

**ISO**

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

**ISO RECOMMENDATION  
R 623**

**PAPER AND BOARD  
SIZES OF FOLDERS AND FILES**

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## BRIEF HISTORY

The ISO Recommendation R 623, *Paper and Board - Sizes of Folders and Files*, was drawn up by Technical Committee ISO/TC 6, *Paper, Board and Pulps*, the Secretariat of which is held by the Association Française de Normalisation (AFNOR).

Work on this question by the Technical Committee began in 1963 and led, in 1965, to the adoption of a Draft ISO Recommendation.

In January 1966, this Draft ISO Recommendation (No. 896) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies:

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

Two Member Bodies opposed the approval of the Draft:

Denmark  
Portugal

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in October 1967, to accept it as an ISO RECOMMENDATION.

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**1. SCOPE**

This ISO Recommendation applies to folders and files

- intended to receive either sheets of paper of the A4 size (210 mm  $\times$  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.

Box files and transfer storage cases are not covered by the present ISO Recommendation.

**2. CLASSIFICATION AND SIZES**

(1) Simple folders without back or mechanism

size: 220 mm  $\times$  315 mm

(2) Folders and files with a very small back (less than 25 mm), with or without mechanism

size: 240 mm  $\times$  320 mm

(3) Files with wide back (exceeding 25 mm) with or without mechanism

size

(a) without mechanism: 250 mm  $\times$  320 mm

(b) with mechanism : 290 mm  $\times$  320 mm

The sizes recommended 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.