

(No Model.)

G. H. BALL.

MEANS FOR AND METHOD OF DESIGNATING DOCUMENT FILES.

No. 485,025.

Patented Oct. 25, 1892.

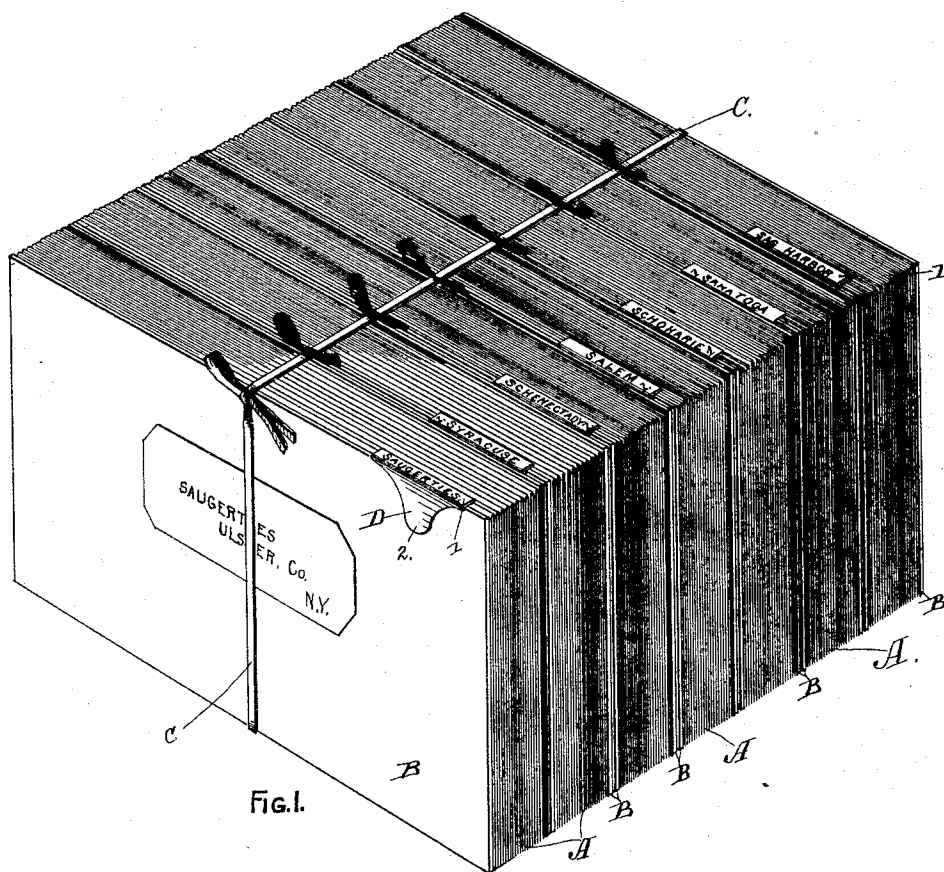


FIG. 1.

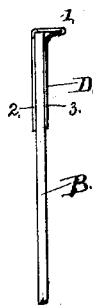


FIG. 2.

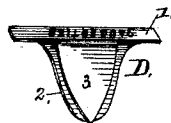


FIG. 3.

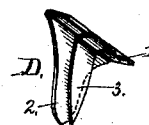


FIG. 4.

WITNESSES:

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MEANS FOR AND METHOD OF DESIGNATING DOCUMENT-FILES.

SPECIFICATION forming part of Letters Patent No. 485,025, dated October 25, 1892.

Application filed November 27, 1891. Serial No. 413,261. (No model.)

To all whom it may concern:

Be it known that I, GEORGE H. BALL, of Menands, in the county of Albany and State of New York, have invented new and useful
5 Improvements in Means for and Method of Designating Document-Files, of which the following is a specification.

