

CHEROKEE COUNTY  
GRANTOR INDEX TO  
CONVEYANCE BOOKS

N-0

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  
Bear-Baehr  
Shafer-Schafer  
Sheffer-Shaefer  
Read-Reed-Reid  
Kline-Klein

Lowery-Lowry  
Lourie, etc.  
Snyder-Snider  
Schneider-Schnider  
Keyser-Keiser  
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.

*C. M. Cott*  
Registered U. S. Patent Office

An Identifying  
Trade Mark

## 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.

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Na Nb Nc Nd	Page	Ne Nf Ng Nh	Page	Ne Nf Ng Nh—Continued	Page	Ni Nj Nk Nl Nm Nn	Page
Nance - Nantz	19	Nesbitt	3			Nichols - Nickels <i>Nickles</i>	15
Nash	36	Newton	5			<del>Nichols</del> Nicholas	4
<i>Nalley</i>	<i>42</i>	Neighbor	13			Nisbet	3
<i>Nandy</i>	<i>46</i>	Neal - Neil	20			Nicholson	25
		Newberry	5B			Nix	10B
		Neely - <i>Neely</i>	13B			Nimmons	35
		Newell	31			<i>Niedgievink</i>	<i>61</i>
		Nelson	32				
		Newlove	33				
		Nelms	37				
		Nevins	35B				
		<i>Neville</i>	<i>37-13</i>				
		<i>Neisler</i>	<i>41</i>				
		<i>Neen</i>	<i>39-13</i>				
		<i>Newcombe</i>	<i>49</i>				

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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 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 20 tab sheets go to make up complete set No. 1 Split (designated by S following numbers on certain sheets)  
 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.

No to Nu to Nz	Page	Oa to Ol	Page	Om to Oz	Page	O'A to O'Z	Page
Norman	9	Odom	8	Owens	1	O'Leary	27
Norris	14	Oglesby	12	Osteen	6	O'Shields	29B
Nutting	16	Oates	28	Osborne	7	<i>O'Connor</i>	<i>45</i>
Northey	21	Oliphant	8B	Orr	10	<i>O'Keefe</i>	<i>59</i>
Nott	23	O'Leary	27	Otts	11	<i>O'Brien</i>	<i>60</i>
Nodine	4B	Oliver	30B	Ould	17		
Noblett	23B	Oakes	18B	Osmen t	24		
Nolan - <i>Nolan</i>	2B	Ogburn	32B	O'Shields	29B		
Noel	31B	Oatman	34B	Owensby	30-30-C		
Noertker	16B	<i>Oakman</i>	<i>38-43</i>	Oswald	34		
Norton	33B	<i>Offerman</i>	<i>40</i>	<i>Ornton</i>	<i>17.6</i>		
<i>Noble</i>	<i>40-B</i>	<i>Oakley</i>	<i>44</i>	<i>Ore</i>	<i>39</i>		
<i>Nerville</i>	<i>55</i>						
<i>Nye</i>	<i>56</i>	<i>Olson</i>	<i>52</i>	<i>Ormand</i>	<i>48</i>		
<i>Nunnallys</i>	<i>62</i>	<i>Ogles</i>	<i>57</i>	<i>Osley</i>	<i>53</i>		
		<i>Almstead</i>	<i>58</i>				

N  
O



Corporations and Firms	Page	Corporations and Firms	Page
National Bank of Gaffney	2	Oak Ridge Land Company	29
New York Life Insurance Company	18	One Price Cash Store	6B
National Surety Company	22	Oakland Cemetery Assn (See "Town of Gaffney ")	
North Spartanburg Association	26	H. B. Owsley & Son, Inc.	38
North Side Service Station	26B	<i>Oakdale Baptist Mission</i>	<i>51</i>
National Bondholders Corporation	27B		
National Surety Corporation	22B		
Ninety-Nine School (See "Trustees ")			
<i>New Pleasant Baptist Church</i>	<i>36-A</i>		
<i>News Co. Inc.</i>	<i>41-B</i>		
<i>Northumberland Corp.</i>	<i>43</i>		
<i>Northside Baptist Church</i>			
<i>National Equipment Rental, Ltd.</i>	<i>47</i>		
<i>North Carolina Nat'l Bank</i>	<i>49-B</i>		
<i>Nat'l Fin. &amp; Accep. Corp.</i>	<i>50</i>		
<i>North Carolina Mutual Life Ins. Co.</i>	<i>54</i>		
<i>North American Acceptance Corp.</i>	<i>63</i>		

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