

Fig. 1

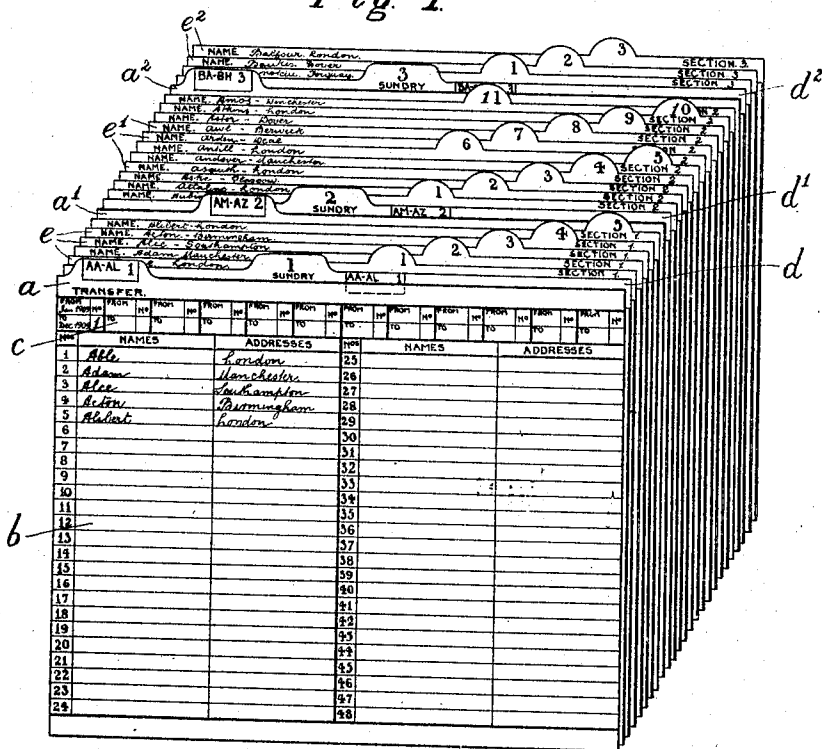


Fig. 2.

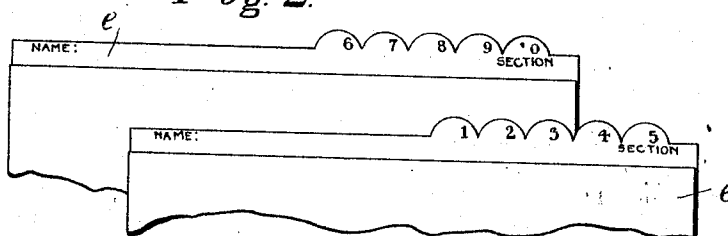


Fig. 3.

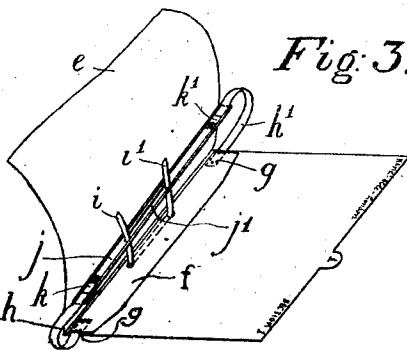
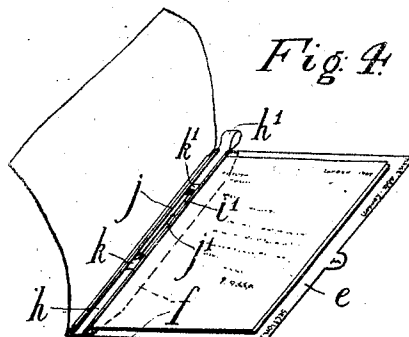


Fig. 4.



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UNITED STATES PATENT OFFICE.

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LETTER AND LIKE FILE.

1,003,470.

Specification of Letters Patent. Patented Sept. 19, 1911.

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To all whom it may concern:

Be it known that I, AUGUSTUS DAVID KLABER, a subject of Great Britain, residing at London, England, have invented new and useful Improvements in Letter and Like Files, of which the following is a specification.

