Oct. 19, 1926. 1,603,776

F. M. J. JOLY

FILING SYSTEM

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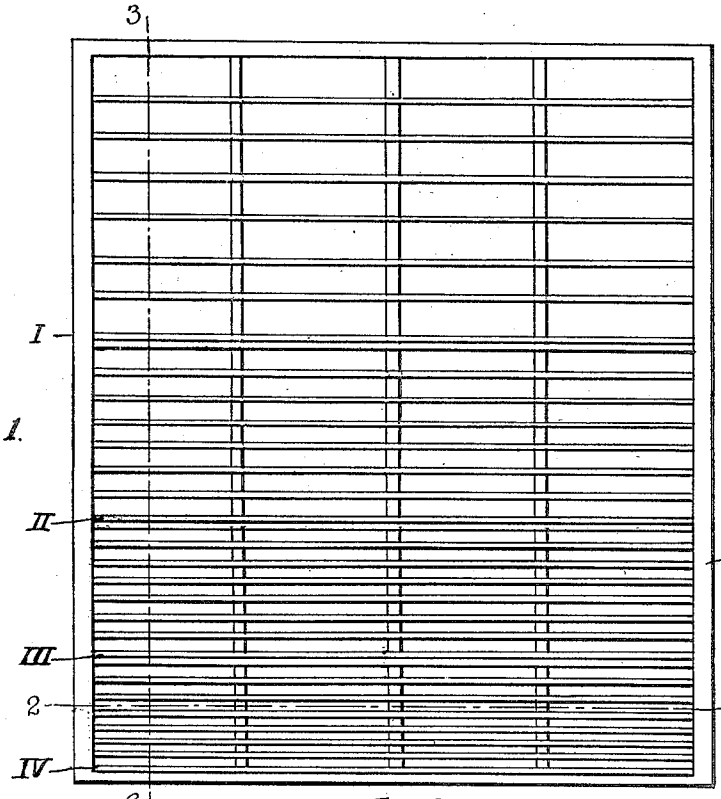


Fig. 1.

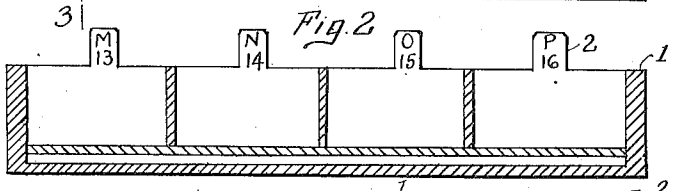


Fig. 2

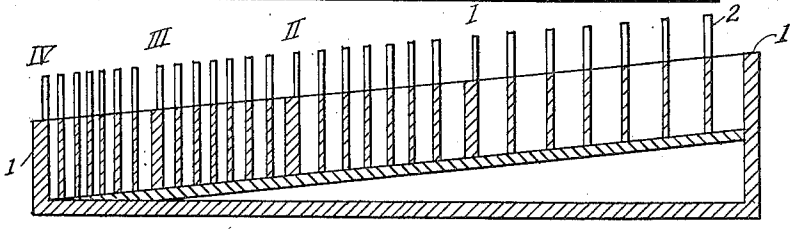


Fig 3

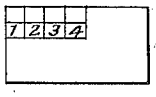


Fig. 4

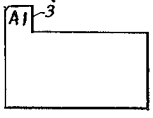


Fig. 5

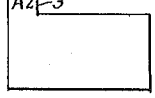


Fig. 6

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UNITED STATES PATENT OFFICE.

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FILING SYSTEM.

Application filed January 10, 1925, Serial No. 1,531, and in Belgium February 13, 1924.

The present invention is specially intended for sorting record cards or other documents of a like sort by successive operations so as to render the sorting a purely manual operation.

The invention is based upon the decomposition of the sorting, every one of the letters (of the alphabet) or figures (ciphers) forming the index being successively distributed in the appropriated divisions of a sorting-appliance specially constructed therefor. In other words, the principle of the sorting-appliance is the decomposition and the systematization of the sorting, the cards to be sorted being distributed in alphabetical order by 1st, then 2nd, then 3rd letter etc. amongst successive series of sorting divisions or compartments, or in case of a decimal index, in numerical order by 1st, 2nd, 3rd figure (cipher) etc.

The sorting-appliance consists of one or more series of 26 divisions or compartments, corresponding to the alphabet. If several series are used, the first one alone requires divisions or compartments of a relatively large size, while those of the other series become smaller and smaller, this decrease being in relation to their being intended for the second, third etc. letter of the word used as index.

It follows that the apparatus consists essentially of an undetermined number of sorting compartments, of an unequal and decreasing height (the cards being laid flat) or of an unequal and decreasing area (the cards standing on edge), offering the appearance of trays divided in 26 compartments, each bearing one letter of the alphabet, following the order of the alphabet, or for a decimal index, divided in 10 compartments, each bearing one of the 10 ciphers, following each other in numerical order, each tray or series bearing a serial number 1, 2, 3, 4, etc., or being painted a different colour, or combining these two arrangements, the trays or series being either separate one from the other (i. e. not attached in a material sense), or attached in a material sense and fixed, or also movable the ones in relation to the others.

Ordinary cards may be sorted by use of the appliance above described, but for further ease the index word is written in chequer form, printed on the card, so as to separate vividly the first or all the letters of the word forming the index.

The guide-cards used when putting the cards in filing cabinets are provided with a tab bearing one of the letters of the alphabet accompanied by a serial number which is, at the same time, the number corresponding to one of the series of compartments of the appliance and to the rank of the letter concerned in the words under the said guide-card.

On the drawing hereto appended is depicted as an example one form of execution of the present invention.

