

E. K. SUMERWELL.
VERTICAL FILING DEVICE.
APPLICATION FILED NOV. 12, 1907.

906,750.

Patented Dec. 15, 1908.

2 SHEETS—SHEET 1

Fig. 1

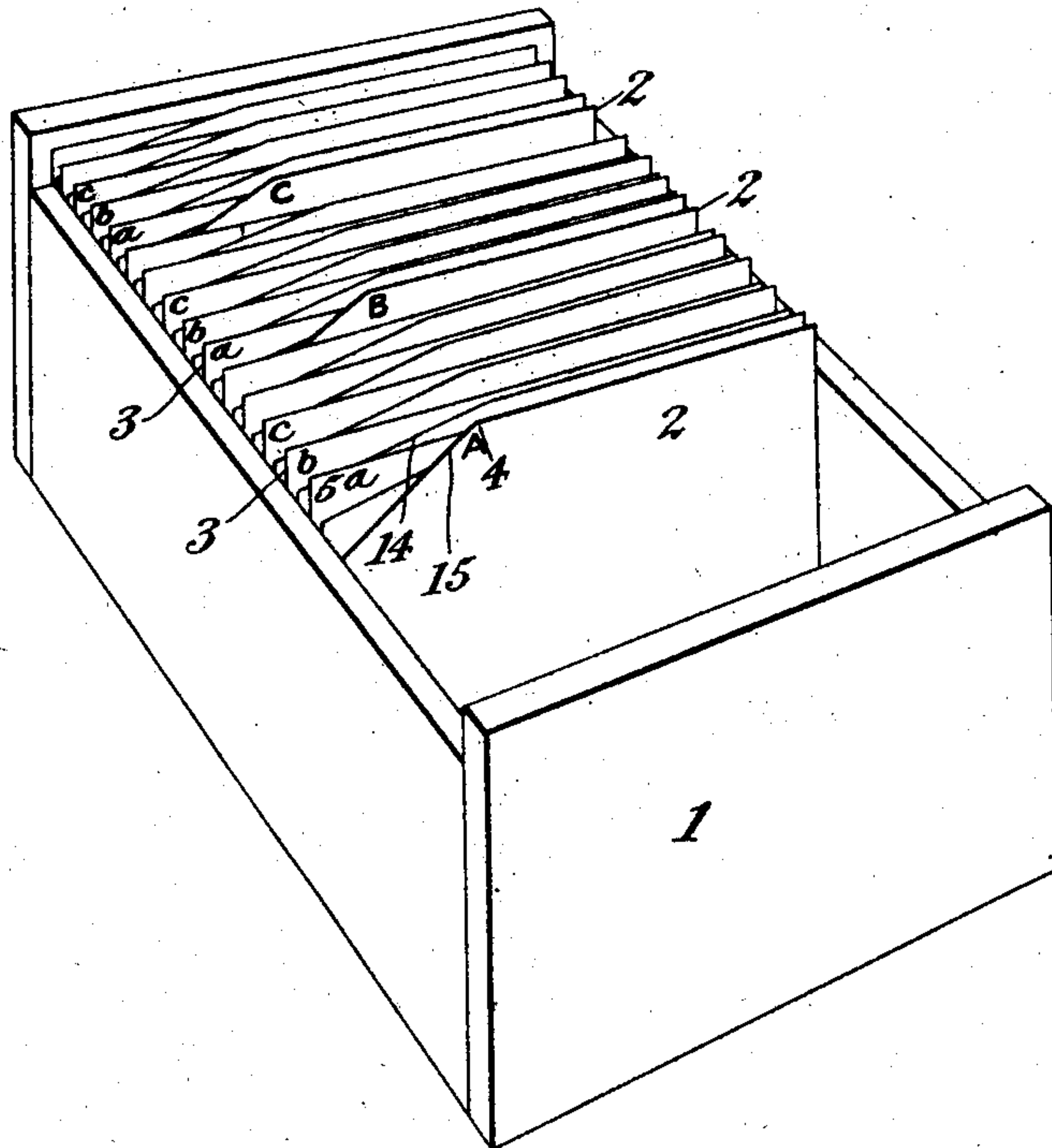


Fig. 2

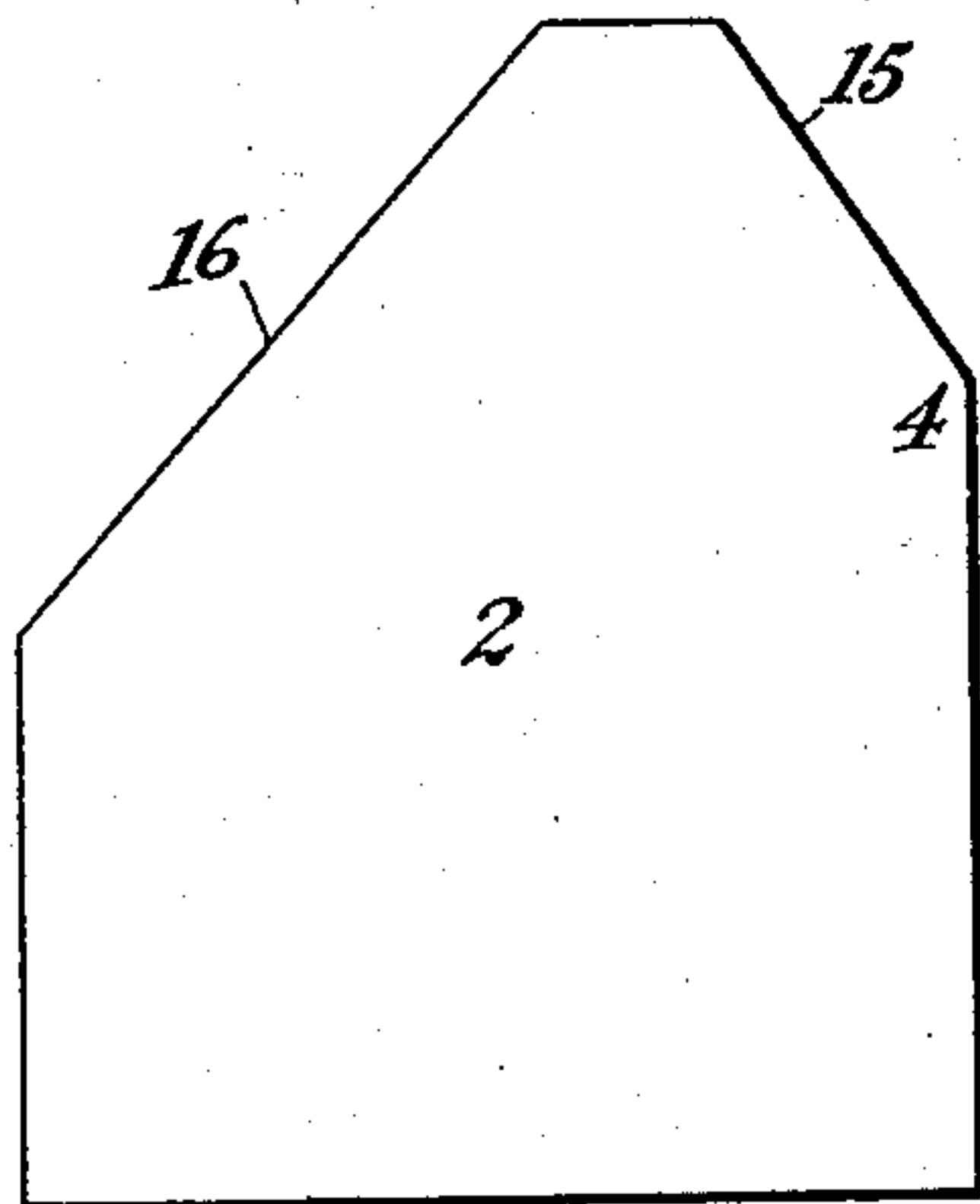
