

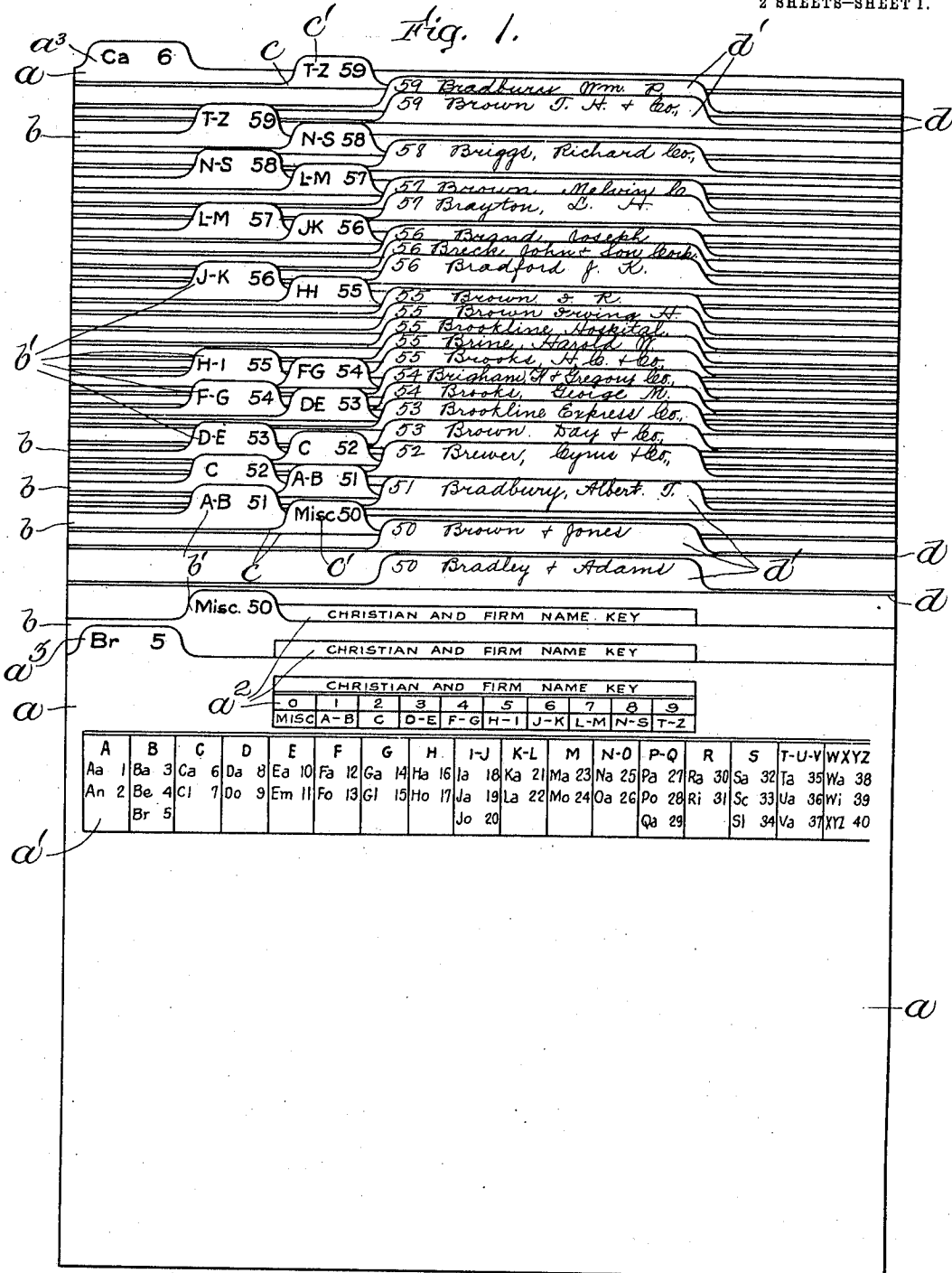
E. A. DUNN.
FILING SYSTEM.

APPLICATION FILED OCT. 5, 1910.

982,662.

