

Read Carefully These Instructions and Suggestions to Clerks and Others Using

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 subdivisions. Thus:

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

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, Bedman, 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. Prices for new Sub-Indexes on extra heavy parchment paper furnished on request. Prices also quoted on rewriting names on Sub-Index in large typewriter type.

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 subdivision 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 subdivision 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 p. 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 follow 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 R. L. BRYAN COMPANY

Court House Outfitters

COLUMBIA, SOUTH CAROLINA

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 28 tab sheets go to make up complete set No. 1 Split (designated by 5 following numbers on certain sheets under 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.

0.16

Go Gp Gq	Page	Gra to Gre to Grn	Page	Gro to Gru to Grz—Gs Gt	Page	Gu Gv Gw Gx Gy Gz	Page
Goodson	1	Green <i>Greene</i>	6	Grubb - Grubbs	7	Gunn	11
Goforth	5	Grant	12	Groce	76	Guthrie	22
Gouielock	10	Graves	21	<i>Hogan</i>	109	Gunter	26
Gossett	16	Grigg-Gregg - Griggs	32	<i>Grumbles</i>	117	Guntharp-Gunthorpe	31
Godfrey	25	Griffin	46	Grooms	118	Guest-Guess	62
Goodwin	30	Graham	56	<i>Grue</i>	133	Guyton	63
Gooding - <i>Goodin - Gordon</i>	40	Griffith	66	<i>Gruteclos</i>	142	Guy	77
Gold - <i>Golden</i>	48	Greer, Grier	67			Gwin-Guinn	79
Goodlett	51	Grey-Gray	69			Gutosky	13B
Gooch	54	Gregory	70			<i>Guerrant</i>	105B
Gorden - Gordon	59	Granberry	23B			<i>Guffy</i>	113
Good - Goodie	60	Grimsley	104-B 70B			<i>Gunnells</i>	114
Going - Goins	74	Greenberg	72B			<i>Gunnin</i>	145
Godwin	83	Gresham	87B				
Gorman	75	Grigsby	93B				
Gore	87	Grissom - <i>Grissam</i>	98				
Gowan	51B	<i>Grantham</i>	120				
Goff	12B	<i>Grady</i>	126				
Godshall	18B	<i>Grunway</i>	128				
Godbolt	24B	<i>Grizzard</i>	132				
Gosnell	91B						
Goble	92						
Goodman	50B						
Gorski	94B						
<i>Gordinier</i>	108						
<i>Goldsmith</i>	110-B						
<i>Gowley</i>	131						
<i>Goulette</i>	144						

G

Firms
and
Corporations
OVER

Corporations and Firms	Page	Corporations and Firms	Page
Gaffney Live Stock Co.	4	Gaffney Salvage Co.	90B
Grassy Pond Baptist Church	9	Gaffney Wrecking Co.	29B
Graded School District	13	<i>Greenville Steel & Laundry Co.</i>	<i>96B</i>
Gaffney Furniture Co.	18	Goodrick Co. B. F. The	93
Gaffney Carnegie Library	23	Grover Realty Co., Inc.	95
General United Order of Odd Fellows of Cowdeysville	28	Gaffney Development Co. a Corp.	97
Granard Lodge No. 186 A.F.M.	34	Godfrey Finance Company	71B
Gulf Refining Company	41	Gordon-Mabry Funeral Home	92B
Gaffney Merchantile Company	43	Gaffney Theatre Corp.	99
Gaffney Manufacturing Company	44	Godfrey, P. B. Loan Service	65-B
* Gaffney City Land and Improvement Company <i>see 116</i>	45	Gaffney Pipeline Co., Inc	101
Great Falls Power Company	47	Gaffney Finance Company	102
Gaffney Hotel Company	50	<i>Gaffney Post 201 American Legion</i>	<i>102-B</i>
Gowdeysville Baptist Church	53	<i>Gaffney Industrial Development Co. Inc</i>	<i>103</i>
Georgia Industrial Realty Company	55	<i>William Radio Company of Greenville</i>	<i>104</i>
Globe Manufacturing Company	57	<i>Dainsville Hatching, Inc.</i>	<i>105</i>
General Graphite Company	11B	<i>Gaffney Lodge No 1305 B.P.O.E.L.</i>	<i>See B-142</i>
Granard Street Land Company	64	<i>General Electric Credit Corp.</i>	<i>106</i>
Great Atlantic & Pacific Tea Company, The	43B	<i>Gaffney Race Track, Inc.</i>	<i>107</i>
Gaffney Lodge No. 1581 L.O.O.M	65	<i>Gaffney Investment Co.</i>	<i>99-B</i>
Gaffney Motor Company	68	<i>Gaffney Memorial Park</i>	<i>110</i>
Gettys, M.E. Lumber Company - (<i>Gettys Incorporated 112</i>)	71	<i>Sair Woodlands Corporation</i>	<i>111</i>
Gouchers Farmers Warehouse Company	72	<i>Gettys Incorporated</i>	<i>112</i>
Gossett, E. L. & Co.	82	<i>Goodman Inc & Rattle Co.</i>	<i>108</i>
Gaffney Brick & Tile Co.	52B	<i>Gaffney Mord Manufacturing Co. Inc</i>	<i>103-B</i>
Gastonia Ice Cream Company	53B	<i>Gates Rubber Co. Sales Div. Inc.</i>	<i>115</i>
Gaffney Ledger	78B	<i>Georgia Industrial Realty Company</i>	<i>109-B</i>
Gaffney(See "Town of Gaffney" under letter "T")		<i>Gaffney Top Dollar Store, Inc.</i>	<i>121-B</i>
Gulf Oil Corporation of Penn.	67B	<i>Gaffney Broadcasting, Inc.</i>	<i>121</i>
Gulf Oil Corporation	67B	<i>Gilson Mobile Homes Inc.</i>	<i>122</i>
Gaffney Auto Company	39B	<i>Guardian Fidelity Corp.</i>	123
Gospel Tabernacle	89	<i>Grover Industrial, Inc.</i>	<i>124</i>
Gaffney Brick Co., a Corp.	81B	<i>Great Meadows, Inc.</i>	<i>135</i>
Gaffney Lions Club	90	<i>Gaffney W.A.W. Recreational Center, Inc.</i>	<i>136</i>
Gaffney Lumber Company, Inc.	28B	<i>G.L.C. Iron-Works Corp.</i>	<i>140</i>
<i>Gaffney Bonded Warehouse</i>	<i>143</i>	<i>Guardian Fidelity Corp.</i>	<i>141</i>

Granite Park Sub-Div. 146

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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