

## 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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Raa Rab Rac Rad	Page	Rae Raf Rag Rah Rai Raj Rak	Page	Ral Ram	Page	Ran Rao Rap	Page
Radcliffe	176	Ragaine-Rackley	53	Ralston	50	Ranfrow	87
Raby	178	Ragsdale	9	Rame-Ramey	45	Rankin	11
		Rainey-Raines	31	Ramage	89	Ransom	26
		Rainwater	35	Ramsay-Ramsey	15	Randolph	59
		Ral		Rampey-Rampley	16	Randell-Randle	39
				Rambo	83	Raoul	86
				Ramer	141	Raper	69
				Ramseur	172	Randle-Randall	39

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Rar	Page	Ras Rat	Page	Rau Rav	Page	Raw Rax Ray Raz	Page
Rasor-Razor		Rasor-Razor	68	Ravennell	48	Razor-Rasor - Ray sor	68
		Ratliffe	67			Rawlins	58
		Ratton	73			Ray	85
		Rast	145				
		Rattray	180				

R

Ra



Rea Reb Rec Ria Rib Ric	Page	Red Ree Rid Rie	Page	Ref Reg Reh Rei Rek Rif Rig Rih Rii Rik	Page	Rel Rem Ril Rim	Page
Rea	57	Redmond	52	Referee	17	Riley-Ryley-Righley	13
Reams	84	Reading-Redden	66	Register	18	Rimer	54
Richey-Richie - Rich-	7	Reeves-Revis-Reeve	10	Reighley	65		
Ricketts-Ricks	42	Reese-Reece	12	Riggs-Rigdon	46		
Rice	4	Reed-Reid-Read	3	Rikes	72		
Richardson	5	Reeder-	34	Righley-Ryley-Riley	13		
Richards-Richmond	22	Reeks-	33	Rehberg	160		
Richard- Rickard	22						
Reaves	10	Ridgeway-Ridge	55	Riggins	165		
Rickenbacker	162	Riddles-Riddle-Rider	37	Regular	184		
Rector	170	Ridden-Ridley	37				
Ricker	173	Reepe -Reep-	154				
Richbourg	174	Reevin	159				
Richter	177	Ridge	55				
		Rider	37				



**Ren Reo Rep**  
**Rin Rio Rip**

Page

**Res Ret**  
**Ris Rit**

Page

**Ren Rev Rew Rex Rey Rez**  
**Rin Riv Riw Rix Riy Riz**

Page

**Rh**

Page

Renick

64

Risner-Risoner

36

Reynolds-Rennolds

51

Rhodes-Roades

23

Renno-Ranno

56

Ritter

60

Rivers

148

Rhody-Roddy

41

Rennolds-Reynolds

51

Rits

70

Revis

10-

Rhoden

97

Ripley

71

Riser

99

Revels

181

Renn

152

Riordan

156

Rentz

169

**Re**  
**Rh**  
**Ri**

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Roa Rob Roc Rod	Page	Roe Rof Rog Roh Roi Rok	Page	Rol Rom	Page	Ron Roo Rop	Page
Roach-Roan-Roark	19	Roe- Rowe	28	Rollater	75	Ronslan	74
Roat-	77	Rogers-Rodgers	10	Rollison	146	Roof	47
Robuck	76	Roesch	186	<i>Roland</i> - (Roland)	30	Roper	44
Roberts	6					Rooks	164
Robertson-Robinson-	2						
Roberson	2						
Robbins-Robins	14						
Robb	63						
Rochester	29						
Roddy-Rhody	41						
Rodgers-Rogers	1						



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Ror	Page	Ros Rot	Page	Rou Rov	Page	Row Rox Roy Roz	Page
Rothrock-Rorthrock	62	Rothrock-Rorthrock	62	Rouse	49	Rowland-Roland	30
		Rosemond-Rosamond	24	Routh-Ruth	43	Rowan-Rowen	38
		Roseman	24				
		Rose	27	Rouda	102	Royal	61
		Ross	94	Rountree	158	Rowe	28
		Rotten	73				
		Rosenburg	103				
		Roseberry	175				
		Rosenthal-	182				
		Rotha	185				

Ro



Rua Rub Ruc Rud	Page	Rue Ruf Rug Ruh Rui Ruk	Page	Rul Rum	Page	Run Ruo Rup	Page
Rucker	21	Ruff	40	Rumpley	81	Runnels	80
Ruddell	83	Rughley	82	Rumler -Rumbler	98	Runion	144
Rubenstein	150	Ruhle	171	Rumsey	149		
Rudd	179			Rumbler	98		
				Rumph	187		



## Rur

Page

## Rus Rut

Page

## Ruv Rux Ruy Ruz

Page

## Ry

Page

Rush-Rusk

25

Russell

8

Rutherford

32

Rutledge-Ruteledge

20

Ruth- Routh

43

Ryan

78

Rykard

79

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Ru  
RyFirms  
and  
Corporations

OVER



Corporations and Firms	Page	Corporations and Firms	Page
Riverside Manufacturing Co.	90	R. Fretwell & Sons, Inc.	166
Railroad Company, Blue Ridge Co.	91	Realty Investment Company	168
Railroad Company, Columbia & Greenville	92	Ross Builders Supplies, Inc.	183
do Southern	93		
do C & W C	167		
do Georgia Power Co	95		
Realty Trust Company	96		
Railroad, Greenville, Spartanburg & Anderson	100		
do Piedmont & Northern Co. <i>Also see Ind. of Under Piedmont</i>	101		
Rock Hill Realty Co.	142		
Rocky River Drainage Co. # 1	143		
Railroad Company, Richmond & Danville	147		
Realty Development Company.	151		
Royster, F.S. Guano Company	155		
Raid & Heller	157		
Real Estate Exchange	161		
Reconstruction Finance Corporation	163		