

[INCH - POUND]

UU-F-1206B

May 11, 1990

SUPERSEDING

UU-F-1206A

March 26, 1973

## FEDERAL SPECIFICATION

## FOLDER, FILE

This federal specification has been prepared by the General Services Administration, Office Supplies and Paper Products Commodity Center, New York, NY 10278, and has been approved for use by all Federal agencies.

## 1. SCOPE AND CLASSIFICATION

1.1 Scope. This specification covers file folders for use in drawer and shelf files. Measurements provided herein are in the U. S. Customary System (i.e. inches & pounds). Offerors are encouraged to provide metric equivalent products. To facilitate the use of metric equivalent products, see Table VIII. For acceptance purposes, U.S. customary units take precedence.

1.2 Classification.

1.2.1 Type and sizes File folders covered by this specification shall be one of the following types, classes, styles, grades, and etc. as specified (see 6.2).

Types I	General Purpose
II	Special Purpose

Classes 1	With fastener
2	Without fastener

Styles 1	Letter Size Drawer Files
2	Legal Size Drawer Files
3	Letter Size Shelf Files
4	Legal Size Shelf Files
5	Custom Size (per ordering document)

Grades A	Extra Heavy Duty
B	Heavy Duty
C	Standard Duty
D	Light Duty

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
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Colors: 1 - Kraft, Brown  
 2 - Kraft, Red  
 3 - Kraft, Brown or Manila (Supplier's option)  
 4 - Manila  
 5 - Green Pressboard  
 6 - Red Pressboard  
 7 - As Specified

Fastener Positions: A - Not Applicable  
 B Position 1 Top Left Leaf  
 C Position 2 Bottom Left Leaf  
 D Position 3 Top Right Leaf  
 E Position 4 Bottom Right Leaf  
 F Position 5 At Fold Left Leaf  
 G Position 6 At Fold Right Leaf  
 H Position 7 Left Edge Right Leaf  
 I Position 8 Right Edge Left Leaf  
 J As specified

Capacity: 0 - Not Applicable  
 1 - One Fastener 1 inch Capacity  
 2 - One Fastener 2 inch Capacity  
 3 - Two Fasteners Both 1 inch Capacity  
 4 - Two Fasteners Both 2 inch Capacity  
 5 - Two Fasteners one 1 inch & one 2 inch Capacity  
 6 - As Specified

Tabs: A - Straight Cut, Self Tab  
 B - Double Top, Straight Cut, Self Tab  
 C - 1/3 Cut, Self Tab  
 D - Double Top, 1/3 Cut, Self Tab  
 E - 1/3 Cut, Angular Plastic, Tab  
 F - 1/3 Cut, Straight Plastic, Tab  
 G - 1/3 Cut, Angular Metal, Tab  
 H - 1/3 Cut, Rectangular Metal, Tab  
 I - 1/5 Cut, Self Tab  
 J - Double Top, 1/5 Cut, Self Tab  
 K - 1/5 Cut, Angular Plastic, Tab  
 L - 1/5 Cut, Straight Plastic, Tab  
 M - 1/5 Cut, Angular Metal, Tab  
 N - 1/5 Cut, Rectangular Metal, Tab  
 O - 3/5 Cut, Self Tab  
 P - 1/2 Cut, Self Tab  
 Q - As Specified.

Expansions: 1 - 3/4 Inch  
 2 - 1 Inch Gusset  
 3 - 2 Inch Gusset

## 2. APPLICABLE DOCUMENTS

2.1 The following documents, of the issue in effect on date of invitation for bids or request for proposal, form a part of the specification to the extent specified herein.

Federal Specifications:

- PPP-B-566 - Boxes, Folding, Paperboard.
- PPP-B-636 - Boxes, Shipping, fiberboard.
- PPP-B-665 - Boxes, Paperboard, Metal Stayed (Including Stay Material).
- PPP-B-676 - Boxes, Setup.

Federal Standards:

- Fed. Std. No. 123 - Marking for Domestic Shipment (Civil Agencies)
- Fed. Std. No. 151 - Metal, Test Methods.

(Activities outside the Federal Government may obtain copies of Federal specification, Standards, and Handbook as outlined under General Information in the Index of Federal Specifications and Standards and at the prices indicated in the Index. The Index, which includes cumulative monthly supplements as issued, is for sale on a subscription basis by the superintendent of documents, U. S. Government Printing Office, Washington, DC 20402.

(Single copies of this specification and other Federal Specification required by activities outside the Federal Government for bidding purposes are available without charge from the Business Service Centers at the General Services Administration Regional Offices in Boston, New York, Philadelphia, Washington, DC, Atlanta, Chicago, Kansas City, MO, Fort Worth, Denver, San Francisco, Los Angeles, and Auburn, WA.

(Federal Government activities may be obtain copies of Federal Specifications, Standards and Handbooks and the Index of Federal Specifications and Standards from established distribution points in their agencies.)

Military Standards:

- MIL-STD 105 - Sampling Procedures and Tables for inspection by Attributes.
- MIL-STD 129 - Marking For Shipping and Storage.

(Copies of Military Specifications and Standards required by the supplier in connection with specific procurement functions should be obtained from the Naval Publications & Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120.

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2.2 Other publications. The following documents form part of this specification to the extent specified herein. Unless a specific issue is identified, the issue in effect on date invitation for bids or request for proposal shall apply.

National Motor Freight Traffic Association, Inc., Agent:

National Motor Freight Classification.

(Application for copies should be addressed to the American Trucking Associations, Inc., Tariff Order Section, 1616 P. Street, NW, Washington, DC 20036.)

Uniform Classification Committee, Agent:

Uniform Freight Classification

(Application for copies should be addressed to the Uniform Classification Committee, Room 1106, 222 S. Riverside Plaza, Chicago, IL 60606.)

Technical Association of the Pulp and Paper Industry (TAPPI) Standards:

- T 402 - Standard Conditioning and Testing Atmospheres for Paper, Board, Pulp Handsheets and Related Products.
- T 409 - Machine Direction of Paper
- T 410 - Weight per Unit Area (Basis Weight or Substance) of Paper and Paperboard.
- T 411 - Thickness (Caliper) of Paper and Paperboard.
- T 414 - Internal Tearing Resistance of Paper.
- T 543 PM - Stiffness of Paper (Gurley Type Stiffness Tester)
- T 538 OM - Smoothness of Paper and Paperboard (Sheffield Method)
- T 807 OM - Bursting Strength of Paperboard and Linerboard.

(Application for copies should be addressed to the Technical Association of the Pulp and Paper Industry, P. O. Box 105113, Atlanta, GA 30348.)

