

FIRST SEARCH FREQUENTLY OCCURRING NAMES BELOW

IF NAME IS NOT FOUND BELOW: Refer to Mixed Group column to right for page reference.

Because of their frequent entry, all common and other active surnames or family names and the page on which they are separately grouped should be entered in proper ruled block below, according to large alphabet divisions.

MADE BY THE COTT INDEX COMPANY, COLUMBUS, OHIO

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KEY TABLE FOR MIXED NAMES

TO WHICH REFER IF NAME IS NOT FOUND IN RULED SPACES TO LEFT

Column 4	PAGE	Column 3	PAGE	Column 2	PAGE	Enter Names First in Column 1	PAGE	Alphabet Div.	First Letters of Surname	Page
						Bailey - Bayley	99	Ba	Baa-Bab-Bac-Bad ..	15
						Baker	101		Bae-Baf-Bag-Bah ..	17
						Barns - Barnes	103		Bai to Bak	17
						Barnwell	105		Bal	19
						Batchelder	107		Bam-Ban-Bap-Baq ..	21
									Bar	23
									Bas-Bat	25
									Bau to Bay-Baz	27
						Beach - Beech	109	Be	Bea-Beb-Bec to Bef	29
						Becket - Beckett	111		Beg-Beh to Bel	31
						Bell	113		Bem-Ben to Beq	33
						Bellamy	115		Ber	35
						Bennett	117		Bes-Bet to Bey-Bez ..	37
						Bishop 37 + 119			Bia to Bid to Bif	29
								Bi	Big to Bil	31
									Bim-Bin to Biq	33
									Bir	35
									Bis-Bit to Biz	37
								Bj	Bj	37
						Black	121	Bl	Bla	39
						Blake	123		Ble to Bli to Blo	41
						Bolles - Broules 125 + 45			Blu-Bly	41
						Boyd - Boid	127	Bo	Boa-Bob-Boc-Bod ..	43
						Bouneau 43 + 46			Boe to Bog to Bok ..	43
						Boyce or Bonyce 45 + 49			Bol-Bom-Bon	45
									Boo-Bop	45
									Bor-Bos-Bot	47
									Bou to Bow to Boz ..	49
						Bray	129	Br	Bra	51
						Bright	131		Bre-Bri	53
						Bristane	133		Bro	55
						Brown - Browne	135		Bru-Bry-Brz	57
						Brian - Bryan 137 + 57				
						Buckner, B 59 + 139	Burckmeyer 141 Burckmeyer 141	Bu	Bua-Bub-Buc-Bud ..	59
						Bythelwood 151	Burns, Burns + Burnes 143 + 63		Bue-Buf to Buk	59
									Bul to Bun to Bup ..	61
									Bur	63
									Bus-But to Buz	65
						Shackar 105	Burr 145	By	By	37
							Bush 65 + 147			
							Butler 149			
						Bythelwood Restrictions	70 at page 554 73 " " 37	Odd	Names beginning B not above classified	65

Assign additional "set out" Names to succeeding ODD numbered pages

FREQUENTLY OCCURRING CORPORATIONS, FIRMS, ETC.

IF NAME IS NOT FOUND BELOW: Refer to Mixed Group column to right for page reference.

Active corporations and firms, indexed by first letter or first two letters of first principal word, (ignore the prefix The), Churches, Lodges, Cemeteries, etc. Indexed under their general heads, are entered on correct sub-index sheet and separately grouped on page designated.

COTTCO UNIVERSAL INDEX No. © 1956

Made by The Cott Index Company, Columbus, Ohio

MIXED GROUP PAGES OF
CORPORATION AND FIRM NAMES
TO WHICH REFER IF NAME IS NOT
FOUND IN RULED SPACES TO LEFT

Column 2	PAGE	Enter Names First in Column 1	PAGE	CLASSIFIED BY FIRST LETTER OR FIRST TWO LETTERS OF FIRST PRINCIPAL WORD
Union Trust Co. of Maryland See page 78 in the U Book also		Banks (Miscellaneous)	153	Ba to Bb-Bc Bd Be to Bi Bj Bk
		Bank of Cola Fed. Inter Credit	155	
		Bank Peoples aka Bankers Trust	157	
		B. Jay Advertising Distributing Co., Inc.	69 71	
		B G W company	69	Page 69
				Page 71
See Schools		Beaufort County of	159	
		Beaufort Town of	161	
		Bft Jasper Corp. Health	71 & 159	
		Bft. County Sheriff Dept.	159	
				Page 73
				Page 75
		Burckmeyer Beach restrictions in Book 201 page 1273		Page 77
		Bythwood Restrictions (Sunset Bluff)		
		70/554 + on same date		
		73/37		