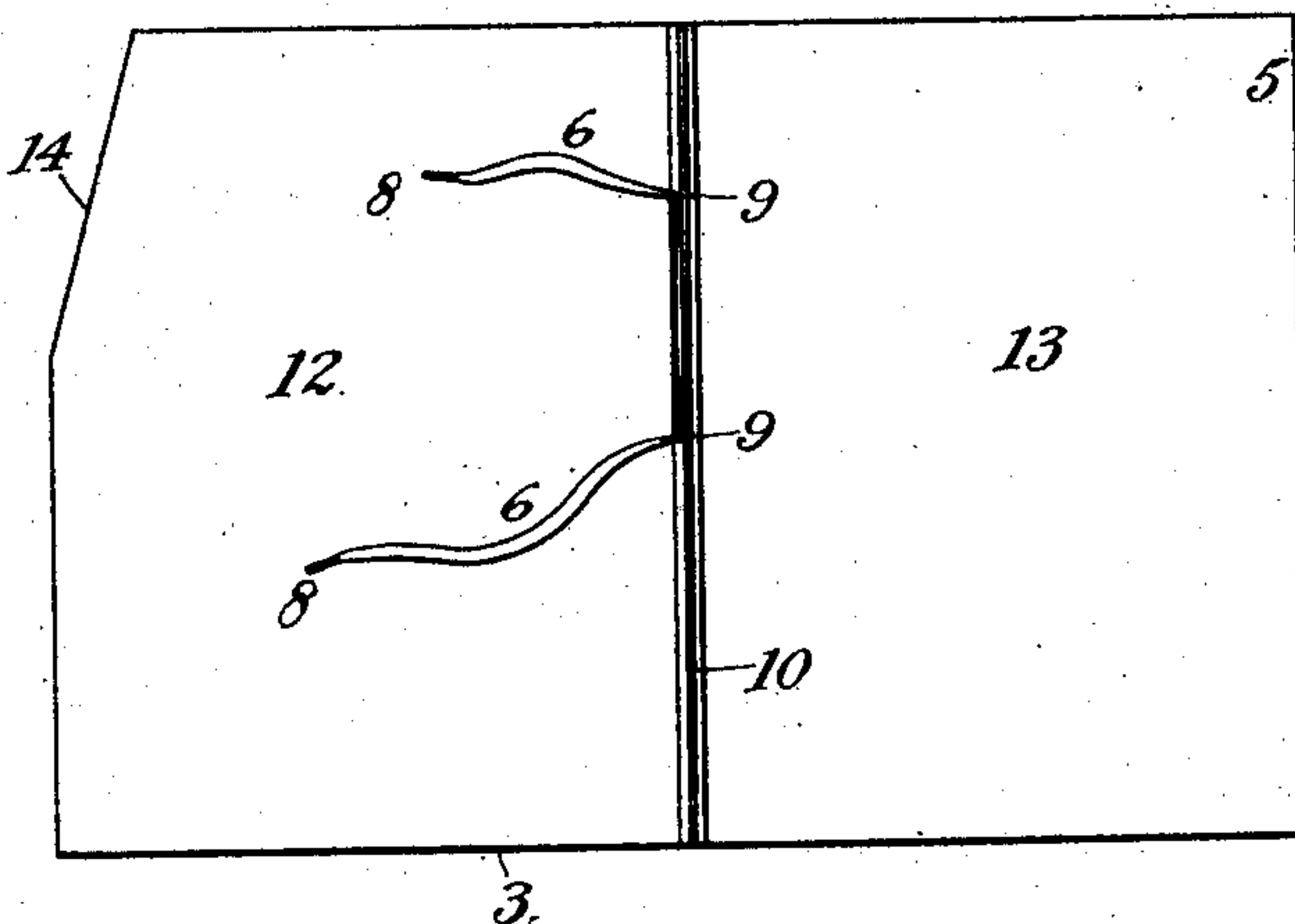


Fig. 3



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2 SHEETS—SHEET 2.

