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**SIZES AND SUBSTANCES FOR
FOLDERS AND FILES**
(METRIC UNITS)

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BUREAU OF CEYLON STANDARDS

**SIZES AND SUBSTANCES FOR
FOLDERS AND FILES**
(METRIC UNITS)

S. L. S. 225 : 1973
(Attached AMD152)

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**SRI LANKA STANDARD
SIZES AND SUBSTANCES FOR
FOLDERS AND FILES
(METRIC UNITS)**

FOREWORD

This Sri Lanka Standard has been prepared by the Drafting Committee on Folders and Files under the authority of the Metric Divisional Committee of the Bureau of Ceylon Standards. It was approved for adoption and publication by the Council of the Bureau on 12th November, 1973.

Metric sizes of the International A series of paper are now being manufactured and used in the country (see CS 3 : Paper Sizes). With the increasing use of these sizes of paper it has been found necessary to redesign folders and files. This standard specifies sizes of folders and files designed to receive paper of the International A series of sizes based on recommendations of the International Organization for Standardization (see ISO/R 623 : Paper and board - sizes of folders and files).

Substances of board specified herein are those of the R 20 series of preferred numbers in compliance with CS : 339 Substances of Paper and Paper Board.

Recommendations on filing and on the selection of board sizes for the manufacture of folders and files are given in Appendices A & B.

These recommendations are derived from-

- a. ISO/R 838 : Paper-holes for general filing purposes, and
- b. CS.....Code of practice for building drawing (in course of preparation).

All dimensions given in this Standard are in metric units. Equivalent inch values are given in Appendix B.

For the purpose of deciding whether a particular requirement of this Standard is complied with, the final value observed or calculated expressing the result of a test shall be rounded off in accordance with CS 102 : Presentation of numerical values. The Number of significant places to be retained in the rounded off value shall be the same as that of the specified Value in this Standard.

1. SCOPE

1.1 This Sri Lanka Standard applies to :

- folders made of board, intended to receive sheets of the A4 size (210 mm x 297 mm).
- files made of board intended to receive either sheets of the A4 size (210 mm x 297 mm) or folders (with or without back) or when possible files with a very small back.

1.2 This Standard does not apply to :

- folders and files forming part of any particular filing system.
- box files and transfer storage cases.

2. TERMINOLOGY

For the purpose of this Standard the following definitions shall apply :

- 2.1 **Folder** - A cover usually of manilla with either single or multiple folds which may have one edge tabbed. Folders may be fitted with gussets, flaps or pockets.
- 2.2 **File** - A folder with a mechanism (fastening device) for securing papers.
- 2.3 **Height of a folder or file** - The distance between the two sides of the folder or file when they are made parallel to each other (see Fig. 1).
- 2.4 **Back of a folder or file** - That area of the surface of the folder or file produced by the length and height. (see Fig.1.)

2.5 Simple folder - A folder without a back and mechanism. (see Fig. 2).

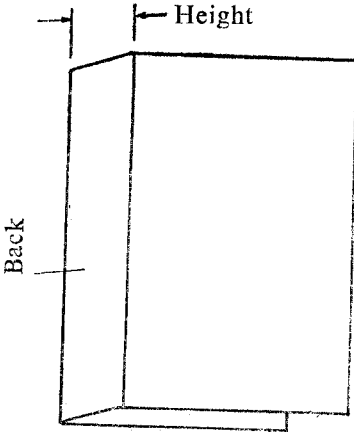


Fig. 1

Height and back of a folder or file.

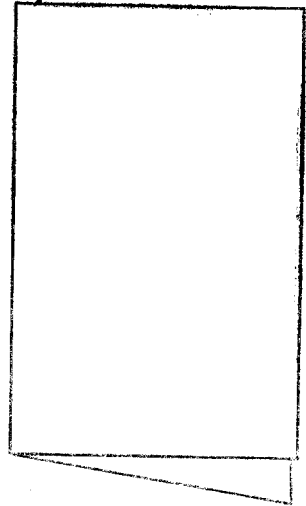


Fig. 2

Simple folder.

3. CLASSIFICATION AND SIZES

3.1 Folders and files conforming to Clauses 1.1 and 1.2 shall be of the following types and sizes.

3.1.1 Simple folders :

size: 220 mm x 315 mm

3.1.2 Folders and files with a very small back (height less than 25 mm), with or without mechanism size : 240 mm to 320 mm.

3.1.3 Folders with large back (height exceeding 25 mm) size : 250 mm x 320 mm.

3.1.4 Files with large back (height exceeding 25 mm) size : 290 mm x 320 mm.

3.2 The sizes specified are those of the overall rectangular surface when the folders and files are folded, exclusive of any margin or tabs.

