

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.

C. M. Cott
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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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Saa Sab Sac Sad	Page	Sae Saf Sag Sah Sai Saj Sak Saint (St.)	Page	Sal Sam	Page	San Sao Sap Saq	Page
Sadler	1	Safe Deposit	4	Salem	8	Sanders	12
S.&K. Finance Company	2	Saint	5	Salter	9	Sandifer	85
S.&M. Real Estate Co.	3	Saferite, Safrit	107	Saltzman	10	Sandlin	91
Sabothan, Inc.	101	Safeco Finance Corp.	132	Sams - <i>Bahms</i>	11	Sans Souci	93
S & M Amusement Co.	3	Safe-Way Awning Co.	138	Sammons	98	Sansone	131
Saad	139	Sain	151	Saluda	145		
S & P House Wrecking	142	Safe Fed. Credit Union	169	Samuelson	148	Sanford	143
S & R Investment	152	Safe	206	Salkow	176		
Sabbatine	172	Sagov	210			Sanderson	177
						Santee	179
S. C. Discount House, Inc.	175						
Saco- Lowell Corp.	207	Saint Andrews	6			Sands	193
S&S Mobile Home Sales	209	Saint John	7			Sand-Tar	201
		St. Louis	118				

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 46 buff sheets and 20 tab sheets go to make up complete set No. 0 (designated by 0 preceding numbers)
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Sar	Page	Sas Sat	Page	Sau Sav	Page	Saw Sax Say Saz Sb	
Sarides	13	Satterfield	15	Saul- Sauls	16	Sayer	
Sarkis	14			Saunders (See Sanders)	12		
Sargent	135	Sasso	78	Savco Finance Corp.	133	Saxon	
		Satcher	99	Sauter	182	Saylors	
Sartain	184					Saye	
						Sawyer	
						Sayles	160

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Sca to Scg	Page	Scha to Schi	Page	Schj Schk Schl Schm	Page	Schn Scho Schp Schq	Page
	18	Schiele	20	Schleifstein	22	Schnorbach	128
	92	Schilletter	21	School	23	Schneider	186
	110	Schade	19	Schotta	77	Schoolfield	215
	92	Schaffer-Shaffer	96	Schmidt - Schmid	83	Schoelkopf	216
	119	Schachte	159				
		Schaffield	162				
		Schenck	194				
		Schank	205				

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Schr Schs Scht	Page	Schu to Schz	Page	Sci to Sco	Page	Sep to Scz—Sd	Page
Schroder	174	Schwartz	24	Scoggins - Scoggin	26	Scruggs	29
		Schwiers	25	Scott	27	Scurry	30
		Schwarze	24	Scovill	28	Scurlock	94
		Schumpert	129	Scifres	163		
		Schulken	126	Scogins	26	Scroggs	199
		Schumacher	173				
		Schutzman	189				
		Schulze	202				
		Schubert	212				
		Schunk	214				

Sea Seb Sec Sed	Page	See Sef Seg Seh Sei Sej Sek	Page	Sel Sem	Page	Sen Seo Sep Seq	Page
Seaborn	31	Segars -Seegers	34	Select Homes, Inc	35	Sentell	38
Seay	32	Seeley	158	Sellers	36	Senter (See Center)	
Security-Securities	33	Segasser	104	Selmon	37	Senne	146
				Selvy	195		
Sears	88	Segee	105	Self	200		
		Seibert	134				
Seadler	116	Seigler	188				
Seaboard	117						
Seahorse Fuels, Inc.	156	Seggebruch	198				
		Seegers					
Secretary	187						
Seawright	192						
Seaman	217						

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Ser to Sez—Sf Sg	Page	Sha Shb Shc Shd	Page	She Shf Shg Shh	Page	Shi to Shz	Page
Service	39	Shade (See Schade)		Shealey-Shealy	47	Shibley	54
Setzer	40	Shands-Shands	43	Shelton	48	Shinta	55
Seybt	41	Shanklin	44	Shenandoah	49	Shirley	56
Seymore-Seymour	42	Shaver	45	Sherfesse	50	Shives	57
		Shaw	46	Sheriff-Sherriff -	51	Shockley	58
Settle	79	Shackleford - Shaekeiford	122	Sherman	52	Shrader	59
Sewell	102	Shager	125	Sherrill	53	Shrout	60
Sexton	191	Shakman	141	Sheehan	164	Shuman	61
		Shaughnessy	144	Sheaff	80	Shumate	62
		Sharon	154	Sheib	86		
		Shatterproof	157	Shedd - Shead	95	Shore	108
		Shaluly	180	Shepsal	97		
		Sharenview Credit Union	204	Shell Oil Co.	100	Shipman	109
				Sheppard - Shepard-	114	Shook - Shooks	113
				Sheils	120	Shreve	121
				Sher	123	Shields	136
				Sherwood, Inc.	124	Shurburt	140
				Shell Homes, Inc.	100	Shoemaker - Shumaker	150
				Sherbert	140	Shuler	170
				Shetley	153	Shivers	183
				Shelley	166	Shortt	208
				Shearin	171		
				Shelnutt	196		
				Sheetz	213		

Sia Sib Sic Sid	Page	Sie Sif Sig Sih Sii Sij Sik	Page	Sil Sim	Page	Sin Sio Sip Siq	Page
Sides	63	Sijon	103	Simkins	64	Sinking	69
Siachos	137	Siena	147	Simmons-Simon-Simonds	65	Sinclair-Sinclear	81
Sibley	165	Signal	185	Simpson	66	Singleton	84
Sica	178	Siebel	190	Simpsonville	67		
		Sik	211	Sims-Simmes	68	Singer Mfg. Co.	111
				(See also Symmes)		Singer	111
						Sink	115
				Silvers	89		
				Simister	181	Sinquefield	149
				Simister	203	Sipe	197

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