

[Metric]  
**A-A-3073**  
December 11, 1997

COMMERCIAL ITEM DESCRIPTION  
 FILE FOLDERS, INNER

The General Services Administration has authorized the use of this commercial item description by all Federal Agencies which replaces Federal Specification UU-F-1762 that has been canceled.

1. **Scope:** This Commercial Item Description covers Inner, file folders with or without fasteners that are used for filing of documents which require follow-up action.

2. **Classification:**

<b>Type:</b>	I. - General Purpose II. - Special Purpose	
<b>Grade:</b>	A. - Standard Duty B. - Light Duty	{ 11 Point } { 9.5 Point }
<b>Class:</b>	1. - With Fasteners 2. - Without Fasteners	
<b>Size:</b>	A. - Letter B. - Legal C. - Custom	{ 298.5 x 241.3 mm [11.750 x 9.5 inches] } { 374.7 x 241.3 mm [14.750 x 9.5 inches] } As Specified

3. **Salient Characteristics:**

3.1 **Material.** The folders shall be made from fibrous, cellulose materials and shall conform to the physical properties as specified table I.

3.1.1 **Paperboard.** The paperboard used to make the grades as specified in this commercial item description shall be made of fibrous, cellulose material which shall include fibers. The material used for each grade shall be as follows: Grade A - Standard Duty (Kraft or Manila); Grade B Light Duty (Manila) as specified in the contract or ordering document.

**Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data which may improve this document should be sent to General Services Administration, Federal Supply Service, Engineering Branch, 26 Federal Plaza, New York, NY 10278.**

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**3.1.2 Grain.** The grain of the paperboard shall be parallel to the short side of the folder when held in its closed position, when tested as specified in accordance with table II.

**4.3 Dimensions.****4.3.1 Width & Height.**

**4.3.1.1** The width of the leaves shall be 298.45 mm (11 3/4 inches) or 377.825 mm (14 7/8 inches) as specified in the contract or ordering document. A tolerance of  $\pm 1.588$  mm (1/16 inch) shall be permitted. The height of the back leaf, exclusive of the tab, shall be 9 3/16 inches, and including the tab, shall be 254. mm (10 inches)  $\pm 1.588$  mm (1/16. inch).

**4.4 Tabs.**

**4.4.1** The length of the tab (s) when specified shall be 69.85 mm  $\pm 1.588$  mm (2-3/4 inches  $\pm 1/16$  inch). Location shall be as specified in the contract or ordering document. Corners shall be rounded.

**4.5 Construction:**

**4.5.1 Fold and Scorings.** The bottom of the folder shall be plain. The fold shall be  $90^0$  to the sides and the direction of the grain shall be perpendicular to the fold.

**4.5.2 Front Leaf.** The front leaf of type I shall have four 6.350 mm (1/4 inch) scorings for a total of 2.54 cm (1 inch) expansion.

**4.5.3 Fasteners.** Fasteners provided shall accommodate two-hole punched paper with holes centers 69.85 mm  $\pm 1.588$  mm (2-3/4 inches  $\pm 1/16$  inch) inches apart securely attached to the back leaf. The fastener shall be parallel to and 19.050 mm  $\pm 1.588$  mm (3/4 inch  $\pm 1/16$  inch) from the left edge, measured to the vertical center line of the fastener. The horizontal center line of the base of the fastener shall be 4 3/8 inches from the bottom fold. The paper fastener shall be made of metal 0.305 mm  $\pm 0.051$  mm (0.012  $\pm 0.002$  inch) thick, coated with lacquer, baked enamel, or tin plate. Prongs shall be attached to, or shall be a continuation of each end of the base. The prongs shall have width not less than 4.763 mm (3/16 inch) nor more than 5.556 mm (7/32 inch). The length shall be 38.10 mm (1 1/2 inches).

**4.5.4 Fastener Positions:** The fastener positions shall be identified as follows: A - Not Applicable; B - Position 1 Top Right Leaf; C - Position 2 Bottom Right Leaf; D - Position 3 Top Left Leaf; E - Position 4 Bottom Left Leaf; F - Position 5 At Fold Right Leaf; G - Position 6 At Fold Left Leaf; H - Position 7 Left Edge Left Leaf; I - Position 8 Right Edge Right Leaf; J - As Specified.

