

# **OKALOOSA COUNTY INDEXING GUIDELINES**

The following is a comprehensive, though not exhaustive, list of Okaloosa County's indexing guidelines from

**January 1, 1956 to December 31, 2005**

## DATA ENTRY – GENERAL RULES

### 1. CASE **Electronic searches from 1-1-1983 to 12-31-2005**

- A. Indexing data may be entered in either lower or upper case characters.
- B. Search criteria may be entered in either lower or upper case characters.
- C. Okaloosa County maintains a capital letter index. All search results will display in upper case characters.
- D. The index format is maintained consistently through a span of years. i.e., January 1, 1956 to December 31, 2005 as stated in this document. 2006 and after = as stated in FACC State Recommended Indexing Guidelines document.

### 2. CORRECTIONS

- A. Make corrections to the index whenever and wherever necessary.

## GRANTOR / GRANTEE FIELDS

### 3. Keying of Individual Names

- A. Input all names in the order and as stated on the instrument, as signed by the party and as the name is acknowledged where there is a difference. If a signature middle name is unclear and the complete name is not stated, do not guess as to the complete signature, but leave the initial off and input name as stated only. Names are keyed in as last first middle (no punctuation).

#### ***B. Husband and Wife***

Always index separately. No commas or other punctuation.

#### ***C. Single Word Names***

Mrs. is used only when the given name for the individual is not set out.

Mrs. Dorothy Brown	BROWN DOROTHY
Mrs. John J. Brown	BROWN JOHN J (MRS)
Mr. & Mrs. Brown	BROWN (MRS)
	BROWN (MR)

#### ***D. Surname Prefixes or Compound Names***

Prefixes on individual surnames are considered a part of a sur-name. Index with and without space(s).

Mary Der Kegian	DER KEGIAN MARY
	DERKEGIAN MARY
John Mac Donald	MAC DONALD JOHN
	MACDONALD JOHN
Walter Van de Kamp	VAN DE KAMP WALTER
	VANDEKAMP WALTER

#### ***E. Hyphenated Surnames of Individuals***

Enter both parts of the hyphenated name as last names. Do not key the hyphen.

Mary C. Jones-Smith

JONES SMITH MARY C  
SMITH MARY C JONES

**F. Individual Names Beginning with Occupational Title**

Any known occupational or honorary title should be ignored (unless it is a professional association. (See firm names) except when M. D./D.D.S/OD, etc appears after the persons name.

Rev. John W. Jones	JONES JOHN W
Captain Robert Baker	BAKER ROBERT
Dr. Bob Jones	JONES BOB
Roger Smith, DDS	SMITH ROGER (DDS)
Kimball Williams, OD	WILLIAMS KIMBALL (OD)

**G. Common Middle Name or Two Word Surname with No Hyphen**

Where there is a doubt as to the correct surname, index both ways.

Joyce Martin Gay	GAY JOYCE MARTIN MARTIN GAY JOYCE
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**H. Others Appointed or Acting for Others**

Key in name of individual and the name of party acting for them. After the name of the acting party, key in their title in parentheses:

Administrator	(ADM)
Administratrix	(ADM)
Agent	(AGENT)
Attorney in Fact	(ATTY)
Custodian	(CUST)
Deceased Parties	(EST)
Executor/Executrix	(EXEC)
Guardian	(GN)
Master (Special)	(MASTER)
Personal Representative	(PER REP)
Trustee	(TRUSTEE or TR)

**I. Variance In Names**

Generally, names are taken from the upper portion of the document, but if indicated further in the document as AKA, FKA, DBA, FBO, FUBO, OBO, ASO, etc, must also be indexed if stated

FBO	For The Benefit Of
FUBO	For The Use and Benefit Of
OBO	On Behalf Of
ASO	As Surrogate Of
LNU	Last Name Unknown
SBM	Successor By Merger

**J. Portions of Names in Parentheses or Quotation Mark**

If the portion in parentheses appears to be a variation of the given name, both variations should be indexed as separate names.

