

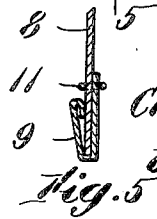
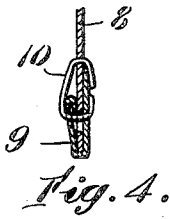
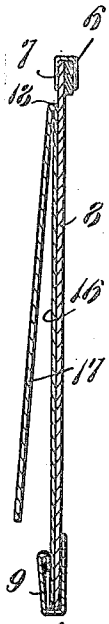
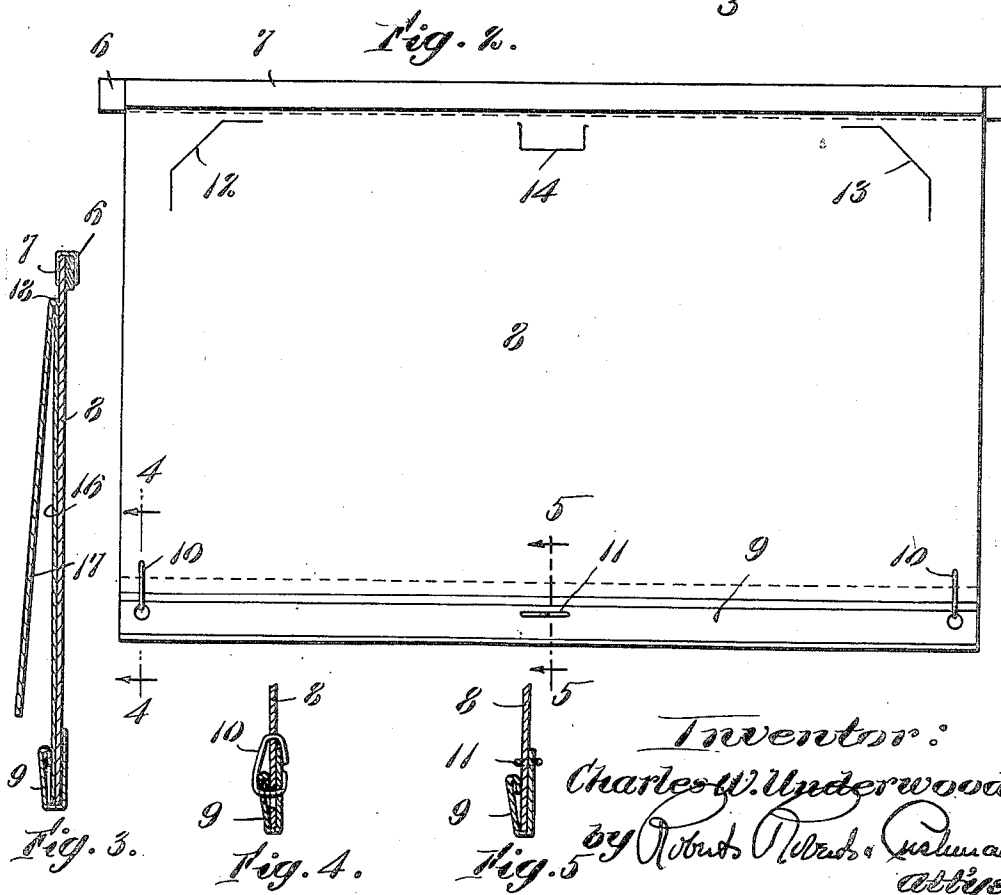
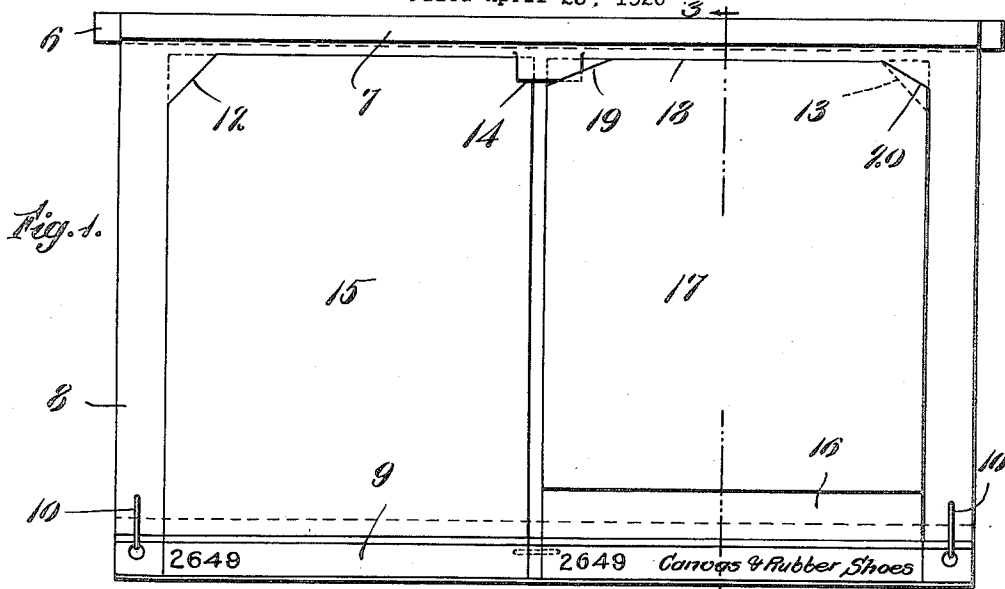
March 18, 1924.

