

Deed Indexing Standards
Norfolk County Variations

1. NAMES

- 1-1. Abbreviations- We use the ampersand in every instance for "and" but otherwise we do not abbreviate anything. We spell each name out as it appears on the document.
- 1-7. We only use initials for middle names, but middle names are spelled out only when an initial is used for the first name.
- 1-8. Cities and towns are entered QUINCY CITY OF for all entries. We do not differentiate between boards or offices except for the conservation commission.
- 1-9. Entries are under MASSACHUSETTS COMMONWEALTH OF.
- 1-10. Entries are under UNITED STATES AMERICA. A separate entry is sometimes added for HOUSING & URBAN DEVELOPMENT or a similar department, but all tax liens are under UNITED STATES AMERICA, not IRS.
- 1-11. Hyphenated business names are entered with a hyphen or a space taking the place of the hyphen. Our system takes out the punctuation and leaves a space. Co-operative always has a hyphen.
- 1-12. Hyphenated names are treated the same as business names.
- 1-13. Punctuation marks in peoples' names are not used, but a space is used in business names.
- 1-14. Lineage suffix are not entered in an alphabetical field but with &AL or TR, ie. JR TR or JR &AL.
- 1-16. Mount is always spelled out with a space. MOUNT VERNON JOHN
- 1-17. The first of two multiple last names without a hyphen becomes a middle initial. SIMPSON JANE S
- 1-18. As stated but no middle names spelled out. BIEN AIME J R
- 1-21. Saint is always spelled out with a space. SAINT PAUL JAMES
- 1-23. TR is entered in non-alphabetical file like &AL or JR.
- 1-24. Van is always merged with second name. VANGOGH VINCENT

3. ADDRESSES

- 3-1. We spell out everything.

10/26/2010