Patented Jan. 24, 1911.

2 SHEETS-SHEET 1.



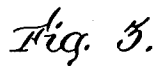
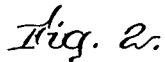
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UNITED STATES PATENT OFFICE.

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FILING SYSTEM.

982,662.

Specification of Letters Patent. Patented Jan. 24, 1911.

Application filed October 5, 1910. Serial No. 585,399.

To all whom it may concern:

Be it known that I, EDWARD A. DUNN, of Newton, in the county of Middlesex and State of Massachusetts, have invented certain new and useful Improvements in Filing Systems, of which the following is a specification.

This invention relates to index systems of the type which employs alphabetical and numerical sub-divisions, and the invention relates especially to improvements in systems which employ a series of cards or sheets designated by alphabetical sub-divisions, each of which sub-divisions has also a distinct number of its own.

A particular object of the invention is to provide an index or filing system of this character wherein the projections or tabs of the members are so arranged and marked relatively to each other as to facilitate proper filing, and the detection of mis-placed matter.

Further objects of the invention are to provide an index which will reduce labor costs by increasing the facility of use; to provide an index which is expansive to avoid necessity for revising the index from time to time; to provide an index which is compact, thus saving space which represents a cash value; to provide an index which will enable surnames to be sub-divided by Christian names, thus facilitating reference and posting especially where surnames are common; and to provide an index having sub-divisions that may be used in common in different departments of a business.

To these ends the invention consists in the system substantially as hereinafter described and claimed.

Of the accompanying drawings,—Figure 1 is a front elevation of a sufficient number of a set of members to illustrate my invention. Fig. 2 is a similar view of some of the same members, to illustrate a result of mis-filing. Fig. 3 is an edge view of one of the folders.

The complete system includes, of course, sufficient members to cover the entire alphabet, and said members will usually be arranged in drawers, sufficient in number to accommodate the entire set. And of course the alphabet may be divided as extensively as required by the demands of the user. The sub-divisional arrangement provided for in the set of which a portion is illustrated herein, comprises 40 sub-divisions of

the entire alphabet; for instance, two sub-divisions of "A", three of "B", two of "C", etc., as indicated by the printing on the field or index a' of the front guide card a in Fig. 1. Obviously, this selection of the number of sub-divisions of the complete alphabet is arbitrary, and may be more extensive, or smaller. For convenience of description, and not with limiting effect, this will be hereinafter referred to as the major sub-division of the alphabet, to distinguish it from the further, or minor, sub-division of each of the major sub-divisions, according to Christian or firm names as hereinafter described.

The major sub-divisions are numbered consecutively, as 1 to 40; so that each such sub-division is numerically individualized as explained in my application 553,537, filed April 5, 1910, and said sub-divisions are used for surnames so that the name "Brown", for instance, would be known to belong in division "Br" which is individualized by the numeral "5". A further sub-dividing by Christian or firm names is provided for by a separate set which preferably comprises ten guide-cards b for dividing the alphabet into ten subdivisions herein referred to as the minor sub-divisions. Each major guide card a preferably bears printed fields or indexes a' a^2 which, for the sake of brevity, will be hereinafter referred to as the major and minor indexes respectively. But for some purposes it will be sufficient to have these indexes on only occasional guide cards, or even to dispense entirely with such printing on the guide cards themselves, using instead a card or sheet in a location convenient to the system, such card or sheet bearing the indexes a' a^2 . Of these indexes, the one indicated at a' shows the major sub-divisions and their individual numerals already described, while the index a^2 shows the minor sub-divisions and their individual numerals, there being preferably ten of them numbered "0" to "9", for use in connection with Christian and firm names as claimed in my application 570,276, filed July 5, 1910. The object of employing ten sub-divisions in the minor field a^2 is to provide for expansion of this feature of the system by adding numerals to either one of those shown, if desired, and especially to prevent duplication of numbers when the numerals of the minor index are added to the numerals of the major index. For instance, if

there were 12 sub-divisions in the minor set illustrated, there would then be a "60" and a "61" of division "Br 5" lapping over into the next division "Ca 6", and so duplicate the "60" and "61" of said division "Ca 6".

