April 28, 1959 C. B. ULRICH, JR 2,883,989

FILING SYSTEMS

Filed June 15, 1954

Fig. 1.

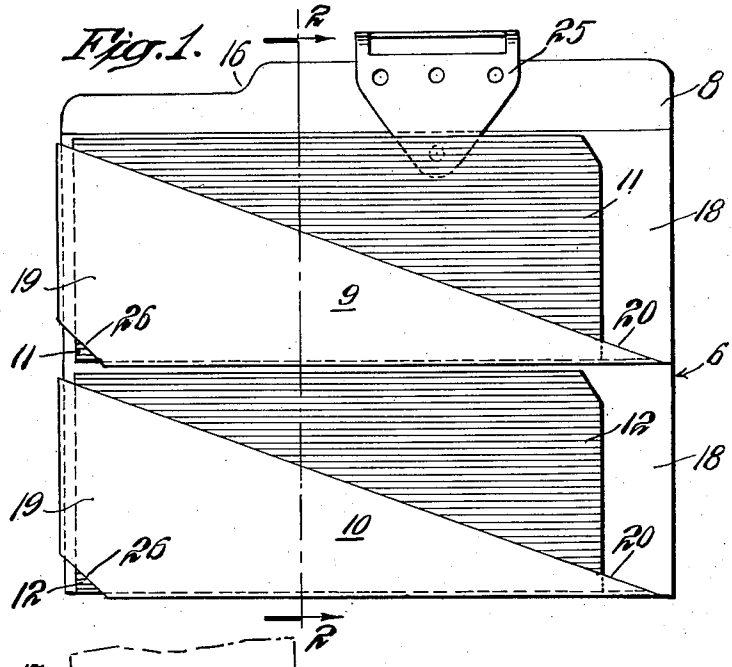


Fig. 2.

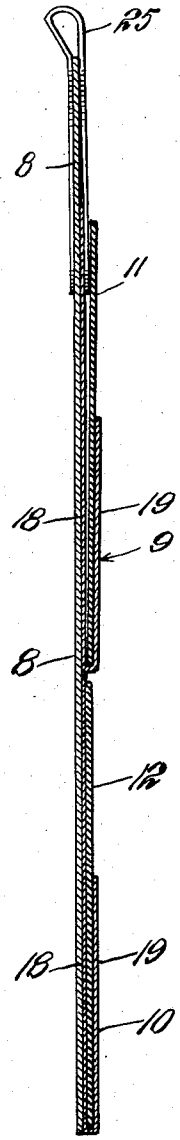


Fig. 3.

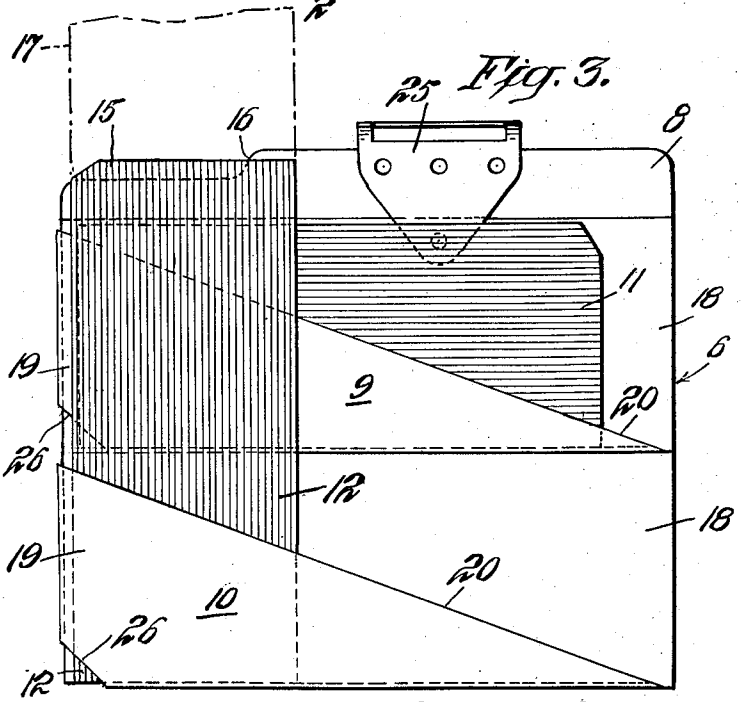
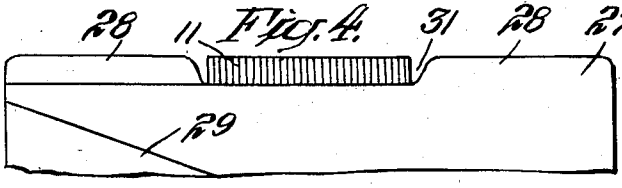