AMERICAN SOCIETY FOR TESTING AND MATERIALS

- ASTM D 1424 - Standard Test Method for Tear Resistance of Woven Fabric by Falling Pendulum (ELMENDORF) Apparatus
- ASTM D 1922 - Tearing Strength of Plastic by Falling Pendulum (ELMENDORF) Apparatus
- ASTM D 2176 - Folding Endurance of Paper by the M.I.T Tester
- ASTM D 3775 - Fabric Count of Woven Fabric

(Application for copies should be addressed to the American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19103.)

## 3. REQUIREMENTS

3.1 Material.

3.1.2 Paperboard. The board used to make all grades of folders covered by this specification shall be made of fibrous, cellulosic material which shall include reclaimed fibers (see 3.1.2.5). The material used for each grade shall be as follows: Grade A - Pressboard; Grade B - Natural Kraft; Grade C either Natural Kraft or Manila; Grade D - Manila.

3.1.2.1 Physical and chemical properties. The board shall conform to the requirements for the applicable grades as set forth in Table I.

3.1.2.2 Finish. Finish shall meet the smoothness requirements in Table I and 3.7.

TABLE I. Physical properties

Characteristics	Grades			
	A	B	C	D
Basis weight (24x36 500) pounds, <u>1</u> / (grams/meter squared) <u>1</u> /	370 (602.16)	217 (353.16)	147 (239.24)	133 (216.45)
Thickness, average, inch average, (mm) Tolerance, inch (millimeter)	0.0250 (0.6350) -0.0010 +0.0015 (-0.0254) (+0.0381)	0.0170 (0.4320) $\pm$ 0.0010 $\pm$ 0.0254	0.0110 (0.2790) -0.0008 +0.0005 (-0.0203) (+0.0127)	0.0095 (0.2410) $\pm$ 0.0005 $\pm$ 0.0127
Stiffness (Gurley) minimum MD, gm. CD, gm.	36,000 11,700	13,000 4,950	3,500 1,350	2,200 700
Smoothness (Sheffield) (Average per Felt, samples shall be Wire, no greater than)	200 200	200 200	200 200	200 200
Bursting strength, minimum average, pounds per square inch KiloPascal	180 (1,380)			
Tear resistance, total of both directions, average not less than, grams		850	550	500

1/ A tolerance of - 5 percent, + 8 percent shall be permitted.

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3.1.2.3 Writing quality. The board shall be suitably sized to accept ink without feathering. Ruled lines or written characters shall be clear cut when tested as specified in 4.4.1.

3.1.2.4 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 Table III-A.

3.1.2.5 Regulatory Requirements. The contractor shall provide certification of conformance to the requirements of 3.1.2.5.1, 3.1.2.5.2, and/or 3.1.2.5.3, as applicable. The government reserves the right to require proof of such conformance prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

3.1.2.5.1 Waste paper content (See 6.3.1). The pressboard offered shall include a minimum of 50% waste paper.

3.1.2.5.2 Recovered materials content (See 6.3.2). The kraft offered shall include a minimum of 25% of recovered materials.

3.1.2.5.3 Recovered materials content (See 6.3.2). The manila offered shall include a minimum of 20% of recovered materials.

3.1.3 Gusset material. Folders fabricated from Grade A paperboard shall have the front and back leaves joined by a gusset material (see 6.2). The color of the gusset shall be complimentary to the paperboard color, and shall compare favorably in color, hue, and intensity to gusset material used in commercial production for similar file folders. The gusset shall be two-ply with the end (on the width) joined on the inside so that there is at least a 1/4 inch overlap. The gusset shall provide for an expansion of one inch, with one fold inward and parallel to the leaves or 2 inches as required, with 3 inward folds at 1/2 inch intervals and parallel to the leaves. The gusset material shall be glued on each side of the leaves over a width not less than 1/2 inch and not more than one inch. The gusset shall be firmly glued to the folder so that its removal results in paperboard failure and not the adhesive bond failure. The gusset material shall be made in accordance with 3.1.3.1 or 3.1.3.2, at the supplier's option.

3.1.3.1. Cloth gusset. The cloth gusset shall be well sized and filled so that the fold does not lose shape or flatten out when the folder is used. The cloth shall have a thread count of not less than 60 threads in the warp and not less than 50 threads in the filling when tested in accordance with Table III. The cloth gusset (two plies of cloth) shall have an Elmendorf tearing strength of not less than 900 grams in the long direction (when the folder is held in the closed position), when tested as specified in 4.4.2.1.1.

3.1.3.2. Spunbonded polyolefin gusset. File folder gusset shall be made from two plies of spunbonded polyolefin material which shall not lose its shape or flatten out in use. The spunbonded polyolefin gusset shall have an Elmendorf Tearing Strength of not less than 400 grams in the long direction (when the file folder is held in the closed position) when tested in accordance with 4.4.2.2.1. The spunbonded polyolefin shall have a fold endurance of not less than 5,000 folds when tested in accordance with 4.4.2.2.2.

## 3.2 Construction.

3.2.1 Type I folders. Type I folders shall be fabricated from grade C board (see table I). The folders shall be formed by folding the board to form a front and back leaf. Type I folders shall be drawer or shelf, as specified (see 6.2). The dimensions on the front and back leaf shall be as specified for the applicable size (see 3.3). The front leaf shall be scored  $\frac{3}{4}$  inch expansion at  $\frac{3}{8}$  or  $\frac{1}{4}$  inch intervals across the bottom width of the folder. Unless otherwise specified, Type I folders with straight-cut tabs shall be scored on the tab using two single lines to show the position of  $\frac{1}{3}$  cut tabs. Type I folders shall be furnished with (class 1) or without (class 2) fasteners as specified (see 3.5 and 6.2). All top corners of the folder shall be rounded and, for shelf folders, the bottom of the tab portion of the back leaf shall be rounded (Rounded corners may include "S" Curves).

3.2.1.1 Double top tab (if required, see 6.2). The back leaf of the folder shall be reinforced along the top or side tab edge, as applicable, for the specified drawer or shelf folder. The reinforcing material shall be the same stock as the folder and shall be 1- $\frac{1}{8}$  inches, plus or minus  $\frac{1}{16}$  inch in total width, including the tab and measured from the edge of the tab; extending the full length of the folder edge. The reinforcement shall be securely glued to the inner portion of the folder back leaf.

