No. 671,968. Patented Apr. 16, 1901.

E. R. KITTREDGE.

FILING ENVELOP.

(Application filed Aug. 18, 1899.)

(No Model.)

Fig. 1

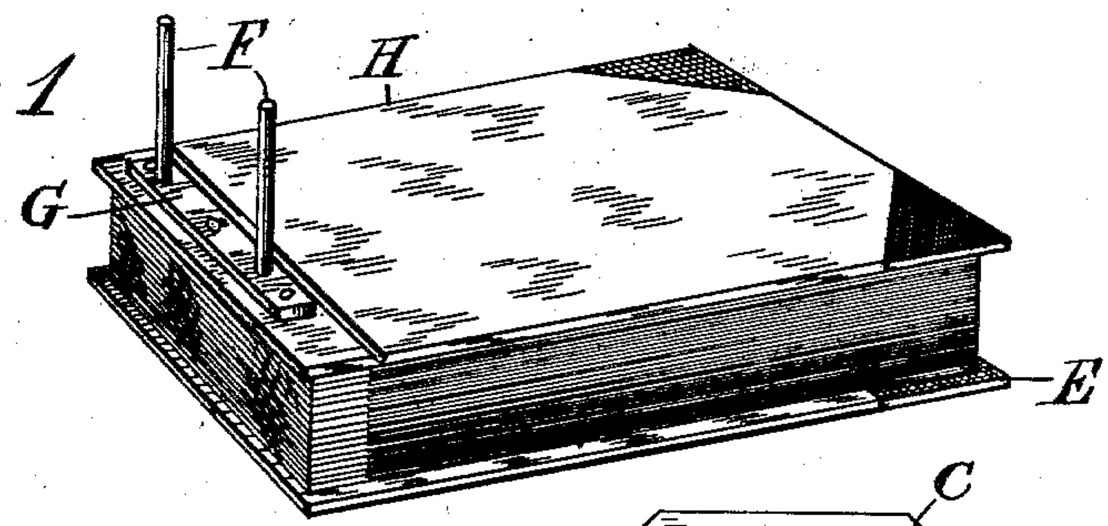
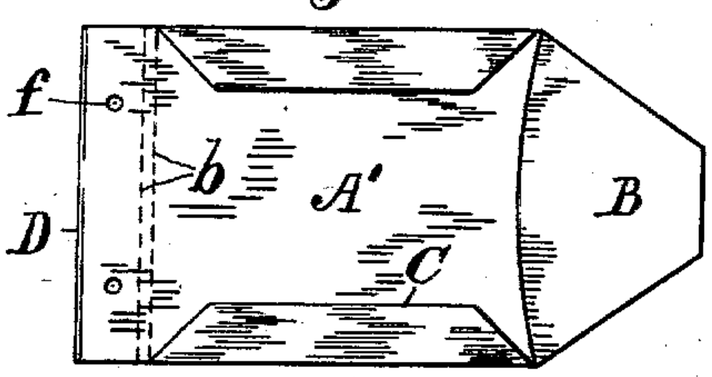


Fig. 2.

Fig. 3.



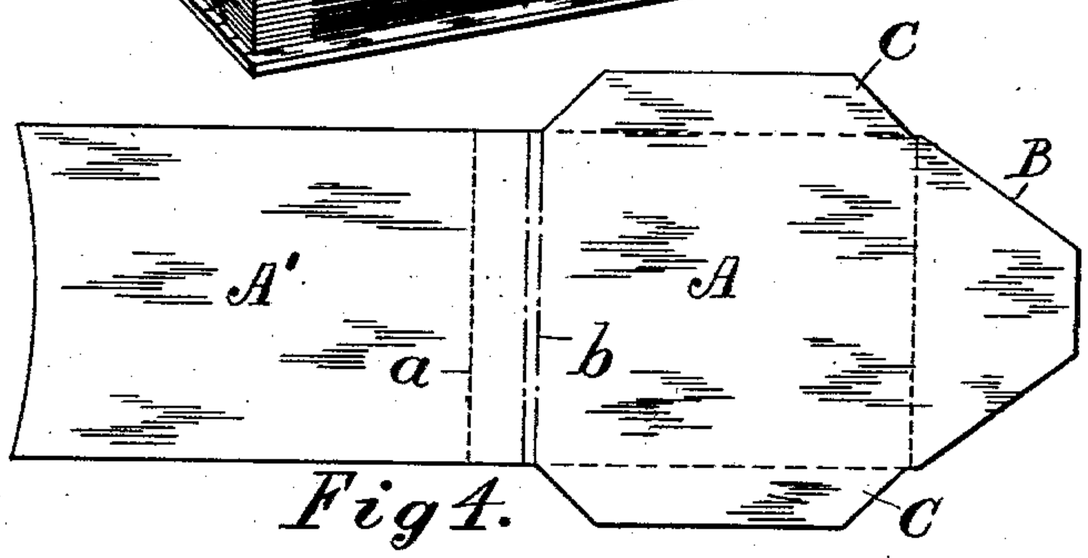


Fig 4.

