

T. ORTON.
Temporary Binders for Indexing and Preserving File.
No. 214,520. Patented April 22, 1879.

Fig. 1.

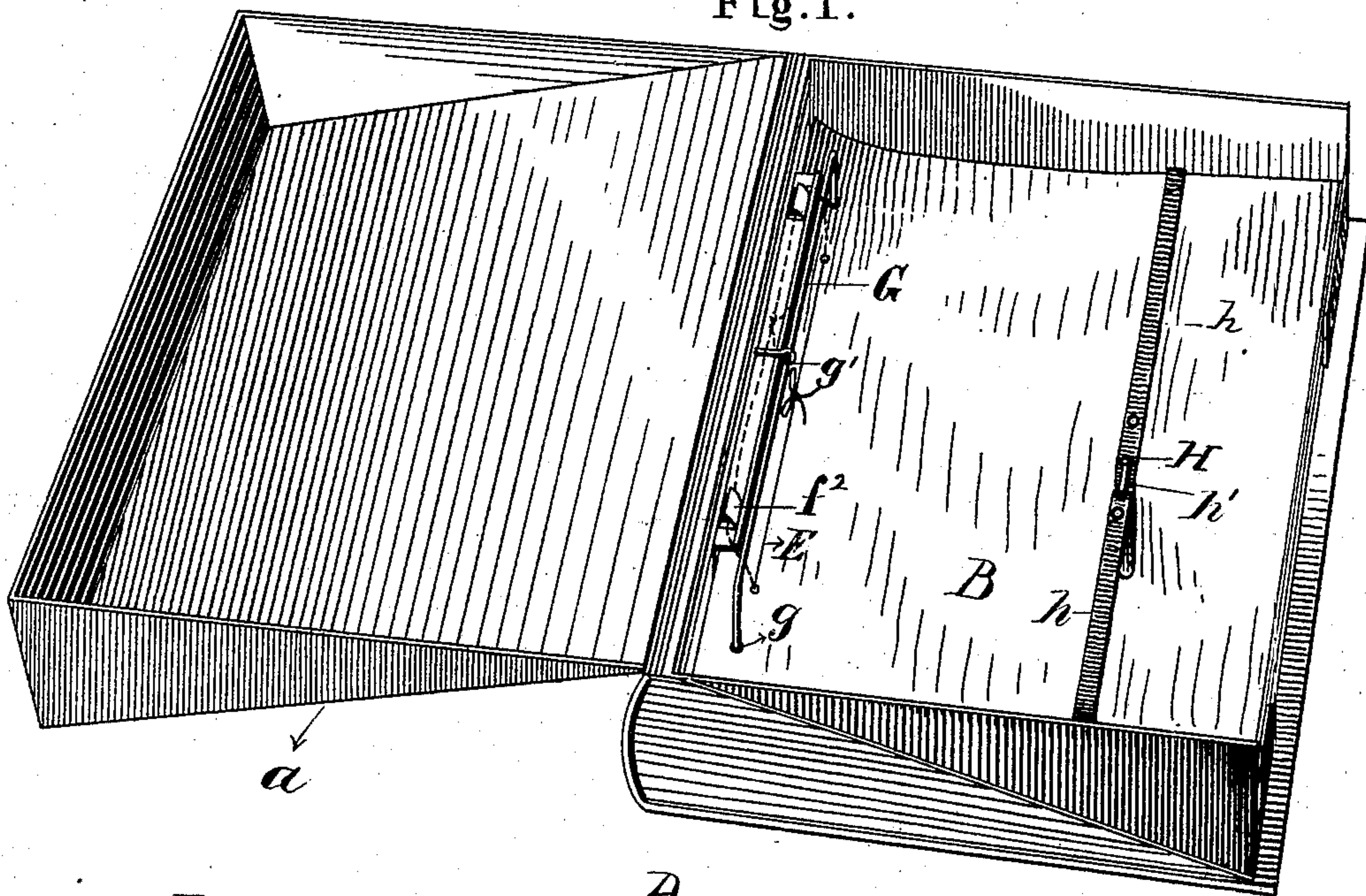


Fig. 3.

