Read Carefully These Instructions and Suggestions to Clerks and Others Using

COTT FAMILY NAME INDEXES

THE SUB INDEX

- 1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, Bae to Bak, write Baker on the first dark ruled line followed by Baer if it should happen to be the second name of that group, on the second dark ruled line, and so on.
- 2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.
- 3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer Bear-Baehr Shafer-Schafer Sheffer-Shaefer Read-Reed-Reid Kline-Klein Lowery-Lowry Lourie, etc. Snyder-Snider Schneider-Schnider Keyser-Keiser-Kizer Pearson-Pierson

- 4. Names like Schneider and Snyder should appear in Sub-Index under Sc and also Sn; Pearson and Pierson under Pe and Pi, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.
- 5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names Debler, Dedman, Debroski and Deator being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red i x, "For names not listed here, see page......"
- 6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

THE MAIN INDEX

- 7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.
- 8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names. if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.
- 9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.
- 10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.
- 11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly nun bered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

If any point is not clear to you when beginning the Index or continuing its use, always feel free to write the manufacturer, who will cheerfully reply to any questions regarding the proper working of the system.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO



An Identifying Trade Mark

THIS SUB-INDEX

IS AN INDEX TO THE GENERAL INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represent the first unit of subdivision and refer to Surname Initials.

MARGINAL CUTS represent the second unit of subdivision, and are usually the Second Letter of Surname, or Guide Letters.

THE BLOCKS or COLUMNS on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

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Coa Cob Coc	Page	Cod Coe Cof	Page	Cog Coh Coi Coj Cok	Page	Col	Pag
Joan	50	Coddington	. 41	Cogburn		Colcock	. 53
Coates - Coats	33 .		. 42	Cogdill		Cole - Coles	5.4
Cobb	. 34	Coe	. 43	Coggins		Coleman	. 55
Coberly		Cofer		Cogswell		Coley	56
Cobia	36	Cofield	. 45	Cohen - Cohens		College	. 57 58
Coble	. 37 .		ender y armi	Coile		Collier	
Coca Cola	38		•	Coker	. 52	Collins	59 53
Cochran - Cochrane	39 .	Book as a tree to the second control of the control		The search was a first that the second search searc		Collinson	60
Cocke	. 40		•		* * * * * * * * * * * * * * * * * * *	Coln Colonia	61
AND THE RESERVE OF THE PARTY OF	i g i mana ang ang ang ang ang ang ang ang ang	en al company de la company de seus deservations de la section de la company de la com	Jen - 🛊 . per ogram -	 The state of the s	and desired the second	Colonial	62
	•			en de la companya de		Colvin	63
The second secon	• د در است. ≟سترین د	 A service of the second of the service of the second of the			· . • ·		34
		THE STATE OF THE SECOND	en en en en en	E CONTRACTOR CONTRACTO	·	The second seco	
The state of the s			•		ě.		1
and the second s	and was seen		The second of the second secon	 Option of the control o	oroni je se	The second secon	
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			• g 7-s	The second secon		The state of the s	
and the second s		• AND CONTROL COME OFFICE TOTAL . MAKE CONTROL - E.	• ****	· · · · · · · · · · · · · · · · · · ·	•		
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· ·		The second secon		es a	•	•	معاصا
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	1/			Company of the Compan	•		
	1.1	and the same of th		The second secon	-	magazine service services of the service of the ser	

