

**CHEROKEE COUNTY**

**GRANTOR**

**INDEX TO CONVEYANCE**

**BOOKS**

**A**

**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-Kizer  
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  
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## 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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Aa Ab Ac Ad	Page	Ae Af Ag Ah Ai Aj Ak	Page	Al	Page	Am An Ao	Page
Adams	4	Ager	11	Albright	3	Anthony	1
Abbott	9	Akers - <i>aker</i> (See <i>Aden</i> )	32	Allison	5	Anderson	2
Ackerman	14	<i>R. L. Kidge</i>	<i>48-51</i>	Alexander	6	Amos	16
Addis	17	<i>Agnew</i>	51	Allen	8	Angle <i>Angle</i>	12B
Abernathy	21			Alman - <i>ALLMAN</i>	15	Ankers	27
Abercrombie	25			Albergotti	18	Ammons	29B
Addy	31			Allred	23	Amundsen	31B
Adler	32B			Alvis	23B	Amick	36B
Aaltonen	36			Allran	18B	Androne	40
Adair	40B			Alston	<i>64</i> <del>12B</del>	Andrews - Andrew	33 B
<i>Adairmy</i>	<i>44</i>			Altman	30B	<i>Anglin</i>	<i>52</i>
<i>Adairmy</i>	<i>45</i>			Albin	34	<i>Amos</i>	<i>57</i>
<i>Abrams</i>	<i>58</i>			Altonen - Aaltonen	36	<i>Ambrase</i>	<i>66</i>
				Alford	39B	<i>Amann</i>	<i>70</i>
				Albrecht	37B		
				<i>Alwine</i>	<i>49-8</i>		
				<i>Alwood</i>	<i>53</i>		
				<i>Alday</i>	<i>60</i>		
				<i>Algood</i>	<i>68</i>		

*Andrews 33 B*

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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Ap Aq Ar	Page	As At	Page	Au Av	Page	Aw Ax Ay Az	Page
Archer	7	Atkins	20 <del>7</del>	Austell	19	Ayoubé	10
Armstrong	22B	Atkinson - Atkison	20B	Austin	35	Ayulo	22
Archiball	27B	Askins	29	Ayakim	37		
Arney	11B	Ashmore	34B	Ault	41B		
Arnold	25B	<i>Atchley</i>	<i>43-B</i>				
Arrowood	7B	<i>Atchley (U.S. Marshall)</i>	<i>42-B</i>				
Arthur - Arther	21B	<i>Ashel</i>	<i>47</i>				
Ard	33	<i>Aasan</i>	<i>48</i>				
Apostle	41	<i>Attenborough</i>	<i>46-B</i>				
<i>Applewhite</i>	<i>44-B</i>	<i>ASKew</i>	<i>57</i>				
<i>Arnott</i>	<i>47-B</i>	<i>Aslaver</i>	<i>65</i>				
<i>Armour</i>	<i>54</i>						
<i>Arilotta</i>	<i>76</i>						

**A**

Firms  
and  
Corporations  
OVER

Corporations and Firms	Page	Corporations and Firms	Page
Armour Fertilizer Works	12		
American Surety Co of N.Y.	13		
American State Bank	24		
Alma Mills	14B		
American Agricultural Chemical Co.	15B		
Avery & Hutcheson	10B		
Atlantic Joint Stock Land Bank of Raleigh	26		
Ashworth Telephone Company	24B		
American Trust Company	3B		
Ashworth School ( See "Trustee" )			
Asbury M.E. Church (See "Trustee")			
Ararat Church (See "Deacons" )			
Atlanta & Charlotte Air Line Railway Co	28		
American Telephone & Telegraph Co of South Carolina	30		
All Weather Service Inc	36		
American Rescue Workers, The	39		
American Legion Post No 57 (See Trustees)			
Administrator of Veterans' Affairs	42		
August-Fields, Incorporated	43		
Anderson, William, Memorial, Inc. (See Page 77 under "W")			
<i>Artificial Limbs &amp; Prosthetics</i>	<i>46</i>		
<i>Aetna Casualty &amp; Surety Company.</i>	<i>49</i>		
<i>Auto-Owners (Mutual) Insurance Company</i>	<i>50</i>		
<i>American Commercial Bank</i>	<i>50-52</i>		
<i>Armour &amp; Co</i>	<i>55</i>		
<i>American Homes, Inc.</i>	<i>56</i>		
<i>Allen Textile, Inc</i>	<i>61</i>		
<i>Atlantic Homes Co.</i>	<i>62</i>		
<del><i>Armstrong, A. J. Co, Inc.</i></del>	<del><i>63</i></del>		
<i>Armstrong, A. J. Co, Inc</i>	<i>63</i>		
<i>Associated Discount Corp.</i>	<i>67</i>		
<i>Abaca Industries Inc.</i>	<i>69</i>		

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