

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.

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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....."

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*C. M. Cott*  
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An Identifying  
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*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.

### COTT INDEXING SYSTEMS FOR PUBLIC RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

### THE COTT INDEX COMPANY

INDEX BOOKS AND INDEX SYSTEMS INSTALLED  
FOR STATE, COUNTY AND MUNICIPAL RECORDS

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

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Aa Ab Ac Ad	Page	Ae Af Ag Ah Ai Aj Ak	Page	CONTINUED ON FOLLOWING PAGE ALSO Al	Page	Am An Ao	Page
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ADAMS	12	AGERTON	36A	ALLENDALE COCO-COLA		AMERICAN AGRICULTURAL	
ADKINS	25A	AID MORTGAGE COMPANY	60A	BOTTLING CO.	2	CHEMICAL COMPANY	19
ACME FERTILIZER CO.	41A	AIMAR	30A	ALLENDALE BANK, THE	6	AMERICAN SURETY CO.	20
ACME WOOD CORPORATION	42A	AIKEN COUNTY HOSPITAL	55	ALLENDALE GROCERY CO.	8	ANTLEY	34
ABERNATHY - ABERNETHY	19A	AIKEN FIRST FEDERAL SAVINGS		ALEXANDER	14	AMERICAN LEGION POST #36	36
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ABELE	54A	TY TO ANIMALS	55A	ALLENDALE BON AIR, INC.	20	AMICK	34A
ABSTANCE	23			ALLENDALE COUNTY INDUS-		AMYX	15A
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				ALLENDALE SCH. DIST. #1	23A		
				ALLENDALE SCH. DIST. #22	23A		
				ALLENDALE, TOWN OF (SEE			
				"TOWN OF ALLENDALE"			
				ALLENDALE COUNTY BOARD OF			
				COMMISSIONERS	31		
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				ALMANY	35		
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1

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.

315 U. S. PAT. OFFICE *Ed. M. C. Co.* County Indexes Since 1888  
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 Mfg. Codd Patent Index Systems  
 COTT FAMILY NAME INDEX © 1960



Common Surnames - Family Names and Others Active in YOUR Locality are "SET OUT." Others are on Mixed Group Pages.  
To find page on which Name desired is entered — FIRST look under Proper PRIME or MASTER SUB-DIVISION, (first letter or letters of Surname) printed at top of columns to determine if Name is "SET OUT." If not listed, SECONDLY refer to proper Mixed Group Page at bottom of column. Groups start on Front of Sheets—Right Hand Page. They continue on Back of Sheets.

1  
Form A

COTTCO UNIVERSAL INDEX  
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63 Tabs-Units

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ALLENDALE COUNTY INDUS-		HOMEMAKERS COUNCIL	54		
TRIAL DEVELOPMENT CO., INC.	37A	ALRIGHT AGENCY, INC., THE	57		
ALLENDALE COUNTY INDUSTRI-		ALLENDALE YARN, INC.	59A		
AL DEVELOPMENT CORP.	37A	ALLENDALE STORAGE CO., INC.	60		
ALLENDALE COUNTY HOSPITAL	22	ALLENDALE ASSOCIATES	62		
ALLENDALE MASQNIC LODGE		ALLENDALE PRESBYTERIAN CH.			
#109 A.F.M.	39A	(SEE "PRESBYTERIAN CH.")			
ALLENDALE GARMENT CO., INC.	40A	ALLENDALE HOUSING			
ALLENDALE LODGE NO. 53	41	ASSOCIATES	30		
ALLENDALE HOMES, INC.	42	ALLENDALE RECREATION			
		COMMITTEE, INC.	57		
ALLENDALE COUNTY BOARD		ALLENDALE COUNTY			
OF EDUCATION	43	BANK, INC.	63		
ALLENDALE PRODUCE CO.	44	ALLENDALE COUNTY			
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ALLENDALE INSURANCE AND					
FINANCE CO., INC.	48				
ALLENDALE COUNTY DEVELOP-					
MENT BOARD	52				
ALLENDALE COUNTY FARMERS					
MARKETING AUTHORITY,	54				
A CORP.					

Form C

ALLENDALE COUNTY BANK, INC.

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New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin.

THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

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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			ATLANTIC LUMBER COMPANY	57A				
			ATLANTIC RICHFIELD CO.	58				
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A

Firms  
and  
Corporations  
—  
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Atlantic Life Insurance Co.	33	THE ALRIGHT AGENCY, INC. ASSOCIATES DISCOUNT CORPORATION	57 53A
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Sheffer-Shae	Schneider-Schnider
Read-Reed-Ed	Keyser-Keiser-Kizer
Kline-Klein	Pearson-Pierson

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## THE R. L. BRYAN COMPANY

Court House Outfitters  
COLUMBIA, SOUTH CAROLINA



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				#109 A.F.M.				
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