3.3 All the dimensions given are maximum dimensions.

4. SUBSTANCE OF BOARD

The board used in the manufacture of folders and files shall be as follows:

Glazed board	- 285 g/m ² minimum
Non-glazed board	- 315 g/m ² minimum

5. SAMPLING

This clause outlines the method of selection of specimens for testing for conformity to Clause 4 (Substance). Testing shall be carried out in accordance with CS 339*

The principle of selection of specimens :

- (i) To withdraw from each lot a certain number of units.
- (ii) To take from each of these units a certain number of sheets.
- (iii) In general, to cut from these sheets the specimens from which will be taken the test pieces necessary for the test.

5.1 Lots - Boards of a single kind, of specified characteristics, shall be grouped as a lot.

5.2 Units - The units (i.e. reams, bales, bundles or parcels) shall be selected, for sampling according to the following table :

* C.S 339 Substances of paper and paper board.

Size of lot (n) in units	Number of units selected
1 to 5	all
6 to 99	5
100 to 399	$n/20^*$
400 to more	20

5.2.1 Method of selection shall be at random, preferably with the use of a random number table.

5.2.2 The units selected shall be intact and in good external condition.

5.3 **Sheets** – From the units thus selected take at random from each unit the number of sheets specified in the following table.

Number of units	Number of sheets from each unit
1	20
2	10
3	7
4	5
5	4
6	4
7	3
8	3
9	3
10 to 19	2
20	1

5.4 **Specimens** – From each sheet selected as above, cut a specimen varying the position of selection in each sheet. The dimensions of the specimens shall be approximately 300 mm × 450 mm (in order to allow for their later reduction in the laboratory), the greater of these dimensions being in the machine direction if this is known; if it is not known, select a specimen of 450 mm × 450 mm.

* In deciding the number of units to be selected any remainder of less than 20 shall be ignored.

5.5 Additional Requirements

5.5.1 Precautions - Specimens shall be kept flat, free from wrinkles and folds and protected from varying humidity conditions and other harmful effects.

5.5.2 Marking - For purposes of identification, each specimen shall be marked in one corner. Markings shall be indelible and as small as possible.

APPENDIX A

RECOMMENDATIONS ON FILING

For optimum use of the folders and files specified in this Standard the following filing method is recommended. It is important that the filing mechanism (if provided) could be used or filing documents with punch holes described below:-

A-1 PUNCH HOLES

The recommended dimensional characteristics and arrangement of the punch holes to be made in sheets of paper or documents in order to permit their filing in the files specified in this Standard are as given below:

A.1.1 Arrangement - In principle the holes should be arranged symmetrically in relation to the axis of the sheet or the document. The line of axis of the holes should be perpendicular to the axis of the sheet or the document.

Note: The axis of the holes may be arranged parallel to the short or the long edge of the sheet or the document as required.

A.1.2 Dimensional characteristics-

Distance between centres of holes : 80 ± 0.5 mm

Diameter of holes : 6 ± 0.5 mm

Distance from the centre of the holes to the nearest edge of the sheet. : 12 ± 1.0 mm

(see Fig. 3).

Dimensions in mm
NOT TO SCALE

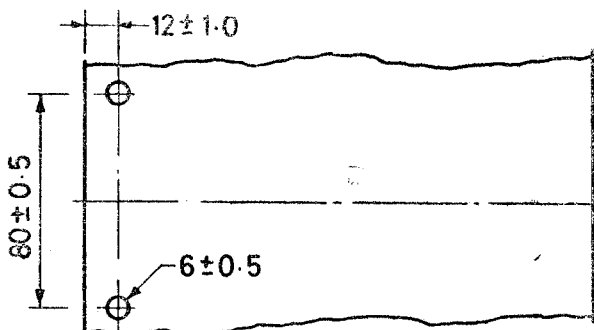


Fig. 3
Sizes and positions of punch holes

A-2 METHOD OF FOLDING

The sizes of folders and files specified in this Standard are intended primarily to receive sheets of paper of the A 4 size. However, sheets of larger A size may be folded easily to A 4 size. When sheets of paper are to be filed it is necessary to fold them in such a way that the punch holes penetrate only one layer. The method of folding different A sizes of sheets for filing purposes is illustrated in Fig. 4.