COTTCO UNIVERSAL—THE ADAPTABLE INDEX—INSTRUCTIONS

1. Cott UNIVERSAL Indexes are comprehensive; they are safe, because blocks of ample capacity which give page reference to both "Set Out" groups and "Mixed Name" groups are designated by large bold first letter or first two letter alphabet divisions arranged in a vertical column, always on the front of one or the other of two subindex or key sheets, one as a page reference to individuals or surname, the other to Corporations, Firms, and special groups. These sheets follow surname initialed tabbed sheets.

2. There is a variation of "Frequently Occurring" names in different localities. To set up Cott UNIVERSAL Indexes so they will be best adapted to your own use, predetermine and set out at least 20, preferably 50 or 60 of your most frequently occurring names in each volume. You have a knowledge of many such names, but to take full advantage of this feature consult your present Indexes.

3. Preferably typewrite your frequently occurring names, both individuals and Corporations & Firms in the correct ruled block of the proper subindex or key sheet as designated by tab sheet. Assign the first one to page as shown at bottom of Surname or Individual Name subindex sheet. Each set out group is given one sheet; two pages. Establish other set out groups in like manner on succeeding pages. Frequently occurring names may be arranged in blocks either alphabetically or in order as to their frequency. The large blocks generally permit writing names on every other line. When same name is differently spelled write the different spellings in correct block and refer to same page number.

4. Special groups should be made of (1) Schools, School Trustees, Colleges, Board of Education; (2) Churches, Church Boards; (3) Cemeteries; (4) Lodges, and other classifications. When so indexed make cross references in the proper block on correct Corporation & Firm subindex sheets. For example, write Schools, School Trustees, on S subindex sheet and assign to page in S unit; and in proper block on B sheet write Board of Education — see Schools. On C subindex sheet write College — see Schools.

5. "Key Tables" in the large blocks designated by first letter or first two letters give mixed group page numbers. Enter them line after line, starting them on the right hand page number indicated. The group is continued on back of sheet. When both sides of a numbered sheet are filled, insert an unnumbered or extra sheet immediately following and number it (preferably in red) the same number on both sides of the sheet as appears on the left hand page at the point inserted. Any number of sheets can be added for continuation of a group, and in addition to the number that you put on both sides of the extra sheet inserted, we suggest the lettering of each added sheet A, B, C, D.

6. Cott UNIVERSAL is the only modern Index that will cause many names differently spelled and of like pronunciation such as Schaffer-Shafer-Shaefer; Lowery-Lowrey-Lowrie; Pierson-Pearson; Read-Reed-Reid; Deitrick-Dietrick, etc., to be found on the same "Mixed Group" page. We do not claim the key tables will bring together in the "same" mixed group all names of like pronunciation and differently spelled, but tables being so planned as to automatically do so on many of the more common names coming under this class, is a convenience to searchers.

7. When any name or names included in a "Mixed Name" group develop a large number of entries, create a "set out" name and thus control the length of "Mixed Name" groups. The Mixed Names remaining should be written on a new sheet and properly paged.

8. Cott UNIVERSAL Indexes permit expansion until each volume contains but one unit, designated by a tabbed sheet. When "supplies to expand" are required, it is only necessary to tell us which volume or volumes must be expanded or split. Our complete files will enable us to furnish correct supplies.

9. Municipalities or quasi municipality Names are located by the distinctive Municipality Name (City of Columbus — Columbus, City of; Township of Franklin — Franklin, Township of). Firm Names beginning with Name of Individual are located according to the SURNAME of the Individual (C. A. Smith, Inc. — Smith, C. A., Inc.; Lex Mayers Chevrolet, Inc. — Mayers, Lex, Chevrolet, Inc.)

COTT UNIVERSAL Indexes are made in Nos. 1-4, 2-8, 8-24, etc. First figure indicates minimum volumes each can be started. Last figure maximum expansion.

Corp-
orations,
Firms
and
Special