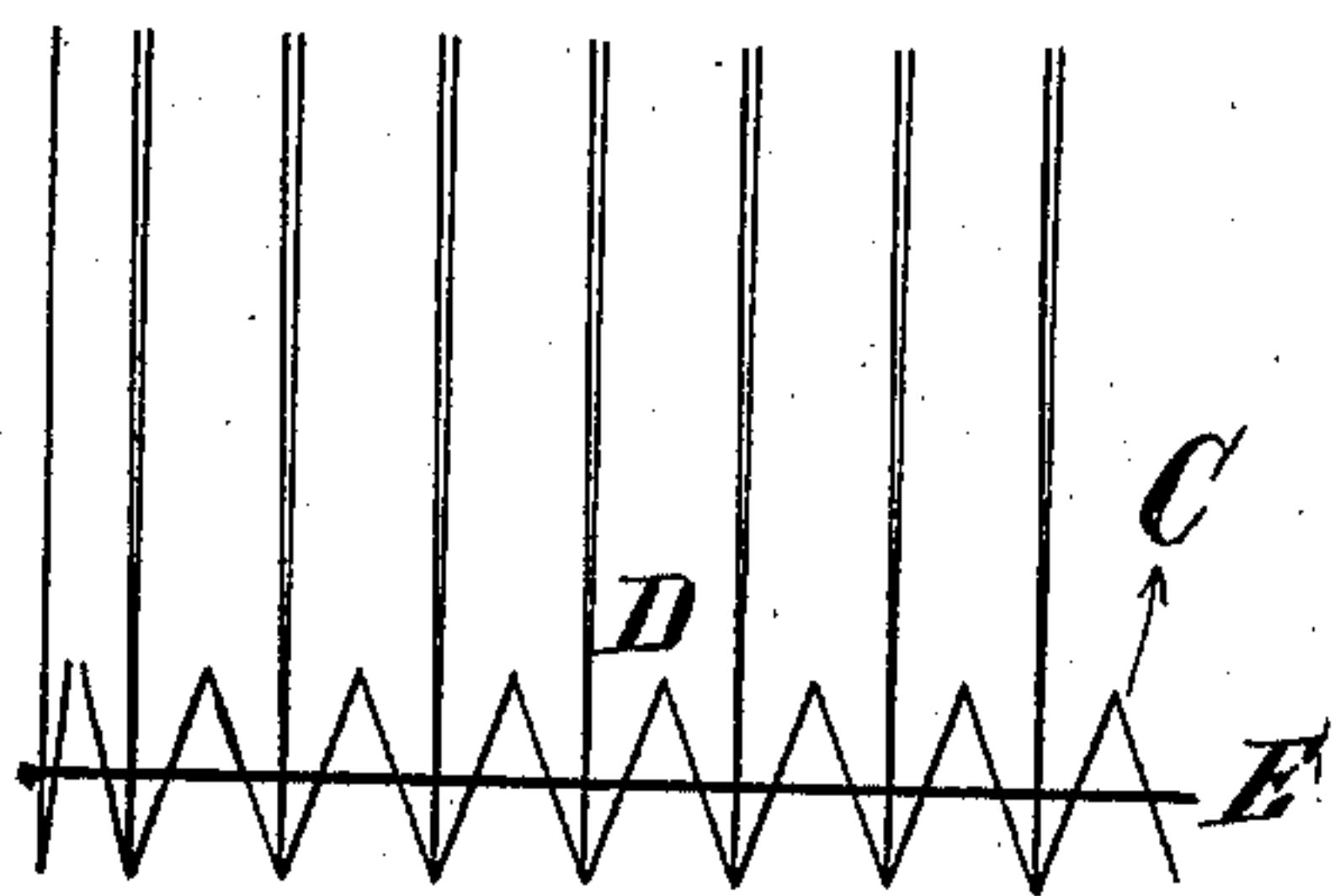