Fig. 4

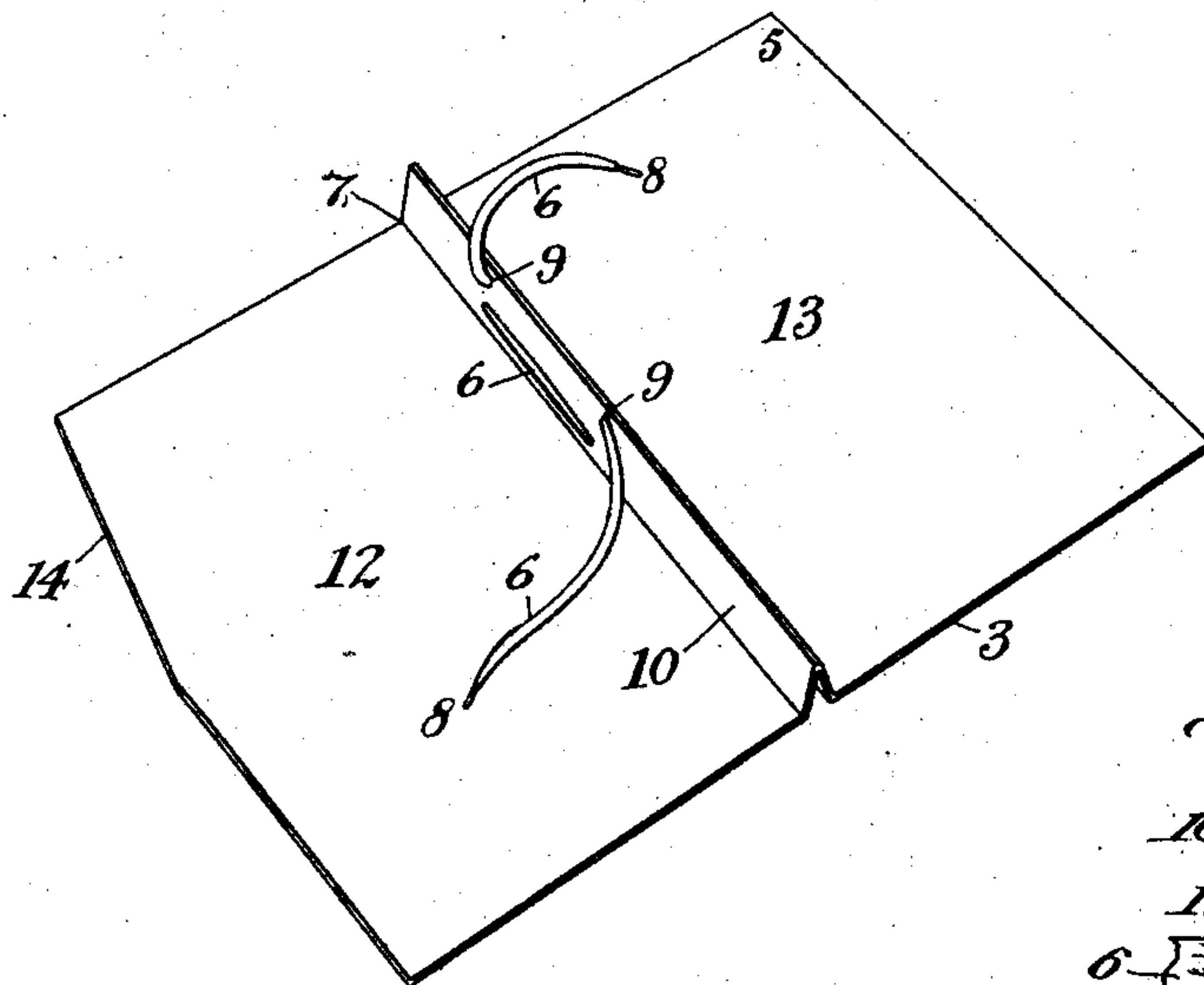


Fig. 6.

