

DRAFT TANZANIA STANDARD

TBS/CDC 10 (5141) P₂–Folders and Files – Specification (revision of TZS 66:1980)

TANZANIA BUREAU OF STANDARDS

Foreword

This Draft Tanzania Standard is being prepared by the Stationary and Paper Products Technical Committee, under the supervision of Chemicals Divisional Standards Committee and it is in accordance with the Procedures of the Bureau.

This Draft Tanzania Standard is the first revision of TZS 66:1980 "Folders and Files – Specification". This second edition cancels and replaces TZS 66:1980- Folders and Files – Specification.

In reporting the results of a test analysis made in accordance with this finalized Tanzania Standard, if the final value, calculated or observed is to be rounded off, it shall be done in accordance with TZS 4 – Rounding off numerical values

In the preparation of this Draft Tanzania Standard assistance has been obtained from the following document:

ISO 623: 1974 Sizes of Folders and Files published by the international organization for standardization.

IS 5457:2016 Specification for Sizes of Folders and Files, published by Bureau of Indian Standards.

Folder and Files – Specification

1. Scope

This Draft Tanzania Standard specifies the requirements of the sizes of folders and files intended to receive either sheets of paper of A4 sizes (210 mm x 297 mm) or foolscap sizes (203 mm x 330 mm) or simple folders (without back) or folders or files with a very small back manufactured from paper and board or other suitable material.

2. Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies;

TBS/CDC 10(5136) P3- Paper and board – Sampling to determine average quality (rev. of TZS 80: 1980)

3. Terms and definitions

For the purpose of this Draft Tanzania Standard, the following terms and definitions shall apply:

3.1. folder

cover, usually of manilla, with either single or multiple folds which may have one edge tabbed. Folders may be provided with gussets, flaps or pockets

3.2. file

any type of folder into which has been introduced a paper fastening device. A file may or may not have inside 'wings'

3.3. level arch file

stiff cover fitted with an arch binding operated by a level

3.4. box file

box - shaped container which may be fitted with a spring clip or other mechanical device for retaining papers

3.5. transfer storage case

rigid or collapsible box-shaped container for housing papers, folders or files when transferred for storage

NOTE Because the nomenclature for types of folder' can vary considerably, the one 'folder' is used throughout-the specification to include items sometimes called 'wallet', 'portfolio' or 'pocket folder'.

4. Requirements

4.1. Material

The materials for folders and files shall be from paper and board or any other suitable material.

4.2. Dimensional requirements

4.2.1. Folder and Files

4.2.1.1. Folders and files shall be sufficiently large to accommodate and protect papers of the appropriate-size. Nevertheless, overall dimensions when closed shall not exceed the maximum values given in Table 1.

Table 1: Dimensions of folders and files

To contain sheets of size	Dimension Y (Fig. 1 inclusive of tab, if any) mm max.	Binding folded edge X (Figure 1) mm max.
A4 (210 mm x 297 mm)	240	320
Foolscap (203 mm x 330 mm)	240	355

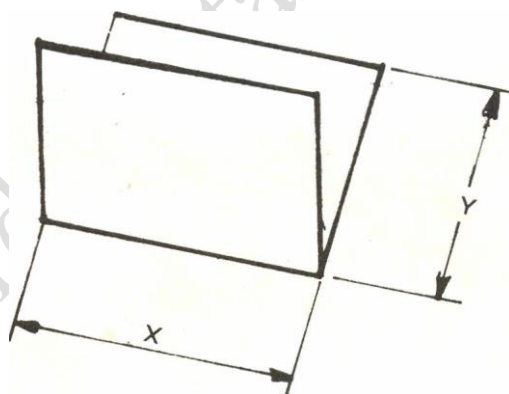


Figure 1. Typical folders

4.2.1.2. Where an overlap or tab is provided for primary reference purposes it is recommended that this should be approximately 12 mm in height. Where the tab is provided for secondary reference purposes only, the height may be reduced.

4.2.1.3. The width of gussets has not been specified as these are usually supplied to customers' requirements. It is recommended, however, that gussets should normally extend to more than 25 mm capacity

4.2.1.4. The depths of pocket and flap in wallet type folders shall be adequate to accommodate and protect the contents.

4.2.2. Lever arch files

4.2.2.1. Lever arch files shall be sufficiently large to accommodate and protect papers of the appropriate sizes:- A4: 280 mm x 315 mm and Foolscap: 280 mm x 350 mm

In both cases it is recommended that the external width of the spine should not exceed 82 mm.

4.2.2.2. The spine of level arch files shall incorporate a provision to facilitate removal from storage.

4.2.3. Box files

Box files shall be sufficiently large to accommodate loose papers of the appropriate sizes, and their dimensions shall be as in Table 2 and 3. It is recommended that the internal depth of box files be 75 mm.

4.2.3.1. Box files with index and drop front

Dimensions of box files with index and drop front shall be as in table. 2.

4.2.3.2. Box files without index and with fixed front

Dimensions of box files without index and with fixed front shall be as in Table 3.

Table 2: Dimensions for box files with index and drop front

To contain sheets of size	Minimum internal dimensions		Maximum external dimensions	
	Width	Length	Width	Length
A4 (210 mm x 297 mm)	265	320	290	355
Foolscap (203 mm x 330 mm)	265	355	290	388

Table 3: Dimensions of box files without index and with fixed front

To contain sheets of size	Minimum internal dimensions		Maximum external dimensions	
	Width	Length	Width	Length
A4 (210 mm x 297 mm)	255	320	280	355
Foolscap (203mm x 330 mm)	255	355	280	388

4.2.4. Dimensional requirements for folders and files out of mentioned

For file and folder that have dimension out of the above mentioned one, it shall comply with all requirements in this standard as well as the requirements on dimension in which shall be derived from the outline normal size herein.

Each normal series (regularly derived sizes) consists of a range of sizes formed in such a manner that each size is achieved by dividing the size immediately above it into two equal parts, the division being parallel to the shorter side (the halving principle). Consequently, the areas of two successive sizes are in the ratio 2:1.

5. Sampling

Representative samples of Folders and Files shall be drawn as prescribed in TBS/CDC 10(5136) P3- Paper and board – Sampling to determine average quality (revision of TZS 80: 1980/ISO 186:2002)

Draft standard for stakeholders comments