Mrs. J. S. (Alice) Jones	JONES J S (MRS) JONES ALICE
James (Jim) Smith	SMITH JAMES SMITH JIM

If the portion in parentheses is before or after the surname, index as different surnames.

Margaret Rhodes (Adkins)	RHODES MARGARET ADKINS MARGARET RHODES MARGARET
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**K. Religious Names**

If no surname is shown, index under the religious title

Sister Mary Claire	SISTER MARY CLAIRE
Reverend Mother Florence	MOTHER FLORENCE

**L. Abbreviations Contained in Original Instruments**

When a common given name is abbreviated in an instrument, index

Chas. Jackson	JACKSON CHAS
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**4. Keying of Firm Names:**

**A. First Word of Grantor/Grantee**

Always enter the complete first word of the Grantor/Grantee firm name with the only exceptions being:

United States Veterans Affairs	U S VETERANS AFFAIRS
Association for Retarded Citizens	ASSN FOR RETARDED CITIZENS OF OKA
Association of Southbay by the Gulf Condo	ASSN OF SOUTHBAY BY THE GULF CONDO

**B. Firm Names Containing Common Given Names/Initials and Surname of Individual**

Index under the surname, followed by the given name or initials, and then the balance of the firm name. Ignore the words "The", "Mrs." and "Dr." if used as the first word of a firm name.

A. L. Johnson Corporation	JOHNSON (A L) CORPORATION
J and A Smith Co	J & A SMITH CO
Drs. John Jones and Sam Smith, PA	JONES (JOHN) & SMITH (SAM) DRS P A JONES (JOHN) DRS P A SMITH (SAM) DRS P A

If the firm name is composed of two known surnames, index as written:

Smith Brown Construction Co.	SMITH BROWN CONSTRUCTION COMPANY
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If there is doubt about the first name being a given name or surname, index both ways.

Marshall Holmes Bean Co	MARSHALL HOLMES BEAN COMPANY HOLMES (MARSHALL) BEAN COMPANY
Dale Mabry Mobile Station	DALE MABRY MOBILE STATION MABRY (DALE) MOBILE STATION

**C. Firm Names with Hyphens, Commas or the Word "And"**

When shown on the document, they are indexed as separate words in the order given, without The hyphen or comma:

Scripps-Booth Company	SCRIPPS BOOTH COMPANY
Liggett and Myers Company	LIGGITT & MYERS COMPANY
Romer, Cooke, Inc.	ROMER COOKE INC

NOTE: Bar-B-Q, B-B-Q, Bar-B-Que, etc. is always input as listed on the document and eliminating symbols:

Bar-B-Q Pit of Tampa	BAR B Q PIT OF TAMPA
Ed's Bar-B-Q	EDS BAR B Q
Johnston Real Pit B/B/Q	JOHNSTON REAL PIT B B Q

**D. Common Names and Trade Names**

Which do not involve the given name and surname of an individual should be indexed as written.

Sam the Tailor	SAM THE TAILOR
Captain Posts Shoe Company	CAPTAIN POSTS SHOE COMPANY
Dr. Smith's Miracle Medicine	DR SMITHS MIRACLE MEDICINE

**E. Firm Names Beginning with Capital Letters or Initials**

When capital letters are followed by a word which indicates a known product, commodity, or location other than a common a surname, or when the letters comprise the full name of the company, it shall be indexes as shown. Such capital letters shall be spaced unless it is an abbreviation for a one word name/product such as TV for television.

B. W. Paper Box Corporation	B W PAPER BOX CORPORATION
U. S. Steel	U S STEEL
Mr. B-B's Storage	MR B BS STORAGE
WEAR TV	W E A R TV
Leisure Tyme RV	LEISURE TYME R V
Art's TV	ARTS TV

**F. Initials Preceding a Known Surname**

Index a firm name having an Ampersand (&) between them in the same manner as single initials.

M & A Alexander Productions Co	ALEXANDER (M & A) PRODUCTIONS CO
	M & A ALEXANDER PRODUCTIONS CO

**G. Initials Following a Known Word**

When initials in a firm name follow a known word, use spaces between the initials.