APPENDIX B

UNTRIMMED BOARD SIZES



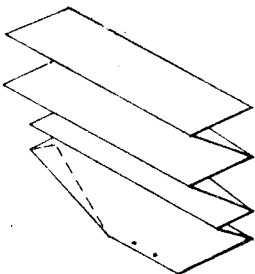
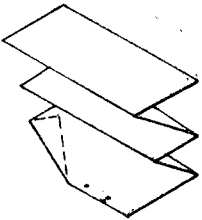
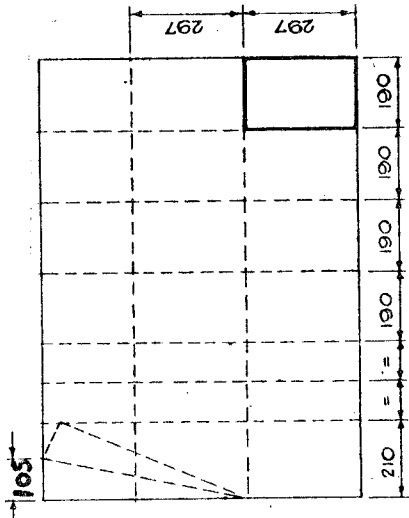
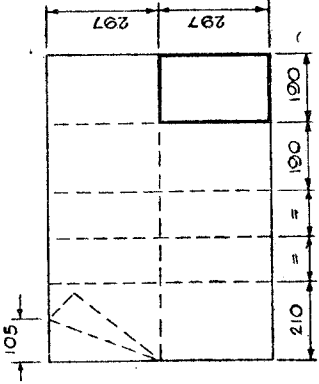
In order to eliminate waste of material it is recommended that the untrimmed sizes of board used in the manufacture of folders and files be of the ISO RA series or ISO SRA series. These are as follows:*

Primary range (RA)

	mm		mm
RA0	860	×	1 220
RA1	610	×	860
RA2	430	×	610

* For further details on these sizes refer SLS 235.

Untrimmed stock sizes of paper and board.

	
	
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<p>A0</p> <p>841 × 1189</p>	<p>A1</p> <p>594 × 841</p>

<p>A2 420 × 594</p>			
<p>A2 420 × 594</p>			
<p>A3 297 × 420</p>			

Fig. 4. Method of folding different A sizes of sheets for filing purposes.

Supplementary range (SRA)

	mm		mm
SRA0	900	×	1 280
SRA1	640	×	900
SRA2	450	×	640

e.g. It is found that from each of the three sizes of the SRA series, 16, 8 and 4 simple folders could be cut with a 'trim' of 2.5 mm for each folder.

APPENDIX C

EQUIVALENT INCH VALUES

Equivalent inch values of all standard metric dimensions, are given below. These values have been calculated in accordance with CS 116*.

Standard Value mm	Equivalent Value in	Standard Value mm	Equivalent Value in
2.5	0.10	315	12.4
6.0	0.24	320	12.6
12.0	0.47	420	16.5
20	0.8	430	16.9
25	1.0	450	17.7
80.0	3.15	594	23.4
105	4.1	610	24.0
192	7.6	640	25.2
210	8.3	841	33.1
220	8.7	860	33.9
240	9.4	900	35.4
250	9.8	1 189	46.8
290	11.4	1 220	48.0
297	11.7	1 280	50.4
300	11.8		

* CS 116 : Principles of Conversion.

AMD 152

Amendment No. 2 approved on

SLS 225 : 1973 SRI LANKA STANDARD SIZES AND SUBSTANCES FOR FOLDERS AND FILES (METRIC UNITS)

PAGE 8

Clause 4 Substances of Board

Delete the existing text in clause 4 and substitute the following :

"The minium substance of the board used in the manufacture of folders and files shall be 285 g/m²".

SLS CERTIFICATION MARK

The Sri Lanka Standards Institution is the owner of the registered certification mark shown below. Beneath the mark, the number of the Sri Lanka Standard relevant to the product is indicated. This mark may be used only by those who have obtained permits under the SLS certification marks scheme. The presence of this mark on or in relation to a product conveys the assurance that they have been produced to comply with the requirements of the relevant Sri Lanka Standard under a well designed system of quality control inspection and testing operated by the manufacturer and supervised by the SLSI which includes surveillance inspection of the factory, testing of both factory and market samples.

Further particulars of the terms and conditions of the permit may be obtained from the Sri Lanka Standards Institution, 17, Victoria Place, Elvitigala Mawatha, Colombo 08.



SRI LANKA STANDARDS INSTITUTION

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The principal objects of the Institution as set out in the Act are to prepare standards and promote their adoption, to provide facilities for examination and testing of products, to operate a Certification Marks Scheme, to certify the quality of products meant for local consumption or exports and to promote standardization and quality control by educational, consultancy and research activity.

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