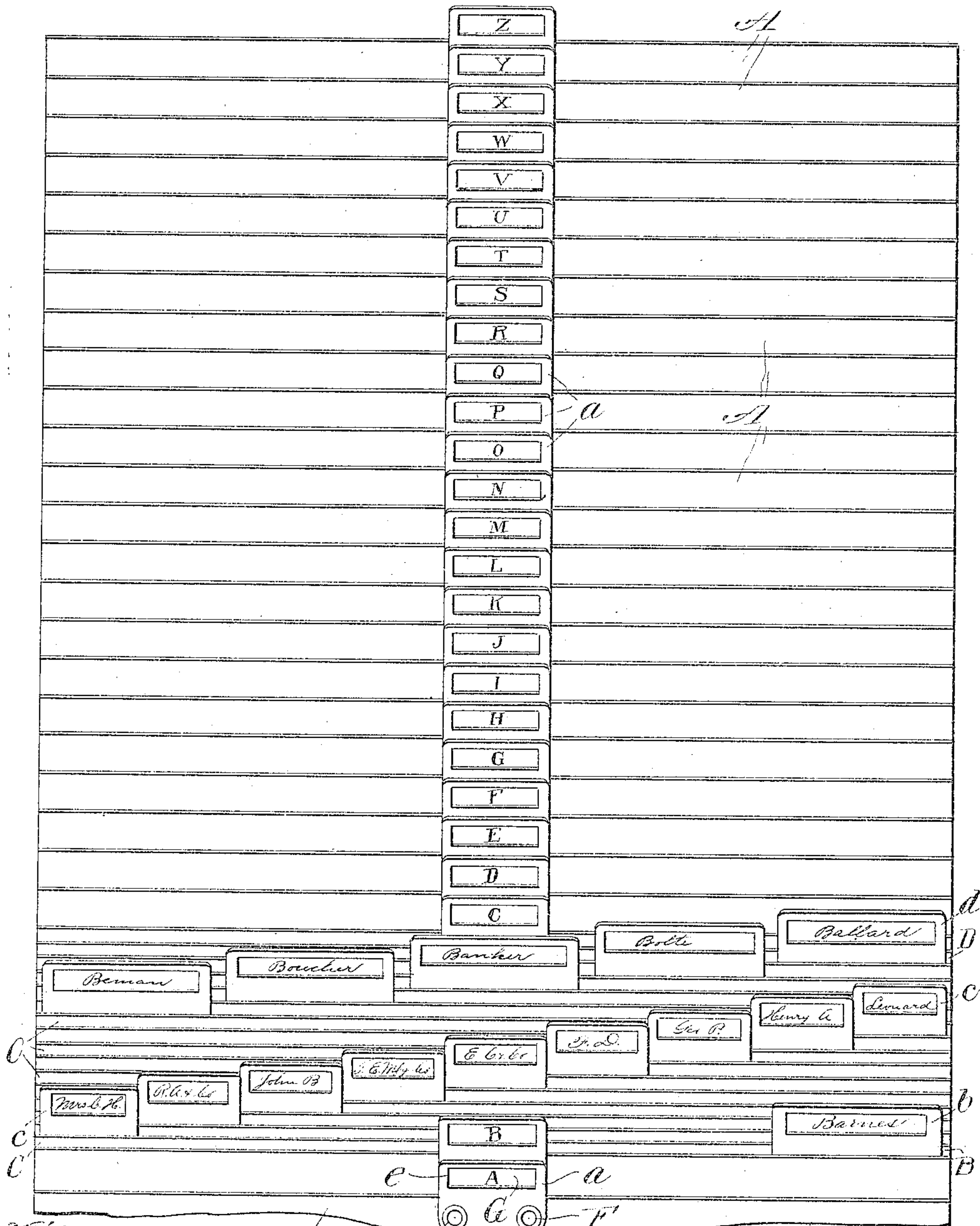


J. B. PERRINE.
VERTICAL FILING SYSTEM.
APPLICATION FILED AUG. 31, 1908.

914,452.

Patented Mar. 9, 1909.
2 SHEETS—SHEET 1.

