

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.

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 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.

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Haa Hab Hac Had	Page	Hae Haf Hag Hah Hai Haj Hak	Page	Hal Ham	Page	Han Hao Hap Haq	Page
Hack	1	Hagood	5	Hale	7	Hanahan	16
Hadden	2	Hairston	6	Haley	8	Hancock -Hancox	17
Haden	3			Hall	9	Hand	18
H.L.S. Finance Co.	4	Haggerty	74	Hall and Cox	9	Hanna -Hannah	19
Haas	117	Hagins --Hagan	86	Ham-Hamm	10	Hannon	20
Hackney	118	Hailstock	126	Hamby	11	Hanson-Hansen	21
Haag	143			Hames	12	Hanley - Handley	133
Hadley	146	Haire	159	Hamilton	13	Haney	73
				Hammett	14	Hanvey	78
H & S Partnership	151			Hampton	15	Handy	84
H N C Mtg. & Realty	163			Hammond	71	Hankins	111
				Hambright	79	Happe	144
				Hamrick -Hambrick	80	Handford	154
				Hallett	94		
				Hamer	95		
				Hallman	110		
				Hamberis	113		
				Hallums	114		
				Halstead	125		
				Halter	128		
				Halford	130		
				Hammack	138		
				Hammill	150		

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 104 buff sheets and 26 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers on certain sheets
 Economical 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.

Har	Page
Harakas	22
Harbig	23
Harbin	24
Hardin-Harding	25
Hardy	26
Hargrove	27
Harling	28
Hartman	29
Harmon	30
Harper	31
Harrall-Harrill	32
Harris	33
Harrison	34
Hart	35
Hartness	36
Hartsell	37
Harvell	38
Harvey	39
Harrell	32
Harley	131
Harnish	82
Harkins	87
Harvin	99
Hartin	109
Harberts	104
Hartley	115
Harvley	129
Hardigree	132
Harned	136
Harkey	141
Hartney	156
Hartford	157
Hardeman	158

Har—Continued

Page	Has Hat	Page	Hau to Haz—Hb Hc Hd	Page
	Haselwood	40	Hawkins	43
	Haskell	41	Hawthorne	44
	Hatcher	42	Hays - Hays	45
	Hatch	81	Hayne-Haynes	46
	Hassell	137	Haynie	47
	Hatfield	88	Haymes (See Hames)	
	Hasty	90	Haynsworth	48
			Haywood (See Heyward)	
	Haselden	107	Haubrick	142
	Haas	134	Hayworth	75
			Hay	76
	Haskins	160	Haws	83
	Hatley	164	Hazlett	103
			Hazel	120
			Hawks	123
			Hayden (See Haden)	
			Hayford	147
			Haymore	162

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Hea Heb Hec Hed	Page	Hee Hef Heg Heh Hei Hej Hek	Page	Hel Hem	Page	Hen Heo Hep Heq	Page
Heath	49	Hejaz	52	Hellams-Helms	53	Henderson	56
Heatherly	50	Heisserer	124	Heller	54	Hendricks-Hendrix	57
Hecht	51			Hembree	55	Henley-Hendley - Henly -	58
				Hemple	96	Henry	59
Head-Morrison	72			Hempling	98	Henson <i>-HINSON</i>	60
Heatley	85			Helgeson	112	Henke	77
Healy	91			Helco, Inc.	122	Hendley-Morris	58
Heard -Herd	61			Helderman	139	Henricoud	145
Heaton	92			Helmus	152	Henning	100
Heape	102			Helton	153		
Hearin	105			Helms	155	Hensley	106
Hearn	108			Helper	166		
Head	72					Hentz	121
Heacox	140					Hendren	135
Heckel	116					Henlina	161
Heaston	119					Henkel	165

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Her	Page	Hes Het	Page	Heu Hev	Page	Hew Hex Hey Hez—Hf Hg Hh	Page
Herd - Heard	61	Hester	67	Hever	149	Hewell	68
Herlong	62	Hethcox	140			Heymann	69
Herman	63	Hess	148			Heyward	70
Herndon	64						
Herring	65						
Hersey	66					Hewitt	101
Heriot	89						
Herbert	93						
Hermsen	97						
Hershberger	127						

H

He

Corporations and Firms

Page

Corporations and Firms

Page

