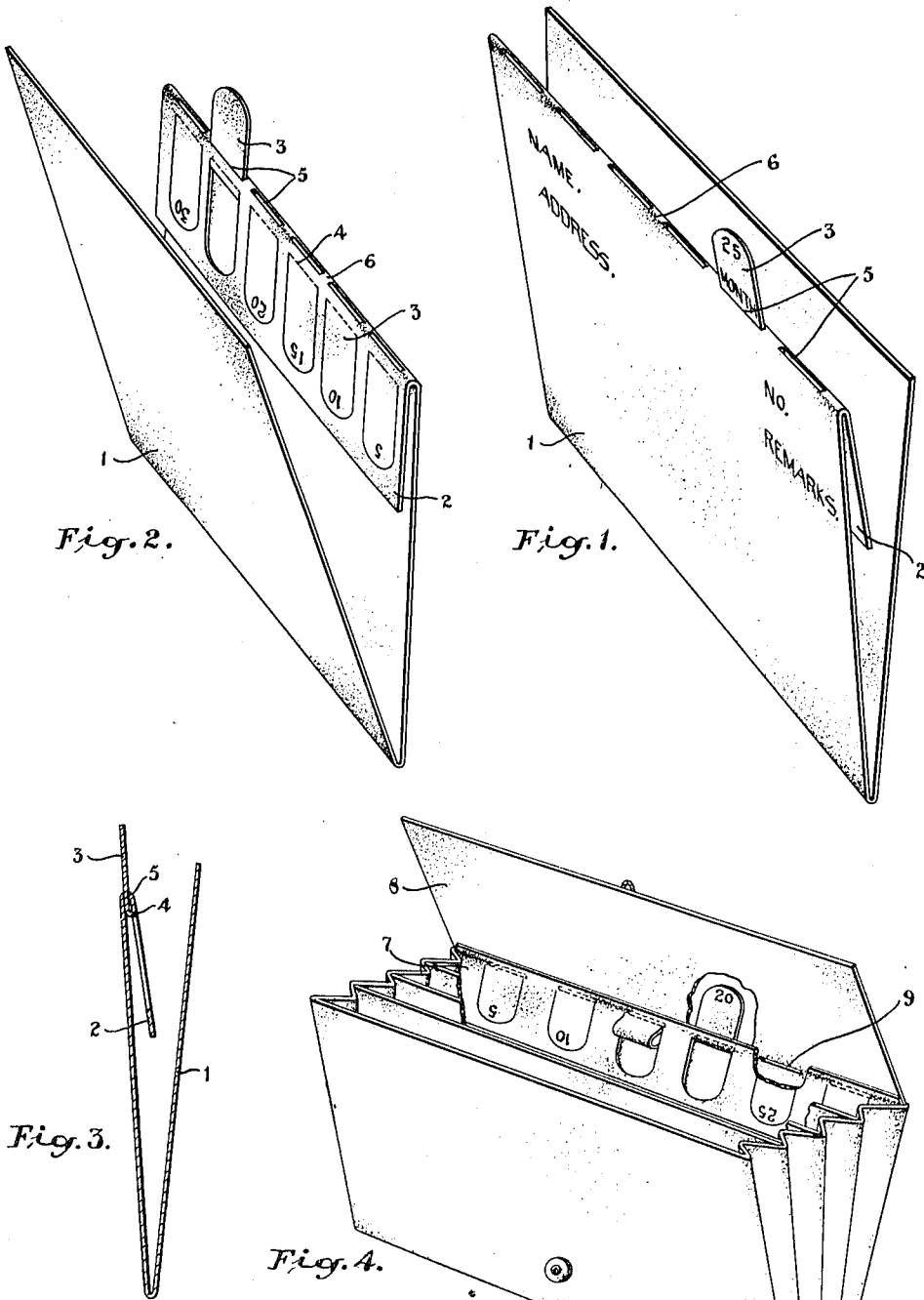


1,048,577.

Patented Dec. 31, 1912.



WITNESSES:
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UNITED STATES PATENT OFFICE.

AVERN PARDÔE, JR., OF TORONTO, ONTARIO, CANADA.

DOCUMENT-FILE.

1,048,577.

Specification of Letters Patent.

Patented Dec. 31, 1912.

Application filed April 13, 1912. Serial No. 690,618.