3.2.2 Type II folders. Type II folders shall be constructed of grade A, B, or D board (see 3.1.2), as specified.

3.2.2.1 Grade A folders. Grade A Folders shall be constructed of two leaves of Grade A board (see 3.1.2 and 3.1.2.1) joined by one piece cloth or spun bonded polyolefin gusset material. The gusset material shall provide for an expansion of one or two inches between the leaves as specified in the item description (see 3.1.3). The edges of the front leaves shall be parallel to the corresponding edges of the back leaves. Grade A folders shall be furnished with fasteners (Class 1) or without fasteners (Class 2) in drawer or shelf folders as specified (see 6.2). The dimensions of the front and back leaves shall be as specified for the applicable size (see 3.3). All top corners of the folder shall be rounded for shelf folders, the bottom corner of the tab portion of the back leaf shall also be rounded (Rounded corners may include "S" Curves). Front and back leaves shall not be scored.

3.2.2.2 Grade B folders. Grade B folders shall be fabricated from grade B board (see 3.1.2 and 3.1.2.1). The folders shall be formed by folding the board to form a front and back leaf and shall be furnished with fasteners (class 1) or without fasteners (class 2) in drawer or shelf folders, as specified (see 6.2). The dimensions of the front and back leaves shall be as specified for the applicable size (see 3.3). The front leaf shall be scored for  $\frac{3}{4}$  inch expansions, at  $\frac{3}{8}$  inch intervals, across the bottom width of the folder. The tab portion (top) of the back leaf, for sizes 1,2,3,4 & 5 folders only, shall be scored for  $\frac{1}{3}$  cut positions. All top corners of the folder shall be rounded and, for shelf folders, the bottom corner of the tab portion of the back leaf shall be rounded (Rounded corners may include "S" Curves).

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3.2.2.3 Grade D folders. Grade D folders shall be fabricated from grade D board (see 3.1.2 and 3.1.2.1). The folder shall be constructed as specified in grade B folders, except that grade D folders shall be drawer folders, only, and shall be furnished without fasteners (class 2). The dimensions of the front and back leaves shall be as specified for sizes 1 & 2 folders (see 3.3.1). Scoring of the front and back leaves shall be as specified for grade B folders. All top corners of the folder shall be rounded (Rounded corners may include "S" Curves).

### 3.3 Dimensions.

3.3.1 Styles 1 & 2: The width of both the front and back leaves shall be 11-3/4 for style 1 folders and 14-3/4 inches for style 2 folders. Unless otherwise specified (see 6.2), the height of the back leaf shall be 9-1/2 inches (including the tab) and the height of front leaf measured from the fold shall be 8-7/8 inches.

3.3.2 Styles 3 & 4. The height of leaves for both the front and back leaf shall be 9-1/2 inches. The width of the back leaf shall be 12 inches (including the tab) for the style 3 folders; and 15 inches (includes the tab) for style 4 folders. The width of the front leaves shall be 11-3/8 inches for the style 3 folders, and 14-3/8 inches for the style 4 folders.

3.3.3 Style 5 The height and width of the front and back leaves shall be as specified in the ordering document.

3.3.4 Tolerances. A tolerance of plus or minus 1/16 inch applies to the dimensions cited in 3.3.1, 3.3.2 and 3.3.3.

### 3.4 Tabs.

3.4.1. Drawer & Shelf. Tabs shall be either self tabs, plastic tabs, or metal tabs, , as specified (see 6.2).

3.4.1.1. Self tabs. For drawer folders, all types, the tab shall be a vertical extension of the back leaf, and, for shelf, the tab is the horizontal extension of the back leaf. The tab corners shall be rounded.

3.4.1.2 Plastic tabs. Plastic tabs shall be fabricated from cellulose acetate, polyvinyl chloride, or other suitable plastic, having a film thickness not less than 0.01 inch. The plastic tab shall envelope the self tab to within 1/16 inch of the curve side of the self tab. The plastic tab shall accommodate paper inserts which are in accordance with the requirements of 3.4.1.4 and shall hold the insert supplied with the folders when tested per 4.4.7, tab insert test. The full labeling width of the insert shall be visible when inserted. The plastic tab shall be attached firmly to the folder by solvent or heat sealing, so that its removal results from paperboard failure and not from sealing failure.

3.4.1.2.1 Angular Plastic tabs. When the tab is viewed from the side, the front portion of the plastic tab shall form an angle of  $45^{\circ}$  plus or minus  $10^{\circ}$  with the self tab. The point where the front of the plastic tab extends furthest from the surface of the self tab shall not be less than  $1/8$  inch (outside dimension). The title insert window of the tab shall have a  $3/8$  inch, minimum, face height.

3.4.1.2.2 Straight Plastic tabs. When the tab is viewed from the side, the front portion of the plastic tab shall form an angle of  $12^{\circ}$  plus or minus  $5^{\circ}$  with the self tab. The point where the front of the plastic tab extends furthest from the surface of the self tab shall not be less than  $3/32$  inch (outside dimension). The title insert window of the tab shall have a  $3/8$  inch, minimum, face height.

3.4.1.3 Metal tabs, general. The metal tabs shall be made of steel 0.0128 to 0.0141 inch thick (29 gage, manufacturer's standard gage). All corners shall be rounded, and there shall be no sharp projections. The tabs shall be treated or coated so as to present a black eggshell finish. The coating shall be smooth, continuous, flexible, tough, and hard. The coating shall show no evidence of cracking, peeling, splitting, lack of adhesion, or exposure of metal; shall be free from tackiness, shall show no chipping or flaking, and shall resist indentation or removal when tested in accordance with 4.4.6. The metal tabs shall be attached to the folder by a minimum of three eyelets. Self-eyelet type attachment is acceptable, provided the attachment does not have rough edges or projections interfering with users safety, or the protection of the paper enclosed in the file folder.

3.4.1.3.1 Angular metal tabs (Styles 1, 2, and 5). A metal tab finished as in 3.4.1.3 in the shape of a rectangular projection top with a triangular attachment base shall have an overall height of not less than 2 inches with a projection height of not more than  $5/8$  inch. It shall contain a front window opening a minimum of  $3/8$  inches less than the length of the tab. For  $1/3$  cut angular metal tabs, the window opening shall be  $3/8$  inch minimum height by  $3-1/2$  inches minimum length. For the  $1/5$  cut angular metal tabs, the window opening shall be  $3/8$  minimum in height and  $1-3/4$  inches minimum in length. Both the  $1/3$  cut and the  $1/5$  cut angular metal tabs shall be constructed so that an insert will be held firmly in place but can be removed. The back of the tab shall be slotted to facilitate insertion and removal of inserts. The tabs shall be furnished with a transparent, clear, colorless cellulose acetate or other suitable material as a window cover. The angular metal tab shall be fastened by eyelets (for self-eyelet attachments, see 3.4.1.3) in the triangular base to the back leaf long dimension.

