

HW:

Your mentioning that you need a new legal size filing cabinet prompts us to ask if you've explored the possibility of temporary or storage files, made of heavy corrugated paper. The idea is that with them you might clear out some of your older files you're no longer using currently and thus free a usable filing cabinet.

There are two kinds. The first is a simple folded corrugated paper box (15x12x10) long enough to take legal files and just wide enough to take letterhead files. Usually you can get them at any large stationer or office-supply firm and they cost less than \$2.00 each single, less if you buy several in some cases. They come either with a hinged lid or a separate lid.

The more ambitious kind is what is sold locally under the trade name of "Pronto" and consists of a sleeve with a drawer in it. The sleeve has a metal frame around the front or open end and comes with metal clips which make it possible to stack them. The problem with stacking them is that only the bottom drawer won't drop down when you pull it out. These come either in letterhead or legal size and are 26 inches deep. The legal size costs \$7.25 here, complete with sleeve, and a compressor costs \$1.95 extra. This is a metal strip and that fits into the bottom with a sliding upright piece that keeps less-than-full files compressed. Metal clips for stacking cost a few cents each.

We use Prontos for all our active files. They're a nuisance because although we have them only two deep, we still have to pull out the lower drawer before pulling out the upper one. Otherwise, they're quite satisfactory.

We use the simple storage boxes for old files which are not current and which we don't have to consult very often.

Jenifer recently acquired a variation of this storage type which has an inserted rack to hold suspended files. \$4.75 including 10 suspended filing folders. This is ideal for when she's clipping newspapers and sorting them into different categories for handling later. The folders come with plastic tabs in which the labels can be changed from time to time with a minimum of bother.

You may know all about these possibilities, but in case you don't we remembered how glad we were to learn about them.

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