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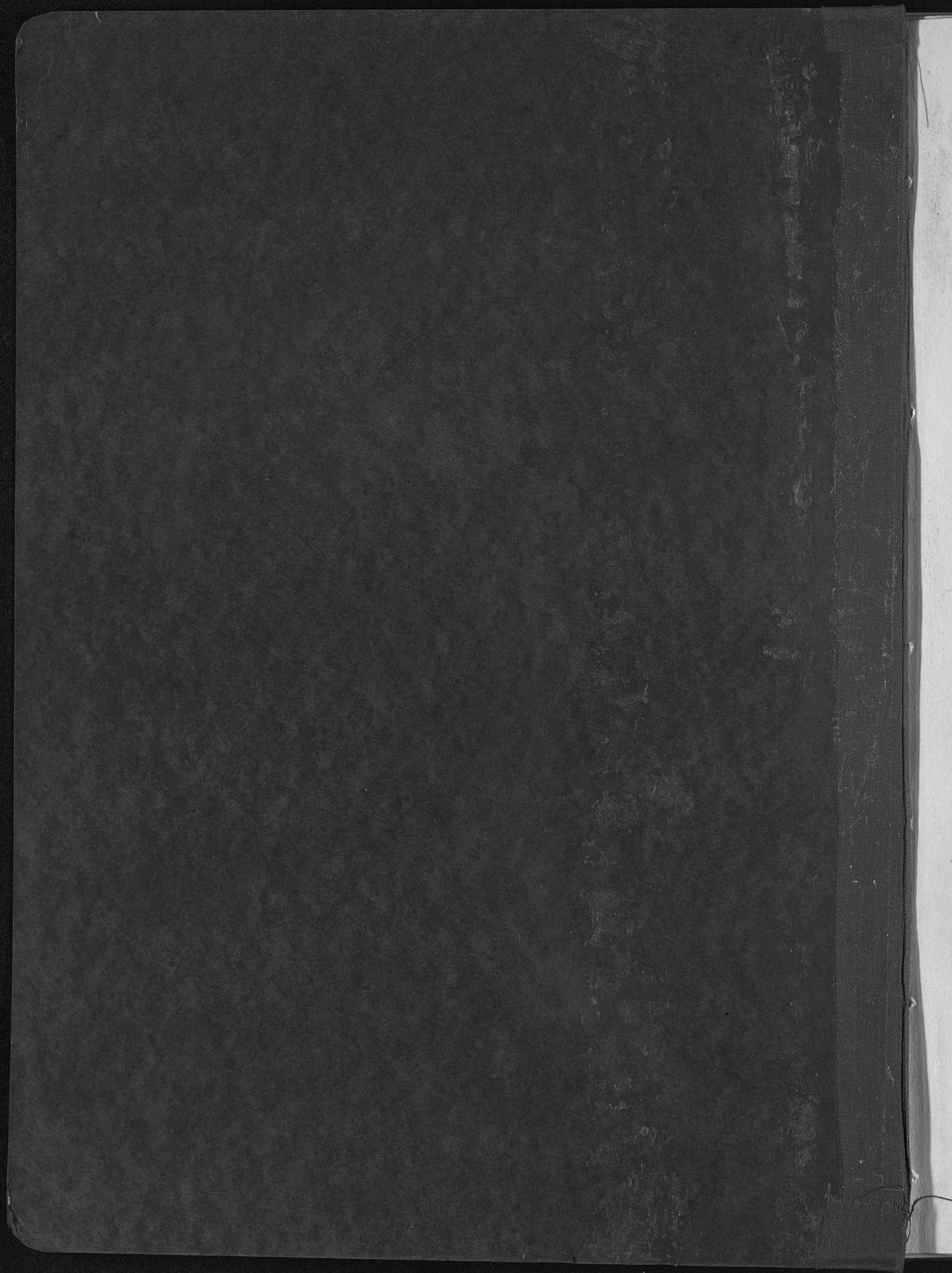
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INVENTORY OF
THE COUNTY ARCHIVES
OF
SOUTH CAROLINA

NO. II
CHEROKEE COUNTY

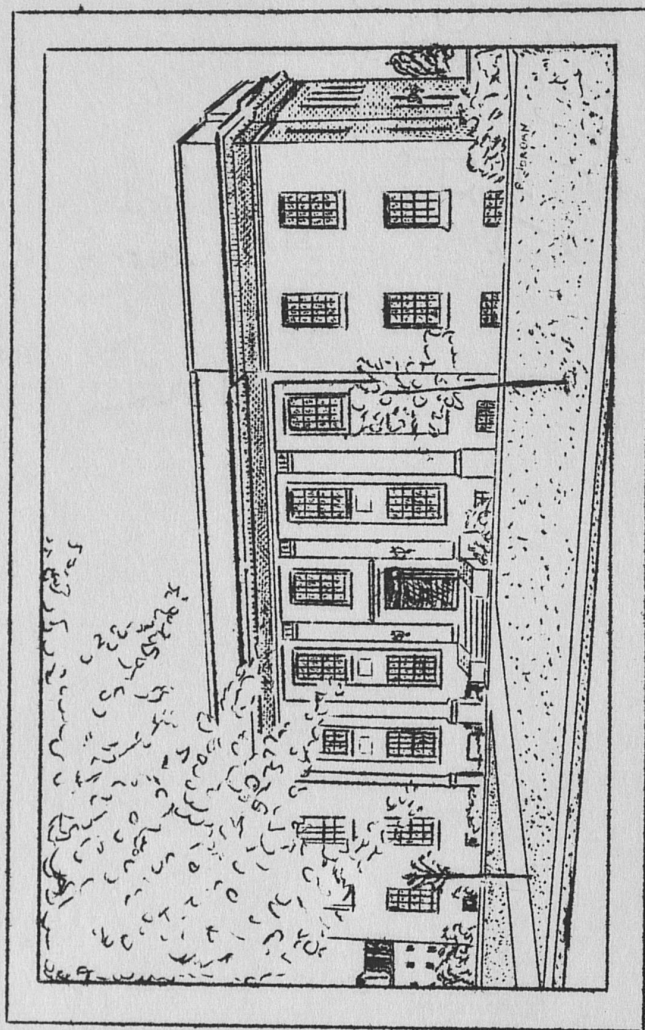
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INVENTORY OF THE COUNTY ARCHIVES
OF SOUTH CAROLINA

No. 11. CHEROKEE COUNTY (GAFFNEY)

Prepared by

The South Carolina Historical Records Survey
Division of Community Service Programs
Work Projects Administration

Sponsored

by

The University of South Carolina

Columbia, South Carolina
The South Carolina Historical Records Survey
February 1941

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FOREWORD

The Inventory of the County Archives of South Carolina is one of a number of bibliographies of historical materials prepared throughout the United States by workers on the Historical Records Survey projects of the Work Projects Administration. The publication herewith presented, an inventory of the archives of Cherokee County, is number 11 of the South Carolina series.

The Historical Records Survey projects were undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the county, and also the needs of lawyers, businessmen and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by the Historical Records Survey projects attempt to do more than give merely a list of records - they attempt further to sketch in the historical background of the county or other unit of government, and to describe precisely and in detail the organization and functions of the government agencies whose records they list. The county, town, and other local inventories for the entire country will, when completed, constitute an encyclopedia of local government as well as a bibliography of local archives.

The successful conclusion of the work of the Historical Records Survey projects, even in a single county, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their cooperation is gratefully acknowledged.

The Survey projects were organized by Luther H. Evans, who served as Director until March 1, 1940, when he was succeeded by Sargent B. Child, who had been National Field Supervisor since the inauguration of the Survey. The Survey projects operate as a Nation-wide series of locally sponsored projects in the Division of Community Service Programs, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

HOWARD O. HUNTER
Acting Commissioner
of Work Projects

The University of the South Pacific is a multi-national institution with its main campus in Suva, Fiji. It is a member of the Association of South East Asian Universities (ASEANU) and the Pacific Rim Universities (PRU). The university is committed to providing quality education and research to its students and staff.

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UNIVERSITY OF THE SOUTH PACIFIC
SUVA, FIJI
Fiji

P R E F A C E

The Historical Records Survey was begun on a Nation-wide scale as part of the Federal Writers' Project of the Works Progress Administration, and became in October 1936 an independent part of Federal Project No. 1. When Federal projects were terminated on August 31, 1939, the Survey was continued by locally sponsored state-wide projects as part of a national research and records program. Under the national direction of Luther H. Evans, and since March 1, 1940, of his successor, Sargent B. Child, the Survey has inventoried state, county, city, church, and, to a limited extent, private records. At present, it is preparing for publication in a condensed form descriptive lists of the public records of local units of government. In each state the counties are numbered in alphabetical order, and treated as separate units, each with an introductory section giving the historical background and a description of the present government and records system. All records are referred to the office of origin, which is carefully described as to history, functions, and required records. Each type of record is given a numbered entry showing the comprehensive dates for which it is extant, the quantity, an interpretation of contents, and details as to nature of recordings, indexing and location. State, municipal, church, and other records will be described in separate publications.

The South Carolina Historical Records Survey Project was begun on March 1, 1936. The University of South Carolina, as official sponsor of the project, is contributing the offices of state headquarters. Acknowledgments are due Professor R. L. Meriwether, head of the department of history, for access to the proof of his Expansion of South Carolina, and for criticism of historical sketches. The South Carolina project is also indebted to Dr. Leah Townsend of Florence, for the invaluable Code of Laws of South Carolina 1932. State Officials of the Work Projects Administration have at all times given every possible cooperation in the administration of the project.

The initial inventory of the Cherokee County records was made June 15-July 15, 1936, by the unit from Union, Mrs. Maude W. Hedgepeth in charge, assisted by Millie Crawford and Gladys Lambright. In 1937 an unsuccessful attempt was made to check the work with the unit from Spartanburg. On April 1, 1938, Mrs. Carrie L. Perry was transferred from Edgefield to make a resurvey, which was completed on May 13, under the general supervision of Miss Esther E. Strong, field supervisor. While the editing was in progress, further work was done by Miss Strong in December 1938; and by Mr. Hugh Martin of Spartanburg on May 23 and 24, 1939, who drew the floor plans. After the inventory was in first draft, all offices were rechecked during the week of July 24, 1939, by Miss Strong assisted by Mrs. Perry, Mr. Martin, and Mr. A. M. Owings of Laurens. In 1940, when the final draft was being typed, the state supervisor, the assistant state supervisor, and the research editors made field trips on September 9, 24, October 15, and again on January 6, 1941, for spot checking in the offices of the clerk of court, the judge of probate, the auditor, the treasurer, and the superintendent of education. Grateful acknowledgments are due the county officials for their patience, courtesy,

and cooperation in these repeated efforts to achieve accuracy. Discrepancies between the office essays and the housing essay in regard to equipment and bulk of records, may be accounted for by the fact that the housing essay was written in 1941, whereas the inventory was made in 1938.

The legal research, preparation of essays and records entries, were the work of Josephine Copeland and Roberta Chestnut, research editors. Checking of forms, citations, and cross references was the work of Vivian Barnette, research editor, who also prepared the chronological index. The inventory in manuscript form was reviewed in the National office by Louise Boynton, Assistant Editor, and further reviewed by Mabel S. Brodie, Editor in charge of public records inventories. Illustrations were prepared in 1939 by W. M. Boylston, except the floor plans, which were drafted by James Mitchell. Final typing of the manuscript was the work of Dora Duren, Audree Cox, and Floride Theodore, who also cut the stencils of the text. The subject index was prepared by Janice Tribble. Mimeographing and binding were done by Mrs. Florie H. Lewis.

The forty-six separate units of the Inventory of the County Archives of South Carolina are being issued in mimeographed form for free distribution to State and local public officials and to a selected group of public and institutional libraries. A list of those already published appears at the end of this volume. Requests for information should be addressed to the state supervisor or to Professor R. L. Meriwether as representative of the sponsor.

Anne K. Gregorie

Anne K. Gregorie, State Supervisor
The South Carolina Historical Records Survey

University of South Carolina
Columbia, South Carolina
February 18, 1941

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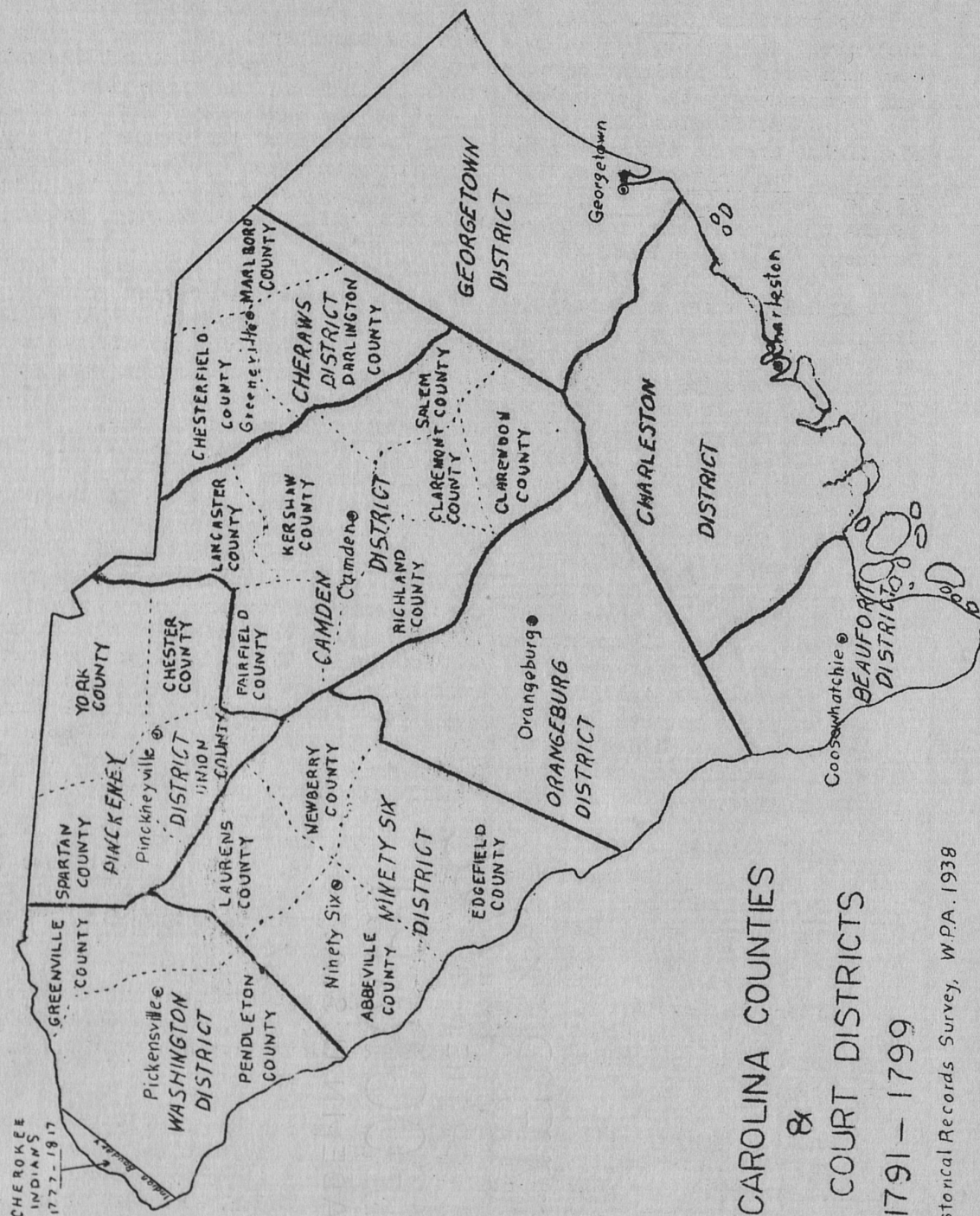
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SOUTH CAROLINA COUNTIES

&

CIRCUIT COURT DISTRICTS

1791-1799

Compiled by Historical Records Survey, WPA, 1938

1. HISTORICAL SKETCH

Cherokee County, created in 1897 from portions of York, Union and Spartanburg Counties (Stat. XXII, 588), takes its name from the Cherokee Indians, the "civilized nation" which once held the territory. The county is in the northern tier of piedmont counties at the foot of the Blue Ridge Mountains, and is bounded by the North Carolina state line and the three parent counties. The Broad and Pacolet Rivers define part of the eastern and southern boundaries. The area is 375 square miles (U. S. Bureau of the Census, Fifteenth Census of the United States, I, 985). The population by the 1940 census is 33,257 persons (The State, Columbia, S. C., August 11, 1940). Agriculture is the chief interest, but there are cotton mills at Blacksburg, and at Gaffney, the county seat.

Although a few white settlers may have entered the region prior to 1760, the real settlement came with the tide of Scotch-Irish which rolled down through the Great Valley from Virginia and Pennsylvania after the defeat of the Cherokee in the southern phase of the French and Indian War, when the South Carolina frontier was pushed to the Indian boundary marked in 1766 (R. L. Meriwether, Expansion of South Carolina, Kingsport, Tenn., 1940, chapters X and XVI; D. D. Wallace, History of South Carolina, N. Y., 1934, 4 vols., II, 34, 43). Apparently the settlers were largely of the Baptist faith, for as early as 1770 they had organized Goshen or Goucher Creek Church; and during the Revolution another Baptist congregation in 1777 constituted Buffalo Church (Leah Townsend, South Carolina Baptists 1670-1805, Florence, S. C., 1935, map). The economic interest of the settlers in cattle raising is still attested by the name of the well-marked Revolutionary battlefield of Cowpens, eight miles northwest of Gaffney. Here the Americans under Daniel Morgan and Andrew Pickens on January 17, 1781, defeated the British under Tarleton. Another famous Revolutionary battle site is Kings Mountain, on the boundary between York and Cherokee. The remains of Colonel James Williams, who was killed there, have now been removed by the Daughters of the American Revolution to the grounds of the Gaffney Public Library, where a granite marker, surmounted by two small cannon and balls, covers the spot.

Although still sparsely settled in 1769, the region was included in the circuit districts of Camden and Ninety Six (J. F. Grimké, Public Laws of South Carolina, Phila., 1790, p. 269). Its first representation was in the District Between Broad and Catawba, in the Spartan District, and in the New Acquisition (Const. 1776, art. XI).

After the Revolution, the region in 1791 was included in the circuit court district of Pinckney, until on January 1, 1800, it was abolished, and York, Union and Spartanburg became circuit court districts (Stat. VII, 260, 285, 289).

In 1804 Michael Gaffney built a log house for his family at Limestone Springs, which eventually became the nucleus of the town now named in his honor. In 1836 a large brick resort hotel was built at Limestone Springs, which is said to have been the Saratoga of the South. In 1846 this building was turned over to Dr. Thomas Curtis, an Englishman, for an institution for

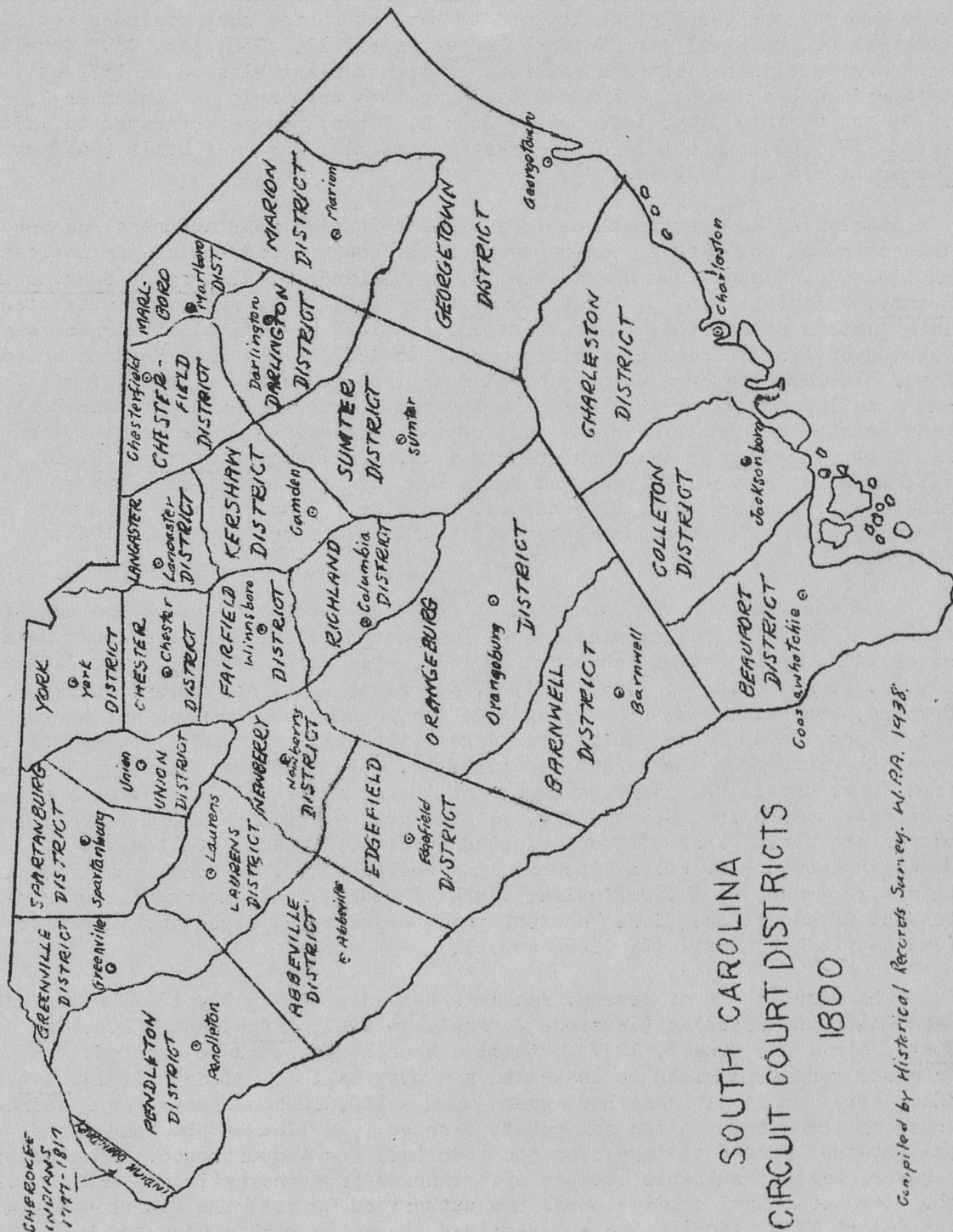
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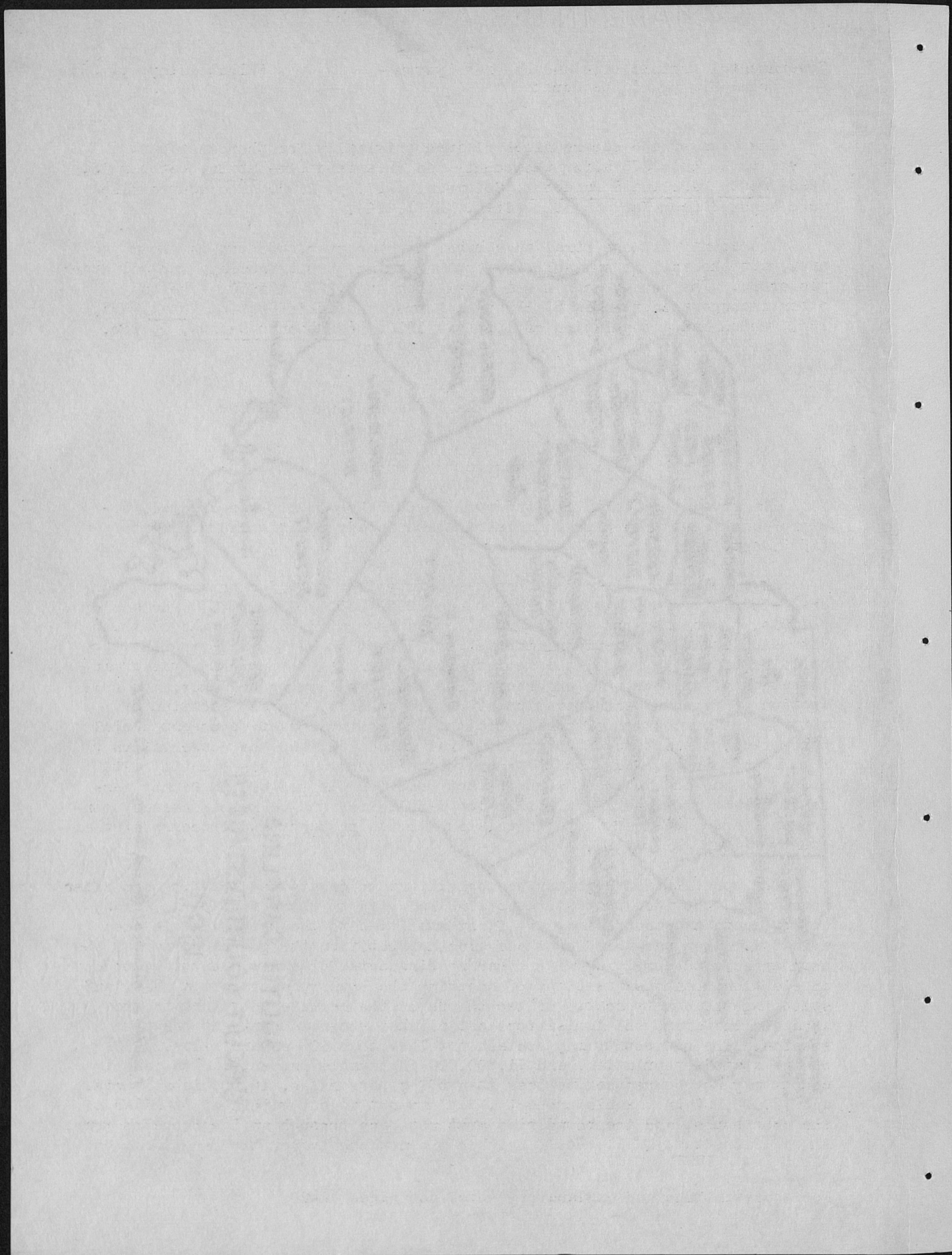
the higher education of women. Around this Limestone College, now owned by the Baptist State Convention, the town of Gaffney developed. The Gaffney Race Course near the Springs is said to have attracted many visitors until the outbreak of the Civil War (Gaffney Ledger, April 11, 1935, sec. C). Development was accelerated after a railroad station was established in 1872 at Gaffney's Cross Roads. A hundred building lots were sold on September 7, 1873; and Gaffney City, laid out by John R. Logan, was incorporated in 1875 (Stat. XV, 860). About 1885 the first cotton mill here was built (Gaffney Ledger, April 11, 1935 sec. C).

Early in the nineteenth century pioneer textile manufacturers had become interested in the natural water-power of the region, and hauled the necessary machinery by wagons from Charleston (J. B. O. Landrum, History of Spartanburg County, Atlanta, 1900, p. 160). Deposits of ore, it is said, had attracted iron masters even before the Revolution. In 1822 a small blast furnace was erected on King's Creek near Blacksburg. In 1837 at Cherokee Ford on Broad River the Magnetic Iron Company built four iron furnaces, a rolling mill, and a nail factory; at the same time the South Carolina Manufacturing Company erected a furnace near the old Cowpens battlefield. The Nesbitt Iron Manufacturing Company was chartered in 1836. (Wallace, History of S. C., III, 18-20.) Between Gaffney and Kings Mountain are twenty deposits of minerals, including gold, tin, copper, and zinc. From a single gold vein a yield of \$1,000,000 has been estimated (Gaffney Ledger, April 11, 1935. sec. B).

The movement for the formation of the county coincided with the constitution of 1895. After an election on December 8, 1896, Cherokee County was established by an act of February 25, 1897, when N. W. Hardin, J. D. Jefferies, Sr., J. T. Morehead, W. C. S. Wood, J. B. Brown, J. E. Mosteller, and R. P. Scruggs, were named as trustees to have the boundaries surveyed and marked and to provide suitable public buildings (Stat. XXII, 588-90). Three officers were inherited from the parent counties; Dr. John G. Black, then in the senate from York; Calvin Whisonant, a member of the house from Union; W. G. Austell, a representative from Spartanburg. At the next election William Jefferies became senator. Other officers elected were: W. D. Camp, auditor; J. B. Jones, treasurer; E. Felix Lipscomb, tax collector; J. B. Ross, sheriff; A. J. McCraw, coroner; J. E. Jefferies, clerk of court; W. F. McArthur, superintendent of education; J. E. Webster, probate judge; N. Lipscomb, supervisor. (Gaffney Ledger, April 11, 1935, sec. B.)

The first court of general sessions convened on May 31, 1897, with Judge James Aldrich presiding (Sessions Journal, vol. A., infra, entry 105; The State, April 11; June 2, 1897). Until a courthouse could be erected, the trustees were authorized to lease the new city hall at Gaffney (1897, Stat. XXII, 589), whose citizens had agreed upon a \$20,000 bond issue for a courthouse if the vote upon the new county carried. In lieu of the bond issue, the trustees agreed to take over the town hall for a courthouse. The location, however, was not suitable because of the noise from the railroad, and in 1928 the board of county commissioners was authorized to sell the courthouse and lot (Stat. XXXV, 1805). The sum realized, together with a \$125,000 bond issue, was to be applied toward a new courthouse (ibid., p. 1802).





The area of 428 square miles claimed originally for Cherokee County proved to be only 373 after the county was organized (The State, October 13, 1896; South Carolina A Handbook, Columbia, 1927, p. 299). Two square miles were annexed from York in 1921 (Stat. XXII, 24).

The county is more rural than urban in character. Cotton is the major crop, but the soil is suitable for truck farming, fruit growing, and all staple crops. The county seat had a population of 6,227 in 1930. The only other incorporated town is Blacksburg, formerly Black's Station (Stat. XVI, 133), which had a population of 1,682 in 1930. (Fifteenth Census, I, 985.)

2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

Legal Status of the County

The present constitution under which Cherokee County was created, declares each county an election district and a body politic and corporate (1895, art. VII, 9).

As an election district, Cherokee County is a unit for primary and general elections of public officials (Code 2298, 2310, 2350, 2360). As a body politic, the county has governmental powers delegated to it by the state, for which it is the agent in general administration of local government, the building of county roads, the registration of titles to property, the administration of justice, the enforcement of law, the levying of taxes, the collection of revenue, the operation of public schools, the registration of voters, the protection of public health, the assistance of dependent social categories, the extension of agricultural education, and the conservation of natural resources. As a body corporate, the county is a legal entity with power "to sue and be sued, purchase and hold for the use of the County personal estate and land lying within its own limits, and to make necessary contracts and do necessary acts in relation to the property and concerns of the county" (Stat. XIV, 132).