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**4.5.4.1 Right Panel, One Inch Capacity.** Unless otherwise specified, fasteners shall be positioned 3/4 inch from at the top folder edge to the center line of the fastener base. The left prong shall be positioned 34.925 mm (1 3/8 inch) from the folded edge. A tolerance of  $\pm 1.588$  mm (1/16 inch) shall be allowed, for all positions (see figure 1).

**4.5.4.1 Left Panel, One Inch Capacity.** Unless otherwise specified, fasteners shall be positioned 3/4 inch from at the top folder edge to the center line of the fastener base. The right prong shall be positioned 34.925 mm (1 3/8 inch) from the folded edge. A tolerance of  $\pm 1.588$  mm (1/16 inch) shall be allowed, for all positions (see figure 1).

**Note:** For legal size folders add 38.1 mm (1 1/2 inch) to the distance from the prong edge. For 50.8 mm (2 inch) capacity fasteners subtract 25.4 mm (1 inch) from the prong to the edge, for all positions (see figure 1).

**3.6 Corrosion Resistance.** All metal parts (fasteners) shall be corrosion resistant in accordance with normal commercial practice. The contractor shall provide a manufacturer's chemical certification of corrosion resistance upon request by the Government.

**4.6 Workmanship.** The folder shall free from scuff and soil marks and any visible defects or imperfections which may impair its serviceability. The paper fastener shall be free from burrs and sharp or rough edges or corners which may injure the user or damage the papers filed. The staples shall be well seated to prevent scratching or scraping.

**Table I.  
Physical Properties**

Characteristics	Grade A (Standard Duty)	Grade B (Light Duty)
	Kraft or Manila	Manila
<b>Basis Weight (24 x 36 x 500)</b>	<b>239.24 g/m2 147 pounds</b>	<b>216.45 g/m2 133 pounds</b>
<b>Tolerance</b>	<b>-5% + 8%</b>	<b>-5% + 8%</b>
<b>Thickness</b>	<b>.011</b>	<b>.095</b>
<b>Tolerance</b>	<b><math>\pm .00381</math> mm (<math>\pm .0015</math> inch)</b>	<b>- .0025 + .00127 mm (- .001 + .0005 inch)</b>
<b>Stiffness (gurley / min)</b>		
<b>MD, gm.</b>	<b>3,300</b>	<b>2,200</b>
<b>CD, gm.</b>	<b>1,200</b>	<b>700</b>
<b>Smoothness (max)</b>		
<b>(Sheffield) Felt, Wire</b>	<b>200</b>	<b>200</b>
<b>Tear, total both directions, (min. avg.)</b>	<b>500</b>	<b>475</b>

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**Table II.  
Testing of Components**

<b>Paperboard Characteristics</b>	<b>Specification Referenced</b>
<b>Sampling</b>	<b>Par. 5.1.1 - TAPPI T 400</b>
<b>Grain</b>	<b>Par. 3.1.2 - TAPPI T 409</b>
<b>Basis Weight</b>	<b>Table I - TAPPI T 410</b>
<b>Thickness</b>	<b>Table I - TAPPI T 411</b>
<b>Tear Resistance, Total - Both Directions</b>	<b>Table I - TAPPI T 414</b>
<b>Stiffness</b>	<b>Table I - TAPPI T 543</b>
<b>Smoothness</b>	<b>Table I - TAPPI T 807</b>

**5. Regulatory Requirements:** The contractor shall certify that the product offered shall contain a minimum of 20% Postconsumer fiber as defined by the Paper Products Recovered Materials Advisory Notice (Paper RMAN) and the Executive Order 12995 dated March 25, 1996. The Paper RMAN is found in the Federal Register, Vol. 61, Part IV dated May 29, 1996.

**5.1 Labeling of Recycled Content** The recycled content shall be marked on the product or unit pack.

**5.2 Bleaching:** To obtain an acceptable brightness, in accordance with the performance standards of this commercial item description, a chemical bleaching process may be used. When specified in the ordering data, the bleaching process shall not include the use of chlorine, chlorine dioxide, or other chlorine compounds. The Government reserves the right to require proof of such conformance prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

**6. Quality Assurance Provisions:**

**6.1 Product Conformance.** The products provided shall meet the salient characteristics of this commercial item description, conform to the producer's own drawings, specifications, standards and quality assurance practices and be the same product offered for sale in the commercial market. The government reserves the right to require proof of such conformance.

