

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.

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.

Raa Rab Rac Rad	Page	Rae Raf Rag Rah Rai Raj Rak	Page	Ral Ram	Page	Ran Rao Rap	Page
Rackley	52	Ragan-Ragin	60	Ralston	51	Ran	81
Radcliffe	159	Ragsdale	13	Ramsey - Ramsay	14	Rano-Reno	59
Rada	181	Raht	73	Ramage	70	Ransom	25
		Rainwater	21	Ramsey-Rampley	24	Rankin	9
		Rains - Raines	72	Ramer	119	Randel-Randell-Randal	41
		Rainey	29	Ramey	125	Randle	41
		Raiford	169	Ramseur	157		

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. 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.

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.
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.

Rar

Page

Ras Rat

Page

Rau Rav

Page

Raw Rax Ray Raz

Page

Rasor-Rayso

75

Ravenell

42

Rawlins

50

Rast

74

Ray

53

Ratliffe

43

Rayson

75

Rattray

160

R

Ra

Re
Rh
Ri

Ro

Ru
Ry

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. 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.

Rar

Page

Ras Rat

Page

Rau Rav

Page

Raw Rax Ray Raz

Page

Rasor-Rayso

75

Ravenell

42

Rawlins

50

Rast

74

Ray

53

Ratliffe

43

Rayson

75

Rattray

160

R

Ra

Re
Rh
Ri

Ro

Ru
Rv

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
Reader-Reeder	37	Reeder-Reader	37	Rigs	83	Rennich	76
Reames	54	Reddick Ree-Rea	135 44	Rehberg	143	Riley	11
Rea-Ree	44	Reeks	27	Riggins	147	Rimer	93
Richards -Richard-	15	Reedy	94	Regular	168		
Richey-Ritchey-Richie	7	Reeves- Reaves	12				
Rice	5	Reepe - Reep	140				
		Reece-Reese-Reas	10				
Rickets-Ricketts	55	Reed-Reid-Read	3				
Ricks	89	Redman-Readman-Redmond	32				
Richmond	180						
Richardson-Richerson	4	Redden	69				
Rich	62	Ridge Reddy	113 68				
Ricker	88	Redd	77				
Richbourg	142	Ridgeway	63				
Rector	148	Riden	56				
Rickenbacker	151	Ridgale	87				
Rickard	164	Rider-Ryder	64				
Richter	165	Riddle-Riddels	57				
		Riding	85				

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

Rennolds-Reynolds

38

Risoner-Risner-Riser

45

Reynolds-Rennolds

38

Rhody

33

Rendell

92

Rity-Ritekey

71

Revis

90

Rhoden-Rhodes

17

Rhoades-Roades-Rhods

17

Rend

91

Ritch

62-

Rivers

84

Rhame

141

Ringland

86

Revel-Revels

154

Rhinehart

170

Ripley

65

Renn

131

Rentz

134

Riordan

139

Rippy

166

Renwick

174

Re
Rh
Ri

Ro

Ru
Rv

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.
WALKER, EVANS & COGSWELL CO., Charleston, S. C. Indicate on Sub-Index the different ways Names of similar spelling and similar sound should be grouped together and given the same page number. the name is spelled, duplicating the name in more than one column when necessary.

Roa Rob Roc Rod	Page	Roe Rof Rog Roh Roi Rok	Page	Rol Rom	Page	Ron Roo Rop	Page
Roark	47	Roe-Rowe	28	Rolleter	78	Roper	30
Roades-Rhoades Rhods Rodes	17 17	Rogers-Rodgers	1	Rollison	130	Roof	34
Roach - Roche	22	Roff	34	Roland	26	Rooks	144
Roberts	6	Roesch	185	Rollins	173	Rooker	184
Robertson-Robinson	2						
Roberson	2						
Robbins	16						
Rochester	23						

NEW SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheets as shown on this margin. Price per sheet, 25c. With Lettered Extension Tabs, reinforced, 40c. each.

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.

Ror

Page

Ros Rot

Page

Rou Rov

Page

Row Rox Roy Roz

Page

Rosemond
Rosamond-Roseman-

31

Rouse

40

Rowley

79

Rose-

49

Routh-Ruth

36

Rowland

26

Rosenberg

61

Rauda

118

Rowan-Rowen

58

Ross

35

Roundtree -Rountree

122

Royal

46

Rothrock

39

Routon

177

Rowe

28

Rosenblum

158

Roulston

183

Royster

128

Roseberry

162

Roy

137

Rosenthal

167

Ro

Rua Rub Ruc Rud	Page	Rue Ruf Rug Ruh Rui Ruk	Page	Rul Rum	Page	Run Ruo Rup	Page
Rucker	20	Ruff-Roff-Roof	34	Rumler	117	Runnells	67
Ruddle	80	Ruhle	150	Rumsey	123	Runion-Runon	120
Rubenstein	127			Rump	182	Runge	163
Rudd	161						

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.
 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.

Rur

Page

Rus Rut

Page

Ruv Rux Ruy Ruz

Page

Ry

Page

Rusk

48

Rush

19

Russell

8

Rutherford

66

Rutledge-Rutledge

18

Rushton

178

Ryan

82

Ryder

64

Corporations and Firms		Page	Corporations and Firms		Page
Railway Company- Port	Royal & W C	110	Reed & Acker		103
do	Carolina & Cumberland	104	Ross Builders Supplies, Inc.		172
do	Richmond & Danville	99	Realty Trust Co.		115
do	Charleston & W Carolina	95	Rice, W.S. & Son Music House		175
do	Southern	98	Rocky River Drainage District		121
do	Blue Ridge	102	Renrut, Inc.		176
do	Greenville & Columbia	97	Rice Cemetery		124
do	Savannah Valley	996	Ramseur Oil Company		179
do	Georgia Power Co.	114	Royster F.S. Guano Co.		126
do	Piedmont & Northern Co.	116	Rock Hill Realty Co.		129
Rice Brothers		111	Realty Development Co.		132
Rose Hill Club		106	Rogers, L W & Co		133
Rice & Townes		107	Rocky River Bantist Association		136
Russell & Co.		108	Ritz Theatre		138
Reed & Vandiver		109	Realty Investment Co		145
Reed & Brown		105	Real Estate Exchange		146
Riverside Mfg Co.		101	Rock Springs Club		149
Reed-Moorehead & Co.		100	R. Fretwell & Sons, Inc.		152
			Radio Station W.A.I.M.		153
			Ramseur & Darby		155
			Regents of the University System of Georgia		156
			Ray Motor Company		171