The constitution permits the legislature to create new counties and alter boundaries, provided that all questions relating to their formation, names, county seats and boundaries, are first submitted to the voters in the area affected. When one-third of these electors petition the governor, naming the boundaries, and complying with other requirements for a new county, he orders an election upon the questions of creating the county, giving it a name, and selecting the county seat. If two-thirds of the registered voters in the area are in favor, the legislature establishes the new county at the next session. The new county may contain not less than 400 square miles, 1/124 of the state's population, and \$1,500,000 in taxable property. The parent county may not be reduced to less than 500 square miles, 15,000 inhabitants, and \$2,000,000 in taxable property. It may not be cut within eight miles of the courthouse, and the boundaries must not pass through an incorporated town. Since 1912 (Stat. XXVII, 841), neither the new county nor the parent may be

For abbreviations and explanatory notes see pages 18-20

more than four times as long as the least central width (Code 3028). The general assembly may provide for the consolidation of two or more counties. It can group the counties into judicial circuits and congressional districts. It can establish or alter voting precincts. (Const. 1895, art. VII, 1-14.)

Each township is a polling precinct, but places of 5,000 or more inhabitants are divided into wards (Code 2295). The constitution declares each township a body politic and corporate and gives the legislature power to alter boundaries, create new townships, and provide for township government. When townships issue bonds in their corporate capacity, the county is the agent of the township for the assessment and collection of taxes necessary to service them. (Const. 1895, art. VII, 11; X, 13.)

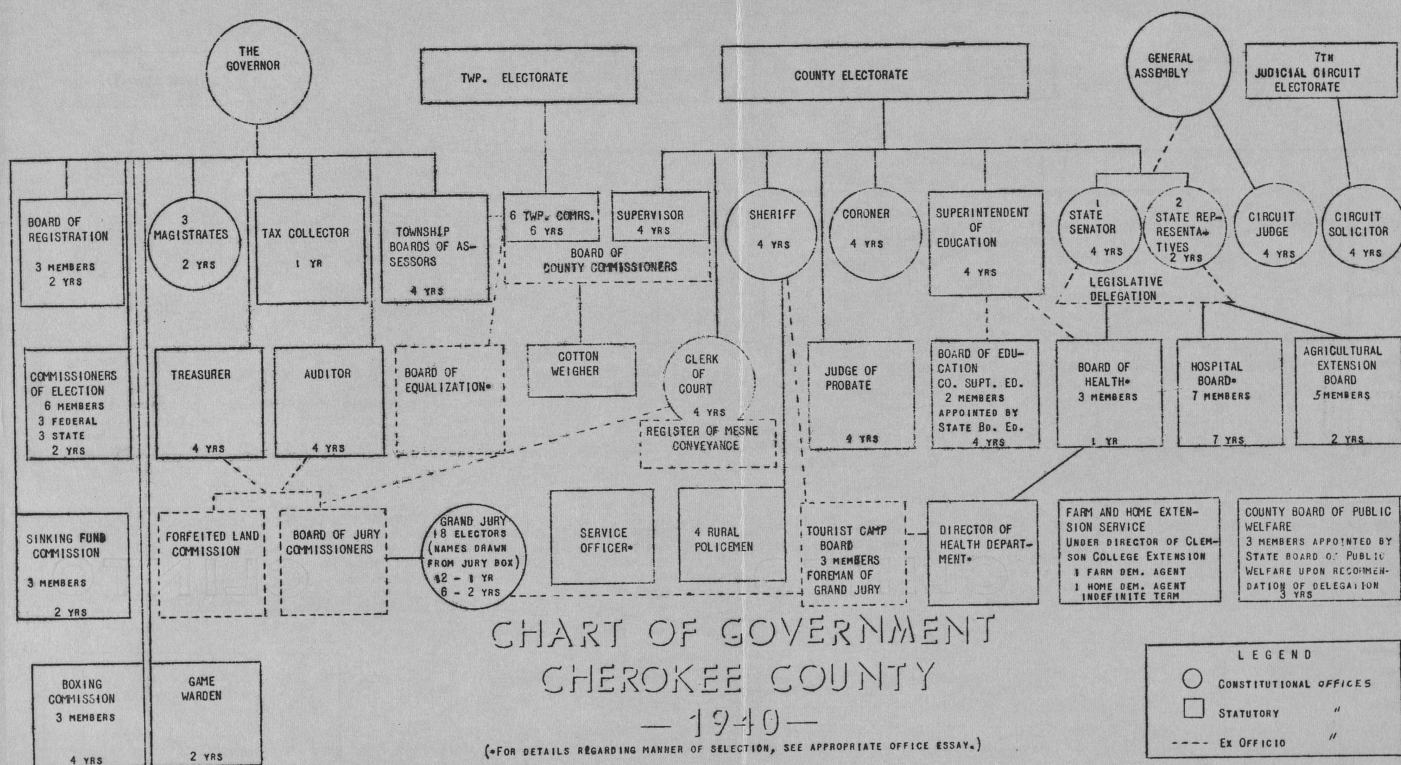
Structural Development of County Government

The first officials of Cherokee County included a supervisor, township commissioners, clerk of court, judge of probate, sheriff, coroner, auditor, treasurer, superintendent of education, board of education, two representatives and a senator. There were also magistrates, a commission to apportion indebtedness, an examining board of pensions, a county board of control which functioned until 1904 (The State, Nov. 9), a board of registration (Stat. XXII, 35), a board of equalization, and a board of jury commissioners. (Stat. XXII, 588-95.) A special law of 1900 provided for a sinking fund commission (Stat. XXIII, 515). In 1905 a game warden was authorized (Stat. XXIV, 963). In 1912 the office of rural policeman was created (Stat. XXVII, 909). Tomato club work received its first appropriation in 1914 (Stat. XXXVIII, 781), and farm demonstration work in 1917 (Stat. XXX, 417); in 1915 a cotton weigher at Gaffney (Stat. XXIX, 383) was elected. In 1926 the forfeited land commission was authorized (Stat. XXXIV, 920). In 1928 the county board of health and health department were created (Stat. XXXV, 1799). In 1930 a tax collector (Stat. XXXVI, 1289), and in 1931 a service officer (Stat. XXXVII, 606) and a boxing commission (Stat. XXXVII, 148) were provided for. In 1936 the county hospital board was formed (Stat. XXXIX, 1326). Another special law created an agricultural extension board for soil erosion control (Stat. XXXIX, 1467). In 1937 the temporary department of public welfare set up in 1936 was replaced by a permanent department of public welfare (Stat. XL, 496). In 1939 a tourist camp board was authorized (Stat. XLI, 402).

Although there has been little basic change in the fundamental plan of county government since the creation of Cherokee County, there have been two important developments. The first is the tendency to operate under special rather than general laws. The second is the increased prestige of the legislative delegation.

General Administration

The legislative delegation, although a state body consisting of the senator and two representatives, is now the central factor in county govern-



Governmental Organization and Records System -
Registration of Titles to Property;
Judiciary

(First entry, p. 22)

ment. The county as a corporation may be said to operate through the board of county commissioners as its statutory agent under the legislative delegation as its board of directors.

The supervisor as chairman of the board of county commissioners has performed the administrative functions of the county since its formation. The board is the financial agent of the county (Code 3819, 3864). Its principal duties now consist of auditing claims against the county and road maintenance. The supervisor's responsibility for county roads and bridges has been steadily diminishing since 1924, when the state highway department began the present system of taking over county roads (Stat. XXXIII, 1193); but he still gives much attention to local road maintenance with chain gangs (infra, p. 25). Since 1924 the state children's bureau has assumed the board's responsibility for destitute children (Stat. XXXIII, 1190; XXXV, 359; XXXVI, 1374). Since 1937 the department of public welfare has relieved the board of three dependent social categories (Stat. XL, 497-517).

Registration of Titles to Property

When Cherokee County was created, the office of register of mesne conveyance already had been abolished except in Charleston and Greenville, and the duties devolved upon the clerk of court (Stat. XXII, 122). From the beginning, therefore, the Cherokee clerk of court has been recording deeds, plats and mortgages, assignments, satisfactions, contracts, and other related instruments (Code 3635).

Judiciary

There have been no changes in the judicial system since Cherokee County was organized. Civil common law jurisdiction is vested in the state circuit court of common pleas and in the local magistrates. For the former it is unlimited. The latter are restricted to cases not exceeding \$100 in value of property concerned, and not involving title to land or chancery matters. (Const. 1895, art. V, 15, 21.)

Criminal jurisdiction is vested in the state circuit court of general sessions and in the local magistrates. The former has jurisdiction in all criminal cases. The latter are limited to cases in which the punishment does not exceed thirty days imprisonment nor a fine of \$100. (Const. 1895, art. V, 18, 21.)

Chancery jurisdiction is vested in the court of common pleas (Const. 1895, art. V, 15). Routine cases such as foreclosures are usually handled by the clerk of court as referee (Code 3590). Special referees may be appointed at the discretion of the court (infra, p. 63).

Probate jurisdiction is exercised by the statutory probate court, which also has juvenile jurisdiction (Code 208, 247).

For abbreviations and explanatory notes see pages 18-20

(First entry, p. 22)

Governmental Organization and Records System -
Law Enforcement; Finance

Jurisdiction in naturalization was vested in the court of Common Pleas until 1929 (infra, p. 56), and is now exercised by the United States District Court of the Western District (Appendix to rules of the court in Code I, 1230).

Appeals from the magistrates are to the circuit courts of common pleas and general sessions; and from the probate court to the court of common pleas. Appeals from the circuit courts are direct to the state supreme court. (Const. 1895, art. V, 4, 15; Code 1024.)

Law Enforcement

Preservation of the peace in Cherokee County is the responsibility of the sheriff and his deputies, the rural policemen, the coroner, the constables, and the bailiffs (Code 3096). Inquests are held by the coroner (Code 3561). Indictments are prepared by the solicitor and passed upon by the grand jury (Code 995). Criminals are apprehended by any of the peace officers, who in performing this duty are empowered to call to their aid any citizen (Code 1952). Custody of prisoners is vested in the sheriff (Code 1938); and also in the coroner, for whom, by law, a special room should be reserved in the jail (Code 1946). Prosecutions are conducted by the circuit solicitor (Code 3126). Executions of sentences have always been the responsibility of the sheriff (Code 3533) and the constables (Code 3740).

Finance

Public financial affairs are administered by the supervisor and the board of county commissioners (infra, p. 24), the auditor (infra, p. 86), the treasurer (infra, p. 95), the superintendent of education (infra, p. 111), and the county sinking fund commission (infra, p. 122). Budgetary control of county funds is now exercised by the delegation through the annual supply act, which authorizes the tax levy and fixes the limit of expenditures for each office (infra, p. 22).

Revenue is derived from taxation, and from fines and licenses. All classes of real and personal property are taxable, including intangibles and income. Property vested in the Federal Government, state, county, city, schools, charitable institutions, and cemeteries, is tax exempt (Code 2578).

Tax levies authorized in the supply act are assessed by the auditor and the local boards of assessors (infra, pp. 86, 93). Assessment lists are prepared by the auditor from returns of taxpayers and estimates of the boards of assessors. After being equalized and reviewed by the county board of equalization, the assessments are entered upon the tax duplicate. (Code 2747.) Taxes charged upon the duplicate are collected by the treasurer (Code 2795); and by the delinquent tax collector (Code 2868). Sale of property for taxes is conducted by the tax collector (Code 2868). When the highest bid is not sufficient to pay the tax, the property is bought in by the auditor for the forfeited land commission. These lands are held as assets of the county and state. (Acts 1953, pp. 212-13.) They may be

For abbreviations and explanatory notes see pages 18-20

redeemed by the delinquent owner if he pays taxes and costs within a year to the tax collector (Code 2855), but the tax collector's deed is incontestable after two years (Code 2859). The state's share of the redemption money is remitted by the county treasurer to the state treasurer (Code 2800).

Schools are financed by a constitutional poll tax (Const. 1895, art. XI, 6), by a statutory 3-mill tax (Stat. XLI, 383, 654), by special district levies, and by state aid from revenue derived from liquor licenses, corporation, income, and other taxes (1935, Stat. XXXIX, 471).

Among the miscellaneous sources of revenue are fines and forfeitures collected by magistrates (Code 3723), by the sheriff (Code 3544), and by the clerk of the circuit courts (Code 3612).

Expenditures are regulated by law. Requests for payments are presented upon a printed form called a claim, accompanied by an itemized statement and affidavit of the claimant (Code 3871). School claims are signed by a majority of the district trustees and countersigned by the county superintendent of education (Code 5381, 5397). County claims are audited by the board of commissioners, and paid by warrants upon the treasurer (Code 3825). The treasurer holds the canceled warrants as his vouchers until the annual settlement of financial offices (Code 2840), when he delivers them to the auditor.

The county commissioners' and superintendent of education's reports on finance are required to be examined annually by the grand jury (Code 3856, 5321). In 1930 the delegation authorized an annual audit of the county's financial books by an expert accountant (Stat. XXXVI, 1648; Code 4119).

Bond issues for school districts, townships, and county, supply the funds for specified long term purposes. The interest and principal on these are taken care of by sinking funds derived from special levies, collected by the treasurer and disbursed by the sinking fund commission (Code 7319-26).

Elections

Every citizen of the state twenty-one years of age and upwards, possessing the necessary qualifications, has the right to vote. The residence period is two years in the state, one year in the county, and four months in the precinct; with the proviso that ministers of the gospel, and teachers, if otherwise qualified, may vote after six months' residence in the state. Payment of poll tax is required of males thirty days before the general election. The voter must also be able to "both read and write any Section of this Constitution submitted to him by the registration office or ... show that he owns, and has paid all taxes collectible during the previous year on property in this State assessed at three hundred dollars (\$300.00) or more." This was waived for those who registered prior to January 1, 1898. Disqualification for specified crimes may be removed by pardon from the governor; and no person loses residence because of employment in the service of the United States, nor while engaged in navigation, nor while a student at

For abbreviations and explanatory notes see pages 18-20

an institution of learning. (Const. 1895, art. II, 3-7; Stat. XXXVII, 105, 246.) No amendment has yet been added for ~~women~~ suffrage, which is provided by an act of 1921 (Stat. XXXII, 268).

Registration is a prerequisite for voting, and the lists of voters are revised every ten years. The books are closed at least thirty days before an election. (Const. 1895, art. II, 4 b, 11.)

Candidates must be qualified electors, and no person may "hold two offices of honor or profit at the same time," provided that this shall not apply to notaries public or militia officers (Const. 1895, art. II, 2). All elections are by ballot, and may never be held or tabulated in secret (Const. 1895, art. II, 1). Ballots are prepared in three forms, one for federal candidates, one for state and county officers, one for constitutional amendments. These are on plain white paper, uniform in size, without mark of any kind except names of candidates, offices to be filled, and special questions to be decided. (Code 2304.)

Under the one-party system prevailing in South Carolina, primary elections are held on the last Tuesday in August each election year to select the candidates for the general elections. A second primary may be held if necessary, two weeks later. Party members are enrolled in clubs of not less than twenty-five each, and membership is regulated by law. (Code 2352-70.) General elections are held every second year on the first Tuesday following the first Monday in November (Code 2298). Special elections may be called on any question by the general assembly.

For the general elections, at each polling place a space is railed off for the state and county ballot box, with two opposite openings for the entrance and exit of the voter; another space is railed off for the federal ballot box. Each box is "labeled in plain and distinct roman letters." Each box is kept locked during voting hours, and each has an opening in the top just large enough to receive the folded ballot. Each voter before casting his ballot must swear that he has not voted before on that day. Only one voter at a time is allowed to enter the voting space, and no one except the managers may speak to him while in this space casting his vote. (Code 2306.)

At the primary elections, booths are provided at the polls, one for each hundred enrollees, or fraction thereof (Code 2373).

The governor appoints the commissioners of elections in each county, and they in turn appoint the managers (Code 2299). Order is preserved at the polls by deputy state constables and other peace officers (Code 2302). Since 1924 absent voters in primary elections have been allowed to send their votes by mail, provided that they apply to the committee on enrollment or the club secretary not less than five nor more than sixty days before the primary. The regulations for absent voting (1924, Stat. XXXIII, 922; Code 2406-16) are so exacting that few voters care to avail themselves of this privilege.

After each election, the boards of commissioners of election become boards of canvassers, to prepare a statement of each protest as well as the total vote for each candidate (Code 2310-15).

Education

Under the constitution of 1895 (art. XI, 7), separate schools must be provided for children of the white and colored races. Local matters relating to operation of the schools of a district are entrusted to a board of trustees appointed by the county board of education (Code 5354). This county board includes the superintendent and two appointed members (Code 5335). The board of any district, alone or in cooperation with the boards of adjoining districts, may establish a high school (Code 5598). The development of good roads has been closely linked with the development of rural education; and state aid (Code 5478-93) is available not only for transportation of pupils by school busses, but also for the establishment of rural high schools, consolidated schools, and vocational schools (Code 5474, 5606, 5617). Each school district is also a tax district (Code 5355, 5392) and has corporate powers to issue bonds (Code 5359). Compulsory attendance has been a requirement since 1915 (Stat. XXIX, 118); and the current school law is mandatory for children between the ages of seven and sixteen (1937, Stat. XL, 556-61). Transfer of pupils may be arranged by consent of the district boards of trustees concerned, or, if consent is capriciously withheld, by order of the county board (Code 5372). Teachers must hold certificates to teach before they can be employed by school trustees (Code 5384).

Public Health

In 1928 county health work under a county board of health (Stat. XXXV, 1799; Code 4121) was organized. Certificates of births and deaths are made out by local registrars appointed by the state registrar of the bureau of vital statistics of the state board of health (Code 5132). The health director, who is also the county physician, attends the prisoners in the jail and on the chain gang (Code 3847; 3849; Stat. XXXVIII, 1829). A hospital is also maintained by the county (1936, Stat. XXXIX, 1326-9).

Welfare

In 1937 the county board of public welfare set up the present county department of public welfare which administers state and federal funds for the categories of old age, the mothers of dependent children, the blind, and other handicapped and unfortunate persons (Stat. XL, 496-517).

State appropriations for Confederate veterans are disbursed by the judge of probate as clerk of the board of honor (Stat. XXXVI, 177; Code 4981). Cherokee County also makes special appropriations for the same purpose (Stat. XLI, 2287).

For abbreviations and explanatory notes see pages 18-20

Extension

Agricultural education outside of colleges is available through the farm and home demonstration agents (infra, p. 137). Soil conservation work is carried on under the agricultural extension board (Stat. XXXIX, 1467).

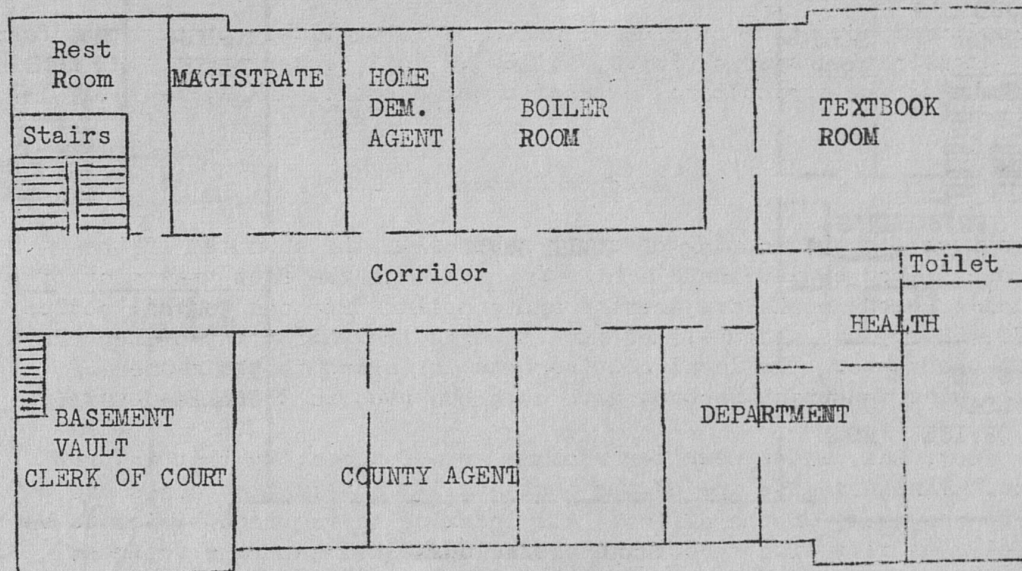
Records System

The system for the keeping of court records in the counties of the state is prescribed by law; and this, as well as the fact that most of the financial record books are printed and supplied from one central source (Code 3876; 5276), has accomplished much towards the uniformity of records throughout the state. The legal requirements in regard to the manner of keeping the more important records have been observed in Cherokee County.

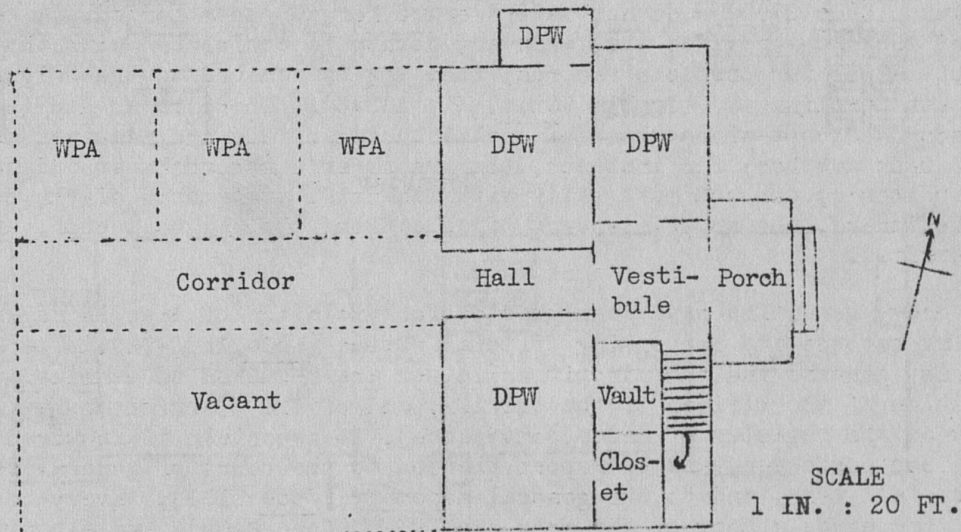
The paper, ink, and typewriter ribbons are of a quality that insures permanence. Bindings also are of the best quality and in most cases are adequate to the needs of the office. All indexing is required by law to be alphabetical, usually with direct and cross indexes in separate volumes. The loose-leaf Cott system, sub-indexed, is used for mesne conveyance registrations.

Under a general law, returns for taxation may be destroyed after five years (Code 2733). Since tax liens expire in ten years (Code 2863), tax receipts (Code 2795) need not be preserved for a longer period. A general law of 1937 now provides that when any county is confronted with the problem of caring for obsolete records, they may be removed to the University of South Carolina at Columbia (Stat. XL, 402-3). There is no duplication of records except where those of one financial office are required as a check upon another; for instance, the treasurer's records must balance with the auditor's, and both must tally with financial statements of the county commissioners, the superintendent of education, the tax collector, and the magistrates.

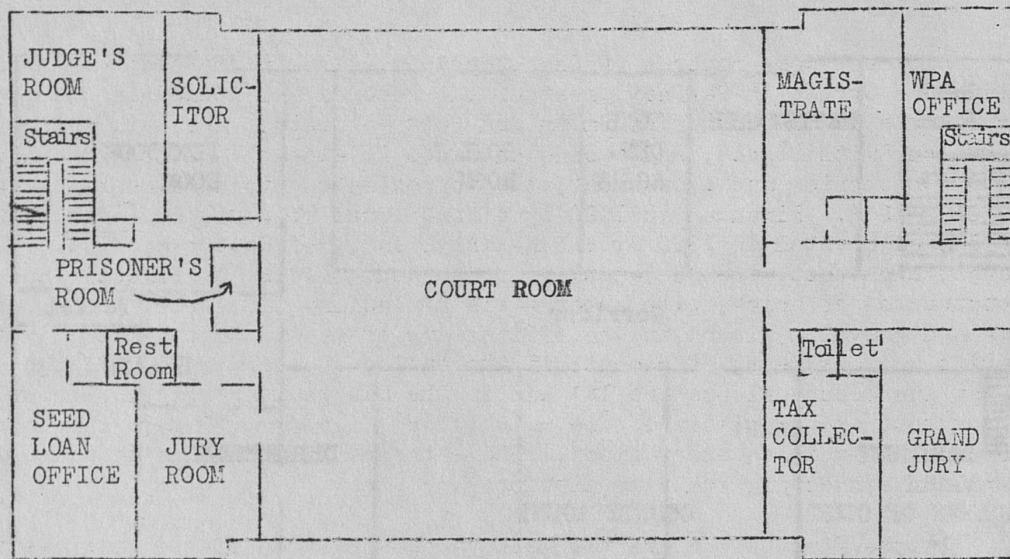
Heavy penalties have been enacted for violation of laws in regard to keeping records and performing official duties (Code 1508-92). The state attorney general and the circuit solicitor are required to examine into the condition of the offices of the sheriff, and of the clerk of court (which includes the register of mesne conveyance), to ascertain if required duties have been performed, and to report thereon to the court of general sessions at its fall term, and to the general assembly (Code 5131). Every county official receives a copy of the acts each year (Code 2109), and a copy of the revised code every ten years (Const. 1895, art. VI, 5; 1932, Stat. XXXVII, 1186). The county also pays an annual retainer to an attorney to give legal advice to county officials (Stat. XLI, 2285).



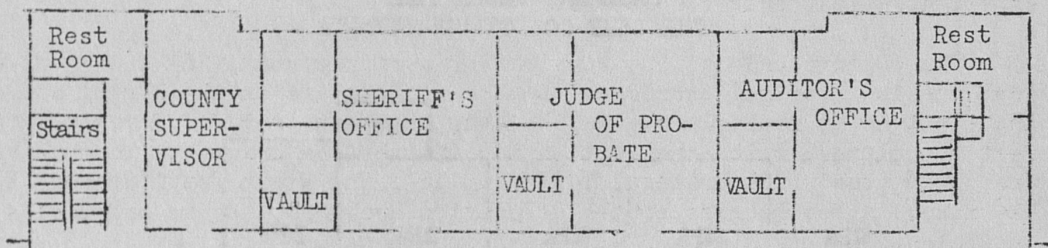
BASEMENT FLOOR PLAN
CHEROKEE COUNTY COURTHOUSE



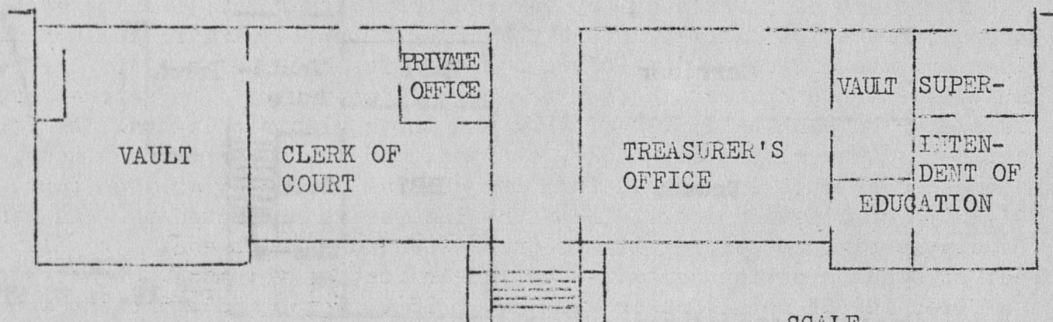
FIRST FLOOR PLAN OF FIRST COURTHOUSE
CHEROKEE COUNTY



SECOND FLOOR PLAN



Corridor



SCALE
1 IN : 20 FT.

FIRST FLOOR PLAN
CHEROKEE COUNTY COURTHOUSE

3. HOUSING, CARE AND ACCESSIBILITY OF THE RECORDS

Although some records of Cherokee County are in the old courthouse on Limestone Street in Gaffney, most of the records are housed in the modern courthouse at the corner of Smith and Petty Streets. The main entrance faces south on Smith Street, and a side entrance is at each end of the building. With two stories and a basement, the approximate outside dimensions are 30' x 60' x 120'. Financed in 1928 by a bond issue of \$125,000 (Stat. XXXV, 1803), and erected in 1929 by Brown-Harry, Inc., of Gastonia, N. C., M. R. Marsh, architect, the rectangular, unadorned building is firesafe and well constructed of brick, with outer walls of Indiana limestone, and a roof of tar and gravel. Floors in the offices are of mastic composition; in the vaults and basement, of cement; in the halls, of terrazzo. Ceilings on the first and second floors are 12' and in the basement, 9' high. The walls throughout are of plaster. The main floor halls have a 4" marble wainscot. Running water is on every floor. The entrance hall extends to a longitudinal corridor connecting the side entrances.

On the first floor are the main records offices of the supervisor, the clerk of court, the judge of probate, the sheriff, the auditor, the treasurer, and the superintendent of education. Each office except the supervisor's and the treasurer's, has a vault. All are well lighted and ventilated, with excellent atmospheric conditions.

The supervisor's office consists of a single room, 25' x 14', entered from the longitudinal corridor. Double windows are on the north, and a ceiling light is at either end. No shelving has been provided for the 12 linear feet of volumes, which are kept on top of the file drawers. Unbound records are in 84 steel file drawers, 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$, and eight metal drawers 13 x 11 $\frac{1}{2}$ x 24. A few records of the delegation are here. Desks and tables are sufficient for official and a limited public use.

The clerk of court's suite, entered from either hall, consists of a general office, 25' x 27', in one corner of which is partitioned a frame-glass private office, 10' x 10'; and two vaults, each 26' x 27'. The basement vault is entered by a stair from the main floor vault. The general office has a door on each hall, two windows and three electric lights. It is well equipped with work tables, desks, shelves, and files for current uses. The main records vault is entered from the general office by an iron door, 6' x 2 $\frac{1}{2}$ ', with combination lock. The four windows are protected by iron bars. The single fixture ceiling lights are suspended at each end. The 611 linear feet of steel shelving contains 460 linear feet of volumes; unbound records are filed in 308 metal drawers 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$. Space and equipment are ample for approximately 90% of the clerk's records and the coroner's records here, and for the accommodation of the public. The basement vault provides room for future expansion, but the 50 linear feet of shelving is not adequate for the 10% of office records and the 12 auditor's duplicates now kept there. The two steel cabinets and a wooden one with pigeonholes, are not well adapted for records use. The three windows are protected by iron bars. A central ceiling fixture affords additional light.

For abbreviations and explanatory notes see pages 18-20

The suite of the judge of probate consists of a general office 25' x 14'; a private office 10' x 10'; and a vault 14' x 7 $\frac{1}{2}$ '. The general office has two windows on the north, and a ceiling light fixture at either end. The private office contains one window and a ceiling light. The vault has no window and is lighted from a single ceiling fixture. It is equipped with 188 linear feet of steel shelving for 170' of volumes. Unbound records are in 204 file drawers 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{4}$ in the vault; in two metal drawers 12 x 12 x 24 and a metal cabinet in the general office. There is room in the general office for more equipment, but the vault is inadequate for a growing body of records.

Next to the judge of probate's suite is a similar one occupied by the sheriff. In the main office there are four metal file drawers 12 x 12 x 24, and a metal cabinet for unbound records. The vault is equipped with 150 linear feet of shelving, 20 feet of which contain bound volumes.

