

INDEX SYSTEM.

Patented Feb. 13, 1912.

1,017,089.

[illegible]

Fig. 2.

SHEET NO.	CHRISTIAN AND FIRM NAME KEY	CHRISTIAN AND FIRM NAME KEY	SHEET NO.
	MISC.....0	H-I.....5	NAME ADDRESS
MEMO	A-B.....1	J-K.....6	DATE
DATE	C.....2	L-M.....7	
	D-E.....3	N-S.....8	
	F-G.....4	T-Z.....9	
	SURNAME KEY BY 10'S	SURNAME KEY BY 10'S	
	A 1	L 40	
	Al 2	La 41	
	An 3	Le 42	
	B 4	Li 43	
	Ba 5	M 44	
	Be 6	Ma 45	
	Bo 7	Me 46	
	Br 8	Mi 47	
	Bu 9	Mo 48	
		Mu 49	

Fig. 5.

SECT	SECT	SECT	SECT	SECT	SECT	SECT	SECT	SECT	SECT
0	1 A-B	2 C	3 D-E	4 F-G	5 H-I	6 J-K	7 L-M	8 N-S	9 T-Z
CHRISTIAN AND FIRM NAME KEY									
0	1	2	3	4	5	6	7	8	9
MISC. A-B	C	D-E	F-G	H-I	J-K	L-M	N-S	T-Z	
SURNAME KEY BY 10'S									
A	B	C	D	E	F				
Aa.....1	Ba.....4	Ca.....10	Da.....14	Ea.....18	Fa.....20				
Al.....2	Be.....5	Ch.....11	De.....15	El.....19	Fe.....21				
An.....3	Bi.....6	Co.....12	Do.....16		Fi.....22				
	Bo.....7	Cr.....13	Du.....17		Fo.....23				
	Br.....8				Fr.....24				
	Bu.....9								
G	H	I	J	K	L				
Ga.....25	Ha.....28	I.....34	Ja.....35	Ka.....37	La.....40				
Gi.....26	Ha.....29		Jo.....36	Ke.....38	Le.....41				
Gr.....27	He.....30			Ko.....39	Li.....42				
	Hi.....31				Lo.....43				
	Ho.....32								
	Hu.....33								
M	N	O	P	Q	R				
Ma.....44	Na.....50	O.....53	Pa.....54	Q.....58	Ra.....59				
Ma.....45	Ne.....51		Pe.....55		Re.....60				
Me.....46	Ni.....52		Pi.....56		Ri.....61				
Mi.....47			Po.....57		Ro.....62				
Mo.....48									
Mu.....49									
S	T	U	V	W	XYZ				
Sa.....63	Ta.....70	U.....73	V.....74	Wa.....75	X-Y.....79				
Sc.....64	Th.....71			We.....76	Z.....80				
Se.....65	To.....72			Wi.....77					
Sh.....66				Wo.....78					
Sm.....67									
St.....68									
Su.....69									

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UNITED STATES PATENT OFFICE.

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INDEX SYSTEM.

1,017,089.

Specification of Letters Patent.

Patented Feb. 13, 1912.

Application filed July 5, 1910. Serial No. 570,276.

To all whom it may concern:

Be it known that I, EDWARD A. DUNN, of Newton, in the county of Middlesex and State of Massachusetts, have invented certain new and useful Improvements in Index Systems, of which the following is a specification.

This invention relates to filing systems of the type which employs alphabetical and numerical sub-divisions, and the invention relates especially to improvements in systems which employ a series of sheets bearing uniform alphabetical sub-divisions, each of which sub-divisions has also a distinct number of its own, as described and claimed in my application No. 553,537, filed April 5, 1910.

The objects of the invention are to provide improvements which will reduce labor costs by increasing the facility of use; to provide an index which is expansive to avoid necessity for revising the index from time to time; to provide an index which is compact, thus saving space which represents a cash value; to, provide an index which will enable surnames to be sub-divided by Christian names, thus facilitating reference and posting especially where surnames are common; and to provide an index having sub-divisions that may be used in common in different departments of a business.