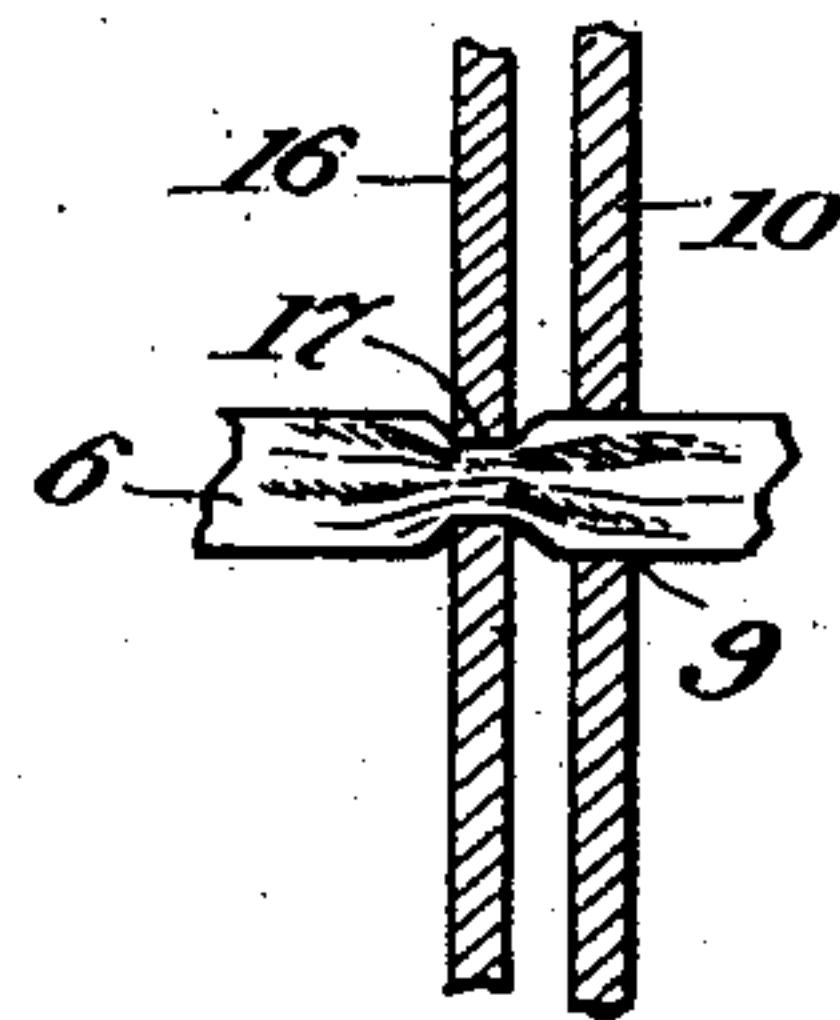