The auditor's suite is similar in plan and dimensions. The general office is equipped with a metal counter containing file drawers 11 x 11 x 24; a metal cabinet with double doors; and steel tables sufficient for official and public use. The private office contains a desk and 12 metal file drawers 11 x 16 x 24. The vault has a metal table and 242 linear feet of steel roller shelving, which is supplemented by sufficient wooden shelving for the 285 linear feet of volumes there. Twelve volumes are kept in the clerk of court's basement vault and one volume is in the old courthouse vault. Unbound records are in the general office, the private office, and in cardboard drawers in the vault.

On the right of the main entrance is the treasurer's office, 25' x 27', with a door on each corridor. Ventilation is supplied by two windows on the south. Lighting is similar to that in the clerk of court's office. The room is well equipped with desks and tables. The adjoining vault, 14' x 10', is entered from the office by a 6' x 2 $\frac{1}{2}$ ' iron door, with combination lock. The vault has no window, and light is afforded from a single ceiling electric fixture. The 80 linear feet of steel shelving across the two ends are inadequate for the 100 linear feet of volumes, some of which are stacked on top of cabinets. The 36 metal file drawers 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$, 12 metal file drawers 12 x 12 x 24, and a metal cabinet cannot contain all of the unbound records. Approximately half the records of this office are stored in the old courthouse, where they are poorly cared for.

Next to the treasurer, is the suite of the superintendent of education. The entrance room 16' x 8' has a window on the east, and a central ceiling fixture. The general office 18' x 16' is ventilated by a window on the east and another on the south; and has a single ceiling light fixture. The private office 10' x 10' is entered from the general office; it is ventialed by a south window and has supplementary light from a single ceiling fixture. This room also opens into the treasurer's office. No shelves have been provided in the main office. The 10 linear feet of volumes are cared for in the three steel cabinets and a wooden one, along with the unbound records, for which there is also a tier of 12 steel drawers 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$. The desks are sufficient for official and a limited public use.

On the second floor are the courtroom across the center, flanked on the west by the judge's room, the solicitor's office; a prisoners' room, the jury room, and the Emergency Seed Loan; and on the east by offices of the magistrate, the WPA, the tax collector and the grand jury. The Emergency Seed Loan office, on the southwest corner, is 27' x 15', with a door on the corridor, two side windows, one end window, and a single ceiling light fixture. Adjoining is the jury room, which is used also by the county engineer.

East of the courtroom is the tax collector's office, 27' x 14', with a door on a central corridor, a window on the south, and a central ceiling light. No vault and no shelving have been provided. The records are in a safe, eight file drawers 12" x 12" x 24", a metal cabinet and a wooden cabinet. Adjoining, on the southeast is the grand jury room, entered from the corridor. Across the corridor, on the northeast corner, is the WPA office, 14' x 12', entered through a narrow passage beyond the stairway. Next on the corridor is the office of one of the magistrates, 27' x 14', with a double window in the end, a central ceiling light, a desk, chairs, and a small cabinet.

The basement contains the heating plant and offices for a magistrate, the home demonstration agent, the farm agent, the free text book service and the health department. The clerk of court's vault in the southwest corner has no entrance on this floor. The magistrate's office, 25' x 23', has a door on the corridor, two windows in the north end, a central ceiling light, a desk, chairs, and small file cabinet. Composition wall board partitions this office from that of the home demonstration agent, 25' x 10', with one window on the north and a central ceiling light. Her records are in light metal file drawers, 11" x 11" x 24", two wooden cabinets and wooden shelves. The text book room, 32' x 27', opens on a cross hall, and has three windows. The books are on adequate wooden shelves, other material being in wooden cabinets. In the southeast corner of this floor, the health department occupies a large room which has been sub-partitioned into a suite of three offices, also an adjoining room 25' x 10'. These are crowded, but adequate for the present. Records and supplies are kept in eight metal file drawers 11" x 11" x 24" and 16 card file drawers 12" x 6" x 24". The county agent occupies three rooms, from the middle one of which has been partitioned an office for his clerk. Ample equipment has been provided, including 50 metal file drawers 11" x 11" x 24", 18 wooden drawers of the same dimensions, a metal and three wooden cabinets, and a rack of wooden shelves for display of literature.

The department of public welfare occupies four rooms on the first floor of the old courthouse at the northwest corner of Limestone and Smith Streets. This is a solid two story brick building, approximately 40' x 60' x 78' having walls 21 inches thick, a tin roof, wooden floors, and large chimneys with fireplaces.

The building faces Limestone Street. The portico, 20' x 9', has double arched doors on a vestibule 14' x 13'. The DPW suite on the right is entered from the rear of the vestibule. The general office, 19½' x 16' x 15', is equipped with 28 f. d., 12 x 12 x 24; 24 cardboard f. b. varying in size from 5½ x 4 x 11 to 10½ x 5 x 12½, a wooden desk and two wooden tables,

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Light from a single window on the north is supplemented by electric drop lights. Heat is afforded by a stove before a sealed fireplace. Off the general room, is a small annex 10' x 7' x 15', which has one window, 20 metal f. d. 12 x 12 x 24, 7 cardboard f. b. $5\frac{1}{2}$ x 4 x 11, one cardboard and one wooden f. b. $5\frac{1}{2}$ x $6\frac{1}{2}$ x $11\frac{1}{2}$. The director's office, 17' x 13' x 15', in the northeast corner of the building, is lighted by double arched windows on the east and north. Here, there is a desk, three metal f. d. 12 x 12 x 24, and a metal cabinet containing 27 f. d. each $3\frac{1}{2}$ x 9 x $16\frac{1}{2}$.

Back of the vestibule is a fourth room, $19\frac{1}{2}$ ' x 16' x 15', with two windows on the south, four electric drop lights, and a stove in front of a sealed fireplace. The room, formerly used by the county treasurer, is equipped with a counter 15' x 3', three wooden desks, a wooden table, four metal f. d. 12 x 12 x 24, two wooden cabinets and a metal cabinet containing 27 f. d. each $3\frac{1}{2}$ x 9 x $16\frac{1}{2}$. Entered from this room by an iron door with combination lock, is the vault, approximately 10' x 7', in which are now stored 50% of the treasurer's records. The vault was not accessible when this essay was compiled, but is said to have plastered walls, concrete floor, and six wooden shelves across either end. On the right of the vault is a large closet, with no window or other lighting, used for fuel.

Three other rooms on this floor are used by WPA projects; and on the second floor is the WPA sewing room.

The service officer has his office on South Limestone Street, over the Gaffney Ledger.

The county hospital is on Logan Street in Jefferies Park; but minutes of the hospital board are kept by the secretary and treasurer at 107 $\frac{1}{2}$ East Frederick Street, Gaffney.

Minutes of the agricultural extension board are with the chairman, at the Gaffney Manufacturing Company.

4. ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

acct., accts.....	account, accounts
<u>Acts</u>	<u>Acts and Joint Resolutions of the</u> <u>General Assembly of South Carolina</u> (see explanatory notes)
alph.....	alphabetical or alphabetically
approx.....	approximate or approximately
arr.....	arranged or arrangement
art.....	article
chron.....	chronological or chronologically
<u>Code</u>	<u>Code of Laws of South Carolina 1932</u>
const.....	constitution of South Carolina (see explanatory notes)
cont'd.....	continued

dist., dists.....	district, districts
DPW.....	Department of Public Welfare
ed.....	editor
etc.....	et cetera, and so forth
f. b.....	file box
f. d.....	file drawer
hdw.....	handwritten
ibid.....	ibidem, the same reference
infra.....	below, on a following page in this book
MS.....	manuscript
n. d.....	no date given
n. p.....	no place of publication given
no., nos.....	number, numbers
numer.....	numerical or numerically
p., pp.....	page, pages
Phila.....	Philadelphia
pkg., pkgs.....	package, packages
PWA.....	Public Works Administration
RFD.....	Rural Free Delivery
SE.....	Southeastern Reporter
sec.....	section
Stat.....	Statutes at Large of South Carolina (see explanatory notes)
supra.....	above, on a previous page in this book
sup't.....	superintendent
twp., twps.....	township, townships
U. S. Stat. L.....	United States Statutes at Large
v., vs.....	versus
vol., vols.....	volume, volumes
WPA.....	Work Projects Administration
yrs.....	years
&.....	and
--.....	current
'.....	feet
".....	inches
x.....	by
%.....	percent

Unless otherwise specified it may be assumed that:

- All records are in good condition;
- All locations are in the present courthouse;
- All dimensions are in inches, in the sequence of height, width, thickness, except dimensions for file boxes and other containers which are given in height, width, and depth backward from the front;
- Page numbers and book dimensions are average unless limits of variation are given, or a single item is described;
- All indexing is alphabetical;
- All dates are inclusive, but frequently overlap.

Dates assigned for origin of offices are sometimes arbitrary; the evolution in full is traced in Inventory of the County Archives of South Carolina, No. 10, "Charleston County."

Exact titles of records are written in solid caps without parentheses. In the absence of titles, descriptive titles have been assigned, which are written in solid caps and enclosed in parentheses. In all cases the title most commonly used in the office is the one assigned. If a record title is not descriptive of the contents of the record, an assigned explanatory title written with initial caps and enclosed in parentheses, has been added. Current titles are used in preference to previous titles unless a previous title is the more descriptive; variations in titles are indicated. Figures or letters in parentheses, following the number of volumes or file boxes, indicate the labeling of a record.

Cross Reference: Title-line cross references are used in all artificial entries; and also for records kept separately for a period of time, or in other records for different period of time, as in entry 30. Separate third-paragraph cross references from entry to entry, and "see also" references under subject headings, are used to show prior, subsequent, or related records which are not part of the same series.

Citations are shown in parentheses. Citations from the Code in this volume refer to the Code of 1932 and give numbers of sections unless volume and page are shown; citations from the Statutes are for first editions except vol. XII, a reprint of 1874, and vol. XIII, a reprint of 1875. A citation in support of one statement is included within the punctuation of the sentence. A citation serving more than one sentence is punctuated as a separate sentence within the parentheses.

Acts and Joint Resolutions of the General Assembly of the State of South Carolina are issued after each session of the legislature. Since the completion in 1838 by Thomas Cooper and David J. McCord of the 10-volume compilation of the Statutes at Large 1682-1838, the acts have been bound together in groups to form continuing volumes of the Statutes at Large. Acts of 1937 and 1938 together constitute the fortieth volume of Statutes.

The constitutions under which South Carolina has been successively governed are:

- The Fundamental Constitutions of Carolina (1670-1719) by John Locke;
- The British Constitution (1670-1776);
- The Constitution of South Carolina 1776;
- The Constitution of South Carolina 1778;
- The Constitution of the State of South Carolina 1790;
- The Constitution of the State of South Carolina 1861;
- Constitution of South Carolina 1865;
- Constitution of the Commonwealth of South Carolina 1868;
- Constitution of the State of South Carolina 1895.

I. LEGISLATIVE DELEGATION

The county legislative delegation to the General Assembly is a collective term for the senator and the representatives from a county. Although individually these are state officials, collectively they have become an important unit of county government. By custom the senator is chairman and one of the representatives is secretary. Meetings are usually unofficial and informal. Through lawmaking power to alter the county's administrative body, and through control of supplies for each office, the legislative delegation has tended to supplant the board of county commissioners as the county executive. On the constitutional ground that "the legislative, executive and judicial powers of the Government shall be forever separate" (Const. 1895, art. I, 14), the State Supreme Court in 1938 set a barrier to further executive development by ruling that the executive functions of the delegation shall be limited to a general supervision of administration and to such other matters as are essential to the performance of legislative duties (Bramlette vs. Stringer, 195 S. E., 257).

The present Cherokee delegation consists of a senator elected for a term of four years (Const. 1895, art. III, 6) and two members of the House of Representatives elected for a term of two years (*ibid.*, 3, 4, 8; 1932, Stat. XXXVII, 1111). Each is nominated in the primary (Code 2365). Qualifications for the office of senator require residence in the state for two years, and in the county for one year. The candidate must be an elector of the county, of good moral character, and at least twenty-five years of age. The requirements for the representative are the same, except that the minimum age limit is twenty-one years. Before entering upon duty, each is required to take the constitutional oath that he is duly qualified for office, that he will discharge the duties thereof, that he will "preserve, protect, and defend" the state and federal constitutions; that he has not engaged in a duel since January 1, 1881, and will not engage in one while in office. (Const. 1895, art. III, 7, 26.) Compensation is limited by the constitution to five cents a mile in travel to and from sessions, and per diem not exceeding forty days (art. III, 9, 19). Since 1929 legislators have voted themselves expense money in addition to constitutional allowances (Stat. XXXVI, 698; XLI, 663).

Legislative courtesy has always permitted each county delegation to name local appointees. The Cherokee delegation appoints for a term of two years the county attorney, who for an annual retainer of \$75 gives legal counsel to county officials (Stat. XLI, 2285); one member of the board of health (Code 4121); six members of the hospital board (Stat. XXXIX, 1326-29); and members of the agricultural extension board (Stat. XXXIX, 1467). The delegation also recommends for appointment the tax collector (Stat. XXXVII, 1362); the members of the county board of public welfare (Stat. XL, 499); and the county home and farm demonstration agents (Stat. XXXVI, 1053). From 1924 until 1926, approval of the delegation was required for the truant officer appointed by the county board of education (Stat. XXXIII, 1339; XXXIV, 1175). In 1907, upon recommendation of the delegation, the Governor was required to appoint a committee of three to select an expert accountant to audit the financial offices (Stat. XXV, 840). In 1930 the delegation was

For abbreviations and explanatory notes see pages 18-20

(1)

authorized to have an annual audit made of all county offices, including the sinking fund commission (Stat. XXXVI, 1648-49). Since 1934 the audit has been made every year (Stat. XXXVIII, 1833).

The real power of the delegation lies in its control of county supplies through the supply act which it sponsors each year at the state capitol. When Cherokee was organized, a state-wide supply act for county appropriations carried a paragraph for each county (Stat. XXII, 543-60). In 1920 the unwieldiness of this general act caused it to be broken down into forty-six separate county supply acts, each sponsored by its own delegation (Stat. XXXI, 1192-1343). When for any reason no supply act is passed for a county, the act of the previous year remains in effect.

The delegation as the immediate representative of the taxpayer, regards itself as the official guardian of county finance. Before drafting a supply bill, the delegation usually receives estimates from each county officer, sometimes direct but usually through the board of commissioners. By a contingent fund the delegation can finance public activities between sessions without a special act. In 1940 this fund was \$3500. (Stat. XLI, 2287.) With the written consent of the delegation the supervisor and county commissioners may borrow in anticipation of taxes, provided that an itemized statement of funds received and paid out is furnished the delegation before the General Assembly meets (Stat. XXXI, 350; XLI, 2289). Any section of the supply act, especially the section which instructs the auditor and the treasurer to fix the levy, may be altered between sessions by a majority of the delegation, provided that ~~with~~ signed authorization is filed in the clerk of court's office (1924, Stat. XXXIII, 1339). An act of 1938 specifies that no funds appropriated for any one department can be transferred to another without the written consent of the delegation kept on file in the treasurer's office, and that the appropriations are "subject to the right and authority of the majority of the Cherokee County Delegation to change, alter or deduct therefrom at any time without notice, when in its judgment such change, alteration or deduction is necessary for the best interests of the County" (Stat. XL, 2243, 2246).

This is not a records office. In 1919 the county commissioners were required to submit an itemized statement of receipts and disbursements to each member of the delegation before the meeting of the legislature (Stat. XXXI, 350). The clerk of the board is now required to give each member a monthly statement of expenditures and a copy of the minutes of each board meeting (Stat. XLI, 932, 2286). The delegation does not maintain an office.

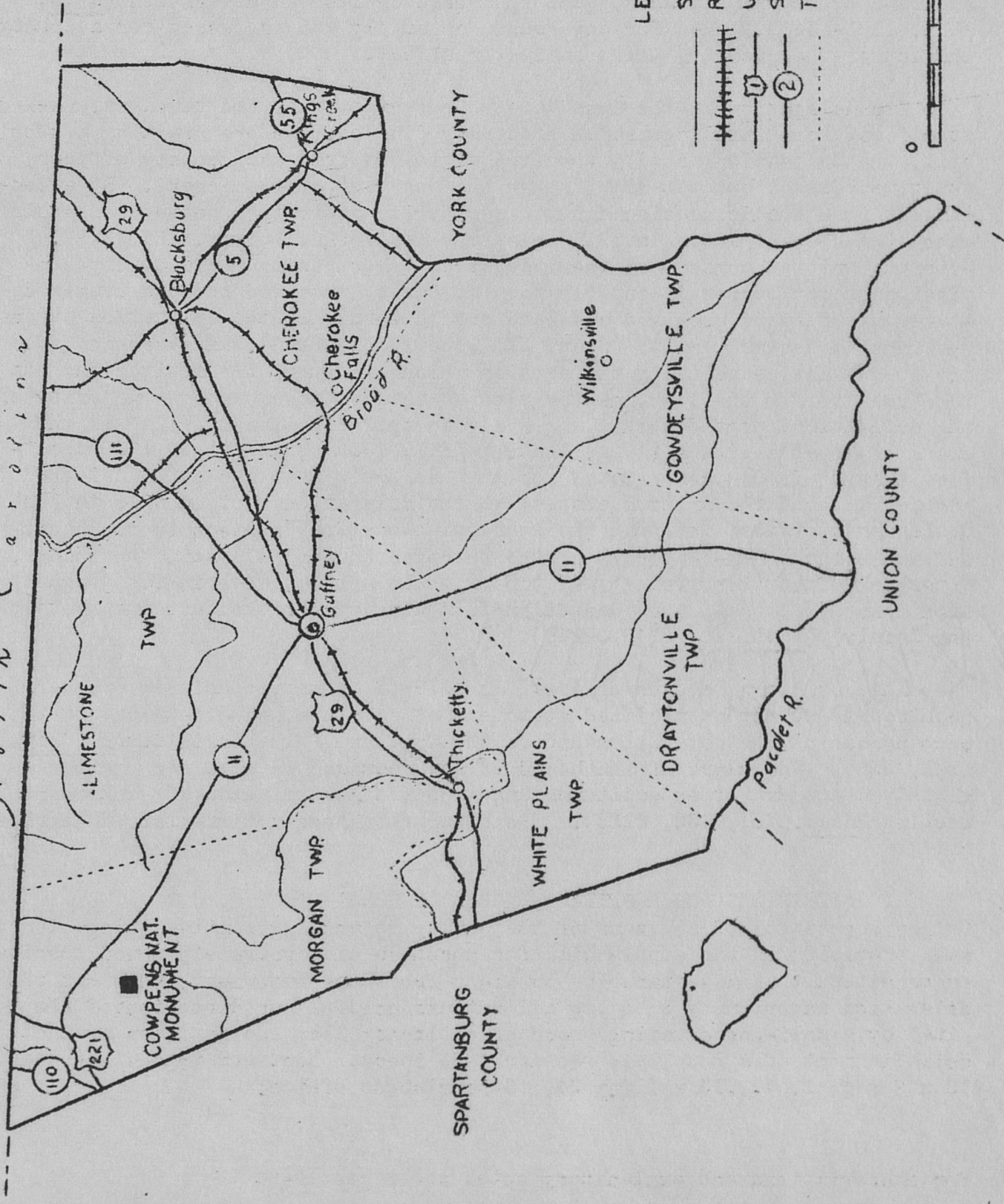
1. (PETITIONS FOR HOSPITAL), 1933. 1 bundle in 1 f. d. Original petition of citizens of the county to the legislative delegation to make provision in the supply bill for purchase of a privately owned hospital on condition that assistance be obtained from Duke Endowment, and that the delegation incorporate into law all matters needful for direction of the hospital by a self-perpetuating board of citizens; also one petition against the establishment of a hospital. No arr. No index. Hdw. and typed. Bundle, 15 x 9 x $\frac{1}{4}$; f. d., 13 x 11 $\frac{1}{2}$ x 24, Supervisor's office.

For abbreviations and explanatory notes see pages 18-20

MAP OF

CHEROKEE COUNTY

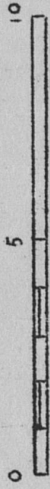
North Carolina



LEGEND

- Streams
- Railroads
- U.S. Highways
- State Highways
- Township Lines

SCALE



II. SUPERVISOR AND BOARD OF COUNTY COMMISSIONERS

When Cherokee County was formed in 1897, seven trustees were named to mark the boundaries, provide the public buildings, and administer affairs until the board of county commissioners could be organized (Stat. XXII, 588-95). Under a general law then in effect, this board consisted of a county supervisor elected in a special election, March 27, 1897, and the chairmen of the township boards of commissioners appointed by the Governor (Stat. XXI, 483, 756; News and Courier, Feb. 16, 1897).

In 1913 the township boards were abolished and the county board consisted of an elected supervisor and six township commissioners, one from each township, appointed by the Governor upon recommendation of a majority of the legislative delegation (1913, Stat. XXVIII, 123). The following year, by referendum, each commissioner was required to be elected from his township for a term of two years (Stat. XXVIII, 628); and a new act provided that the six township commissioners be elected in the general election of 1914 and every four years thereafter (Stat. XXIX, 15). In 1918 the county board was reduced to a supervisor and two commissioners elected for a term of two years (Stat. XXX, 817). Six years later this was replaced by a board consisting of a supervisor elected for four years and six commissioners, one from each township, appointed by the Governor upon recommendation of the grand jury to serve terms of two, four, and six years (1924, Stat. XXXIII, 1142). An amendment of 1927 made the six commissioners elective by townships (Stat. XXXV, 164).

The constitution of 1895 provides that an officeholder must first be a qualified elector (art. II, 2). The members of the county board in Cherokee are nominated in the primary (Code 2365) and elected in the general election (Code 4078), the supervisor from the county at large and each commissioner from the township he represents (ibid.). Before taking office they must subscribe to the constitutional oath (art. III, 26) that they are qualified to hold office, that they will support the State and United States constitutions, that they have not engaged in a duel since 1881, and that they will not engage in a duel during their term of office. They must also take an oath that they are not under obligation to share the profits of office with anyone, and that they will discharge their duties during the period fixed by law (Code 3044).

The supervisor must post a bond of \$5,000, with three or more sureties (Code 3820). Each commissioner is required to enter into a bond of \$500, with premiums paid as ordinary expenses of the county (Code 4082). The sufficiency of these bonds must be approved by the clerk of court or the State Attorney General (Code 3049).

The supervisor serves a term of four years, and the commissioners a term of six years (1924, Stat. XXXIII, 1142-44; Code 4078). The supervisor is a full time official and receives at present an annual salary of \$1,800. The commissioners are only part time officials and they receive \$125 a year each. (Stat. XLI, 2285.)

Under a general law, county officers may be tried for misconduct or neglect of duty "upon indictment and true bill after warrant, or after presentment of a grand jury and indictment and true bill" (Code 1515). By a special law of 1913 for Cherokee County, commissioners upon conviction must pay a fine of not less than \$100 or suffer 30 days imprisonment. They may be removed from office by the Governor upon recommendation of the delegation. (Stat. XXVIII, 125.) This law was repealed by a law of 1924 which provided for removal by the Governor upon recommendation of the grand jury (Stat. XXXIII, 1144), but both laws are still on the Code (4083, 4085). Vacancies on the board of county commissioners are filled by the Governor upon recommendation of the legislative delegation (1934, Stat. XXXVIII, 1216).

The clerk is a full time employee elected by the board to perform the clerical duties of the office, and to keep the records and books (Stat. XXVIII, 124; XXX, 817; Code 3823, 4082). He is under bond of \$10,000 in a surety company licensed to operate in South Carolina (Stat. XXXVII, 614); and he receives an annual salary of \$1500 (Stat. XLI, 2285). The clerk is required to keep his office open during the regular courthouse hours (Stat. XXXIX, 2068; XL, 2245). He acts as county purchasing agent for office supplies, of which he is required to keep a record and make a report to the board of commissioners at each monthly meeting (1938, Stat. XL, 768-69). The clerk is also required to send each member of the delegation every month an itemized list of county expenditures during the preceding month (Stat. XLI, 932, 2293). From 1925 until 1931, the county treasurer was ex officio clerk of the board of county commissioners (Stat. XXXIV 427; XXXVII, 607).

The county supervisor as chairman and full time executive of the board, has "general jurisdiction over all public highways, roads, bridges and ferries and over the paupers, and in all matters relating to taxes and disbursements of public funds for county purposes, ... and in any other case that may be necessary for the internal improvement and local concerns" of the county. The supervisor is empowered to administer oaths to any person in matters pertaining to his office. (Code 3819,)

The county commissioners "have charge of the ordinary affairs of the county, maintain all or any portion of the public roads and highways of Cherokee County, pass upon all claims against the county" (Code 4079). The board has the power of condemnation when necessary for road building (Stat. XXII, 228; XXXI, 33; Code 4116). Upon fifteen days' notice to the public, the board may change the names of townships (Stat. XVI, 365; Code 3880). Upon written consent of the delegation, the board may borrow in advance of the collection of taxes, for funds to meet current expenses (Stat. XXVII, 52; XLI, 2289; Code 3881). The board fixes license fees for hawkers and peddlers (Stat. XXI, 408; Code 7121). It furnished county officials with offices and office equipment and supplies (Code 3877) until the clerk was given this duty. It is required to make an annual examination into the sufficiency of county officers' bonds (Stat. XIV, 128; Code 3053). The board may prosecute in the name of the county any persons engaged in a mob or riot (1871, Stat. XIV, 562; Code 1388). It prepared the jury lists from 1896 until 1902, when this duty was assumed by the board of jury commissioners (Stat. XXII, 16; XXIII, 1066; Code 608, 609). The board also served as the board of equalization until 1899 (Stat. XXII, 465; XXIII, 3).

The board of county commissioners is required to send an annual estimate of county expenses to the State Comptroller General by January 5, to be submitted by him to the General Assembly, in order to provide the necessary taxation (Code 3864), but in practice this is handled through the delegation in the county supply bill (1916, Stat. XXIX, 1252).

The county poorhouse and farm are under the general care of the supervisor, and the board of county commissioners makes all necessary regulations for their government. The board is empowered to appoint the superintendent and a physician, but the health physician now does all the practice for the county, including the poorhouse and jail. The board must provide all buildings necessary for accommodation of the county poor, and sufficient tillable land to give employment to all paupers able to work. (Stat. XXI, 487; XXXVIII, 764-65; Code 3848, 3849.) In 1898 the board was authorized to borrow \$6,000 to build a poorhouse and jail. It was also authorized to purchase lands and erect houses thereon at a cost not exceeding \$3,000. (Stat. XXII, 829, 882.)

In 1924 a county home commission of three members was created to erect and equip a building on the county farm at a cost not exceeding \$15,000. Each member served without compensation and was under a bond of \$10,000. Vacancies were filled by the Governor upon recommendation of a majority of the legislative delegation. The commission was empowered to borrow from the county sinking fund commission the necessary amount. An annual tax was levied to cover the cost. (Stat. XXXIII, 1578-80.)

Under the general law in effect when Cherokee County was organized, the board of county commissioners was empowered to bind out destitute children as apprentices (Stat. XXI, 487). The State Children's Bureau in 1924 assumed jurisdiction over destitute and ill-used children (Stat. XXXIII, 1190; XXV, 359; XXVI, 1374; Code 4989-96). When orphans from the county are committed under court order to the Carolina Orphan Home in Columbia, the county commissioners are required to draw a warrant for ten dollars a month for each child committed (1913, Stat. XXVIII, 139; Code 4976; Stat. XLI, 119).

Under the county government act of 1894, able-bodied male convicts may be formed by the supervisor into a chain gang for road work. The county commissioners are required to diet them, to provide suitable guards and appliances for their safekeeping. (Stat. XXI, 486; Code 3831, 3835, 3836.) In Cherokee County each male citizen must pay an annual tax of two dollars towards the roads and bridges fund (1922, Stat. XXXII, 1048; Code 4087). An annual tax of two mills is levied upon all property for road maintenance (1919, Stat. XXXI, 33; Code 4111).

The county commissioners have the same power over navigable streams, watercourses, and cuts as they have over highways and bridges; upon petition and after notice, they may charter ferries (1899, Stat. XXIII, 85; Code 6011, 6043).

The county commissioners are required to insure county owned buildings with the State Sinking Fund Commission (Stat. XIV, 132; XXIII, 397; Code 1585, 2180, 3023).

For abbreviations and explanatory notes see pages 18-20

(Next entry 2, p. 27)

Supervisor and Board of County Commissioners

All papers signed by the supervisor must bear the official seal, a description of which is filed with the clerk of court, the sheriff, the treasurer, and the Secretary of State (1868, Stat. XIV, 129; XXII, 242; Code 3857).

Minutes (Stat. XIV, 129; Code 3867) and reports have been required from the beginning. On the 1st and 15th of each month the treasurer should file with the supervisor a statement showing the amount of money on hand and to what department credited (1874, Stat. XV, 766; Code 2801). A copy of the treasurer's monthly report to the Comptroller General is also required (1915, Stat. XXIX, 239-40; Code 2802). The commissioners' annual report to the court of general sessions on the first day of the first term, should give an itemized statement of all amounts ordered to be paid by them for the preceding fiscal year, the condition of highways and bridges and the poor farm, and all other matters concerning the welfare of the county" (1895, Stat. XXII, 246; Code 3824). The supervisor should report to the Comptroller General before January 5, all the proceedings of the board (1896, Stat. XXII, 206; Code 2134). Quarterly itemized sworn statements of expenditures and purchases should be filed with the clerk of court (1914, Stat. XXVIII, 632; Code 4083). In 1925, the superintendent of the chain gang was authorized to make weekly reports to the supervisor, who was required to arrange them chronologically in a fixed binder (Stat. XXXIV, 426). In the same year the janitor was required to check in and out all county supplies, and make a report to the clerk, whose books at all times should show the amount of supplies on hand, the amount furnished the various departments, the amount purchased, and the amount sold (ibid., p. 427). Magistrates must file with the board monthly statements showing names of parties for whom warrants were issued the previous month, offense charged and disposition of case; these are accompanied by the treasurer's receipt for fines and costs collected (1938, Stat. XL, 2245).

Claims against the county are itemized upon a special printed form, each with affidavit of claimant (1875, Stat. XV, 944-45; Code 3871). After a claim is audited and approved by the board, the supervisor issues a warrant on the treasurer, countersigned by the clerk of the board (1893, Stat. XXI, 485, Code 3874). Since 1937 the warrant must show the fund drawn against, purpose, and balance after claim is paid (Stat. XL, 892). Claims should be registered numerically in a file book, and a memorandum of each entered upon the minutes (1875, Stat. XV, 993; Code 3872). The supervisor should publish semi-annually an itemized statement of all claims approved and ordered paid by the county board, showing voucher number, to whom issued, purpose, and amount (Acts 1930, p. 1300). At the time of the annual settlement with the treasurer, the supervisor is required to produce the claims allowed by the board. The settlement sheets should be signed in duplicate by the county commissioners, superintendent of education, and treasurer, and certified by the auditor. (Code 2836-41.) A record of contracts has been required since 1893 (Stat. XXI, 490; Code 3867). The commissioners should receive a copy of the roll of jurors and constables made out by the clerk of court, showing the name, time of service, amount due each, and term (1839, Stat. XI, 74; Code 3594). The form of bookkeeping may be prescribed by the State Comptroller General (Stat. XIX, 656; Code 2844, 3876).

