

No. 871,102.

PATENTED NOV. 19, 1907.

J. E. BLAINE, JR.
INDEX FILING SYSTEM.
APPLICATION FILED NOV. 13, 1906.

2 SHEETS—SHEET 1.

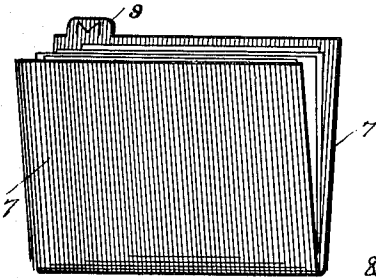


Fig. 7.

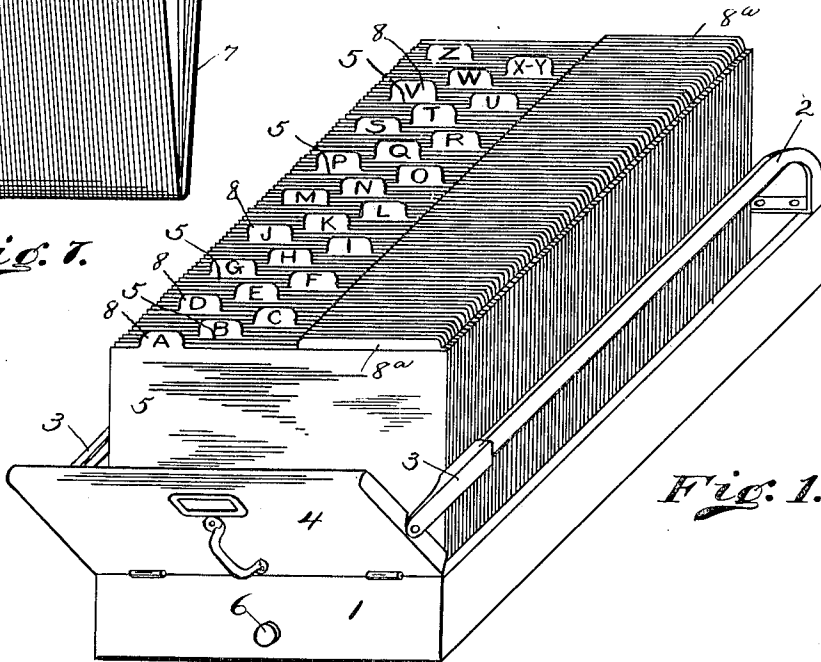


Fig. 1.

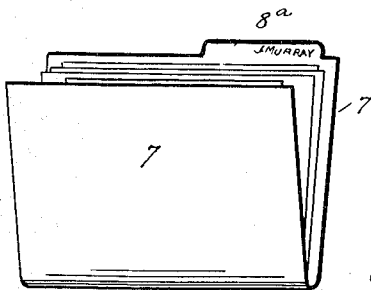


Fig. 8.