Fig. 1.



Witnesses:
Harry S. Gauthier
Ruby V. Nash.

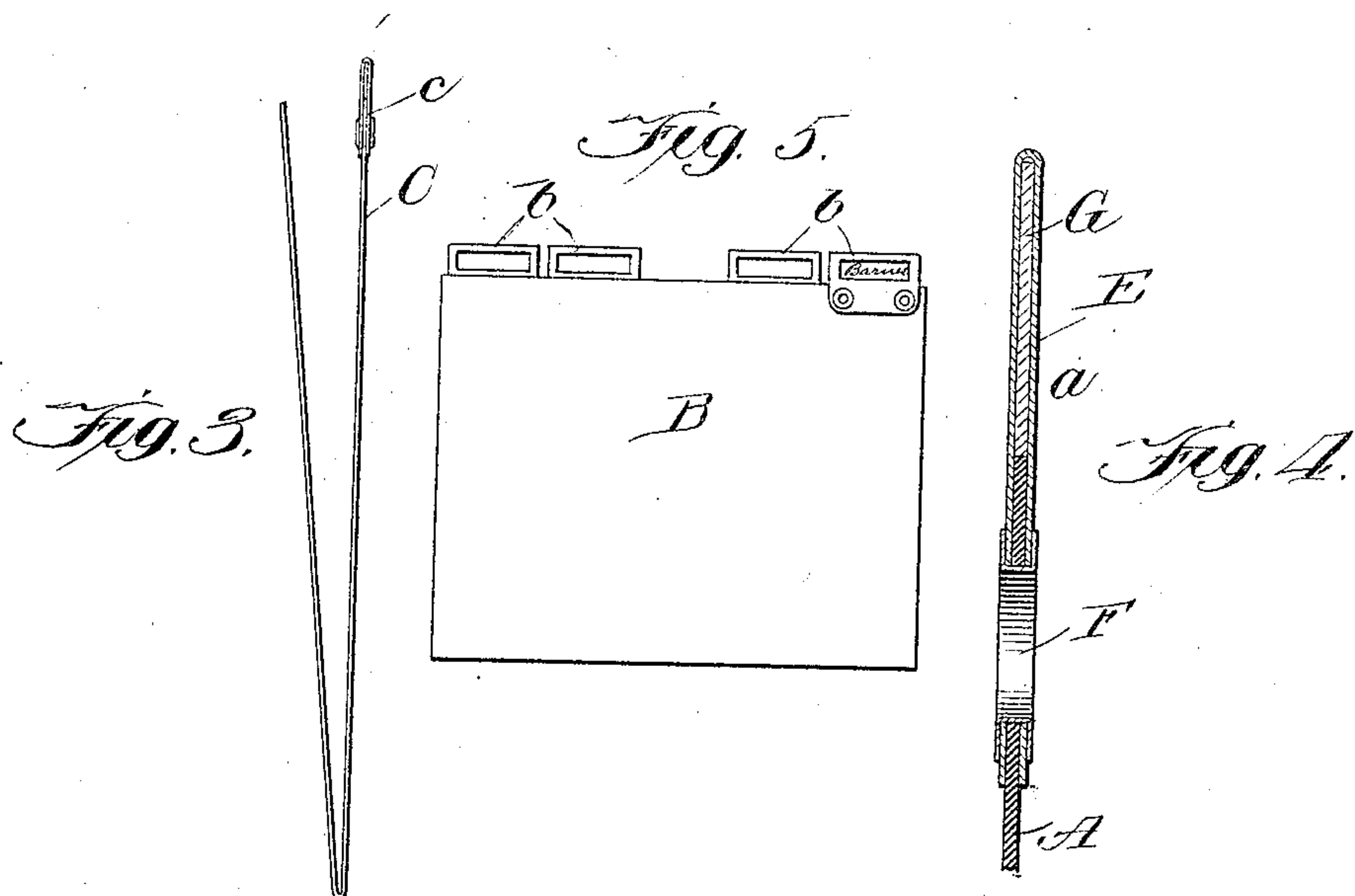