For abbreviations and explanatory notes see pages 18-20

Supervisor and Board of County Commissioners -
Minutes and Reports; Claims and Warrants

(2-5)

Records are in the supervisor's office and in the treasurer's office.
See also entries 290-294.

Minutes and Reports
(See also entries 7, 21, 22)

2. DAY BOOK (Minutes), 1913--. 3 vols.

Minutes of regular and special meetings, showing place of meeting, members present, and purpose of meeting, including all matters taken up by the board, such as claims audited, petitions heard, bids received, contracts made, construction of roads and bridges, preparation of supply bill with delegation, current expenses of county government, building and maintaining public institutions, appropriations for Confederate pensions, registration of births and deaths, maintenance of department of health, purchase of a county hospital; support of traveling library and other projects in cooperation with Works Progress Administration; election or appointment of county employees; resolutions concerning bids, and contracts; full transcripts of proceedings concerning bond issues, sample bonds and notes issued. Arr. chron. No index. Hdw. and typed. 550 pp. 16 x 6 $\frac{1}{2}$ x 2.

3. (MAGISTRATES' MONTHLY REPORT), 1931--. 854 papers in 1 f. d.

Original monthly reports of magistrates to county commissioners on fines, showing date, names of parties for whom warrants have been issued, warrant number, nature of offense charged, disposition of case, amount of fine; with attached treasurer's receipts, 1933--, for fines and costs collected. Arr. chron. by date of report. No index. Hdw. and typed on printed form. 13 $\frac{1}{2}$ x 11 $\frac{1}{2}$ x 24.

For other magistrates' reports, see entries 237, 259.

Claims and Warrants

4. CLAIMS, 1907--. 37,639 claims and 2,235 pay bills in 80 f. d.
(Labeled by years, 1907-30; unlabeled, 1931--). Missing:
1897-1906.

Original verified claims, with accompanying invoices, pay bills for witnesses, jurors, bailiffs, etc., 1908-9, 1912-14, 1919, 1921-25, 1928, 1931; sheriff's jail accounts, 1907--; and other supporting data, for all county expenses except schools; showing serial number of claim, amount, name and address of claimant, exact description of item or service. No obvious arr., 1907-9; arr. numer. by no. of claim under years, 1910--. For index, 1897-1904, see entry 5. Hdw. and typed on printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$. 67 f. d., 1907-25, 1931--, office; 1926-30, treasurer's office.

For sheriff's jail report, see entry 7; for other pay bills, see entries 22, 292; for stubs of pay bills, see entry 112; for other claims, see entry 293.

5. INDEX TO CLAIMS, 1897-1904. 2 vols.

Index to Claims, entry 4, showing number of claim, name of claimant. Arr.

For abbreviations and explanatory notes see pages 18-20

alph. by name of claimant. Hdw. on printed ruled form. 150 pp. 17 x 15 x 1 to 1 $\frac{1}{2}$.

6. CLAIMS AUDITED, 1897--. 8 vols. Title varies: Journal File book of claims, showing date when paid, to whom paid, nature, number and amount of claim, fund to which charged (roads and bridges, ordinary county, special county). Also serves as a guide to location of claims, entry 4; by giving claim number. Arr. number. by claim no. No index. Hdw. on printed ruled form. 150 to 500 pp. 16 x 12 x 2 to 17 x 15 x 2 $\frac{1}{2}$.

For treasurer's parallel record, see entries 280, 282.

7. SHERIFF'S BILLS, 1925. 12 bundles of 5 papers each in 1 f. d. Sheriff's monthly jail report for prisoners committed, dieted and discharged, showing number, name, cause of commitment, by whom and when committed, when discharged, number of days, amount; also original claims for office expense and constables' accounts, showing purpose (to service warrant), name of person warrant served on, amount. No obvious arr. No index. Hdw. on printed form. F. d., 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

For sheriff's jail account, 1907--, see entry 4.

8. (CHECK STUBS), 1913--. 35 vols. Stubs of county warrants issued in payment of approved claims, showing serial number, amount, date, payee, purpose, fiscal year. Arr. by warrant no. under years. No index. Hdw. on printed form. 1,000 stubs per vol. 18 x 14 x 1. 28 vols., 1913--, office; 7 vols., 1927-30, treasurer's vault.

For canceled warrants, see entries 234, 268.

9. COUNTY SUPERVISOR'S RECORD, 1898-1901. 1 vol. Record of itemized disbursements of county funds, showing date, to whom paid, number of warrant, fund against which charged; also settlement at end of fiscal year, showing certificate of approval with signatures of county auditor, treasurer, and State Comptroller General. Warrants arr. number. under year; settlements chron. by years. No index. Hdw. on ruled form. 298 pp. 18 x 12 x 2 $\frac{1}{2}$.

For other settlement records, see entries 234-236, 268-274.

10. LEDGER, 1913-15, 1932--. 3 vols. Record of county disbursements segregated under appropriations, showing for each, date of entry, item, to whom paid, number of claim, amount. Arr. chron. by date of claim. No index. Hdw. on ruled form. 150 to 750 pp. 10 x 12 x $\frac{1}{4}$ and 16 $\frac{1}{2}$ x 11 x 3.

Supplies

11. BILLS & INVOICES, 1939--. 175 papers in 1 letter file. Current bills and invoices from various concerns and persons for supplies for county departments. Arr. alph. by name of concern or person. No index. Hdw. and typed on printed form. 12 x 11 $\frac{1}{2}$ x 3.

Supervisor and Board of County Commissioners -
Public Works Administration Projects; Roads

(12-17)

Public Works Administration Projects
(See also entry 291)

12. LEDGER (PWA Accounts), 1936-38. 1 vol.
Accounts of funds appropriated for Public Works Administration projects, showing name of account, date of entry, amount, check number, date issued, purpose and amount; also control account, showing receipts and expenditures. Arr. chron. Hdw. on ruled form. 136 pp. 14 x 9 x $\frac{1}{2}$.

13. (CHECK STUBS PWA PROJECTS), 1936--. 3 vols.
Stubs of checks issued on funds designated for Public Works Administration projects, showing number of check, amount, date, payee, purpose. Arr. number by check no. No index. Hdw. on printed form. 125 pp. 12 $\frac{1}{2}$ x 9 $\frac{1}{2}$ x $\frac{1}{2}$.

Roads
(See also entry 291)

14. LEDGER (Township Road Tax Account), 1897-1900. 2 vols. Subtitled: White Plains; Cherokee.
Record of commutation road tax for White Plains and Cherokee Townships, showing for White Plains, list of persons liable to road duty, 1897, and commutation road tax paid, 1898-1900; for Cherokee, commutation tax paid, 1898-1900, and for each year, name, receipt number. Arr. alph. by name of taxpayer. No index. Hdw. on ruled form. 76 pp. 14 $\frac{1}{2}$ x 5 $\frac{1}{2}$ x $\frac{1}{2}$.

15. DAY BOOK (Road Tax), 1897-1905. 2 vols. Title varies: Ledger.
Record of receipts and disbursements of special and commutation road tax by townships, showing with variations, for receipts the date, source, amount, total; and for disbursements the date and serial number of claim, payee, amount, total. Arr. chron. by date of entry under twp. and twp. commissioner. Indexed by name of twp. and twp. commissioner. Hdw. on ruled form. 250 and 400 pp. 16 x 6 $\frac{1}{2}$ x 1 and 1 $\frac{1}{2}$.

16. (PAY ROLL - HIGHWAY COMMISSION), 1917-19. 1 vol.
Record of payment of county highway commission employees, showing name and location of highway, project number, kind of highway, date, name of employee, total number hours, rate per hour, total wages, monthly totals of expenditures in wages. Arr. chron. by date of entry under acct. No index. Hdw. on printed ruled form. 275 pp. 17 x 15 x 1 $\frac{1}{2}$.

17. SPECIFICATIONS, PROPOSALS, CONTRACTS, AND BOND FOR COUNTY ROAD IMPROVEMENT, 1934. 19 vols. in 1 f. d.
Original special proposals, contracts, and bonds for road improvements voted in 1935 in cooperation with federal road construction program, issued by board of county commissioners, specifying improvements to be made, type of improvement, contract regulations, such as employment service, qualifications for employment, hours of work, wages, etc.; also includes advertisements, definitions of terms, instructions to bidders, proposal form, guaranty bond, contract bond, and labor bond. No obvious arr. No index. Hdw. on printed

(18-22)

Supervisor and Board of County Commissioners -
Paupers; Miscellaneous

form and pasted in. 75 pp. Vols., 10 x $8\frac{1}{2}$ x $\frac{1}{4}$ in f. d. 13 x $11\frac{1}{2}$ x 24.
For other contracts, see entry 290.

18. CHAIN GANG, 1897--. 2 vols.

Record of convicts, showing serial number and name of convict, offense, date of commitment, by whom committed, sentence, when to be released, when released, how released, remarks. Arr. alph. by name of convict, 1897-1905, 1910--; chron. by date received, 1906-9. No index. Hdw. on printed ruled form. 150 pp. 14 x 9 x 1 and 16 x 11 x $1\frac{1}{2}$.

Paupers

19. PAUPER BOOK, 1897-99. 1 vol.

Record of money allowed dependent poor, showing name of dependent, name of firm with whom permitted to trade, or amount of cash allowed. Arr. chron. Indexed by name of dependent. Hdw. on ruled form. 100 pp. (25 used) $12\frac{1}{2}$ x $8\frac{1}{4}$ x $\frac{1}{2}$.

20. COUNTY HOME COMMISSION RECORDS, 1924-25. 1 pkg. in 1 f. d.

Filed in clerk of court's office, May 29, 1930.

Original papers, including receipts, report of Cherokee County pauper farm, commission for building a home, bank deposit slips, bank books, fire insurance policy, canceled checks, invoices, accounts and miscellaneous. Arr. chron. No index. Hdw. on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$. Clerk of court's vault.

21. RECEIPTS FOR COUNTY FARM PRODUCE, 1926-28. 135 receipts in 1 f. b.

Original receipts from county treasurer to supervisor for money received from county farm produce, piping and other material from chain gang camp, showing serial number of receipt, date, amount, item, fund to which credited, and signature of county treasurer. No obvious arr. No index. Hdw. on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

Miscellaneous

22. (MISCELLANEOUS), 1898-1919. Approx. 864 papers in 5 f. d.

Miscellaneous papers including minutes of York County board of commissioners, July 12, 1898; witnesses', jurors', and bailiffs' pay bills, 1905, 1908-11; school claims paid, 1905-16; petitions from various persons for road improvement, 1916-19; letters from road machinery companies, 1907-9; commitments to chain gang, 1908-9, 1911-14; certified copies of court sentences, 1907-15; pardons issued by Governor to convicts; reports of county treasurer to supervisor of money collected, 1908-10; statements of cash receipts judge of probate, 1909, and clerk of court, 1911-12. No obvious arr. No index. Typed, and hdw. and typed on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

For other pay bills, see entries 4, 292; for stubs of pay bills, see entry 112; for record of commitments to chain gang, see entry 18; for clerk of court's copies of pardons, see entry 102.

For abbreviations and explanatory notes see pages 18-20

Highway Commissions; Register of
Mesne Conveyance

(23)

23. LETTERS, 1931--. 700 papers in 2 letter files. Missing 1897-1930. Official correspondence, including original letters received and copies of outgoing letters; also bids for construction of roads and purchase of machinery, etc. Arr. alph. by name of correspondent. No index. Hdw. and typed. 12 x 11 $\frac{1}{2}$ x 3.

III. HIGHWAY COMMISSIONS (defunct)

From 1916 until 1924 there existed under various names highway commissions in charge of constructing permanent or improved highways in Cherokee County from bond issues (Stat. XXIX, 900; XXX, 266-72; XXXIII, 94). In 1924 the highway commission was abolished and its duties devolved upon the county commissioners (Stat. XXXIII, 94, 1583). A road commission created in 1926 was abolished the following year (Stat. XXXIV, 1737; XXXV, 780).

When a township proposes to issue road bonds, thirty days before the election, the Governor is required to appoint three highway commissioners from the township. If the bonds are voted for, the appointees are commissioned for terms of two, four, and six years, and each commissioners must post a bond of \$5,000. (1916, Stat. XXIX, 899; Code 4091.)

In 1918 the highway commission was required to file a report of its transactions with the clerk of court (Stat. XXX, 1088). For pay rolls, see entry 16.

IV. CLERK OF COURT AS REGISTER OF MESNE CONVEYANCE

The register of mesne conveyance as a separate office dates from 1731 (Stat. III, 296). When Cherokee was organized in 1897, the office had already been abolished in all but two counties and the duties devolved upon the clerk of court (Stat. XXII, 122). There is no additional bond, oath, or salary, but the clerk receives the recording fees provided by law (Code 4923, 4925).

It is the duty of the clerk as register to record contracts, deeds and mortgages for real estate, chattel mortgages, statutory liens, renunciations of dower, marriage settlements, and all other sealed instruments relating to ownership of real and personal property (Stat. XI, 80; XXII, 746; XXV, 1185; Code 3635, 8875). Before a deed may be recorded, it is the duty of the clerk to see that it has been probated (1880, Stat. XVII, 319; Code 3632) and has the auditor's endorsement of having been entered upon his records (1882, Stat. XVII, 1016; Code 3634; 1937, Stat. XL, 105). It is also the register's duty to enter satisfactions of judgments and mortgages as well as renewals and satisfactions of executions (1839, Stat. XI, 76; Code 3602).

For abbreviations and explanatory notes see pages 18-20

Deeds for titles to real estate are an important series, which has separate direct and cross indexes (Stat. XI, 80; XV, 6). In 1916 the registry of sound titles under the Torrens system was provided for in all counties (Stat. XXIX, 947), but Cherokee, like the other counties, has not adopted the plan. Plats are usually recorded separately from deeds, and Cherokee is one of the counties which permit photographic reproductions (Code 4925). Since 1930 affidavits as to the price of real estate have been required to be filed when the sum is not named in the deed, in order that revenue stamps might be affixed (Stat. XXXVI, 1354-57; Code 2526). Mortgages are classified as real and personal, each with separate indexes; and as chattel mortgages of \$100 and less, the latter being recorded merely as abstracts on an index (1882, Stat. XVII, 1053; Code 3635). Crop liens are also recorded in abstract (1874, Stat. XV, 788; 1878, XVI, 411, 713-14; Code 8774); and since 1933 the clerk as register has been required to record and index crop mortgages to the United States Secretary of Agriculture, and to furnish a certificate upon request (Stat. XXXVIII, 237). Attachments of real estate (1870, Stat. XIV, 476; Code 532), and homestead exemptions from attachment for debt are also registry records (1880, 514; Code 9086). The tax collector when levying upon mortgaged property for unpaid taxes, is required to notify all mortgage owners who register their names with the clerk of court for that service (1926, Stat. XXXIV, 912; XXXVI, 1289). An index to labor contracts became a requirement in 1908 (Stat. XXV, 1082; Code 1310). Mechanics' claims for unpaid wages or materials are filed as statutory liens against the property upon which used (1869, Stat. XIV, 220; Code 8735). Federal tax liens have been records of this office since 1928 (Stat. XXXV, 1207; Code 2576). Cooperative marketing contracts have been registered since 1924 (Stat. XXXIII, 1072; Code 8890). Charters of corporations operating in the county are also recorded (1869, Stat. XIV, 297; Code 7718). Certificates of contingent liability and descriptions of insured property of mutual fire insurance associations have been required since 1910 (Stat. XXVI, 548; Code 8085). Other requirements are a record of surety bonds of county officers (1866, Stat. XIII, 366¹⁴; Code 3051); and a file book of instruments to be recorded (1911, Stat. XXVII, 152; Code 8889).

All records are in the clerk of court's vaults.

Deeds and Plats

24. DEEDS, 1897--. 52 vols. (A-z, 2A-2Z). Title varies: Title to Real Estate

Transcripts of deeds, chiefly conveyances of real property and including tax collector's deeds to forfeited land commission, showing names of parties, kind of conveyance, description of property, date of instrument, proof of deed, date of proof, date recorded; also of options, leases, partial releases, contracts, renunciations of dower, rights-of-way, powers of attorney, bonds, agreements, and related instruments. Also contains Plat Book, 1897--, entry 30. Arr. chron. by date recorded. For indexes, see entries 25-28. Hdw., typed, and hdw. and typed on printed form. 194 double pp. to 800 pp. 18 x 11 $\frac{1}{2}$ x 2 $\frac{1}{4}$ to 3 $\frac{1}{2}$.

For abbreviations and explanatory notes see pages 18-20

25. DIRECT INDEX TO DEEDS, 1897--. 7 vols. Title varies: Direct Index Titles to Real Estate.
Direct index to Deeds, entry 24, showing with variations, names of grantor, grantee, book, page, date of instrument, date recorded, brief description of property. Arr. alph. by name of grantor; Cott system, sub-indexed by family name, 1913--. Hdw. on printed ruled form. 511 to 525 pp.; loose-leaf, 1913--. 18 x 12 x 2 to 10 x 17 x 2 $\frac{1}{2}$.

26. CROSS INDEX TO DEEDS, 1897--. 7 vols. Title varies: Cross Index Titles to Real Estate.
Cross index to Deeds, entry 24, showing with variations, names of grantee, grantor, book, page, date of instrument, date recorded, brief description of property. Arr. alph. by name of grantee; Cott system, sub-indexed by family name, 1913--. Hdw. on printed ruled form. 511 to 525 pp.; loose-leaf, 1913--. 18 x 12 x 2 to 10 x 17 x 2 $\frac{1}{2}$.

27. DIRECT INDEX TO DEEDS, 1897-1907. 1 vol.
Discarded direct index to Deeds (A-L), entry 24, showing names of parties, year, book, page. Arr. alph. by name of grantor. Hdw. on printed ruled form. 388 pp. 18 x 9 $\frac{1}{4}$ x 1 $\frac{1}{2}$.

28. CROSS INDEX TO DEEDS, 1897-1907. 1 vol.
Discarded cross index to Deeds (A-L), entry 24, showing names of parties, year, book, page. Arr. alph. by name of grantee. Hdw. on printed ruled form. 388 pp. 18 x 9 $\frac{1}{4}$ x 1 $\frac{1}{2}$.

29. AFFIDAVITS AS TO PRICE OF REAL ESTATE, 1930--. 1 f. d.
Affidavits of purchaser, or of attorney for purchaser, as to value of real estate, showing names of former owner and purchaser, sum, and signatures of person making affidavit and notary public, date notarized, and date filed in register of mesne conveyance office. Arr. chron. No index. Hdw. and typed. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

30. PLAT BOOK, 1920-28, 1937-39. 1 vol. One entry each year.
1897-- in Deeds, entry 24.
Surveyor's plats of real estate, showing name of owner, number of acres or number of feet frontage of lots, boundaries, name of surveyor, date surveyed, date filed. Arr. chron. by date of recording. Indexed by name of owner. Hand drawn. 88 double pp. (24 used) 18 $\frac{1}{2}$ x 15 x 1.
For other plats, see entry 40.

Mortgages

Real Estate

31. MORTGAGES REAL ESTATE, 1897--. 67 vols. (1-67). Title varies: Mortgage Deeds.
Transcripts of real estate mortgages including Federal Land Bank and building and loan associations, showing names of mortgagor, mortgagee, date, kind of mortgage, amount, rate of interest, obligations, description of property mortgaged, signature of witness and of mortgagor, renunciation of dower where

For abbreviations and explanatory notes see pages 18-20

necessary, proof, date of proof, date of recording; if satisfied, date of satisfaction; also agreements, mutual insurance association lien, Oct. 8, 1909, and promissory notes. Arr. chron. by date of recording under type of mortgage. For indexes, see entries 32-35. Hdw., typed, and hdw. and typed on printed form. 151 to 545 double pp. $18\frac{1}{4} \times 12 \times 1\frac{1}{2}$ to $19 \times 12 \times 4$.

32. DIRECT INDEX MORTGAGES REAL ESTATE, 1897--. 7 vols.
Direct index to Mortgages Real Estate, entry 31, showing with variations, names of mortgagor and mortgagee, book, page, date of instrument, date recorded, brief description of property. Arr. alph. by name of mortgagor; Cott system, sub-indexed by family name, 1913--. Hdw. on printed ruled form. 500 to 512 pp. (loose-leaf, 1913--) $18 \times 12 \times 2\frac{1}{2}$ to $9\frac{1}{2} \times 17\frac{1}{2} \times 3$.

33. CROSS INDEX MORTGAGES TO REAL ESTATE, 1897--. 7 vols.
Cross index to Mortgages Real Estate, entry 31, showing with variations, names of mortgagee and mortgagor, book, page, date of instrument, date recorded, brief description of property. Arr. alph. by name of mortgagee; Cott system, sub-indexed by family name, 1913--. Hdw. on printed ruled form. 500 to 512 pp. (loose-leaf, 1913--) $18 \times 12 \times 2\frac{1}{2}$ to $9\frac{1}{2} \times 17\frac{1}{2} \times 3$.

34. DIRECT INDEX TO REAL ESTATE MORTGAGES, 1897-1907. 1 vol.
Discarded direct index to Mortgages Real Estate (1-14), entry 31, showing names of parties, year, book, page. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 320 pp. $18 \times 9\frac{1}{4} \times 2$.

35. CROSS INDEX TO REAL ESTATE MORTGAGES, 1897-1907. 1 vol.
Discarded cross index to Mortgages Real Estate (1-14), entry 31, showing names of parties, year, book, page. Arr. alph. by name of mortgagee. Hdw. on printed ruled form. 320 pp. $18 \times 9\frac{1}{4} \times 2$.

Chattel

36. CHATTEL MORTGAGES, 1897--. 105 vols. (1-105). Titles varies:
Chattel Mortgages over \$100.
Transcripts of various types of mortgages for over \$100 on movable property, including note and crop mortgages, agreements, conditional sales bills, lease contracts, emergency crop and seed loans, showing names of parties, date of mortgage, amount of mortgage, description of property, proof of instrument, date of proof, date of recording; and if satisfied, date of satisfaction. Arr. chron. by date of recording under type of mortgage. For indexes, see entries 37, 38. Hdw., typed, and hdw. and typed on printed form. 300 to 606 pp. $18 \times 12 \times 2$ to $3\frac{1}{2}$.

37. DIRECT INDEX TO CHATTEL MORTGAGES, 1897--. 6 vols. (labeled by contained years). Title varies: Direct Index to Chattel Mortgages over \$100.
Direct index to Chattel Mortgages, entry 36, showing names of parties, year, book, page. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 360 to 1,000 loose-leaf pp. $18 \times 10 \times 1$ to $18\frac{1}{2} \times 12 \times 4\frac{1}{4}$.

Register of Mesne Conveyance - Attachments
of Real Estate; Liens

(38-43)

38. CROSS INDEX TO CHATTEL MORTGAGES, 1897--. 6 vols. (labeled by contained years). Title varies: Cross Index to Chattel Mortgages over \$100.

Cross index to Chattel Mortgages, entry 36, showing names of parties, year, book, page. Arr. alph. by name of mortgagee. Hdw. on printed ruled form. 360 to 1,000 loose-leaf pp. 18 x 10 x 1 to 18 $\frac{1}{2}$ x 12 x 4 $\frac{1}{4}$.

39. INDEX TO CHATTEL MORTGAGES \$100 AND LESS (Record), 1897--. 40 vols. (1-40).

Record in abstract of chattel and crop mortgages for sums not over \$100, showing date of presentation for record, mortgagor, mortgagee, date of mortgage, date of maturity, amount, character of debt, date of settlement, description of chattels pledged. Also contains Index to Liens (Record), 1910--, entry 45. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 150 to 600 pp. (loose-leaf, 1918--) 16 x 12 x 1 $\frac{1}{4}$ to 15 x 22 $\frac{1}{2}$ x 3.

Attachments of Real Estate

40. HOMESTEAD - PEDDLARS LICENSES, 1897--. 40 documents in 1 f. d. Last entry 1937.

Original papers filed in proceedings for exemption from attachment for debt, including petition for homestead or dower, order appointing appraisers, warrant of appraisement, oath of appraisers, appraisers' return, order confirming homestead, taxation of costs, testimony, notice of sale, plats, etc.; also professional and business licenses issued to Confederate veterans under law of 1904, including proof of being a veteran, and copies of certificate, 1904-6. No obvious arr. No index. Hdw., typed, hdw. on printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

For other plats, see entry 30; for other record of licenses, see entry 65.

41. HOMESTEAD BOOK, 1897--. 1 vol.

Transcripts of papers filed in homestead proceedings, entry 40. Arr. chron. by date paper filed. Indexed by name of petitioner. Hdw. and typed. 272 pp. (125 used) 15 x 9 $\frac{1}{2}$ x 1 $\frac{1}{2}$.

42. INDEX TO LEVIES ON REAL ESTATE, 1926--. 1 vol.

List of mortgage owners who have requested notice from tax collector (formerly the sheriff) if property should be levied upon, showing date filed with clerk, name of mortgagee, post office address of owner, name of grantor or mortgagor, kind of instrument, book of record, page recorded in clerk's office, date filed with sheriff; also list of owners who have received such notices, sheriff's receipt from owner that notice was received and clerk's certificate of sheriff's notice to mortgagee. Arr. chron. by date of filing. No index. Hdw. on printed ruled form. 175 double pp. 16 x 10 $\frac{1}{2}$ x 2.

Liens

43. FEDERAL TAX LIEN NOTICES, 1928--. 1 bundle in 1 f. d.

Original notices of liens filed against property for collection of delinquent

For abbreviations and explanatory notes see pages 18-20

federal taxes, showing collector's serial number, date and hour of filing, name and address of taxpayer, nature of tax, taxable period, amount owed, interest, penalties, costs; also certificate of officer authorized by law to take acknowledgments and certificate of discharge by collector of internal revenue when paid. Arr. numer. by collector's serial no. For index, see entry 44. Hdw. on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

44. FEDERAL TAX LIEN INDEX (Record), 1928--. 1 vol.
Index record of Federal Tax Lien Notices, entry 43, showing name and address of taxpayer, collector's serial number, date and hour filed, amount of tax with interest, penalties, costs, total, and date and hour of filing certificate of discharge. Arr. alph. by name of taxpayer. Hdw. on printed ruled form. 512 pp. $18\frac{1}{2} \times 13 \times 1\frac{1}{2}$.

45. INDEX TO LIENS (Record), 1897-1909. 12 vols. 1910-- in Index to Chattel Mortgages \$100 and Less (Record), entry 39.
Record in abstract of liens for advances for agriculture; rent, labor, supplies, etc., showing date of filing, maker of lien, in whose favor, date of lien, what given for, brief description of lands cultivated, amount. Arr. alph. by name of lienor. Hdw. on printed ruled form. 160 to 508 pp. $14 \times 9 \times 1$ to $14\frac{1}{2} \times 9\frac{1}{2} \times 2$.

46. LIEN DOCKET (Mechanics' Liens), 1898--. 2 vols.
List of claims filed upon real estate for unpaid bills for labor or building materials, showing owner, against whom claimed, claimants, date of notice, building, amount claimed, what proceedings have been had. Arr. chron. by date of filing. Indexed by name of owner; detached. Hdw. on printed ruled form. 148 and 225 double pp. $18 \times 12 \times 1\frac{1}{2}$ to 2.

For sales to satisfy mechanics' liens, see entry 128.

Business Registrations
(See also entries 60-61)

47. CHARTERS, 1897--. 2 vols.
Transcripts of written declarations filed with secretary of state, and charter issued by him, showing with variations, names of petitioners, date petition filed, name of proposed corporation, place of business, general purpose and nature of business, amount of capital stock, date of commission, requirements of corporation, name of secretary of state, date filed; also cancellation of charters. Arr. chron. by date of filing. Indexed by name of corporation. Hdw., 1897-1932; typed, 1933--. 296 and 550 pp. $15 \times 9\frac{1}{4} \times 1\frac{1}{4}$ and $16 \times 11 \times 2$.
For petitions of incorporations, see entry 145.

48. INDEX LABOR CONTRACTS (Record), 1911--. 1 vol. Last entry 1926.
Abstracts of contracts between employer and laborer, showing date of entry, date of contract, name of laborer and of employer, date termination of contract, location and name of place where service is to be performed. Arr. alph. by name of laborer. No index. Hdw. on printed ruled form. 200 double pp. $16 \times 10\frac{1}{2} \times 1\frac{1}{2}$.

For abbreviations and explanatory notes see pages 18-20

49. THE CONTRACT BOOK OF S(outh) C(arolina) COTTON GROWERS' ASSOCIATION, 1924--. 1 vol. Last entry 1930.

Record of members' contracts with Association, showing name and address of member, contract number, date of contract, date recorded. Arr. alph. by name of member. No index. Hdw. on printed ruled form. 150 pp. 11 x 9 x $1\frac{1}{2}$.

Surety Bonds

50. BOND BOOK, 1898--. 3 vols. (1-3).

Transcripts of county officers' bonds given as surety for faithful performance of duties, showing name of official, office, names of sureties, amount of bond, date of bond, condition or obligation; affidavit of commissioners to approve bond, signatures of witnesses and person bonded, notary public before whom made, date registered and certified. Arr. chron. by date registered. Indexed by name of officer. Hdw. on printed form. 275 pp. 15 x $9\frac{1}{2}$ x $1\frac{1}{4}$ to 18 x 12 x $1\frac{1}{2}$.

For other records of county officers, see entries 53-57.

Miscellaneous

51. FOR FILING WRITTEN INSTRUMENTS LODGED FOR RECORD, 1911-12, 1921, 1925. 1 vol.

Record of instruments filed, 1911-12, 1925, showing date of filing, names of parties, kind of instrument; also includes certified descriptions of land under mortgage to Federal Land Bank, 1921, showing amounts paid to bank and date of filing. Arr. chron. under each type of entry. No index. Hdw., hdw. on printed ruled form. 200 pp. (20 used) 16 x 10 x 1.

52. INVENTION (Patents), Jan. 22, 1922. 1 paper in 1 f. d.

Diagram of redeemer crankshaft reamer (used instead of bearings), as invented by D. M. Gaines. No obvious arr. No index. Hand drawn on surveyor's linen. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

V. CLERK OF COURT

The office of clerk of court came to South Carolina with the ancient English court system. The office in Cherokee County dates from 1897 (Stat. XXII, 588-95).