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3.4.1.3.2 Rectangular metal tab. The rectangular metal tab shall have equi-dimension openings for front and back windows in shelf folders so the label paper insert can be read from either side; and, front window opening, for drawer folders. The bottom of the tab shall be closed. The overall length shall be not less than 3-7/8 inches with a projection height of not more than 5/8 inch. The overall length shall be not less than 3/8 inch greater than the length of the window openings. For the 1/3 cut rectangular metal tabs, the window opening shall have a minimum height of 3/8 inch and minimum length of 3-1/2 inches. For 1/5 cut rectangular metal tabs, the window opening shall be 3/8 inch minimum in height, and 1-3/4 inches minimum in length. The tab shall be furnished with transparent window covers of equi-dimension for front and back windows. Rectangular metal tabs shall be fastened by eyelets (for self-eyelet type attachment, see 3.4.1.3) to the back leaf, short dimension for styles 3 & 4 or, long dimension for styles 1 & 2.

3.4.1.4 Inserts. A sufficient number (equal to folders in box, or, up to 33 percent coverage) of blank white paper inserts for metal or plastic tabs, as specified (see 6.2), shall be furnished in perforated strips so they can be inserted through a typewriter and then readily detached from the strip. These inserts shall be the width of the tab for which they were designed, plus 1/16 or minus 1/8 inch. If preprinted paper inserts are specified (see 6.2) they shall be banded and attached with the blank white inserts to the top folder of each box. Inserts shall fit in the tabs that they are designed for, without use of tape or excessive bowing (See 4.4.7). Excessive bowing is defined as that which makes legibility difficult.

3.5 Fastener. Unless otherwise specified (see 6.2), each Class 1 folders shall be provided with two-prong type fastener, without compressor. The fastener shall be fabricated from steel, finished with a commercially acceptable corrosion resistant material; and shall pass the bending and corrosion resistance tests of paragraphs 4.4.4 and 4.4.5. The fastener shall be specified (see 6.2) as either 5-3/4  $\pm$  1/8 (one inch capacity) or 7-3/4  $\pm$  1/8 (two inch capacity) inches in total length and 0.014  $\pm$  0.002 inch in thickness. The fastener prongs shall be 1-1/2 (one inch capacity) or 2-1/2 (two inch capacity) inches  $\pm$  1/16 inch respectively in length; and, 7/32  $\pm$  1/32 inch in width. The fastener shall be able to accommodate paper 2-hole punched, which have hole centers 2-3/4  $\pm$  1/16 inches apart. The fasteners shall be free from burrs and sharp edges, and have tapered ends. Folders shall be assembled with the prongs extended and flattened down for safe handling and to minimize bulk. Fasteners shall be perforated (see 3.5.1) or bonded type (see 3.5.2); at the option of the contractor, unless otherwise specified (see 6.2).

3.5.1 Perforated type fasteners. For perforation type fasteners, the base (the area between the prongs) shall be 2-5/8  $\pm$  1/16 inches in length and 9/16  $\pm$  1/16 inch in width. The base shall have one or more reinforcing ribs. The fastener shall be attached to the folder by eight or more projections of the base through pre-punched slots in the folder body and flattened away from the base so that a minimum of projection exists. The paperboard or paper shall be indented during the perforation process so that upon insertion, the back of the fastener is flush with the surrounding pressboard or paper.

3.5.2 Bonded type fasteners. For bonded type fasteners, the base shall be  $2\text{-}3/4 \pm 1/16$  inches in length and shall be not less than  $7/32$  inch in width. The finished steel shall be centered lengthwise on, and bonded to, a nonwoven fabric. The nonwoven fabric shall allow the fastener to be bent in order to accommodate two-hole punched paper, which has hole centers  $2\text{-}3/4 \pm 1/16$  inch apart. The nonwoven fabric shall be not less than  $3/4$  inch in width, and  $3\text{-}1/4$  inches in length. The fabric shall have an Elmendorf tear resistance of 550 grams, minimum, in each direction and shall be 0.012 inch to 0.015 inch in thickness. The nonwoven fabric shall be bonded to the folder board so that removal of the fastener results in paperboard failure or tearing of the bonding nonwoven fabric overlay.

3.5.3 Location. Unless otherwise specified (see 6.2), fasteners shall be located in the first position (see figure 1 and Table II). Tolerances of  $\pm 1/16$  inch shall apply to the below dimensions.

TABLE II (For Letter Size & Letter Height Folders)

<u>Position</u>	<u>Styles</u>	<u>Location Description</u> ( <sup>+</sup> one inch capacity fastener)
<u>Right Panel</u>		
@1st	1,2,3,4,5	$3/4$ inch from top folder edge to center line of fastener base. Left prong $1\text{-}3/8$ from the folded edge.
@2nd	1,2,5	$3/4$ inch from bottom folder edge to center line of fastener base. Left prong $1\text{-}3/8$ from the folded edge.
	3,4,5	$1\text{-}3/8$ inches from the bottom folder edge to center line of fastener base. Left prong $1\text{-}3/8$ from the folded edge.
*5th	1,2,3,4,5	$3/4$ inch from center fold of the folder to center line of fastener base. Left prong $2\text{-}3/4$ from the top edge.
*8th	1,2,5	$1\text{-}3/16$ inches from right edge of the folder to center line of fastener base. Left prong $2\text{-}3/4$ from the top edge.
	3,4,5	$3/4$ inches from right edge of the folder to center line of fastener base. Left prong $2\text{-}3/4$ from the top edge.

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TABLE II (For Letter Size &amp; Letter Height Folders)

