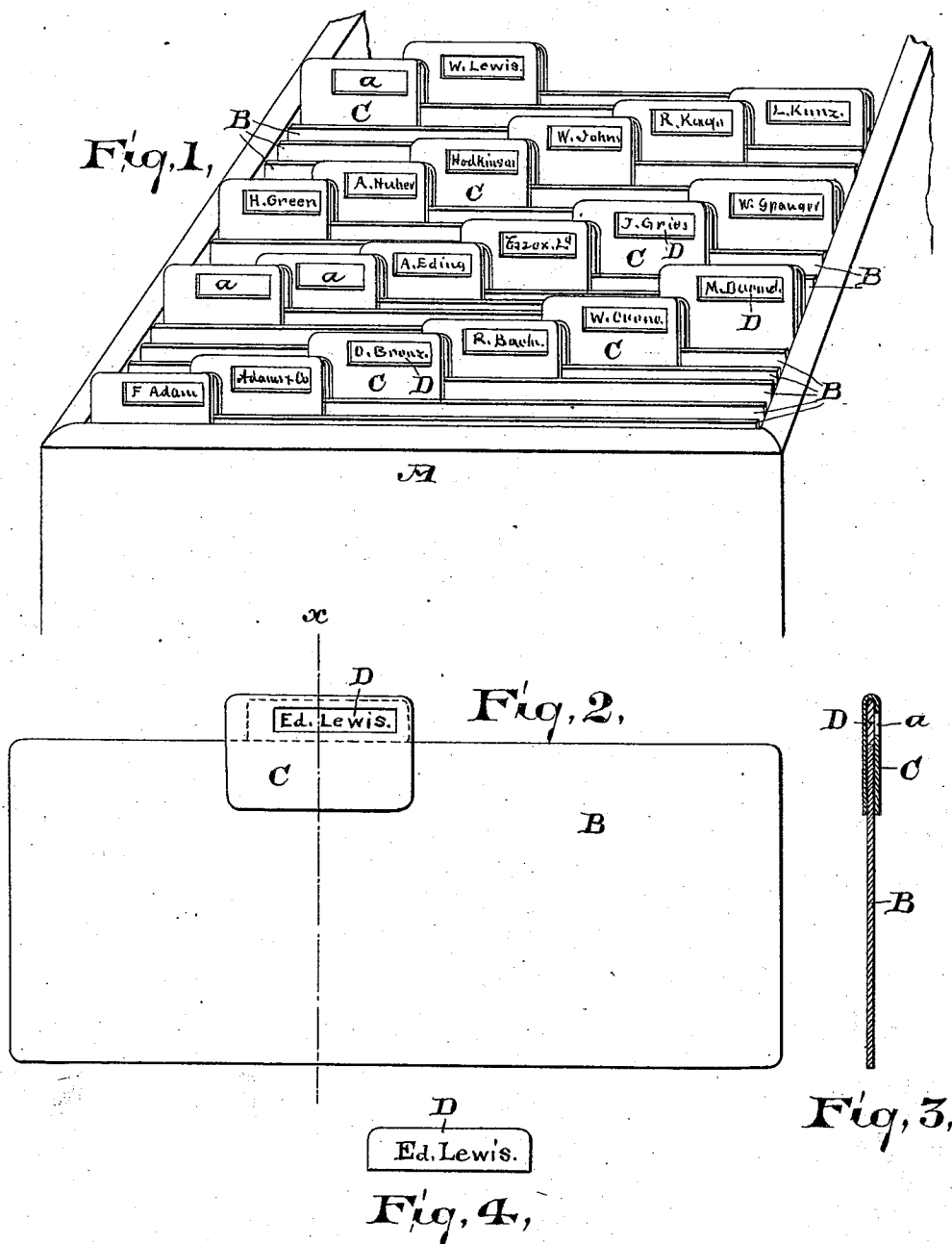


(No Model.)

C. W. NORTROP.
INDEXED FILE.

No. 548,814.

Patented Oct. 29, 1895.



WITNESSES: _____
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BY *Dakota Co.* ATTY'S.

UNITED STATES PATENT OFFICE.

CHARLES W. NORTHROP, OF NEWARK, NEW JERSEY.

INDEXED FILE.

