

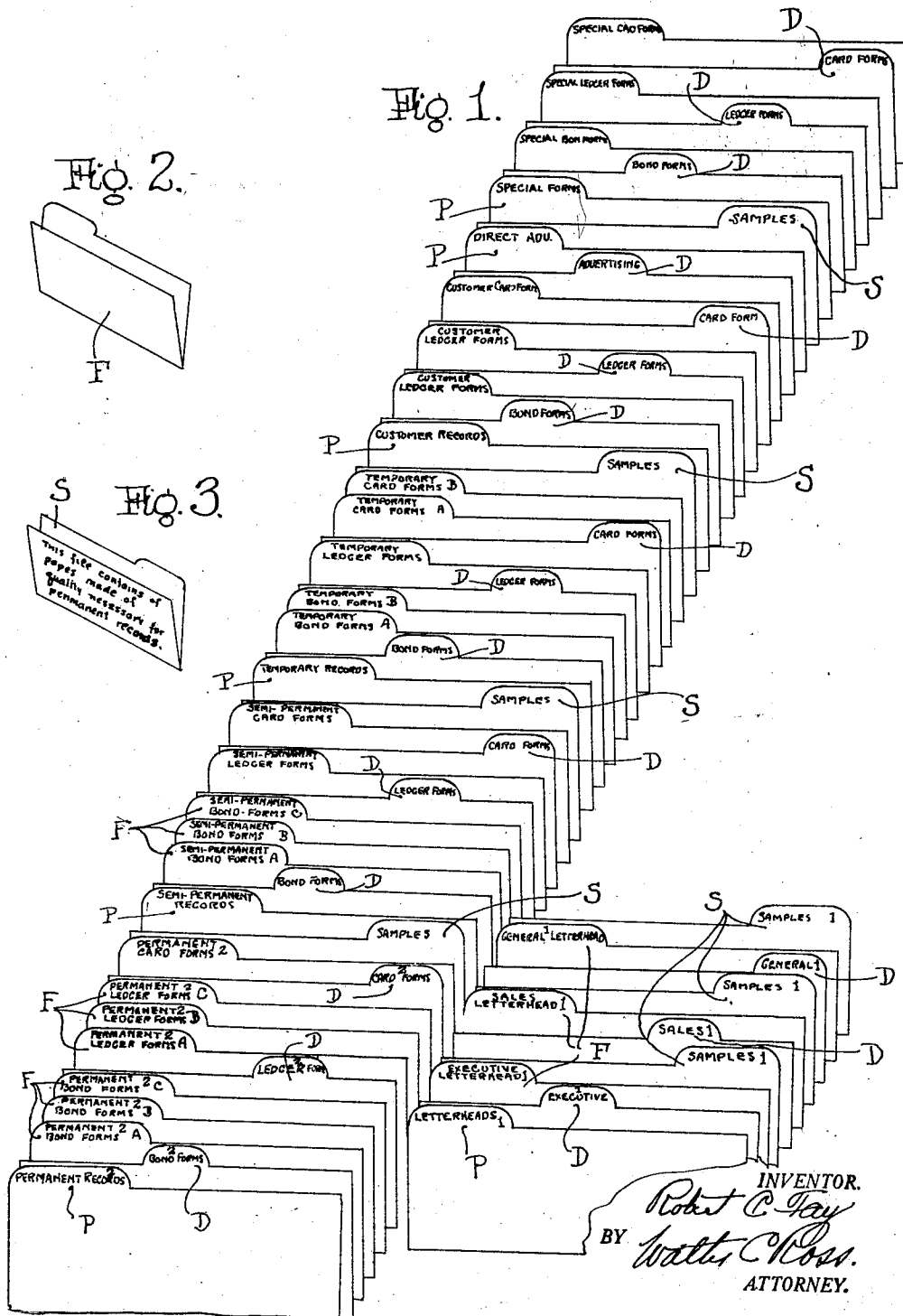
Jan. 7, 1930.

R. C. FAY

1,742,382

FILING SYSTEM FOR PAPER AND THE LIKE

Filed Oct. 22, 1928



## UNITED STATES PATENT OFFICE

ROBERT C. FAY, OF HOLYOKE, MASSACHUSETTS, ASSIGNOR TO AMERICAN WRITING PAPER COMPANY, INC., OF HOLYOKE, MASSACHUSETTS, A CORPORATION OF DELAWARE

## FILING SYSTEM FOR PAPER AND THE LIKE

Application filed October 22, 1928. Serial No. 314,254.