This invention relates to a file for letters correspondence or other papers, and it has for its object to provide a file having the advantage of combining numerical classification with alphabetical classification thereby doing away with an index book, or of leaves taking the place of said index book, the file itself forming the index. The combined employment of alphabetical and numerical indicators moreover permits a very rapid classification of the papers in the folders and the return of the latter after use to their places, at the same time rendering it easy to find a folder which has been wrongly put away. A file in accordance with this invention permits of dividing the correspondence or other papers among as large a number of folders as may be desired, without requiring more than two designs of printing for all these folders, or at most a third design for those folders which in the different divisions of the alphabet are designed to contain the papers relating to "Sundries". These above results are obtained by means of:—

1. Leaves of cardboard, hereafter referred to as guides, having a printed heading on an extension or tab, a division of the alphabet (for instance AA—AL or AM—AZ, etc.) with number in order (for instance 1, 2 etc.) and below these inscriptions some numbered lines for writing the names of clients in this division of the alphabet, together with the addresses if desired. The file is preferably employed for the vertical classification, these guides being placed vertically in the racks; or better still in the drawers of a cabinet.

2. A number of folders each designed to receive the correspondence of a special client and bearing printed in front on the aforesaid tab at the top, the numbers, one of which only is left, that is the one affecting the respective client on the guide of the division to which it belongs, all the folders of the said division being placed in their numerical order behind the guide.

3. Finally, a number of folders for sun-

dries, viz., one for each division placed immediately behind the guide. The top tab of the folder bears the number of the division.

From the foregoing it will be understood that nothing is easier than to find a folder in a file of this character as by looking at the guide of the division desired for the number of the folder, then taking from this division the folder, the tab of which bears the said number, or if it is a question of a client under the category "Sundries", by taking the folder "Sundries" immediately placed behind the guide. It will also be understood, therefore, that there is no difficulty in replacing this folder and that if by mistake it is not put back in its correct position, it is not necessary to remove all the folders in order to find it again, as with the ordinary systems of classification, but only to compare those which bear the same number on the signal. If there is a No. 12 for instance, it will suffice to verify the folders marked 12 until it is found, and all the numbers 12 are in the same line the one behind the other.

In order that the invention may be the better understood, drawings are appended illustrating the file and certain details of construction.

Figure 1 is a perspective view representing only the first portion of it. It will be understood that the series of guides and folders continue the same to the end of the alphabet. Fig. 2 shows the two kinds of special folders, which only differ by the numbers printed on their tabs, i. e., the numbers 1, 2, 3, 4 and 5, in one case and the numbers 6, 7, 8, 9 and 0 in the other, which permit of making any number by cutting off all the tabs except one, and taking the number printed on this remaining tab as the unit number, before which, if necessary, the number to form the tens can be added by hand. Figs. 3 and 4 show in perspective, with the parts in different positions, binding folders which can be advantageously employed instead of the simple folders for the clients whose correspondence is voluminous.

In Fig. 1, a , a^1 , a^2 , indicate the cardboard leaves called guides each serving as an index for the folders belonging to the divisions of the alphabet. The number of these divisions would of course be varied, depend-

ing upon the total number of papers to be classified. A tab or extension is arranged on the upper edge of each guide, at the left for the guides of uneven row, and a little more to the right for those of even row, so as to render them more visible and more easy of access; the said tab has a printed indication of the division of the alphabet, and also the number in order of rotation of this division. On the largest portion *b* of the height of the sheet are drawn a series of numbered lines reserved for the names and addresses of the clients, included in the division; the inscription of the name of each client on the tabs thus determines his number of classification.

c indicates a series of divisions reserved for inscribing the transfers, *i. e.* for stating that the correspondence of this or that client has been removed from the file on one or more occasions in order to be arranged in a box, bearing the same divisional number and the same number in order of rotation. In this case the client is simply indicated by his number in order of rotation and by the side of this number the dates are inscribed between which the transferred correspondence takes place.

d, *d*¹, *d*², indicate the folders "Sundries" in each of which the correspondence of the clients coming into each alphabetical division and who have not an individual folder is classified. The division is printed, also its number and the word "Sundries" on the edge of the interior face of one of the leaves of the folder, which edge projects a little beyond the other leaf, moreover the number of the division is repeated on a tab which projects beyond the top of the folders.