To be eligible the candidate for office must be a qualified elector, and must not hold another office of honor or profit (Const, 1895, art, II, 2). After nomination in the primary (1915, Stat. XXIX, 170; Code 2365), the clerk of court is elected at each alternate general election for a four-year term (Code 3577). Before receiving his commission from the Governor (Code 3580), he must give a surety bond of \$10,000 (1933, Stat. XXXVIII, 233; Code 3579); and take the constitutional oath of office (Const. 1895, art. III, 26) and the additional oaths to enforce the laws against gaming,

For abbreviations and explanatory notes see pages 18-20

and not to share the profits of the office (Code 3580). The annual salary in Cherokee is \$200 (1940, Stat. XLI, 2285). He is also allowed certain fees collected in connection with his duties (Code 4923, 4925). Like other county officers, he may be removed from office for misconduct or persistent neglect of duty, upon indictment and true bill, after warrant or after presentment of the grand jury; and may be tried as for misdemeanor in office (Const. 1895, art. III, 27; V, 27; Code 1515). When the respective offices are vacant, he acts temporarily as judge of probate (1884, Stat. XVIII, 744; Code 3600, 3642) and as sheriff (1839, Stat. XI, 79; Code 3601). As clerk of court of common pleas, he is ex officio clerk of the court of general sessions (Const. 1895, art. V, 27). He is also ex officio a member of the board of jury commissioners (1893, Stat. XXI, 524; Code 607), and is legal custodian of the jury box (Code 609). He also must enforce the jury laws (Code 3593). Since 1926 he has been an ex officio member of the forfeited land commission (Stat. XXXIV, 920-22; Code 2167); and since 1929 he may become a member of the board of honor when the number of Confederate veterans in the county is reduced to two (Stat. XXXVI, 176-77; Code 4981).

The duties of the clerk are manifold. He is custodian of the courthouse (Code 3584) and of all papers filed in civil or criminal actions. He is required to be present when the courts meet and to keep a record of all judgments, sentences, and orders. He has to make in duplicate an annual report to the solicitor and the State Attorney General on criminal statistics (1900, Stat. XXIII, 442; Code 3586), see entry 91. He administers the oath of office to magistrates and constables (1859, Stat. XI, 78; Code 3603, 3736). He issues licenses to peddlers and showmen (Stat. V, 711; XV, 845; Code 6322, 6327) and to tourist camps (1939, Stat. XLI, 402). He collects and delivers to the county treasurer fines, forfeitures and money for licenses (1875, Stat. XV, 845; Code 3611), and makes written monthly reports thereon to the auditor and the treasurer (1878, Stat. XVI, 753; Code 3612). Although the State Commissioner of Agriculture, Commerce and Industries keeps standard weights and measures established by Congress (U. S. Const., art. I, 8; Stat. XXXIII, 72-81; Code 6645-61), the clerk of court in each county is the nominal custodian of weights and measures (Stat. VII, 242; Code 3608). In counties such as Cherokee where the office of master does not exist, the clerk of court may perform the duties in uncontested routine cases (Code 3590). In 1938, the clerk was authorized to employ an auctioneer to make judicial sales (Stat. XL, 1783).

The required records of the office include registers of county officers (1905, Stat. XXIV, 964; Code 3622), of magistrates (1819, Stat. VI, 116), of constables (1839, Stat. XI, 78; Code 3586), and notaries public (1911, Stat. XXVII, 139; Code 3461). Duplicate receipts for records of the retiring judge of probate (1839, Stat. XI, 48; Code 3656); and receipts from magistrates for copies of the acts (Stat. XVII, 872; Code 3732) are required to be filed. Professional registrations include physicians and surgeons (1881, Stat. XVII, 571; 1905, XXIV, 939; Code 5153), opticians' certificates (1917, Stat. XXX, 4; Code 5240), licenses for veterinarians (1920, Stat. XXXI, 908; Code 5257), dentists (1922, Stat. XXXII, 849; Code 5201), chiropodists (1935, Stat. XXXIX, 184), and certified public accountants (1915, Stat. XXIX, 159-60; Code 7093). Business registrations include limited partnerships (1837, Stat. VI, 579; Code 7804-20), industrial establish-

ments other than corporations (1837, Stat. VI, 581; 1918, XXX, 879; Code 7825, 7827), and joint stock companies (1879, Stat. XVII, 70-71; Code 7791-94). From 1906 until 1925 a register of automobile ownership was required (Stat. XXV, 79; XXXIV, 51). Stubs are kept of licenses to circuses and showmen (1875, Stat. XV, 845; Code 6327), to hawkers and peddlers (1876, Stat. XVI, 64; Code 7120), to pawnbrokers (1900, Stat. XXIII, 427; Code 7129), and to dealers in lightning rods (1920, Stat. XXXI, 1022; Code 7126), and to tourist camps (1939, Stat. XLI, 402-3). Confederate veterans in 1904 were exempted from charges for business or professional licenses upon satisfactory proof of service filed with the clerk (Stat. XXIV, 441, supra, entry 40). At present they are exempt only from payment of hawkers' and peddlers' license, upon the same conditions (1902, Stat. XXIII, 1036; Code 7124, and note). Military records include enrollment of Confederate veterans (1902, Stat. XXIII, 1033; Code 3623); a record of enlisted men discharged from the service of the United States (1923, Stat. XXXIII, 98; Code 8893); and an Official Roster of South Carolina Soldiers, Sailors and Marines, World War (1929, Stat. XXXVI, 687). Since 1915 (Stat. XXIX, 29), by order of the State Board of Health, the clerk has been custodian of duplicate copies of birth and death certificates filed by local registrars (1938, Stat. XL, 3001). For persons born prior to 1915, a record compiled from available data in church registers, hospital and school records, tax receipts, and affidavits of credible persons, was added in 1939 (Stat. XLI, 157-59). In 1917 canceled liquor permits were filed; and a record of deliveries of alcoholic liquors (Stat. XXX, 69-70) was kept until the 18th amendment to the Federal Constitution went into effect on January 1, 1919. Upon national repeal in 1933, this record was revived until a state law of 1935 repealed state prohibition (Stat. XXXIX, 325-41). From 1909 until 1935 a record of liquor prescriptions for medicinal purposes, and statements of facts to secure wines for sacramental purposes were required (Stat. XXVI, 63; XXXIX, 325-41).

Under a general law for the regulation of party primary elections, oaths of managers (1882, Stat. XVII, 1116; Code 2299) are filed with returns (1866, Stat. XIII, 387; Code 2312), and other related papers. Since 1905 candidates' pledges and expense accounts also have been filed (Stat. XXIV, 949; Code 1417). By law the clerk of court is also responsible for certified copies of Democratic club rolls (1915, Stat. XXIX, 167; Code 2359); and for the registration books, which may not leave his custody except as necessary for the performance of duty by the board of registration (Code 2285). The clerk is required to keep a record of public bond issues (1916, Stat. XXIX, 922; 1918, XXX, 779; Code 8891). In 1925 a complete inventory of all county property was required to be filed in the clerk's office by the county commissioners, which record is to be kept up-to-date by the clerk of the board (Stat. XXXIV, 428).

The principal records of the office are mesne conveyance, entries 24-52; general sessions, entries 90-112; and common pleas, entries 113-145. All records are in the clerk of court's vaults unless otherwise specified.

For abbreviations and explanatory notes see pages 18-20

County Officers
(See also entry 50)

53. RECORD OF COUNTY OFFICERS, 1897--. 1 vol.

Register of county officers, showing name of officer, office, date of commission, date of qualification, genuine signature, expiration of term, remarks. Arr. alph. by name of officer. No index. Hdw. on printed ruled form. 112 double pp. 16 x 11 x 1.

54. MAGISTRATES' AND CONSTABLES' ROLL, 1897--. 1 vol.

Register of magistrates, constables, and notaries public, showing name, date of qualification, office, date of commission, genuine signature, expiration of commission, by whom appointed (name of Governor). Arr. alph. by name of officer. No index. Hdw. on printed ruled form. 100 double pp. 14 x 8 $\frac{1}{2}$ x 1.

55. OATHS, COMMISSIONS & APPOINTMENTS, 1897--. 3 f. d., 21 bundles (f. d., one unlabeled, 1, 2). Oaths 1897-1936, also in Report of Election Commissioners, entry 86.

Original papers relating to county officers, including:

- i. Oaths of deputy sheriff, township assessors, pension board, showing name of officer, office, address, date, signature;
- ii. Commissions of township assessors, showing date issued, names of assessors, township, signature of Secretary of State and of Governor;
- iii. Notices of appointments of special judge and rural policemen;
- iv. Surety bonds of appointees under bond to county officers, including magistrate's constable, rural policemen, special police, deputy sheriff, showing name of officer, kind of bond, amount, date, office, conditions, signatures of sureties and witnesses, names of commissioners approving bond, date approved, affidavit before notary; with attached oaths for peace officers.

No obvious arr. No index. Hdw. on printed form. F. d., 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$; bundles, 6 x 4 $\frac{1}{2}$ x 9 $\frac{1}{2}$. 3 f. d., 1897--, clerk of court; 21 bundles, 1928--, auditor.

56. RECEIPTS FOR RECORDS, ETC., Jan. 5, 1911. 1 receipt, 1 pkg. in 1 f. d.

Duplicate receipt from incoming judge of probate, W. D. Kirby, to retiring judge, J. E. Webster for papers, books of record, furniture, and funds; also itemized list of each. No obvious arr. No index. Hdw. and typed. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

57. RECEIPT FOR BOOKS, CHEROKEE CO., S. C. 1897--. 1 vol.

Original receipts from county officers to clerk of court for Acts, Statutes, and Codes, showing name of county, state, date of receipt, name of officer, office, books received, signature, date returned. Arr. chron. Indexed by name of officer. Hdw. on printed form. 172 pp. 14 x 9 x 1.

Registrations

Professional

58. PHYSICIANS AND SURGEONS - REGISTERED NURSES - EMBALMERS, 1897--.
1 vol.

Register of physicians and surgeons, druggists, dentists, nurses, embalmers and veterinarians, showing date of filing credentials, name and residence of practitioner, place of birth, whether practicing, authority for practicing: diploma, license; date issued, by whom granted; before whom verified by oath or affirmation. Arr. alph. by name of practitioner. No index. Hdw. on printed ruled form. 100 double pp. 16 x 10 $\frac{1}{2}$ x 1.

For transcripts of dentists' licenses, see entry 59.

59. DENTISTS AND DENTAL HYGIENIST, 1922--. 1 vol. Last entry July 11, 1936.

Transcripts of dentists' licenses to practice, granted by state board of dental examiners in accordance with act of February 1875, showing name of dentist, county practicing in, names of examiners (sometimes only president and secretary), date of license, date of filing. Arr. chron. by date of filing. Indexed by name of dentist. Hdw. 88 pp. (5 used) 12 x 7 x $\frac{1}{4}$.

For register, see entry 58.

Business (See also entries 47-49)

60. MERCANTILE AND INDUSTRIAL ESTABLISHMENTS, 1918--. Approx. 115 papers in 1 f. d.

Original affidavits as to ownership of mercantile or industrial establishments, showing names of owners and establishments, dates of filing, stamped "recorded" and name of clerk of court; also notices of dissolution of partnership. Arr. chron. by date of filing. No index. Hdw. on printed form, and typed. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

61. RECORD OF INDUSTRIAL ESTABLISHMENT OTHER THAN CORPORATIONS, 1918--. 1 vol.

Register of industrial establishments other than corporations, showing date of registration, name of establishment, location, names and addresses of owners or partners, whether retired, remarks. Arr. alph. by name of establishment. No index. Hdw. on printed ruled form. 170 double pp. 18 x 12 $\frac{1}{2}$ x 2.

Motor Vehicles (See also entries 238, 239, 286)

62. MOTOR VEHICLE - APPLICATIONS FOR CERTIFICATES, 1906-17. 595 papers in 1 f. d.

Original applications for certificate of registration as owner of a motor vehicle, showing name of county, name of applicant, address, date of application, description of vehicle: color, horsepower, cylinders, trade name, by what propelled, manufacturer, serial number of motor, year made, signature of applicant; endorsed with number of certificate, name of applicant.

For abbreviations and explanatory notes see pages 18-20

(63-68)

Clerk of Court - Licenses;
Military Records

Arr. numer. by certificate no. No index. Hdw. and typed. 1906-12; hdw. on printed form, 1912-17. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.
For other records, see entry 63.

63. MOTOR VEHICLE RECORD, 1908-12, 1916-17. 2 vols.
Transcripts of applications for certificates of registration as owner of a motor vehicle, 1908-11, and original applications, 1916-17, showing information as in entry 62. Arr. chron. by date of application, 1908-12; numer. by certificate no., 1916-17. No index. Hdw., 1908-12; hdw. on printed form, 1916-17. 152 and 225 pp. $14 \times 8\frac{1}{2} \times 3\frac{3}{4}$ and $16 \times 8\frac{1}{2} \times 1$.

64. LIST OF AUTOMOBILE OWNERS AND APPLICATIONS FOR ORDERING NUMBERS, ETC. - REPLACEMENT OR LOST NOS., 1917-18. 10 papers in 1 f. d.
Copies of lists of automobiles registered with State Highway Department, showing date of list, license number assigned, name of owner, address, make of car, fees paid; endorsed with date of filing and name of clerk of court; also blanks for application for replacement of lost motor vehicle license plate and affidavit as to loss, but none used. Arr. chron. by date of list. No index. Typed and typed on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

Licenses

65. (LICENSE STUBS), 1925--. 1 vol. Missing: 1897-1924.
Stub record of licenses issued by clerk to showmen, hawkers, and peddlers, showing date issued, serial number, to whom issued, amount, privilege. Arr. numer. by serial no. No index. Hdw. on printed form. 200 pp. $8 \times 11 \times 1$.

For other licenses, see entry 40; for other records of licenses see entries 103, 140, for reports to treasurer of licenses issued, see entry 259.

66. IN RE TOURIST CAMP LICENSE, 1939--. 2 papers in 1 f. d.
Letter from Tourist Camp Board to clerk of court refusing license, and copy of clerk of court's letter informing applicant of board's decision. No arr. No index. Typed. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

Military Records

(See also entries 145, 184-188)

67. ENROLLMENT BOOK CONFEDERATE VETERANS (Township), 1902. 6 vols.
Subtitled by name of townships.
Original enrollment books for townships of Gowdeysville, Draytonville, Limestone, Limestone 10, Morgan, White Plains, whose citizens rendered military service to the Confederate States, showing page entered in county book, and information as in entry 68. Arr. by twp., and thereunder alph. by name of veteran. No index. Hdw. on printed ruled form. 24 double pp. $17 \times 14 \times \frac{1}{4}$.

68. ENROLLMENT BOOK CONFEDERATE VETERANS (County), 1902. 1 vol.
Record of Confederate veterans, taken from Enrollment Book Confederate Veterans (Township), entry 67, showing book and page reference; name (first

For abbreviations and explanatory notes see pages 18-20

Christian name in full); company, regiment, brigade, arm of service (cavalry, infantry, artillery, whether regular, volunteer, militia, etc.), rank, age, died (killed, wounds, disease); close of service ("D", discharged, "S", surrendered); remarks; transfers, promotions, etc., and whether living or dead. Arr. alph. by name of veteran. No index. Hdw. on printed ruled form. 379 double pp. 17 x 16 x 2 $\frac{1}{2}$. Judge of probate, vault.

69. PENSIONS, 1897-1915. 4 vols. Overlapping dates.

List of approved Confederate pensions, showing with slight variation, name and class of pensioner, residence, amount allowed per month. Arr. alph. by name of pensioner under yr., 1897-1915; under twp., 1901-7; under class, 1908-11. No index. Hdw. on printed ruled form. 48 to 350 pp. 14 x 9 x 1 to 1 $\frac{1}{4}$.

70. PENSIONS - PAID BANK CHECKS, 1897-1919. 2 f. d.

Canceled checks, 1897-1919, for Confederate pensions paid, showing serial number, date, payee, amount, signature of clerk of court; also check stubs, 1911-19, showing number, date, pensioner, purpose, amount, and bank statements. Checks, arr. alph. by name of pensioner under yr.; stubs, arr. numer. by check no.; statements, no obvious arr. Hdw. and typed on printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

71. LETTERS, PENSIONS, 1911-17. 1 letter file.

Correspondence between applicant for pensions and clerk of court, and between clerk of court and Comptroller General concerning State pensions for Confederates. Arr. alph. by name of correspondent. No index. Hdw. and typed. 12 x 12 x 3.

72. ENLISTMENT AND DISCHARGE RECORD, WORLD WAR, 1919--. 1 vol.

Transcripts of honorable discharges from United States Army, Navy, and Marine Corps according to an Act of Congress, May 18, 1917, showing name of person discharged, number, date, county, state, age at enlistment, description, place of birth, married or single, occupation, vocational knowledge; length of service, place discharged, commanding officer; also of enlistment record, showing name, grade, date, place, serving in what enlistment period at date of discharge, prior service, non-commissioned officer, marksmanship, gunner qualification or rating, horsemanship, battles, etc., knowledge of any vocation, wounds, physical condition when discharged, typhoid prophylaxis completed, paratyphoid prophylaxis completed, married or single, character, remarks, signature of soldier and commanding officer; date recorded, clerk's signature; also discharges from draft, and certificate issued in lieu of lost certificates. Arr. approx. chron. by date recorded. Indexed by name of person discharged. Hdw. and hdw. on printed form. 500 pp. 18 $\frac{1}{2}$ x 12 x 2 $\frac{1}{4}$.

73. OFFICIAL ROSTER OF SOUTH CAROLINA SOLDIERS, SAILORS, AND MARINES, WORLD WAR, 1917-18. 2 vols. S subtitled: White, Colored.

Service records of South Carolina men and women in the World War, showing name, serial number, residence, branch of service, date and place of entry, place of birth, age, organizations served in, dates of assignments and transfers, grades with dates of appointment; engagements, if any; wounds received in action, with degree and date; if killed in action or died while in

service; person notified, relationship and address; overseas service, and other information compiled from War Department service cards by Adjutant General of South Carolina and published by authority of Act of 1929; also list of authorized abbreviations and alphabetical list of soldiers, etc. under counties. Arr. alph. by name of enlisted person. No index. Printed, n. p., n. d. 1,072 and 1,769 pp. 11 x 8 $\frac{1}{2}$ x 1 $\frac{1}{2}$ and 2.

Vital Statistics

74. (BIRTH CERTIFICATES), 1915--. 5 f. d. (labeled by twps., registration districts, and inclusive dates).

Duplicate birth certificates filed by local registrars, showing number of registration district, serial number of certificate, place of birth; full name of child or "died unnamed"; sex, twin, triplet, or other plural birth; number in order of birth; premature or born at term; whether or not born to legally wedded parents; date of birth (month, day, year); full name of father; residence, post office address, color or race, age, birthplace, occupation, business, date (month, day, year) last engaged in this work, total time spent in this particular business; full name of mother, residence, post office address, color or race, age, kind of work done last, date, total number of years occupied in such work; total number of births, including present, number dead, number living, number born dead, and other particulars of birth, including deformities, signature of attending midwife or physician, date of filing, signature of registrar. Arr. chron. by date of birth, in pkgs. by yrs. under registration dist. under twp. No index. Hdw. on standard U. S. printed form. 9 $\frac{1}{2}$ x 10 x 27.

75. CERTIFICATES AND AFFIDAVITS IN RE BIRTHS, 1940--. 12 papers in 1 f. d.

Certificates issued for births prior to 1915, showing information as in entry 74; with attached affidavits of credible persons, and other data as to date of birth. Arr. chron. by date filed. No index. Hdw., typed, hdw. on standard U. S. printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

76. INDEX TO BIRTHS PRIOR TO JANUARY 1, 1915, J. CONRAD JONES, CLERK, CHEROKEE COUNTY, S(outh) C(arolina), 1940--. 1 vol.

Index to Certificates and Affidavits In Re Births, entry 75, showing date of birth; month, date, year; name of registrant in full, color, sex, nationality; place of birth; county, city, state; father's name, mother's maiden name, registrant's age if living, age if dead, file number (no entries yet), memorandum: nature and manner of proof submitted. Arr. alph. by name of registrant. Cott system, sub-indexed by family name. Hdw. on printed ruled form. 300 pp. 9 x 16 x 5.

77. (DEATH CERTIFICATES), 1915--. 5 f. d. (labeled by twps., registration districts, and inclusive dates).

Duplicate death certificates filed by local registrars, showing place of death, number of registration district, serial number of certificate, full name of decedent; if unnamed child, the surname preceded by "unnamed", sex, color or race, conjugal conditions, name of husband, or maiden name of wife,

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date of birth, age, occupation, business, date of last work, total time spent in this occupation; birthplace; name of father, birthplace; maiden name of mother, birthplace; name and address of informant; place and date of burial or removal; name and address of undertaker, date of filing and official signature of registrar, date of death, statement in detail of medical attendance; statement in detail concerning violent death, or death from external cause; statement of relation, if any, of injury to occupation of deceased; signature and address of attending physician. Arr. chron. by date of certificate in pkgs. by yrs. under dist. under twp. No index. Hdw. on standard U. S. printed form. $9\frac{1}{4} \times 10 \times 27$.

Alcoholic Liquor

78. LIQUOR PERMITS, 1934. 10 papers in 1 f. d.
Canceled permits issued for purchase of one quart of liquor per month, showing serial number, date, consignee, place to be delivered, kind of liquor, name of person issuing; also express company's waybill, showing number, date, consignor, consignee, destination, value and weight of package, signature of consignee acknowledging receipt of. Arr. numer. by serial no. No index. Hdw. on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

Voters and Elections

79. CAMPAIGN EXPENSES, 1918, 1926, 1930, 1934. 2 f. d. (one labeled, Beginning 1936). 1924, 1928 in Club Rolls, entry 81; 1926 also in Report of Election Commissioners, entry 86.
Original statements of expenses for campaigns made by candidates for county and city offices (1918, 1926, 1930, county; 1934 city), filed with clerk of court, showing name of candidate, date, items or purpose, amount, signatures of clerk of court and candidate. No obvious arr. No index. Hdw. on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

80. DEMOCRATIC CLUB ROLLS, 1914--. 186 vols. Subtitled by name of club.
List of applicants for membership in Democratic clubs, who may vote in the primary, showing date of enrollment, applicant's signature, signature of witness to mark if applicant is unable to write, age, occupation, post office address (street, number). Arr. alph. by name of applicant. No index. Hdw. on printed ruled form. 24 to 60 pp. $17 \times 14 \times 1\frac{1}{8}$ to $\frac{1}{4}$.

81. CLUB ROLLS, 1920--. 3 f. d.
Certified copies of Democratic club rolls, showing name of enrollee, age, occupation, address, certification of club chairman, his signature, date filed. Also contains Campaign Expenses, 1924, 1928, entry 79. Arr. alph. by name of enrollee under club or precinct. No index. Hdw. on printed form; typed. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

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82. REGISTRATION OF QUALIFIED VOTERS (County), 1898--. 9 vols.

Title varies: Registration Book.

Register of qualified voters in county, showing with slight variation, serial number of registration certificate, name of voter, age, address, year registered, precinct. Arr. numer. by serial number under precinct, 1898; alph. by name of voter under precinct, 1900-1908; alph. by name of voter, 1918, 1928, 1938--. No index. Hdw. on printed ruled form. 120 to 744 pp. $17 \times 13\frac{1}{2} \times 3\frac{1}{4}$ to $15\frac{1}{2} \times 11 \times 3\frac{1}{4}$.

83. REGISTRATION BOOK (Precinct), 1896, 1900, 1908, 1910, 1918, 1938. 146 vols. (by dates, with exceptions, and precincts). Subtitled State, Federal, 1938

Lists of qualified voters in precincts, showing with slight variations, serial number of registration certificate, name, age, place of residence, remarks (occupation, date, etc.). Arr. alph. by name of voter. No index. Hdw. on printed form. 64 to 120 pp. $15 \times 9\frac{1}{2} \times 1\frac{1}{8}$ to $\frac{1}{4}$.

84. REGISTRATION OF THE TOWN OF BLACKSBURG, 1923. 1 vol.

List of voters registered in town of Blacksburg for special election, for which book ordered opened Feb. 26, 1923, R. R. Smythe, supervisor of registration, showing serial number of registration certificate, name of voter, age, number of years residence. Arr. alph. by name of voter. No index. Hdw. on ruled form. 100 pp. $15 \times 6 \times \frac{1}{4}$.

85. (STUBS REGISTRATION CERTIFICATES), 1936--. 22 vols. Missing: 1897-1935.

Stubs of registration certificates, showing serial number, date, county, township, precinct, name and age of voter; no entries for occupation, residence, duration of residence, whether naturalized. Arr. numer. by serial no. No index. Hdw. on printed form. 100 stubs per vol. $8 \times 11 \times \frac{1}{4}$.

86. REPORT OF ELECTION COMMISSIONERS, 1897--. 1 f. d.

Original statements and reports of election returns for city, county and federal officers by board of managers of precincts, county board of canvassers, and commissioners of election, showing county, date of election, name of office and of person elected, number of votes cast and number received by each candidate, precinct, etc., signatures of board members; and a copy of election law, 1920. Also contains oaths in Oaths, Commissions & Appointments, 1897-1936, entry 55; Campaign Expenses, 1926, entry 79. Arr. in bundles by yrs., no type of record or series of dates complete. No index. Hdw. on printed form; election law printed. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

Bond Issues

87. INDEX TO RECORD OF BOND ISSUES (Record), June 14, 1926--. 1 vol.

Transcripts of records of proceedings for public bond issues of Gaffney, Blacksburg, county, school districts, for highways, bridges, and road and highway improvement bonds (reimbursement and refunding bonds), showing date of issue, amount, kind of bond, how, when, and where payable, denomination;

also copies of resolutions to levy by various boards or councils, notice by treasurer to auditor to levy for county bonds. Arr. chron. by date of issue. Indexed by kind of bond or unit issuing bond. Hdw., 1926-36; typed, 1936--. 140 pp. $14\frac{1}{4} \times 8\frac{1}{2} \times \frac{1}{2}$.

For record of public bond and note issues, 1914--, see entry 262; for record of bonds issued by school districts, 1907--see entry 312.

Fees and Correspondence

88. CASH (Fees), 1899--. 10 vols.

Daily record of cash received by clerk as fees for recording, etc., showing date, source, amount. Arr. chron. by date of receipt. No index. Hdw. on ruled form. 200 to 600 pp. $13 \times 8\frac{1}{2} \times \frac{1}{2}$ to $18\frac{1}{2} \times 7\frac{1}{2} \times 2\frac{1}{4}$.

89. LETTERS, 1911-13. 3 letter files. (No. 1-No. 3).

Miscellaneous official correspondence. Arr. alph. by name of correspondent, No index. Hdw. and typed. $12 \times 11\frac{1}{2} \times 3$.

VI. CIRCUIT COURT OF GENERAL SESSIONS

The state circuit courts are the court of general sessions for criminal cases and the court of common pleas for civil cases. As circuit courts of this State, these ancient English institutions date from 1769 (J. F. Grimké, Public Laws ..., Phila., 1790, pp. 268-75). In Cherokee County the court of general sessions first convened on May 31, 1897 (supra, p. 6). All suits pending in the parent counties for residents of Cherokee were transferred to the new county (1898, Stat. XXII, 880-81). The county is now a unit of the seventh of the fourteen judicial circuits (Code 50), each having a resident judge and a solicitor.

The judge is a constitutional state officer. To be eligible the candidate must be a citizen of the United States and of this State and have attained the age of twenty-six. He must have been a licensed attorney for at least five years and a resident of this State for five years next preceding his election. He is elected by the General Assembly for a term of four years. (Const. 1895, art. V, 10, 13, 14.) Upon election, he qualifies by taking the oaths required by the State Constitution (Code 72). He receives an annual salary of \$6,750 (1935, Stat. XXXIX, 88), and is not allowed any fees or perquisites of office, nor may he hold any other office of trust or profit under this State, the United States, or any other power (Const. 1895, art. V, 9). The General Assembly may remove a judge for neglect, or other cause (Code 42). In case of a vacancy, the chief justice of the supreme court may assign any disengaged circuit judge to hold the courts of the circuit where the vacancy exists, but if such judge is not available, the governor commissions a special judge upon recommendation of the chief justice (Code 44). The judge holds court in any county in rotation of the circuits (Code 22). He determines the issue and is responsible for the law in

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each case (Const. 1895, art. V, 26), explaining its application in his charge to the petit jury when it considers the facts brought out by the solicitor in the trial.

The court of general sessions has jurisdiction in all criminal cases except those in which exclusive jurisdiction may have been delegated to inferior courts, in which cases it has appellate jurisdiction. It also has "concurrent jurisdiction with, as well as appellate jurisdiction from the inferior Courts in all cases of riot, assault and battery, and larceny." It must sit in each county at least twice a year, at such time and places as directed by the General Assembly. After the grand jury has returned a true bill, the accused is tried before a petit jury of twelve men. The case is prosecuted in the name of the State by the circuit solicitor, who brings out if possible, the facts in the case. (Const. 1895, art. V, 18, 22, 29.)

The principal records are the original papers of record in each case, which are assembled in a package, numbered and filed as a "roll", according to immemorial practice and terminology of the court. Coroner's inquisitions (1839, Stat. XI, 53; Code 3564), magistrates' returns (1836, Stat. VI, 552; Code 944), appeals (1880, Stat. XVII, 493; Code 1026), recognizances (1839, Stat. XI, 73; Code 1075, 1090), and sheriff's returns (1839, Stat. XI, 73; Code 3585) are among the other papers filed. The principal volumes are the sessions index, the dockets, the court journal, and record of fines and forfeitures, which are standard records (1839, Stat. XI, 71-73; Code 3586). A record of pardons has been required since 1896 (Stat. XXII, 122; Code 3586); and a record of persons tried for crime, added in 1900 (Stat. XXIII, 442; Code 3586), is made up in Cherokee County from the Sessions Index, entry 91. In 1913 a record of forfeited weapons was required (Stat. XXVIII, 198; Code 1257). At the end of each term of court, the clerk is required to make out a roll of the jurors and constables in attendance, and to transmit a copy to the county commissioners; then he fills out a certificate or pay bill for each juror or constable (1839, Stat. XI, 74; XVI, 412; Code 3594; Stat. XL, 392).

In 1918, under a special law, quarterly reports of the county highway commission were required to be filed with the clerk of court for the grand jury (Stat. XXX, 1088). Reports of county officers (Code 2829, 3824, 5321) to the presiding judge for the grand jury, entries 106, 107, have evidently been replaced by the annual audits, entries 108, 260, now required (Stat. XXXVI, 1648; XXXVIII, 1833).

The records of this state court always remain in the courthouse of the county to which they pertain, in the custody of the clerk of court. In Cherokee the records are in his vaults.

Sessions Cases

90. SESSIONS PAPERS (Rolls), 1897--. 49 f. d. (labeled by contained roll nos.). Title varies; General Sessions.
Original papers of criminal cases brought to trial, including grand jury

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presentments, orders, inquests, arrest warrants, recognizances, testimony, affidavits, sentences, magistrates' returns, jury list, and other related papers. All papers for each case are assembled and labeled as a roll (nos. 1-4616). Arr. numer. by roll no. For index, see entry 91. Hdw., typed, and hdw. and typed on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For original papers of cases not brought to trial, see entries 92, 99; for other inquest papers, see entry 95; for warrants issued by coroner, see entry 209.

91. SESSIONS INDEX, 1897--. 2 vols.

Index to Sessions Papers (Rolls), entry 90, showing name of defendant, offense, disposition of cause, term of court, number on file, white, black, male, female, age; also serves as basis for clerk's annual report to Attorney General and as record of persons tried for crime. Arr. alph. by name of defendant. Hdw. on printed ruled form. 278 pp. $16 \times 12 \times 1$.