This invention relates to filing systems and is directed more particularly to filing systems for filing and standardizing paper and the like.

5 The principal object of the invention is the provision of improved means for standardizing and filing paper in a certain way to thereby aid purchasers and users in the selection of papers which are best adapted for the particular uses to which they are to be put.

10 Usually purchasers and users of paper select paper in a more or less haphazard way; that is to say, they are inclined to select a certain paper for some particular purpose because perhaps of its appearance or because of its cost without due consideration of or a definite knowledge of the adaptability of the paper for the intended use.

15 It is entirely possible that paper having the most pleasing appearance is not possessed of the most lasting qualities and likewise relatively low priced paper is not necessarily more likely to deteriorate than a relatively higher priced paper so that the selection of paper according to its appearance or its cost alone is likely for many reasons to result in dissatisfaction. According to present day methods in the paper manufacturing art it is usual to employ various paper-making materials and to provide papers of various substances and weights so that as a result many different kinds or types of papers are to be found. Among these are papers especially adapted for many different specific and exacting uses. It is to facilitate the standardization and selection of papers which are most suitable for particular purposes, both from the standpoint of durability and economy, that the novel features of this invention are directed. To aid in a clear understanding of the invention and its mode of operation I shall first refer briefly to some special conditions or requirements to which paper is called upon to meet or comply with.

20 Business of to-day is carried on and is largely dependent on forms of all kinds. By forms is meant, letterheads, cards for filing as well as records of all kinds, books, etc. These forms which are usually printed up and

used for various purposes comprise temporary, semi-permanent and permanent records. These forms which according to the various uses to which they are put may be made from those particular kinds or types of paper which are best adapted to serve the particular purpose in each case. For instance the executives of business organizations may well require letterheads of a certain paper different than that of the sales department, advertising matter, and records for temporary use call for a certain paper, records for use over a term of a few years call for paper with certain lasting qualities, while forms to be kept for much longer periods call for paper of greater lasting qualities, so that for all the different purposes for which forms are to be used it is desirable to employ such a paper as has the particular characteristics that will best adapt it for the special purpose or use. Therefore according to the novel features of the invention, I provide a standardization record filing system for paper wherein forms may be filed according to the many uses for which they are to be put which includes samples or specimens of paper and data relating thereto in association therewith to aid in the classifying and selection of a type or kind of paper which will best meet the particular conditions to which the forms are to meet with. Having determined the purpose of or the conditions under which a certain form is to be used or rather what it must withstand it is classified accordingly and then placed in a certain section of the file in association with samples of paper and certain data relative thereto. In this way it is possible to determine whether a suitable paper has been selected for a particular form while the classification and filing in connection with the samples aids in ordering suitable paper in the future.

The invention is adapted for broad application but will be described in the form at present preferred in connection with the accompanying drawings in which

Fig. 1 is a diagrammatic representation of a filing system embodying the novel features of the invention, and

Figs. 2 and 3 are detail isometric views of

file folders for the system and shown on a smaller scale than Fig. 1.

Referring to the drawings the novel features of the invention will now be described in detail.

The standardization record filing system of the invention comprises in general a plurality of purpose index guides P, a plurality of subdivision index guides D and a plurality of form folders F and of sample folders S, which folders are shown at small scale in Figs. 2 and 3.

The elements of the file such as the index guides and folders are preferably of contrasting colors to facilitate the ready use of the file and each of these may carry various designating characters and indicia in order to adapt the file to varying conditions. According to the form of the invention at present preferred the file is arranged as follows:

The index guides P are arranged to divide the file or classify and mainly standardize the forms according to their purpose and may be designated as "Letterheads," "Permanent records," "Semi-permanent records," "Temporary records," "Customers' records," etc., all as shown. These classifications it will be appreciated may well be arranged to include all of the forms for the many different purposes common to the usual business organization.

The division index guides D serve to further classify each main classification after the following plan. "Executive" guide D, "Sales" guide D and "General" guide D behind the index guide P labelled "Letterheads" provide separate subdivisions for different kinds or types of letterhead forms. It will be readily apparent that a different type of paper may and should be used in these several different departments of a business organization.

The purpose classifications such as "Permanent" and "Semi-permanent records," "Temporary records," "Customer records" and "Special forms" are likewise subdivided with index guides D for different types of paper such as "Bond forms," "Ledger forms" and "Card forms". It will here be stated that it is common to provide forms from several types of paper such as bond, ledger and card so that it is desirable to provide indexes for these under the different purpose indexes.