**6.1.1 Testing.** Testing shall be conducted in accordance with the referenced tests in this Commercial Item Description. (Note: See TAPPI T400 for specific sampling instructions and acceptance criteria).

**7. Packaging:**

**7.1** The packaging, packing, palletization and marking criteria shall be as specified in the contract or order.



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**8.2.2 Ordering Data:** Purchasers should select the preferred options permitted herein, and include the following information in procurement documents:

- A - Title, number and date of this Commercial Item Description
- B - With or without fasteners
- C - Width of leaves required
- D - Whether bleaching without use of chlorine, chlorine dioxide, or chlorine compound is required.
- E - Color required

**8.2.3 National Stock Numbers (NSNs).** The following is a list of nsn's assigned which correspond to this CID. The list may not be indicative of all possible nsn's associated with the CID.

7530-00-273-9845  
7530-00-531-7809  
7530-00-273-9846

**Military Interests:**

**Military Custodians.**

Army - GL  
Navy - SA  
Air Force - 99

**Review Activities**

Air Force - 84

**User Activity**

Army - AV

**Civil Agency Coordinating Activities:**

GSA - FSS  
NASA - JFK

**Preparing Activity:**

GSA - FSS

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9. Figure.

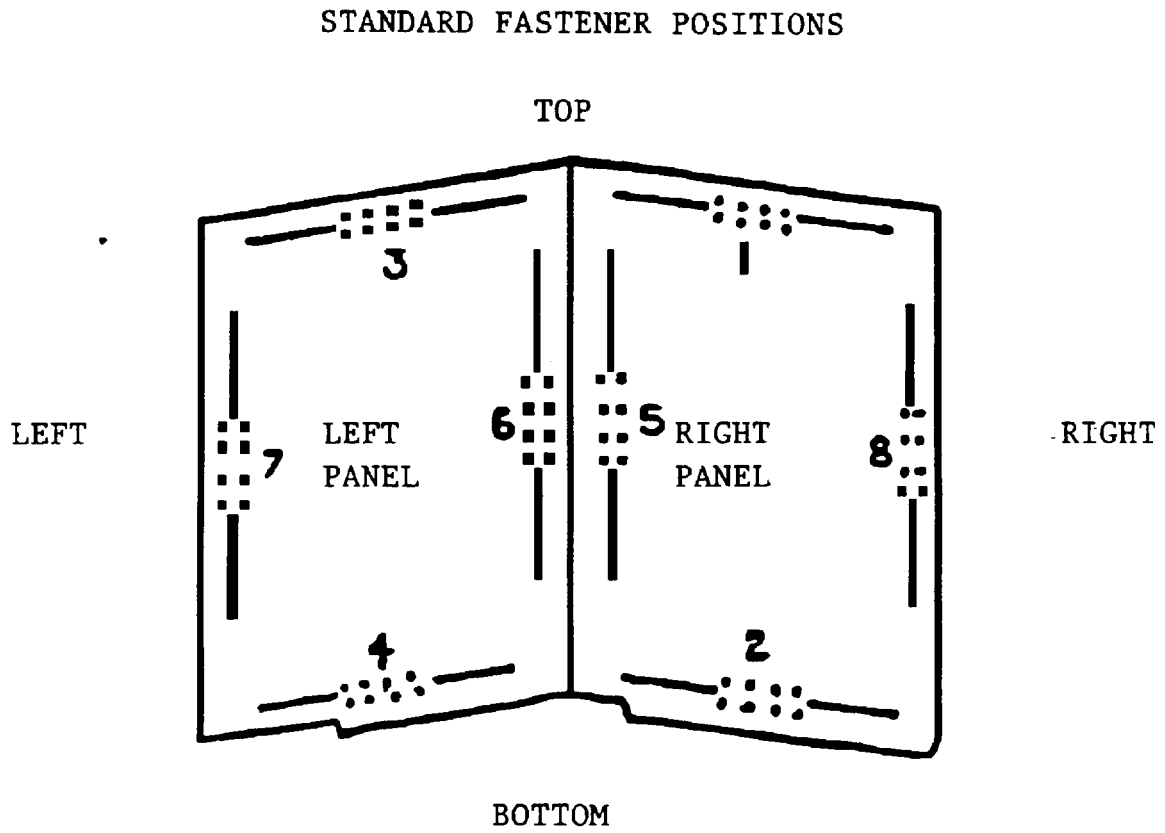


figure 1.