

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*  
Registered U. S. Patent Office

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.

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Taa Tab Tac Tad	Page	Tae Taf Tag Tah Tai Taj Tak	Page	Tal Tam	Page	Tan Tao Tap Taq	Page
Taber	1	Faft Takken	85 120	Tallent Talley	2 3	Tankersley Tanner	4 5
Taaffe	75			Talbert Tallevast	56 92	Tapp Tannery	67 80
Taddeo	99			Talcott	104		
T M & H. Company	119			Tallarico	110		
Tadlock	121						
TACO CORP	157						

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 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 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 this margin. Order tab sheets by alphabet lettering.

Tar	Page	Tas Tat	Page	Tau Tav	Page	Taw Tax Tay Taz—Tb Tc Td	Page
Tarrant	52	Tate	6			Taylor-Taylors	8
Tarte - Tart	60	Tatham	7				
Tarr	63					TAYLORS WATER & SEWER DISTRICT COMMISSION	134
Tarkenton	78						
Tarbox	110						
Tarleton	113						

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Tea Tia	Teb Tib	Tec Tic	Ted Tid	Page	Tee Tie	Tef Tif	Teg Tig	Teh Tih	Tei Tii	Tej Tij	Tek Tik	Page	Tel Til	Tem Tim	Page	Ten Tin	Teo Tio	Tep Tip	Teq Tiq	Page
			Teague	9								11	Temple	Temples	12	Tennessee				17
			Tidwell	10								14	Templeton		13	Tinsley				18
			Teasley	66									Tilman	Tillman	14					
			Tibbitts	71									Timmons		15	Tindal				51
			Tibbs	114									Timms		16	Tipton				53
			Tedson, Inc.	122									Tillery		90	Tippin				117
			Ten	142									Tilson		54	Tinker				95
													Tilton		109	Tenneco				118
													Timmerman		73	Tippett				143
													Tilley		123					
													Timely		106					
													Timber		132					
													Timberlands Inc.		151					

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Ter Tir	Page	Tes Tet Tis Tit	Page	Teu Tev Tiu Tiv	Page	Tew Tex Tey Tez—Tf Tg Tiw Tix Tiy Tiz	Page
Terry	19	Title	20			Texas	
Termpplan	116	Testerman	65			Textile General Ins. Co.	89
Terrell-Terrill	103	Tessmann	65			Texaco	105
Tire	126					Textile Warehouse	89
Terminal Warehouse Corp	138					Texize	127
						Textile	89

T

Te  
Ti

Tha to Thh	Page	Thi to Tho—Thp Thq	Page	Thr to Thz—Tj Tk	Page	Tl to Tn	Page
Thacker	21	Thomas	25	Thruston-Thurston	30		
Thackston	22	Thomason-Thomasson	26				
Tharp- Tharpe	23	Thompson-Thomson	27	Threatt	61		
Theodore -Theoderou	24	Thornton	28	Thrasher	88		
		Thornwell	29	Tichi	96		
Thames	59	Thorsten	74	Thrift	111		
Thermal- ThermaSol	94	Thoennes	133				
		Thibadeau	135				

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Toa to Tok	Page	Tol Tom Ton	Page	Too Top Toq Tor	Page	Tos to Toz—Tp Tq	Page
Todd	31	Tolbert	32	Topp	36	Townes	37
Tobin	150	Toler	33	Tooke	112	Townsend	55
		Tollison	34	Toone	115	Tower	108
		Tolliver	35	Tooze	159		
		Tolen	136				
		Tompkins	68				
		Tomlinson	81				
		Tolly	149				
		Tombs	158				

T

Th  
 Tl  
 Tn  
 To

Tra Trb Trc Trd	Page	Tre to Tri to Trn	Page	Tro Trp Trq to Trt	Page	Tru to Trz—Ts Tt	Page
Trammell	38	Treasurer	40	Trost	44	Trumax	47
Traxler	39	Tribble	41	Trotter	45	Tryon	48
Traynham	62	Trimble	42	Troxell	46	Trust Co. of Ga.	91
Travelers Rest (See Special Bk.)	83	Tripp	43			Trust Finance Co.	91
Travelers	93	Tremblay - Trembley	58	Trout	79		
Transcontinental	102	Triangle	64	Trowbridge	145		
Transco Southern	107	Treadwell	72	Trovillion	156		
Traver	129	Tri-State Builders, Inc.	98				
Travel-Cort	144	Tri-State Securities, Inc.	98				
Trans-South Corp.	153	Tri-State Contracting Co	98				
Transouth Financial Corp.	155	Tribune-Times	128				
		Tri-County Mobile Homes	131				
		Tresner	152				
		Treadway	154				

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Tua to Tul	Page	Tum to Tup Tuq	Page	Tur to Tuz	Page	Tv Tw Tx Ty Tz	Page
Tucker	49	Tumblin	57	Turner	50	Tyner	76
Tuck	69	Tunnell	130	Turrentine	70	Tyre	84
Tull	139			Tuscon Lodge	82	Tweed	86
				Turnage	87	Twinside Co.	97
				Turnmire	101	Tyro	125
				Turnbull	124	Tyler	100
				Turney	141	Tylok Southern, Inc.	137
				Turbeville	146	Two Hundred Ninety-one (291)	147

T

Tr  
 Ts  
 Tu  
 Tv  
 Tw  
 Tx  
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