Whether the indexes are borne by the cards *a*, *b* themselves, or by a separate card or sheet, there will be one card *a* for each major sub-division, and it is provided with a projection or tab *a*³ bearing an alphabetical sub-division and its numeral. In other words, there are as many cards *a* as there are major sub-divisions. And there are ten cards *b* for each major sub-division, said cards *b* having projections or tabs *b*', each bearing one of the minor alphabetical sub-divisions and its appropriate numeral. For reasons presently explained, the numerals are at the right of the letters. To make the complete system clear, it will be stated that there are, in the particular arrangement a fragment of which is illustrated, forty cards *a*, and ten times as many cards *b*, because there are ten cards *b* for each major sub-division. Fig. 1 simply shows the cards belonging to major sub-division "Br 5", and the first card *a* of the next major sub-division "Ca 6".

The tabs *b*' bear alphabetical sub-divisions corresponding with those of the minor index *a*², and also bear the same corresponding numerals with this difference, that between the letters and the numerals there appears the numeral belonging to the particular major sub-division with which that particular set of ten cards is to be used. For instance each of the tabs *b*' bears the numeral "5" preceding the numeral that corresponds with the particular sub-division of index *a*². Taking the card *b* which has the tab "A-B 51", the "5" means that it belongs in minor set "5" which is always associated with "Br" and would include all surnames "Bradbury", "Brooks", "Brown", etc., while the "1" means that it marks a minor sub-division for the Christian name "Arthur" or "Albert". By preference, the "0" means firm names, or corporation names, the numerals 1 to 9 serving for dividing up the major sub-division "Br 5" according to Christian or firm names, the numerals on the tabs *b*' then appearing as 50 to 59 consecutively. The tabs of cards *b*' used to sub-divide the set "Ca 6", would, of course, bear "A-B 60", etc.

I prefer that the cards *b* shall bear the same index fields as those shown at *a*¹ *a*² on the major guide cards, but do not limit myself thereto.

Folders are used to contain the correspondence or other papers filed, and preferably two sets of them, one being for transient material, and the other for active or permanent correspondence, etc. To dis-

tinguish descriptively between the two sets, they will simply be referred to as "transient" folders and "active" folders. Of the former, there need be but ten to each major sub-division, and they are indicated at *c*, their projections or tabs *c*' bearing numerically individualized sub-divisions corresponding with those borne by the tabs *b*' the numerals being at the right of the letters. These folders are, of course, for material handled with the least frequency. The "active" folders *d* have relatively wide projections or tabs *d*' on which are written in script, or by a typewriting machine, the names of the people or concerns whose correspondence or other papers are placed in such folders. And at the left of each tab will be placed the numeral to indicate the particular location of that folder according to the compounding of the two indexes *a*¹, *a*². For instance, the folder for "Albert T. Bradbury" is marked, and always known as "51", because the "5" means "Br" in major sub-division *a*¹, and the "1" is fixed by the "A" of "Albert" which locates it as belonging in minor sub-division 1 shown in index *a*². The tabs *d*' need only the numerals, for when the folders are filed away, said numerals must always appear adjacent to corresponding numerals borne by the tabs *c*' or *b*'. This is because the numerals of the tabs *d*' are always to be placed at the left, while the numerals of the tabs *b*' *c*' are always at the right. And as shown, the tabs of the respective members *a*, *b*, *c*, and *d*, stand behind each other in parallel rows; that is, the tabs *a* are in one row, the tabs *b* in a second row, the tabs *c* in a third row, and the tabs *d* in a fourth row, the rows being parallel.

Fig. 2 corresponds with a portion of Fig. 1, but illustrates the result of the mis-filing of a folder. The folder "Bradley & Adams" has the numeral "50" at the left of the tab, and is shown as misplaced. To do this, it would be necessary to not only put it between other folders, having numerals not in sequence with it, but also to place it where its numeral was adjacent a tab *c*' having a non-corresponding numeral. The failure of numerals to correspond being much more readily detected than with sub-divisions of the alphabet, such mis-filing is not likely to occur. But if it does occur, a mis-placed folder can be quickly found by running the eye along the row of numerals, especially when, as in this case, all consecutive numerals are in rows.