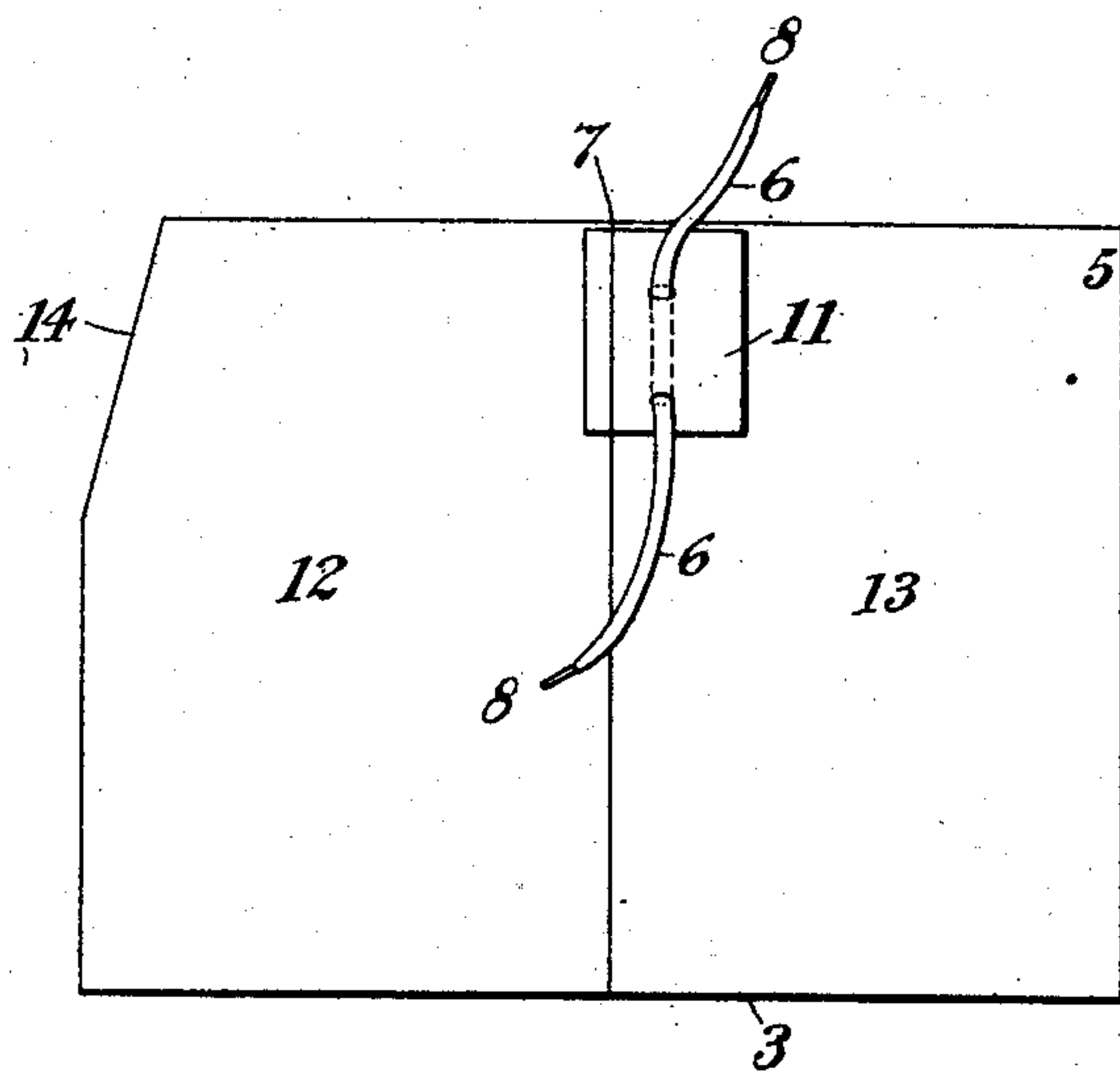