To all whom it may concern:

Be it known that I, AVERN PARDOE, Jr., a subject of the King of Great Britain, and resident of the city of Toronto, county of York, Province of Ontario, in the Dominion of Canada, have invented certain new and useful Improvements in Document-Files, as described in the following specification and illustrated in the accompanying drawings, that form part of the same.

The invention consists essentially in the novel arrangement of a plurality of indicator tabs on a filing folder or case.

The objects of the invention are, to facilitate the work of keeping file records in proper order, to insure the attention to important matters at the proper time, to reduce to a minimum the handling of correspondence held in abeyance, and to devise a file which may be very easily handled and will indicate definitely when it is required for further attention.

In the drawings, Figure 1 is a perspective view of a folder file constructed in accordance with my invention showing one of the indicator tabs exposed. Fig. 2 is a perspective view of a file shown open to disclose the arrangement of the indicator tabs. Fig. 3 is a vertical cross sectional view through the file shown in Fig. 1. Fig. 4 is a perspective view of a docket file showing the application of my invention thereto.

Like numerals of reference indicate corresponding parts in each figure.

Referring to the drawings, 1 is a folder of a very common form provided with an in-turned flap 2, said flap having a plurality of tabs 3 cut therefrom and remaining attached to said flap at the upper edge 4.

5 are slots cut in the upper folded edge 6 of the folder and arranged opposite to the tabs 3 and of slightly larger width than said tabs.

The outer faces of the tabs 3 are printed in any suitable manner to indicate dates or titles as may be desired and the said tabs are adapted to be folded inwardly and brought upwardly through the slots 5 in the manner illustrated in Figs. 1 and 3. The tab then stands up prominently above the file so that it will be readily seen and may be instantly located.

In the use of this device, the correspondence or other papers are placed in the file and if according to the instructions the file is to be referred back at a certain date the

file clerk doubles the tab bearing the corresponding date or nearest preceding date inwardly and upwardly. The infolded flap 2 guides the rounded end of the tab as it is turned inward and the end very readily locates the slot in the upper fold and projects through. The tab is then grasped with the thumb and finger and pulled out to its full position. The file is then put away and the date tab projecting upwardly therefrom readily indicates to the file clerk when that particular file is desired again.

It will of course be impossible to have tabs corresponding to every day of the month and the tabs are here shown numbered 5, 10, 15 etc. It will be readily understood that if a letter has to be attended to on the 12th the file clerk will arrange the tab numbered 10 to call attention to that file prior to the date when it must be attended to. To follow out this example, the file on being removed on the 10th inst., and requiring an answer on the 12th would be simply put back in the cabinet leaving the date tab of the 10th projecting. On the 11th the file clerk would note this file marked the 10th apparently not attended to and would look at it again and replace it. This thing would occur again on the 12th and insure the file being kept in prominence until the matter was properly disposed of. This service of the file clerk will of course require very little time but it will insure the proper and careful attendance to the correspondence and will effectively relieve the principal, who has to attend to the letter finally, of the bother and annoyance of having the letter lying loose on his desk until answered.

In the form shown in Fig. 4, a separate strip 7 perforated to form the numeral tabs is secured to the inner side of the folded cover 8, the remaining portion depending within the last pocket of the file and swinging loose. The cover 8 is provided with slots 9 in the groove of the bend so that in use the tabs are utilized in the same manner as with the ordinary folder.

The present invention is very simple and may be readily adapted to various forms of files and may be altered in various ways without departing from the spirit of the invention so long as a plurality of tabs are arranged upon the file so that they can be temporarily exposed and withdrawn at will and will remain secured to the file ready for use.

What I claim as my invention is:—

1. A document file, having a row of tab members concealed between the folds of the file and adapted to be folded to extend beyond the edge of the file.

2. In a document file, a strip of flexible material secured to said file and having tabs punched therefrom and adapted to be bent outwardly to extend beyond the edge of the file:

3. A document file, having a fold provided with a plurality of slots at the bend, and a plurality of tabs secured to the file and adapted to be projected through said slots.

4. A document file, comprising, a sheet of material folded to form a holder and having one of its edges turned inwardly and perforated with a plurality of slots along the inturned fold, said inturned fold having a plurality of tabs cut therefrom and adapted to be bent inwardly and projecting out through said slots and having suitable characters printed thereon.

Signed at the city of Toronto, Ontario, Canada, this 9th day of April, 1912.

AVERN PARDOE, JR.

Witnesses:

E. HERON,

D. S. TOUELL.