

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-Schaefer  
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 second group. A name a still longer period and a page has only one or two entries on a page, the 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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 104 buff sheets and 26 tab sheets go to make up complete Set No. 1 Split (designated by 5 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 title margin. Order tab sheets by alphabet lettering.

4

Bar	Page	Bar—Continued	Page	Bas Bat	Page	Bau to Baz—Bb Bc Bd	Page
Barbara-Barbare	13			Bass	7F	Baughcome	7F
Barbary	13B			Baswell	44	Bauldwin	7F
Barber-Barbery-Barbore				Bateman	7F	Bauman--Baumann	21
Barbour	13C			Bates	19	Baur	7F
Barclay	14			Batesville	7F	Bayet	7F
Barker	4J			Batson	20	Bayle	19
Barkley	14					Bayley	4J
Barksdale	9I					Baynard	3C
Barkshadt	9J					Bayne	5C
Barmer	9J					Baynes	3D
Barnard	9J						
Barnes	10J						
Barnett	17						
Barnette -- Baranette	17C						
Barnhill	2B						
Barnwell	2B						
Barr	15						
Barrat--Barrett	16						
Barrous	2B						
Barrow	2B						
Barry	2B						
Bartlett	2B						
Barton	18						
Barwick	7F						







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Bir	Page	Bis Bit Biu to Biz—Bj Bk	Page	Bl Bm Bn	Page	Bl Bm Bn—Continued	Page
Bird	34	Biscuit Company	33	Black	36		
Birdsong	33	Bishop	35	Blackburn	36F		
Birnie	31	Bissell	33	Blackmen	37R		
Birtan--Birton	84	Bivens--Bivings	32N	Blackstock	37R		
				Blackville	37R		
				Blackwelder	37R		
				Blackwell	37F		
				Blackwood	37F		
				Blair	37F		
				Blakeley--Blaikly	37		
				Blakely	37B		
				Blakemore	37F		
				Blakly	37R		
				Blalock	38E		
				Blaninship--Blankinship	37F		
				Blanton	38F		
				Blasengame--Blasingame	38		
				Blassengame-Blassingame	38C		
				Blaum	38F		
				Blease	38F		
				Bleckley	37R		
				Bledso	38F		
				Bliss	38F		
				Blodget	38F		
				Blotoky	40D		
				Blue	39		
				Blythe	40		





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Boa Bob Boc Bod	Page	Boe Bof Bog Boh Boi Boj Bok	Page	Bol Bom	Page	Bon Boo Bop Boq	Page
Boag	42G	Boggess	42H	Boland-Bolding-Bolin	41A	Bond-Bonds	46B
Boatner	42G	Boggs	42H	Boling	41	Bonham	43B
Boazman	50	Bohannon	42H	Bollin	41D	Bonnell	46B
Bobo	42G	Boiter	42H	Bolling	41E	Bonum	43B
Body	42G			Bolt	43B	Booker	47D
				Bolton	46B	Boozer	49C
				Bomar	42		
				Bomen	21		
				Bomer	42G		

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.

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Bor	Page	Bos Bot	Page	Bou Bov	Page	Bow Box Boy Boz—Bp Bq	Page
Border	47D	Boss	48E	Boulware	46	Bowden	48E
Berman	47D	Boatick	49D	Bounds	48E	Bowe	48E
Born	49D	Boston	48E			Bowen	47
Bornemayer-Borneymyer	43	Boswell	44			Bowans	47D
Borroum-Borrum-Borum	49D	Bottom-Bottoms-Botton	45			Bower-Bowers	53E
		Bottum	45			Bowie	48E
						Bowing	47
						Bowlin	41J
						Bowling	41K
						Bowman	21
						Box	48E
						Boxwell	48E
						Boyce	48
						Boyd	49
						Boykin	48E
						Boyle--Bayles	54D
						Boynton	48E
						Bozeman	50
						Bozman	50B
						Bozwell	44

Bra to Brd	Page	Bra to Brd—Continued	Page	Bre Brf Brg Brh	Page	Bri Brj Brk Brl Brm Brn	Page
Bradford	51			Breazeale	53T	Briant	69
Bradley	52			Bredlove	61F	Briar - Brier	63S
Bradshaw	52-I			Breeden	61F	Bridgeman-Bridgman	63T
Brady	52J			Breese	61F	Bridges	55
Bragg	52J			Brennecke	61F	Bridwell	56
Bramlett	53			Bresack	65C	Briggs	57
Branch	52J			Brewell	65C	Bright	58
Brandon	53S			Brewer	65D	Brisack	65C
Brannon	53S			Brewton	65D	Brisbane	58D
Branwood	53S					Briscoe	58C
Branyan	53S					Brissey-Brissie-Brissy	58D
Brasel---Brasell	53T					Brister-Bristo-Bristor	56D
Brasher	54					Bristow	56D
Brashier-Brashure-	54B					Briten	57G
Brasier---Brasure	54B					Britt	57G
Brasil---Brassel	53T					Britton	57G
Brasswell	53T						
Brawley	61E						
Bray	61F						
Breazeale---Brazel	53T						
Brazie	61F						
Brazier	54B						
Brazzle	53T						

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Bur	Page	Bur—Continued	Page	Bus But Buu	Page	Buv Buw Bux Buy Buz—Bv to Bz	Page
Burbage	77			Busbee	77B	Buyck	85
Burch	76			Busbin	79J		
Burckhalter	76			Busclark	79J	Byars	28B
Burden	74			Bush	82B	Byohers	85A
Burdett	78			Bushop	82B	Bynum	85A
Burdette	78B			Bussey	75B	Byrd	34
Burdine	75			Busy Bee	82B	Byrn --- Byrne	81G
Burg	76			Butler	86		
Burgard	76B			Butterworth	82B		
Burger	30P						
Burgess	79						
Burgin	76B						
Burgiss	79D						
Burke—Burke--Burks	76						
Burkley	76B						
Burleigh	76B						
Burn--Burnes--Burns	81						
Burneaw	76B						
Burnett	80						
Burnette	80D						
Burney	31B						
Burnham	80D						
Burnside	80D						
Burrell	82						
Burrroughs	83						
Burry	83						
Burt - Burts	83B						
Barton	84						
Barty	83B						
Burwell	82B						