Local Forty UAW CIO AFL	LOCAL FORTY U A W C I O A F L
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**H. Symbols**

Input as on document leaving a space for hyphen, dash or other miscellaneous symbols.

Va-Voom Enterprises Ltd	VA VOOM ENTERPRISES LTD
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**I. Capital Letter/Number Combinations**

A capital letter when combined with a number, or a number combined with a number and separated with a hyphen or other symbol is input as on the document leaving a space for the hyphen or other symbol.

A-1 Auto Parts Company	A 1 AUTO PARTS COMPANY
D/3 Motor Oil Incorporated	D 3 MOTOR OIL INCORPORATED

When a fraction or a symbol is used at the beginning of a name, index two ways, as on the document and spell out the fraction or symbol.

½ Hour Happy Photo	HALF HOUR HAPPY PHOTO 1/2 HOUR HAPPY PHOTO
\$ Mart Merchant	DOLLAR MART MERCHANT \$ MART MERCHANT

**J. Do Not Index the word “The”**

The Apple Store	APPLE STORE
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**K. Do Not index “A”/”An” when at the Beginning of a Firm Name**

A Touch of Class	TOUCH OF CLASS
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**L. Use of Numbers in Names**

(a) Roman Numerals

Use alphabetic letters and eliminate spaces between such letters.

Proviso Company IV	PROVISOR COMPANY IV
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(b) Arabic Numbers

Arabic numbers in a firm name will be indexed using numeric characters. Symbols must be spelled out.

865 Mart Inc	865 MART INC
5c Souvenir Company	5 CENT SOUVENIR COMPANY
1 <sup>ST</sup> Peoples Services Inc	1ST PEOPLES SERVICES INC

(c) Arabic Numbers – Spelled Out

Forty fifty Sunset Inc	FORTY FIFTY SUNSET INC
One Hundred First Inc	ONE HUNDRED FIRST INC

(d) Word or Symbol “Number”, “No”, “NBR”, and “#”

Index as given on document, except in symbol is first index both ways with symbol first then spelled out.

Crest No. 2 Company	CREST NO 2 COMPANY
Nbr. 21 Coffee Club Inc	NBR 21 COFFEE CLUB INC
#16 Savemore Stores	#16 SAVEMORE STORES

**M. Directional Words/Compound Directional Words in Names**

In reference to spacing, directional words (North, South, Southwestern, etc.) are input as indicated on the document.

North East Canal Corporation	NORTH EAST CANAL CORPORATION
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Firm names with directional letters are entered without spaces.

Lane of N. W. Florida	LANE OF N W FL
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**N. Punctuation Within a Name**

(a) Hyphens / Commas / Periods

Leave a space for hyphens, commas, and periods in firm names.

Jones-Smith Printing Company	JONES SMITH PRINTING COMPANY
Eiger Founders, 85-1	EIGER FOUNDERS 85 1
Ditech.com	DITECH COM

(b) Apostrophe/Quotation Marks

Leave NO space for apostrophe, as in the following example:

Joe D'Andre 1980's Bar	DANDRE (JOE) 1980S BAR
Who's Who in America	WHOS WHO IN AMERICA

Leave a space for apostrophe, as in the following example:

Pig'n Whistle	PIG N WHISTLE
Town N'Country	TOWN N COUNTRY

(c) Ampersand (&)

Use "&" for "and" at all times.

Jones & Smith, Incorporated	JONES & SMITH INC
Har-And-A1 Corporation	HAR & AL CORPORATION
A. and W. Allison Company	ALLISON (A & W) COMPANY

(d) Parenthetical Additions or Insertions in the middle of a firm name should be indexed both ways.