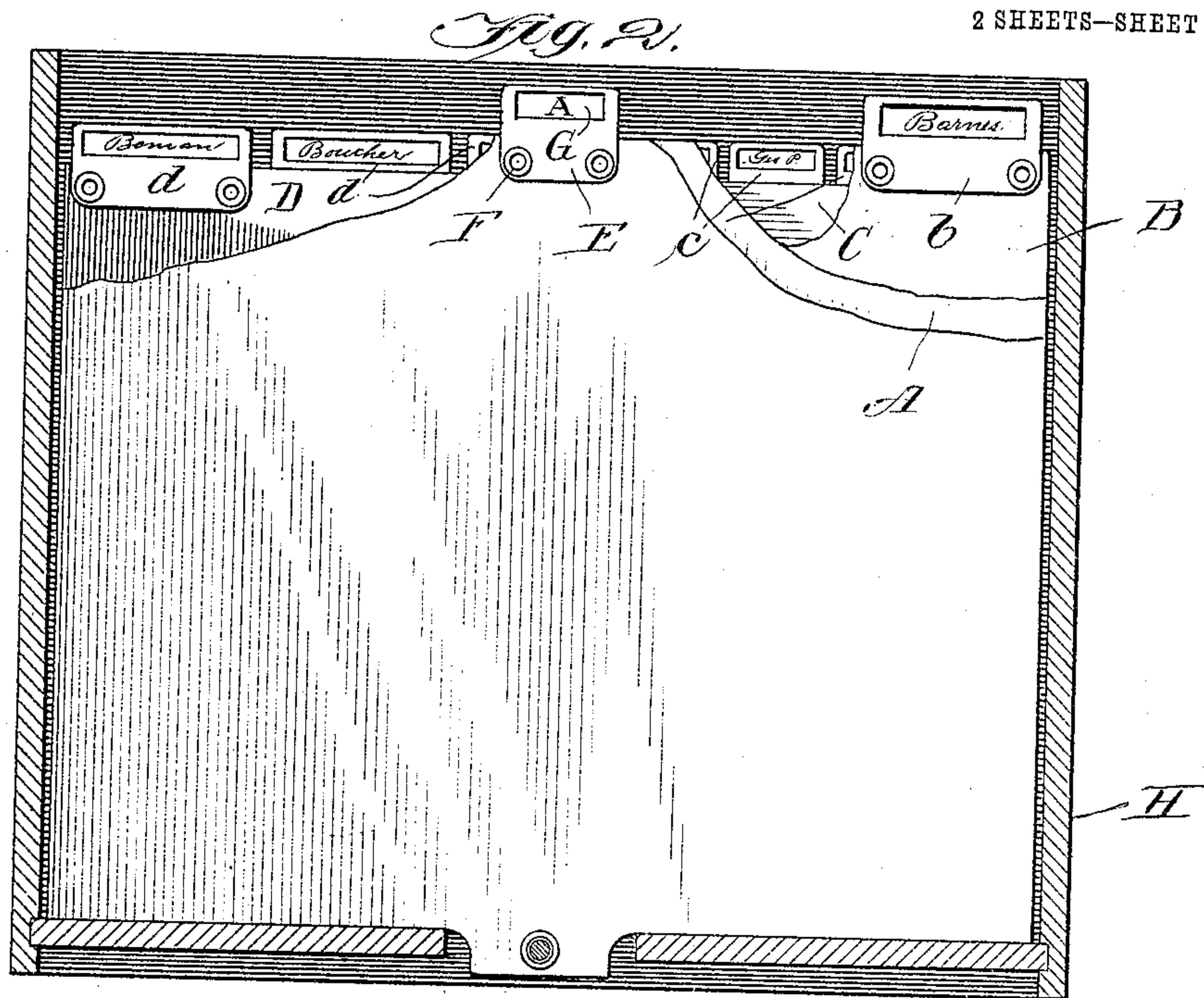
Inventor:
John B. Perrine
by *Walter H. Hamblein*
att'y.