In many business establishments and government departments documents classified
10 by either localities or subjects are required to be filed so that a ready access can be had to any series of said documents, the files being usually kept for reference in drawers or pigeon-holes; and it has been customary to affix
15 designating-labels on an outer face of one of the pieces of binders' board placed on the sides of each package as a protection to the documents and to give stability to the packages; but said labels by being placed on the
20 face of the package become hidden from view when the package is placed, with others, in a drawer or pigeon-hole, and the finding of a required package is often only accomplished with difficulty, even when the documents are
25 classified and arranged alphabetically. This difficulty is increased when by carelessness or design a package is placed in a drawer or pigeon-hole out of its proper order.

I am aware that binders or side pieces have
30 heretofore been used for the purpose of holding packages of documents or other papers by tying said binders or side pieces by means of tape or string to opposite sides of a package. Therefore I do not broadly claim the use
35 of such binders or side pieces for such purposes.

The object of my invention is to afford facilities for discovering at a glance the required package and for detecting a package
40 misplaced from its proper order. This object I attain by the novel method and combinations of parts hereinafter fully specified, and more particularly pointed out in the claims, and which are illustrated in the accompanying drawings, which, being herein referred
45 to, form part of this specification.

In said drawings, Figure 1 is a perspective view of several packages of documents collated in respect to geographical localities
50 and having my designating-clip attached to

the upper edge of one of the binders' boards of each package, as when arranged for placing in a drawer. Fig. 2 is an end elevation of a portion of one of said binders' boards with a designating-clip attached thereto, and
55 Figs. 3 and 4 are detached perspective views of my designating-clips.

As represented in the drawings, A indicates the packages of documents which are contained between side pieces or binders B, preferably made of binders' boards or some other
60 light material that is sufficiently rigid to maintain the documents in a flattened condition and to support the package in an erect position when required. Each of said packages is fastened, as at C, by means of a tape,
65 elastic band, or other suitable means for securing the same in a proper manner.

D indicates my designating-clip, which is attachable to an edge of one of the side pieces
70 B, either a longitudinal edge, as shown in Fig. 1, or a transverse edge, according to circumstances, and said clip may be made of metal or of card-board, to be permanently or detachably attached to said side piece. Said
75 clip consists of panel 1, which is arranged to lie flatwise on the edge of the side piece B, a pendent lug 2, which bears against one face of said side piece, and a second lug 3, which
80 bears against the opposite face of the side piece B. The panel 1 is adapted to receive a legend of a character that indicates the subject-matter contained in the package, and said legend may be stamped, engraved, printed,
85 or in any other suitable manner applied to said panel.

The clip D has its pendent lug 2 made flush with one edge of the panel 1, so that the latter will not project beyond the outer face of the binder B to interfere with an adjoining
90 package, and the lug 3 is bent inwardly toward the lug 2, so that the panel 1 will be offset at that side to overlap the package of documents to which it is attached. By this construction each package is rendered readily
95 removable from the drawer or pigeon-hole without interference with other packages, said panel and lugs being integral.

When the designating-clip D is made of card-board, it may be permanently adhered to
100

the side piece B by applying an adherent material to the lugs 2 and 3 and rubbing said lugs until the adhesion is effected.

What I claim as my invention, and desire to secure by Letters Patent, is—

1. The method of designating document-files, which consists in forming the files into packages corresponding to the several subject-matters thereof, labeling the edge of each package, and arranging the packages side by side, so that the labels shall mark the boundaries of the respective packages, substantially as specified.

2. A device for designating document-files, which consists of a panel arranged to carry a suitable legend, said panel being bent at right angles to itself at one side to form one finger of a clip and at the other side bent first back upon itself and then outwardly to form a second finger converging toward the first finger, substantially as described.

3. A device for designating document-files, which consists of a panel arranged to carry

a suitable legend for indicating the subject-matter of the contents of a package to which the device is applied, said panel being bent perpendicularly to form a finger which is integral therewith and having its other face flush with the corresponding edge of said panel, the latter being arranged to overlap onto the edge of a package of documents, so that its outer edge will define the boundary of said package, substantially as described.

4. In a means for arranging and designating packages of document-files, the combination of a supporting-board therefor and a clip attached thereto, having its outer finger flush with the board and carrying at right angles to the board a panel arranged to carry a suitable legend and to overlap the package and mark the boundary thereof, substantially as described.

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Witnesses:

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