The individual folders *e*, *e*, *e*¹, *e*¹, *e*², *e*², have also one of their leaves projecting beyond the other, and on this projecting part is inscribed the number of the alphabetical division and also the name and address of the client; in addition the number of the division is inscribed on the projecting tab. This tab is one of those with which the folder had been provided by the manufacturer (see Fig. 2) and which alone has been left extant. As it already bears the desired unit number it is only necessary to add the tens number, as can be seen for instance on the folders 10 and 11 of the division 2 in Fig. 1.

The tabs 1, 6, 11, 16, etc. should of course be arranged one behind the other similarly to the tabs 2, 7, 12, 17, etc., 5, 10, 15, 20, etc., but as the thickness of 5 folders separates them, they are quite visible and easily accessible. On the other hand the tabs of the guides, as also those of the folders "Sundries" are separated by all the folders of one division.

The binder folder shown in Figs. 3 and 4 is only given as an example of a device

particularly adapted for use with the present invention and is simple, easy to manipulate and the elements of which it is composed occupy little space. It is similar to that illustrated in Fig. 2 with numbered tabs, but on one of its leaves near to the back a strong strip of paper *f* is fixed at the two ends by means of the metal clips *g*, which also secure the ribbons *h*, *h*¹, which will now be described. At or near the middle, the strip *f* is provided with two holes through which pass two limbs *i*, *i*¹ formed at the extremities of a flexible brass band. On these limbs a strip of tin *j* is laid, which is provided with an elongated opening *j*¹. The edges of the strip are turned over inward in order to form the grooves in which runners *k* *k*¹ can slide. The said runners form the ends of the above mentioned ribbons *h* *h*¹ secured at their other ends to the folder, the runners in question being provided for the purpose of covering the flexible limbs *i*, *i*¹, after they have been bent outward, and thus prevent them from being re-raised. In Fig. 4 the runner *k* is represented as covering entirely the limb *i*, while the runner *k*¹ is supposed not to have been pushed to the bottom of the slot in order to hold the point, so that the ribbon *h*¹ is still not quite tight.

When a letter has to be filed in a folder of this kind, the runners *k* and *k*¹ are drawn outward sufficiently to uncover the limbs *i* and *i*¹, which limbs are then raised from the hole in the rule *j*; after which the letter to be filed is placed on the limbs, then the strip *j* is next replaced and the limbs *i* *i*¹ are turned down, and they are retained in place by slipping the runners *k* *k*¹ over them (see Fig. 4).

It is obvious that any inscriptions and notes may be written on the inside and outside of all the folders but this forms no part of the invention.

Obviously the number of tabs at the head of the sheets may be increased beyond those shown and described and further in order to facilitate the removal of such as are not required, I may perforate, indent or otherwise weaken the base of the tabs.

In order to strengthen the tabs in use against wear, gummed or other adhesive strips may be provided which may be applied to the backs of the tabs and the sheets to reinforce said tabs.

Claims.

1. A correspondence or like file having both numerical and alphabetical indexes and comprising an outer "transfer" sheet having numbered lines thereon and a tab bearing an alphabetical and an arithmetical sign, a sundries folder having a tab which also bears an arithmetical sign, and folders for the correspondence or the like having tabs bearing numerical signs said tabs being

arranged at different points on the top of the folders so that they are readily visible when the parts are assembled.

2. A correspondence or like file having both numerical and alphabetical indexes and comprising an outer "transfer" sheet having numbered lines thereon and a tab bearing an alphabetical and an arithmetical sign, a sundries folder having a tab which also bears an arithmetical sign, and folders for the correspondence or the like having tabs bearing numerical signs said tabs being arranged at different points on the top of the folders so that they are readily visible when the parts are assembled and means within said folders for securing the correspondence therein.

3. A correspondence or like file having both numerical and alphabetical indexes and comprising an outer "transfer" sheet having numbered lines thereon and a tab bearing an alphabetical and an arithmetical sign, a sundries folder having a tab which also bears an arithmetical sign, and folders

for the correspondence or the like having tabs bearing numerical signs, said tabs being arranged at different points on the top of the folders so that they are readily visible when the parts are assembled and means within said folders for securing the correspondence therein comprising a strip secured within the folder, perforations in the strip, a flexible body disposed beneath the strip and having limbs projecting through the perforations, tapes connected to the strip at each end, metal plates upon the ends of the tapes, a slotted metal plate through which the aforesaid limbs pass and provided with slides engaging the plates upon the tapes.

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

AUGUSTUS DAVID KLABER.

Witnesses:

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