

HINTS TO CLERKS

Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous. When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index in large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pages 1 to 100		Pages 101 to 200		Pages 201 to 300		Pages 301 to 400	
1	2	101	102	201	202	301	302
3	4	3	4	3	4	3	4
5	6	5	6	5	6	5	6
7	8	7	8	7	8	7	8
9	10	9	10	9	10	9	10
11	12	11	12	11	12	11	12
13	14	13	14	13	14	13	14
15	16	15	16	15	16	15	16
17	18	17	18	17	18	17	18
19	20	119	120	219	220	319	320
21	22	21	22	21	22	21	22
23	24	23	24	23	24	23	24
25	26	25	26	25	26	25	26
27	28	27	28	27	28	27	28
29	30	29	30	29	30	29	30
31	32	31	32	31	32	31	32
33	34	33	34	33	34	33	34
35	36	35	36	35	36	35	36
37	38	37	38	37	38	37	38
39	40	139	140	239	240	339	340
41	42	41	42	41	42	41	42
43	44	43	44	43	44	43	44
45	46	45	46	45	46	45	46
47	48	47	48	47	48	47	48
49	50	49	50	49	50	49	50
51	52	51	52	51	52	51	52
53	54	53	54	53	54	53	54
55	56	55	56	55	56	55	56
57	58	57	58	57	58	57	58
59	60	159	160	259	260	359	360
61	62	61	62	61	62	61	62
63	64	63	64	63	64	63	64
65	66	65	66	65	66	65	66
67	68	67	68	67	68	67	68
69	70	69	70	69	70	69	70
71	72	71	72	71	72	71	72
73	74	73	74	73	74	73	74
75	76	75	76	75	76	75	76
77	78	77	78	77	78	77	78
79	80	179	180	279	280	379	380
81	82	81	82	81	82	81	82
83	84	83	84	83	84	83	84
85	86	85	86	85	86	85	86
87	88	87	88	87	88	87	88
89	90	89	90	89	90	89	90
91	92	91	92	91	92	91	92
93	94	93	94	93	94	93	94
95	96	95	96	95	96	95	96
97	98	97	98	97	98	97	98
99	100	199	200	299	300	399	400

THIS SUB-INDEX

IS AN INDEX TO THE GENERAL
INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represents the first unit of subdivision and refer to Surname Initials.

MARGINAL CUTS represent the second unit of subdivision, and are usually the Second Letter of Surname, or Guide Letters.

THE BLOCKS or *COLUMNS* on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

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73

Sar	Page	Sas Sat	Page	Sau Sav	Page	Saw Sax Say Saz	Page
Sarno - -	87	Satcher -	85	Saunders - -	3	Saxon - -	69
				Sauls - -	21	Sawyer - -	41
				Savella -	85	Saxton - -	95
				Savage -	85		

Sb

Sa
Sb
Saint
(St.)

Sea See Sci Scha	Page	Sche Schi	Page	Schl Schm	Page	Schn Scho	Page
Schachte	-	-	37	Schmidt (see Smith)	-	SCHOOLS (All)	-
Scarborough	-	-	37	Schlack	-	Schofield	-
Scannell	-	-	37		79	Schnell	-
Scharpf	-	-	37				
Scanlon	-	-	37				
Scaturro	-	-	37				

Schr

Page

Schrock - -

66

Schu Schw Schy

Page

Schwarz

66

Schwartz

66

Schwartz

74

Schulze

66

Schultz

66

Schueler

66

Schuch

66

Schumpert

66

Schuetz

66

Schunoff

66

Sco

Page

Scott - -

43

Scoggins - -

71

Scovel - -

111

Ser Seu Sey

Page

Scullion -

66

Scurry -

65

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Sea Seb Sec Sed	Page	See Sef Seg Seh Sei Sek	Page	Sel Sem	Page	Sen Seo Sep Seq	Page
Sease - -	9	Seinyard - -	41	Sellers - -	23		
		Segar - -	41	Sellars - -	23	Senn - -	117
Seabrook - -	93			Selke - -	52	Seque - -	60
Searles - -	89						
Searson - -	89						
Sears - -	89						

