

(b) Indirect index using grantee's name as the key word.

<u>Grantee</u>	<u>from</u>	<u>Grantor</u>	<u>Page</u>
Brown, Stephen	"	Lillard, R. H.	230
Black, J. B.	"	McKay, O. C.	248
Burk, Everett	"	McKay, O. C.	266

The following description would describe the cross indexing as given above: "Alphabetical individual cross index: direct by first letter of surname of grantor, showing name of grantee and page number where recorded; and indirect by first letter of surname of grantee, showing name of grantor and page number where recorded."

Several record series have separate general index books covering the whole record series or several volumes in the series. This is true of the deeds, mortgages, etc. The separate general index constitutes a record series itself and is described on a separate HR form the same as any other record series.

The following is a sample copy of separate general index to deeds, using the grantor's name as the key word:

"Grantor	General Index	To	Deeds"	
Grantor	Grantee	Book	Page	Description
Bardon, Catherine	Connally, Mary	40	400	Lots, 12, 13,
Barbour, Frances	Newman, M.	35	520	25 ft. 1st. St.
Barker, Alex M.	Coleman, M.	42	210	Right of way
Bangs, A. C.	Cary, M. S.	52	305	Quit claim
Archer, Thos.	Sanders, G. N.	37	570	25 acres

The description of the sample index given above would be as follows and would be on a separate HR form from the one covering the deed record itself: "General index to deeds, alphabetically direct by first letter of surname of grantor, showing name of grantee, book and page number where recorded; and description of instrument." (This information should be given in item 6 of the H.R. form covering the index record). In item 7 of the form prepared for deed indexes, you would show that the records are "arranged alphabetically by first letter of surname of grantor." As these records are index records and are indexes within themselves, you would leave item 8, "indexing", blank. The description of a separate general cross index to deeds would be the same as that given for the individual cross index but would be written on a separate master form.

Since there are many methods by which the records may be indexed, much study on the field worker's part is necessary. It will be necessary to give the manner of indexing as well as all information shown in the index, such as book and page numbers, where recorded, etc.