SPECIFICATION forming part of Letters Patent No. 548,814, dated October 29, 1895.

Application filed June 15, 1895. Serial No. 552,875. (No model.)

To all whom it may concern:

Be it known that I, CHARLES W. NORTHROP, a citizen of the United States, residing at Newark, in the county of Essex and State of New Jersey, have invented certain new and useful Improvements in Indexed Files; and I do hereby declare the following to be a full, clear, and exact description of the invention, such as will enable others skilled in the art to which it appertains to make and use the same, reference being had to the accompanying drawings, and to letters of reference marked thereon, which form a part of this specification.

The objects of this invention are to facilitate the assorting or arranging of documents—such as checks, drafts, notes, invoices, &c.—in alphabetical order for convenience of reference, to reduce the liability of making mistakes, and to secure other advantages and results hereinafter referred to.

The invention consists in the improved indexed file and in the combination and arrangement of the parts thereof, as herein set forth, and finally pointed out in the claim.

Referring to the accompanying drawings, Figure 1 is a perspective view of an indexed file broken off at one side, illustrating my invention. Fig. 2 is a view in elevation of one of the cards or tabs. Fig. 3 is a vertical transverse section taken through line *x* of Fig. 2, and Fig. 4 is a view in elevation illustrating a name plate or card adapted to be readily inserted and removed from the receptacle with which each card is provided.

In carrying out my invention I employ a suitable box, folio, or receptacle A, of any desired dimensions, and a series of cards B, adapted to be arranged side by side therein, as illustrated in Fig. 1, each card being provided with a receptacle, C composed, preferably, of sheet-brass or other suitable material, which may be bent upon itself and fastened upon the upper edge of the cards at different points, as illustrated in Figs. 2 and 3, the upper portion, constituting the receptacle, projecting above the upper edge of the card and having an opening *a* in one side thereof, so as to expose a name or other device which may be inserted in said receptacle, as clearly shown and illustrated in the drawings. The opening is preferably made nearer one end of

the receptacle than the other, whereby a finger-hold is provided, by means of which the cards can be manipulated without having the finger cover or soil the name-strip within the receptacle. Said receptacles are adapted to be secured at any point upon the upper edges of the cards, so as to leave the names fully exposed to view, and arranged thereon in alphabetical order, so as to be readily seen at a glance, whereby documents corresponding with any given name may be readily slipped behind the card bearing said name and thus be kept for ready and convenient reference at any and all times, thereby greatly facilitating the assorting and arranging of said documents.

It will readily be seen that in banking and counting houses, where the assorting and arranging of documents is a very important matter and where new accounts are being opened and others closed from day to day and from hour to hour, by means of this device such operations are permitted and greatly facilitated.

The metal tops or receptacles for holding the name cards or slips D are separate from the cardboards. These slips can be easily shifted backward or forward, thus making it possible by leaving occasional blanks, as illustrated in Fig. 1, to put in additional names from time to time without disturbing the alphabetical or vowel order thereof, or a name can be withdrawn where an account is closed and a new name substituted therefor. Thus a thousand or any number of cardboards can be reached and any name clearly read from one position, no part of it being hidden. Moreover, the device is very compact and durable. The metal tops or receptacles being the only parts needing to be handled, the cardboards are practically indestructible.

As names are as easily removed as put in, old accounts may be taken out or new ones inserted at any time and the perfect order of alphabetical indexing be preserved, thus rendering it very convenient and promoting the rapidity of filing, from the fact that while one hand is taking up checks or papers the other is free to manipulate the cardboards, thereby making the assorting or arranging quick and easy.

Having thus described the invention, what I claim, and wish to secure by Letters Patent of the United States, is—

5 The improved index file which consists of a suitable box or case, a series of card boards arranged side by side therein, a receptacle mounted upon each card to receive a name or sign and having an opening in one side thereof to expose said name or sign, a remov-
10 able name strip in each receptacle, said receptacles being arranged at different points upon the tops of said card boards in alpha-

betical order, so as to partially overlap each other but to leave exposed the full name contained therein, as described, and for the purposes set forth. 15

In testimony that I claim the foregoing I have hereunto set my hand this 14th day of June, 1895.

CHARLES W. NORTHROP.

Witnesses:

OLIVER DRAKE,
ROBERT SOLLBERGER.