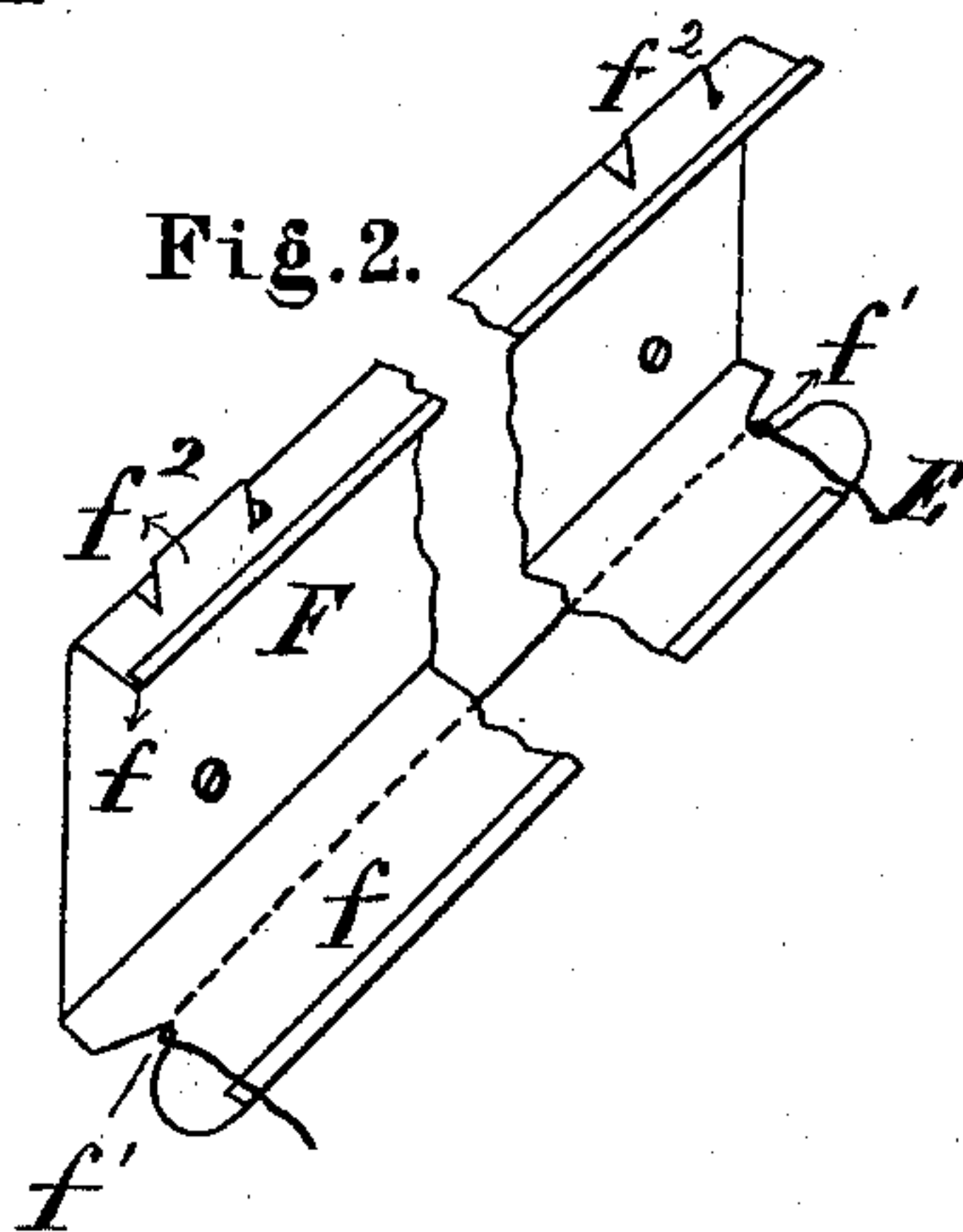