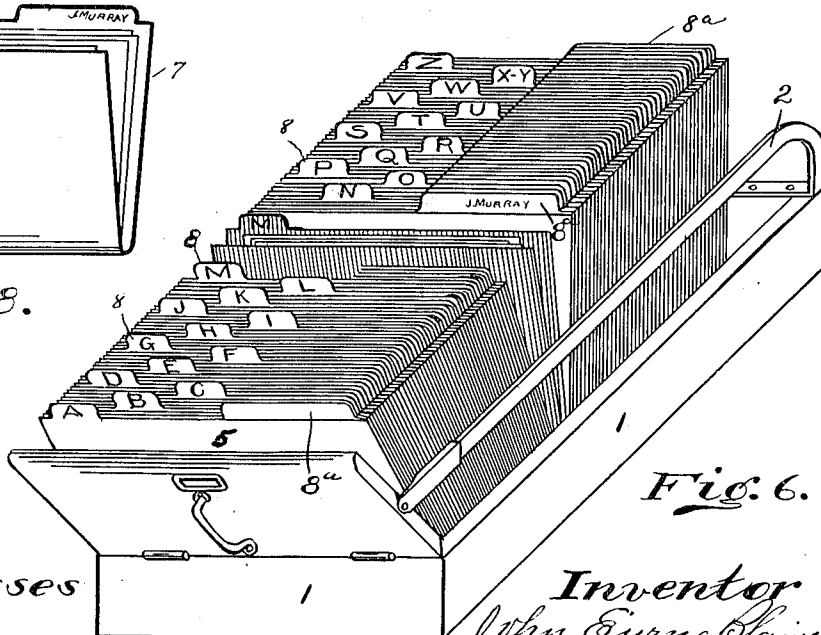


Fig. 6.

Witnesses

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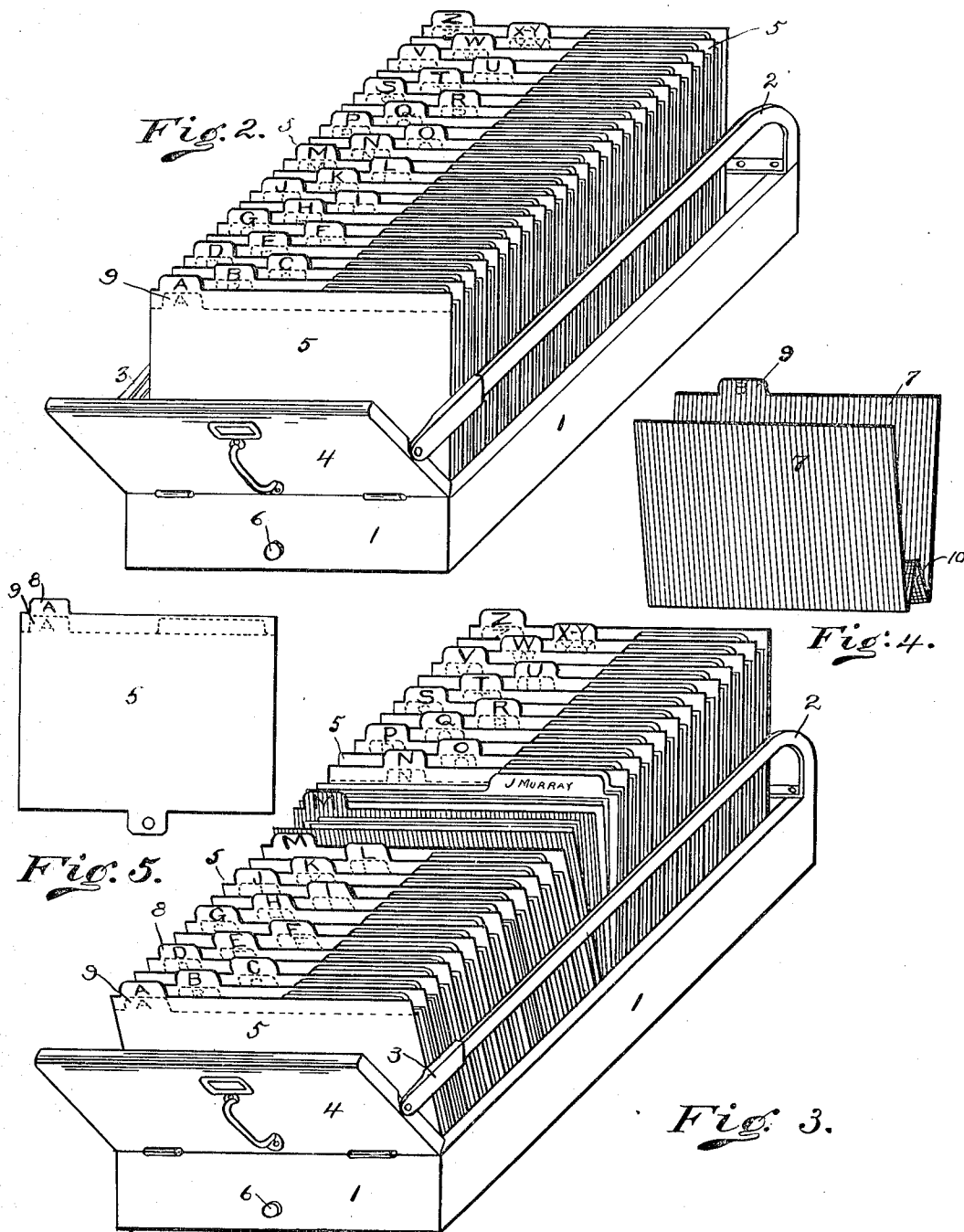
Inventor
John Ewing Blaine, Jr.
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2 SHEETS—SHEET 2.



