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Specification for

Folders and files

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Foreword

This British Standard was published originally under the direction of the Office Machines and Equipment Industry Standards Committee. After being transferred to the Furniture Standards Committee it was revised by Amendment No. 1 published in September 1981. It covers the types of folders and files commonly used in offices, but does not purport to include items designed for the storage of more specialized documents and continuous stationery. BS 5097 gives the requirements for loose leaf binders.

The standard was first published in 1948 and first revised in 1957. The second revision in 1972 included ISO A4 paper size (210 mm x 297 mm) and deleted all references to traditional British sizes contained in previous editions except for foolscap paper (203 mm x 330 mm). This revision retains reference to foolscap paper, although the use of it is decreasing; recognizes that many folders and files are not stored in vertically suspended filing pockets; and brings the dimensions into conformity with general current practice. Because suspended filing pockets form a natural link between folders and files and filing cabinets, information given about them in BS 4438 is repeated in Appendix A of this standard.

Care has been taken to avoid a specification which would inhibit freedom of design or the use of new materials and methods. Emphasis has instead been placed on dimensional standardization although once again the greatest possible freedom is given to meet variations between products from different manufacturers, consistent with ensuring that they provide adequate protection for their contents.

Because of the various types and grades of materials employed and the differing uses of the products dealt with, it has not been possible to give any useful overall performance requirements. Users are therefore recommended to satisfy themselves that the product is adequate to the use for which they intend it, related to such factors as likely loading, degree of handling, etc.

This standard is related to ISO 623 'Paper and board — Folders and files — Sizes' and the filing holes specified in this standard conform to those specified in ISO 838 'Paper — Holes for general filing purposes — Specification.