Fig. 2.

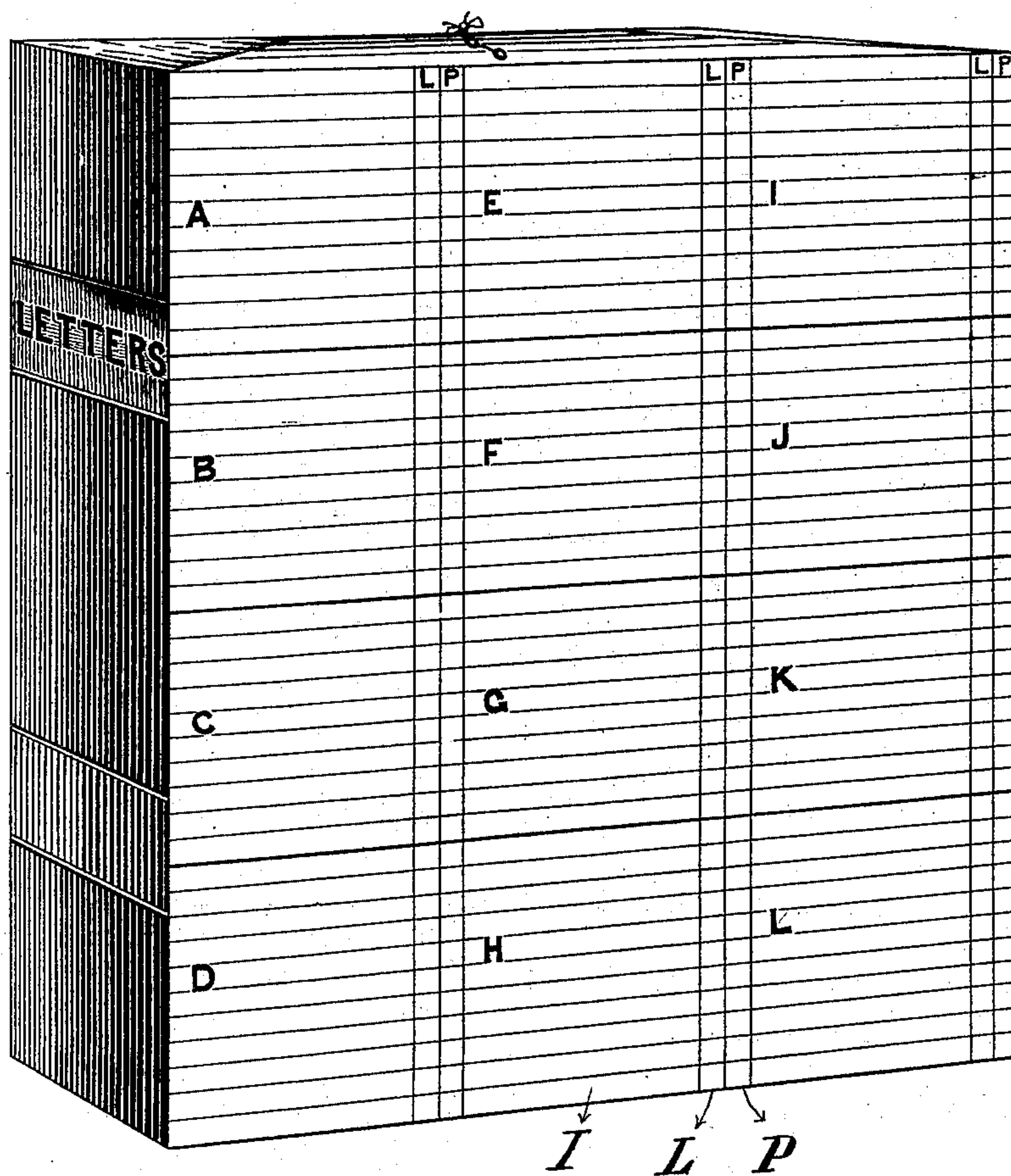


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Fig. 4.



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UNITED STATES PATENT OFFICE.

THOMAS ORTON, OF CHICAGO, ILLINOIS, ASSIGNOR TO WILLIAM A. AMBERG, OF SAME PLACE.

IMPROVEMENT IN TEMPORARY BINDERS FOR INDEXING AND PRESERVING FILES.

Specification forming part of Letters Patent No. 214,520, dated April 22, 1879; application filed February 15, 1879.

To all whom it may concern:

Be it known that I, THOMAS ORTON, of the city of Chicago, in the county of Cook and State of Illinois, have invented a new and useful Improvement in Temporary Binders for Indexing and Preserving Files, which is fully described in the following specification, reference being had to the accompanying drawings, in which—

Figure 1 represents a perspective view of a file-box with my improvements attached and the file in place; Fig. 2, a detached view, in perspective, of a device for fastening the file in the box temporarily; Fig. 3, a cross-section of the index, showing the construction of the elastic back and the mode of attaching the leaves thereto; and Fig. 4, a perspective of a case in which the index-file is placed when full, together with its contents, for preservation.

The object of my invention is to provide means for holding and protecting the index-file and contents while it is being filled with letters and other papers, and subsequently preserving them for easy reference at any time.

The invention consists in devices for temporarily fastening the index-file within a file-box.

It also consists in the peculiar construction of the back and the attachment of the index-leaves thereto, whereby the back is made extensible.

In the drawings, A represents a box of suitable form, size, and construction to contain the index-file. It is provided with a lid, *a*, and is similar to the file-box described in Letters Patent No. 193,128, granted to me July 17, A. D. 1877. Within this box is placed an index-file, B, which may be of any construction which will permit letters and other papers to be filed away between its leaves for preservation and ready reference. Preferably, however, I make this file with an extensible back, to which the separate index-leaves are attached. This back C, I make by folding a piece of paper or other suitable material, and of the length required for the file, in continuous folds, first in one direction, and then in the other, as shown in Fig. 4 of the drawings.

The back edges of the leaves D of the index are inserted loosely between the folds of the back, as shown in Fig. 4 of the drawings, and

a cord, E, passed through holes in the back and leaves, so as to fasten them together. This cord I prefer to have elastic, and it should be passed through two or more sets of holes and tied, so that it will operate to compress the back and leaves, thereby aiding to keep the papers between the leaves in place, while at the same time it will yield as the file is gradually filled.