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2 SHEETS—SHEET 2.



Witnesses:
Harry S. Glicker
Ruby V. Nash.

Inventor:
John B. Perrine
by Walter H. Chamberlin
att'y

UNITED STATES PATENT OFFICE.

JOHN B. PERRINE, OF VALPARAISO, INDIANA, ASSIGNOR TO JAMES E. PLEW, OF CHICAGO, ILLINOIS.

VERTICAL-FILING SYSTEM.

No. 914,452.

Specification of Letters Patent.

Patented March 9, 1909.

Application filed August 31, 1908. Serial No. 450,989.

To all whom it may concern:

Be it known that I, JOHN B. PERRINE, a citizen of the United States, residing at Valparaiso, county of Porter, State of Indiana, have invented a certain new and useful Improvement in Vertical-Filing Systems, and declare the following to be a full, clear, and exact description of the same, such as will enable others skilled in the art to which it pertains to make and use the same, reference being had to the accompanying drawings, which form a part of this specification.

The object of my invention is to provide a filing system whereby letters, bills, or other papers or the like may be conveniently filed and in such a manner that any paper which it may be desired to inspect may be instantly located.

A further object of my invention is to provide an indexed vertical filing system which shall have great elasticity so as to permit it to be adapted for use in filing any quantity of papers or the like and to be expanded or contracted to suit any given conditions.

The various features of novelty which characterize my invention will be hereinafter pointed out with particularity in the claims, but for a full understanding of my invention and of its various objects and advantages reference is to be had to the following detailed description taken in connection with the accompanying drawing, wherein:

Figure 1 is an exaggerated view looking downwardly upon and toward the rear of an arrangement of guide members arranged in accordance with the present invention; Fig. 2 is a front elevation of the same arranged within a drawer or the like, the front wall of the drawer being removed and parts of the guides being broken away for the sake of clearness; Fig. 3 is an edge view of one of the guides; Fig. 4 is a cross section on an enlarged scale through the index tab of one of the guides and that portion of the guide immediately adjacent thereto; and Fig. 5 shows one complete set of guides in the positions which they occupy when in use.

Referring to the drawings, A indicates a series of guide members which preferably, though not necessarily are in the form of stiff cards. Projecting upwardly from the tops of these guide members at approximately

the centers thereof are index tabs *a*. In the arrangement shown there are twenty six of these guide members, which I shall designate master guides, and the tabs are marked with the letters of the alphabet. Any matter which is to be indexed under the letter "A" will therefore be placed between the master guides marked "A" and "B" respectively, and matter which can be indexed under the letters "B" will be placed between the two master guides marked "B" and "C" respectively.

In order to make the location of any desired matter easy and convenient it is of course necessary to provide much more delicate indexing than is afforded by the mere letters of the alphabet. A further refinement is obtained by providing sub-master guides *b* one of which is shown in Fig. 1, while an entire set is shown in Fig. 5. These sub-master guides may also conveniently be made of heavy card-board or the like and at all events they are provided with index tabs *b*. The sub-master guides are preferably of the same height as the master guides so that the tabs of both sets lie at the same elevation. While all of the tabs on the master guides are preferably arranged at the centers the tabs on the sub-master guides are distributed so that the tabs of an entire set appear distributed across the entire width of the filing system in end to end relation with respect to each other, there being no tab at the center, however, so that the tabs on the two sets of guides do not interfere with each other, but stand out boldly and unobstructed. The tabs on the sub-master guides are intended to bear the main heads of subjects, as for example, the surnames of persons, and for this reason these tabs are preferably made longer than the tabs on the master guides. In the arrangement shown the tabs on the sub-master guides are distributed so that there are two on each side of the center. The arrangement may, however, be varied to suit different conditions.

