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# INTERNATIONAL STANDARD



# 838

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

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## Paper — Holes for general filing purposes — Specifications

*Papier — Perforations pour le classement courant — Spécifications*

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UDC 676.2 : 676.81.053.2

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Descriptors : papers, document storage, classifying, perforating, dimensions, hole size, layout.

## 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 838 and found it suitable for transformation. International Standard ISO 838 therefore replaces ISO Recommendation R 838-1968.

ISO Recommendation R 838 was approved by the Member Bodies of the following countries :

Argentina	Germany	New Zealand
Australia	Greece	Norway
Austria	Hungary	Portugal
Belgium	India	Romania
Brazil	Iran	Spain
Chile	Ireland	Switzerland
Czechoslovakia	Israel	Thailand
Denmark	Italy	Turkey
Egypt, Arab Rep. of	Japan	United Kingdom
Finland	Mexico	U.S.S.R.
France	Netherlands	Yugoslavia

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

Sweden\*  
U.S.A.

The Member Body of the following country disapproved the transformation of ISO/R 838 into an International Standard :

Canada

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\* Subsequently, this Member Body approved the Recommendation.

# Paper — Holes for general filing purposes — Specifications

## 1 SCOPE

This International Standard specifies the dimensions, spacing and the position of the holes made in sheets of paper or documents in order to permit their filing in ordinary files.

## 2 FIELD OF APPLICATION

This International Standard applies to sheets or documents that can be perforated in an office with a simple punch (correspondence, standards, thin documents, etc.).

In general, it does not apply to sheets or documents intended for special filing systems (loose leaf binders, etc.).

## 3 SPECIFICATIONS

### 3.1 Arrangement

In principle, the holes shall be arranged symmetrically in relation to the axis of the sheet or the document, perpendicular to the line of the axis of the holes.

NOTE — The axis of the holes may be arranged parallel to the short or long edge of the sheet or the document, as required.

### 3.2 Dimensional characteristics

- distance between centres of holes :  $80 \pm 0,5$  mm
- diameter of holes :  $6 \pm 0,5$  mm
- distance from the centre of the holes to the nearest edge of the sheet :  $12 \pm 1,0$  mm

Dimensions in millimetres