Fig. 4.



INVENTOR.
CHARLES B. ULRICH, JR.
BY
Frank A. Bauer
ATTORNEY

United States Patent Office

2,883,989

Patented Apr. 28, 1959

2,883,989

FILING SYSTEMS

Charles B. Ulrich, Jr., Lakewood, N.Y., assignor to Watson Manufacturing Company, Inc., Jamestown, N.Y., a corporation of New York

Application June 15, 1954, Serial No. 436,844

1 Claim. (Cl. 129—16.7)

This invention relates to filing systems in which a number of items on separate sheets are assembled to select and coordinate data from the different sheets, for instance, for the preparation of accounts based upon punched card accounting systems.

The main object of the invention is a simplification of the procedures involved in the handling of the data on the various sheets and cards employed in the presenting and recording of the data.

A further object of the invention is to provide novel filing equipment adapted for punched card accounting and recording which will efficiently receive and hold the data bearing cards and sheets and effectively present them together when needed for review, accounting, billing, reporting and the like.

Further objects of the invention, particularly in the structure of the filing equipment holding the data bearing cards, will appear from the following specification taken in connection with the accompanying drawings, in which:

Fig. 1 is a face view on reduced scale of an index guide constructed in accordance with the present invention;

Fig. 2 is a sectional view on line 2—2 of Fig. 1;

Fig. 3 is a diagrammatic view on reduced scale illustrating an operation of the system in connection with index guides as shown in Figs. 1 and 2, and

Fig. 4 illustrates a modification of the index guide.

In the typical filing system illustrated in the drawings a tray (not shown) contains a series of index guides **6** assembled in order, for instance, alphabetically by name or in a numerical sequence. Each guide **6** has a stiff backing board **8** of paper, fiber board, plastic or metal sufficiently stiff to prevent wrinkling of the filed cards or sheets between the guides. The boards **8** are dense and hard and of a size for attachment of one or more pockets **9, 10** each adapted to receive and hold a standard size punched tabulating card **11, 12** of the type, for instance, used in the accounting systems of International Business Machines and Remington Rand.

An index holder **25** is provided at the top and attached to the backing board **8** so that the guides may be readily located and by which it may be tilted for access to the records between the guides. The index **6** normally carries the name and/or number of the account or subject.

Each pocket **9, 10**, is attached to the board **8**, for instance, by gluing or the like, and comprises a back piece **18** and a front piece **19** preferably formed with the diagonal edge **20** for easy insertion, observation and removal of the card. The left end of the front piece **19** may be folded around back of the board **8** and glued to the rear surface thereof or glued to the front piece to form an envelope pocket. The envelope sheet is thus glued to board **8**. Each pocket will hold a number of tabulating cards, for instance, up to ten, and retain these snugly against the backing board. The corners of the pockets **9, 10** are preferably cut off to form an opening

with a diagonal edge **26** to make it easier to insert and remove the cards **11, 12**. Index guides **6** assembled in the tray are so arranged that they can be compressed tightly holding the tabulating cards flat and preventing warpage. An important feature is the adaptability of the guide to display the upper portion of a tabulating card which is simply moved to a vertical position as shown in full lines at **15** in Fig. 3, thus making it visible when placed with others in a file. This effects a "flagging" of that guide and its contents as required in the system of this invention. The notch **16** of board **8** is important in permitting ready observation of the "flagged" cards when standing in the lower pocket **10**. Also the upper edge of the card end may be conveniently grasped without interference with the board **8**. The vertical flagging card may, if preferred, be placed in the upper pocket and will then protrude well above the top of the guide as indicated in partial view in broken lines **17** in Fig. 2. In either upright position in pocket **10** or pocket **9** the card is visible to mark the file for active attention and indicates the guide **6** carrying pertinent data.