C. W. UNDERWOOD

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INDEX

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Inventor:  
Charles W. Underwood  
by Robert R. Underwood  
attys.

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# UNITED STATES PATENT OFFICE.

CHARLES W. UNDERWOOD, OF NORTH PROVIDENCE, RHODE ISLAND, ASSIGNOR TO  
JAMES H. RAND, OF NORTH TONAWANDA, NEW YORK.

## INDEX.

Application filed April 23, 1920. Serial No. 376,007.

*To all whom it may concern:*

Be it known that I, CHARLES W. UNDERWOOD, a citizen of the United States of America, and resident of Providence, in the county of Providence and State of Rhode Island, have invented new and useful Improvements in Indexes, of which the following is a specification.

This invention relates to indexes of the visible-index, overlapping-card type, and consists of certain improvements in the construction of indexes of this kind to adapt the index to new fields of usefulness, particularly for indexing and recording subject matter part of which may be of relatively permanent or enduring character, and part of which may be of temporary or changing character.

In the accompanying drawings which illustrate a preferred embodiment of the invention—

Fig. 1 is a front face view of the assembled index device;

Fig. 2 is a front face view of the holder with the insert cards or sheets removed;

Fig. 3 is a vertical section on line 3—3 of Fig. 1;

Fig. 4 is a sectional detail on line 4—4 of Fig. 2; and

Fig. 5 is a sectional detail on line 5—5 of Fig. 2.

The index elements are supported as usual one above another in overlapped relation, in a frame (not shown) of usual construction having opposed channels at its sides to engage the ends of bars or hangers 6. The bars 6 may be of Bristol board or other suitable material. Hinged to each bar 6 by a strip of textile fabric 7, or in any other suitable manner, is a card 8 which constitutes a holder for the removable cards or sheets. A sheath or pocket 9, preferably of transparent, resilient, sheet material such as sheet celluloid, is secured to the bottom edge of the holder 8, as by wire loops 10, 10 and staple 11.

The body of the holder card 8 is slit at its upper corners as shown at 12 and 13, and is cut at an intermediate point to form a tongue 14. These cuts cooperating with the pocket 9 constitute retaining means by which the removable cards or sheets are attached to the holder 8.

At one side of the holder, the left side as herein shown, is a removable recording

card or sheet 15, whose upper corners are engaged by the slit 12 and tongue 14, respectively, and whose lower edge is engaged by the pocket 9, thus holding the card flat on the holder but readily removable therefrom.

At the other side of the holder is a double recording card or sheet folded at the top to form a fixed rear leaf 16 and a front leaf 17 swinging on the crease 18. The rear leaf 16 is mounted on the holder in the same manner as card 15, with its upper corners engaged by slit 13 and tongue 14 and its bottom edge by pocket 9.

The front leaf is cut away or notched at its upper corners as shown at 19 and 20 so as to leave the corners of the rear leaf free to engage the retaining means 13 and 14. The front leaf also is shorter than the rear leaf so as to leave the lower margin of the rear leaf exposed to display a title, or other identifying characters.