Patrick (Pat) Murphy Company	MURPHY (PATRICK) COMPANY
	MURPHY (PAT) COMPANY

**O. Classification Phrases are Inverted**

University of Michigan	Michigan University
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**P. Firm Name Abbreviations**

Air Force Base	AFB
Association*	ASSN *always abbreviate this way except 1 <sup>st</sup> word
Attorney	ATTY
Beach	BCH
Board	BD
Company	CO
Condominium	CONDO
Construction	CONST
Corporation	CORP
County	CTY
Department *	DEPT *always abbreviate this way
Fort *	FORT and FT *index both ways
Incorporated	INC
Insurance	INS
International	INTERNATL
Limited **	LTD
Limited Liability Corporation	LLC or L L C
National Association	NATL ASSN
Professional Association	PA or P A

Examples:

Index	
Florida Department of Revenue	Florida Dept Revenue

\*\* When Limited/Unlimited is used in a firm name as a description of the service, meaning “Restricted/Boundless”, input as the following examples:

Fish Unlimited, Inc.	FISH UNLIMITED INC
Arrangements Unlimited Florist	ARRANGEMENTS UNLIMITED FLORIST
Bay limited Seafood	BAY LIMITED SEAFOOD
Prof. Medical Services, Limited	PROF MEDICAL SERVICES LTD

## 5. Keying of Bank Names

A. Bank Names Containing Common Given Names / Initials and Surname of an Individual Index under the surname, followed by the given name or initials, and then the balance of the bank name. Ignore “The” when used as the first word of a bank name.

A. L. Doe Bank of Opp	DOE (A L) BANK OPP
J and A Johnson Bank	Johnson (J & A) BANK
	J & A JOHNSON BANK

If the bank name is composed of two known surnames, index as written

Smith Brown Bank & Trust	SMITH BROWN BANK & TRUST
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If there is any doubt about the first name shown as being a given name or surname, index both ways.

Marshall Holmes Savings Bank	MARSHALL HOLMES SAVINGS BANK
	HOLMES (MARSHALL) SAVINGS BANK

### **B. Bank Names with Hyphens, Comma, Periods, Symbols or the Word “And”**

Replace Hyphens, commas, and periods with a space. Replace the word “And” with the ampersand sign (&) in all instances.

Scripps-Booth Bank	SCRIPPS BOOTH BANK
Liggett and Myers Federal Bank	LIGGETT & MYERS FEDERAL BANK
Romer, Cooke Savings Bank, Inc.	ROMER COOKE SAVINGS BANK INC
A-1 Savings Bank	A 1 SAVINGS BANK

\$ Savings Bank	\$ SAVINGS BANK
	DOLLAR SAVINGS BANK

### **C. Do Not Index the Words “The” or “A”**

The Bank	BANK
The Corner Store	CORNER STORE
The Ready Bank of Shalimar	READY BANK OF SHALIMAR
A Million Dollar Savings Bank	MILLION DOLLAR SAVINGS BANK

### **D. Apostrophe**

Leave no space for apostrophe

O’Conner Savings Bank	OCONNER SAVINGS BANK
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**E. Geographic Location in Bank Name**

As a general rule, when a bank name is followed by the word “in”, “at”, or “of” and a place of location, the place of location is a part of the name and must be indexed if space is available, but omitting the word “in”, “at”, or “of”. Do not key in the name of the branch or state unless it is part of the bank name.

Bank of Brandon at Lutz	BANK OF BRANDON LUTZ
Johnson Bank of Milton, Florida	JOHNSON BANK MILTON FLORIDA
First National Bank of Crestview	FIRST NATL BK CRESTVIEW
First Bank of Crestview	FIRST BANK OF CRESTVEIW
Smith & Ready Bank, Dallas	SMITH & READY BANK DALLAS

When a bank name starts and end with the same location, do not index the last location

Tampa National Bank of Tampa	TAMPA NATIONAL BANK
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**F. Bank Name Abbreviation List**

The following abbreviations are commonly used when indexing, except for the first word in a name.

Association	ASSN
Bank	BK
Bank & Trust	B&T
Board	BD
Company	CO
Corporation	CORP
County	CTY
Federal	FEDL (*Exception being Eglin Federal Credit Union)
Incorporation	INC
Insurance	INS
International	INTERNATL
Limited	LTD
National	NATL
National Association	NATL ASSN or N A
Savings & Loan	S&L
Unlimited	UNLTD