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UNITED STATES PATENT OFFICE.

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INDEX-FILING SYSTEM.

No. 871,102.

Specification of Letters Patent.

Patented Nov. 19, 1907.

Application filed November 13, 1906. Serial No. 343,243.

To all whom it may concern:

Be it known that I, JOHN EWING BLAINE, Jr., a citizen of the United States, residing at Cincinnati, in the county of Hamilton and State of Ohio, have invented certain new and useful Improvements in Index-Filing Systems, of which the following is a full, clear, and exact description, reference being had to the accompanying drawings, forming part of this specification.

My invention relates to, primarily, what are known as vertical files for the reception of correspondence, account cards, bills, invoices, or any other loose papers to which reference may be required at any time, and it has for its object the provision of a system and means for carrying out the same whereby the location of any paper desired, in its class, sub-class, or subdivisions of either of these, may be determined at a glance and the paper found without a moments delay.

My invention also relates to novel means for carrying out this system; all as will be hereinafter more specifically set forth and distinctly pointed out in the claims.

In the accompanying drawings: Figure 1, Sheet 1, is a perspective view of a well-known form of filing drawer containing index cards and folders, embodying the novel means of my invention and partly illustrating how the novel system is to be carried out. Fig. 2, Sheet 2, is a view corresponding to Fig. 1 showing in dotted lines, the arrangement of folders directly behind the index cards, which are to contain miscellaneous papers. Fig. 3, Sheet 2, is a view corresponding to Fig. 2 with the index cards separated so as to give access to all of the folders under the general division of the letter M. Fig. 4, Sheet 2, is a perspective view of one of the folders, removed from the case and embodying a novel feature of my invention in its preferred form. Fig. 5, Sheet 2, is a front elevation of one of the index cards with the position of a folder, directly behind it, indicated in dotted lines. Fig. 6, Sheet 1, is a view corresponding to Fig. 3 showing the folders separated on the index letter M and with the miscellaneous folder of that division removed. Fig. 7, Sheet 1, is a perspective view of the miscellaneous folder removed from Fig. 6. Fig. 8, Sheet 1, is a perspective view of one of the ordinary folders as distinguished from the miscel-

laneous folder, and belonging to any one of the divisions or sub-divisions, in this instance to the division M.

The same numerals of reference are used to indicate identical parts in all of the figures.

Referring to the drawings, 1 represents a well known form of sliding drawer, of which there are usually a number inclosed in compartments in a cabinet, to exclude dust, and this drawer is shown provided with side rails 2 with forward sliding extensions 3 pivoted at their front ends to the hinged and lockable upward portion 4 of the front wall of the drawer 1. The foregoing is simply a preferred form of drawer construction for holding the index cards and folders and needs no further description, as, with a rearward compressing follower, not shown, it is well known to the art.

The index cards 5 are the usual, or any suitable index cards with tabs or projections 8 on one edge, in this instance the top edge, containing letters of the alphabet, or simply differing colors, or both, and which tabs are in alinement, in the manner illustrated, so as to not obscure each other and whereby they may be all instantly taken in at a glance. A further and essential distinction in the arrangement of these tabs is that they occupy a space which is only a portion of the space occupied by the whole width of the cards, in this instance, one half of the space and on the left side of the drawer, though they might be on the right side or a part of them on the right side and a part of them on the left side, at the option of the manufacturer or customer. The usual locking-rod whose thumb-button is indicated at 6 (Figs. 1, 2, and 3) may be employed for the index cards or may be omitted, as in Fig. 6.