92. OLD CRIMINAL CASES ENDED, 1897--. 11 f. d. Title variations too numerous to mention.

Original papers in criminal causes ended, not passed, discontinued, never tried or passed on by grand jury, or in which no bill was found, including arrest warrants, indictments, recognizances, and other related papers. No obvious arr. No index. Hdw., typed, and hdw. on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For original papers of cases brought to trial, see entry 90; for papers of contingent cases, see entry 99,

93. GRAND JURY PRESENTMENTS AND GENERAL ORDERS (and Reports), 1897--. 1 f. d.

Original presentments of grand jury; and general court orders including orders to hear jurors who wish to be excused from jury service, order to clerk to issue venire for additional petit jurors and extra grand jurors, order for appointment of person to serve in place of solicitor, orders for bench warrants, orders for audit to be made; also reports to grand jury of committees to investigate county offices, with recommendations, 1908; report on county offices by Southeastern Audit Company, Columbia, S. C., 1910. Also contains copy of Reports of Sinking Fund Commission, 1918, entry 107. No obvious arr. No index. Hdw., typed, and hdw. on printed ruled form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For other orders, see entry 94; for transcripts of presentments, see entry 105.

94. MISCELLANEOUS ORDERS AND BENCH WARRANTS (and Other Papers), 1897-1936. 1 f. d.

Miscellaneous orders, 1897-1935, issued by presiding judge, including orders for extra term of court, for bail, dismissing appeal, courthouse rule and order, order to excuse juror, list of cases ordered to be dismissed; also list of papers sent to the solicitor, 1909; recognizance, 1911; certified copies of Acts of the General Assembly, 1920; bench warrants; notice to jury commission to draw jury; affidavits. No obvious arr. No index. Hdw., typed, and hdw. on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For other orders, see entry 93.

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95. INQUEST, 1897--. 5 f. d.

Original papers of coroner's inquests into cases of violent or casual deaths, for which criminal trials were not necessary, including coroner's inquest, affidavit of physician as to cause of death, testimony of witnesses, verdict of jury; 1932--; endorsed with date, place inquest held, name of deceased, address, coroner's book recorded in and page (in some instances), date, signature of coroner. Hdw., typed; printed endorsement, 1932--. Arr. chron. by date of inquest. No index. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

For other inquest papers, see entry 90; for coroner's record, see entry 221.

96. RECORD OF CONVICTIONS IN MAGISTRATES COURT FOR VIOLATION OF
PRO(hibition) LAW, June 1, 1931-March 30, 1935. 1 vol.

Transcripts of certificates of convictions for violations of prohibition law in magistrates' courts, showing defendant, race, date of violation, date of certificate, name of magistrate, date filed in clerk of court's office. Arr. alph. by name of defendant. No index. Hdw. on printed and typed form. 400 pp. $18\frac{1}{4}$ x 12 x $2\frac{1}{4}$.

Dockets

97. SESSIONS DOCKET, 1897--. 5 vols. (one unlabeled, 2-5).

List of criminal cases for trial, showing number of cause, number of term, prosecutor (State), prosecuted (defendant), offense, state's attorney, defendant's attorney, disposition of previous court, remarks. Also contains Sessions Appeal Docket, 1897-1930, entry 100. Arr. numer. by cause no. under term of court. No index. Hdw. on printed ruled form. 180 double pp. 16 x 11 x 2.

For criminal docket, 1897-1900, see entry 137.

98. CONTINGENT DOCKET, 1898--. 1 vol.

List of criminal cases not ended which may be called on motion of solicitor, showing number of cause, number of term, cause of action, names of parties, plaintiff's attorney, defendant's attorney, order of last court, event of suit. Arr. numer. by cause no. under term of court. No index. Hdw. on printed ruled form. 159 double pp. 14 x $8\frac{1}{2}$ x 1.

For original papers, see entry 99.

99. CONTINGENT DOCKET, 1907, 1917--. 1 f. d. Last entry 1937.

Original papers of cases in which true bills have been returned, but because of failure of witnesses to appear or for various other reasons, had preliminary hearing only and were transferred from sessions docket to contingent docket, showing date transferred. Arr. chron. by date transferred. No index. Hdw., typed, and hdw. on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

For docket, see entry 98; for other original papers, see entries 90, 92.

100. SESSIONS APPEAL DOCKET, 1931--. 1 vol. 1897-1930 in Sessions
Docket, entry 97.

List of cases appealed from city recorder's court to general sessions, and from court of general sessions to State Supreme Court, showing number of cause, number of term, prosecutor (State), prosecuted (defendant), offense,

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State's attorney, defendant's attorney, disposition of general sessions court. Arr. numer. by cause no. under term no. No index. Hdw. on printed ruled form. 119 double pp. 16 x 11 $\frac{1}{4}$ x 1 $\frac{1}{4}$.

Executive Clemency

101. RECORD OF PARDONS, 1898--. 1 vol.

Record of persons pardoned or paroled in Cherokee County by the Governor, showing name of convict, date of conviction, date of pardon, offense for which convicted. Arr. alph. by name of person pardoned or paroled. No index. Hdw. on printed ruled form. 50 double pp. 14 x 9 x $\frac{1}{2}$.

102. PARDON PROCLAMATION - ALSO PARDONS OF PERSONS CONVICTED IN
COURTS OTHER THAN SESSIONS COURT, 1912--. 19 papers in 1 f. d.
Last entry 1933.

Certified copies of pardons and commutations of sentences by the Governor, showing name and location of court in which convicted, before whom tried, name of prisoner, crime, sentence, whether pardon or commutation, date, signature of Governor, and, in most cases, signature of Secretary of State; endorsed with name of prisoner, name of county, page where recorded in pardon book (Secretary of State's office), signature of Secretary of State, date filed. Arr. chron. by date filed. No index. Typed on printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

For supervisor's copies of pardons, see entry 22.

Forfeitures

103. FINES AND FORFEITURES, 1897--. 1 vol.

Record of fines, forfeitures, licenses, showing name of person fined, forfeiting bond, or licensed; reason for fine or forfeiture, purpose of license; when fined, by whom, amount, to whom due, when collected, by whom; if not collected, why not, when paid over, to whom paid; also loose licenses and receipts for licenses issued showmen, hawkers and peddlers, and for erection of lightning rods, 1911-24. Arr. chron. by date of fine, etc.; no obvious arr. for loose papers. No index. Hdw. on printed ruled form. 200 pp. 18 x 12 x 1.

For other license records, see entries 65, 140, 259

104. RECORD OF FORFEITED WEAPONS, 1914--. 1 vol. Last entry 1937.

Record of forfeited weapons, showing by whom forfeited, date, article, make, brand, caliber, serial number, other description, remarks, to whom sold, date of sale, amount received, clerk's commission, net proceeds, to whom paid, remarks. Arr. chron. by date forfeited. No index. Hdw. on printed ruled form. 77 double pp. (4 used) 18 x 12 x 1.

For abbreviations and explanatory notes see pages 18-20

Minutes and Reports

105. SESSIONS JOURNAL, 1897--. 6 vols. (A-F).

Record of proceedings of general sessions court, showing date, time of convening, presiding judge, list of grand and petit jurors, names of parties, case set forth, witnesses' testimony, attorney's speeches, judge's charge to jury, verdict, sentence; also transcripts of grand jury presentments, orders, motions, affidavits, and other matters ordered to be recorded. Arr. chron. by date of convening. Indexed by name of defendant. Hdw.; presentments of grand jury typed, 1934--. 209 to 604 pp. 18 x 11 x 2 to 3.

For original grand jury presentments, see entry 93.

106. REPORT OF COUNTY TREASURER (County Officers), 1899-1921. 2 f. d.
Title varies: Report of Co. Commissioners, Treasurer & Supervisor, Supt. of Education.

County officers reports to presiding judge, including reports of treasurer, 1899-1903, 1905, 1908-21; reports of county commissioners, 1902-13; reports of superintendent of education on claims approved, 1904-14, 1920, showing name of claimant, and amount; treasurer's statement of receipts and disbursements, 1924, 1926-28. Arr. in bundles by kind of report. No index. Hdw. and typed on ruled form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

107. REPORTS OF SINKING FUND COMMISSION (and Other Reports), 1897,
1908-36. 1 f. d. 1918 also in Grand Jury Presentments and
General Orders, entry 93.

Reports of sinking fund commission to grand jury, 1909-36; also magistrates' reports, 1897; report of commission on adjustment of old indebtedness between Cherokee, Spartanburg, Union, and York, 1908; of highway commission, 1917-26. No obvious arr. No index. Hdw., typed on ruled form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

108. REPORT OF CHEROKEE COUNTY HOSPITAL, 1938. 1 paper in 1 f. d.
Annual audit report of county hospital by Duke Endowment Commission, showing cash account, itemized receipts and expenditures. No obvious arr. No index.
Typed. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

For other copies of audit reports, see entry 260.

Jurors and Court Costs

109. JURY VENIRES, 1929--. 4 f. d.

Original writs of venire facias, showing date of writ and of court, signature of clerk, panel of jurors, certificate of jury commissioners, return of sheriff; with endorsement of clerk for court term and week; acceptance of service by jurors; return receipts by registered mail. Arr. chron. by term of court. No index. Hdw. on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

110. JURY BOOK, 1897-1908, 1919--. 3 vols. Title varies: Jury and
Constable Book.

List of grand and petit jurors, constables, and bailiffs, showing number, name, number of days served, amount per day, miles, total amount paid, re-

marks. Arr. numer. by no. of juror, bailiff, or constable. No index. Hdw. on printed ruled form. 200 to 403 double pp. 16 x 12 x 1 to 2.

111. WITNESS BOOK, 1897--. 2 vols.

List of witnesses for State in criminal cases, showing cause (names of parties), names of witnesses, number of days, amount for time, miles, amount for mileage, total. Arr. chron. by term of court. No index. Hdw. on printed ruled form. 100 to 120 pp. 16 x 11 x 1.

112. WITNESSES PAY BILLS (Stubs), 1923, 1930. 2 vols.

Stubs of pay bills issued upon treasurer in payment of witnesses, showing number, date, name of witness, defendant, amounts for time and mileage. Arr. numer. by pay bill no. No index. Hdw. on printed form. 1,000 stubs per vol. 17 x 14 x 2.

For pay bills, see entries 4, 22, 292.

VII. CIRCUIT SOLICITOR

This office in South Carolina dates from 1769, when the Attorney General was authorized to appoint deputies (Grimké, Public Laws, p. 273). The counties of Cherokee, Spartanburg, and Union now comprise the seventh circuit (Code 50, 57). The circuit Solicitor is "an officer of the executive department" of the State government (Code I, 1083, citing "State v. Singleton, 84 S. E. 989"; Code 3082). To be eligible a candidate must be a registered attorney of the State and a qualified elector of his circuit. He is elected by the voters of the circuit for a term of four years. (Const. 1895, art. V, 29.) Before entering upon the duties of office, he is required to take the oath prescribed by the State constitution of 1895 (art. III, 26). He was required to file a surety bond of \$5,000 until 1936, when it was abolished (Stat. XXXIX, 1456). His salary is fixed by law at \$2,400 a year (Code 3127), and he also receives per diem for attending the General Assembly (Code 3128; 1939, Stat. XLI, 662). In the event of his failure to attend court, the court may appoint pro tem a member of the bar in his place (Const. 1895, art. V, 29). Should he be convicted of an offense which would justify removal, the Governor declares the office vacant and orders an election to have the place filled (Code 1529). In case any circuit Solicitor ceases to reside in his circuit, the office is declared vacant; and should a vacancy occur through death, resignation or otherwise, it is filled for the unexpired term by appointment of the Governor with the advice and consent of the Senate (Code 3125).

The primary duty of the Solicitor is to prosecute offenses against the peace and dignity of the State (Code 3126). He prepares bills of indictment for the grand jury and he prosecutes cases wherein true bills are rendered. He must attend the circuit courts of his circuit (Code 3132). When not acting as prosecutor, the Solicitor may defend any person brought to trial before any criminal court in the State (Stat. VII, 275; Code 3126). The Attorney General, at his discretion, may be present at any trial and take over management of the prosecution (1868, Stat. XIV, 88; Code 3116). The Solici-

For abbreviations and explanatory notes see pages 18-20

tor must defend the rights of the State in all cases wherein its rights are involved (Code 3132). When required to do so, he acts for the Attorney General in giving advice to the Governor and other State officials. He also is required to attend the sessions of the General Assembly and assist the Attorney General "in drawing and in supervising the engrossing of all bills, and in the enrollment of all acts and joint resolutions of each session" (Code 2060). Each Solicitor is required to examine into and report upon the condition of county offices in his circuit (Stat. VI, 577; Code 3131).

This is not a records office.

VIII. GRAND JURY

The grand jury is an ancient English institution which came to South Carolina with the common law. Although grand jurors are not county officers (Code 973, note), the grand jury is drawn in each county every year as an essential part of the State court of general sessions. Under the jury law in effect when Cherokee County came into existence, the jury list may include only qualified electors between the ages of twenty-one and sixty-five, of good moral character, sound judgment, free from all legal exceptions, and in the ratio of one to three of the total number in the county (Const. 1895, art. V, 22; Stat. XXIII, 1066; Code 608). All names on the list are written on uniform slips of paper, which are folded and placed in the jury box (Code 609). Drawings are public, in the office of the clerk of court, after ten days' notice of the place, date and hour (Code 611). The clerk of court then issues writs of venire facias to the sheriff to summon the persons whose names have been drawn. Grand jurors are drawn, summoned, and returned in the same manner as trial jurors, and if they are drawn at the same time, the first twelve are returned as grand jurors (Stat. XIV, 694; Code 976). To these are added six drawn from the grand jury of the preceding year, provided that no one may serve more than two consecutive years (Code 973). Members take the constitutional oath (Code 3042). Compensation in Cherokee County is three dollars a day, and mileage at the rate of ten cents a mile one way (Stat. XL, 177).

No person may be tried for crime beyond the jurisdiction of a magistrate except upon presentment or indictment of the grand jury of the county where the crime was committed (Const. 1895, art. I, 17). The principal duty of the grand jury is to pass upon indictments prepared by the circuit Solicitor (Code 995). These it endorses as "true bill" or "no bill", according to the evidence available. The grand jury is also charged with the important duty of investigating conditions in the county home, jail, offices and institutions, and of recommending needed improvements (Stat. XX, 349). The foreman is required to witness the annual settlement of financial officers (Code 2839). In Cherokee County he may administer oaths to persons examined by the grand jury (Code 977).

The grand jury is not required to keep records apart from the court of general sessions. Presentments of the grand jury, entry 93, are made

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in an advisory capacity and may or may not result in improved conditions. They are filed in Sessions Papers (Rolls), entry 90, and entered upon the Sessions Journal, entry 105. Indictments of the grand jury are made in a mandatory capacity and bring the accused to trial. They also are filed in Sessions Papers (Rolls), entry 90. For list of grand jurors, see entry 110.

IX. BOARD OF JURY COMMISSIONERS

The first board of jury commissioners in South Carolina was created in 1871 (Stat. XIV, 690). In 1893 a new board of jury commissioners was created, composed ex officio of the auditor, the treasurer, and clerk of court (Stat. XXI, 524). This plan was in effect (Code 607) when Cherokee County was established in 1897 (Stat. XXII, 588-95). Under the present jury law of 1902, vacancies at the time for preparing the lists or for drawing jurors should be filled ex officio by the county superintendent of education, the sheriff, or an appointee of the presiding judge, in the order named (Stat. XXIII, 1066; Code 607, 622). The board serves without compensation (Code 624).

The jury box, which is supplied by the board of county commissioners (1871, Stat. XIV, 690), is in the custody of the clerk of court. The box when closed is without apertures, and is kept locked with three different locks. Each member of the board has one key, each for a different lock, so that all three members must be present to open the box. Inside of the jury box is kept a tales box, containing the names of not less than one hundred nor more than four hundred men living within five miles of the courthouse, who are qualified to serve as jurors. From the tales box deficiencies may be supplied when necessary during sessions of court. (Stat. XXIII, 1066-67; Code 608, 609.)

The duties of the jury commissioners are (1) to prepare annually in December the jury list; (2) to place the names on ballots in the jury box; (3) to give ten days' notice of the place, date and hour of the drawing of the names from the jury box; (4) to see that all drawings are held in public; (5) to destroy any ballots which may be drawn containing names of electors who have died, moved away, or are not within the legal age limits, or who are not deemed mentally and morally fit. (Stat. XXIII, 1066-71; Code 608-11.) From 1896 until 1902 the duty of preparing the jury list for the jury commissioner was performed by the county commissioner (Stat. XXII, 16; XXIII, 1066).

This is not a records office. For notices to draw jury, see entry 94; for venires, see entry 109.

(Next entry 113, p. 57)

X. CIRCUIT COURT OF COMMON PLEAS

As a circuit court of South Carolina, this court, like its counterpart the court of general sessions, dates from 1769 (Grimké, Public Laws, p. 268). It was authorized in 1897 to hold sessions in Cherokee County, which is now a unit of the seventh circuit (Code 50). The court must sit in each county at least twice a year (Const. 1895, art. V, 16).

Exclusively for civil cases, the court of common pleas, subject to appeal to the State Supreme Court, has original jurisdiction to issue writs or orders of injunction, mandamus, habeas corpus, and such others as may be necessary to make its powers effective. It has equity jurisdiction, and handles cases involving land titles and partition. When holding sessions in Cherokee County, the court has coordinate jurisdiction with "any other like court of any other county except as to territorial jurisdiction." Through constitutional jurisdiction in all civil cases, the court of common pleas has concurrent jurisdiction with the probate court; and, if one should ever be established in Cherokee County, with the county court. It also has jurisdiction to declare void any marriages which have been forbidden by law; and jurisdiction in cases of claims for damages for lynching. It has appellate jurisdiction in cases from inferior courts, except those for which the General Assembly may provide appeal direct to the Supreme Court. (Const. 1868, art. IV, 16; 1895, art. V, 15; Stat. XVII, 982; Code 8827 and notes I, 1068-69.) In Cherokee County the court of common pleas exercised jurisdiction in naturalization (U. S. Department of Labor, Directory of Courts Having Jurisdiction in Naturalization Proceedings, fifth edition, p. 84), until by court order of March 18, 1929, this was relinquished (see entry 142).

The required court records were already standardized when Cherokee County was organized. The principal records are the judgment rolls, the abstract of judgments, transcripts of judgments, confessions of judgment (see entry 115), direct and cross indexes to judgments, the rules book, lis pendens notices and file book, the calendars, and the court journal (Stat. XI, 71-73; XIV, 455; Code 432, 3586). The record of estrays is still required (Code 3586), but very few cases have ever been filed in Cherokee (see entry 130). Other required records are referees' reports (Circuit Court Rule 16, Code I, 1246), book of orders appointing receivers of judgment debtors (1870, Stat. XIV, 494; Code 3586), index to undertakings (Circuit Court Rule 2, Code I, 1241), undertaking and other surety bonds (1870, Stat. XIV, 521; Code 824), accounts of derelict estates (1873, Stat. XV, 413; Code 8980) and reports of judge of probate as public guardian (1880, Stat. XVII, 464; Code 8627, 8630). When naturalization jurisdiction was discontinued, all records were forwarded to the Federal Bureau of Naturalization for cancellation of blank forms and the records were filed in the county for preservation.

All records of the court of common pleas are in the custody of the clerk of court.

Judgments

113. JUDGMENTS (Rolls), 1897--. 237 f. d. (labeled by contained roll nos.).

Original papers of civil cases in which judgment has been signed, including complaints, summonses, answers, demurrers, writs, notices, exhibits, orders, decrees, transcripts of judgments from other counties, magistrates' courts, and United States District courts; and other related papers; endorsed with roll number, names of parties, nature of case, verdict, date signed, date filed. Arr. numer. by roll no. For indexes, see entries 116, 117. Hdw., typed, and hdw. and typed on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For abstracts of judgments, see entry 114; for transcripts of judgments, see entry 115; for transcripts of decrees, see entry 126.

114. ABSTRACT OF JUDGMENT, 1897--. 3 vols. (1-3).

Abstract of Judgments (Rolls), entry 113, showing roll number, judgment creditor, judgment debtor, kind of judgment, attorney, date judgment filed, time of bearing interest, interest from, how judgment obtained, costs: attorney, clerk, sheriff, witness, total; fieri facias when issued, capias ad satisfaciendum when issued, date issuing, sheriff's return, satisfaction. Arr. numer. by roll no. For indexes, see entries 116, 117. Hdw. on printed ruled form. 148 to 161 double pp. $20 \times 15 \times 1\frac{1}{4}$ to $1\frac{1}{2}$.

115. JUDGMENT BOOK, 1897--. 10 vols. (1-10).

Transcripts of judgments in Judgments (Rolls), entry 113, showing roll number, names of parties, date judgment signed, how judgment obtained (by confession, default, etc.), costs and disbursements, amount of judgment, date filed; decrees not transcribed but show page reference to Common Pleas Journal, entry 126, for transcripts. Arr. numer. by roll no. For indexes, see entries 116, 117. Hdw., 1897-1922; hdw. and typed on printed form, 1922--. 308 to 400 pp. $18 \times 12 \times 2$ to 3.

116. PLAINTIFFS OR CREDITORS INDEX TO JUDGMENTS, 1897--. 2 vols.
Title varies: Direct Index to Judgments.

Direct index to Judgments (Rolls), entry 113, to Abstract of Judgment, entry 114, and to Judgment Book, entry 115, showing with variations, year enrolled, plaintiff or creditor's name, defendant or debtor's name, roll number, date satisfied. Arr. alph. by name of plaintiff or creditor. Hdw. on printed ruled form. 300 and 589 pp. $18 \times 9\frac{1}{2} \times 2$ and $18\frac{1}{2} \times 15 \times 3$.

117. DEFENDANTS OR DEBTORS INDEX TO JUDGMENTS, 1897--. 2 vols.
Title varies: Cross Index to Judgments.

Cross index to Judgments (Rolls), entry 113, to Abstract of Judgment, entry 114, and to Judgment Book, entry 115, showing with variations, year enrolled, defendant or debtor's name, plaintiff or creditor's name, roll number, date satisfied. Arr. alph. by name of defendant or debtor. Hdw. on printed ruled form. 300 and 589 pp. $18 \times 9\frac{1}{2} \times 2$ and $18\frac{1}{2} \times 15 \times 3$.

118. OLD CIVIL CASES, 1897--. 36 f. d. (labeling varies).

Original papers of civil cases settled without coming to trial, including summonses, complaints, testimony, orders, notices, certificates of service,

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and costs. Arr. alph. by name of plaintiff. No index. Hdw., typed, and hdw. and typed on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

119. DEPOSITIONS, 1916--. 2 f. d.
Original testimony of absent witnesses in civil causes only, taken before a commissioner appointed to take testimony; sealed with unbroken seals and therefore contents not accessible, but endorsement shows names of parties, name of witness, where and when taken, date filed in clerk's office. No arr. No index. Hdw. $10\frac{1}{2} \times 4\frac{1}{2} \times 17$.

File Books

120. FILE DOCKET (Rules Book), 1897--. 5 vols. (1-5).
File book of papers entered in civil cases upon filing complaint, showing number of case, parties, attorneys, nature of action, paper filed (date), orders and proceedings, remarks. Arr. numer. by case no. No index. Hdw. on printed ruled form. 226 to 276 double pp. $16 \times 11 \times 2 \times 2\frac{1}{4}$.

121. NOTICES OF PENDENCY OF SUITS, 1897--. 4 vols. (1-4).
Transcripts of notices of pending action in suits involving title to real estate, showing names of parties, description of property, reference to volume and page where deed is recorded, date of notice, attorney, date of filing notice. Arr. chron. by date of filing. Indexed (front) by name of plaintiff, and (back) by name of defendant. Hdw., 1897-1931; hdw. and typed, 1931--. 299 to 478 pp. $18 \times 11 \times 2$ to 3.

Calendars and Journal

122. COMMON PLEAS CALENDAR 1, 1897--. 4 vols.
Docket of civil causes to be tried by jury, showing number of cause, number of term, plaintiff, defendant, cause of action, date of note of issue (roll number), plaintiff's attorney, defendant's attorney, disposition last court, remarks. Arr. numer. by cause no. under term of court. No index. Hdw. on printed ruled form. 125 to 198 double pp. $16 \times 11 \times 1$ to $16\frac{1}{2} \times 12 \times 2$.

123. COMMON PLEAS CALENDAR 2, 1897--. 5 vols.
Docket of causes upon issues of law to be determined by judge or special referee, appeals from lower courts and probate court, receivership, showing number of cause, number of term, plaintiff, defendant, date of note of issue, plaintiff's attorney, defendant's attorney, disposition last court, event of suit. Arr. numer. by cause no. under term of court. No index. Hdw. on printed ruled form. 124 to 203 double pp. $16 \times 11 \times 1$ to $16\frac{1}{2} \times 12 \times 2$.

124. COMMON PLEAS CALENDAR 3, 1897--. 3 vols.
Docket of causes in which judgment went by default, showing number of cause, number of term, plaintiff, defendant, cause of action, date of note of issue (roll number), plaintiff's attorney, defendant's attorney, disposition last

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Attachments and Bonds

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court, remarks. Arr. numer. by cause no. under term of court. No index.
Hdw. on printed ruled form. 124 and 200 double pp. 16 x 11 x 1 to 16 $\frac{1}{2}$ x 12
x 2.

125. BAR DOCKET, 1897--. 4 vols. (one unlabeled 1-3). Last entry
1931

Common Pleas Calendars 1, 2, 3, entries 122-124, combined in one volume for
use of the bar, showing number of cause, number of term, plaintiffs, defen-
dants, cause of action, plaintiff's attorney, defendant's attorney, order of
last court, event of suit. Arr. numer. by calendar no. and numer. thereunder
by cause no. under term of court. No index. Hdw. on printed ruled form.
239 single to 249 double pp. 16 x 11 $\frac{1}{2}$ x 2 to 2 $\frac{1}{2}$.

126. COMMON PLEAS JOURNAL, 1897--. 17 vols. (1-17).

Minutes of court of common pleas, showing term of court, jury lists, 1897-
1929, and transcripts of orders and decrees in Judgments (Rolls), entry 113,
of petitions, report of commissioners in partition, undertakings, motions
and special proceedings. Arr. chron. by date of court. Indexed by name of
defendant. Hdw., 1897-1931; hdw. and typed, 1931-33; typed, 1933--. 352
to 658 pp. 18 x 12 x 2 to 3 $\frac{1}{2}$.

For notations of decrees, see entry 115.

Attachments and Bonds

127. ATTACHMENT BOOK, 1897--. 1 vol. Last entry Jan. 23, 1936.

Transcripts of papers in attachment proceedings to satisfy judgments or
debts, including warrants of attachment, returns of appraisers, returns of
sheriff, and other related papers, showing names of parties, date of warrant,
return, etc., sum demanded, description and appraisal of property at-
tached, date filed. Arr. chron. by date filed. Indexed by name of defen-
dant. Hdw. 198 pp. 15 x 6 $\frac{1}{2}$ x 1.

128. MECHANICS LIENS - SALES THEREUNDER, 1921. 1 pkg. in 1 f. d.

Original papers for sale of property by order of court to satisfy mechanics'
liens, showing date, description of property, amount claimed. No arr. No
index. Hdw. and typed. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

For liens, see entry 46.

129. MISCELLANEOUS BONDS, 1911-35. 1 f. d.

Original surety bonds, including injunction, claim and delivery, undertak-
ing, appearance, security for costs, appeal, receivers', replevin and bail;
also bench warrants, and orders, including orders for bail. No arr. No
index. Hdw., typed, hdw. on printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

130. ESTRAYS, 1914, 1935. 2 papers in 1 f. d.

Original statements to clerk of court concerning sales of stray animals,
advertised and sold by magistrates to cover crop damages caused by such
animals, showing date, description of animal, disposition, amount, date of

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sale, date filed. Arr. chron. by date of filing. No index. Hdw. and typed. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For record of estrays 1936, see entry 140.

Equity Records

131. REPORT BOOK, 1897--. 7 vols. (1-7).

Transcripts of orders of reference, of reports to the court from clerk as referee, from special referees appointed by the court; reports of clerk of court on sales, and orders confirming sales; reports of commissioners in partition; reports of receivers; showing names of parties, date of reference, date of report, date of order, name of referee, clerk, receiver, or commissioners, date filed. Arr. chron. by date of filing. Indexed by name of plaintiff. Hdw., 1897-1930; hdw. and typed, 1930--. 308 to 588 pp. $18 \times 12 \times 2\frac{1}{4}$ to 3.

132. (CLERK'S REPORT OF SALE), 1930--. 2 vols.

Transcripts of reports to court of sales by the clerk of court, special referee, and judge of probate, showing roll number, parties, description of property, date of sale, amount claimed, amount of sale, costs, total receipts, copy of order confirming sale, date of order, date report filed. Arr. chron. by date filed. Indexed by name of plaintiff. Typed on printed form. $9 \times 14 \times 1$ to 3.

133. SALES, 1897--. 4 vols. (1-4). Title varies: Sale Book; Ledger.

Record of sales of real estate under decree of court of common pleas, showing roll number, to whom sold, amount of sales and other costs, to whom deed made, date of sale, date of payment, date of deed, date of report of sale; and clippings of notices. Arr. chron. by date of sale. Indexed by name of plaintiff. Hdw. on ruled form; printed notices, pasted. 272 pp. $14 \times 9 \times 2$.

For other notices, see entry 137; for other sales, see entries 198, 199.

134. RECEIPTS, 1911--. 6 vols. (one unlabeled, 2, 4-7).

Original receipts given to clerk of court for distributive shares in judgments or sales, costs, tax executions, dividends, liquidations, etc., showing date of receipt, purpose, name of clerk, name of person giving receipt, judgment roll number. Arr. chron. by date of receipt. No index. Hdw. on printed form. 298 to 398 pp. $16 \times 10 \times 2$ to $16\frac{1}{2} \times 11\frac{1}{2} \times 3$.

Estates

135. S(ingle) E(ntry) LEDGER, 1911-19. 1 vol.

Accounts of clerk of court as public guardian and administrator, 1911-12, showing receipts: date, source, amount; disbursements: date, purpose, amount; also accounts with individuals or private accounts, 1916-19, showing date, source or purpose, amount. Arr. chron. by date of entry. No index. Hdw. on ruled form. 500 pp. $13 \times 8 \times 1$.

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Circuit Court of Common Pleas -
Cash Books and Checks

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136. THO(ma)S M. CALDWELL AS ADM(inistrato)R OF DIFFERENT ESTATES, OLD PAPERS WHICH HAVE BEEN SETTLED, 1911-19. 4 pkgs. in 1 f. d. Original papers of clerk of court as administrator of derelict estates, including letters of administration, letters dismissory, and accounts of sales. Arr. in pkgs. by estates. No index. Hdw. on printed form, typed. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

For accounts of derelict estates, see entry 138.

