

## 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-Bachr	Lourie, etc.
Shafer-Schaefer	Snyder-Snider
Sheffer-Shaefer	Schneider-Schnider
Read-Reed-Reid	Keyser-Keiser- <del>P</del>
Kline-Klein	Pearson-Pierson

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Se* 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.

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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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Ra Rb Rc Rd	Page	Ra Rb Rc Rd—Continued	Page	Re Rf Rg	Page	Rh Ri to Rn	Page
Randall	8			Reid-Reed	6	Riley	1
Ramsey	11			Reynolds	12	Rippy	5
Ramseur	15			Revels	30	Rhyna	16
Randolph	18			Reinhardt	44	Richards	19
Ravenel	22			Reese-Reece	48	Rice	20
Rankin- <i>Ramsins</i>	23			Reeder	48B	Rhodes	28
Ray	41			Remington	81 <del>80B</del>	Richardson	29
Rains - <i>Raines</i>	42			Reddie	37B	Rickman	31
Rainey	43			Reeves-Reaves - <i>Reavis</i>	39B	Ridley	38
Ratchford	47			Rector	38B	Rigby	40
Raven	46B			Retti	63-B <del>62B</del>	Rhinehardt	44
Radica	36B			<i>Reinolds - 55-B <del>54B</del></i>		Riding - <i>Ridings</i>	31B
Rawlison	50			<i>Record</i>	54B	Ritchey	49
Ratteree	51B			<i>Rees</i>	65	Ridgon	22B
<i>Rape</i>	60			<i>Reichert</i>	67	Rhame	32B
<i>Ragon</i>	61			<i>Redyke</i>	69	Riddle	40B
<i>Radford</i>	62			<i>Reavis</i>	77	Rivers	44B
<i>Rawls 65-B <del>64B</del></i>				<i>Register</i>	78	Riggs	28B
				<i>Renner</i>	84	Rising	51
<i>Rakestraw</i>	76					<i>Rich</i>	56
						<i>Richards</i>	57
						<i>Ridgeway</i>	64
						<i>Riggins</i>	70
						<i>Ritter</i>	79

0.34

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0.35

# Rh Ri to Rn—Continued

Page

## Ro to Rt

Page

# Ro to Rt—Continued

Page

## Ru Rv Rw Rx Ry Rz

Page

Roberts	3
Robbs	4
Ross	7
Robbins	10
Rogers - Rodgers	13
Roark	14
Royster	17
Robinett- <i>Robinette</i>	24
Rosebore - Roseborough	25
Roundtree	26
Robison - Robertson	27
Robinson - Roberson	27
Roach - Roche	35
Rollins	39
Robelot	17B
7 Rodeffer	42B
Roddy	47B
Rorie	49B
Rochester	59
Rouse	61-B
Roland	34
Rosemond	55
Radenbach	58-2
Rose	63
Roper	66
Rowe	62-B
Rowland	54 42

Ruppe	2
Russell	21
Rudesill - Rudisill	34
Ruderson	34
Runyon - Runyans	36
Rutherford	37
Rubert	33B
Russ	25B
Rumfelt	43B
Ruff	29B
Rucker	26B
Rumpf	1B
<i>Ryan - Ryan</i>	58
<i>Rusty</i>	60
<i>Rytland</i>	71
<i>Ruth</i>	80

R

Corporations and Firms	Page	Corporations and Firms	Page
Ross Land Company	9		
Ratliff, J.C. Co.,	32		
Robbs, T & Co.,	33		
Red Land Farms	45		
Rye-Ola Bottling Company	46		
Roses' 5, 10 & 25¢ Stores, Inc	24B		
Righteous Church of God	45B		
Reconstruction Finance Corporation	50B		
<i>RO- Art Linen Company</i>	<i>57 B (57-13)</i>		
<i>R. &amp; L. Co. &amp; Co.</i>	<i>58 B</i>		
<i>Ripner, Inc.</i>	<i>64 B</i>		
<i>Rutledge Acres</i>	<i>72-13</i>		
<i>Ramblings acres</i>	<i>73</i>		
<i>Robinson &amp; Bryan Used Cars, Inc.</i>	<i>74</i>		
<i>Ridgeway Heights</i>	<i>75</i>		
<i>Rosenthal &amp; Rosenthal, Inc.</i>	<i>82</i>		
<i>Rapoco, Inc.</i>	<i>83</i>		
<i>Rose Hill of Gwynny, Inc.</i>	<i>84</i>		

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