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August 16, 1972
SUPERSEDING
MIL-F-21752(S&A)
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FEDERAL SPECIFICATION

FOLDERS, FILE, FOLLOW-UP AND INNER

This specification was approved by the Commissioner, Federal Supply Service, General Services Administration, for the use of all Federal agencies.

1. SCOPE

1.1 Scope.- This specification covers 2 types and 4 classes of file folders; Inner and Follow-Up, that are used for the filing of documents that require follow-up action.

1.2 Classification.- The folders shall be of the following types and classes, as specified (see 6.2):

Type I - Inner file folder

Class 1 - With paper fastener
Class 2 - Without paper fastener

Type II - Follow-up file folder

Class 3 - With title insert
Class 4 - Without the title insert

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 this specification to the extent specified herein.

FSC 7530

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Federal Specifications:

- PPP-B-566 - Boxes, Folding, Paperboard.
- PPP-B-636 - Boxes, Shipping, Fiberboard.
- PPP-B-665 - Boxes, Paperboard, Metal Edged and Components.
- PPP-B-676 - Boxes, Setup.
- PPP-T-45 - Tape, Gummed, Paper, Reinforced and Plain, For Sealing and Securing.

Federal Standards:

- FED-STD-123 - Marking for Domestic Shipment (Civil Agencies).

(Activities outside the Federal Government may obtain copies of Federal Specifications, Standards, and Handbooks 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, D.C. 20402.

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

(Federal Government activities may 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 Shipment and Storage.

(Copies of Military Specifications and Standards required by suppliers in connection with specific procurement functions should be obtained from the procuring activity or as directed by the contracting officer.)

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

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

- T402 - Standard Conditioning and Testing Atmospheres for Paper, Board, Pulp Handsheets and Related Products.
 T410 - Weight per Unit Area (Basis Weight or Substance) of Paper and Paperboard.
 T411 - Thickness (caliper) of Paper and Paperboard.
 T414 - Internal Tearing Resistance of Paper.

(Application for copies should be addressed to the Technical Association of the Pulp and Paper Industry, One Dunwoody Park, Atlanta, GA 30341.)

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, N.W., Washington, DC 20036.)

Uniform Classification Committee, Agent

Uniform Freight Classification

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

(Technical society and technical association specifications and standards are generally available for reference from libraries. They are also distributed among technical groups and using Federal agencies.)

3. REQUIREMENTS

3.1 Material.- The folders shall be made from wood fibers which may include reclaimed fibers and shall conform to the physical properties listed in table I.

TABLE I.- Physical properties

	Type I	Type II
Basis weight, 24 by 36-500 sheets (tolerance, plus or minus 5 percent)	133 pounds	250 pounds
Thickness (tolerance)	0.0095 inch ± 0.0005 inch	0.018 inch ± 0.001 inch
Tearing resistance, min, total of both directions	530 grams	1250 grams

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3.2 Writing quality.- The folders shall be suitably sized to permit acceptance of ink without feathering. Ruled lines or written characters shall be clear cut when tested as specified in 4.4.3.

3.3 Color.- The color of the folders shall be the natural color of the stock, or lighter.

3.4 Dimensions.-

3.4.1 Leaves.- The width of the leaves shall be 11 3/4 inches or 14 7/8 inches, as specified (see 6.2). The height of the back leaf (type I), exclusive of the tab, shall be 9 3/16 inches, and including the tab, shall be not more than 9 15/16 inches nor less than 9 7/8 inches. The height of the back leaf (type II, class 3) shall be not more than 10 inches and the height of the front leaf (type II, class 3) shall be not more than 9 1/4 inches. The height of the back leaf (type II, class 4) shall be not more than 9 1/2 inches and the height of the front leaf shall be not more than 7 inches. A tolerance of minus 1/32 inch shall be permitted.

3.4.2 Tab (type I).- The length of the tab shall be 2 3/4 inches \pm 1/16 inch and the width shall be 3/4 inch \pm 1/16. Corners shall be rounded.

3.5 Sheet plastic (type II).- The sheet plastic used in the fabrication of the follow-up file folder tip and indicator shall be a cellulose acetate of not less than 0.009 inch thickness. The cellulose acetate shall be free from warpage, cracks or scratches.

3.5.1 Color and transparency.- The color of the indicator shall be dark green and all other cellulose acetate shall be clear and transparent.