Between the index cards are loosely placed the divisional or sub-divisional folders Figs. 4 and 8 of which my preferred form is indicated in Fig. 4, the same being a folder of stout manila or other paper or other suitable flexible material, the two sides 7 of which are of equal width with the index cards and of the same height in their preferred form of construction, though one side, preferably the forward side, may be of less height than the rear side. The higher side, whichever it may be, has upon its upper edge a projection or tab 9, and in Fig. 8 the tab 8^a which may contain the name of an individual or other indexing matter, or simply

a distinguishing color and these projections or tabs are all in alinement with each other and occupy a space in the drawer compartment or cabinet to one side of the tabs of the index cards, in this instance the right hand side, although where the grouping of the index cards is changed, as above indicated, the tabs of the folders may be correspondingly changed. For instance, six of the index cards as "A", "B", "C", "D", "E", "F", might occupy one side of the compartment with the tabs 8^a occupying the opposite side of the compartment, that is to say, the tabs of the particular folders occupying their proper relation in transverse line, with the tabs of the index cards; while the next six tabs of the index cards might project on a side of the compartment opposite to that of the first six, with the tabs of the folders belonging to said index cards occupying a position behind the tabs of the first six index cards and so on. This arrangement would not create confusion and is within the spirit of my invention.

In addition to the folders, having the tabs 8^a, I employ another folder for each index card, which preferably occupies a position directly behind its index card and has a tab 9 in line with and below the tab of its index card, as seen by the dotted lines in Figs. 2 and 3. These folders do not have the tabs 8^a and they are simply intended to hold miscellaneous matter under the division, class, or sub-division to which they belong. For instance, the folders with the tabs 8^a are for well known customers of the user of the file, while the folders with the tabs 9 are for the infrequent and miscellaneous correspondence or other matter, of which the user wishes to keep in touch with, and instead of having to go through a whole number of folders to find the particular matter of this miscellaneous data, it can be instantly turned to by reference to its proper index card. The papers to be filed are of course to be carried in the respective folders under their proper indices, whether of numerals, letters of the alphabet, or colors, and being loose in said folders they can be immediately inspected and taken out if desired, and the whole folder may be taken out, as illustrated in Figs. 7 and 8.

My preferred construction of the folders is illustrated in Fig. 4, where the bottom edges of each are connected by bellows-flaps or folds 10 to permit expansion without draw-

ing down the sides of the folders, and under which circumstances their upper edges would be obscured and their tabs would be drawn down.

The above described construction and system for filing and classifying letters and papers of all descriptions has been found, by extensive use, to be exceedingly valuable and a great convenience and economy in the saving of time because of the almost instantaneous direction given to the user just where to look for any particular paper that he may want.

Having thus fully described my invention, I claim:—

1. A series of index cards distinguished by having projecting indicating tabs, the said projecting tabs occupying a space in one portion of the retaining compartment, combined with a series of folders in groups for each index card, said folders being provided with indexing tabs occupying a position opposite to that of the tabs of their respective indexing cards, substantially as described.

2. A series of index cards distinguished by having projecting indicating tabs, the said projecting tabs occupying a space in one portion of the retaining compartment, combined with a series of folders in groups for each index card, said folders being provided with indexing tabs occupying a position opposite to that of the tabs of their respective indexing cards, and a series of miscellaneous folders provided with indexing tabs occupying a position in the portion of the compartment occupied by the indexing tabs of the index cards, substantially as described.

3. A filing system of the character described comprising a series of index cards with indexing tabs occupying a position in one portion of the retaining compartment, a series of miscellaneous folders provided with indexing tabs in line with the tabs of the indexing cards, and a series of other folders having indexing tabs occupying a position in the other portion of the retaining compartment opposite to that of the tabs of the indexing cards, whereby the filing and inspection of any particular folder or paper contained therein may be accomplished without loss of time, substantially as described.

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Witnesses:

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