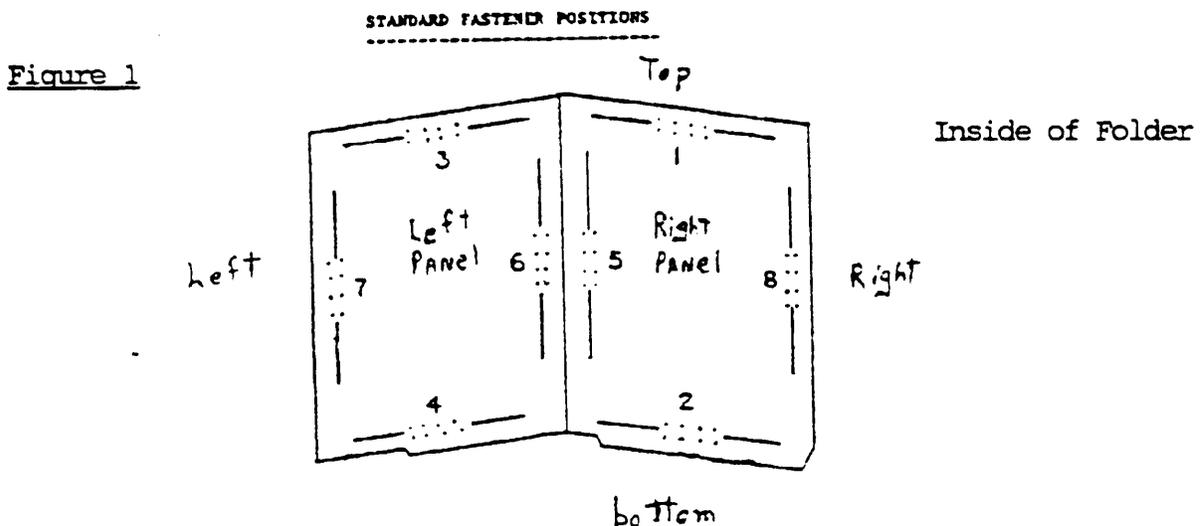
Position	Styles	Location Description ( <sup>+</sup> one inch capacity fastener)
<u>Left Panel</u>		
@3rd	1,2,3,4,5	3/4 inch from top folder edge to center line of fastener base. Right prong 1-3/8 from the folded edge.
@4th	1,2,3,4,5	3/4 inch from bottom folder edge to center line of fastener base. Right prong 1-3/8 from the folded edge.
*6th	1,2,3,4,5	3/4 inch from center fold of the folder to center line of fastener base. Right prong 2-3/4 from the top edge.
*7th	1,2,3,4,5	3/4 inches from left edge of the folder to center line of fastener base. Right prong 2-3/4 from the top edge.

\*For legal size folders add 1-1/2 to the distance from the prong to edge.

<sup>+</sup>For 2 inch capacity fastener, subtract 1 inch from the prong to the edge, for all positions.

@For guide height folders, add 1/4 inch from the prong to the edge (see "Note").

Note: Unless otherwise required by the ordering document, all file folders are considered to be "letter height" (see 6.2).



3.6 Punching. When punching is required, file folders shall be furnished with punched holes. The contract or purchase order shall specify location and dimensions of punched holes (see 6.2).

3.7 Workmanship. Folders shall be clean and free from hard shives, dirt spots, holes, blisters, tears, or wrinkles and shall have a smooth uniform finish. Edges shall be cleanly cut, without nicks or ragged edges. Die cuts to make the rounded corners may remain as long as they can be easily removed with little or no effort. Folders shall be free from any other defects which may affect their serviceability or appearance.

#### 4. QUALITY ASSURANCE PROVISIONS

4.1 Responsibility for inspection. Unless otherwise specified in the contract or purchase order, the supplier is responsible for performance of all inspection requirements as specified herein. Except as otherwise specified the supplier may utilize his own facilities or any commercial laboratory acceptable to the Government. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are deemed necessary to assure that supplies and services conform to prescribed requirements.

4.1.1 Sampling for inspection. Sampling for inspection shall be performed in accordance with the provisions set forth in MIL-STD-105, except where otherwise indicated.

4.2 Component testing. Each lot of paperboard, and each lot of fasteners, and each lot of cloth gusset material, used in the manufacture of file folders shall be tested for the characteristics and in accordance with the referenced test methods in table III.

4.2.1 Paperboard. The lot size shall be expressed in pounds of paperboard manufactured by one source of supply at, essentially, the same time and conditions. Sample using level S-1, AQL 2.5% defective. The sample unit shall include all values upon which the results are based. Test results must be traceable to end item (file folders) lots. All paperboard samples shall be conditioned according to TAPPI T 402, before testing.

4.2.2 Fasteners. The lot size shall be expressed in bundles of 1,000 fasteners manufactured by one source of supply at essentially, the same time and conditions. Sample using inspection level S-1, AQL 2.5% defective. The sample unit shall consist of 1 fastener for each test. Test results shall include all values upon which the results are based. Test results must be traceable to end item (file folder) lots.

4.2.3 Gussets, Cloth (If applicable) The lot size shall be expressed in bolts of rolls of cloth manufactured by one source of supply at essentially, the same time and conditions. Sample using inspection level S-1, AQL 2.5% defective. The sample unit shall consist of 1 swatch of cloth for the test. Test results shall include all values upon which the results are based. Test results must be traceable to end item (file folder) lots.

Table III. Testing of Components

Characteristic	Specification Referenced	
	Requirements	Test Method
Paperboard:		
Basis weight	Table I	TAPPI T 410
Thickness	Table I	TAPPI T 411
Bursting Strength	Table I	TAPPI T 807 CM
Tearing Resistance, Total both directions	Table I	TAPPI T 414
Stiffness (Gurley) MD, CD	Table I	TAPPI T 543 pm
Smoothness (Sheffield)	Table I	TAPPI T 538 CM
Fasteners:		
Thickness	3.5	4.4.3
Corrosion resistance	3.5	4.4.5
Gusset, Cloth: (When Applicable)		
Thread count	3.1.3.1	ASTM D 3775

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4.3 Inspection of end item.

4.3.1 Examination of the end item. The end item shall be examined for the defects set forth in the applicable sub-paragraphs and at the inspection levels and acceptable quality levels (AQL's) set forth in 4.3.1.5. The lot size, in accordance with MIL-STD-105, shall be expressed in units of file folders of the same type, grade, style, and class offered for inspection at one time, for examination in accordance with Table III-A, 4.3.1.1, and 4.3.1.2; in units of issue containers for examination in accordance with 4.3.1.3; and, in units of shipping containers for examination in accordance with 4.3.1.4.

Table III-A Testing of End Items

Characteristic	Specification Referenced	
	Requirements	Test Method
Paperboard:		
Grain	3.1.2.4	T 409
Writing quality	3.1.2.3	4.4.1
Fasteners:		
Bending resistance	3.5	4.4.4
Tabs		
Tab Coating test	3.4.1.3	4.4.6
Tab Insert test	3.4.1.4	4.4.7
Gusset		
Tear Resistance Cloth (as applic.)	3.1.3.1	4.4.2.1.1
Tear Resistance Spunbonded		
Polyolefin (as applicable)	3.1.3.2	4.4.2.2.1
Fold Endurance (as applicable)	3.1.3.2	4.4.2.2.2

4.3.1.1 Examination of end item for visual and constructional defects. The sample unit for this examination shall be one folder. Examine for the defects listed in Table IV

Table IV End Item Defects (Visual &amp; Constructional)

Examine	Defect
Type, Grade, Class and Drawer of Shelf	Not as specified.
Color and Finish	Color not as specified.
Construction of the folder.	
Grain	Not parallel to the short side of the folder when held in the closed, position.
Type I	Not one piece construction.
Grade C	Front leaf not expansion scored; 3/8 inch or 3/4 inch score lines missing. Top corners and tab edges not rounded. Tab portion of styles 1 & 2 Folders not properly scored. Fastener missing, when class 1 is specified.

