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# MALAYSIAN STANDARD

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SPECIFICATION FOR FOLDERS  
AND FILES



STANDARDS & INDUSTRIAL RESEARCH INSTITUTE OF MALAYSIA

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Preview Only

This Malaysian Standard, which had been approved by the Consumer Products Industry Standards Committee and endorsed by the Council of the Standards and Industrial Research Institute of Malaysia (SIRIM) was published under the authority of the SIRIM Council in June, 1980.

SIRIM wishes to draw attention to the fact that this Malaysian Standard does not purport to include all the necessary provisions of a contract.

The Malaysian Standards are subject to periodical review to keep abreast of progress in the industries concerned. Suggestions for improvements will be recorded and in due course brought to the notice of the Committees charged with the revision of the standards to which they refer.

The following references relate to the work on this standard:

Committee reference: SIRIM/TC1(ISC1)/001

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## Committee representation

The Consumer Products Industry Standards Committee under whose supervision this Malaysian Standard was prepared, comprises representatives from the following Government Ministries, trade, commerce and manufacturer associations and the scientific and professional bodies.

Federation of Malaysian Consumer Associations  
Garment Manufacturers Association  
Malaysian Plastic Manufacturers Association  
Malaysian Rubber Product Manufacturers Association  
Malaysian Rubber Research and Development Board  
Malaysian Textile Manufacturers Association  
Ministry of Finance  
Ministry of Trade and Industry  
National Chambers of Commerce and Industry of Malaysia  
Plastics and Rubber Institute

The Technical Committee on Paper, Paper Products and Stationery which prepared this Malaysian Standard consists of representatives from the following member organizations:

Federation of Malaysian Manufacturers  
Malaysian Book Publishers Association  
Malaysian Industrial Development Authority (MIDA)  
Ministry of Finance (Contract and Supplies Division)  
Ministry of Housing and Local Government (Government Printers)  
Ministry of Primary Industries (Forest Research Institute)  
Ministry of Science, Technology and the Environment (Chemistry Department)  
Ministry of Trade and Industry  
National Chambers of Commerce and Industry of Malaysia.

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Encik Liew Tat Seng	MIDA
Encik Chye Hon Khim	Contract and Supplies Division, Ministry of Finance

## **FOREWORD**

This Malaysian Standard was prepared by the Technical Committee on Paper, Paper Products and Stationery under the authority of the Consumer Products Industry Standards Committee.

This standard covers the types of folders and files commonly used in offices, but it does not purport to include items designed for the storage of more specialized documents and continuous stationery.

Two paper sizes are included, namely ISO A4 (210 mm x 297 mm) and foolscap folio (203 mm x 330 mm). The inclusion of the latter paper size follows from its present continuing use, but it is intended that this will be phased out as the promotion of the use of ISO paper sizes in conjunction with the national metrication programme progresses. Because suspended filing pockets form a natural link between folders and files and filing cabinets, information about them is given in appendix A of the standard.

Care has been taken to avoid a specification which would inhibit freedom of design or the use of new materials and methods. Emphasis has instead been placed on dimensional standardization although once again the greatest possible freedom is given to meet variations between products from different manufacturers, consistent with ensuring that they provide adequate protection for their contents.

Because of the various types and grades of materials employed and the differing uses of the products dealt with, it has not been possible to give any useful overall performance requirements. Users are therefore recommended to satisfy themselves that the product is adequate to the use for which they intend it, related to such factors as likely loading, degree of handling, etc.

In the preparation of this standard, considerable assistance was derived from BS 1467 : 1972, 'Specification for folders and files' and this is hereby acknowledged. Besides, references were also made to ISO 623 - 1974, 'Folders and files - Sizes' and ISO 838 - 1974, 'Paper - Holes for general filing purposes - Specifications'.