3.6 Title insert stock (type II, class 3).- The title insert shall be made of white ledger paper, chemical wood, basis weight 72 (17 by 22-1000). One title insert shall be provided with each folder. The insert shall be a minimum of 2 7/8 inches long by 3/8 inch wide, with a tolerance of plus or minus 1/32 inch in both dimensions. The title inserts may be provided in perforator form, in quantities sufficient for the number of folders in the unit container.

3.7 Construction.-

3.7.1 Fold and scorings.- The bottom of the folder shall be plain. The fold shall be 90 degrees to the sides and the direction of the grain shall be parallel with the fold.

3.7.2 Front leaf.- The front leaf of type I and type II, class 3 shall have four 1/4 inch scorings for a total of 1 inch expansion. The front leaf of type II, class 4, shall have five 1/4 inch scorings for a total of one and 1 1/4 inch expansion.

3.7.3 Back Leaf (type II).- The back leaf shall have a printed scale adjacent to and parallel with the top edge (see 3.7.3.1).

3.7.3.1 Printing (type II).- The 12 months of a year, January through December, shall be printed in 9-point type. Each month shall be abbreviated using the first three letters of the month. The days of the month, 1 through 31, shall be printed in 12-point type. The 12 months and 31 days of the month shall be equally spaced, $3/16$ inch. The printing shall read from left to right. The printing shall start 6 inches plus or minus $1/16$ inch from the left side of the $14\ 7/8$ inch wide follow-up file folder and $2\ 3/4$ inches plus or minus $1/16$ inch from the left side of the $11\ 3/4$ inch wide follow-up file folder. All printing shall be black, sharp, and clear with no indication of offset. One half inch of blank space shall separate the monthly register from the daily register.

3.7.3.2 Plastic tip (type II).- A sheet plastic tip shall extend across the top edge of the leaf to afford protection to the edge and provide for the retention of a moveable indicator (see 3.7.3.3). The sheet plastic tip shall permit insertion of a $2\ 3/4$ inch first position inner folder tab under the tip (see 6.1) and also permit insertion of a titleinsert for type II, class 3 (see 3.6). The sheet plastic tip shall be attached to the leaf by stapling for class 3 and by heat sealing or adhesive for class 4.

3.7.3.3 Plastic indicator (type II).- Each folder shall be equipped with two plastic indicators; one for months and one for days. The indicators shall be designed to locate correct register with any month of the year or day of the month. The indicators shall move with ease and shall require not more than 8 ounces of exertion to change its location, when tested as specified in 4.4.1.2. The width of the indicators shall not exceed $1/2$ inch and the depth of the indicators shall not exceed $3/4$ inch.

3.7.4 Corners (type I).- Corners of tab shall be rounded.

3.7.5 Class I folder (type I) .- The class 1 folder shall be equipped with a $2\ 3/4$ inch prong type metal paper fastener securely clinched to the back leaf. The fastener shall be parallel to and $3/4$ 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.

3.7.5.1 Paper fastener.- The paper fastener shall be made of metal 0.0012 plus or minus 0.002 inch thick, coated with laquer, baked enamel, or tin plate. The paper fastener shall pass the bending test described in 4.4.1.1. Prongs shall be attached to, or shall be a continuation of, each end of the base. The prongs shall have a width not less than $3/16$ inch nor more than $7/32$ inch. The length shall be $1\ 1/2$ inches.

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3.8 Product marking (type II).- Follow-up file folders furnished under this specification shall be marked in a plain and permanent manner with the manufacturer's part number, name, or trade-mark of such known character that the source of manufacture may be readily determined. Instructions regarding the removal of title insert and movement of the indicator shall be plainly indicated.

3.9 Class 2 folder.- The class 2 folder shall be furnished without a paper fastener.

3.10 Workmanship.- The folder shall be free from scuff and soil marks and any visible defects or imperfections which would 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.

4. QUALITY ASSURANCE PROVISIONS

4.1 Responsibility for inspection.- Unless otherwise specified in the contract or purchase order, the supplier is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the supplier may use his own or any other facilities suitable for the performance of the inspection requirements specified herein, unless disapproved by 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 supplies and services conform to prescribed requirements.

4.2 Inspection.- Sampling for inspection shall be performed in accordance with MIL-STD-105, except where otherwise indicated hereinafter.

4.2.1 Inspection of materials and components.- In accordance with 4.1 above, components and materials shall be inspected and tested in accordance with all the requirements of referenced specifications and standards, unless otherwise excluded, amended or qualified in this specification or applicable purchase document.