137. LEGAL ADVERTISEMENTS, 1897-1909. 1 vol. Evidently a criminal docket, 1897-1900, showing defendant, cause, number (year and number on docket), disposition, when dismissed; used as scrap-book for newspaper advertisements, 1897-1909, including citations for letters of administration, for final discharge to clerk of court as administrator, of extra term of court, of petition for homestead, and other notices required to be published. Docket, arr. alph. by name of defendant; advertisements, arr. alph. by name of estate. No index. Docket, hdw. on ruled form; notices printed. 200 pp. 13 x 8 x 1 .

For criminal docket, see entry 97; for notices of sales, see entry 133.

138. LEDGER, 1898-1927, 1931--. 4 vols. (1911, 1914, two unlabeled). Itemized statements of costs and collections, deposits and disbursements in accounts with individuals, Building and Loan and other corporations and banks; and accounts of clerk as guardian and administrator of derelict estates, 1919-27, showing for collections: date, source, amount; for disbursements: date, to whom paid, amount. Arr. chron. by date of entry under acct. Indexed by name of acct. Hdw. on ruled form. 198 to 444 pp. 13 x 8 x 1 to $16\frac{1}{2}$ x $11\frac{1}{2}$ x $2\frac{1}{2}$.

For original papers of derelict estates, see entry 136.

Cash Books and Checks

139. CLERK'S CASH BOOK, 1898-1912, 1919--. 4 vols. Title varies: Ledger.

Record of cash collections in judgments, for recording, licenses, etc., showing date, names of parties, amount, and in judgments the roll number. Arr. chron. by date cash received. Indexed by name of plaintiff, 1898-1912; no index, 1919--. Hdw. on ruled form. 152 to 452 pp. 12 x $7\frac{1}{2}$ x 1 to $14\frac{1}{2}$ x $9\frac{1}{2}$ x 2 .

140. CASH BOOK (Judgment Ledger), 1898--. 2 vols.

Judgment accounts, showing name of account (roll number), credits: check number, payee, amount; debits: date, source, page number of cash book, amount; also contains a record of fines and licenses, 1911--, showing date of issue, license number, to whom granted, date, amount; and record of estrays, 1936. Arr. chron. by date of entry under acct. Indexed by name of plaintiff. Hdw. on ruled form. 400 and 498 pp. 16 x 12 x 2 to $2\frac{1}{2}$.

For other records of licenses, see entries 65, 103; for original statements of estrays, see entry 150.

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Circuit Court of Common Pleas - Naturalization

141. BANK CHECKS PAID, 1914--. 11 f. d. (labeled by dates and serial nos. of checks). Subtitled by name of bank. Canceled checks, originally issued by clerk for various disbursements; also bank books and statements. Checks arr. numer. under name of bank; statements and books arr. by bank. No index. Hdw., hdw. on printed form. 10 $\frac{1}{2}$ x 5 x 15 $\frac{1}{2}$.

Naturalization

142. DEPARTMENT OF COMMERCE AND LABOR, DIVISION OF NATURALIZATION RECORD OF DECLARATION OF INTENTION, June 22, 1908-March 18, 1929. 1 vol. Last entry Feb. 24, 1923. Discontinued March 18, 1929, by order of court.

Original declarations of intention to become citizen of United States, showing name of alien, court, county, age, personal data, attest before clerk, date of declaration, date attested, signature of alien; also copy of court order, March 18, 1929, relinquishing jurisdiction to United States District Court. Arr. chron. by date of declaration. Indexed by name of alien. Hdw. on printed form #2526; order typed. 100 pp. (6 used, unused pages canceled) 14 x 8 $\frac{1}{2}$ x $\frac{1}{2}$.

143. DEPARTMENT OF COMMERCE AND LABOR, DIVISION OF NATURALIZATION PETITION AND RECORD, July 8, 1912-March 18, 1929. 1 vol. Last entry July 8, 1924.

Original petitions for naturalization, and affidavits of witnesses, showing name of petitioner, court, county, town, state, personal data, date of petition, signature of witnesses, date of affidavit, oath of allegiance, signature of petitioner; also copy of court order, March 18, 1929, relinquishing jurisdiction to United States District Court. Arr. chron. by date of petition. Indexed by name of petitioner. Hdw. on printed form #2527; order typed. 50 double pp. (6 used, unused pages canceled) 18 x 11 x 1.

144. DEPARTMENT OF COMMERCE AND LABOR, NATURALIZATION SERVICE, CERTIFICATE OF NATURALIZATION, June 22, 1908-July 6, 1921. 1 vol. Stub record of naturalization certificates, showing number of certificate (101961-70), name of person receiving, age, declaration of intention issued by (court of common pleas), county, volume and page reference to declaration, date of declaration, date petition filed, volume and page reference for petition. Arr. numer. by certificate no. No index. Hdw. on printed form #2207. 10 stubs (6 used) 8 $\frac{1}{2}$ x 14 $\frac{1}{4}$ x 1/8.

145. NATURALIZATION PAPERS - PETITIONS FOR INCORPORATION - PENSIONS, 1897-1919. 1 f. d.

Correspondence with United States Department of Commerce and Labor, Naturalization Service, and State department of pensions, relative to petitions of aliens for pensions, 1907-9; petitions for and declarations of incorporation of societies and churches, 1897-99; copy of Pension Act of 1893, with amendments of 1896 and 1897, and Pension Act, 1902; record of pensions approved by township board of pensions, 1897-1919, showing township, number of application, name of applicant, post office, company and regiment, date filed, date approved, date of death, class, total number of veterans, total number of widows, total number of pensioners for county, remarks (approved

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or disapproved); endorsed with board members' signatures. No obvious arr. No index. Hdw., typed, hdw. on printed form, printed. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For other records of incorporations, see entry 47; for other records of pensions, see entries 67-71.

XI. REFEREE

The referee is not a county officer but is rather an adjunct of the court of common pleas which was provided for in 1868 when the court assumed equity jurisdiction (Const. 1868, art. IV, 16; Stat. XIV, 135). In Cherokee and all other counties which do not have a master, the court is assisted in routine cases by referees appointed by the court, provided always that no difficult question of law is involved. Unless the defendant is an infant or is absent, the parties to an issue may agree upon the person or persons, not exceeding three, to be appointed. Even when the parties do not consent, the court may order a compulsory reference in cases which require examination of a long account, or where compilation of accounts may be necessary for information of the court, or where a question of fact other than upon the pleadings may arise. (Code 653, 655.) The clerk of court may act ex officio as referee (Code 3590). A referee receives three dollars for each reference, and each day's work constitutes a reference (Code 757, 4940).

It is the duty of a referee to conduct trials in the same manner and on similar notice as if by the court. He administers oaths, compels the attendance of witnesses, maintains order, and punishes for contempt. (Code 654.) Within sixty days, unless the time is extended by written consent of the parties, he must file a written report of each case with the clerk of the court of common pleas (circuit court rule 30, Code I, 1252; Code 351, 652-55). His orders are subject to confirmation or revision by the presiding judge at the succeeding term of court or by the resident judge at chambers (Code 3696, 3698).

All records are records of the court of common pleas, and are in the custody of the clerk of court, see entries 151-134.

XII. JUDGE OF PROBATE

This office originated in South Carolina in 1671 as the court of ordinary (MS Record of Wills, Charleston, I, 1). Under the constitution of 1868 (art. IV, 20) the probate court replaced the court of ordinary (Stat. XIV, 76-80). In Cherokee County the judge of probate dates from 1897 (Stat. XXII, 588-95).

The requirements of the candidate for the office are that he shall be a qualified elector of the county and not hold another office of honor or profit (Const. 1895, art. II, 2). He is nominated in the primary (Code

For abbreviations and explanatory notes see pages 18-20

2365) and elected by the voters of the county at each alternate general election for a term of four years (Code 3640). Like all other public officials, he is commissioned by the Governor (Code 3042). Before assuming office he is required to take the constitutional oath of office (art. III, 26), and the additional oaths to enforce the laws against gaming and dueling, and not to share the profits of the office (Code 3645). He is also required to post a surety bond of \$10,000 (1933, Stat. XXXVIII, 233). As compensation the probate judge in Cherokee County is allowed the fees of his office (1919, Stat. XXXI, 68; 1922, XXXII, 781-82; 1938, XL, 1538). He may be removed for misconduct, persistent neglect of duty, or incapacity, upon a true bill after presentment or indictment of the grand jury, and be tried as for misdemeanor in office (Const. 1895, art. III, 27; Code 1515). When the office is vacant, the clerk of court takes charge (Code 3642) until it is filled by appointment of the Governor (Const. 1895, art. V, 11; Code 3641; Stat. XXXVIII, 274). Vice versa, the judge of probate takes charge of the clerk of court's office during any vacancy (Code 3643). The judge is ex officio clerk of the board of honor; and, since there is only one living Confederate veteran in the county, he is ex officio a member of the board (infra, p. 129).

The probate court is a civil court of record with a seal (Code 206). It has original jurisdiction in matters testamentary and of administration, in business pertaining to minors and allotment of dower, in cases of idiocy and lunacy, and of persons not able to take care of their own affairs (Code 208). Although partition of real estate is under the jurisdiction of the common pleas court (1882, Stat. XVII, 982; Code 8827), the judge of probate has concurrent jurisdiction to order sale of real property as an asset for debt (Stat. XV, 868; Code 211, 9000). Appeals are to the court of common pleas (Code 228).

The duties of the judge of probate are chiefly concerned with the transmission of property and domestic relations. Proceedings are instituted by petition or by complaint (Code 237). The rules of practice are made by the State Supreme Court in all cases not provided by law (Code 238). When a will is filed, the judge of probate must prove its genuineness (Code 8932). After a petition is filed, the judge of probate issues a citation to kindred and creditors, the citation is made public (1839, Stat. XI, 40; Code 8972), and a surety bond is signed by a representative of the estate (Code 8975), who takes an oath in open court (Code 8974). The judge of probate then issues letters authorizing the fiduciary to perform his duties. The fiduciary is required to make an inventory of the estate, which is appraised upon oath by three freeholders, who make a return to the judge of probate (1839, Stat. XI, 42; Code 3648). The fiduciary then publishes a notice to creditors to render their accounts against the estate (Code 8993). If the assets are not sufficient to cover the debts, the judge of probate may sell enough of the estate to satisfy such debts (1842, Stat. XI, 232; Code 9000). He is required to file all papers, and to enter the amount of the sale in his cash book (1839, Stat. XI, 48; Code 3648, 9007). Fiduciaries must make annual returns of the receipts and expenditures of each estate (1839, Stat. XI, 47; Code 3648, 9012). When their duties have been completed, the judge of probate, upon application, issues letters dismissory (1869, Stat. XIV, 263; Code 3648), which release them from responsibility.

When an estate is derelict because no executor or administrator qualifies, the judge of probate must appoint the clerk of court to act as fiduciary (1873, Stat. XV, 413; Code 8980). When no other guardian can be found, the judge of probate must act as public guardian (1880, Stat. XVII, 463; Code 8623). He settles estates of \$500 and less without the requirements of an administration and without reporting to the State Tax Commission (1925, Stat. XXXIV, 93; Code 9028). He reports to the auditor and to the State Tax Commission, a description of real estate above \$500 in value changing hands by inheritance (1923, Stat. XXXIII, 117; Code 227). Under certain conditions, he may commit insane persons to the State Hospital (1868, Stat. XIV, 79; Code 6226-27); orphans to the Carolina Orphan Home (Stat. XXXVII, 1160; Code 4976); and incorrigible children to reformatories (1912, Stat. XXVII, 764; Code 247). In 1911 he was authorized to issue marriage licenses (Stat. XXVII, 131; Code 8557); in 1917 to issue liquor permits (Stat. XXX, 70). As clerk of the county pension board, he disbursed Confederate pensions from 1919 until 1938 (infra, pp. 128-29).

The required records of this office were already standardized (1839, Stat. XI, 47-48) when Cherokee County was created. Papers relating to an estate are filed together in a package. With the estate papers are filed since 1922, a duplicate of the fiduciaries' statements of the names of the heirs and the value of each estate, and the certificate from the State Treasurer of payment of inheritance tax (Stat. XXXII, 807; Code 2488, 2489, 2495). These are also recorded on a register (Code 2501). An alphabetical index must be kept in a book, showing the location of the packages of original papers of record for each estate. Transcripts are required to be made in separate volumes for each series of wills, bonds, letters, inventories (with appraisements and sales), and returns of administrators and guardians, each book with an "index to the surnames of the parties". (1839, Stat. XI, 47-48; Code 3648.) A real estate book is required for recording sales in aid of assets (Code 3648). He is also required to keep an index to lands devised, with a full description of the property (1882, Stat. XVIII, 131; Code 3648). Since 1923, he has been required to file with the auditor, descriptions of real estate changing hands by inheritance (Stat. XXXIII, 117; Code 227). At all times his cash book, showing accounts with individual estates, is open to inspection as a public record (1839, Stat. XI, 48; Code 3648). A statement to the probate judge by the surviving partner as to assets and liabilities of a firm has been required since 1924 (Stat. XXXIII, 955; Code 8988).

In addition to records of estates, the judge of probate is required to keep a file book for papers filed in any suit in his court (probate court rule 1, Code I, 1237), a calendar or docket of cases (ibid.); a journal for every official act, judgment, sentence, or order (1839, Stat. XI, 48; Code 3648); and an index to probate decrees for the payment of money, which must be enrolled in the court of common pleas to give them the force of judgments against the estates concerned (1840, Stat. XI, 118; 1878, XVI, 711; Code 241, 3648). Papers in lunacy cases (1868, Stat. XIV, 79; Code 6227) and commitments to industrial schools are filed and a record is kept. Since 1911, marriage licenses are filed; they are also recorded and indexed in a book kept for that purpose (Stat. XXVII, 131; Code 8557-61). From 1919 until 1938, pension records were required of this office (Stat. XXXI, 277; XXXII,

204; XL, 639). Under the "quart a month" law of 1917 (Stat. XXX, 70), until the 18th amendment to the Federal Constitution went into effect on Jan. 1, 1919, records of permits to import intoxicants from "wet" states were required. Upon national repeal in 1933, these records were necessary until a State law of 1933 repealed State prohibition (Stat. XXXIX, 325). All records are in the judge of probate's general office and vault.

Transmission of Property

Papers of Record and Indexes

146. (ESTATE PAPERS), 1897--. 108 f. d. (1-92 with some duplicate nos.; pkgs. numbered 1 forward each drawer).

Original papers pertaining to settlement of estates, including wills, proof of wills, petitions, citations, bonds, letters, warrants of appraisement, inventories, appraisements and sales, annual and final returns, orders, final discharges, decrees, receipts State Treasurer for payment of inheritance tax, and related records from State Tax Commission. All papers of an estate assembled in a pkg. Arr. numer. by pkg. no. for each f. d. For index, see entries 147, 148, 177. Hdw., typed, and hdw. and typed on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For other petitions, see entry 149.

147. GENERAL INDEX, 1897--. 1 vol.

Index to (Estate Papers), entry 146, showing name of estate or minor, name of fiduciary, date appointed, file drawer and package numbers. Arr. alph. by name of estate or minor. Hdw. on printed ruled form. 360 pp. 18 x 12 x 2.

148. GENERAL INDEX (Index to Estate Papers), 1897-1938. 1 vol.

Discarded index to (Estate Papers), entry 146, showing name of estate or minor, name of fiduciary, date, file drawer and package numbers. Arr. alph. by name or estate of minor. Hdw. on printed ruled form. 360 pp. 18 x 12 x 2.

149. PETITIONS AND MISCELLANEOUS PAPERS, 1898-1937. 1 f. d.

Miscellaneous original papers, including petitions for appointment of guardian ad litem, to prove will, for letters, to sell land in aid of assets; summons, title to real estate, mortgage of real estate, and administration bonds. No obvious arr. No index. Hdw., typed, and hdw. and typed on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For other petitions, see entry 146; for other guardian ad litem records, see entries 151, 169.

Transcripts

150. PETITION TO APPROVE WILL AND PETITION FOR LETTERS OF ADMINISTRATION, 1924--. 4 vols. (3-5, 5). Title varies: Petition to Approve Will; Petition for Letters of Administration.

Transcripts of petitions to prove wills in common form, 1934--., showing name of estate, heirs, fiduciary, evaluation of personal property, description of real estate, proof of will, order admitting will to probate, quali-

fication of fiduciary, order for citation to issue; also of petitions for fiduciary authority by letters testamentary, 1924--, and by letters of administration, 1929--, showing name of estate, of fiduciary, evaluation of real and personal property, affidavit before notary, qualification of fiduciary, date, and order for citation to issue. Arr. chron. Indexed by name of estate, except petitions for letters of administration, 1937--, no index. Hdw. and typed on printed form. 200 to 654 loose-leaf pp. $18\frac{1}{2}$ x $11\frac{1}{2}$ x 2 to 3.

151. PETITIONS AND ORDERS FOR APPOINTMENT OF GUARDIAN AD LITEM, 1897--. 3 vols. (1-3).

Transcripts of petitions to and orders by the judge of probate for appointment of guardians to represent minors in legal actions, showing name of petitioner, date of petition, name and age of minor, date of order. Arr. chron. by date of order. Indexed by name of minor. Hdw. on printed form. 450 pp. $16\frac{1}{4}$ x 11 x $2\frac{1}{2}$.

For other guardian ad litem records, see entries 149, 169.

152. WILLS, 1897--. 3 vols. (1-3).

Transcripts of wills, showing date, names of testator and heirs, items bequeathed, name of executor, signatures of witnesses and testator; also of certificate of proof, qualification of fiduciary, order admitting will to probate. Arr. chron. by date probated. Indexed by name of estate. Hdw. 546 to 588 pp. 16 x 11 x $2\frac{1}{4}$ to 18 x 12 x $2\frac{1}{2}$.

153. GUARDIAN BOND, 1898--. 2 vols.

Transcripts of surety bonds for discharge of duty by guardians of minors and by committees for persons non compos mentis, showing date, names of fiduciary and sureties, condition and amount of bond, oath concerning property of fiduciary; also, sometimes, date attested before judge of probate. Arr. chron. by date of bond. Indexed by name of minor. Hdw. on printed form. 452 pp. $15\frac{1}{2}$ x 10 x 2.

154. ADMINISTRATION BOND, 1897--. 3 vols. (1-3).

Transcripts of surety bonds for discharge of duty by administrators of estates, showing name of administrator, names of sureties, condition and amount of bond, date signed; oath concerning property of administrator; also, sometimes, date attested before judge of probate. Arr. chron. by date of bond. Indexed by name of estate. Hdw. on printed form. 250 to 350 pp. 15 x 10 x $1\frac{1}{4}$ to $16\frac{1}{2}$ x 11 x 2.

155. BOND WITH WILL ANNEXED, 1899--. 1 vol.

Transcripts of surety bonds for performance of duty by administrators appointed when executor named in will does not qualify, showing information as in entry 154. Arr. chron. by date of bond. Indexed by name of estate. Hdw. on printed form. 350 pp. 15 x 10 x $1\frac{1}{4}$.

156. LETTERS TESTAMENTARY, 1897--. 2 vols.

Transcripts of letters granting authority to executors named in wills to administer estates, showing name of estate, date will probated, name of executor, obligation, date before which return must be made, date issued,

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signature of probate judge. Arr. chron. by date of letter. Indexed by name of estate. Hdw. on printed form. 296 and 412 pp. 14 x 8 x 1 and 16 $\frac{1}{2}$ x 11 $\frac{1}{2}$ x 2.

157. LETTERS OF GUARDIANSHIP, 1897--. 3 vols. (1-3).
Transcripts of letters granting authority to guardians and committees to administer estates in trust, showing name of minor or lunatic, name of fiduciary, obligation, date before which return must be made, date issued, signature of probate judge. Arr. chron. by date issued. Indexed by name of estate. Hdw. on printed form. 300 to 346 pp. 14 x 8 $\frac{1}{2}$ x 1 to 16 x 11 x 2.

158. LETTERS OF ADMINISTRATION, 1897--. 3 vols. (1-5).
Transcripts of letters granting authority to administrators to administer estate of intestates, showing name of estate, name of administrator, obligation, date before which return must be made, date issued, signature of probate judge. Arr. chron. by date of letter. Indexed by name of estate. Hdw. on printed form. 350 to 450 pp. 15 x 9 $\frac{1}{2}$ x 1 to 16 $\frac{1}{2}$ x 11 x 1 $\frac{1}{2}$.

159. LETTERS OF ADMINISTRATION, WILL ANNEXED, 1899--. 1 vol.
Transcripts of letters granted to administrators appointed when executor is not named in will, or does not qualify, showing information as in entry 158. Arr. chron. by date of letter. Indexed by name of estate. Hdw. on printed form. 300 pp. 14 x 9 $\frac{1}{2}$ x 1.

160. LETTERS DISMISSORY, 1955--. 1 vol. No recording, 1897-1954, because purpose served by transcript of final decree in Annual Returns, entry 163.
Transcripts of letters discharging fiduciaries after final settlement of estate, showing name of petitioner, date of petition, date of citation, name of estate, name of fiduciary, date issued. Arr. chron. by date of letter. Indexed by name of estate. Hdw. on printed form. 656 pp. 16 x 11 x 3.

161. WARRANTS OF APPRAISEMENT, 1903--. 4 vols. (1-4).
Transcripts of warrants to appraise property, showing name of probate judge, executors, etc., name of estate, date to be returned, judge of probate's signature; oaths of appraisers before and after appraisal, showing names of appraisers, date sworn; oath of fiduciary; declaration of judge that he has examined schedules in regard to figures being sufficiently complete and conclusive as a basis for final settlement of estate. Arr. chron. by date of issue. Indexed by name of estate. Hdw. on printed form. 392 pp. 16 x 11 x 1 to 18 x 12 x 1 $\frac{1}{2}$.

162. INVENTORIES, APPRAISEMENTS, AND SALES, 1897--. 4 vols. (A-D).
Transcripts of sworn itemized lists of personal property of deceased, 1897-1921, of real and personal property, 1922--, showing name of estate, name of fiduciary, value as set by appraisers, date of return of appraisers and oath of appraisers. Arr. chron. by date of return. Indexed by name of estate. Hdw. on printed form. 450 to 550 pp. 18 x 11 $\frac{1}{2}$ x 2 to 16 x 11 x 2 $\frac{1}{2}$.

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163. ANNUAL RETURNS, 1897--. 11 vols (A-K).

Transcripts of verified annual and final returns of fiduciaries, accounting to court for funds of estates, showing name of estate, name of fiduciary, date, source and amount of collections; date, purpose and amount of disbursements; affidavit of fiduciary; also orders of court thereon; and final decrees of settlement, which served purpose of Letters Dismissory, 1897-1934, entry 160. Arr. chron by date of return or final settlement. Indexed by name of estate. Hdw. on ruled form. 450 to 660 pp. $16\frac{1}{4} \times 10\frac{1}{4} \times 2$ to $2\frac{1}{2}$.

Real Estate

164. INDEX TO LANDS DEVISED (Record), 1871, 1897--. 1 vol. Last entry 1910.

Record in abstract of lands bequeathed by will, showing name of testator, names of heirs, description of lands, date of will, place recorded. Arr. alph. by name of testator. Hdw. on printed ruled form. 208 pp. $18 \times 13 \times 1$.

For record, 1911-21, see entry 165.

165. RECORD OF LANDS DEVISED, 1911-21. 1 vol. No dates in vol.; estimated by checking names of devisors in Wills, entry 152.

Transcripts of parts of wills describing land devised, showing devisor, devisee, description of property, condition of bequest. Arr. chron. by date will probated. For index, see entry 166. Hdw. 640 pp. $18 \times 11 \times 2\frac{1}{2}$.

For record, 1897-1910, see entry 164.

166. INDEX TO RECORD OF LANDS DEVISED, 1911-21. 1 vol.

Index to Record of Land Devised, entry 165, showing name of testator, book, page, date of will, place recorded. Arr. alph. by name of testator. Hdw. on printed ruled form. 400 pp. $17\frac{1}{2} \times 13 \times 2$.

167. REAL ESTATE, 1897--. 5 f. d. (1-5; pkgs. numbered 1 forward each drawer).

Original papers in proceedings for sale of real estate in aid of assets, including lists of estate claims paid, notice of sale, testimony, summons, petition and order for sale, showing names of parties, date of proceedings, itemized accounts of sale, distribution of shares and costs, description of real estate, purchaser, to whom deed transferred. Arr. chron. by date of final process. For index, see entry 168. Hdw., hdw. and typed on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

For transcripts, see entry 169.

168. REAL ESTATE INDEX, 1897--. 1 vol.

Index to Real Estate, entry 167, showing name of estate, name of fiduciary, date, file drawer and package. Arr. alph. by name of estate. Hdw. on printed ruled form. 304 pp. $17 \times 9 \times 1\frac{1}{4}$.

169. REAL ESTATE (Transcripts), 1898--. 4 vols. (A-D).

Transcripts of Real Estate, entry 167; also of proceedings in appointment

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Judge of Probate - Accountants;
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of guardian ad litem. Arr. chron. by date of final process. Indexed by name of estate. Hdw., 1898-1937; typed, 1937--. 252 to 395 pp. $16\frac{1}{2}$ x 11 x $1\frac{1}{2}$ to 18 x 12 x 2.

For original papers, see entry 167; for other guardian ad litem records, see entries 149, 151.

170. (SALES BOOK), 1923--. 1 vol.

Record of sales of land in aid of assets, by decree of court, showing description of property sold, purchaser, amount, date property sold, date transferred, and to whom transferred; also newspaper notices of sales. Arr. chron. by date of sale. No index. Hdw. on ruled form; printed notices, pasted. 140 pp. 14 x 9 x $\frac{1}{2}$.

For other notices, see entry 171.

Accounts

171. CASH BOOK (Ledger), 1898--. 2 vols.

Accounts with estates, including accounts of funds from sales of real estate in aid of assets, showing name of estate; date, source and amount of collections, date, purpose and amount of disbursements; also receipts for distributive share, costs, etc., 1899-1917; and newspaper notices of sales, 1926--. Hdw. on printed ruled form. 1898-1928; hdw. on ruled form, 1922--; printed notices, pasted. 400 and 607 pp. 16 x 11 x 2 and $2\frac{1}{2}$.

For other notices, see entry 170.

172. (CASH BOOK), 1922-50. 1 vol.

Memorandum accounts of cash transactions with administrators and guardians, showing name of estate, name of fiduciary; date, source and amount of collections; date, purpose and amount of disbursements, balance; also notations of transfer of balance to CashBook (Ledger), entry 171. Arr. chron. by date of entry under acct. Indexed by name of estate. Hdw. on ruled form. 184 pp. $13\frac{1}{2}$ x $8\frac{1}{2}$ x 1.

173. LEDGER (Fees), 1923--. 3 vols.

Record of fees collected by judge for issuing and recording estate papers, showing date, purpose, and amount of fees, total cash receipts. Arr. chron. by date of entry under acct. Indexed by name of estate. Hdw. on ruled form. 324 pp. $14\frac{1}{2}$ x 9 x $1\frac{1}{2}$.

174. (FEE MEMORANDUM), March 1928-Jan. 1950. 1 vol.

Memorandum record of fees, showing date, source, amount. Arr. chron. No index. Hdw. on ruled form. 152 pp. 14 x 9 $\frac{1}{2}$.

Court Procedure

175. PETITION DOCKET, 1897--. 2 vols.

Calendar of petitions filed to begin proceedings in probate court, includ-

sent for), name of party who received check, date check delivered (month, day, year), name and location of bank check was drawn on, date and amount of check, class in which pensioner belonged, if pensioner dead, date of death, name and address of party with whom pensioner lived at the time of death, how check was delivered, and remarks. Arr. chron. by year, and thereunder alph. by name of pensioner under class. No index. Hdw on printed ruled form. 201 double pp. $17 \times 11\frac{1}{2} \times 2$.

186. PENSION CASH BOOK, 1926-36. 1 vol.

Record of cash receipts from State Comptroller General and county treasurer, and disbursement of pension funds for Confederate veterans, their widows and faithful Negroes who served the Confederacy. Arr. chron. by year, and thereunder alph. by name of pensioner classified as veterans, widows, and Negroes. No index. Hdw. on ruled form. 355 pp. (21 used) $14 \times 8\frac{1}{2} \times 1$.

187. (PENSION CHECK STUBS), 1923-38. 11 vols.

Stubs of checks for Confederate pensions, showing serial number, date, amount, payee, purpose. Arr. numer. by check no. No index. Hdw. on printed form. 150 stubs per vol. $10 \times 6 \times \frac{1}{4}$.

188. CANCELED CHECKS (J. P. Funds and Pension Checks), 1923-38. 1 f. d.

Canceled checks issued by judge of probate for distribution of funds in his hands by virtue of his office, and for pension funds, which he disbursed as clerk of board of honor, showing name and location of bank, date, payee, amount, purpose, signature of probate judge, and dated bank cancelation; also monthly bank statements, showing name and location of bank, period covered, balance brought forward, date and amount of each check and deposit, balance. Arr. in bundles by years. No index. Hdw. on printed form, typed. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

Stubs and Receipts

189 (CHECK STUBS), 1931--. 4 vols.

Stubs of checks issued by judge of probate, showing serial number, payee, date, purpose, amount. Arr. numer. by check no. No index. Hdw. on printed form. 468 stubs per vol. $9 \times 12\frac{1}{2} \times 3\frac{3}{4}$.

190. RECEIPTS, 1923--. 2 vols.

Original receipts for funds paid by judge of probate for costs, distributive share in sale of real estate, or for any funds in his hands by virtue of his office, showing serial number, name of payee, estate, date, purpose, amount, and signature of recipient. Arr. numer. by no. of receipt. No index. Typed on printed form. 400 pp. $14\frac{1}{4} \times 8 \times 1\frac{1}{4}$.

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Magistrates

Alcoholic Liquor

191. WHISKEY PERMITS - FILED AND RECORDED, 1933-35. 114 papers in l.f.d. Missing 1917-19. None issued during National Prohibition Jan. 1919-Dec. 1933.

Original affidavits of eligibility for liquor permit, showing serial number of certificate, name of applicant or consignee, office, amount and kind of liquor, notary public's seal and signature of person receiving. Arr. numer. by certificate no. No index. Hdw. on printed form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

192. LIQUOR PERMITS ISSUED, 1917-19, 1933-34. 2 vols.

Record of permits issued by judge of probate to individuals for importing from wet states by public carrier one quart of liquor per month, showing date, certificate serial number, name of applicant or consignee, office, carrier, amount and kind of liquor, remarks. Arr. alph. by name of applicant or consignee. No index. Hdw. on printed form. 480 pp. $18\frac{1}{4} \times 12 \times 2\frac{1}{4}$.

