaves, said record leaves being identical on both sides and reversible, and code marks on said data leaves and corresponding code marks and a key thereto on said record leaves, said data leaves being intelligible only when read in connection with said record leaves and adapted to be separated therefrom for filing.

3. A loose-leaf record, having data leaves suitably ruled from top to bottom and side to side to receive any given data for a

definite period and provided on both sides with code marks, and a permanent record leaf ruled to correspond with the transverse ruling of the data leaves to receive names of persons or things whereof records are to be made on the data leaves and similarly provided on both margins with code marks corresponding in character and relative location with the code marks on the data leaves, said record leaf being identical on both sides and reversible so as to be readable with either the left-hand or right-hand data leaf, whereby when the permanent record leaf is at any time registered with the data leaves the matter on the data leaves may be identified with the names on the permanent record leaf and not otherwise.

4. A loose-leaf record, having data leaves ruled transversely and longitudinally into longitudinal columns and also ruled longitudinally into groups of columns and provided with code marks on opposite margins and identifying blanks at the top, and a permanent record leaf ruled transversely to register with the transverse ruling of the data leaves to receive names of persons or things whereof records are to be made on the data leaves and similarly provided on both margins with code marks corresponding in character and relative location with the code marks on the data leaves, said record leaf being identical on both sides and reversible, whereby when the permanent record leaf is at any time registered with the data leaves the matter on the data leaves may be identified with the names on the permanent record leaf and thus rendered intelligible and not otherwise, said permanent record leaf having a marginal tab at its top.

5. A record in loose-leaf book form, having data leaves ruled transversely and longitudinally into longitudinal columns and also ruled longitudinally into groups of columns and provided with code marks on opposite margins and identifying blanks at the top, and a permanent record leaf ruled transversely to register with the transverse ruling of the data leaves to receive names of persons or things whereof records are to be made on the data leaves and similarly provided on both margins with code marks corresponding in character and relative location with the code marks on the data leaves, whereby when the permanent record leaf is at any time registered with the data leaves the matter on the data leaves may be identified with the names on the permanent record leaf and not otherwise, the said data leaves and permanent record leaf respectively being ruled and marked alike on both obverse and reverse.

In testimony whereof I have hereunto set my hand this first day of July A. D. 1914.

LAURA L. HARFORD.

Witnesses:
A. E. WHAN,
O. E. LAPUM.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."