

## 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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Taa Tab Tac Tad	Page	Tae Taf Tag Tah Tai Tak	Page	Tal Tam	Page	Tan Tao Tav	Page
Tabor	55	Taft-taff	26	Talliferro-talliaferro	39	Tanner-Tannery	35
Tackett	76			Talley-Tallant	71	Tankersly	45
				Tamplin	154	Tapley	34
						Tannahill	112

80

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Tar	Page	Tas Tat	Page	Tau Tav	Page	Taw Tax Tay Taz	Page
Tarrant	30	Tasson (by U S Marshall	89			Taylor	2
Tarbert	75	Tatum	92			Tay	74
		Tate	5			Tax Collector	141
		Tatalias	180				

**T****Ta**



Tea Teb Tec Ted Tia Tib Tie Tid	Page	Tee Tef Teg Teh Tei Tek Tie Tif Tig Tih Tii Tik	Page	Tel Tem Til Tim	Page	Ten Teo Tep Tin Tio Tip	Page
reague	23	Tiencken	158	Telford	9	Tennent	72
Teasley	70			Telph	73	Tenny-Tennison	54
Tice	79			Tillinghast	46	Tiner-Tyner	40
Tidwell- Tidwell	80			Tillman	78	Tinsley	57
Tears	94			Tilley-Tilly	15	Tippen	13
Teat	100			Timms-Tims	11	Tindall	120
Tedder	118			Timmons	41	Teneris(Tzinieris)	161
				Timmerman	106		
				Tiller	115		
				Temple	164		
				Tilden - Tildon	166		
				Tilford	184		







Tha The	Page	Thi Tho	Page	Thr Thu Thy	Page	Tl Tn	Page
				Thrasher	59		
Thacker	33	Thorpe-Tharp	69	Thresher-Thrasher	59		
Tharp-Thorp	69	Thornwell-Thorne	37	Thurley	61		
Thayer	68	Thornley-Thornton	36	Thurston	58		
Thackston-Thaxton	50	Thomas- Thomason	8	Thwaite	123		
Theus	67	Thompson-Thomson	1	Threatt	127		
Thrasher	59	Thode	93	Thrift	143		
		<del>Threlkeld</del>	<del>179</del>	Thurmond	153		
				Threlkeld	179		
				Thruston	194		



## Toa to Tok

Page

## Tol Tom Ton

Page

## Too Top Tor

Page

## Tos to Toz

Page

Todd	6	Tollison-Tollerson	14	Toomer	28	Tourtellat	32
Toatley	159	Tolbert	38	Torrence	65	Townsend	7
		Tolly-Tolley	21	Torbert	48	Towns-Townes-Townley	12
		Toland	85			Town-	12
		Tomlinson	84			Towers	17
		Tompkins	66			Towery	64
		Toney	49				
		Tomchick	125				
		Tonnie Tucker Hatchery Fish/	163				
		Tolliver	175				

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Th  
Ti  
Tn  
To

Tr  
Ts  
Tu  
Tw  
Ty-Tz

Firms  
and  
Corpor-  
ations  
OVER



Tra	Page	Tre Tri	Page	Tro	Page	Tru Try Ts	Page
Travis	63	Trescott	25	trrowbridge	27	Trussell	16
Tramble	83	Trezvant	82	Trotter	56	Trunble	155
Trammell	19	Tredaway	47			Trusler	191
Traynham-Traynum	24	Trenholm	60				
Traywick	62	Tribble	3				
Trapp	168	Tripp	20				
Traile	169	Trimmier	31				
Traxler	178	Trimble	81				
Trask	186	Treadwell	188				



## Tub to Tul

Page

## Tum Tun Tup

Page

## Tur to Tuz

Page

## Tw Ty Tz

Page

Tubb-Tubbs

53

Tumo-Tunno

43

Turner

10

Tweed

86

Tucker

4

Tumblin

177

Turley

88

Twitty

42

Tuffnell

52

Turpin

22

Tyer

87

Tuggle

44

Turch

95

Tyler-Tylor

51

Turk

173

Tyner

110

Turrentine

174

Tyson

148

Tuten

193

Tzinieris-(Teneris)

161

Tyus

190

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin. Price per sheet, 25c. With Lettered Extension Tabs, reinforced, 40c. each.

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.

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Tr  
Ts  
Tu  
Tw  
Ty-Tz

Firms  
Corporations  
OVER



Corporations and Firms	Page	Corporations and Firms	Page
Tax Collector	141		
Thayer & Prince	68	The Sayre Realty Co.	116
The Professional Building, a Corp.	183	The Anderson Ice Co	140
Title Guaranty & Surety Co	90	The Southern Cotton Oil Co.	117
The Pure Oil Company	185	The Hayler Company	144
Townville Oil & Fertilizer Co	122	The Iva Oil Co.	119
Townville Light and Power Company-Townville Power Co	162	The Salvation Army	142
Toxaway Mills	91	Textile Specialty Co.	121
Tonnie Tucker Fish Hatchery	163	The Employer's Liability Assurance Corp.	149
The Perpetual Building & Loan Association	107	The American Cotton Oil Co	124
The Forfeited Land Commission of Anderson Co.	165	The Brown Lumber Company	147
The Standard Warehouse Co.	96	The Aetna Casualty & Surety Co	126
The New York Trust Company	167	The Anderson Hardware Co.	150
The Fretwell Co.	97	The Mutual Benefit Life Ins Co	128
The B.F. Goodrich Company	170	The Lesser Company	151
The Fidelity & Deposit Co	98	Townsend H C Cotton Mill-See H.C.Townsend Cotton/	129
The Board of Mission of Freeman of the Presbyterian Church in the U.S. of Amer.	171	The Epworth Orphanage	152
The Maryland Casualty Co.	99	The New Amsterdam Casualty Co	130
The Commissioners of the Sinking Fund of State of SC	172	The Church Home & Orphanage	156
The Pacific Mutual Life Ins Co.	101	The Pelzer Manufacturing Co	131
Tolly, G.F. & Sone Inc.	176	The Anderson Underwear Co	146
The Day adjustable Co.	102	The Home Company of Anderson	132
The Anderson Furniture Company	181	The Anderson Fair	160
The Lanfort Mfg. & Supply Co.	103	The Washington-Land-Company	138
The Independent Publishing Company	182	Triangle Conduit & Cable Co. Inc.	192
The W L Brissey Lumber Co.	105	The Union Central Life Ins. Co.	134
The Ben Townsend Construction Co.	187		
The Equitable Life Assurance So.U.S.	108	The Palmetto Theatre Company	135
Textron Southern, Inc. & Textron Incorporated	189		
The Mutual Life Ins. Co. of Va.	109	The Citizens Cotton Oil Co.	136
Townsend Lumber Company	111	The Anderson Farmer's Union Warehouse Co.	137
The Artic Ice & Machine Co.	113	The Prudential Life Insurance Co of America	145
		The Frank Realty & Inv. Co	139
The Fidelity & Casualty Co.	114	The Farmers Loan & Trust Co. Trustee	133