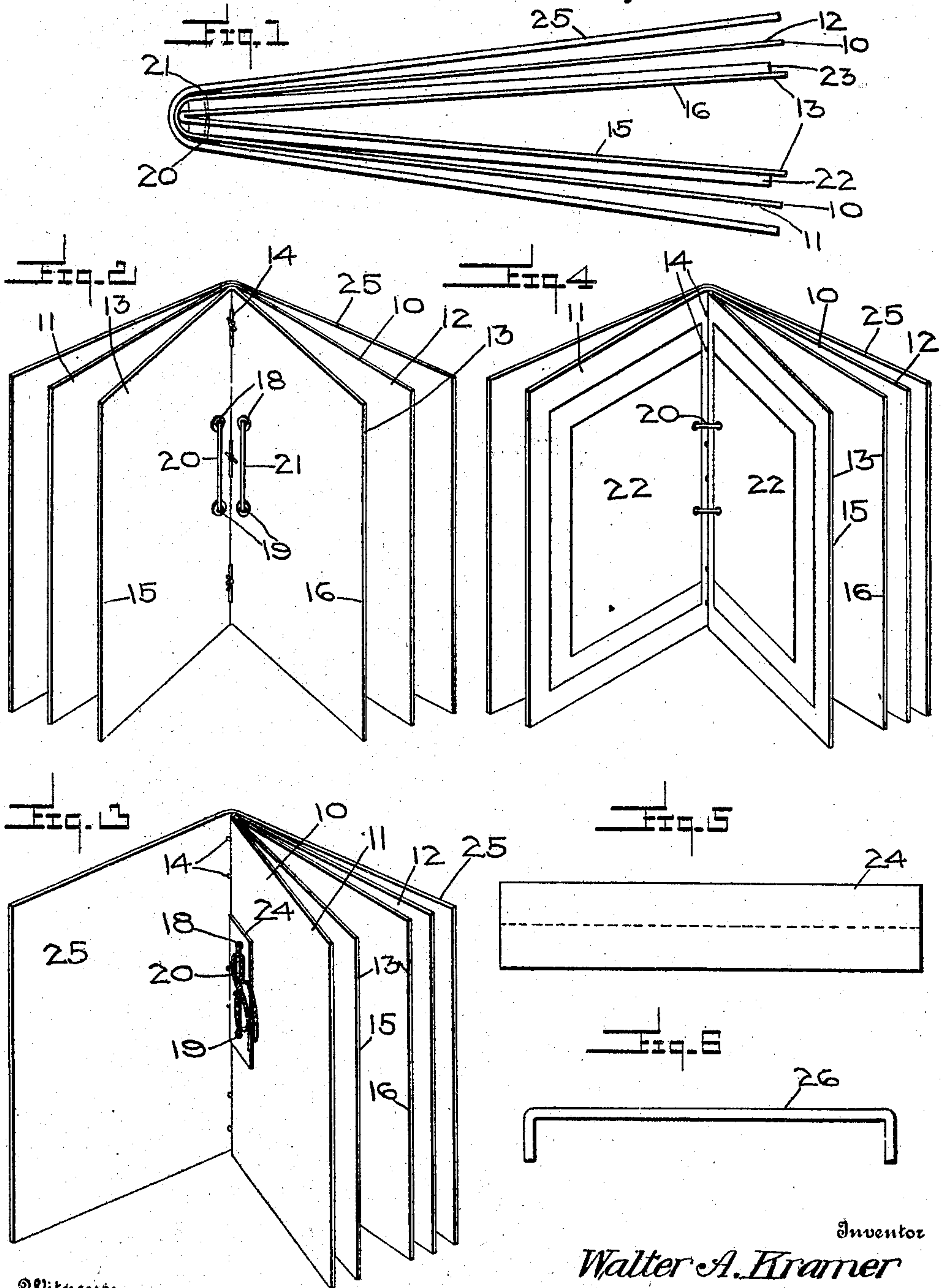


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LETTER FILE.
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LETTER-FILE.

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To all whom it may concern:

Be it known that I, WALTER A. KRAMER, a citizen of the United States, residing at Chambersburg, in the county of Franklin and State of Pennsylvania, have invented certain new and useful Improvements in Letter-Files, of which the following is a specification.

This invention relates to letter files and especially to a folder of novel construction which admits of a novel filing system.

An object of this invention is to design a folder in which letters and the like will be safely and securely kept for ready reference.

Another object of this invention is the provision of a folder which will admit of the ready insertion of a letter or other like document to be preserved and of the withdrawing of the same if found necessary.

The invention further designs the provision of tabs which are to be applied to the letter to be filed or to the file itself in order to reinforce the same and to prevent their accidental displacement.

A still further object of this invention is the provision of a false back for the protection of the securing means employed in connection with this folder. The false back is employed also for insuring a smooth surface on the opposite sides of the file to allow a free and easy insertion and withdrawal of the file or folder when placed in drawers, shelves or wherever else kept where a number of the folders are used and which are frictionally engaged with one another when in position.