In this system the guide **6** carries all of the tabulating cards covering a given subject such as an account payable of a purchasing concern P with a supply house S, and this will include a "master" card or cards with holes punched for the vendor's name, address and any other items normally repeated in the handling of the various acknowledgments, charges, payments and the like associated with the particular account payable.

There will thus be for each supplier S a separate guide **6** filed in order. Invoices from the suppliers may be presorted in the same sequence as the index guides and filed in front of the corresponding guide. When an invoice is so filed the operator takes one or more of the appropriate tabulating cards that are normally filed horizontally in their pocket **9, 10** and moves it or them to a vertical position as above explained and indicated at **25** in Fig. 2 exposing the upper end of the card or cards and so automatically identifying the particular accounts in condition for payment.

The indexing means may be modified as shown in Fig. 4 by having an indexing tab **28** along one end of the top edge of the board **29**. The tab is less than half the length of the top edge so that the guides **27** may be turned to alternately present indexing tabs on the right and left side of assembled or stacked guides **29**. With the tab **28** having a length less than half the top edge a space notch **31** is provided between the alternately arranged tabs of successive guides. The vertically positioned cards are made visible without obscuring the index tab by positioning the card in the notch between the indexing tabs. The modification reduces the space required in the file.

Various modifications and changes may be made without departing from the scope of the invention as set forth in the appended claim.

I claim:

An indexing and filing device comprising an information containing card of a predetermined length and width and a generally flat rectangularly shaped card support having a top edge with an indented portion and a bottom and side edge, an index holder secured to the top edge of said card support between said indented portion and a side edge, only two card receiving pockets secured to said card support in vertically spaced relation to one another with the bottom edge of one pocket spaced from the top edge of the subjacent pocket, the bottom edge of the lowermost pocket being disposed along the bottom edge of said card support, each pocket comprising a rectangularly shaped back portion and a front portion and a side edge portion, said back and front portions of each pocket being formed from a single piece of material

with the front portion folded over the back portion along the bottom edge of the pocket and defining a bottom for the pocket, the back portion of each pocket having a width equal to that of the card support and being secured thereto, the front portion of each pocket having formed therewith the side edge portion that is secured to said card support, said front portion of each pocket terminating in a top edge that extends from the top of the side edge portion diagonally to the line of fold of said back and front portions at the other side edge of the card support, said back and front portions being so configured to insure the ready and easy insertion and removal of cards into and from the pockets with the cards when in the pockets having the bottom edges thereof engageable with the bottom of a pocket and at least one side edge of each card engageable with the side edge portion of a pocket, the length of said information containing card being slightly less than the width of said card support and slightly greater than the distance between the bottom of the lowermost pocket and the indented portion of said

top edge whereby an information containing card when positioned in the lowermost pocket with a side edge thereof engaging the bottom of the pocket will project slightly above said indented portion but below the top edge for flagging and when shifted to a complementary position in the superjacent pocket will project a substantial distance above said indented portion for flagging.

References Cited in the file of this patent

UNITED STATES PATENTS

868,835	Bexell	Oct. 22, 1907
874,758	Garney	Dec. 24, 1907
886,320	Ferrero	Apr. 28, 1908
1,083,972	Wolsieffer	Jan. 13, 1914
1,118,184	Chappee	Nov. 24, 1914
1,408,509	Housh	Mar. 7, 1922
1,495,953	Dick	May 27, 1924

FOREIGN PATENTS

289,214	Great Britain	Apr. 26, 1928