Ser to Sez

Page

Sha

Page

She

Page

Shi Sho Shr Shu Shy

Page

Seymore	-	-	47
Seymour	-	-	47
Sessions	-	-	57
Setzler	-	-	57
Sewell	-	-	60
Sexton	-	-	95

Shaw	-	-	13
Shaffer	-	-	20
Sharpe	-	-	55
Sharper	-	-	55
Shalman	-	-	51
Shapiro	-	-	65
Shannon	-	-	81
Shanklin	-	-	81
Shakespeare	-	-	81
Shank	-	-	81
Shahid	-	-	81
Sharpton	-	-	55
Shah	-	-	81

SHERIFFS (All)	-	-	7
Shealy	-	-	19
Shealey	-	-	19
Shepherd	-	-	31
Shephard	-	-	31
Sheppard	-	-	31
Shepard	-	-	31
Shelton	-	-	53
Sherman	-	-	107
Sherly	-	-	107
Shecut	-	-	19

Shillitto	-	-	33
Shilletto	-	-	33
Shipes	-	-	49
Shyne	-	-	49
Shuler	-	-	109
Shippora	-	-	49
Shunk	-	-	53
Shuford	-	-	53
Sholman	-	-	51
Shockley	-	-	51
Shirer	-	-	59
Shirey	-	-	59
Shoemaker	-	-	61
Shull	-	-	91
Shultz	-	-	105

Se
Sh

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Sia Sib Sic Sid

Page

Sie Sif Sig Sih Sii Sik

Page

Sil Sim

Page

Sin Sio Sip

Page

Sightler - -

41

Simmons

-

-

1

Singleton

-

-

45

Siebenhausen - -

85

Simms

-

-

15

Sineath

-

-

52

Siers

-

-

85

Simmes

-

-

15

Singletary

-

-

111

Sifly

-

-

41

Sims

-

-

15

Silcox

-

-

25

Silberstein

-

-

48

Simonds

-

-

39

Simpson

-

-

58

Simmerman

-

-

97

Simuel

-

-

97

Simpkins

-

-

97

76-S-1

Sir to Siz

Page

Sizemore

103

Sisk

103

Sj Sk

Page

Skinner

- -

41

Skipper

- -

41

Sklaroff

- -

41

Skardon

- -

41

Sla Sle Sli

Page

Slater

- -

29

Sledge

- -

75

Slawson

- -

64

Sleister

- -

65

Slezak

- -

65

Slo Slu Sly

Page

Sloan

-

-

73

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WALKER, EVANS & COGSWELL CO., Charleston, S. C. Indicate on Sub-Index the different ways Names of similar spelling and similar sound should be grouped together and given the same page number. the name is spelled, duplicating the name in more than one column when necessary.

Si
Sj
Sk
Sl

Corporations and Firms				Page	Corporations and Firms				Page
Note:					Security Mortgage Investors - - -				40
For CHURCHES - - - - (See C Book)					Security Realty Company - - -				40
LODGES - - - - - (See L Book)					Sing Oil Company of South Carolina, Inc. -				113
PLATS - - - - - (See P Book)					Sanders Supply Company, Inc. -				3
RAILROADS - - - (See R Book)					Secretary of Housing & Urban Development -				115
Master's Conveyances (See M Book)					Salk-Land, Inc. - -				119
Judge of Probate's Conveyances (See J Book)					Sease's VHC Automotive Service, Inc. -				9
Clerk's Conveyances (See C Book)									
Savannah Construction Company	-	-		27					
Salinas (A J) & Son	-	-	-	35					
Sandel Brothers	-	-	-	56					
Sinking Fund - Commissioners of	-	-		51					
Security Savings Bank	-	-	-	40					
SHERIFFS (All)	-	-	-	7					
SCHOOLS (All)	-	-	-	11					
Scotia - Town of	-	-	-	61					
Santee Mills	-	-	-	62					
Savannah Bank and Trust Company	-	-		77					
Shell Homes, Incorporated	-	-		113					

76-S-2

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Corporations and Firms

Page

Corporations and Firms

Page

Schools

**Firms
and
Corporations**

Corporations and Firms

Page

Corporations and Firms

Page