A particular object of the invention is to provide posting sheets especially adapted for use in connection with loose leaf binders, said sheets being so provided with numerically indicated Christian names or firm-name sub-divisions, in addition to numerically indicated surname sub-divisions as to serve as further sub-divisions of the latter to a far greater extent than could be provided for in a column or in columns, within the limited space that could be used therefor on such sheets.

To these ends the invention consists in the system substantially as hereinafter described and claimed.

Of the accompanying drawings:—Figure 1 is a perspective view of a series of posting sheets constructed in accordance with my present invention, said sheets being illustrated as attached to a loose leaf binder which, however, forms no part of my invention. Fig. 2 is a view similar to a portion of Fig. 1, but illustrates a modification hereinafter described. Fig. 3 is a view representing a set of index cards suitable for

use in card indexing, the cards being constructed according to my present invention.

Referring first to Fig. 1, a loose leaf binder of a well known form is indicated at 10, said binder containing a number of sheets 11, each sheet having its margin provided with alphabetical sub-divisions constituting a surname key, each of which sub-divisions is designated by a distinct numeral, the numerals running in sequence from one to any number required. Preferably each sheet 11 has a portion of these sub-divisions printed on one side, so that when the set is open to expose two leaves, the opposite pages which are thus exposed show the complete alphabetical and numerical sub-divisions arranged in two columns. These sub-divisions include the first and second letters of surnames, sometimes, however, including the three first letters of surnames. Above this series which is conveniently referred to as "surname key by 10's," is a Christian and firm name key comprising the numerals from 0 to 9 inclusive, said numerals identifying groups of initials, said initials running from A to Z. Preferably the cipher is employed to indicate miscellaneous names such as firm or corporation names. The Christian and firm name key is indicated at 12, and is duplicated on both sides of each sheet in the form shown in Fig. 1, but as indicated at 13 in Fig. 2, the Christian or firm name key may be divided, partly on one page, and partly on the opposite page, the two exposed pages when the set is opened, completing the entire key.

Preferably division sheets 14 are employed as indicated in Fig. 1, said division sheets having tabs 15, the tabs being printed with numerically individualized sub-divisions of the alphabet in accordance with the divisions of the surname key.

For the entire alphabet, the key 12 has ten sub-divisions from 0 to 9 inclusive, of which the 0 division preferably relates to miscellaneous names such as firm or corporation names, while the numerals 1 to 9 indicate consecutive sub-divisions of the alphabet so that, in the arrangement illustrated, any Christian name beginning with A or B would be known numerically as "1," a Christian name beginning with "C" would be known numerically as "2," and so on. By utilizing numerals 1, 2, 3, etc., in the surname key to designate alphabetical sub-divisions, a far greater sub-division of the al-

phabet is provided for because, reading "1" as 10, "2" as 20, "3" as 30 and so on, provision is made for increasing the sub-division ten fold. For instance, the sheets with the surname keys as shown in Fig. 1 would provide for 80 alphabetical sub-divisions, but by reading each numerical indication as though it has a cipher suffixed to it, the equivalent of 800 sub-divisions is obtained. If "Ba" were to be mentally considered as distinguished by a 40, and "Be" by a 50, there would be ten extra sub-divisions for such surnames as "Babson," "Badger" and so on, without having sheets actually bearing the suffixed ciphers. By the use of the key 12, any further sub-division from 0 to 9 may be obtained between the sub-divisions provided in the surname key. The surname "Adamson" would be numerically known by a 1, "Allison" by a 2, "Barnes" by a 4, "Filene" by a 22 and so on. To sub-divide these by the Christian names, the surname numerals mentioned would have suffixed thereto the appropriate numeral according to the key 12 in Fig. 1, or the key 13 in Fig. 2. The Christian name "George" would come in division 4 of the key 12, and consequently the name "George Barnes" would be numerically indicated by 44. To further explain this, the following selections are made:—

	Arther Adamson	would be numerically designated	11 (Aa)
	Charles " " " "	"	12 "
	David " " " "	"	13 "
	Nathan " " " "	"	18 "
	Oliver " " " "	"	18 "
35	Arthur Allison	" " " "	21 (Al)
	Charles " " " "	"	22 "
	David " " " "	"	23 "
	Nathan " " " "	"	28 "
	Oliver " " " "	"	28 "

To further illustrate the utility of the invention, the name William Filene will be under 229