Table IV (Continued)	
Examine	Defect
Type II	
Grade A	<p>Gusset material not cloth or spunbonded polyolefin.</p> <p>Gusset not firmly glued to both sides of both leaves; total fiber failure does not result at its removal.</p> <p>Loose threads.</p> <p>Gusset not overlapped; not continuous strip.</p> <p>Gusset not creased and folded; the folded portion not between leaves.</p> <p>Gusset no cuts or holes</p> <p>Fastener missing, when class 1 is specified.</p> <p>Top corner and tab edges not rounded.</p> <p>Any score line, no score line permitted</p>
Grade B	<p>Not one piece construction.</p> <p>Front leaf not expansion scored; 3/8 inch or 3/4 inch score lines missing.</p> <p>Top corners and tab edges not rounded.</p> <p>Tab portion of styles 1 &amp; folders not properly scored for 1/3 cut position.</p> <p>Fastener missing, when class 1 is specified.</p>
Grade D	<p>Not one piece construction.</p> <p>Front leaf not expansion scored; 3/8 inch or 3/4 inch score lines missing.</p> <p>Top corners and tab edges not rounded.</p> <p>Tab portion of styles 1 &amp; 2 folders not properly scored for 1/3 cut position.</p>
Fastener, as applicable	<p>Not one piece metal construction.</p> <p>Not permanently attached, loose.</p> <p>Presence of burrs or sharp edges.</p> <p>Prong ends not tapered.</p> <p>Prongs not extended and flattened down.</p>
Crimped fasteners only	<p>Base not rib reinforced</p> <p>Base projections, as applicable, not flattened down away from base; torn through folder leaf.</p>
Glued on fastener only	<p>Nonwoven fabric not smooth or sealed completely to the leaf of the folder.</p> <p>Metal not secured to the nonwoven fabric.</p>
Tabs, as applicable	Not as specified.
Workmanship	<p>Ragged or crushed edges.</p> <p>Any hole, tear, wrinkle or scuff mark.</p> <p>Not clean, presence of foreign matter, dirt spots.</p>

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4.3.1.2 Examination of the end item for dimensional defects. The sample unit for this examination shall be one folder. Examine for the defects cited in Table V.

Table V Dimensional Defects

Examine	Defect
Drawer, Types I or II	Height of back leaf more than 9-9/16 inch; less than 9-7/16 inch. Height of front leaf more than 8-15/16 inch; less than 8-13/16 inch. Width of front and back leaf varies more than 1/16 inch in either direction of width specified for applicable style.
Shelf, Types I or II	Width of back leaf more than 12-1/16 inches for style 3 or 15-1/16 inches for style 4; less than 11-15/16 inches for style 3 or 14-15/16 inches for style 4, as applicable. Width of front leaf more than 11-7/16 inches for style 3 or 14-7/16 inches for style 4; less than 11-5/16 inches for style 3 or 14-5/16 inches for style 4. Height of front and back leaves more than 9-9/16 inches or less than 9-7/16 inches.
Scoring for expansion, as applicable Grades B, C & D	Varies from 3/4 and 3/8 inch score lines by amount greater than plus or minus 1/16 inch.
Expansion gusset, Type II, grade A	Width of gusset material glued to leaves, only less than 1/2 inch or more than 1 inch. Expansion between leaves more than 1-1/16 inch or less than 15/16 inch for the 1 inch expansion gusset; more than 2-1/16 inch or less than 1-15/16 inch expansion for a 2 inch expansion gusset. Gusset material overlap less than 1/4 inch.
Fastener prong Location	Not material or construction as specified. Not as specified

4.3.1.3 Examination of the end item for count. The sample unit for this examination shall be one unit of issue containers of folders (see 5.1.1). The lot shall be unacceptable if the average count per box or container, for all sample units examined is less than 100 or 25, as applicable (see 6.2). Note: Mil Std 105 Sampling plan shall be used to determine number of samples, only; accept/reject determination shall be based on average (mean) count, rounded to the nearest 0.1 folder.

4.3.1.4 Examination of end item for defects in preparation for delivery. An examination shall be made to determine whether the packaging, packing and marking comply with the requirements of section 5. The sample unit shall be one shipping container fully prepared for delivery. Examine for the defects listed in Table VI.

<u>Table VI Defect in Preparation for Delivery</u>	
<u>Examine</u>	<u>Defect</u>
Markings (exterior and interior)	Incorrect; incomplete; illegible; omitted; of improper style, location; sequence or method of application.
Materials	Any nonconforming component; component missing, damaged or otherwise defective.
Workmanship	Inadequate application of components, such as incomplete closure of case liners, container flaps, loose or inadequate sealing, stapling, or strapping. Bulged or distorted container.
Contents	Number of boxes of folders per container is more or less than required.

4.3.1.4.1 Examination for closure and waterproofing. When shipping containers are required to comply with PPP-B-636, examination for defects in closure and waterproofing shall be in accordance with the appendix of that specification.

4.3.1.5 Inspection levels and acceptable quality levels (AQL's) for examinations. The inspection levels, for determining sample size, and the acceptable quality levels (AQL's) expressed as percent defective, shall be as follows in Table VII:

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Table VII Inspection and Acceptable Quality Levels

Examination paragraph	Inspection level	AQL (% defective)
4.3.1.1	S-4	2.5
4.3.1.2	S-3	4.0
4.3.1.3	S-3	2.5 (See Note in 4.3.1.3)
4.3.1.4	S-2	2.5

4.3.2 Tests of end items. Each lot of file folders of the same type, class, style, and grade; produced at essentially the same time and conditions shall be tested for the characteristics, and in accordance with the referenced test methods in table IIIA. The sample unit shall be one file folder. Sample using level S-1, AQL 2.5% defective, for each test.

#### 4.4 Test methods.

4.4.1 Writing quality. Draw five 6 inch lines, and write ten 5 letter words or phrases on the front leaf of one folder from a sample unit, with a smooth point dip pen using a 1 percent aqueous solution of red or green writing or drawing ink which will accentuate feathering. Observe the lines and characters for clarity and feathering. To be considered satisfactory, there shall be no feathering of lines, or characters which are unclear.