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B-S-1		Page	Cla to Cld	Page	Cle to Cli to Cln	Page	Clo to Clu to Clz—Cm Cn	Page
			Claborn - Clayborne-	. 1	Clegg	12	Clodfelter	29
ring ring	Francisco Control Cont	and the second second second	Claburn	1	Cleland	13	Cloer	30
poes u	en de de la companya	·•	Clairemont	. 2	Clem	14	Cloninger	31
4	And the second s		Clapp	3	Clement	15	Cloud	30
4		•	Clardy - Clary	4	Clemons - Clemens	16	Clyborne	1
abera	To the second of	· continued to	Clare	. 5	Clendenin	17	Clyde	. 3 2
ama .		•	Clark - Clarke	. 6	Clerk	18	The second secon	Array, and and a second
give complete g.	motivation territorians, 1975, 1979. The author to retain administration are given by the contract of the author to the contract of the contra		Clarkston - Clarkson	. 7	Cleveland	19		•
COU			Clatworthy	. 8	Cleveland & Williams	20	The second secon	
gave		i i	Claussen	9	Clevenger	21		•
ring.	•	EMPLY TO THE PARTY OF THE PARTY	Clay	. 10	Click	22	and the second s	
n se lette			Clayton	. 11	Clifton	. 23		•
roke	•			1	Climons	24	ACCOMMENSATION TO THE TOTAL ACCOMMENSATION OF THE TOTAL AC	2
S ed (S)	An Annih Mariana da Mariana (an esta de esta d	Production argues (Carl			Cline	25	· · · · · · · · · · · · · · · · · · ·	•
B-C-H-M and S) buff sheets (broken sets) gd sheets by alphabet lettering.		· · · · · · · · · · · · · · · · · · ·			Clinkscales	26		*
uff eets	A CONTROL OF THE PROPERTY OF T				Clinton	. 27		
a per e					Clippard	28		
er to	2 (200 жылымда — 1 — мажда ба протоколого от отто — може — може музициор устория — 1 — 1 — 2 — 2 — 2 — 2 — 2 —	S THE STREET						
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	Corporations and Firms	Page	Corporations and Firms		Page	
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			and the second s	and the second second second second	ALCOUNTED THE CALLS. LANS.	

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14	Com	Page	Con	Page	Coo	Page	Cop Coq	Page
	Comfort	. 64	Conard	. 68	Cook - Cooke	. 40	Cope	. 85
-	Commercial	64	Conestee	69	Cooksey	. 80	Copeland	. 86
•	Commission	. 65	Conger	. 70	Cooley	. 81		
A PROPERTY OF THE	Commissioners	65	•	. 71	Coon - Coons	82	Minimum and the second community and address of the second control	general and the second second
	Compton	66	•	71	Cooper	8 3 `		•
ŀ	. Comstock	. 67	3.	. 72	Co-Operative	. 84	The distribution of the contract of the contra	district differences was sometiment and
ŀ		•	Conner - Connor	73		•		•
	The second state size of the second s	- ···		7.200	THE SERVICE MATERIAL PROPERTY OF THE CONTRACT	er jaj ja 🍦 jang kepagagara.	Charles and the state of the st	A TO A SECURITION OF THE SECUR
		-	Conrad	74		1		•
-	 Interested to the approximation of the continuence of the		Consolidated	75	TOT TOP HORSENSEL OF SIGNAL MERCHANISM CO. C. C. C. C. C.	TO THE THIRD INTERNATIONAL PROPERTY OF THE	to the second	erin i sa managarana na wakana saka
ŀ	•	•	Constructioneers 82	8. 232 0 76		•		
and the same	Martin Service Anna Anna Anna Anna Anna Anna Anna Ann		Convenience, Inc.	. 77	CONTRACTOR TO AND AN ARCHIVE TO A CONTRACTOR	entre en en 🔸 service e service		-
-		•	Conway	. 78		•		
	 Mark Administration of the control of	• • •	Conwell	78	The state of the s	rus war s serence		
and the second	But we complete the control of the c		Conyers	79		• :		
THE PERSON			1			The second of		
					till		The state of the s	
and the same of the same		/						
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	Page		Page		Page		Page
*			•				
• *************************************		· · · · · · · · · · · · · · · · · · ·					· Comment
•	•						
· ·			•		•		•
• and 10 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)				e de la companya del companya de la companya de la companya del companya de la co	•	e romania de la composición del composición de la composición de la composición de la composición de la composición del composición de la	
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Section 1 Sectio	en e		•	English of the second s	• 2 age		
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