Surname Fi 22
Christian T-Z 9

229

The sheets illustrated in Figs. 1 and 2 are especially for such uses as the posting of accounts, but the same invention may be applied to card indexes as indicated in Fig. 3 in which each guide card or sheet 16 has the same numerically and alphabetically indicated sub-divisions as shown in Fig. 1 comprised in the surname key, and also has a Christian and firm name key 17, which is substantially the same as key 12 in Fig. 1, excepting that the initials of the alphabet are placed horizontally instead of vertically. The guide cards 16 are shown as having tabs 18 which in this instance should bear the numerals and letters corresponding with those in the key 17. Division sheets having tabs are not essential, but they may be employed for convenience in opening the set of sheets at approximately the point desired for access to a certain numeral. As shown

in Figs. 1 and 3, the tabs 15 and 18 are each provided with an alphabetical sub-division as well as a numeral but in use the numerals are to be chiefly relied upon. When guide cards such as shown in Figs. 3 are employed, they all bear uniform alphabetical sub-divisions each of which sub-divisions has a distinct number of its own, being similar in this respect to the guides disclosed and claimed in my application 553,537, filed April 5, 1910.

It will now be understood that since the surname divisions are represented by multiples of 10, the units are available for Christian and surname sub-divisions. Therefore it is impossible in the small space that is available on the sheet or guide card to furnish a sub-division ten times closer than a system employing the surname division only.

When a name is assigned to a sheet in the first place, that sheet is given the proper section number which is obtained by reference to the index on the margin and the sheet is then placed in the binder in its consecutive order according to the section numbers. Frequently more than one name will fall within one section, and the sheets for all such names are given the same section number, but they will be arranged in alphabetical order by surnames.

The index is borne by sheets which, when of stiff material are termed cards, and when of flexible material are usually referred to simply as sheets. By the term "sheets," I mean to include material of any degree of thickness.

I claim:—

1. An index comprising a series of sheets or cards each having alphabetical subdivisions for surnames, individualized by numerals, and also having alphabetical subdivisions for Christian or firm names individualized by numerals other than the first mentioned numerals, in combination with an indexed element or elements, whereby an indexed element may be indicated by combining an individualized numeral of the surname subdivision with an individualized numeral of the Christian name subdivision.

2. An index comprising a series of sheets or cards, each having alphabetical subdivisions for surnames individualized by numerals in sequence of 10's, and also having alphabetical sub-divisions of initials in groups individualized by numerals 0 to 9, in combination with an indexed element or elements, whereby an indexed element may be indicated by combining an individualized numeral of the surname subdivision with an individualized numeral of the Christian name subdivision.

3. A posting sheet having two separate series of alphabetical sub-divisions individualized by numerals, one series including

the first and second letters of surnames in alphabetical order and with the numerals in sequence, the other series having initials in groups, each group having a single numeral, in combination with an indexed element or elements, whereby an indexed element may be indicated by combining an individualized numeral of the surname subdivision with an individualized numeral of the Christian name subdivision.

4. A posting sheet having two separate series of alphabetical subdivisions individualized by numerals, one series including the first and second letters of surnames in alphabetical order and with the numerals in sequence in multiples of 10's, the other series having initials in groups individualized by the numerals 0 to 9, in combination with an indexed element or elements, whereby an indexed element may be indicated by combining an individualized numeral of the surname subdivision with an individualized numeral of the Christian name subdivision.

5. A sheet having a column of initials and second letters of surnames numbered in

sequence, and having also, a name key comprising initials in groups, each group being individualized by a single numeral, in combination with an indexed element or elements, whereby an indexed element may be indicated by combining an individualized numeral of the surname subdivision with an individualized numeral of the Christian name subdivision.

6. A sheet having alphabetical subdivisions for surnames individualized by numerals in sequence of tens and having also alphabetical subdivisions of initials in groups individualized by numerals 0-9 in combination with an indexed element or elements, whereby an indexed element may be indicated by combining an individualized numeral of the surname subdivision with an individualized numeral of the Christian subdivision.

In testimony whereof I have affixed my signature, in presence of two witnesses.

EDWARD A. DUNN.

Witnesses:

A. W. HARRISON,

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