Fig. 5



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UNITED STATES PATENT OFFICE.

EDWARD K. SUMERWELL, OF EAST ORANGE, NEW JERSEY.

VERTICAL FILING DEVICE.

No. 906,750.

Specification of Letters Patent.

Patented Dec. 15, 1908.

Application filed November 12, 1907. Serial No. 401,860.

To all whom it may concern:

Be it known that I, EDWARD K. SUMERWELL, a citizen of the United States, and a resident of East Orange, county of Essex, State of New Jersey, have invented certain new and useful Improvements in Vertical Filing Devices, of which the following is a specification.

My invention relates to filing systems in which papers are filed flat. The vertical filing systems in use at the present time comprise a cabinet or receptacle in which are placed the folders containing the papers to be filed, and guides separating and classifying the folders and their contents and placed in the cabinet or receptacle at intervals of twenty or thirty folders. In my filing system I use the same arrangement of receptacle, folder and guides, but I differ from and improve upon the present system in the form and construction of the folders and guides which I use.

The object of my invention is to produce a filing system in which any folder may be readily and speedily located in the file and easily removed from same without disturbing the contents of the folder. As a part of this system I provide a folder wherein the contents are securely held in place, but in such a manner that they may readily be examined or removed.

In the operation of a vertical filing system the papers to be filed are placed in the folder which is then placed in the receptacle or cabinet. The folders are then separated in groups and classified either alphabetically, numerically, geographically, or according to subjects, by the use of guides provided with index tabs, which are distributed at various positions along the top edge of said guides. It has been found desirable to sub-classify the folders themselves; the folders ordinarily in use are made with the rear cover slightly higher than the front so that the name, number, subject or other reference marking of the contents may be written thereon. To locate the contents of any particular folder in such a system, the eye of the operator must travel the entire length and width of all of the guides in the receptacle to find the index tab of the proper group of folders, and then he must examine each of the folders to locate the one for which the operator is searching. In my system this operation is greatly simplified as I arrange all of the index or reference marks, both on the guides

and on the folders, along a single straight line extending from the front to the rear of the receptacle so that the eye need only follow along the line to locate the proper folder. Furthermore, as I construct my folder with the front cover higher than the rear one, the manipulation of fingers necessary in removing the folder is simplified.

My filing device is illustrated in the accompanying drawing in which

Figure 1 is a perspective view of a receptacle or drawer containing the folders and guides embodying my invention and illustrating the arrangement of the same in use; Fig. 2 is a plan view of one of the guides; Fig. 3 is a plan view showing a form of my folder; Fig. 4 is a perspective view of the folder shown in Fig. 3; and Fig. 5 is a plan view showing a modified form of my folder. Fig. 6 is a detailed view, partly in section, showing the binder in operation.

The form and construction of the receptacle is immaterial to my invention and is presented in the drawing merely to indicate the drawer of a filing cabinet such as would ordinarily be used with my filing system.

In Fig. 1 I have shown the receptacle (1) containing the guides (2) and the folders (3), and illustrating the straight line arrangement of the index and reference marks upon the folders and guides, the classification or index mark (4) on the latter being adjacent to and to the right of the corresponding classification or index mark (5) on the former.

In Figs. 3, 4 and 5 I have represented two forms of my folders each of which has the lace or tape (6) constituting a binder for the papers to be inserted in the folder and fastened to the folder near the bottom fold (7). The position, relative to the sides of the folder, at which the lace or tape is fastened to the folder will depend upon the class of paper to be inserted in the folder. In practice for the purpose of binding letters and other short papers in the folder so that they may be easily examined, it is desirable to locate and fasten the lace or tape binder near the left edge of the folder, as shown in Fig. 5, while for legal documents and other long papers a more symmetrical arrangement of the lace or tape binder is desired, as is shown in Figs. 3 and 4. The lace or tape (6) provided with the end piece (8) may be fastened to the folder by being drawn through the perforations (9) in the gusset (10) at the bottom of the folder, as shown in Figs. 3-4, or it may

be fastened to one cover of the folder by means of some binding material (11) as shown in Fig. 5; or in any other suitable manner. The lace or tape is preferably
5 made of a soft, pliable material that is woven so as to allow it to readily spread around the perforation in the papers placed upon it.

The folders are made with the front face or cover (12) slightly larger than the rear face or
10 cover (13), and a section of the front cover is cut away along the oblique line (14) so that when the covers are folded one upon the other, a portion (5) of the rear cover will be exposed to view. Upon the exposed portion
15 of the rear cover of the folder are placed the classification or index marks of the contents of said folders.

The guide (2) shown in Fig. 2 and forming a part of my filing device is cut from a sheet
20 of pasteboard or other suitable material, and has two corners of one side thereof cut away along the obliquely extending lines (15—16). The edge (15) is cut in such a manner that when the folders and guides are placed in po-
25 sition in the receptacle, the upper left hand corner (4) of the guide, upon which I place the classification or index marks, will be immediately adjacent to the exposed portion (5) of the rear cover of the folder.