4.3 Inspection of the end item.-

4.3.1 Examination of the end item.- The end item shall be examined for the defects in the applicable subparagraphs at the inspection levels and acceptable quality levels (AQLs) set forth in 4.3.1.4. Random samples shall be drawn from each lot of the end items for examination of visual, dimensional, count and preparation for delivery defects. The lot shall be expressed in units of one folder each of the type and class being procured for examinations in 4.3.1.1 and 4.3.1.2 and in units of one shipping container each for examination in 4.3.1.3.

4.3.1.1 Examination for visual defects.- The sample unit for this examination shall be one file folder of each type and class being procured.

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<u>Examine</u>	<u>Defect</u>
Construction	Not as specified. Any component missing, not constructed as specified, or damaged. Any operation not performed, e.g. any score missing.
Color	Any variation from color or shade specified.
Transparency (plastic components)	Not clear, transparent.
Hardware	Not type specified. Any broken or malformed. Any rough or sharp edge or burr.
Workmanship	Any dirt or foreign matter. Any hole, scuff, abraded area. Any tear. Any crease or fold. Edges not clean cut. Edges do not coincide when required. Any wavy or uneven edge.

4.3.1.2 Examination for defects in dimensions.- The sample unit for this examination shall be one folder of the type and class being procured.

<u>Examine</u>	<u>Defect</u>
Dimensions (including all applicable components)	Any variation from dimension and tolerance specified.

4.3.1.3 Examination of preparation for delivery requirements.- An examination shall be made to determine whether the packaging, packing, and marking complies with the section 5 requirements. Defects shall be scored in accordance with the list below. The sample unit shall be one shipping container fully prepared for delivery with the exception that it need not be closed. Defects of closure listed below shall be examined on shipping containers fully prepared for delivery. The lot size shall be the number of shipping containers in the end item inspection lot.

<u>Examine</u>	<u>Defect</u>
Marking (exterior and interior)	Omitted; incorrect; illegible; of improper size, location, sequence or method of application.
Materials	Any component missing or damaged.

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<u>Examine</u>	<u>Defect</u>
Workmanship	Inadequate application of components, such as: incomplete closure of container flaps, loose strapping, improper taping or inadequate stapling. Bulged or distorted container.
Content	Number of folders per interior package or shipping container is more or less than required.

4.3.1.4 Inspection levels and acceptable levels (AOLs) for examination.-
The inspection levels for determining the sample size and the acceptable
quality levels (AOLs) for examination, expressed in defects per hundred units,
shall be as follows:

<u>Examination paragraph</u>	<u>Inspection levels</u>	<u>AOLs</u>
4.3.1.1	I	2.5
4.3.1.2	S-2	2.5
4.3.1.3	S-2	4.0

4.3.2 Testing of the end item.- The end item shall be tested for the
characteristics specified in table II. The lot, for the purpose of determin-
ing the sample size in accordance with MIL-STD-105, shall be expressed in
units of packages of folders of each type and class being procured. The
sample unit shall consist of 2 folders of each type and class being procured.
The sample size shall be S-2. No more than one sample unit shall be taken
from a package. There shall be no evidence of failure in either sample unit
or lot average requirement. The samples shall be conditioned and tested
according to TAPPI T402.

CHARACTERISTIC		INSTRUCTIONS FOR TESTING OF THE END ITEM							TABLE II	
		Specification Reference		Requirements Applicable To		Number Determinations Per Unit sample	Results Reported As		Inspect Level	AQL
		Requirement	Test Method	Individual Unit	Lot Aves.		Pass or Fail	Numerically to Nearest		
Atmospheric conditions		4.3.2	T402*	All	testing except performance tests.					
Basis Weight		Table I	T410*	X	1	0.1 pound				
Thickness		Table I	T411*	X	Average of 5	0.0005				
Tearing resistance		Table I	T414*	X	Average of 5	Gram				
Performance tests										
Bend test (type I, class I)										
First cycle		3.7.5.1	4.4.1	X	20		X			
Second cycle		3.7.5.1	4.4.1	X	50		X			
Functional test of plastic indicator (type II)										
Pull test		3.7.3.3	4.4.2	X	1		X			
Push test		3.7.3.3	4.4.2	X	1		X			

* Indicates test method of TAPPI

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4.4 Test methods.-

4.4.1 Bend test (type I).- The fasteners shall be subjected to repeated cold bend test by first; inserting the prongs through the perforations of one sheet of paper and bending prongs down to the base (prong position when fastener is secured) and back to original open position (through not less than a 90 degree arc) a minimum of 20 times; second, inserting the prongs through the perforations of sheets of paper having a total thickness of not less than one-half the capacity of the fastener; the fastener shall be completely assembled and each prong bent back to its original position and the cycle repeated 50 times. The prongs shall show no evidence of fracture at any point when tests are completed. Fracture of any sample prong will be considered as failure to meet the requirements of this specification and shall be cause for rejection of the lot.