In use it is contemplated that the single card or sheet 15 be used for entering data of a temporary or changing kind, and that it will be frequently taken out for reference or to be discarded and replaced by another; and that the removable double sheet will be used for relatively more enduring and more voluminous data. Thus in recording transactions in which certain items, and possibly the greater part of the items are of a permanent character, and some of the items are of a temporary or fluctuating character, the former will be placed on the double sheet whose capacity for displaying memoranda it will be noted is three times that of the single card (the two surfaces of the front leaf and the face of the rear leaf being usable), and the latter will be placed on the single sheet which may be thrown away with the least waste, and replaced by another. For example, if the index is used as a part of cost system in a manufacturing plant, the name of the subject-matter of the job or an identifying number, or both, may be written on the bottom margin of the rear leaf of the double sheet, where it will be displayed through the transparent sheath 9 so long as the card remains in the holder. Other data of a fixed character, such as descriptions, instructions, specifications, sizes, etc., may be written on the double sheet, and may remain in the holder so long as the job lasts. And on the single sheet 15 data of temporary or changing character is

placed, such as time of labor and rates of wages, which may vary from day to day, or from one period to another. This sheet may also bear the same title on its lower margin as that on the double sheet or a shop or order number, or other identifying inscription corresponding to that on the double card may be written on sheet 15.

While I have illustrated an index element containing two removable cards or sheets for receiving entries, it is within the contemplation of the invention to use more than two removable sheets similarly mounted on the holder, if classification of the indexed matter into more than two groups is desired.

I claim:—

1. An index element comprising a holder and a plurality of removable sheets mounted side by side on the holder, the holder having retaining means engaging the margins only of the sheets, one at least of said sheets being doubled to form a rear leaf, and a front leaf, the latter being adapted to swing on its fold relatively to the rear leaf without removing the sheet from the holder, whereby both sides of the front leaf and the front side of the rear leaf are accessible for inspection while the sheet is attached to the holder.

2. An index element comprising a holder of sheet material, and a removable recording card or sheet doubled to form a rear leaf and a front leaf, the rear leaf being removably fixed to the holder by means overlying the margin only of the rear leaf and the front leaf being adapted to swing on its fold relatively to the rear leaf without removing the sheet from the holder, whereby both sides of the front leaf and the front side of the rear leaf are accessible for inspection while the sheet is attached to the holder.

3. An index element comprising a holder of sheet material, and a plurality of removable recording cards or sheets mounted side by side on the holder, one at least of said recording cards or sheets being doubled to form a fixed rear leaf and a swinging front leaf, the front leaf being shorter than the rear leaf to expose the margin of the latter and the holder having transparent means for engaging said exposed margin to secure the rear leaf on the holder.

4. An index element comprising a holder of sheet material having a transparent sheath at its lower edge, and a plurality of removable recording cards or sheets mounted side by side on the holder with their lower margins held in said sheath, said margins carrying corresponding identifying characters, and one at least of said recording cards or sheets being doubled to form a fixed rear leaf and a swinging front leaf.

5. An index element comprising a holder of sheet material having a sheath at its lower edge and retaining cuts near its upper

edge, and a plurality of removable recording cards or sheets mounted side by side on the holder with their upper edges engaged and held by said retaining cuts and their lower margins held in said sheath, one at least of said recording cards or sheets being doubled to form a fixed rear leaf and a swinging front leaf.

6. An index element comprising a holder of sheet material having lower retaining means and upper retaining means, the latter consisting of cuts in the body of the holder, and a recording card or sheet folded to form a rear leaf and a front leaf, its side edges adjacent to the fold being cut out to form corners adapted to engage the retaining cuts in the holder.

7. An index element comprising a holder of sheet material having lower retaining means and upper retaining means, the latter consisting of cuts in the body of the holder, and a recording card or sheet folded to form a rear leaf and a front leaf, the front leaf having notches cut from its upper corners adjacent to the fold thereby forming free corners on the rear leaf adapted to engage the retaining cuts in the holder.

8. An index element comprising a holder of sheet material having a sheath at its lower edge and retaining slits cut near its upper corners and at an intermediate point, a pair of removable recording cards or sheets mounted side by side on the holder, one being a single sheet held at its top by one of said corner slits and the intermediate slit and at its bottom by said sheath, and the other being a double sheet folded at the top to form a rear leaf and a swinging front leaf having its side edges cut out to provide free upper corners on the rear leaf, the rear leaf being held at its top by said intermediate slit and the other corner slit, and at its bottom by said sheath.

9. An index element comprising a holder of sheet material having upper retaining means and lower retaining means, the latter consisting of a transparent sheath at the lower edge of the holder and a plurality of removable sheets mounted on the holder and held in place by said retaining means, one at least of said sheets being doubled to form a rear leaf and a swinging front leaf.

10. An index element comprising a holder of sheet material having upper retaining means and lower retaining means the latter consisting of a sheath at the lower edge of the holder, and a recording card or sheet folded to form a rear leaf and a front leaf, the rear leaf being held by the retaining means leaving the front leaf free to swing on its fold.

Signed by me at Boston, Massachusetts, this 22d day of April, 1920.

CHARLES W. UNDERWOOD.