In Figs. 1 and 2 one of the sub-master guides bearing the name Barnes is shown immediately in rear of the corresponding master guide bearing the index "B." Arranged immediately in rear of the sub-master guide is a series of supplementary guides C;

each of these latter guides being provided with an index tab *c*. These latter index tabs are adapted to bear sub-heads falling under the general caption borne by the sub-master guide immediately in advance thereof. Thus one of the supplementary guides serves to separate from other matter all matter relating to Mrs. C. H. Barnes and therefore the corresponding index tab is marked "Mrs. C. H." In order that the index tabs on the supplementary guides may not obstruct the view of the index tabs on the master and sub-master guides, they are preferably arranged at a somewhat lower level, the supplementary guides being of less depth than the others. Because the tabs on the supplementary guides are below the main tabs they may be arranged upon the guides so as to form a series extending entirely across the width of the file; and furthermore, since the data on the tabs of the supplementary guides will usually be less than on the tabs of the sub-master guides the former may be made shorter. The supplementary guides may conveniently be made in the form of folders, as indicated in Fig. 3, so that all matter which is indexed under any particular supplementary guide will be held in a folder and may be removed from the file by simply removing the folder.

It may often happen that there will be matter which it is desirable to index directly under a main head without employing sub-divisions and I have therefore provided a secondary set of sub-master guides indicated at D. These latter guides are preferably similar to the supplementary guides C except that they have longer index tabs *d*, thereby affording space for more data than the tabs on the supplementary guides. Thus if there is only a single set of correspondence or other matter relating to "Beman," "Boucher," or "Banker," the proper data is placed upon one of the tabs of the secondary master guides.

It will be seen that any number of sub-master guides may be associated with any of the master guides and any number of supplementary guides may be associated with each or any of the sub-master guides; furthermore there may be any desired number of the secondary sub-master guides associated with each of the master guides, so that the indexing of the matter to be filed may be carried out to any degree of refinement. Moreover the guides need only be inserted as required so that when the matter to be filed is not great the file will be small, while as the matter to be filed increases the file itself may be enlarged correspondingly.

The index tabs are preferably so arranged that the portions containing the written or printed matter may be removed and replaced by other portions so that when it is

no longer desired to retain any particular matter in the file it may be removed and the index tab may be changed so as to serve some other purpose, thereby making it possible to utilize the same set of guides over and over again. To this end the tabs may conveniently be made of clips E of metal or other material secured to the guides by means of rivets F or otherwise, the clips being adapted to receive slips G bearing the inscriptions. The clips may be provided with openings *e* through which the inscriptions on the slips appear.

In Fig. 2 I have shown a file arranged in a box or drawer H such as is usually employed for containing vertical files. It will of course be understood, however, that a file may be supported in any other suitable manner.

While I have described in detail a single preferred form of my invention I do not desire to be limited thereto since in its broader aspects my invention may take various other forms as will be evident from the terms employed in the definitions of my invention constituting the appended claims.

Having now fully described my invention, what I claim as new and desire to secure by Letters Patent is:

1. In a vertical file, a group of master guides, a group of sub-master guides arranged between two of the master guides, certain of the sub-master guides being in the form of cards and others being in the form of folders, and a third group of guides associated with one of the sub-master guides which is in the form of a card, the said third group of guides being in the form of folders, and all of the guides being provided with index tabs.

2. In a vertical file, a group of master guides having index tabs, a group of sub-master guides having index tabs, a portion of the sub-master guides differing in appearance from the others, and a third group of guides associated with each of the guides in the aforesaid portion of sub-master guides.

3. In a vertical file, a group of master guides having aligned index tabs, sub-master guides between two of the master guides, certain of the sub-master guides having index tabs arranged at a lower level than the index tabs on the master guides and the remaining sub-master guides having index tabs arranged at the same level as the tabs on the master guides but out of alignment therewith, and a third group of guides associated with one of the last mentioned sub-master guides.

4. In a vertical file, a group of master guides having aligned index tabs, sub-master guides between two of the master guides, certain of the sub-master guides having index tabs arranged at a lower level than the

index tabs on the master guides, and the
remaining sub-master guides having index
tabs arranged at the same level as the tabs
on the master guides but out of alinement
5 therewith, and a third group of guides as-
sociated with one of the last mentioned sub-
master guides, said third group of guides
having index tabs at the same level as but

differing in appearance from the lower index
tabs on the sub-master guides. 10

In testimony whereof, I sign this specifi-
cation in the presence of two witnesses.

JOHN B. PERRINE.

Witnesses:

WM. F. FREUDENREICH,
HARRY S. GAITHER.