

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 a 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

Lowry-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 Deater 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 ink, "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.

This Index in loose leaf form is continuous and expensive. 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 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 numbered 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 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**

Patented by C. M. Cott and Patents Pending

THE COTT INDEX COMPANY

INDEX BOOKS AND INDEX SYSTEMS INSTALLED
 FOR STATE, COUNTY AND MUNICIPAL RECORD

Loose Leaf Indexes and Loose Leaf

COLUMBUS, OHIO, U. S.

THE COTT INDEX CO. Index Specialists Since 1886 **COLUMBUS, OHIO**

U. S. Copyright No. 107

name of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the different ways the name is spelled, designating the name in more than one column when necessary.

reg. u. s. Patent Office
 An Identifying Trade Mark
 The Cett Index Company
 Columbus, Ohio
 U. S. Copyright
 No. 16882

Boa Bob Boc Bod	Page	Boe Bof Bog Boh Boi Boj Bok	Page	Bol Bom	Page	Bon Boo Bop Boq	Page
Boan	1	Bogan	6	Boland-Bolin-Boling -	12	Bonaparte	246
Board	2	Boger	7	Bolden-Bollin-Bolling-	12	Bond - Bonds	19
Boatner	3	Boggess	8	Bolding	234	Bone	20
Boatwright	248	Boggs	9	Boleman	245	Boney	21
Bob Jones College	3	Bogle	10	Bolen	12	Bonham	22
Bob Jones University	3	Bohrn	242	Bolick	13	Boniface	23
Bobo	4	Boiter	11	Boliver	14	Bonneau	24
Robotis	5			Bolonkin	15	Bonner	24
Bodie	233			Bolt	16	Booker	25
				Bolton	17	Boone	26
				Bomar	18	Booth	27
						Boozer	28

REVIEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN
 46 buff sheets and 20 tab sheets go to make up complete set No. 6 (designated by 6 preceding numbers)
 52 buff sheets and 20 tab sheets go to make up complete set No. 1 Regular (designated by regular numbers)
 104 buff sheets and 20 tab sheets go to make up complete set No. 1 Split (designated by 8 following numbers, on certain sheets
 under letters B-C-H-M and S)
 Essential to order complete sets. When ordering one or more buff sheets (broken sets), give complete numbers, etc., appearing
 on this margin. Order tab sheets by alphabet lettering.

Bor	Page	Bos Bot	Page	Bou Bov	Page	Bow Box Boy Boz—Bp Bq	Page
Borden	231	Boss	32	Bouchillon	40	Bowden	47
Borders	29	Bost	33	Boudoucies-Boudoukies	41	Bowe	48
Boren	29	Bostian	34	Bouharoun	42	Bowen - Bowens	49
Bornemeyer	30	Bostic	35	Bouknight	43	Bowers	50
Boroughs-Borroughs	31	Boston	36	(See also Bauknight)		Bowick	238
Borradaile	236	Bostrom	37	Boulware	44	Bowie	51
		Boswell	38	Bounds	45	Bowlin - Bowling	12
		Bottom - Bottum	39	Bourland	45	Bowman	52
		Bottosto	237	Bovey	46	Boxwell	53
						Boy	54
						Boyce	55
						Boyd	56
						Boynton	57
						Boyer	58
						Boyet	59
						Boykin	60
						Boyle - Boyles	61
						Boylston	62
						Boynton	63
						Boyter	11
						Bozard	64
						Bozeman	65

Bra to Brd	Page	Bra to Brd—Continued	Page	Bre Brf Brg Brh	Page	Bri Brj Brk Bri Brm Brn	Page
Brabham	66	Brazie	93	Breazeale - Brezeale	94	Brian	103
Brackens	67	Brazile	94	Breeden	95	Briant	104
Brackett	67			Breedlore	96	Briar - Brier	105
Bradburn	68			Breedlove	95	Brickey	240
Bradbury - Bradberry	69			Breland	97	Bricy - Bricey	106
Bradford	70			Brennicke	98	Bridgeman-Bridgman	107
Bradley	71			Brennan	98	Bridges	108
Bradshaw	72			Brevard	99	Bridwell	109
Brady - Bradey	73			Brewell	100	Briggs	110
Bragg	74			Brewer	101	Brigham	111
Brakefield	75			Brewton (See Bruton)	102	Bright	112
Bramblett - Bramlett-	76					Brightwell	113
Bramlette,	76					Brill	114
Brammer	77					Brimhall	115
Branch	78					Bringhurst	241
Brandon	79					Brinkley	116
Brandt	80					Brinkman	117
Brandwood	239					Brinson	118
Branigan	81					Brisack	119
Brannon - Brannen	82					Brisbane	120
Branson	66					Briscoe	121
Brantley	83					Brissey - Brissie	122
Branton	84					Bristow	123
Branyon	85					British	124
Brashears - Brashier-	86					Britt	125
Brasher - Brazier	86					Brittain - Britton	126
Brasil	87						
Braswell	88						
Bratcher	89						
Bratton	230						
Brawley	90						
Bray	91						
Brayrick	92						

Names of similar spelling and similar sound should be checked, especially the name in bold, depending on the name in bold. Different type the name is spelled, depending on the name in bold.