30 In filing letters and documents of unequal size, it is found that the bottom and left end of folder have an extended bulk by reason of the engraved or embossed letter heads, or by reason of the fasteners used to secure the pa-
35 pers. To equalize this increased thickness and so that the combined folder and guide will occupy less room in the receptacle, I have cut away the lower corner of the guide along the oblique line (16) as shown in the drawing.

40 The manner in which my filing device operates is as follows: The papers (16) to be filed are perforated at points corresponding to the ends (8) of lace or tape (6) in the folder. The perforations (17) are made relatively
45 smaller in diameter than the width of the lace or tape which constitutes the binder. The ends of the binder are then inserted through the perforations in the paper and the latter is securely held in place in the folder by
50 the spreading of the lace or tape around the perforation and friction produced through the contact of the lace or tape with the paper surrounding the perforation. The folder is then inserted in the filing cabinet or recepta-
55 cle with the higher or larger cover towards the front, and finally a guide is placed in position in the cabinet or receptacle.

What I claim as my invention and desire to secure by Letters Patent is:

60 1. In a filing device, a folder having the front cover projecting beyond the rear cover, and having a corner portion of the front cover removed on a line extending obliquely to the edge of such cover to expose a corner of the
65 rear cover which bears an index character,

and having the bottom made in a series of longitudinal folds so as to be expansible, and said folder being provided with a lace or tape binder drawn through eyelets in the folds whereby the folder may be expanded and
70 contracted, and papers fastened and held between the covers thereof by the spreading of the said lace or tape around perforations formed in the papers to be filed within the folder, substantially as described. 75

2. In a filing device a folder provided with a pliable lace or tape binder made of a loosely woven fabric and adapted to fasten and hold papers between the covers thereof by the spreading of said lace or tape around perfora-
80 tions formed in the papers, said perforations having a diameter relatively smaller than the width of the lace or tape binder, substantially as described.

3. In a filing device a receptacle, a series
85 of folders each having the front cover projecting beyond the rear cover, and having a corner portion of the front cover removed on a line extending obliquely to the edge of such cover, to expose a corner of the rear
90 cover which bears an index character, in combination with a series of guides of a length to project above the front cover of the folder, each guide having a corner removed to ex-
95 pose the index characters on the folders, said guides being substantially of a width equal to the width of the receptacle and having a portion adjacent to one of the lower corners re-
100 moved to compensate for the increased thickness of the headings or other portions of the papers filed in the folders.

4. In a filing device a receptacle, a series of folders, each having the front cover project-
ing beyond the rear cover, and having a cor-
105 ner portion of the front cover removed on a line extending obliquely to the edge of such cover, to expose a corner of the rear cover which bears an index character, and said folders being provided with means whereby
110 papers may be fastened between the covers thereof, in combination with a series of guides of a length to project above the front covers of the folders, each having a corner removed
115 to expose the index characters on the folders, said guides being substantially of a width equal to the width of the receptacle and having a portion adjacent to one of the lower corners removed to compensate for the in-
120 creased thickness of the headings or other portions of the papers filed in the folders.

5. In a filing device a receptacle, a series of folders, each having the front cover project-
ing beyond the rear cover, and having a cor-
125 ner portion of the front cover removed on a line extending obliquely to the edge of such cover, to expose a corner of the rear cover which bears an index character, and each of
said folders being provided with a lace or tape binder adapted to fasten and hold papers be-
130 tween the covers thereof by the spreading of

said lace or tape around perforations formed in the papers, in combination with a series of guides of a length to project above the front covers of the folders, each guide having a corner removed to expose the index characters on the folders, said guides being substantially of a width equal to the width of the receptacle and having a portion adjacent to one of the lower corners removed to compensate for the increased thickness of the headings or other portions of the papers filed in the folders.

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