The guides P for classifying the forms according to the purpose for which they are used have been described as have the guides D for subdividing the purpose classes into types and I will now describe how the type classifications are further classified and graded by means of the form folders F shown in Fig. 2.

These folders F are disposed at the rear of the index guides D and are provided with tabs on which may be designated suitable wording such as "Permanent record bond" to agree with the main classification. In this

way they designate the purpose classification as well as the type classification to which they belong. As will be seen under "Letterheads" there are provided folders F for "Executive," "Sales" and "General" while under "Permanent records" there are provided folders for "Bond," "Ledger" and "Card".

The form folders in some cases are arranged in sets under the different types to indicate what may be called different grades. For instance, the forms under the different types may be of different grade and adapted to serve for different periods of time. Under permanent records one form of bond paper may be used for a comparatively short time while another may be used for fifty years or so while still another may be used for a hundred or more years. By providing a plurality of folders under the type index guides and by marking the folders as "A," "B" and "C," the forms are further classified in respect to their term of service.

The sample folders shown in Fig. 3 are similar to the form folders and may be located throughout the file in each section if desired. It will be noted that the folders F and S have their tabs on opposite upper side edges as is shown in the diagrammatic view Fig. 1.

In order that the guides and folders of a certain group or division of the file may be kept together and placed in the file in their proper relation, the guides P and D and the folders F and S of the different groups may carry identifying numerals. For instance, all of the guides and folders relating to the "Letterhead" group at the right in Fig. 1 may carry a numeral 1, while in the "Permanent record" group the guides and folders may be marked with the numeral 2, all as shown.

The indicia A, B and C on the folders as above referred to may well designate different grade classes. For instance, there may be three grades A, B and C of bond paper under permanent bond forms.

The mode of operation is as follows: Copies of each of the forms used in a business are selected and sorted according to the purpose for which they are used. That is, letterhead forms are placed in their respective form folders under "Letterheads," while "Permanent," "Semi-permanent" and "Temporary" forms are separated from one another into groups. Each group is further separated into types such as bond, ledger and card. Then the types are sorted to grade them according to the period of time they are to be used. In this way the forms are classified into purpose, type and grade and filed in their respective folders.

With the forms properly sorted and filed in their respective folders, they may be compared with the samples in the sample files S under their respective classifications so that

the type of paper to be ordered for a particular form may be readily determined.

As will be observed I have provided a filing system wherein forms are classified and standardized according to their purpose, type and grade so that they may be compared with standard specimens which appear in the different classifications to the end that paper for each separate form may be selected which is best adapted to meet the conditions to which said form is subjected.

Various changes may be made in the form of file without departing from the spirit and scope thereof and I prefer therefore to be limited if at all by the appended claims rather than by the foregoing description.

What I claim is:

1. A filing system for standardizing paper comprising in combination, main index guides carrying indicia designating different purposes for which paper is adapted and thereby providing a plurality of purpose classes; index guides between said main guides carrying indicia designating different types of paper and thereby providing a plurality of type classes in said purpose classes, a plurality of folders for paper disposed at the rear of said last-named index guides carrying indicia designating the purpose and type classes with which they are associated and other indicia providing grade classes.
2. A filing system for standardizing paper comprising in combination, main index guides carrying indicia designating different purposes for which paper is adapted and thereby designating a plurality of purpose classes; index guides between said main guides carrying indicia designating different types of paper and thereby providing a plurality of type classes in said purpose classes, a plurality of folders for paper disposed at the rear of said last-named index guides carrying indicia designating the purpose and type classes with which they are associated and other indicia designating grade classes, and the index guide of a purpose class, the index guides of the type classes thereof and the folders of the type classes of said purpose class being provided with corresponding indicia.
3. A system for filing and standardizing paper forms comprising in combination, a plurality of main index guides each carrying different characters indicating different purposes for which paper forms are adapted, a plurality of type guide cards behind each of said main guides to form separate groups therewith, said type guides of each group carrying different characters indicating different types of paper adapted for the purpose indicated by the main guide of the group of which they are a part, and a plurality of folders behind each of said type guides each carrying characters corresponding to those of the type guides behind which they are

located and other characters corresponding to the main guides with which said type guide is grouped, the said folders behind each type guide carrying different characters indicating different grades of paper of the type indicated on the type guides, and the said main and type guides of a group and the folders behind the type folders of that group carrying similar characters so that the main and type guides and folders may be designated as a section of said system.

ROBERT C. FAY.

70

75

80

85

90

95

100

105

110

115

120

125

130