

Specification for

# Filing cabinets and suspended filing pockets

ICS 97.140

# Co-operating organizations

The Office Equipment and Supplies Standards Committee under whose supervision this British Standard was prepared consists of representatives from the following Government departments and industrial organizations:

- Association of Certified and Corporate Accountants
- British Federation of Master Printers\*
- Business Equipment Trade Association\*
- Chartered Institute of Secretaries
- Confederation of British Industry
- Corporation of Secretaries Limited
- H.M. Stationery Office\*
- H.M. Treasury
- Institute of Chartered Accountants in England and Wales
- Institute of Cost and Works Accountants
- Institute of Office Management\*
- Institute of Purchasing and Supply
- Ministry of Public Building and Works\*
- Office Machines and Equipment Federation\*

The Government departments and industrial organizations marked with an asterisk in the above list, together with the following, were directly represented on the Committee entrusted with the preparation of this British Standard:

- Aslib
- Association of Medical Records Officers
- Association of Municipal Corporations
- British Furniture Manufacturers Federated Association
- British Paper & Board Maker's Association
- British Railways Board
- British Stationery and Office Equipment Association
- County Councils Association
- Envelope Makers and Manufacturing Stationers Association
- Library Association
- National Coal Board
- Royal Institute of British Architects

This British Standard, having been approved by the Office Equipment and Supplies Standards Committee, was published under the authority of the Executive Board on 18 April 1969

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The following BSI references relate to the work on this standard  
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## Amendments issued since publication

| Amd. No. | Date           | Comments                                    |
|----------|----------------|---------------------------------------------|
| 4189     | March 1983     | Indicated by a sideline in the margin       |
| 16158    | September 2006 | Changes to Clause 6 and to 7.1 and Clause 8 |
|          |                |                                             |
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## Foreword

This British Standard was published originally under the direction of the Office Machines and Equipment Industry Standards Committee. After being transferred to the Furniture and Household Equipment Standards Committee it was amended by Amendment No. 1:1983 and Amendment No. 2:2006.

Care has been taken to avoid a detailed constructional specification such as would inhibit freedom of design or the use of new materials and methods. Emphasis has instead been placed on dimensional standardization and functional requirements.

NOTE Where imperial equivalents are shown, the metric units are to be regarded as the standard. The conversions are approximate. More accurate conversions should be based on the tables in BS 350, "*Conversion factors and tables*".

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

**Compliance with a British Standard cannot confer immunity from legal obligations.**

### Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 6, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.