



RECORDS MANAGEMENT

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Chapter 4

Alphabetic Indexing Rules 5–8

Rule 5: Titles and Suffixes

- Personal names
 - A title, seniority suffix, or professional suffix is the last unit
 - Numeric suffixes are placed before alphabetic suffixes
 - Single names with royal or religious titles are filed as written

Rule 5: Titles and Suffixes

Examples of Rule 5A

| | FILING SEGMENT | INDEXING ORDER OF UNITS | | | |
|-----|-------------------------|-------------------------|----------|--------|--------|
| | Name | Key Unit | Unit 2 | Unit 3 | Unit 4 |
| 1. | Father Paul | Father | Paul | | |
| 2. | Ms. Noreen Forrest, CPA | Forrest | Noreen | CPA | Ms |
| 3. | Dr. Noreen Forrest | Forrest | Noreen | Dr | |
| 4. | Mr. Huyen Huong | Huong | Huyen | Mr | |
| 5. | Bishop Barnard Hyatt | Hyatt | Barnard | Bishop | |
| 6. | Benjamin D. Hyatt | Hyatt | Benjamin | D | |
| 7. | Benjamin D. Hyatt II | Hyatt | Benjamin | D | II |
| 8. | Benjamin D. Hyatt III | Hyatt | Benjamin | D | III |
| 9. | Benjamin Hyatt, Jr. | Hyatt | Benjamin | Jr | |
| 10. | Benjamin Hyatt, Sr. | Hyatt | Benjamin | Sr | |
| 11. | King Olaf | King | Olaf | | |

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Rule 5: Titles and Suffixes

- Business names
 - Titles and suffixes are indexed as written
 - “The” is the last unit when it appears as the first word of a business name

Examples of Rule 5B

| | FILING SEGMENT | INDEXING ORDER OF UNITS | | | |
|----|------------------------|-------------------------|--------|---------|--------|
| | Name | Key Unit | Unit 2 | Unit 3 | Unit 4 |
| 1. | Capt. Hook's Bait Shop | Capt | Hooks | Bait | Shop |
| 2. | Dr. Pane's Windows | Dr | Panes | Windows | |
| 3. | Grandma's Cookie Shop | Grandmas | Cookie | Shop | |
| 4. | Mister Hulk's Gym | Mister | Hulks | Gym | |
| 5. | Mr. Mom's Day Care | Mr | Moms | Day | Care |
| 6. | Ms. Salon of Beauty | Ms | Salon | of | Beauty |

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Rule 6: Articles and Particles

- Business and personal names
 - An article or particle is combined with the name following it
 - Spaces are disregarded

Examples of Rule 6

| | FILING SEGMENT | INDEXING ORDER OF UNITS | | | |
|----|-------------------------|-----------------------------|----------|--------|--------|
| | Name | Key Unit | Unit 2 | Unit 3 | Unit 4 |
| 1. | Michael D'Agostino, DMD | D <u>A</u> gostino | Michael | DMD | |
| 2. | D'Angelo's Pizza Parlor | D <u>A</u> ngelos | Pizza | Parlor | |
| 3. | Ms. Penelope D'Cruz | D <u>C</u> ruz | Penelope | Ms | |
| 4. | Mario De La Torres, MD | D <u>e</u> LaTorres | Mario | MD | |
| 5. | Theresa Del Favero, CPA | D <u>e</u> l <u>F</u> avero | Theresa | CPA | |
| 6. | La Marte & McCaw Attys | <u>L</u> aMarte | and | McCaw | Attys |

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Rule 7: Numbers in Names

- Business names
 - Spelled-out numbers are filed alphabetically
 - Numbers written in digits are filed in ascending order before words
 - Arabic numbers are filed before Roman numbers
 - Roman numerals are filed in ascending order according to their Arabic number equivalents
 - First digits only of inclusive numbers are used
 - Ordinals (st, d, th) are disregarded
 - A number linked to a letter or word is a single unit

