

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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LOOSE LEAF INDEXES AND LOOSE LEAF RECORDS
CHARLESTON, S. C.

| Sm | Page | Sn | Page | Soa to Sol | Page | Som to Soz | Page |
|------------------------|------|------------|------|---------------|------|-------------|------|
| Smith (also Schmid) - | 3 | Snider - - | 56 | Sojourner - - | 11 | Sonntag - - | 47 |
| Smoak - - | 1 | Snow - - | 56 | Solomon - - | 99 | Sontag - - | 47 |
| | | | | | | Sox - - | 141 |
| Small - - | 37 | | | | | | |
| Smalls - - | 37 | | | | | | |
| Smiley - - | 56 | | | | | | |
| Smyly - - | 56 | | | | | | |
| Smeltzer - - | 81 | | | | | | |

76-S-3

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Indicate on Sub-Index the different ways

| 77 | Spa | | | Page | Spe Spi Spl | | | Page | Spo Spr Spu Spy | | | Page | Sq Sr | | | Page |
|----|----------|---|---|------|-------------|---|---|------|-----------------|---|---|------|---------|---|---|------|
| | Spann | - | - | 9 | Spell | - | - | 27 | Spyres | - | - | 43 | Squires | - | - | 83 |
| | | | | | Spells | - | - | 27 | | | | | | | | |
| | Sparkman | - | - | 55 | Speaks | - | - | 45 | Spigner | - | - | 61 | | | | |
| | | | | | Spires | - | - | 43 | Springstard | - | - | 71 | | | | |
| | | | | | Spellman | - | - | 27 | | | | | | | | |
| | | | | | Spears | - | - | 117 | | | | | | | | |
| | | | | | Sperry | - | - | 117 | | | | | | | | |

Sm
Sn
So Sp
Sq Sr

| Sta | | | Page | Sta-Continued | | | Page | Ste Sti | | | Page | Ste Sti-Continued | | | Page |
|------------|---|---|------|---------------|--|--|------|-------------|---|---|------|-------------------|--|--|------|
| Stanley | - | - | 31 | | | | | Stephens | - | - | 13 | | | | |
| Stanly | - | - | 31 | | | | | Stevens | - | - | 13 | | | | |
| Staley | - | - | 25 | | | | | Steffens | - | - | 13 | | | | |
| | | | | | | | | Steff | - | - | 93 | | | | |
| Starr | - | - | 19 | | | | | Stewart | - | - | 17 | | | | |
| | | | | | | | | Steward | - | - | 17 | | | | |
| Stamberger | - | - | 76 | | | | | Steadman | - | - | 23 | | | | |
| Stacey | - | - | 91 | | | | | | | | | | | | |
| Stancil | - | - | 103 | | | | | Still | - | - | 15 | | | | |
| Stacy | - | - | 91 | | | | | Stille | - | - | 15 | | | | |
| Stabovitz | - | - | 111 | | | | | Stimpson | - | - | 55 | | | | |
| Staats | - | - | 103 | | | | | Steadly | - | - | 5 | | | | |
| | | | | | | | | Steedley | - | - | 5 | | | | |
| Starbuck | - | - | 103 | | | | | Steinbraker | - | - | 75 | | | | |
| Stanfield | - | - | 31 | | | | | Stephenson | - | - | 93 | | | | |
| | | | | | | | | Steinbach | - | - | 78 | | | | |
| | | | | | | | | Stevenson | - | - | 93 | | | | |
| | | | | | | | | Stiver | - | - | 53 | | | | |
| | | | | | | | | Stillinger | - | - | 119 | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | Steppe | - | - | 93 | | | | |
| | | | | | | | | Steenbergh | - | - | 93 | | | | |

| Sto | | Page |
|-------------|-----|------|
| Stokes | - - | 7 |
| Stoller | - - | 74 |
| Storne | - - | 35 |
| Stockton | - - | 52 |
| Stoudenmire | - - | 52 |
| Stone | - - | 35 |
| Story | - - | 89 |
| Stossel | - - | 89 |