4.4.2 Functional test of plastic indicator (type II).-

4.4.2.1 General.- Test samples shall be subjected to exertion (push-pull) tests. The first part of the test shall determine the ease of indicator movement. The second part of the test shall determine the adequacy of the locking device. The test shall be conducted using room conditions of 75 degrees F plus or minus 10 degrees F, relative humidity 50 percent plus or minus 10 percent. The test shall be made with a push-pull gauge, adjusted for horizontal reading, Chatillon Model 719-5 or equal. The tests shall be made on a flat horizontal surface with the gauge applied to the side of the indicator with an exertion directed in a line parallel with the edge and surface of the folder. Exertion shall be gradual and care shall be taken not to obstruct the action of the gauge. The tests shall be made with "pull" exertion from number 1 to the direction of number 25 and "push" exertion from number 25 to the direction of number 1 on the printed scale.

4.4.2.2 Procedure.- Place the indicator in a released position by inserting a metal plate between the extended end of the indicator and the folder stock. The plate shall be 0.125 inch plus or minus 0.005 inch thick and approximately 4 inches wide and 7 inches long. The plate shall be smooth, flat, and free of burrs. The plate shall be held firmly by one hand, within the testing area of printed numbers 1 and 25, at a parallel distance of 1/8 inch from the lower edge of the plastic tip. The indicator shall be located at number 1 and "pull" applied on the side of the indicator between the edge of the plate and edge of the plastic tip. Locate the indicator at number 25 and apply a "push" exertion. Any file folder requiring a "pull" or "push" of more than 8 ounces to move the indicator a minimum distance of 1 inch shall be considered as failing this test. Remove the plate for the second part of the test and lock the indicator in number 1 register. Apply a "pull" on the side of the indicator. Then locate the indicator in number 25 register and apply a "push" exertion. Any file folder having an indicator that moves from register, breaks, or splits under "pull" or "push" of 32 ounces shall be considered as failing this test.

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4.4.3 Writing quality.— Draw several lines and write several 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 C.I. 18050, C.I. Acid Red 1, C.I. 42085, or C.I. Acid Green 3. Observe the lines and characters for clarity and feathering. To be considered satisfactory, there shall be no feathering and the lines and characters shall be clear cut.

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.— Twenty-five size 14 7/8 inches or fifty size 11 3/4 inches follow-up folders, or one-hundred inner folders of one class only shall be packaged in a snug-fitting paperboard box conforming to variety 1, style III, type G, class 1 of PPP-B-566; type I, variety 1, class A, style 4 of PPP-B-676; or class 1, style A of PPP-B-665. Each paperboard box shall be securely closed with 2-inch minimum width gummed paper tape conforming to type III, grade B of PPP-T-45, applied at the center of the length opening and along the bottom and up each side at least one-half the depth of the box.

5.1.2 Level B (civil agencies).— Folders shall be packaged in accordance with 5.1.1 except that boxes shall be secured to prevent accidental opening (see 6.2).

5.1.3 Level C.— Folders shall be packaged to afford adequate protection against physical damage during shipment from the supply source to the first receiving activity. The supplier may use his standard practice when it meets this requirement.

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

5.2.1 Level A.— Five-hundred folders of one description only, packaged as specified in 5.1, shall be packed in a snug-fitting fiberboard shipping container conforming to style RSC, grade V2s of PPP-B-636. Each shipping container shall be closed, waterproofed, and reinforced in accordance with the appendix of the container specification.

5.2.2 Level B.— Five-hundred folders of one description only, packaged as specified in 5.1, shall be packed in a snug-fitting fiberboard shipping container conforming to style RSC, type CF (variety SW) or SF, class domestic, grade 275 of PPP-B-636. Each shipping container shall be closed in accordance with method II as specified in the appendix of the container specification.

5.2.2.1 When specified (see 6.2), the fiberboard shipping container shall be a grade V3c, V3s, or V4s fiberboard box fabricated in accordance with PPP-B-636 and closed in accordance with the appendix of the container specification.