#### 4.4.2 Tests for gusset materials.

##### 4.4.2.1. Cloth Gussets

4.4.2.1.1 Tearing strength of cloth. This test shall be performed in accordance with ASTM D 1424 except that the specimen shall be prepared as follows: Cut a rectangle 2-1/2 inches by 4 inches from a Grade A folder, including the cloth gusset and, as necessary, an equal portion of each leaf. The 4 inch direction of the specimen shall be along the horizontal dimension of the folder. Select that portion of the gusset that does not include the overlap. Use the Elmendorf tear tester, without augmenting weight, and follow the procedure of the referenced method. The results shall be shown as a direct reading of the scale units.

##### 4.4.2.2. Spunbonded polyolefin.

4.4.2.2.1 Tearing strength of spunbonded polyolefin. The spunbonded polyolefin shall have an Elmendorf Tearing Strength of not less than 400 grams in the long direction when tested in accordance with ASTM D 1922. Sample shall be prepared as specified in 4.4.2.1.1.

4.4.2.2.2 Fold endurance of spunbonded polyolefin. The spunbonded polyolefin gusset shall have a fold endurance of not less than 5,000 folds when tested in accordance with ASTM D 2176.

4.4.3 Fastener thickness. Determine the fastener thickness by measuring each extended end of the fastener prong. The measurement shall be made at the approximate mid point of the prong, and include the coating thickness, as applicable.

4.4.4 Bending Resistance. Test the fasteners in 10 folders by inserting the prongs through one sheet of punched paper and bend the prongs back to the flat position (90 degree arc). Continue this cycle of bends 20 times taking not less than one minute to complete the 20 cycles. Second, insert the prongs through the perforations of sheets of paper having a total thickness of not less than one-half the capacity of the fasteners and bend back to their original position; repeat the cycle 50 times (Allowing at least 2-1/2 minutes). The prongs shall show no evidence of fracture at any point when tests are completed; fracture of any prong shall be considered as failure to meet the requirements of this purchase description.

4.4.5 Corrosion resistance. Cut the fastener from the leaf, taking care not to nick or scratch the fastener. Carefully remove any portion of the paperboard or nonwoven fabric remaining in contact with the folder. Subject the fastener to the salt spray test specified in Federal Standard 151, for a period of two (2) hours. Any visible evidence of corrosion shall be considered as failure to meet the applicable requirements of this specification.

4.4.6 Tab coating test. Bend the coated tab  $180^{\circ}$  over 1/8 inch radius [the tab shall be preconditioned at  $25^{\circ}\text{C}$  ( $77^{\circ}\text{F}$ )  $\pm 4^{\circ}\text{C}$  for 24 hours] and examine for cracking, peeling, splitting, lack of adhesion, or exposure of metal. Pare lightly with a sharp knife blade. No chipping or flaking should occur. Test the coating for indentation or removal, with a fingernail. Press surface shall be free from tackiness. Polish the surface lightly with a cloth. No fingerprints shall be visible.

4.4.7 Tab insert test. Type a word on the inserts. Inserts shall be folded at the score marks using finger pressure and inserted into tabs. Inserts shall remain secure in the tab when the folders are suspended sideways. The typed word shall be easily legible through the tab.

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## 5. PREPARATION FOR DELIVERY

5.1 Packaging. Packaging shall be level A, B, or C, as specified (see 6.2).

5.1.1 Level A. Unless otherwise specified, twenty five (25) or one hundred (100) folders of the description specified (see 6.2) shall be assembled as described in 3.4.1.4, if inserts required, and packaged in a box conforming to PPP-B-566, PPP-B-676, PPP-B-665, or PPP-B-636. The boxes shall be secured to prevent accidental opening.

5.1.2 Level B. Either twenty five (25) or one hundred (100) folders, as applicable, shall be packaged in accordance with normal commercial practice in such a manner to afford adequate protection against damage during multiple shipments, depot storage, and redistribution. The boxes shall be secured to prevent accidental opening.

5.1.3 Level C. Either twenty five (25) or one hundred (100) folders, as applicable, shall be packaged in accordance with normal commercial practice in such a manner to afford adequate protection against damage during shipment from the supply source to first receiving agency. The boxes shall be secured to prevent accidental opening.

5.2 Packing. Packing shall be level A, B, or C as specified (See 6.2).

5.2.1 Level A. Four boxes of twenty-five folders or five boxes of one hundred folders (see 5.1) or one hundred folders as specified (see 6.2) shall be packed in a box conforming to PPP-B-636, class weather resistant. The box shall be closed and waterproofed in accordance with the appendix to the box specification.

5.2.2 Level B. Four boxes of twenty-five folders or five boxes of one hundred folders (see 5.1) or one hundred folders as specified (see 6.2) shall be packed in a box conforming to PPP-B-636, class domestic. The box shall be closed in accordance with the appendix to the box specification.

5.2.3 Level C. Folders in quantities as specified (see 6.2), packed as specified in 5.1 shall be packed in suitable containers to assure carrier acceptance and safe arrival at destination in compliance with Uniform freight Classification or National Motor Freight Classification, as applicable.

5.3 Marking. In addition to any special marking (see 6.2) required in the procurement document, marking of interior packages and exterior shipping containers shall be in accordance with Fed. Std. No. 123 for civilian agencies or Mil. Std. 129 for military agencies, as applicable. Bar code marking is required for each level of pack.

## 6. NOTES

6.1 Intended use. Type I folders are intended for general purpose filing, Grade C, of a semipermanent nature. Type II folders are intended for special purpose use such as case files requiring frequent handling for grades A or B folders or for temporary files for grade D folders. Styles 1 & 2 are intended for drawer files, styles 3 & 4 folders are intended for shelf files, and style 5 is intended as special size items and may be used for either drawer or shelf files.

6.2 Ordering data. Purchasers should select the preferred options permitted herein and include the following information in procurement documents, as applicable:

- a. Title, number, and date of specification.
- b. Type, class, style, grade, color, position, capacity, tab, and expansion of folder required (See 1.2.1).
- c. Packaging and packing required (see 5.1. and 5.2 ).
- d. Punching, if required (see 3.6 ).
- e. Gusset type (see 3.1.3, 3.1.3.1, 3.1.3.2).
- f. Insert printing, if required (see 3.4.1.4)
- g. Required inserts (see 3.4.1.4, 5.1, 5.2.1, and 5.2.2)
- h. Special Marking, if required (see 5.3).

## 6.3 Definitions

6.3.1 "Waste paper" is defined as any of the following:

- (a) Post consumer materials such as:
  - (i) Paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end usage as a consumer item, including: Used corrugated boxes, old newspapers, old magazines, mixed waste paper, tabulating cards, and used cordage, and
  - (ii) All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste; and
- (b) Manufacturing, forest residues, and other wastes such as:
  - (i) Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets) including: Envelope cuttings, bindery trimmings, and other paper and paperboard waste, resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and;
  - (ii) Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others.

