

CHEROKEE COUNTY
GRANTEE INDEX TO
CONVEYANCE BOOKS

P - Q - R

1913 - 1969

Read Carefully These Instructions and Suggestions to Clerks and Others Using
COTT FAMILY NAME INDEXES

THE SUB INDEX

1. 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, *Bae to Bak*, write *Baker* on the first dark ruled line followed by *Baer* if it should happen to be the second name of that group, on the second dark ruled line, and so on.
2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer	Lowery-Lowry
Bear-Baehr	Lourie, etc.
Shafer-Schafer	Snyder-Snider
Sheffer-Shaefer	Schneider-Schnider
Read-Reed-Reid	Keyser-Keiser-Kizer
Kline-Klein	Pearson-Pierson

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

This Index in loose leaf form is continuous and expansive. When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

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



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 represent 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.

**COTT INDEXING SYSTEMS FOR PUBLIC
 RECORDS AND COMMERCIAL USE**
 Patented by C. M. Cott and Patents Pending

The Cott Printing & Index Co.

INDEX BOOKS AND INDEX SYSTEMS INSTALLED
 FOR STATE, COUNTY AND MUNICIPAL RECORDS

Loose Leaf Indexes and Loose Leaf Records
 COLUMBUS, OHIO, U. S. A.

U. S. Cop

THE COTT INDEX CO. Index Specialists Since 1888 **COLUMBUS, OHIO**

Pa Pb Pc Pd	Page	Pa Pb Pc Pd—Continued	Page	Pe	Page	Pf to Pn	Page
Padgett	8			Peek	1	Phillips	16
Par is - Parrish	11			Petit	2	Pickens	29
Paterson	13			Petty	4	Pinson - Penson	33
Parker	18			Peeler	6	Pittman	37
Patrick	19			Perkins	26	Philmon	40
Parham	22			Pennington	27	Philson	42
Payne	25			Perry	30	Phifer	43
Painter	28			Peterson	38	Phellps	47A
Pausch	32			Penson - Pinson	33	Philbeck	53
Pagan	48			Peabody	50	Pierson - Pearson	63
Patten - Patton	56			Ferrine	54	Pitts	60B
Palmer	59			Pegram	56	Pippin	57B
Page - Paige	60			Pepper	61	Philpot	71
Parrott	64			Pearson - Pierson	63	Pinn	71B
Pace	32B			Peden-Peding- Pedings	61B	Pierce (Peace)	51B
Parks	69B			Peake	56C	Pfaff	23B
Parton - Partin	77B			Pender	58B	Phagan	73B
Yack	80			Peace	47B	Pirkey	74B
Parmer	81			Pecora	53B	Pigford	44B
Parsons	87-8			Perrin	77	Pilley	82B
Patty	98			Petrea	78	Pilgram	87
Panbell	102			Penland	42B	Pike	96
Panell	109			Perone	92		
Parnell	124			Pendleton	97		
Pasley	126			Peters	104		
Panceroff	128			Berkowski	113		
Palhemus	138			Pell	116		
				Penner	118		
				Pardue	134		
				Peace (Peece)	57-B		

0.32

Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the different ways the name is spelled, duplicating the name in more than one column when necessary.

U.S. Copyright Office
 Copyright, 1952
 An Identifying Trade Mark

The Galt Index Company
 Columbus, Ohio

U.S. Copyright
 No. 108532

0.33

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN
 46 buff sheets and 20 tab sheets go to make up complete set No. 0 (designated by 0 preceding numbers)
 92 buff sheets and 20 tab sheets go to make up complete set No. 1 Regular (designated by regular numbers)
 104 buff sheets and 26 tab sheets go to make up complete set No. 1 Split (designated by 5 following numbers on certain sheets
 and regular letters B-C-H-M and S)
 Economical to order complete sets. When ordering one or more buff sheets (broken sets) give complete numbers, etc., appearing
 on this margin. Order tab sheets by alphabet lettering.

Pf to Pn—Continued	Page	Po Pp Pq	Page	Pr Ps Pt	Page	Pu Pv Pw Px Py Pz—Q	Page
Plonk	17	Pollock	7	Pridmore	5	Putnam - <i>Putman</i>	21
Plexico-Plexico	55	Poole	9	Fruett - Pruitt	12	Fugh	23
Plemmons	40B	Powell	10	Price	14	<i>Puryear</i>	88
Plummer	77 69B	Potter	31	Pryor	24	<i>Purvis</i>	89-B
Plumb	80B	Porter	34	Prisock	39	<i>Purshyn</i>	95
		Powers	36	Proctor	15	<i>Purser</i>	122
		Poteet-Poteat	46	Pritchard	44	<i>Pulham</i>	127
		Ponder	64B	Prather	51		
		pollard	3B	Primus	62		
		Posts - Post	50B	Pressley	20B		
		Pornaras	22B	Propes	1B		
		Posey	25B	Priester	54B		
		Pope	7B-B	Prince	69		
		<i>Polin</i>	82	Prazlie	49B		
		<i>Pounders</i>	105	Pratt	72		
		<i>Prag</i>	142	<i>Proffitt</i>	77-B		
				<i>Prevatt</i>	111		
				<i>Pribble</i>	110-B		
				<i>Prayton</i>	121		
				<i>Proper</i>	137		
				<i>Principa</i>	137		
						Queen	35
						Quinn	45
						Quinton	74
						<i>Quigley</i>	101
						<i>Quince</i>	131

P
Q

