



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 on 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.

COTT INDEXING SYSTEMS FOR PUBLIC
RECORDS AND COMMERCIAL USE
Patented by C. M. COTT, and Patents Pending



Walker, Evans & Cogswell Co.

INDEX BOOKS AND INDEX SYSTEMS INSTALLED
FOR STATE, COUNTY AND MUNICIPAL RECORDS
LOOSE LEAF INDEXES AND LOOSE LEAF RECORDS
CHARLESTON, S. C.

Sar

PAGE

Sas Sat

PAGE

Sau Sav

PAGE

Saw Sax Say Saz

PAGE

S

Sawyer

253

Saxon

252

Sayers

252

Sb

Sa
Sb
Saint
(St.)

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on margin
WALKER, EVANS & CO'SWELL, CO., Charleston, 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]

Schr

PAGE

Schu Schw Schy

PAGE

Sco

PAGE

Scr Scu Sey

PAGE

Scott

253

Sci

Scithers

253

Sc

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on margin of sheet. Give name of sheet as shown on margin. Give page number. Indicate on Sub-Index the different ways the name is spelled, duplicating the name in more than one column when necessary.

[illegible]

Ser to Sez

PAGE

Sha

PAGE

She

PAGE

Shi Sho Shr Shu Shy

PAGE

Sewart

259

Shapiro

259

Shea

260

Shipes

262

Sexton

259

Sharpe

260

Sheehan

260

Seymore

259

Sharfsin

260

Sheldon

260

Shaw

260

Shelor

260

Shelton

261

Shepherd

261

Sherwood

262

Sheridan

261

Sherman

262

Shuck

263

Shuler

263

Shultz

263

Shuman

264

Shunk

263

Se
Sh

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on margin.
 Names of similar spelling and similar sound should be grouped together and given the same number. Indicate on Sub Index the different ways the name is spelled, duplicating the name in more than one column when necessary.

Sia Sib Sic Sid	PAGE	Sie Sif Sig Sih Sii Sik	PAGE	Sil Sim	PAGE	Sin Sio Sip	PAGE
		Sieurin	264	Silas	264	Sinclair	270
				Silberstein	264	Sindersine	270
				Silcox	264	Singletary	270
				Sill	264	Singleton	271
				Silverthorne	264		
Sibley	263						
		Signons	264				
				Simmons	265		
				Simms	266		
				Simon	269		
				Simonds	270		
				Simpson	270		

Sir to Siz

PAGE

Sj Sk

PAGE

Sla Sle Sli

PAGE

Slo Slu Sly

PAGE

Sla de 273

Slater 273

Sloan 273 Sloan 273

Skinner 272

Sklarz 272

Skutch 272

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on margin.
WALKER, EVANS & COGSWELL CO., Charleston, 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.

Si
Sj
Sk
Sl

Corporations and Firms	PAGE	Corporations and Firms	PAGE
St. John Lodge	229		
St. Joseph Lodge	229		
St. Joseph Aid Lodge	229		
Salinas & Sons, A. J.	230		
Salinas & DeVaughn	230		
Salkehatchie Lumber Company	231		
Samaria Lodge	231		
Sams & Clarke	232		
Sanders Brothers	248	Sand Hill School, (Colored)	248
Santee River Cypress Lumber Company	249		
Savannah Carriage & Wagon Company	250		
Savannah Construction Company	250		
Savannah Cotton Factor/ Company	250		
Savannah Guano Company	251		
Savannah River Lumber Company	251		
Savannah River Timber Company	251		
Schneider and Brothers	253		
School District # 12	253		
Standard Cotton Oil Company	255		
Seaboard Air Line Company	255		
Seaboard Railroad Company	256		
Seigling School District	258		
Seven Pines School District	259		
Sherwood Lumber & Mfg. Company	262		
Shining Light Society	262		
Sinclair Refining Company	270		
Sinking Fund Commission	272		
Sisters Benevolent Association	272		
Sisters Mutual Aid Society	272		
Smith & Riley	281		