Feb. 11, 1930. L. C. RIDGE 1,746,608

FILING APPARATUS

Filed July 24, 1926

Fig. 1

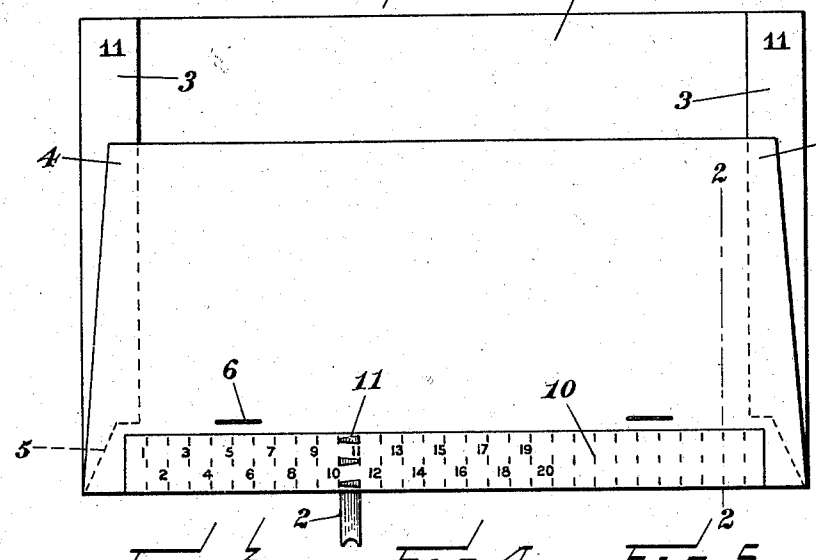



Fig. 2

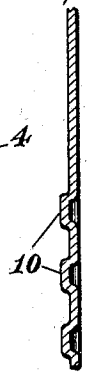



Fig. 3

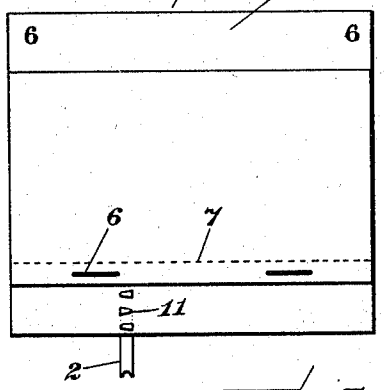



Fig. 4

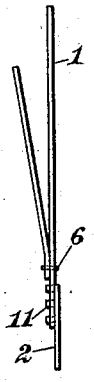



Fig. 5

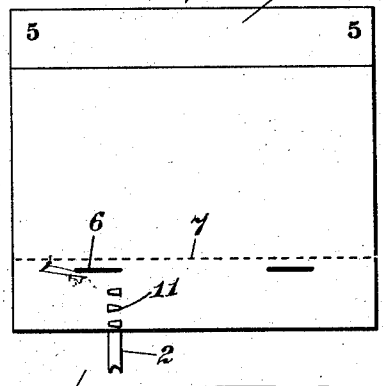



Fig. 6




Fig. 7

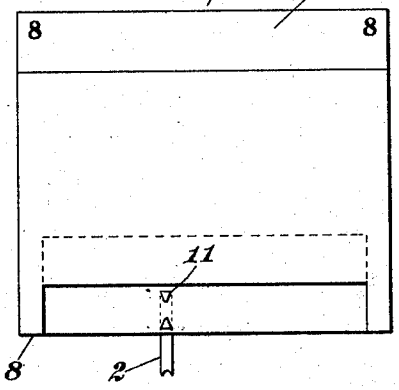



Fig. 8

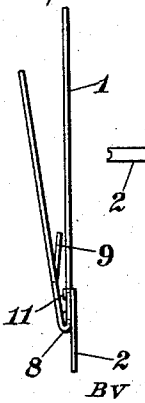
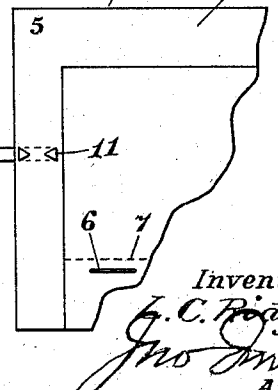



Fig. 9




Inventor,
L. C. Ridge
Jno Orwig
Atty.

