

983,072.

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FILE-INDEX BOOK.

983,072.

Specification of Letters Patent.

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To all whom it may concern:

Be it known that I, DAVID F. MAHER, a citizen of the United States, residing at Watsonville, in the county of Santa Cruz and State of California, have invented new and useful Improvements in File-Index Books, of which the following is a specification.

The present invention relates to a file index book, the object of the invention being to provide a book of this character which will facilitate the filing of records, letters, and other documents or articles, and the locating of the same among the files when required.

In the accompanying drawing, the figure is a broken plan view of an index book constructed in accordance with my invention.

Referring to the drawing, 1 indicates the sheets of my improved file index book, provided at the margin with lettered tags 2 for expediting the opening of the book at any desired page. Each of said sheets is ruled with horizontal lines 3, and also with a column 4, and, printed in said column, is an alphabetical index 5, indicating the place where the first or given name of the party to whom the record or document pertains should be inscribed on said sheet. It is also printed with a column 6, having, as shown at 7, a heading printed with the words "Names" for inscribing therein on said lines 3 the names of such parties. It is also printed with a column 8 having therein consecutive numbers 9, printed on the lines 3, said column 8 being marked at the head, as shown at 10, with the words "File numbers", so that in inscribing a name on any line in the column of names, the name is at once given a file number. To the right of the file number column is a column 11, marked at the head, as shown at 12, with the words "Reference numbers", and having printed between adjacent lines 3 a series of groups 13 of words, said groups being here shown as three in number, each group comprising the words "From", "To" and "See" in vertical order. There are thus provided, between adjacent groups and to the right of the last group, blank spaces 14, in which can be inscribed, opposite to the respective words "From", "To" and "See", certain reference numbers. Opposite to the word "From" is written, as a reference number, the file number from which a record or other document was transferred. Thus, if Thomas

F. Murphy, whose file number is 7095, purchased a piece of property from William J. Murphy, whose file number was 7097 then after the word "From", opposite to the name of Thomas F. Murphy, would be written the number "7097" signifying that, say, an abstract of title, or other document relating to the property, which is now in file No. 7095, was transferred from file No. 7097. Opposite to the word "To" in any group is placed the number of the file to which the record or other document is transferred. Thus, in the case above supposed, opposite the word "To" of the group, opposite to the name William J. Murphy, would be written the number 7095. Opposite to the word "See" in any group would be written the file number to which reference should be made for a document, article or pertinent information.

In certain cases it may happen that documents having the same file number are transferred from different files, or again several documents having the same file number are transferred to different files. It is therefore necessary to have opposite to each file number a plurality of groups of the words "From", "To" and "See" in order to record in the proper places the respective files.

Heretofore references for numbers have been printed at the top of columns of a page, and in such a case it has been necessary to, first, secure the desired file index number; then second, with the eye look from the said number to the top of the page; then, third, secure and observe the desired reference column; then, fourth, follow with the eye down the suitable column to the proper point opposite the printed file number before the location of reference numbers can be secured which operations involve several physical and mental steps, resulting in loss of time, and causing uncertainty. By means of my improvement, I secure a simple, speedy and accurate means of filing, locating, and tracing papers, documents, maps or articles falling within any given printed file number.

I claim:—

A file index book comprising sheets printed with horizontal lines and with vertical lines to form a vertical column with a suitable inscription at the top to indicate that said column is for the inscription of names on the lines thereof, to the right of said column

with vertical lines forming a column having
a suitable inscription at the top thereof to
indicate that the columns contain file num-
bers, the lines in said column having printed
5 thereon consecutive numbers throughout the
book to furnish automatically a file number
upon the writing of a name on any lines in
the column of names opposite to said num-
ber, and with a vertical line to form a vertical
10 column to the right of said file number col-
umn, each space, between two adjacent hori-
zontal lines in said column, having printed
thereon a plurality of groups of words, each

group consisting of the words "From",
"To" and "See" in vertical order, the 15
groups being spaced apart to permit of the
insertion of a file number therebetween, sub-
stantially as described.

In testimony whereof I have hereunto set
my hand in the presence of two subscribing 20
witnesses.

DAVID F. MAHER.

Witnesses:

FRANCIS M. WRIGHT,
D. B. DICHARDS.