TECHNICAL NOTE

*A CONVENIENT METHOD FOR
PHYSICAL STORAGE OF CUMULATIVE RECORDS*

When a laboratory is running several experimental stations many hours a week, the buildup of cumulative records creates physical problems of storage and access. This note describes a method for storing cumulative records so that they are kept flat, need little space, and are separated by subject and readily accessible.

The method consists of dividing drafting-file drawers into sections, the areas of which are slightly larger than that of the cumulative record for a single session.

In the cabinet shown,¹ each of the nine drawer sub-sections contains the 1-hr experimental records for a single subject. Individual records are consecutively stored with the most recent record on top. Since the sheets of recorder paper are semitransparent, several days' performance may be observed simultaneously and trends are readily noted.

Dividing the drawer's depth by three is accomplished with four full-width sections of 1 in. (25 mm) by 2 in. (51 mm) lumber installed with the narrow side up.

¹Model 1853X-J4005-30 Drafting File Hamilton Manufacturing Company, Two Rivers, Wisconsin.

The drawer is then redivided in width by $\frac{1}{8}$ -in. (3 mm) removable Masonite slats, 2 in. (51 mm) high, installed between notched sections of the lumber. To prevent curling or tearing of records, each stack of records is topped with a loose sheet of $\frac{1}{8}$ -in. (3 mm) or $\frac{1}{4}$ -in. (6 mm) Plexiglas, cut or drilled for finger holes. Specific dimensions will be dictated by size of cabinet drawers, type of recorder, chart speed, and session length.

The five-drawer cabinet shown has capacity for storing 800 one-hour data records for each of 45 subjects. Cabinets may be stacked three or four high, providing whole multiples in capacity without requiring any additional floor space. New, five-drawer steel cabinets cost about \$165 to \$200, while comparable wood units start around \$120. Second-hand steel cabinets are sometimes available and cost from \$75 up, depending upon condition.

G. S. EMLEY, R. R. HUTCHINSON,
E. R. HALLIN, and S. KIRALEY
*Fort Custer State Home
Research Department
Augusta, Michigan*

Fig. 1. Top view of drafting-file drawer, divided into sections containing cumulative records of individual experimental sessions for nine subjects.