BV

Patented Feb. 11, 1930 1,746,608

# UNITED STATES PATENT OFFICE

LEONARD CLAYTON RIDGE, OF TORONTO, ONTARIO, CANADA

## FILING APPARATUS

Application filed July 24, 1926. Serial No. 124,626.

The invention relates to improvements in filing apparatus as described in the present specification and shown in the accompanying drawings that form a part of the same.

The invention is adapted particularly for use in connection with that type of filing apparatus described in United States Patent No. 1,186,470 of which applicant is the owner, in which mechanism is provided for moving any desired filing element, or number of elements, into a distinctive position in relation to the remaining elements and in which, heretofore, it has been customary to inscribe the data to be preserved on cards, of dimensions standard to the filing cabinet, and to attach to each card bearing-members corresponding in number to, and aligned with, the index characters under which it is desired to index the card, said bearing-members being adapted for engagement by said mechanism for movement thereby.

While this arrangement has been of the utmost advantage in certain types of filing it has been found that in cases where it is necessary to change the index classification frequently, much time is lost in adjusting the bearing members on the cards, also it is not always convenient to copy lengthy, or temporaneous, data on to cards standard to the filing cabinet, which must of necessity conform to the filing cabinet and be reinforced, or at least be of sufficient rigidity to permit of proper cooperation with the selector mechanism, thus making it impossible to insert said card in a typewriter.

The primary object of the present invention is to provide a convenient means whereby cards, slips of paper, or other matter of irregular conformation or size containing data may be filed for ready reference under one or more classifications without the necessity of having to attach bearing members, or other means adapted to cooperate with the selector mechanism, to said matter, thus expediting the indexing and re-indexing of such matter and expediting reference thereto.

Another object is the provision of means for filing material of sufficient flexibility to permit of data being inscribed thereon by means of a typewriter, or other machine.

A further object is to provide a container for matter to be filed, the use of which is not limited to one occasion but which may be employed over and over again in the filing of different matter.

And generally the objects of the invention are to provide a container for the matter to be filed, which will be compact in form, cheap to manufacture, and of durable construction.

The invention consists in the novel features of construction, arrangements and combinations described hereinafter and more particularly pointed out in the claims for novelty following.

In the drawings Figure 1 is a front elevation of a card support.

Figure 2 is a cross sectional view taken on the line 2—2 of Figure 1.

Figure 3 is a front elevation of a modified form of card support.

Figure 4 is an end view of the device shown in Figure 3.

Figure 5 is a front elevation of another form of container.

Figure 6 is an end view of the device shown in Figure 5.

Figure 7 is a front elevation of a slightly modified form of construction.

Figure 8 is an end view of the support shown in Figure 7.

Figure 9 is a front elevation of a support for filed matter having the bearing member extending in a lateral direction therefrom.

Like numerals of reference indicate corresponding parts in the various figures.

Referring to the drawings, the card or other matter to be filed is placed within a container or supporting element 1, which is of a size to properly fit the filing cabinet, and bearing members 2 corresponding in number to the classifications under which it is desired to index the card are secured therto in alignment with the index characters on the filing cabinet indicative of said classifications for selective engagement by the mechanism by means of which said container, or any number of similarly indexed containers are moved out of alignment with the remaining containers so as to be readily distinguishable therefrom.

While the containers may be of any form which will suitably accommodate the matter to be filed and admit of the attachment thereto of the bearing members 2 it is desirable that they be of the least possible thickness in order to increase to the maximum the number of said containers which may be placed within a filing cabinet and also to facilitate the attaching of the bearing members thereto but at the same time they must be sufficiently rigid to bear the weight of the contents and also to cooperate with the mechanism by means of which they are moved from one position to another.