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN
 46 buff sheets and 28 tab sheets go to make up complete set No. 9 (designated by 0 preceding numbers)
 92 buff sheets and 28 tab sheets go to make up complete set No. 1 Regular (designated by regular numbers)
 104 buff sheets and 28 tab sheets go to make up complete set No. 1 Split (designated by S following numbers, on certain sheets
 under letters B-C-H-M and S)
 Economical to order complete sets. When ordering two or more buff sheets (broken sets) give complete numbers, etc., appearing
 on this margin. Order buff sheets by Alphabet lettering.

Bro to Brt	Page	Bro to Brt—Continued	Page	Bru Brv Brw Brx	Page	Bry Brz—Bs Bt	Page
Broad	127			Bruce	148	Bryan - Bryon	103
Broadaway	128			Bruchon	149	Bryant	104
Broadfoot	129			Brucke	150	Bryer	105
Broadhurst	130			Bruell	151	Bryson	161
Broadnax	131			Brugh	152		
Broadus	132			Brumley	153		
Broadwater	243			Brunet	154		
Broadwell	133			Brunner	249		
Broady	134			Bruns	155		
Brock	135			Brunson	156		
Broekens	127			Brurton	157		
Brockman - Brockmond	136			Bru sh	158		
Brodie	137			Bruster	159		
Bromley	244			Bruton (See Brewton)	160		
Bronson	235						
Brookline	247						
Brooks	138						
Brookshire	139						
Broom - Broome	140						
Brothers	141						
Brower	142						
Brown - Browne	143						
Brownfield	144						
Browning	145						
Brownlee	146						
Broyles	147						

MICROFILMED

JUL 31 2002

Bua Bub Buc Bud	Page	Bue Buf Bug Buh Bui Buj Buk	Page	Bul Bum	Page	Bun Buo Bup Buq	Page
Buchanan	162	Buerer	167	Bulkley	173	Bunch	178
Buck	163	Buff	167	Bull	174	Bundy	179
Buckheister	164	Buffington	168	Bullington	175	Bunker	180
Buckner	165	Buford	169	Bullock	176	Buntin	181
Budove	166	Buice	170	Bulman-	177	Bunyard	182
		Buie	171	Bumby	129		
		Builders	172				
		Buist	170				

no. u. s. *Camille* County Institute 1918
 PAT. OFFICE AT Washington D.C. 1918
 U.S. Copyright
 Names of similar spelling and similar sound should be given in full if they are not in the list. Indicate on Sub-letter the
 different ways the name is spelled, if necessary.

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN
 46 buff sheets and 20 tab sheets go to make up complete set No. 0 (designated by 0 preceding numbers)
 92 buff sheets and 20 tab sheets go to make up complete Set No. 1 Regular (designated by regular numbers)
 104 buff sheets and 26 tab sheets go to make up complete Set No. 1 Split (designated by 5 following numbers, on certain sheets
 Economical to order complete sets. When ordering one or more buff sheets (broken sets) give complete numbers, etc., appearing
 as this margin. Order tab sheets by alphabet lettering.

9

Bur	Page	Bur—Continued	Page	Bus But Buu	Page	Buv Bw Bux Buy Buz—Bv to Bz	Page
Burbage	183			Busbee - Busby	212	Buxton	224
Burch	184			Busbin	213	Buyck	225
Burchell	185			Bush	214		
Burchett	186			Busha - Bushaw	215		
Burchfield	232			Bushardt	216		
Burden	187			Bushnell	217		
Burdett - Burdette	188			Bussell	218	By	
Burdine	189			Bussemey	219		
Burdsal	190			Bussey - Bussy	220	Byars-Byers (See Beiers)	112
Burgard	191			Butler	221	Bybee	226
Burger (See Barger)	192			Butt	222	Byce (See also Bica)	227
Burgess - Burgiss	193			Butterworth	223	Bynum	228
Burgin	194					Byrd (See Bird) ^{Book} (B-A-1)	149
Burke - Burks	195					Byrne	229
Burkley	196					Byrum - Byram	230
Burleigh	197						
Burlew	198						
Burley	199						
Burn - Burnes - Burns	200	K					
Burnett - Burnette	201						
Burnham	202						
Burnside	203						
Burpee	204						
Burrell - Burrill	205						
Burriss	206						
Burroughs - Burrous-	31						
Burrows	31						
Burry	207						
Burt - Burts	208						
Burton	209						
Burty	210						
Burwell	211						