Other objects and advantages will be apparent from the following description and it will be understood that changes in the specific structure shown and described may be made within the scope of the claims without departing from the spirit of the invention.

In the drawings forming a portion of this specification, and in which like numerals of reference indicate similar parts in the several views, Figure 1 is a top edge view of the folder in a partial open position, Fig. 2 is a perspective view of the folder opened at its center, Fig. 3 is a perspective view of the folder showing the false back opened, Fig. 4 is a front perspective view of the folder showing the insertion of letters between the leaves of the same, Fig. 5 is a detailed view of one of the tabs employed, Fig. 6 is a side elevation of the holder employed when withdrawing the documents from the folder.

Referring now to the drawings, the folder comprises a back 10 which is centrally folded so as to form a front leaf 11 and a rear leaf 12 between which is secured a double sheet 13 by any suitable fastening means as by the cord 14 as shown. The interior double sheet 13 forms two faces or leaves 15 and 16 which respectively engage and coöperate with the sheets 11 and 12 of the back 10. The back 10 and the double sheet 13 are each provided at their inner edges with two apertures 18 and 19 which are formed intermediately thereof and through which are passed the securing cords 20 and 21. The cord 20 is passed through the front leaf 11 of the back 10 in the apertures 18 and 19, passed through the documents 22 which are positioned between the leaves 11 and 15 and in through the leaf 15 thence the cord is carried back through these members to the outside of the leaf 11 where it is secured by tying the same. The leaves 12 and 16 are likewise secured centrally of their inner edges by the cord 21 which carries letters or like articles to be filed as designated by 23 between the same, the cord 21 being secured upon the outer face of the leaf 12 by tying the free ends of the same.

If the letters or other data which is to be filed is written upon paper which is very thin or of poor quality a tab 24 is employed which is gummed over the intermediate portions of the rear edge of the paper and which is perforated at the required positions to register with perforations which are formed through the letter or document at the same time for the passage of either of the cords 20 or 21 according to the position of the letter in the folder. The tab 24 may be positioned about the back 10 or the middle sheet 13 if it is deemed advisable to do so for the purpose of strengthening the folder.

A very important feature of this invention is the provision of a false back 25 which is substantially of the same structure as that of the back 10 with the exception that it is not provided with the perforations 18 and 19 and that it serves to cover and protect the outer extremities of the cords 20 and 21 and to present smooth sides upon the folder for the easy positioning and withdrawing of the folders while in use.

In operation the folder is employed as follows: When letters are to be filed they are positioned consecutively between the leaves

12 and 16 after they have been perforated, and if found necessary, are reinforced by the tabs 24, and are secured therein by means of the cord 21 which is secured on the outer
 5 face of the sheet 12 allowing sufficient length of cord for the proper turning over of the letters when the same are to be referred to. It is preferred that the letters be consecutively lettered or numbered as they are po-
 10 sitioned in the folder from time to time, so that the same may be referred to in indexes or the like by the number or letter which it is given. The leaves 11 and 15 likewise support a series of letters or documents which
 15 are positioned between them and held in position by means of the cord 20 which is passed through the apertures 18 and 19 and secured upon the outer face of the leaf 11. The folder described herein is formed of two
 20 compartments, namely the compartment between the leaves 12 and 16 and that formed between the leaves 11 and 15. One of these compartments may be used for letters while the other may be used for orders, bills, re-
 25 ceipts or the like. If it is found necessary the folder could be increased to any adaptable size to contain a greater number of compartments or reduced to a single compartment but it will be found in most cases that
 30 the folder will be inconveniently enlarged by the addition of more compartments than as herein described. The false back 25 serves to protect the fastened outer extremities of the cords 20 and 21 when the same are po-
 35 sitioned in rows upon a shelf or the like and it is necessary that the folders frictionally engage one another.

When it is desired to remove a letter from the file a holder 26 is employed which com-
 40 prises a metallic bar of small diameter which is bent substantially U shaped, the arms of

which register with the apertures 18 and 19 and are inserted through the same into the letters or documents to hold the same in consecutive order during the withdrawal of one
 45 of them.

What is claimed is:—

1. A folder of the class described comprising a back, a central double sheet secured between said back and fastening cords passed
 50 through the adjoining leaves of said back and said double sheet for the purpose of securing letter sheets therebetween.

2. A folder comprising a back, a double sheet secured in said back, two cords detachably secured through the inner edges of the
 55 adjoining leaves of said back and said double sheet and a false back positioned upon said back for the purpose of protecting the outer extremities of said cords. 60

3. In a device of the class described, the combination with a folder having a back and a double sheet secured in said back, of cords positioned through the adjoining
 65 leaves of said back and of said double sheet, and of means for covering the outer extremities of said cords.

4. A device of the class described comprising a back, a double sheet positioned in said back, tabs disposed between the op-
 70 posite adjoining leaves of said back and of said double sheet, said tabs adapted to carry letter sheets, cords passed through said adjoining leaves and a false back secured over
 75 said back for the purpose of protecting said device.

In testimony whereof I affix my signature, in presence of two witnesses.

WALTER A. KRAMER.

Witnesses:

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SAM'L I. KUHN.