

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

COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

The Cott Printing & Index Co.

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

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

U. S. Copyright No. 103632

MICROFILMED
7-30-71

Raa Rab Rac Rad	Page	Rae Raf Rag Rah Rai Raj Rak	Page	Ral Ram	Page	Ran Rao Rap Raq	Page
Race	1	Ragsdale	2	Ramey	7	Raney (See Rainey)	
Rackley	73	Railway Company (Railroad)	3	Rampey	8	Raper	82
Rabb	88	Raines	4	Ramsay-Ramsey	9	Randolph	91
Raccoon Valley Inv. Co.	105	Rainey	5	Ramseur	86	Ranger	89
Radford	110	Rakestraw	6	Ralston	136	Randall	93
R-C Motor	131	Ragan	80	Raloff	139	Rankin	125
		Rainwood	141				
Radio Station WTYN, Inc.	122	Rainwater	84				
		Raftakis	123				
R & H	154						
R. Corp.	173	Raiden	169				
		Raeuber	172				

REG. U. S. PAT. OFFICE
Wm. H. Codd
 County Indexes Since 1888
 An Identifying Trade Mark
 The Codd Index Company,
 Columbus, Ohio
 U. S. Copyright
 No. 103632
 Names 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, duplicating the name in more than one column when 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 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.

Rar	Page	Ras Rat	Page	Rau Rav	Page	Raw Rax Ray Raz—Rb Rc Rd	Page
		Rasor	10	Ravan - Raven	107	Ray	13
		Rast	11			Raxter	74
		Ratterree	12			Raysor	10
		Rassmussen	163			Rawlings	156
		Ra Posa	103				
		Ratliff	160				
		Rasberry	177				

R

Ra

MICROFILMED

SEP 13 2002

Rea Reb Rec Ria Rib Ric	Page	Red Ree Rid Rie	Page	Ref Reg Reh Rei Rej Rek Rif Rig Rih Rii Rij Rik	Page	Rel Rem Ril Rim	Page
Reames	14	Redfearn	25	Reid	32	Reliable	36
Rearden	15	Reece-Reese	26	Rigdon	33	Riley	37
Reaves (See Reeves)		Reed (See Reid)	32	Riggins	34	Rimer	76
Reconstruction	16	Reese-Reece	26	Riggs	35		
Rector	17	Reeves	27	Register	90		
Rice	18	Riddle	28	Rigokos	118		
Rich	19	Ridge	29	Refrigeration	144		
Richards	20	Ridgeway	30	Rigas	151		
Richardson-Richerson	21	Ridley - Riddley -	31				
Rick	22	Ridenhour	85				
Ricketts	23	Rider	87				
Rickman	24	Riedel	104				
Richey	140	Reedy River Realty	109				
Ricker	167	Redmond-Redman	171				
Richbourg	94						
Real Estate Invest. Inc.	114						
Real Estate Fund	114						
Realty, Inc.	126						
Reading	134						
Realco	159						

REG. U. S. PAT. OFFICE *Chambers* County Indexes Since 1888
 The Cott Index Company, U. S. Copyright
 Columbus, Ohio No. 103632
 Names 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, duplicating the name in more than one column when 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 S following numbers on certain sheets
 under letters B-C-H-M and S)
 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.

Ren Reo Rep Req Rin Rio Rip Riq	Page	Rer Res Ret Rir Ris Rit	Page	Reu Rev Rew Rex Rey Rez Riu Riv Riw Rix Riy Riz	Page	Rf Rg Rh—Rj to Rn	Page
Renrick	38	Risher	40	Revis	42	Rhew-Rhue	45
Rippey-Rippy	39	Rison	41	Reynolds	43	Rhodes	46
Reneau	81	Riser	75	River -Rivers	44	Rhoden	127
Republic	138	Rettig	83	Revan	100	Rhem	155
Renegar	165	Reserve Life Ins. C.	111	Reyner	102		
Renfroe	174	Ritchie	112			Rhyne	164
		Residential Imp. Inc.	135				
		Risley	137				
		Rish (See Rich)					
		Residential	135				

R

Re
Rh
Ri

Roa Rob Roc Rod	Page	Roe Rof Rog Roh Roi Roj Rok	Page	Rol Rom	Page	Ron Roo Rop Roq	Page
Roach - Roache -	47	Roe	54	Rollins	55	Roper	57
Robbins-Robins	48	Rogers (See Rodgers*)	53	Rollinson-Rollison	56		
Roberson-Robertson	49	Roebuck	128			Roek	162
Roberts	50	Roebel	133				
Robinson-Robison	51	Ro-Gen	146				
Roddy	52	Roff	130				
Rodgers	53	Roemisch	178				
Roane	116						
Hockwool	78						
Rodrigue -Rodriguez	142						
Rochester	96						
Rockwell	106						
Rockwood Enterprises	108						
Robinette	129						

THE U. S. PAT. OFFICE
DeWitt
 County Indexes Since 1888
 An Identifying Trade Mark
 The Codd Index Company,
 Columbus, Ohio
 U. S. Copyright
 No. 103632
 Names 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, duplicating the name in more than one column when 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 S following numbers on certain sheets
 under letters B-C-H-M and S)
 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.

Ror	Page	Ros Rot	Page	Rou Rov	Page	Row Rox Roy Roz—Rp to Rt	Page
		Rosamond - Rosemond	58	Rouda	113	Rowe (See Roe)	
		Rose	59	Rouse	119	Rowley	61
		Ross	60	Rovner	148	Royal	62
		Rosser	145			Rozier	63
		Rothchild - Rothschild	101				
		Roth	130			Rowland	72
		Rosenfeld	147			Royston	97
		Rothell	149				
		Roscoe	150			Royster	121
		Rosenberg	157				
		Rott	166				
		Rossignol	170				

R

Ro

Rua Rub Ruc Rud	Page	Rue Ruf Rug Ruh Rui Ruj Ruk	Page	Rul Rum	Page	Run Ruo Rup Ruq	Page
Rudd	64	Ruge	143	Rumsey	95	Runge	66
Rudisail - Rudisill	65	Ruffner	152	Rumfelt	175	Runion	79
Rubin	77	Ruff	158	Rumminger	179	Rundle	115
Rudy	99					Rupp	153
Ruckman	98						
Rucker	161						

U.S. PATENT OFFICE *Chambers* County Indexes Since 1895
 The Cott Index Company, Columbus, Ohio
 U.S. Copyright No. 105632
 Names 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, duplicating the name in more than one column when necessary.

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN
 48 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 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 one or more buff sheets (broken sets) give complete numbers, etc., appearing
 on this margin. Order tab sheets by alphabet lettering.

Rur

Page

Rus Rut

Rush
 Rushing
 Russell
 Rutledge
 Rushton
 Ruths

Page

67
 68
 69
 70
 117
 168

Ruu Ruv Ruw Rux Ruy Ruz

Page

Rv Rw Rx Ry Rz

Page

Ryan
 Pyles
 Rycroft

71
 92
 176

R

Ru
Ry

Firms
 and
 Corporations
 OVER