For the purpose of fastening the file temporarily in the box, I employ a fastening-plate, F, which is attached, by screws or any other suitable means, to the back of the box upon the inside. This plate has its upper and lower edges bent at right angles to the body, so as to form flanges *f*, as shown in Fig. 2 of the drawings. Notches *f*¹ are cut in the ends of the lower flange *f*, and short spurs or projections *f*² are struck up from the upper flange, which is cut so as to permit this to be done.

The fastening-plate is arranged in the box so that the lower flange *f* will be raised sufficiently from the bottom of the box to permit the back cover or leaf of the index-file to be slipped underneath it when the file is placed in the box, as shown in Fig. 1 of the drawings.

The binding-cord E at the back of the file is placed in the notches *f*¹, thereby fastening the file to the plate F, but in such a manner that it can be readily detached whenever desired. It may be desirable to relieve the file from the compression of the elastic binding-cords E while it is being filled, and to accomplish this it may be stretched up above the file and passed over the upper flange *f*, behind the stops *f*², as shown in dotted lines in Fig. 1 of the drawings, the stops holding the cord in this position. This latter device is not absolutely necessary, and the upper flange with the projecting stops *f*² may be dispensed with entirely, if desired.

In Fig. 1 of the drawings I have also shown a bent rod and hook for holding in the file; but this device forms no part of the invention herein claimed.

It is sometimes desirable to set the file-case up on end, in which position, if the file is not full, the leaves will open somewhat, and the papers contained between them slip about and become disarranged. To avoid this I provide

a band, H, which is made in two pieces, *h*, which are fastened, respectively, to the ends of the file-box upon the inside thereof. One of these pieces is provided with a hook, *h'*, and the other with a series of eyelets adapted to engage the hook, and one or both of the pieces should be made of elastic material. If the case is to be set up on end, the two portions of this binding-strap should be drawn over the index-file and fastened, as shown in Fig. 1 of the drawings, thereby holding the file and contents in place.

When the index-file is filled, or at the close of the year, or any other definite period when it is desired to close a file, the index and its contents are removed bodily from the case A, and transferred to a paper box or case, I, which is prepared for preserving the files. This box is made in the ordinary form of many paper boxes, so that when cut, folded, and pasted it may be folded down into a perfectly flat position, and turned up again into a box form (shown in Fig. 5 of the drawings) whenever it is desired to fill it. This supplementary case is made of a size corresponding to that of the index-file, so that the latter, with its contents included, may be placed within the case, the open end of which may then be closed by any temporary fastening.

Upon the outside of the supplementary case I, I prefer an alphabetical index, as shown in Fig. 5 of the drawings, arranging the index with half the letters on one side of the case and half on the other; and upon this indexed space all the letters and postal cards contained in the file within should be entered under the proper heading, two columns being provided, (marked in the drawings L and P,) in the first of which the letters should be entered, and in the latter the postal cards, the number of each under each name of the index being entered in the proper column.

The index thus prepared furnishes a ready reference to the contents within the case, which may be inspected at any time by removing the index-file therefrom. In constructing the file I prefer to cover the index-

sheets with heavy paper or board, or some other cheap material which will protect the sheets from wear, and by the use of a preserving-case, I, in connection therewith, papers may be kept in good condition for an indefinite period.

The invention is not limited to the particular construction of the index-file, however, for it is evident that it may be changed, and still be capable of use with the other devices specified; and in making the file as described above, the leaves and back may be fastened together by a cord, wire, or in any other suitable manner.

Having thus described my invention, what I claim as new, and wish to secure by Letters Patent, is—

1. A plate or back, F, provided with flanges or projections at its upper and lower edges, whereby it is adapted to receive and spread the binding-cord of the index while the latter is being filled, substantially as described.

2. The fastening-plate F, provided with a flange, *f*, at its lower edge, having openings at the ends, and secured to the back of the file-box, in combination with an indexing-file, B, provided with a cord adapted to secure the file to the plate, substantially as and for the purpose set forth.

3. The file-box, in combination with the plate F, attached thereto, and provided with upper and lower flanges, *f*, constructed as described, and an index-file, B, having a suitable binding-cord, E, substantially as and for the purpose set forth.

4. An extensible-back index-file composed of disconnected sheets D and a folded back, C, the sheets being inserted between the folds of the back, and connected thereto by cords, rods, or wires passing through perforations in all the sheets and the folds of the back, substantially as set forth.

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