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5.2.2.2 Civil agencies.- One-hundred 14 7/8 inches by 9 1/4 inches follow-up folders, two-hundred 11 3/4 inches by 10 inches follow-up folders, or five-hundred inner folders, packaged as specified in 5.1.2, shall be packed in a shipping container conforming to class domestic of PPP-B-636 (see 6.2).

5.2.3 Level C.- Folders, packaged as specified in 5.1, shall be packed in a manner to insure carrier acceptance and safe delivery at destination at the lowest transportation rate for such supplies. Containers shall be in accordance with Uniform Freight Classification Rules or National Motor Freight Classification Rules, as applicable.

5.3 Marking.-

5.3.1 Civil agencies.- In addition to any special marking required by the contract or order, interior packages and shipping containers shall be marked in accordance with FED-STD-123.

5.3.2 Military requirements.- In addition to any special marking required by the contract or order, interior packages and shipping containers shall be marked in accordance with MIL-STD-129.

6. NOTES

6.1 Intended use.- Inner file folders are for use with follow-up folders. They may be removed from the follow-up folder after all action has been taken and used as the completed transaction folder. Follow-up file folders are suitable for filing documents that require a daily and monthly follow-up. When the follow-up is required during a subsequent month, the sliding signal is placed over the appropriate month. When the follow-up is required during the current month, the signal is placed over the appropriate date number.

6.2 Ordering data.- Procurement documents should specify the following:

- (a) Title, number and date of this specification.
- (b) Type or class required (see 1.2).
- (c) Width of leaves required (see 3.4.1).
- (d) Selection of the applicable levels of packaging and packing (see 5.1 and 5.2).
- (e) When weather-resistant grade fiberboard shipping containers are required for level B packing (see 5.2.2.1).
- (f) When level B packaging and packing are required for civil agencies (see 5.1 and 5.2.2.2).

6.3 Color designations are those listed in the Technical Manual of the American Association of Textile Chemists and Colorists. Acid Red 1, C.I. 18050 may be obtained from Textile Aniline and Chemical Company. Acid Green 3, C.I. 42085 may be obtained from the following: Sandoz Incorporated; National Aniline Division of Allied Chemical Corporation; Geigy Chemical Corporation; and American Cyanamid Corporation.

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CUSTODIANS:

Army - GL
Navy - SA
Air Force - 84

Preparing activity:

Army - GL

Civil Agency Coordinating Activities:

GSA-FSS
COMMERCE
HEW-FHS
JUS-FPI

Project No. 7530-0166

Orders for this publication are to be placed with General Services Administration, acting as an agent for the Superintendent of Documents. See section 2 of the specification to obtain extra copies and other documents referenced herein. Price 15 cents each.

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SPECIFICATION ANALYSIS SHEET		Form Approved Budget Bureau No. 22-R255
<p>INSTRUCTIONS: This sheet is to be filled out by personnel, either Government or contractor, involved in the use of the specification in procurement of products for ultimate use by the Department of Defense. This sheet is provided for obtaining information on the use of this specification which will insure that suitable products can be procured with a minimum amount of delay and at the least cost. Comments and the return of this form will be appreciated. Fold on lines on reverse side, staple in corner, and send to preparing activity. Comments and suggestions submitted on this form do not constitute or imply authorization to waive any portion of the referenced document(s) or serve to amend contractual requirements.</p>		
<p>SPECIFICATION Folders, File, Follow-Up And Inner UU-F-1762</p>		
<p>ORGANIZATION</p>		
<p>CITY AND STATE</p>		<p>CONTRACT NUMBER</p>
<p>MATERIAL PROCURED UNDER A <input type="checkbox"/> DIRECT GOVERNMENT CONTRACT <input type="checkbox"/> SUBCONTRACT</p>		
<p>1. HAS ANY PART OF THE SPECIFICATION CREATED PROBLEMS OR REQUIRED INTERPRETATION IN PROCUREMENT USE?</p> <p>A. GIVE PARAGRAPH NUMBER AND WORDING.</p>		
<p>B. RECOMMENDATIONS FOR CORRECTING THE DEFICIENCIES</p>		
<p>2. COMMENTS ON ANY SPECIFICATION REQUIREMENT CONSIDERED TOO RIGID</p>		
<p>3. IS THE SPECIFICATION RESTRICTIVE?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO (If "yes", in what way?)</p>		
<p>4. REMARKS (Attach any pertinent data which may be of use in improving this specification. If there are additional papers, attach to form and place both in an envelope addressed to preparing activity)</p>		
<p>SUBMITTED BY (Printed or typed name and activity - Optional)</p>		<p>DATE</p>

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