

# INDEXING CHANGES AS OF JANUARY 4, 2016

1. **Index names as they appear on the document.**
2. **Indexing a compound foreign name:**  
INDEX AS IT APPEARS ON DOCUMENT all in the **LAST NAME FIELD** (just like a company name).
3. Names with a hyphen are indexed in only one way.  
Ex: **Ruth C. McClain-Lee** Indexed: **McClain-Lee, Ruth**
4. If you have initials or an acronym index **AS IT APPEARS** on the document.
5. **Name with the +, @, & or other character is indexed as it appears on document.**
6. Use punctuation (**dashes, slashes, hyphens**) just as it appears on the document. **NO APOSTROPHE.**
7. “THE” at the beginning of proper names will be omitted.
8. **Successor in interest or successor by merger** will no longer be indexed on ANY document.
9. When a number is used to begin a company name, **ONLY index it with the number as it appears on the document.**
10. **When a Street Name is used in a company name index as it appears on the document.**
11. If a grantor or grantee is a P.C., Inc., or Ltd utilizing an individual’s name the indexing will be done as an entity not an individual. **ONLY INDEX as it appears on the document.**
12. Trust names will be indexed **as it appears** on the document.
13. When the names of Trustees appear as well as the name of the Church we index **ONLY** the name of the Church.
14. The following abbreviations are acceptable on all documents except Charters: Company (CO), Corporation (CORP), Limited Liability Corp (LLC), Limited Partnership (LP), Incorporation (INC), Federal Savings Bank (FSB), National Association (NA), General Partnership (GP)
15. **Homeowners association as HOA**
16. **If a name of a State comes after (OF) we abbreviate the State.**  
Ex. Bank of Tennessee index Bank of TN. **(State of Tennessee will remain the same)**  
**If the State is in the name without (of) index as it appears on the document.**  
Ex. Mid TN Construction or Tenn Contractors LLC.