

Sa
to
SI

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

Sarpentas

817

Sauls

818

Sawyer

818

Sarson

818

Saunders

818

Sax-

Sax

818

Saxon

818

Saxton

818

Sav-

Savage

818

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 & 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.

[illegible]

Schr

PAGE

Schu Schw Schy

PAGE

Sco

PAGE

Scr Scu Sey

PAGE

Schroder

821

Schuer

821

Seett

823

Seranton

824

Schw-

Schwartz

822

Schwieren

822

Sc

[illegible]

Ser to Sez

PAGE

Sha

PAGE

She

PAGE

Shi Sho Shr Shu Shy

PAGE

Serman

828

Shaffer

828

Shen

829

Shield

863

Sexton

828

Shana

828

Sheftall

829

Shiders

863

Sharpe

828

Shellhouse

829

Shipes

863

Sherpton

828

Shelly

829

Shipman

864

Shaw

829

Shelton

830

Shire

864

Shepherd

830

Sheridan

830

Sheriff

831

Shc-

Shopp

864

Shu-

Shuck

864

Shumcke

865

New SUB-INDEX Sheet may be ordered at any time. When ordering, give number of sheet as shown on margin. If you wish to order more than one sheet, give 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.

Se
Sh

[illegible]

Sir to Siz

PAGE

Sj Sk

PAGE

Sla Sle Sli

PAGE

Slo Slu Sly

PAGE

Sisson

870

Slade

871

Slcan

872

Sistrunk

870

Slain

872

Slone

872

Sizemore

870

Slater

872

Sk-

Skinner

871

Sklarz

871

Sle-

Sleigh

872

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

[illegible]

Sm
to
Sz

Sm
to
Sz

HINTS TO CLERKS

Write names on the Sub-Index plain and in as bold a hand as possible. Don't make a 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.

Spa

PAGE

Spe Spi Spl

PAGE

Spo Spr Spu Spy

PAGE

Sq Sr

PAGE

S

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on margin.
WALKER EVANS & COMPANY, INC., 1000 Broadway, New York 10, N. Y.
Names of similar spelling and similar sound are listed 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.

Spears	893
Speed	893
Speight	893
Spell	893
Spellers	893

spi-	
spires	894

spr-	
spraws	894
sproles	895

Sm
Sn
So Sp
Sq Sr

[illegible]

Sto

PAGE

Sto-Continued

PAGE

Str Stu Stw Sty

PAGE

Str Stu Stw Sty-Continued

PAGE

Stokes 909

Stoll 911

Stone 911

Stoney 911

Sterne 912

Stout 912

Strange 912

Straus 912

Street 913

Strickland 913

Stringer 913

Stringfellow 913

Stringfield 914

Strobel 914

Strohecker 914

Stroman 914

Strong 915

Stu-

Sturges 915

Sturzenegger 915

St

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 page number. Indicate on Sub-Index the different ways the name is spelled, duplicating the name in more than one column when necessary.

WALKER, EVANS & COGSWELL CO., Chicago, Ill., U.S.A.

[illegible]

Corporations and Firms

PAGE

Sheppard, Edwards & Company

830

Sheriff

831

Sinking Fund Commission

869

South Carolina Bank of

827

South Carolina Canal & R.R. Company

867

South Carolina R.R. Company

868

South Carolina State of

890

Corporations and Firms

PAGE

New SUB-INDEX. Since this is a new index, give number of sheet as shown on margin.
 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.

Su
Sw
Sy
Sz

Firms
and
Corporations