

## HIAS Case Name Indexing System

The system which HIAS uses for indexing its case records is based on the first letter of the family name, the remaining consonants of the family name, and an alphabetical sub-listing by given name. For example, CHANA ABELLS would be indexed as "A - 142, CHANA". The details of the system follow.

### I. First Letter of Family Name

The initial sub-category of the system is relatively straightforward, the first letter of the family name. However, because certain consonants are similarly pronounced and can be used interchangeably in spelling, they are combined in the system:

C	and	K	are	filed	under	C
E	"	I	"	"	"	E
J	"	Y	"	"	"	J
S	"	Z	"	"	"	S
V	"	W	"	"	"	V

For example, KATZMAN would be indexed as C - 325, not K - 325

### II. Remaining Consonants of Family Name

The coding system which is then used to identify a family name is based on the remaining consonants in the family name, and ignores all vowels, including Y. It also ignores the letter H. The basic code is as follows:

1.....	P	B	V	F	W			
2.....	C	G	J	K	Q	S	X	Z
3.....	D	T						
4.....	L							
5.....	M	N						
6.....	R							

Usually, only the next three consonants are coded. For example, GOLDOWSKY is coded as G - 431, as follows:

G	-	G
O	-	ignore as vowel
L	-	4 (first consonant)
D	-	3 (second consonant)
O	-	ignore as vowel
W	-	1 (third consonant)
S	-	ignore
K	-	ignore
Y	-	ignore

But if there are double consonants in the name, only one is coded. For example, ABELLS, is A - 142, not A - 144, as follows:

A	-	A
B	-	1 (first consonant)
E	-	ignore as vowel
L	-	4 (second consonant)
L	-	ignore as double consonant
S	-	2 (third, counted, consonant)

If there are consonants next to each other with the same digit code, or if two such consonants are separated only by an H, the second consonant is ignored. For example, ZAKS is S - 200, not Z - 220, as follows:

Z - S (Z is filed as S)  
A - ignore as vowel  
K - 2 (first consonant)  
S - ignore as consecutive consonant with same digit  
- 0 (need three digits)  
- 0 ( " " " )

For another example, ZAKHS is also S - 200, as follows:

Z - S (Z is filed as S)  
A - ignore as vowel  
K - 2 (first consonant)  
H - H is ignored  
S - ignore because H is ignored, and K is same digit  
- 0 (need three digits)  
- 0 ( " " " )

But if two consonants with the same digit code are separated by any vowel (including Y), each is coded separately. For example, ZAKYS is S - 220 as follows:

Z - S (Z is filed as S)  
A - ignore as vowel  
K - 2 (first consonant)  
Y - ignore as vowel  
S - 2 (second consonant)  
- 0 (need three digits)

There are three (3) family names which, because of the variations in their spelling have been "arbitrarily" assigned coded numbers. Regardless of spelling,

MOSKOWITZ is coded as M - 212  
SCHWARTZ is coded as S - 162  
HOROWITZ is coded as H - 613

### III. Given Name

Within each family name codes; there is a further sub-listing in simple alphabetical order of given names.