The following features of construction, especially contribute toward attaining the advantages mentioned: The tabs *a*³ are so arranged that the major sub-divisions of the alphabet from Aa to Z Y Z and their respective numerals appear at one side only termed the first position. The Christian and

firm name sub-divisions "Misc" to T-Z, comprising the minor sub-divisions, and their respective numerals, appear on tabs *b'* in the second position only. The tabs *c'* of the transient folders are all in the third position adjacent the minor sub-divisional tabs *b'*. And the tabs *d'* of the active folders are all out for the fourth position adjacent to tabs having minor sub-divisions.

If the folders *c* were omitted, the proximity of the tabs *b'* would still enable the folders *d* to be correctly filed, or to be found readily if filed out of place through great carelessness.

The system, as will now be understood, comprises a plurality of sets of units having projections or tabs, the tabs of each set being in a row from front to rear, the several rows occupying different lateral positions so that the tabs of one row can never interfere with those of a different set of units. And this enables the tabs to bear the designations described, in such relative positions that they serve as a check upon each other to facilitate filing, or the accurate re-placing of with-drawn units, and also the detection of mis-placed units. In the embodiment of the invention chosen for illustration, there are four sets of units having their tabs or projections in distinguishable rows; of these the major guide cards *a* constitute one set of units, the minor guide-cards *b* constitute a second set of units, the "transient" folders *c* constitute a third set of units and the "active" folders *d* constitute a fourth set of units, and the tabs *a*³, *b'*, *c'*, and *d'* are in separate, parallel, easily distinguishable rows. All these facts would still be true if the several rows of tabs were to be reversed in their lateral order; that is, if the tabs *a*³ were at the extreme right of the system, the tabs *b'*, *c'*, and *d'* standing off toward the left-hand of the units. In such a case, the numerals of the tabs *a*³, *b'* and *c'* would be carried at the left of the letters instead of at the right as illustrated, and the numerals of tabs *d'* would then be applied at the right of the names on those tabs.

I claim:—

1. A filing system including a set of guides and a set of folders, the guides having tabs in one row from front to rear, and the set of folders having tabs in another row parallel with those of the guides, the tabs of the guides having alphabetical sub-divisions individualized by numerals, the

numerals being at that side of the letters nearest to the tabs of the folders.

2. A filing system having two sets of units provided with tabs bearing alphabetical sub-divisions individualized by numerals, the tabs of the two sets being in different lateral positions, the sub-divisions of one set differing from those of the other set.

3. A filing system having two sets of units provided with tabs bearing alphabetical sub-divisions individualized by numerals, the tabs of the two sets being in different lateral positions, the alphabetical designations of one set being in ten divisions and individualized by the numerals 0 to 9.

4. A filing system having two sets of units provided with tabs bearing alphabetical sub-divisions individualized by numerals, the tabs of the two sets being in different lateral positions, the sub-divisions of one set differing from those of the other set, and a card or sheet bearing separate indexes, each index corresponding with the alphabetical numerical designations of one of the sets of units.

5. A filing system including two sets of units having projections or tabs in separate distinguishable rows and having alphabetical sub-divisions, the alphabet being differently divided for the two rows.

6. A filing system including two sets of units having projections or tabs in separate distinguishable rows, the tabs of one row having numerically individualized sub-divisions of the alphabet, and the tabs of the other row also having numerically individualized sub-divisions of the alphabet but divided differently from those of the first mentioned set.

7. A filing system comprising a plurality of sets of units having projections or tabs in parallel rows from front to rear, the tabs of each set of units being in a lateral position differing from that of the tabs of other units, the tabs of one set of units having sub-divisional designations at the right, and the tabs of another set of units having at the left sub-divisional designations to determine their filing in proper relationship to those having the designations at the right.

In testimony whereof I have affixed my signature, in presence of two witnesses.

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Witnesses:

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P. W. PEZZETTI.