Fig. 5.

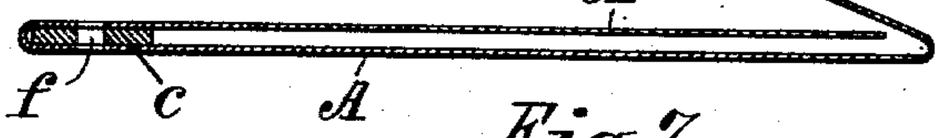


Fig. 6.

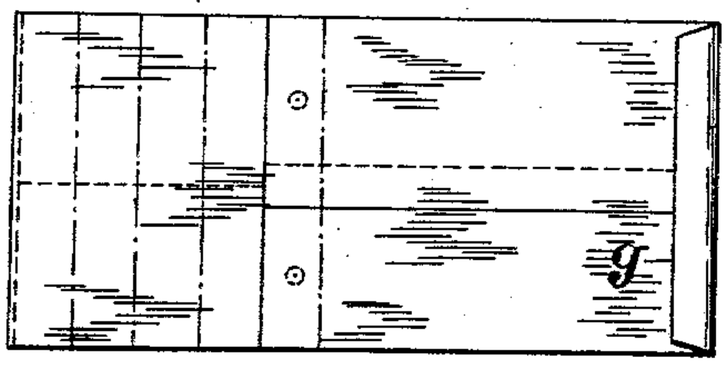
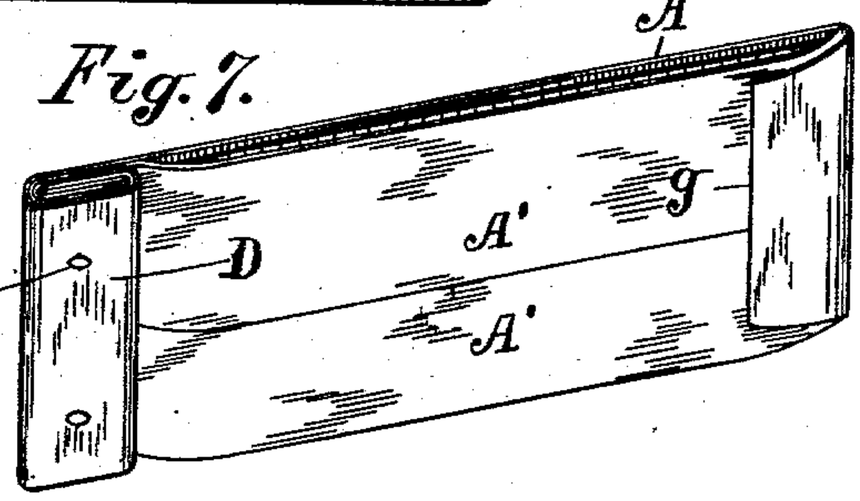


Fig. 7.



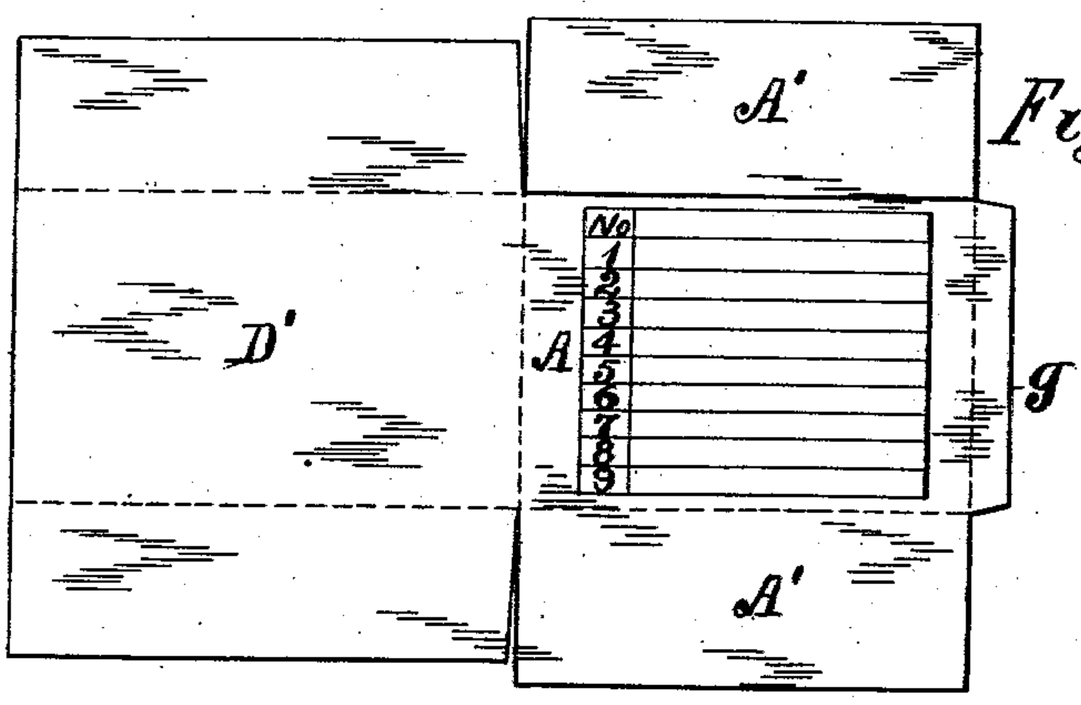
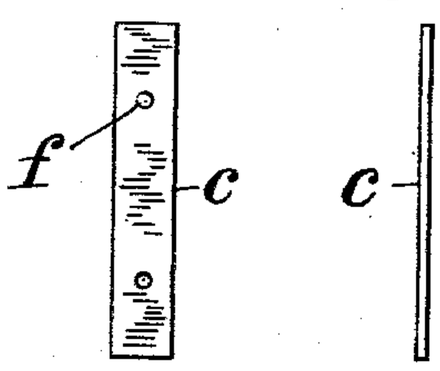


