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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 Standards are subject to periodical revision in order to accommodate the progress made by industry. Suggestions for improvement will be recorded and brought to the notice of the Committees to which the revisions are entrusted.

This Standard does not purport to include all the necessary provisions of a contract.

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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.