Rule 7: Numbers in Names

Examples of Rule 7

| | FILING SEGMENT | INDEXING ORDER OF UNITS | | | |
|-----|---------------------------|-------------------------|-------------|--------------|--------|
| | Name | Key Unit | Unit 2 | Unit 3 | Unit 4 |
| 1. | 7 Days Market | 7 | Days | Market | |
| 2. | 17th Avenue Fashions | <u>17</u> | Avenue | Fashions | |
| 3. | 21 Club, Inc. | <u>21</u> | Club | Inc | |
| 4. | 50% Discounters | <u>50</u> Percent | Discounters | | |
| 5. | 65+ Retirement Village | <u>65</u> Plus | Retirement | Village | |
| 6. | 405 Auto Body | <u>405</u> | Auto | Body | |
| 7. | 500–510 Princess Court | <u>500</u> | Princess | Court | |
| 8. | The 500 Princess Shop | 500 | Princess | <u>S</u> hop | The |
| 9. | XXI Club | <u>XXI</u> | Club | | |
| 10. | Fourth Dimension Printing | <u>F</u> ourth | Dimension | Printing | |
| 11. | Highway 18 Café | <u>H</u> ighway | 18 | Cafe | |

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Rule 8: Organizations and Institutions

- Organizations and institutions are filed according to the name written on the letterhead
- Examples
 - Banks and other financial institutions
 - Schools, colleges, and universities
 - Hospitals, hotels, and clubs

Rule 8: Organizations and Institutions

Examples of Rule 8

| | FILING SEGMENT | INDEXING ORDER OF UNITS | | | |
|-----|-------------------------------|-------------------------|-------------|-----------|--------|
| | Name | Key Unit | Unit 2 | Unit 3 | Unit 4 |
| 1. | 1st National Bank | 1 | National | Bank | |
| 2. | American Quilters Museum | American | Quilters | Museum | |
| 3. | Associated Auctioneers | Associated | Auctioneers | | |
| 4. | Bank of the West | Bank | of | the | West |
| 5. | Billings Community College | Billings | Community | College | |
| 6. | De Long Seaside Motel | DeLong | Seaside | Motel | |
| 7. | Disabled American Veterans | Disabled | American | Veterans | |
| 8. | Findley Creek Lodge | Findley | Creek | Lodge | |
| 9. | First United Methodist Church | First | United | Methodist | Church |
| 10. | Freeport Daily News | Freeport | Daily | News | |

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Cross-Reference Examples

- Popular and coined names
 - File records under the official name
 - Cross-reference the popular name

| CODED FILING SEGMENT | CROSS-REFERENCE |
|---|--|
| 2 3 4 5 <u>Fred</u> / Meyer / One / Stop / Shopping | <u>Freddys</u> SEE Fred Meyer One Stop Shopping |
| 2 3 <u>Smiths</u> / Homestyle / Eatery | <u>Smittys</u> SEE Smiths Homestyle Eatery |

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Cross-Reference Examples (continued)

- Hyphenated names
 - File records under the official name
 - Cross-reference each surname combination

| CODING | 2 | 3 | CROSS-REFERENCE |
|---|---|---|---|
| <u>Jolly-Reardon</u> / Consulting / Co. | | | <u>ReardonJolly</u> / Consulting / Co. SEE JollyReardon Consulting Co. |
| <u>Heckman-O'Connor</u> / Tour / Guides | | | <u>OConnorHeckman</u> / Tour / Guides SEE HeckmanOConnor Tour Guides |

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Cross-Reference Examples (continued)

- Divisions and subsidiaries
 - File records under the division or branch name
 - Cross-reference the parent company name

| CODED FILING SEGMENT | CROSS-REFERENCE |
|--|---|
| 2 3 <u>Ricoh</u> / Business / Systems (a div. of Ricoh USA) | 2 <u>Ricoh</u> / USA SEE Ricoh Business Systems |
| 2 <u>Micro-Weld</u> / Operations (a subsidiary of Kintech Corporation) | 2 <u>Kintech</u> / Corporation SEE MicroWeld Operations |

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Cross-Reference Examples (continued)

- Changed names
 - File records under the new name
 - Cross-reference the former name

| CODED FILING SEGMENT | CROSS-REFERENCE |
|--|--|
| 2 <u>Cingular</u> / Wireless | 2 <u>ATandT</u> / Wireless SEE Cingular Wireless |
| 3 2 The / <u>Hershey</u> / Co. | 2 3 <u>Hershey</u> / Foods / Corporation SEE Hershey Co The |

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Cross-Reference Examples

- Similar names
 - A *SEE ALSO* cross-reference indicates similar names
 - Only the similar part of the name is cross-referenced

| CODED FILING SEGMENT | CROSS-REFERENCE |
|---|--|
| 2 3 <u>Allstate</u> / Insurance / Co. | 2 <u>All</u> / State SEE ALSO Allstate |
| 2 3 4 <u>South</u> / East / Distribution / Co. | <u>Southeast</u> SEE ALSO South East |

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