

Bo
to
Bz

HINTS TO CLERKS

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, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous. When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index on large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker, or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer.

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pages 1 to 100		Pages 101 to 200		Pages 201 to 300		Pages 301 to 400	
1	2	101	102	201	202	301	302
3	4	3	4	3	4	3	4
5	6	5	6	5	6	5	6
7	8	7	8	7	8	7	8
9	10	9	10	9	10	9	10
11	12	11	12	11	12	11	12
13	14	13	14	13	14	13	14
15	16	15	16	15	16	15	16
17	18	17	18	17	18	17	18
19	20	119	120	219	220	319	320
21	22	21	22	21	22	21	22
23	24	23	24	23	24	23	24
25	26	25	26	25	26	25	26
27	28	27	28	27	28	27	28
29	30	29	30	29	30	29	30
31	32	31	32	31	32	31	32
33	34	33	34	33	34	33	34
35	36	35	36	35	36	35	36
37	38	37	38	37	38	37	38
39	40	139	140	239	240	339	340
41	42	41	42	41	42	41	42
43	44	43	44	43	44	43	44
45	46	45	46	45	46	45	46
47	48	47	48	47	48	47	48
49	50	49	50	49	50	49	50
51	52	51	52	51	52	51	52
53	54	53	54	53	54	53	54
55	56	55	56	55	56	55	56
57	58	57	58	57	58	57	58
59	60	159	160	259	260	359	360
61	62	61	62	61	62	61	62
63	64	63	64	63	64	63	64
65	66	65	66	65	66	65	66
67	68	67	68	67	68	67	68
69	70	69	70	69	70	69	70
71	72	71	72	71	72	71	72
73	74	73	74	73	74	73	74
75	76	75	76	75	76	75	76
77	78	77	78	77	78	77	78
79	80	179	180	279	280	379	380
81	82	81	82	81	82	81	82
83	84	83	84	83	84	83	84
85	86	85	86	85	86	85	86
87	88	87	88	87	88	87	88
89	90	89	90	89	90	89	90
91	92	91	92	91	92	91	92
93	94	93	94	93	94	93	94
95	96	95	96	95	96	95	96
97	98	97	98	97	98	97	98
99	100	199	200	299	300	399	400

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 represents 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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Boa Bob Boc Bod

PAGE

Boe Bof Bog Boh Boi Bok

PAGE

Bol Bom

PAGE

Bon Boo Bop

PAGE

Boland	126	Bonaparte	129
Bolen	125	Bond	129
Bolick	128	Bonds	129
Bolston	123	Bonham	130
Boltin (Bolton)	129	Bonner	130
		Bonnett	130

Booth	131
-------	-----

Bock	124	Boils	126
		Boineau	125

Bodie	125	Bojacki	125
Bodiford	125		

New SUB-INDEX Search only be selected at any time. When selecting file number of sheet as shown on margin
 WALKER, EVANS & COOKSWELL CO., Charleston, 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.

Bor

PAGE

Bos Bot

PAGE

Bou Bov

PAGE

Bow Box Boy Boz

PAGE

B

Borger, (Barger)

131

Bostick

131

Boulware

132

Bowden

133

Boston

132

Bowers

133

Bothwell

132

Bowman

134

Box

134

Boyd

134

Boykin

135

Boylew

136

Boyleston

137

Boynton

140

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Bro	PAGE	Bro-Continued	PAGE	Bru	PAGE	Bry	PAGE
Broadwater	157			Bruse	176	Bryan	179
Brodie	158			Brunson (Bronson)	176	Bryant	181
Brooker	158			Bruton	179		
Brooks	159			Bryan	179		
Broughton	159			Bryant	181		
Brown	159						
Brownfield	175						
Browning	175						
Brox	176						

Br

Bur

PAGE

Bur-Continued

PAGE

Bus But

PAGE

Buy Bux Buy Buz

PAGE

Burckhalter

186

Burdell

187

Burdick

187

Burgdoff

187

Burfins

188

Burgess

188

Burke

188

Burkett

188

Burckmeyer

188

Burn

188

Burnett

189

Burroughs

189

Burton

189

Busbie (Busby)

189

Busch

189

Bush

189

Buster

195

Burton

196

Butler

195

Butterfield

196

By Bz

Byrd

196

When ordering, give number of sheet as shown on margin. New SUBINDEX Sheets may be ordered by WALLACE BROS. & COGSWELL, CO., Charleston, S. C. Names of similar spelling and similar sound should be grouped together and given the same column number. Indicate on Sub-Index the different ways in which the name is spelled, duplicating the name in more than one column when necessary.

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