Sto-Continued

Page

Str Stu Stw Sty

Page

Str Stu Stw Sty-Continued

Page

| | | |
|------------|-----|-----|
| Strong | - - | 50 |
| Stroud | - - | 109 |
| Stubbs | - - | 53 |
| Sturgeon | - - | 29 |
| Stukes | - - | 51 |
| Stuckey | - - | 59 |
| Strickland | - - | 105 |
| Strobel | - - | 113 |
| Strange | - - | 29 |
| Stroman | - - | 109 |
| Strozier | - - | 109 |
| Sturgis | - - | 109 |

St

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| Sua to Sul | | | Page | Sum to Suz | | | Page | Sw | | | Page | Sy Sz | | | Page |
|------------|---|---|------|------------|---|---|------|----------|---|---|------|-----------|---|---|------|
| Sullivan | - | - | 101 | Summers | - | - | 21 | Swinson | - | - | 63 | Syler | - | - | 77 |
| Suber | - | - | 101 | Sutton | - | - | 85 | Swindell | - | - | 119 | Syfret | - | - | 95 |
| | | | | Summons | - | - | 109 | Sweatman | - | - | 135 | Syfrett | - | - | 95 |
| | | | | Summey | - | - | 109 | Sweat | - | - | 135 | Syphrett | - | - | 95 |
| | | | | Sunday | - | - | 109 | Swan | - | - | 135 | Syfan | - | - | 95 |
| | | | | Sutcliffe | - | - | 109 | Sweeney | - | - | 135 | Sypher | - | - | 95 |
| | | | | | | | | Sweeper | - | - | 135 | Sylvester | - | - | 117 |

Corporations and Firms

Page

Note:

For CHURCHES - - - (See C Book)

LODGES - - - - (See L Book)

PLATS - - - - (See P Book)

RAILROADS - - (See R Book)

| | | | |
|---|---|---|-----|
| Standard Oil Company | - | - | 41 |
| South End Cemetery Company | - | - | 49 |
| South Carolina - State of | - | - | 107 |
| Southern Land Sales Corporation | - | - | 57 |
| Southern Bell Telephone & Telegraph Company | | | 39 |
| South Bound Land & Improvement Company | - | - | 33 |
| Smoak & McCreary | - | - | 1 |
| Stokes & Raysor | - | - | 7 |
| Santee Mills | - | - | 58 |
| Smith & Riley | - | - | 3 |
| South Carolina Power Company | - | - | 67 |
| State Highway Commission (Department) | - | - | 69 |
| State Loan & Savings Bank of Bamberg | - | - | 65 |
| South Carolina National Bank | - | - | 73 |

Corporations and Firms

Page

| | |
|---|-----|
| South Carolina Department of Highways & Public (Transportation) | 69 |
| South Carolina Highway Department - - - - | 69 |
| State-Planters Bank & Trust Company - - - - | 72 |
| Southern Fertilizer & Chemical Company - - | 79 |
| South Carolina State Commission of Forestry - | 80 |
| Southeastern Carolina Telephone Company - | 87 |
| South Carolina Electric & Gas Company | 97 |
| South Carolina Public Service Authority | 97 |
| South Carolina Natural Gas Company | 115 |
| Southland Timber Corporation - | 57 |
| Southland Oil Company - | 57 |
| Shell Homes, Inc. of Orangeburg - | 121 |
| Southwater Realty, Co. Inc. - | 123 |
| Super Test Oil & Gas Company - | 125 |
| Sweden Gin Association | 125 |
| Sweden Gin Company, Inc. - | 125 |
| Southern Farm & Hauling Services, Inc. - | 131 |
| Southern Holdings Corporation - | 57 |
| Southern Music Inc. - | 57 |
| Southeastern Factor & Finance Corporation - | 87 |
| Southern Timber Limited Partnership - | 57 |
| Sunbeam Corporation - | 125 |
| S C A Land Corporation - | 125 |
| South Carolina Wildlife and Marine Resources Dept. | 80 |
| South Carolina Wildlife Resources Department | 80 |

Continued Next Page

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.

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