Fig. 1 is a plan view of the sorting appliance:

Fig. 2 is a transverse section along 2—2 of Fig. 1:

Fig. 3 is a vertical section along 3—3 of Fig. 1:

Fig. 4 shows one application of the device printed on the cards:

Fig. 5 and 6 show guide-cards (partial views).

The sorting-appliance 1 is preferably in the form of a case or box without lid, which is divided internally into several series, I—II—III—IV, of compartments, each series having 26 compartments or divisions disposed vertically.

The above description and the figures are not limitative, as the sides of the compartments may make any angle with the bottom of the appliance, this being laid flat, or on a gradient, or vertical. In each series, the first compartment corresponds to the letter A, the second to the letter B, the third to the letter C, and so on, and a tab (2) can be provided for each compartment to indicate the letter which it is to receive.

According to Figs. 1 and 2, the appliance is contrived to be used for sorting down to the fourth letter, but it must be understood that if it is desired to go on with the sorting down to the 5th, 6th, 7th letters etc., the number of series is increased, which can easily be done, such complemental series being of small dimensions.

The cards to be sorted are distributed according to 1st letter in the compartments of series I—the cards in compartment A of series I are distributed according to second letter in the compartments of series II—the cards in compartment A of series II are distributed according to 3rd letter in the compartments of series III—the cards in compartment A of series III are distributed according to 4th letter in the compartments

of series IV. As soon as a card is isolated in a compartment, it is necessary only to pick it up, following alphabetical order of course, no matter if it is in I—II—III—IV, and put it in the drawer of the cabinet.

It follows from what is said above that isolation of cards is reached in I—II—III or IV, or even further, according to the number of cards to be sorted, the frequency of the use of a letter in the language and the kind of classification pursued.

All compartments of series III are in succession distributed in IV and cards picked up; then B of series II is distributed in III and all compartments of III are again distributed in IV and cards picked up. The same is done successively for all compartments of II—then B of series I is distributed in II: and the process is continued as before with A of I; and in the same way with all compartments of I in succession.

In short, the operator begins by A of I and goes down to Z of IV; isolated cards are picked up in alphabetical order; and the operator goes up again and down again, by series, never jumping any filled compartment and always beginning by the first (in alphabetical order) filled compartment of each series in succession.

The decrease in size of the series, following the subdivision of each group of cards in coming down from one series to the next is essential to the appliance, because this decrease allows the appliance to be kept to a convenient size. However this rule of decrease is not absolute, inasmuch as it is limited in the last series of trays by the practical consideration of ease of introduction of the cards in the compartments and so the size of the last series may be the same.

In the case of cards to be sorted according to the decimal system, i. e. cards which bear only a number, the number of compartments of each series must only be 10, or from 0 to 9.

When a card-record is completed and it is desired to add a number of new cards or replace cards taken out, the following method is employed:

All cards to be introduced in the existing record are first sorted in alphabetical order among themselves by use of the sorting appliance. Each is next located in the category of the general classification where it belongs by reference to the guide-cards, which is easy as a result of the relation between indications on guide cards (letter and number) and the same indications to be found on the cards to be introduced.

When the group where the card belongs has been identified in such a way, this group is taken out of the cabinet drawer and run through the sorting-appliance, the card or cards to be added included, to begin from the series of which the serial number immediately follows the number on the guide card at the head of the group. The card or cards to be introduced take their proper place without mental effort on the part of the operator and the whole group can be replaced in the drawer; by proper use of guide cards, such groups will remain of little volume and the process will be very quick.

The invention has been described in a sense only indicative and in no wise limitative, and it follows as a matter of course that numerous modifications can be introduced in its execution without departing from its spirit.

The indexing-device, which is printed on the cards, bears two rows of divisions: the one above receives in succession the first or all of the letters of the word under which the card is indexed, while the one below bears in print the number which corresponds at the same time to the rank or order which the letter to be written above has in the word, and to the series of compartments in which this particular letter is to be distributed, e. g. 1 under the 1st letter indicating the 1st series of compartments—2 under the 2nd letter indicating the 2nd series of compartments—3 under the 3rd letter etc. (Fig. 4). The use of these numbers increases the ease of sorting, and as a further aid the indexing divisions of the cards may alternately be shaded, which reduces further the amount of attention required of the operator.

The guide-card is provided with a tab (3) bearing in print for each guide card one letter of the alphabet accompanied by a serial number, such as A^1, A^2, A^3, etc.—B^1, B^2, B^3, etc., and so on for all the letters. This constitutes the reproduction in line of any one column of the special card described (when used).

Claims:

1. A device of the character described, comprising an open-top box divided interiorly thereof into a plurality of series of compartments, each series being clearly distinguishable one from another and each including an individual compartment for each character to be indexed, the size of the individual compartments being gradually diminished in the successive series.

2. A device of the character described, comprising an open-top box divided interiorly thereof into a plurality of series of compartments, each series being clearly distinguishable one from another and each including an individual compartment for each letter of the alphabet, the size of the individual compartments being gradually diminshed in the successive series.

3. A device of the character described, comprising an open-top box divided interiorly thereof into a plurality of series of

compartments, each series having a distinguishing serial number and each including an individual compartment for each character to be indexed, the size of the individual compartments being gradually diminished in the successive series.

4. A device of the character described, comprising an open-top box divided interiorly thereof into a plurality of series of compartments, each series having a distinguishing serial number and each including an individual compartment for each letter of the alphabet, each compartment having a tab indicating the letter to which it appertains and the numerical location of that letter, the size of the individual compartments being gradually diminished in the successive series.

In witness whereof I affix my signature.

FRANZ MARIE JOSEPH JOLY.