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6.3.2 "Recovered materials" means waste material and by-products that have been recovered or diverted from solid waste, but such term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process. In the case of paper and paper products, the term "recovered materials" includes:

(a) Post consumer materials such as:

(i) Paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end usage as a consumer item, including: Used corrugated boxes, old newspapers, old magazines, mixed waste paper, tabulating cards, and used cordage, and,  
 (ii) All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste; and

(b) Manufacturing, forest residues, and other wastes such as:

(i) Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets) including envelope cuttings, bindery trimmings, and other paper and paperboard waste, resulting from printing, cutting, forming, and other converting operations; bag, box and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and  
 (ii) Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others;  
 (iii) Fibrous by-products of harvesting, manufacturing, extractive, or woodcutting processes, flax, straw, linters, bagasse, slash, and other forest residues;  
 (iv) Wastes generated by the conversion of goods made from fibrous material (e.g., waste rope from cordage manufacture, textile mill waste, and cuttings); and  
 (v) Fibers recovered from waste water that otherwise would enter the waste stream.

#### 6.4 Item Identifiers/Reference Part Number System (For Cataloging Use, Only):

The following example represents a File Folder that is:

Type I General Purpose, Class 1 - With Fastener, Style 3 - Shelf File, Letter size, Grade C Standard duty, Color - Kraft or Manila, One fastener in the first position, one inch capacity, Double Top. Straight Top, Self Tab, 3/4 inch expansion.

UU1206 - 1A3C3AD1B1 Example of reference part number:

Expansion: 1 - 3/4 Inch  
 2 - 1 Inch Gusset  
 3 - 2 Inch Gusset

Tab: A - Straight Cut, Self Tab  
 B - Double Top, Straight Cut, Self Tab  
 C - 1/3 Cut, Self Tab  
 D - Double Top, 1/3 Cut, Self Tab  
 E - 1/3 Cut, Angular Plastic, Tab  
 F - 1/3 Cut, Straight Plastic, Tab  
 G - 1/3 Cut, Angular Metal, Tab  
 H - 1/3 Cut, Rectangular Metal, Tab  
 I - 1/5 Cut, Self Tab  
 J - Double Top, 1/5 Cut, Self Tab  
 K - 1/5 Cut, Angular Plastic, Tab  
 L - 1/5 Cut, Straight Plastic, Tab  
 M - 1/5 Cut, Angular Metal, Tab  
 N - 1/5 Cut, Rectangular Metal, Tab  
 O - 3/5 Cut, Self Tab  
 P - 1/2 Cut, Self Tab  
 Q - As Specified.

Capacity: 0 - Not Applicable  
 1 - One Fastener 1 inch Capacity  
 2 - One Fastener 2 inch Capacity  
 3 - Two Fasteners Both 1 inch Capacity  
 4 - Two Fasteners Both 2 inch Capacity  
 5 - Two Fasteners one 1 inch & one 2 inch Capacity  
 6 - As Specified

Fastener Position(s): A - Not Applicable  
 B Position 1 Top Left Leaf  
 C Position 2 Bottom Left Leaf  
 D Position 3 Top Right Leaf  
 E Position 4 Bottom Right Leaf  
 F Position 5 At Fold Left Leaf  
 G Position 6 At Fold Right Leaf  
 H Position 7 Left Edge Right Leaf  
 I Position 8 Right Edge Left Leaf  
 J As specified

Color: 1 - Kraft, Brown  
 2 - Kraft, Red  
 3 - Kraft, Brown or Manila (Supplier's option)  
 4 - Manila  
 5 - Green Pressboard  
 6 - Red Pressboard  
 7 - As Specified

Grade: A - Extra Heavy Duty  
 B - Heavy Duty  
 C - Standard Duty  
 D - Light duty

Style: 1 - Letter Size Drawer File  
 2 - Legal Size Drawer File  
 3 - Letter Size Shelf File  
 4 - Legal Size Shelf File  
 5 - Custom Size

Class: A - Class 1 - With Fasteners  
 B - Class 2 - Without Fasteners

Type: 1 - Type I - General Purpose  
 2 - Type II - Special Purpose

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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

TABLE VIII

METRIC CONVERSION TABLE  
FILE FOLDERS

Inches	cm
0.0005	0.00127
0.002	0.00508
0.01	0.02540
0.011	0.02794
0.012	0.03048
0.0128	0.03251
0.014	0.03556
0.0141	0.03581
0.015	0.03810
1/32	0.07938
1/16	0.15875
3/32	0.23813
1/8	0.31750
3/16	0.47625
7/32	0.55563
1/4	0.63500
5/16	0.79375
3/8	0.95250
7/16	1.11125
1/2	1.27000
9/16	1.42875
5/8	1.58750
11/16	1.74633
3/4	1.90500
25/32	1.98438
13/16	2.06375
7/8	2.22250
15/16	2.38125
1	2.54
1-1/8	2.86
1-3/16	3.02
1-3/8	3.49
1-1/2	3.81
1-9/16	3.97
1-5/8	4.13
1-3/4	4.45
1-15/16	4.92
2	5.08
2-1/16	5.24
2-1/2	6.35
2-9/16	6.51
2-5/8	6.67
2-3/4	6.99
3	7.62
3-1/4	8.26
3-1/2	8.89
3-7/8	9.84

METRIC CONVERSION TABLE  
FILE FOLDERS

Inches	cm		
4	10.16		
4-1/8	10.48		
4-1/4	10.80		
4-3/4	12.07		
4-7/8	12.38		
5-1/8	13.02		
5-3/4	14.61		
6-1/2	16.51		
7-1/8	18.10		
7-3/4	19.69		
7-7/8	20.00		
8-1/2	21.59		
8-5/8	21.91		
8-3/4	22.23		
8-7/8	22.54		
9-1/4	23.50		
9-3/16	23.34		
9-3/8	23.81		
9-1/2	24.13		
9-7/8	25.08		
10-1/4	26.04		
11	27.94		
11-5/16	28.73		
11-3/8	28.89		
11-3/4	29.85		
12	30.48		
12-1/8	30.80		
14-3/8	36.51		
14-1/2	36.83		
15	38.10		
		Basis Weight	Basis Weight
		Pounds/	Grams/Meter <sup>2</sup>
		(24" x 36" - 500)	
		370	602.16
		217	353.16
		200	325.49
		185	301.08
		154	250.63
		147	239.24
		133	216.45