

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.

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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 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.

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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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GRANTOR INDEX TO DEEDS, BAMBERG COUNTY, S. C.

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Cott Patented Index Systems. Owned and manufactured by
Walker, Evans & Cogswell Co., Charleston, S. C.

Locate Name by Key Table in front of Book.

N. B.—This system of indexing is patented, and same covers both the Sub-Index and sheets comprising the General Index. The Loose Leaf Binder is also patented, both being the patents of C. M. COTT, Walker, Evans & Cogswell Co. of Charleston, S. C., are owners of these patents, and furnish these Sheets and Binders in North Carolina, South Carolina, Georgia, Florida and Alabama.

NAMES OF GRANTORS				NAMES OF GRANTEEES	Record Book		Kind of Instrument	Year of Inst.	Date of Record		
SURNAME	GIVEN NAMES A B C D E F G H	GIVEN NAMES I J K L M N O	GIVEN NAMES P Q R S T U V W X Y Z		Vol.	Page			Mon.	Day	Year
Lee al		James M James M		Melissa G Lee	B	42	Deed	1882	Jul	9	1898
do		Judson James		M G Atterberry	B	43	Deed	1886	Jul	9	1898
do			R F	Mary J Zorn	B	164	Deed	1874	----	---	---
do		Margret		Empres W Lee	D	28	Deed	1901	Jan	12	1901
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do al		Melissa G		James W Lee al	D	335	Deed	1882	Oct	10	1902
do		Linton		R F Lee	C	491	Deed	1864	Sep	3	1903
do			R F Sr	Bruce Lee al	C	492	Deed	1903	Sep	3	1903
do		Margret		Rebecca Lee al	D	538	Deed	1903	Oct	20	1903
do al	E H		Rebecca	Mary Lee	D	573	Deed	1903	Dec	5	1903
do al	E H	Mary		Rebecca Lee	D	574	Deed	1903	Dec	5	1903
do al	E W	Mary	Rebecca	Emma Johnson	D	582	Deed	1903	Dec	12	1903
do al	Empress	Mary	Rebecca	Josephene Johnson	D	583	Deed	1903	Dec	14	1903
do al		Mary	Rebecca	Empress Lee	D	584	Deed	1903	Dec	14	1903
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