

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	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. 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 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 R. L. BRYAN COMPANY

Court House Outfitters
COLUMBIA, SOUTH CAROLINA

Faa Fab Fac Fad	Page	Fae Faf Fag Fah Fai Fak	Page	Fal Fam	Page	Fan Fao Fap	Page
		Fairfax Drug Company	19	FAMILY MORTGAGE COMPANY	59A	Fant	36A
		Fairfax Wholesale Drug Co.	19	FALCO CORPORATION, THE	61A		
		FAGLIER - FAGLIER	71A	FAMULINER	65		
		Fairfax, Town of	31	FAMILY DENTAL CENTER, P.A.	51A		
		Fairfax Trading Company	22				
		Fairfax Hunting Club	46				
FAE FAF FAG FAH FAI FAK		Fairfax School Dist.#44	46A				
FAIRFAX LUMBER CO., INC.	55	Fairfax Telephone Co.	25A				
FAIRFAX TRACTOR AND IMPLEMENT CO.	57A	Fairfax Development Corporation	29A				
FAIRFAX DIMENSION CO., INC.	59	FAIR FIELD FARMS, INC.	36				
FAIRFAX RECREATIONAL CENTER, INC.	63	Fairfax Finance Corp.	44A				
FAIRFAX SUPPLY & MFG. CO., INC.	63A	Fairfax Library Assn.	39A				
FAIRDALE SUPPLY CO.	64						
FAIRFAX PHARMACY, INC.	56	Fail - Fail - FAILE	22A				
FAIRDALE SUBDIVISION	64A						
FAIRDALE BUILDERS, INC.	70	Fairfax Gin Company	49				
FAIRFAX HOLINESS CHURCH	32	Fairfax Bank & Trust Co.	51				
FAIRFAX ASSOCIATES	22						
FAIRFAX RENTAL ASSOCIATES	17	Fairdale Country Club	52				
		FAGLIE	49A				
		FAIRFAX NEGRO RECREATIONAL CENTER	54				

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin.

THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

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.

THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

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.

[illegible]

F

Fa

[illegible]

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin.

THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

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.

26

Fer Fir	Page	Fes Fet Fis Fit	Page	Feu Fev Fiu Fiv	Page	Few Fex Fey Fez Fiw Fix Fiz	Page
Ferguson	14	Fitts	11			Fizell	47
First Nat'l Bank(Allendale)(Fairfax) (Bamberg) and (Bishopville)	9	Fishburne	39				
First Carolina Joint Stock Land Bank	27						
First Baptist Church of Allendale, S.C. (See "Baptist Church")							
First Federal Savings and Loan Association	53			FI		FI	
FIRST FEDERAL SAVINGS & LOAN ASS'N. OF ORBG.	53A			Flowers	13		
FIRST NATIONAL BANK OF SOUTH CAROLINA	9A			Floyd	33		
FIRST BAPTIST CHURCH OF FAIRFAX	58			Fleming	40		
FIRST NATIONAL BANK OF ATLANTA	61			Fletcher	44		
FIRST NATIONAL CITY BANK	66			Fludd	45A		
FERRELL	26						
FIRESTONE HOME AND AUTO SUPPLIES	67A			FLEETWOOD	56A		
FIRESTONE HOME AND AUTO SUPPLY, INC.	67A			FLACK-JONES LUMBER CO.	66A		
FIRST STATE NATIONAL BANK - - - - -	68A			FLEISCHMAN	67		
FIRST CAROLINA SAVINGS & LOAN ASSOCIATION	27B			FLENIKEN	70A		

Fe
Fi
Fl

[illegible]

THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

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.

For	Page	Fos Fot	Page	Fou Fov	Page	Fow Fox Foy Foz	Page
Foreman	12	Foster	45	Foutch	2A	Fowke	40A
Ford	21			FOUNTAIN	42A	Foy	20A
Forester Lbr. Co. Inc.	23					FOX	54A
Forfeited Land Commissioner	34					FOWLER	41
Forrester	18A						
Fortune	48A						
Forbes	33A						
FORE	60						

Fe**Fe**

Fra	Page	Fre Fri	Page	Fro Fru Fry	Page	Fu Fy	Page
Franklin	35	Frier	25	Frost	2	Fulmer	1
Frazier	43	Frederick - FREDRICK	42	FRYE	18	Fuller	3
Frady	37A	Freeland	41A			Furman	5
Frank	48	Freeman	6A			Furse	16
Francisco	50A					Fulcher	17
FRANK A. CALHOUN CO., INC.	62					Fulton	26
FRAGEDAKIS	46					Fullington	43A
						FUNCHESS	56
						FUCHS	60A
						FULDA	68
						FUSCO	72A

Corporations and Firms

Page

Farmers Hardware Company	6
First National Bank of (Allendale) (Fairfax)	9
(Bamberg) and (Bishopville)	9
Fairfax Wholesale Drug Company	19
Fairfax Drug Company	19
Fairfax Trading Company	22
Forester Lumber Company	23
First Carolina Joint Stock Land Bank	27
Federal Land Bank	28
Federal Intermediate Credit Bank	29
Federal Reserve Bank	30
Fairfax, Town of	31
Forfeited Land Commissioner	34
Farm Credit Administration	36
Federal Emergency Relief Administration	37
Federal Farm Mortgage Corporation	38
Fairfax Mutual Wood Products Company	17A

Corporations and Firms

Page

Federal National Mortgage Association	30A
Fairfax Gin Company	49
Fairdale Country Club	52
First Federal Savings & Loan Association	53
FAIRFAX LUMBER CO., INC.	55
FAIRFAX NEGRO RECREATIONAL CENTER	54
FAIRFAX TRACTOR & IMPLEMENT CO.	57A
FAIRFAX DIMENSION COMPANY, INC.	59
FAMILY MORTGAGE COMPANY	59A
FIRST NATIONAL BANK OF ATLANTA	61
FRANK A. CALHOUN COMPANY, INCORPORATED	62
THE FALCO CORPORATION	61A
FAIRFAX RECREATIONAL CENTER, INC.	63
FAIRFAX SUPPLY & MANUFACTURING CO., INC.	63A
FAIRDALE SUPPLY COMPANY	64
FAIRDALE SUBDIVISION	64A
FIRST NATIONAL CITY BANK	66
EX FLACK-JONES LUMBER COMPANY	66A

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin.

THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

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.

Fr
Fu
Fy

Firm
Copy
Index

Corporations and Firms	Page	Corporations and Firms	Page
FIRESTONE HOME & AUTO SUPPLIES	67A		
FARMERS HOME ADMINISTRATION, US.DEPT. OF AGRICULTURE	69		
FIRST STATE NATIONAL BANK	68A		
FAIRDALE BUILDERS, INC.	70		
FARMERS GRAIN AND SUPPLY, INC.	71		
FIRST FEDERAL SAVINGS & LOAN ASS'N. OF ORANGEBURG	53A		
FARMFIELDS, LTD.	72		
FAIRFAX ASSOCIATES	22		
FARMER DRUG COMPANY, INC.	49		
FAIRFAX RENTAL ASSOCIATES	17		
FAIR FIELD FARMS, INC. OF NORTH AUGUSTA, S. C.	36		
FIRST CAROLINA SAVINGS & LOAN ASSOCIATION	27B		
FAIRFAX PHARMACY, INC.	56		
FAMILY DENTAL CENTER, P.A.	51A		
FEDERAL DEPOSIT INSURANCE CORPORATION	70		