#### 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 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.

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

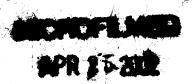
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INDEX BOOKS AND INDEX SYSTEMS INSTALLED FOR STATE, COUNTY AND MUNICIPAL RECORDS

Lose Leaf Indexes and Loose Leaf Records
COLUMBUS, OHIO, U. S. A.

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Ka Kb Kc Kd	Page ::	Kea Keb Kec Ked Kia Kib Kic Kid	Page	Kee Kef Keg Keh Kei Kej Kek Kie Kif Kig Kih Kii Kij Kik	Kel Kem Kil Kim	Page	<b>43</b>
Vonto	1	Kead <b>le</b>	. 14	· Keeler . 19	Kelch	27	•
Kagin	. 82 .	Kearney	15	Keels - Keils . 20	Kell	. 28	
Kahn	123	Keason	120	Keenan .21	Kellam	. 29	
Kakolias	- 1	Keating	. 16	Keene - Keen 22	Keller - Kellar	. 30	. z
Kalatges	124		17	Keese 23	Kellett	31	. BB
Kales	2	Keck	18	Keever .24	Kelley - Kelly	. 32	. A 72
Kalohi	3,	Kibler	•	Keisler - Keasler 25	Kellner	. 33	imall
. Kane ( See Cain)	•	Kidd	.128	Keith 26	Kelso	. 34	OFF ST
Kanipe	125	en e	•	" Verous	Kemp	35	erent 🔑
Kaplan	. 4		•		Kilby	. 36	B and wayn
Karilitz-Karelitz	. 5	en e	•			37	MCAK and sim ways the
Karling	6		×	•	Kilgo - Kilgore	. 38	An An Mar
Karnes	7	e de la companya del companya de la companya de la companya del companya de la co	•	The second secon	Killars	. 39⁄	Ider soun me i
Karolyi	. 8			·	Killen	. 40	inde itifyir id sh
Karpf	. 9	and the second of the second o	•	· Control of the cont	Killian		dexes Sying Ti
Karsten	127		r		Kilpatrick	. 41	be g
Katrine Mfg. Company	10	👱 - Colon San Garage (1988) - San Garage (198	•	e was a series and the series are the series and the series and the series are th	Kilpin	. 42	ce 1888 e Mark grouped aplicatin
Katz	11		z	<b>:</b>	Kimble - Kemble	. 43	. <b>E</b> 64.
Kaufman	12	N		ing the second of the second	Kimbrel - Kimbrell	44	- P. P. C.
Kay	13	••• • • • • • • • • • • • • • • • • •		•	Kime	45	he Colum
nay	. ==			one in the control of the control o	Kimmel	. 46	ting off
A service of the serv	A THE REST OF STATE	The state of the s			Kimmons	. 47	index s, Ohio given more
•	4		•		Kimzey	48	Com.
the state of the s		<ul> <li>Company of the company of the company</li></ul>	•	·		:	pany sme one
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				•		•	17 <b>N</b>

Ken Keo Kep Keq Kin Kio Kip Kiq	Page	Ker Kir	Page	Kes Ket Kis Kit	Page	Keu to Kez—Kf Kg Kh Kiu to Kiz—Kj Kk	Pag
Kendall	. 49	Kerby - Kirby	. 65	Kesterson	79	Key - Keys	. 8
Kendrick	50	Kerhulus	. 66	Kestler	. 25	Kivett	8
Kenedy - Kennedy	. 51	Kern - Kerns	. 67	<u>Kestn<b>er</b></u>	. 8 <b>6</b>		3.
Kenesaw		Kerr	. 68		. 81	TELEVISION OF THE STATE OF THE	
Kennear	. 5 <b>3</b>	and the state of t	, 69	Kettle	. 82		
Kennemore	. 54	Kershaw	. 131 .	Kitchen-Kitchens	.84		**************************************
. Kenne <b>rly</b>	. 55	0		Kitchin	. 8 <b>4</b>		•
Kennett - Kinnett				Kittles	. 85	ersamber ( m. 1970). Els momentarister a l'holog <del>ersambe</del> r (holografia).	ne nime na en en a me <b>rgina a constitutado</b>
Kennison	118		, 71	Kittrell	. 86	The state of the s	•
Kensett	. 57	Kirk	. 72 .	Kitts	87		andre i a respectant de la companya
Kensey-Kinsey-Kinzy	. 58	Kirkendall-Kirkendoll	. 73.				•
Kensie		Kirkland	74	A CONTRACTOR OF THE CONTRACTOR			orania ( )
Kent	. 49	Kirkpatrick	. 75		1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	and Communication	
Keown	. 59	Kirksey	. 76 .	5 2 ▼ Control Company (Control of Control o	· · · · · · · · · · · · · · · · · · ·		er lære kleikt at uddirekte førs det.
			. 77		•		
•		_ Kirley	. 78				
King	62 97				•		
Kingoff	97	the second secon	•	end of the common of the commo			
Kinion	. 63	(5) (5) (5) (5) (5)					
Kinloch	. 64	en e	······································			ing the state of t	
					•		
	ente 🍁 Reserves en Tollo (2	Companyersen i termen kara a k	- <b></b>		on, militar <b>ak</b> a <b>aka saka sa</b> kayanan na		
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		• ide	2	;	`		
KI	Page	Km Kn	Page	Koa to Kom	Page	Kon to Koz—Kp Kq	Page
Klein ( See Cline)		Knebel	. 93	Koester	. 25	Kondros - Konduros	105
Kline-Klyne (See Cline).		Knecht	. 94	Kohn	. 104	Konstantine	132
	89	Kni ght	95	Kolb	129	Koon	106
	89	Knight on	. 96		,	. Koones	. 107
	90	Kni goff	97		•	Kosoma	108
	91	Knittel	179		,	Koury	109
_	92	Knoblanch	. 98		• •		. 200
	• •	Knott	. 99		•		•
		Knowles - Knowls	100		•		•
•					•		e e e e e e e e e e e e e e e e e e e
•	27	Knox	. 101		•		•
•		Knuckles	102		•		,
•	. 2		•		•		•
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	Corporations and Firms	Page	Corporations and Firms	Page		
		•		Names		
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