
INTERNATIONAL STANDARD



623

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Paper and board — Folders and files — Sizes

Papiers et cartons — Chemises de classement — Formats

First edition — 1974-06-15

iTeh STANDARD PREVIEW
(standards.iteh.ai)

[ISO 623:1974](#)

<https://standards.iteh.ai/catalog/standards/sist/fae39b8a-763b-4c59-ac8f-74283099372d/iso-623-1974>

UDC 676.06 (ISO) A4 : 686.83

Ref. No. ISO 623-1974 (E)

Descriptors : papers, paperboards, document storage, classifying folders, dimensions.

FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up has the right to be represented on that Committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the Technical Committees are circulated to the Member Bodies for approval before their acceptance as International Standards by the ISO Council.

Prior to 1972, the results of the work of the Technical Committees were published as ISO Recommendations; these documents are now in the process of being transformed into International Standards. As part of this process, Technical Committee ISO/TC 6 has reviewed ISO Recommendation R 623 and found it suitable for transformation. International Standard ISO 623 therefore replaces ISO Recommendation R 623-1967.

[ISO 623:1974](#)

ISO Recommendation R 623 was approved by the Member Bodies of the following countries :

Argentina	Germany	South Africa, Rep. of
Austria	India	Spain
Brazil	Iran	Sweden
Bulgaria	Israel	Switzerland
Canada	Korea, Rep. of	Turkey
Chile	Mexico	United Kingdom
Czechoslovakia	New Zealand	U.S.A.
Egypt, Arab, Rep. of	Norway	U.S.S.R.
Finland	Poland	Yugoslavia
France	Romania	

The Member Bodies of the following countries expressed disapproval of the Recommendation on technical grounds :

Denmark
Portugal

The Member Bodies of the following countries disapproved the transformation of ISO/R 623 into an International Standard :

New Zealand
Romania

Paper and board — Folders and files — Sizes

1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies the sizes of folders and files manufactured from paper or board :

- intended to receive either sheets of paper of the A4 size (210 mm X 297 mm) or simple folders (without back) or folders or, when possible, files with a very small back;
- not forming part of any particular filing system;
- not adapted to filing cabinets of a special character.

This International Standard does not apply to box files and transfer storage cases.

2 CLASSIFICATION AND SIZES

The sizes specified are those of the overall rectangular surface when the folders and files are folded, exclusive of any margin or tabs.

All the dimensions given are maximum dimensions.

- 1 Simple folders without back or mechanism : 220 mm X 315 mm.
- 2 Folders and files with a very small back (less than 25 mm), with or without mechanism : 240 mm X 320 mm.
- 3 Files with wide back (exceeding 25 mm)
 - without mechanism : 250 mm X 320 mm;
 - with mechanism : 290 mm X 320 mm.

iTeh STANDARD PREVIEW

This page intentionally left blank
(standards.iteh.ai)

ISO 623:1974

<https://standards.iteh.ai/catalog/standards/sist/fae39b8a-763b-4c59-ac8f-74283099372d/iso-623-1974>