Fig. 8.

Fig. 9. Fig. 10.



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UNITED STATES PATENT OFFICE.

ERNEST R. KITTREDGE, OF TENAFLY, NEW JERSEY, ASSIGNOR TO THE ACCOUNT, AUDIT & ASSURANCE COMPANY, LIMITED, OF NEW YORK, N. Y.

FILING-ENVELOP.

SPECIFICATION forming part of Letters Patent No. 671,968, dated April 16, 1901.

Application filed August 18, 1899. Serial No. 727,712. (No model.)

To all whom it may concern:

Be it known that I, ERNEST R. KITTREDGE, a citizen of the United States, residing at Tenafly, county of Bergen, State of New Jersey, have invented certain new and useful Improvements in Filing-Envelops, fully described and represented in the following specification and the accompanying drawings, forming a part of the same.

The object of the present invention is to adapt envelops to be grouped in piles and all of the envelops in the piles clamped together at one edge to secure them in a binder for ready reference. To prevent the contents of the envelops from being caught along the edge where the envelops are clamped, each envelop is formed with a shank to be clamped together with the adjacent shanks. The insertion of matter within the envelops tends to thicken the pile of envelops, and to make the shanks of the envelops of corresponding thickness each shank is preferably formed in the present invention with a long narrow pocket to receive a filler. Such filler in practice is proportioned in its thickness to compensate for the contents of the attached envelop, and the shanks of all the envelops thus present the same aggregate thickness as the filled envelops themselves. As the invention is intended for envelops which are piled together in a series or group, it consists, broadly, of a filing-envelop having a shank across one end thickened to compensate for the inclosed matter. The thickened shank in such an envelop performs a different function from the thickened end of a tag, which is sometimes provided merely to strengthen or protect the material, but is not adapted to compensate for the thickness of the matter inserted in the envelop and does not therefore furnish any means for securing loose papers within that class of binders which is provided with a clamp having attached covers. Such clamps are commonly used with mere leaves of paper termed "filing-sheets." It is common to attach invoices and other papers to such filing-sheets; but where one end or shank of the sheet is held in a clamp having attached covers the matter secured upon the filing-sheets forces the covers inconveniently apart.

By employing an envelop for filing loose papers I obviate the necessity of gumming or securing them upon a filing-sheet and prevent the crowding of the covers apart by thickening the shank or end of the envelop which is to be grasped by the clamp. Where the contents of the envelops in a given binder is of uniform thickness, the shank of the envelop can be thickened by an integral pad or the compensation effected by loose strips inserted between the shanks in the binder-clamp; but I am able to compensate for the variable thickness of the matter in the envelops by forming a long narrow pocket within the shank of the envelop, in which pocket a filler of any thickness may be readily inserted.

This improved envelop is especially useful with the so-called "post-binder," which has a base to which the posts are attached and a clamp secured movably upon the posts and furnished with a hinged cover, and for such use the thickened shank of the envelop and the fillers employed in the pocket of the envelop (if one be used) are provided with holes to fit upon the binder-posts.