The support, or container, shown in Figure 1 is made up from light-weight material and in order to give the required rigidity the ends are turned inwardly, as at 3, and sealed to the flap 4, the inturned portions being cut away at their inner ends, as at 5, so that that portion of the container provided for the accommodation of the bearing members 2 will be of uniform thickness throughout.

The container is preferably stitched, as indicated by the numeral 6, above that portion which is reserved for the bearing members 2 in order to hold the filed matter out of engagement with said bearing members.

The supports, or containers, shown in Figures 3 to 9 are constructed of more rigid material than that shown in Figure 1 and as a consequence the ends thereof may be left open and the front walls thereof may be scored longitudinally as at 7 above the stitching to facilitate access to the interior, also, if desirable, the portion of the said front wall below the stitching may be entirely cut away, as shown in Figures 3 and 4, to leave a single ply of material to which to secure the bearing members 2, or, as shown in Figure 7, the container may be slit longitudinally along the fold 8 for a distance corresponding to the length of the index space, and the portion 9 of the front wall between the ends of said slit turned inwardly to provide a support for the file contents.

The portion of the container reserved for the accommodation of the bearing members 2 may have index characters inscribed thereon, as shown in Figure 1, corresponding to the index characters on the filing cabinet for the attachment of the bearing members in alignment with the desired index character, or characters, or, each container may, in advance, by the use of machinery or otherwise, be designated a particular index character, or characters, as shown in the drawings, preferably inscribed in the top corner thereof, and a bearing member, or members, secured to the container in proper position in relation to the corresponding index character, or characters, on the filing cabinet, the space reserved on said container for the bearing members being left blank.

If desirable the index space on the containers may be scored, as shown at 10 in Figure 1, for the reception of the fingers 11 of the bearing members 2, this practice being preferable where the index characters are inscribed on said containers.

In Figure 9 the bearing member is shown as extending laterally from the container as would be necessary where mechanism constructed to project the filed matter in a lateral direction is employed.

It will have been apparent that this method of indexing and filing may be employed in many lines of business and that it is therefore impossible to describe herein its various uses but the following description of its adaptation to a collection follow-up system will make its working clearly understood.

Assuming that there are accounts receivable due on the 5th and 6th of the current month, cards or memo slips containing the required data, such as the name of the customer, amount of account, etc. are placed in the container bearing the index character corresponding to the due date of the account and said container is placed in the filing cabinet, after which all similarly indexed containers may be brought into prominence at any time through the operation of the selector mechanism (which is not shown in the drawings as the construction of same does not constitute a feature of the present invention).

Should it for any reason be necessary to set over, say, until the 8th of the month, the payment of the account due on the 5th, or any part thereof, it is simply necessary to remove the card, or slip, from its present container and place it in a container bearing the index character corresponding to the deferred date, which in the assumed case is the 8th.

It is of course understood that reference characters other than numbers may be employed, such as letters, names, names of days or months, also that the number of classifications under which a single card, or other matter may be indexed is limited only by the classifications provided for on the index carried by the filing cabinet.

The front walls of the containers may, if desired, be constructed of transparent material to permit of the contents being viewed without the necessity of removal.

The present invention provides a convenient means for filing cards and other papers of a nature adaptable for insertion in a typewriter and which could not be preserved according to the indexing systems now being employed.

What I claim is:—

1. In filing apparatus, the combination of a folder stitched longitudinally intermediate of its height to provide an index margin along the bottom thereof and a filing compartment thereabove, and a bearing member adjustable longitudinally of said index margin.

2. In filing apparatus, the combination of a folder having its walls secured together intermediate of the height thereof to provide a closed relatively thin margin along the bottom thereof, and a bearing member adapted for adjustment longitudinally of said margin.

3. In filing apparatus, the combination of a folder having its walls secured together to provide a closed relatively thin margin along one edge thereof, and a bearing member adapted for adjustment longitudinally of said edge.

Signed at Toronto, Ont., this 16th day of July, 1926.

L. CLAYTON RIDGE.