The invention will be understood by reference to the annexed drawings, in which—

Figure 1 is a perspective view of a post-binder containing a number of my filing-envelops. Fig. 2 is an edge view of a filing-envelop with pocket formed in the shank. Fig. 3 is a plan of the envelop shown in Fig. 2. Fig. 4 shows the blank for the same envelop. Fig. 5 is a longitudinal section of an envelop having a thickening-filler inserted in the bottom. Fig. 6 is a plan of an envelop with a shank portion partly folded for thickening the same and dotted lines showing intended folds in such portion. Fig. 7 is a perspective view of the same envelop, the opening being at one edge, which is shown in the top of the view. Fig. 8 shows the blank for the envelop represented in Figs. 6 and 7, and Figs. 9 and 10 are respectively a side view and edge view of a thickener or filler for use with the envelop-shanks.

In Figs. 2, 3, and 4, A A′ designate the flat sides forming the body of the envelop, B the flap to close the mouth of the envelop, and C the tongues for closing the edges of the envelop. The sides A and A′ are formed inte-

gral, as shown in Fig. 4, and folded over upon the dotted line *a*. The dotted lines *b* represent a strip of gum, which attaches the sides A and A′ together at a suitable distance from the line *a* to form a hollow pocket in the shank D, as shown in Fig. 2. A filler *c* is shown inserted in the pocket to make the shank of the same thickness as the envelop when filled with certain papers, as represented in Fig. 2.

The binder shown in Fig. 1 is provided with base E, posts F, clamp G, and cover H. The thickened shanks D when secured in the binder compensate for the matter inserted in the envelops, so that the cover H is not forced inconveniently upward, but lies naturally parallel with the base E, and if all of the envelops filed in the binder are removed at any time and secured together in a bundle the same effect is produced and the shanks and bodies of the envelops form a package of uniform thickness.

The ends of the pocket in the shank D are not covered by the tongues C, but remain open for the insertion of a filler, and the latter may be secured therein by gum, if desired, but requires no fastening if the shank be formed with holes *f* for application to binder-posts, as the posts intersect both the shank and the filler and hold the latter in place. The filler may be inserted in the bottom of the envelop, as shown in Fig. 5, without securing the sides A and A′ together by gum at the inner edge of the shank, as shown in Fig. 2, and the section in Fig. 5 serves to show a filler which may be either inserted in a pocket having open ends or inserted in the bottom of an envelop having no opening besides the mouth to which the flap B is applied.

Fig. 5 shows the hole *f* for a binder-post intersecting the shank of the envelop and the filler *c*.

With the construction shown in Fig. 5 the filler forms a bottom for the envelop at right angles to the sides A A′. Fig. 7 shows in perspective one edge of an envelop formed from the blank represented in Fig. 8 and having an open mouth upon one side instead of upon the end opposite the shank. In this construction the side A′ of the envelop is not attached to one end of the side A, as in Fig. 4, but upon its opposite edges, leaving the room upon one end of the part A for an extended tongue D′ to be folded over and over for thickening the envelop-shank. The end of the part A opposite the tongue D′ is formed with a short flap *g* to close the outer end of the envelop.

Where papers are filed by gumming or securing them upon a filing-sheet, it is obvious that they cannot be removed from the binder for inspection without detaching the fastenings of the filing-sheet or the fastenings by which the papers are secured thereon. Where a great many papers are to be filed, the labor is correspondingly increased if each is fastened separately in the binder or attached to the filing-sheet. The present invention therefore greatly facilitates the filing of loose papers, as the envelop is adapted to receive papers of various sizes and holds them in the most convenient form for inspection, as they can be removed from the envelop for examination without detaching any fastenings upon the binder.

I claim—

1. A filing-envelop having a receptacle closed upon three sides to receive papers, and having a shank at one end beyond the closed side of said receptacle, the said shank being thickened to correspond with the thickness of the envelop and its contents, and provided with holes arranged to fit the posts of a post-binder, substantially as herein set forth.

2. A filing-envelop having a receptacle closed upon three sides to receive loose papers, and having an integral portion across one end beyond the closed side of the receptacle folded over and secured to the body to form a shank provided with a long narrow pocket, and a filler inserted in such pocket to compensate for the envelop's contents, substantially as herein set forth.

3. A filing-envelop having a receptacle with flap at one end to close the same, and having at the opposite end a long narrow pocket with its openings at opposite edges of the envelop, and a filler inserted in the pocket to compensate for the envelop's contents, substantially as set forth.

4. A filing-envelop having a receptacle closed upon three sides, and having at one end a flap to close the receptacle and at the other end a shank beyond the closed side of the receptacle, such shank being thickened to compensate for the envelop's contents, and the envelop having a table printed upon the outside of the envelop to receive a list of such contents.

In testimony whereof I have hereunto set my hand in the presence of two subscribing witnesses.

ERNEST R. KITTREDGE.

Witnesses:
JOHN J. MCBRIDE,
THOMAS S. CRANE.