XIII. MAGISTRATES

The magistrate's office is an ancient English institution for local administration, which came to South Carolina with the first settlers. When Cherokee County was established in 1897, a magistrate and a constable were authorized for each township (Stat. XXII, 592). Since 1925 the county has had one magistrate in Cherokee Township, residing in Blacksburg; and two in Limestone Township, residing in Gaffney, one east and one west of Frederick Street (Stat. XXXIV, 671, 1462; 1940, XLI, 2286). Each magistrate must be a qualified elector and reside in the district for which he is appointed. In Cherokee County magistrates are nominated in the primary. (1927, Stat. XXXV, 781; Code 2365.) They are appointed and commissioned by the Governor with the advice and consent of the Senate for a term of two years (Const. 1895, art. II, 2; V, 20). Upon entering office, the magistrate takes in writing before the clerk of court the constitutional oath, the additional oaths to enforce the laws against gaming and dueling, and not to sell the office, which are filed in the Secretary of State's office (Code 3708). Magistrates in Cherokee County are required to post a \$2,000 surety bond before assuming office (1933, Stat. XXXVIII, 233). They are paid a salary in lieu of all costs and fees (1924, Stat. XXXIII, 1581). In 1940, the magistrate in Cherokee Township received \$900, and the two at Limestone Township \$1,000 each (Stat. XLI, 2286). The Governor may suspend any magistrates for incapacity, misconduct or neglect of duty; and must report suspension to the Senate at its next session (Code 3707).

Under the general law, each magistrate, subject to statute, may appoint one or more constables to execute his orders and serve his warrants (Const. 1895, art. V, 20; Code 3734). In Cherokee County, the magistrate in Cherokee Township appoints a constable, but the magistrates in Limestone Township direct all processes, civil and criminal, to the sheriff (1924, Stat. XXXIII, 1581; Code 3759). Special constables may be appointed for a particular oc-

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casion by the presiding judge, magistrate or coroner . A constable is required to be a qualified elector and reside in the district for which he is appointed. He qualifies by taking the constitutional oath prescribing for civil officers, and the several additional oaths regarding dueling, gaming and sharing profits of his office, (Code 3043, 3044, 3734-36). In 1940 the constable in Cherokee County received \$600 (Stat. XLI, 2286), and under a general law, \$1.50 per day for court attendance (Code 3743). The constable holds office for two years subject to removal by the magistrate appointing him; if convicted after indictment he may be removed by the presiding judge. (Code 3743).

Magistrates have constitutional jurisdiction in such civil cases as the General Assembly may prescribe, provided the value of the property in question does not exceed \$100, and the case is not concerned with the title to real estate, or chancery matters. They have exclusive jurisdiction in such criminal cases as the General Assembly may prescribe, provided it may not extend to cases where punishment exceeds a fine of \$100 or imprisonment for thirty days. (Const. 1895, art. V, 21; Code 257, 923.) Proceedings in criminal cases are instituted by information under oath (1870, Stat. XIV, 403; Code 930). In criminal cases beyond his jurisdiction, the magistrate may sit as an examining court (Const. 1895, art. V, 21; Code 3709); and he may hold an inquest when the coroner is sick, absent, or at a greater distance than fifteen miles from the place of inquiry (Code 3562). Magistrates may also administer oaths, take depositions, testimony and renunciations of dower, compel the attendance of witnesses, punish for contempt (1839, Stat. XI, 18, 20; Code 3712-16); and they may bind to keep the peace not to exceed twelve months (Const. 1895, art. V, 21). Every civil action must be brought before a magistrate in the county where the defendant resides; and every criminal action in the county where the offense was committed (Const. 1895, art. V, 23). In Cherokee County the magistrates residing in Gaffney have jurisdiction in any part of the county (Code 3759). Either party may demand trial by jury, to consist of six persons (Code 3710-11). Appeals are to the circuit courts (Code 286, 1024).

Every qualified constable is entitled to exercise the powers of his office throughout the county (Code 3737). He is bound to execute every lawful order, judgment and determination of magistrates or courts (1839, Stat. XI, 55, 56; Code 1551, 3738); warrants for the coroner's jury (Code 1068); orders or processes of the probate court (1872, Stat. XV, 23; Code 242); and all legal orders directed by the board of county commissioners or supervisor (Code 3862). It is the duty of the constable to attend the circuit courts if required by the sheriff (1839, Stat. XI, 56; Code 3743).

Although the magistrate's court is not a court of record, two records are required: a docket for criminal cases and a docket for civil cases. Upon leaving office, the magistrate must turn these over to his successor to proceed with unfinished cases. (1839, Stat. XI, 14; XVII, 48; XXIV, 961-62; Code 3717.) Monthly reports to the auditor and to the treasurer of fines and costs collected are required and these collections must be turned over to the treasurer (1871, Stat. XIV, 655; 1919, XXXI, 257). Under the general law, accounts are audited by the board of county commissioners, to whom their dockets are submitted at quarterly meetings (1875, Stat. XV, 863;

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(193-194)

Sheriff

1898, XXII, 750; Code 3719, 3730). In Cherokee County, before a check is issued for salary, the magistrate must file with the clerk of the county commissioners a statement of names of all parties for whom warrants have been issued, nature of offense, disposition of case, and receipt from county treasurer for all fines and costs collected for previous month (1937, Stat. XL, 891). Semi-annual statements of fines and costs collected are published (1930, Stat. XXXVI, 1300; Code 4118). On demand of a person in whose favor the magistrate has rendered judgment, a transcript is given which may be docketed in the court of common pleas, and entered upon the abstracts of judgments (1870, Stat. XIV, 441; Code 273). Should the judgment become null, the entry becomes null.

Records of the magistrates are in their respective offices. Only those in the courthouse were inventoried. For magistrates' reports, see entries 3, 237, 259; for appeals from magistrates' courts, see entry 90.

193. MAGISTRATES' CRIMINAL DOCKET, 1906-25. 7 vols.

Record of criminal cases tried in magistrates court (1 volume, 1906-25, Gowdeysville 1 volume, 1915-18, Kings Creek; others unidentified), showing date, title of case, offense, witnesses, jurors, officer, magistrate's costs, fines, constable's costs, verdict and disposition of case. Arr. chron. by date of cause. Indexed by name of defendant. Hdw. on printed ruled form. 70 double pp. 16 x 10 x 3/4. 5 vols., 1906-18, sheriff's vault; 2 vols., 1906-25, 1915-18, supervisor's vault.

194. (WARRANT STUBS), 1933--. 65 vols.

Stub record of warrants issued by magistrates, showing serial number, parties, offense, by whom charged, witnesses, jurors, officer making arrest, bond, bondsman, disposition, fines, magistrates' costs, date paid. Arr. chron. by date of warrant. No index. Hdw. on printed form. 85 stubs per vol. 7 x 16 x 1. 45 vols., 1933--, Mr. Poole's office, second floor; 20 vols., 1935--, Mr. Mullinax's office, basement.

For warrants, see entry 212.

XIV. SHERIFF

The circuit court act of 1769 abolished the office of provost marshal in South Carolina and established a sheriff for each circuit court district (Grimké, Public Laws, p. 268). In Cherokee County the office dates from the formation of the county in 1897 (Stat. XXII, 592).

Any qualified elector of the county is eligible for the office (Const. 1895, art. II, 2), and after nomination in the primary (Code 2365), the candidate is elected in the regular election by the voters of the county for a term of four years (Const. 1895, art. V, 30). Before assuming office he is required to take the constitutional oath (art. III, 26), and the addition oaths to enforce the laws against dueling and gaming, and not to sell

For abbreviations and explanatory notes see pages 18-20

office (Code 3043-44). In Cherokee County the sheriff posts a surety bond of \$5,000 (1933, Stat. XXXVIII, 253). In 1940, he received \$2400 as his salary (Stat. XLI, 2285). He may be removed from office for incapacity, misconduct or persistent neglect of duty upon trial and conviction after presentment or indictment of the grand jury and true bill thereon (Const. 1895, art. III, 27; Code 1515). When the office is vacant, the coroner performs the duties (Code 3475) until the vacancy is filled for the unexpired term on appointment by the Governor (Code 2351, 3474). The coroner also acts as sheriff whenever the sheriff is directly interested in a case (Code 3477). Until the coroner takes charge, the clerk of court takes possession of the jail, the prisoners, the sheriff's office, and the sheriff's papers (Code 3476, 3601). When two vacancies occur in the board of jury commissioners, the sheriff becomes an ex officio member (Code 622).

The sheriff may appoint, subject to approval by the circuit court, one or more deputies to serve at his pleasure; but he does not avail himself of this prerogative unless there is an authorization of funds in the supply act. The deputy posts such bond as the sheriff may require. (Code 3486.) Before assuming his duties, each deputy takes the constitutional oath (Const. 1895, art. III, 26), and the additional oaths to enforce the laws against dueling and gaming, and not to sell his office (Code 3488). From time to time, Cherokee County has had under the jurisdiction and direction of the sheriff deputy sheriffs, sheriffs' constables, rural law enforcement officers, motorcycle policemen, rural police, and State constables (1926, Stat. XXXIV, 1177; 1929, XXXVI, 766; 1938, XL, 2241). The supply act in 1940 provided for three deputy sheriffs at a salary of \$1,440 each; and four rural law enforcement officers, \$7,680 (Stat. XLI, 2285-86). The sheriff may appoint special deputies when the exigency requires, without the approval of the circuit judge (Code 3489).

The sheriff is the arm of the courts, to execute writs and processes, and to enforce orders and judgments (Code 3520). He is required to attend each session of the circuit courts (Code 3519). The sheriff has charge of the jail and all prisoners (Code 1938). He collected delinquent taxes under execution (Code 2853-56) until 1930, when a tax collector was appointed (Stat. XXXVI, 1289-91). He makes judicial sales (Code 3542), and once a month he has "a regular sales day" at the courthouse (Code 9072). Every sixty days the sheriff makes a settlement with the treasurer, to whom he pays county funds collected (1900, Stat. XXIII, 305; Code 3547), and once a month he is required to make written statements to the auditor and to the treasurer of fines and moneys collected (1878, Stat. XVI, 753; Code 3544).

The duties of the deputy sheriff are the same as those of the sheriff (Code 3488), chiefly to prevent law violation, and to arrest offenders.

The required records of this office have grown out of immemorial usage, and, when Cherokee County was created, had already been standardized. The Writ Book is for civil cases, and is required to have a "true" index to all entries. The Execution Book should have a double index to cases entered "so that the name of each and every defendant in the execution may be entered in alphabetical order." The Sale Book should have double in-

For abbreviations and explanatory notes see pages 18-20

dexes, one for the plaintiff and one for the defendant. The sheriff is also required to file alphabetically by defendants' names, all mesne and final processes, and miscellaneous papers such as bail bonds, attachment bonds, and bonds for delivery of property. (Stat. XI, 26-27; Code 3511.) The Tax Execution Book, required in 1900 (Stat. XXIII, 305-7; Code 2861, 3546), was handed over to the tax collector in 1930 (infra, p. 108). Each sheriff is required to return to the court of general sessions on the first day, the names of prisoners, time and cause of confinement, and whether civil or criminal (Code 1948). All records are in the sheriff's office except those for entry 196, and part of 202.

Processes

195. WRIT BOOK, 1897--. 7 vols. (1-7).
Register of civil and criminal processes, showing names of parties, names of attorneys, kind of process, kind of action, when lodged, by whom served, how served, when served, miles traveled, and sheriff's costs. Arr. chron. by date lodged. Indexed (front) by name of plaintiff, 1897--; (back) by name of defendant, 1897-1928. Hdw. on printed ruled form. 318 double pp. 18 x 12 x 3.

196. WRIT BOOK (J. S. Vinesett, Acting Sheriff), April 6, 1921- April 27, 1921. 1 vol.
Record of the business of sheriff's office of Cherokee County from the time of taking charge by J. S. Vinesett, coroner, to the date he was relieved, including writs, showing date lodged, date entered, names of parties to action, lists of fees (entry, service, probate), and roll number; also list of three causes, showing parties and cause. Writs, arr. chron. by date lodged; causes, no obvious arr. No index. Hdw. on ruled form. 86 pp. (3 used) 13 x 9 x 1. Clerk of court's vault.

197. EXECUTIONS, 1897--. 3 vols. (A-C).
Register of all papers in final processes issuing from civil and criminal courts served by sheriff, showing kind of process (no entry), when lodged, original entry, present entry, names of parties, interest and costs, attorneys, amount received, dates of levy and receipts. Arr. chron. by date lodged. Indexed (front) by name of plaintiff, 1897--; and (back) by name of defendant, 1900-1930. Hdw., typed, hdw. and typed on printed ruled form. 41 to 243 double pp. 18 x 12 x 2 to 3.

198. NEW EXECUTIONS, 1928--. 3 f. d. and 1 pigeonhole. Title varies: Executions from Court; List of Executions That Have Been Levied on.
Original executions from civil court against property, served by sheriff, showing parties, county, amount, date of interest, and date levied on; also statements of amount of judgments and costs; and notices of sale. No obvious arr. No index. Hdw. and typed on printed form. 11½ x 4½ x 17.
For other notices of sale, see entries 133, 199, 201.

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Sales

199. SALES BOOK, 1897--. 3 vols.
Record of sheriff's sales of real and personal property, to satisfy debt or by order or decree of court, showing names of parties, description of property sold, when sold, to whom, amount of sale, names of sureties, etc., bond due, and how applied; also newspaper clippings of advertisements of sale. Arr. chron. by date of sale. Indexed (front) by name of plaintiff; (back) by defendant. Hdw. on ruled form; printed advertisements, 316 pp. 18 x 12 x 2.

For similar records of sales, see entries 133, 198; for accounts of sales, see entry 204.

200. S(ingle) E(ntry) LEDGER (Sales), 1899-1919. 1 vol.
Informal record of sales, including newspaper notices and notations, showing purchaser and amount; transferred to Sales Book, entry 199. Arr. chron. by date of sale. No index. Printed notices; hdw. notations. 98 pp. 13 x 8 x $\frac{1}{2}$.

201. NOTICES OF SALE, 1931-33. 10 papers in 1 f. d.
Notices of sales of automobiles seized for transporting liquor and of property attached by virtue of execution; also bills on the costs of sale, marked paid. Arr. chron. by date of issue. No index. Hdw. and typed. $11\frac{1}{2}$ x $4\frac{1}{2}$ x 17.

For other notices of sales, see entries 198, 199.

Tax Executions

202. SHERIFF'S TAX EXECUTION BOOK, 1898-1928. 8 vols. (labeled by years).
Record of executions for delinquent taxes issued to the sheriff by the treasurer, showing number of execution, name of taxpayer, number of acres, number of lots, number of buildings, value of realty, value of personalty, total value, total taxes, taxes and penalties, poll tax and penalty, capita-tion road tax, total taxes and penalties, executions collected and paid county treasurer, executions nulla bona, treasurer's cost, sheriff's cost, re-marks; also original receipts from treasurer to sheriff for executions paid, 1923-26. Arr. alph. by name of taxpayer under twps., 1898-1905; and under school dists. under twps., 1906-28. No index. Hdw. on printed ruled form. 199 to 223 double pp. 18 x 12 x $1\frac{1}{2}$ to $2\frac{1}{4}$. 5 vols., 1898-1923, vault; 3 vols., 1924-28, treasurer's vault.

For treasurer's parallel record, see entry 251; for subsequent records, see entry 297.

203. EXECUTIONS COLLECTED, 1927-28. 12 papers in 1 f. d.
List of tax executions collected by sheriff and turned over to the treasurer, showing number, name and amount. Arr. approx. chron. by date of collection. No index. Hdw. $11\frac{1}{2}$ x $4\frac{1}{2}$ x 17.

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Financial Records

204. CASH BOOK (Ledger), 1932--. 2 vols. Missing: 1897-1931. Record of receipts and disbursements of proceeds from sale of property under execution from magistrate's court, court of common pleas and from other sources, showing for receipts: date, source, amount; disbursements: date purpose, amount. Also contains Bank Statements, 1936--, entry 206. Arr. by acct. and thereunder chron. by date of entry. No index. Hdw. on ruled form. 163 pp. 14 x 9 x $\frac{1}{2}$.

For record of sales, see entry 199.

205. JOURNAL (Costs from Magistrates), 1906-14, 1919--. 6 vols. Title varies: Ledger; Day Book. Sheriff's record of fees due for serving magistrates' papers and making arrests, showing date, name of magistrate, number of miles, witnesses, amount. Arr. chron. by date of service. No index. Hdw. on ruled form. 200 to 600 pp. 12 x 8 x $\frac{1}{2}$ to 14 x 9 x $\frac{1}{2}$.

206. BANK STATEMENTS, 1931-33, 1 f. d. Missing: 1897-1930, 1934-35. 1936-- in Cash Book (Ledger), entry 204. Periodic bank statements of funds handled for sheriff in his official capacity, showing name of bank, sheriff, period covered by statement, date and amount of each deposit and check, balance; also canceled checks accounted for in statement, showing name of bank, serial number and date of check, payee, amount, purpose, signature of sheriff, bank's dated cancellation. Arr. chron. by date of balance. No index. Hdw. on printed form 11 $\frac{1}{2}$ x 4 $\frac{1}{2}$ x 17.

207. SHERIFF'S RECEIPT BOOK, 1899--. 2 vols. Originals of receipts for all funds paid out by the sheriff, including costs in sale of property, payments on judgments, attorneys' fees, clerk's fees, advertisements, commissions, storage and wreckage, and other moneys paid by sheriff, showing serial number, names of parties, date, name of sheriff, amount, serial number of check, purpose, name of person receiving check. Arr. numer. by receipt no. Indexed by name of plaintiff. Hdw. 199 and 326 pp. 12 x 8 x 1 and 16 x 12 x 2.

Orders and Warrants

208. ORDERS, 1930-31. 3 papers in 1 f. d. Magistrates' orders for sale of personal property under execution, showing names of plaintiff and defendant, description of property to be sold, signature of magistrate; also copy of judgment, showing parties, judgment, names of presiding judge and attorneys. Arr. chron. by date of issue. No index. Hdw. 11 $\frac{1}{2}$ x 4 $\frac{1}{2}$ x 17.

209. WARRANTS FOR MURDER, 1931, 1936. 2 papers in 1 f. d. Original warrants of arrest issued by coroner after inquest, showing name

Sheriff - Prisoners

of coroner or magistrate acting as coroner, sheriff or constable to whom directed, county, time of inquest, findings of jury, name or names of accused, order to apprehend and bring accused, date issued and signature of coroner or magistrate as coroner. No obvious arr. No index. Hdw. on printed form. $11\frac{1}{2} \times 4\frac{1}{2} \times 17$.

For other warrants for murder, see entry 90.

210. BENCH WARRANTS, 1915--. 1 f. d.

Arrest warrants from presiding judge, on motion of solicitor, showing court, plaintiff, defendant, date, and name of person wanted, signature. Arr. chron. by term of court. No index. Hdw. on printed form. $11\frac{1}{2} \times 4\frac{1}{2} \times 17$.

211. (SEARCH WARRANTS), 1931--. 2 f. d., 1 board file.

Original authority from magistrates to sheriff or constable to search premises or persons, showing date issued, name of place or person to be searched, location and description of property to search for and signature of magistrate; also affidavit signed by party taking out warrant and name of officer appointed to execute. Arr. approx. chron. by date issued. No index. Hdw. and typed on printed form. F. d., $11\frac{1}{2} \times 4\frac{1}{2} \times 17$; board file $14\frac{1}{2} \times 9$.

212. OLD WARRANTS, 1926-35. 1 f. d.

Warrants issued by magistrates, L. Baker, C. K. White, R. Gibson, Jennings, Bell George, Upton Sarratt, showing name of magistrate, to whom issued, for whom, date, reason. Arr. approx. chron. No index. Hdw. and typed. $11\frac{1}{2} \times 4\frac{1}{2} \times 17$.

For stubs of warrants, see entry 194.

213. RECORD OF WARRANTS SENT TO OTHER COUNTIES, 1908--. 1 vol.

Record of warrants sent to other counties, showing date, name of offender, name and address of officer to whom mailed and date returned. Arr. chron. by date sent. No index. Hdw. on ruled form. 75 double pp. $14 \times 8\frac{3}{4} \times 5\frac{1}{4}$.

Prisoners

214. JAIL BOOK, 1897--. 6 vols.

Record of persons committed to jail, showing with slight variations, number, name, age, race, offense, date of arrest and commitment, by whom committed, sentence, rate per day, when to be released, released on bond, chain gang, penitentiary, paid fine or committed to hospital for insane, remarks and amount of fine. Arr. alph. by name of prisoner, 1897-1918; numer. by no. of prisoner under month (1 forward each month), 1919--. No index. Hdw. on ruled form, 1897-1916; hdw. on printed form, 1916--. 175 to 189 double pp. $17 \times 18 \times 3\frac{3}{4}$ to $14 \times 9 \times 1\frac{1}{4}$.

215. LEDGER (Prisoner's Food), 1909-19. 1 vol. Missing: 1897-1908.

Sheriff's accounts for dieting prisoners, showing name, date committed, date released, number of days, amount per day, total amount, 1909-19; also accounts for United States prisoners, 1907-18. Arr. chron. by date of commitment under county and United States. No index. Hdw. on ruled form. 302 pp. $12\frac{1}{2} \times 8 \times 1$.

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216. FEDERAL COMMITMENTS, 1933-35. 1 f. d. Missing: 1897-1932, 1936--.

Original remand of prisoners to custody of the county jail by United States marshal or deputy, showing district, date, name of prisoner and signature of United States marshal or deputy. Arr. chron. by date remanded. No index. Hdw. on printed form. $11\frac{1}{2} \times 4\frac{1}{2} \times 17$.

217. COMMITMENTS AND RELEASE, 1930--. 1 f. d.

Orders from magistrates to constables to convey and to jailor to hold prisoners until released by law, showing county, officer, name of prisoner, date, by whom charged, nature of charge, and signature of magistrate; also orders from magistrates for release of prisoners. Arr. chron. by date of release. No index. Hdw. on printed form. $11\frac{1}{2} \times 4\frac{1}{2} \times 17$.

218. RECORD OF FINGER PRINTS FROM FEDERAL BUREAU OF INVESTIGATION, 1933--. 1 f. d.

Fingerprints and photographs of criminals and missing persons, from the Federal Bureau of Investigation and Bureau of Missing Persons, showing identification number, fingerprints, classification, description of criminal, relatives, criminal record in detail. Arr. alph. by name of criminal or missing person. No index. Fingerprints and photographs on printed form. $11 \times 16 \times 24$.

219. RECORD COUNTY FINGER PRINTS, 1933--. 1 f. d.

Record of fingerprints kept in cooperation with Federal Bureau of Investigation, showing on one side: name, alias, number, race, sex, class, reference, prints of each finger separately and all together, how classified, when searched, index card number, by whom assembled, by whom verified, answered, notation of amputations, prisoner's signature; on reverse side place for photograph, date of arrest, charge, disposition of case, residence, place of birth, nationality, criminal speciality, age, build, height, complexion, hair, weight, eyes, scars, marks, criminal history - name, number, city or institution, date charged, disposition or sentence. Arr. alph. by name of prisoner. No index. Prints on typed form. $11\frac{1}{2} \times 4\frac{1}{2} \times 17$.

Surety Bonds

220. OFFICIAL BONDS, 1931--. 1 f. d.

Original surety bonds given by deputy sheriffs and rural policemen for faithful performance of duty, showing date, name of officer, name of surety, condition and amount of bond, date approved and registered. Arr. chron. by date registered. No index. Hdw. on printed form. $11\frac{1}{2} \times 4\frac{1}{2} \times 17$.

XV. RURAL POLICEMEN

Although rural policemen originated in South Carolina in 1898 (Stat. XXII, 795), the office was not established in Cherokee County until 1912,

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when a special act provided for not less than one nor more than three rural policemen. They were required to be able-bodied men of good habits, coolness and discretion, free from the use of alcoholic liquors; and were appointed by the sheriff from registered electors, upon recommendation of the county commissioners. The term was two years, and the salary was \$60 a month, the county furnishing each two uniforms a year. Before receiving their commissions, they took before the clerk of court the constitutional oath of office, the oaths to enforce the laws against gaming and dueling, not to sell the office, and a special oath for rural policemen; and they filed with the clerk of court, subject to his approval, surety bonds of \$1,000 each. The policemen bore all expenses incident to their services and each provided himself with a billet, such firearms as the county prescribed, and a horse for regular use. Before receiving a salary warrant, each had to take an oath that he had faithfully performed the duties. The rural policemen were subject to removal at any time by the sheriff, who filled vacancies for any cause. (1912, Stat. XXVIII, 909-12.) In 1913 the rural policemen were abolished (Stat. XXVIII, 167). In 1917, if the board of county commissioners considered it necessary, rural policemen might be appointed by the Governor upon recommendation of the county commissioners and the sheriff (Stat. XXX, 202-5). The next year the law was repealed (*ibid.*, p. 790), but the supply act provided \$3,000 for salaries of special constables and rural police if appointed (*ibid.*, p. 415). No further provision was made until 1924, when the supply act carried a salary of \$1,250 for a traffic policeman (Stat. XXXIII, 1334). In 1927 salaries of \$110 a month each were provided for four rural policemen, to be appointed and removed for cause by the Governor, but under the control and direction of the sheriff. One rural policeman was to reside in Cherokee Township. (Stat. XXXV, 488.)

In 1928 a rural police commission was created, consisting of six persons, one from each township, appointed by the Governor upon recommendation of the delegation. Their terms of office were one, two and three years, determined by lot the first year. Compensation was \$100 a year. This commission appointed three rural policemen, each with an annual salary of \$2,040, one to reside in Cherokee Township, and two in Limestone Township. A fund of \$8,000 for rural law enforcement was provided. The policemen were paid out of this fund; any unexpended balance became a contingent fund subject to disposal of the commission for better law enforcement. The commission was required to meet at least once a month, and to make all rules and regulations for government of the police. The sheriff was directly responsible for their discipline and the proper discharge of duties, subject to the orders of the commission. (Stat. XXXV, 1474, 1796-98.) The commission apparently has never been reappointed.

In 1929, a motorcycle policeman with a salary of \$1,880 a year was provided for in addition to the three rural policemen (Stat. XXXVI, 766). Since then there has been no change in the system, but the compensation and the number of rural policemen has varied from time to time. Since 1938 \$7,680 has been appropriated annually for four rural policemen (Stat. XL, 2241; XLI, 2286).

(Next entry 221, p. 85)

Coroner

Duties of the policemen were to patrol and police at least twice a month the entire county, especially the rural districts, by sections assigned to each by the sheriff; and to prevent, detect and prosecute violations of criminal law of every kind. They had authority if necessary to arrest without warrant, to enter homes or houses, and to summon the posse comitatus to assist in making arrests and enforcing the laws. It was also their duty to swear out warrants, when, upon careful investigation, it appeared to them that the accused was guilty. When dispensary constables were discontinued, their duties were devolved upon the rural policemen. (1912, Stat. XXVII, 910-12.) In addition to these duties, the rural policemen of 1917 were required to serve civil and criminal processes of magistrates. They were also required to collect delinquent taxes when directed by the sheriff, to carry out and obey orders of the sheriff, and to report to him at least once a week. (1917, Stat. XXX, 203-5.) In 1928 in addition to previous requirements, the rural policemen were required to own an automobile, to maintain all expenses incident to discharge of official duties, and to be reasonably conversant with the criminal laws of the State (Stat. XXXV, 1796-97).

The only required records were reports. In 1928, upon the convening of each term of criminal court, the police commission was required to make a report of the acts and doings of the rural policemen to the county grand jury to be spread upon the minutes of the court (Stat. XXXV, 1798). Under the system of 1929, the sheriff was required to meet the county delegation at the courthouse on the first Tuesday in each month and make his report on the activities of the rural policemen. The sheriff's report was required to be in duplicate, one copy for the delegation and one for the grand jury. As custodian, he was also required to keep all reports and records of the rural and motorcycle policemen separate, and to turn over to the treasurer every three months all funds collected by them. (Stat. XXXVI, 767.)

No reports were found. For surety bonds, see entry 220.

XVI. CORONER

The office of coroner, like that of the sheriff, was transplanted to South Carolina from England. In Cherokee County it originated with the formation of the county in 1897 (Stat. XXII, 588-95).

The requirements for a candidate are that he shall be a qualified elector of the county, and not hold another office of honor or profit (Const. 1895, art. II, 2). After being nominated in the primary (Code 2365), he is elected by the voters of the county at each alternate general election (Code 3553) for a term of four years (Code 3554). Before taking office, it is necessary for the coroner to post a surety bond of \$2,000 and to take the oath prescribed by the constitution (Code 3556, 3557). He receives his commission from the Governor (Const. 1895, art. IV, 17), who fills a vacancy for the unexpired term by appointment (Code 2351, 3555). Removal for misconduct, neglect of duty, or lack of capacity to perform duties,

For abbreviations and explanatory notes see pages 18-20

may be made by the Governor (Code 1515, 3555). When the coroner is sick, absent or more than fifteen miles from the place of inquest, the nearest magistrate may act in his place (3562). The annual salary in Cherokee County was \$400 in 1940 (Stat. XLI, 2285). The technical skill necessary for inquests and post mortems is supplied by the county physician under a separate appropriation (1934, Stat. XXXVIII, 1829).

The coroner is allowed to appoint one or more deputies, who must be approved by the resident circuit judge and duly certified by the coroner (Code 3558); but he does not avail himself of this privilege without authorization from the delegation, which sponsors the deputy's salary. The supply act of 1915 provided for a coroner's constable in Cherokee County (Stat. XXIX, 285).

The coroner's jurisdiction, powers, and duties are semi-judicial in nature and closely related to the sheriff's. The coroner holds inquests over human bodies which have met with casual or violent death within the county (Code 3561), and he summons jurors and witnesses necessary for this purpose (Code 646). The coroner is required to act as temporary sheriff when a vacancy occurs in that office and when the sheriff is personally connected with a case (Stat. XI, 54; Code 3566-67). As the coroner is the only county official who may arrest the sheriff, he is not permitted to act under any order of the sheriff (1839, Stat. XI, 49; Code 3559). The sheriff is required to set apart a room in the jail for the confinement of persons in the custody of the coroner (1825, Stat. VI, 262; 1839, XI, 54; Code 1946).

The basic required record of the office (1839, Stat. XI, 53; Code 3563) is "Inquisitions", entry 221. Within ten days after the verdict, the original inquisitions, with evidence, is returned to the clerk of the court of general sessions (Stat. XI, 53; Code 3564), after having been endorsed by the coroner in the manner prescribed by law (Code 3565). When the coroner acts as sheriff, he is required to keep a separate record of his executions or other papers, and to leave the book in the sheriff's office (Code 3567). As soon as he enters upon the sheriff's duties, he must, in the presence of the clerk of court or the jailor, make a list of the prisoners in the jail; the list must be signed by him and the jailor, entered in the coroner's book, and the original filed in the clerk's office (Code 3569).

The coroner does not have an office at the courthouse, but keeps his records in the clerk of court's main vault.

221. INQUISITIONS, 1899--. 9 vols. (two unlabeled, C-I). Transcript of all proceedings at coroner's inquests, showing testimony of witnesses, reports of physicians, names of jurors, verdict, names of deceased, date of death, date of inquest, date of verdict. Arr. chron. by date of inquest. Indexed by name of deceased, 1899-1929, 1934--; no index, 1930-34. Hdw., 1899-1935; typed, Dec. 19, 1935--. 172 to 288 pp. 16 x 11 x 1 to 18 x 11 $\frac{1}{2}$ x 2 $\frac{1}{4}$.

For original inquest papers, see entry 95.

For abbreviations and explanatory notes see pages 18-20

(Next entry 222, p. 88)

XVII. AUDITOR

The office of county auditor in South Carolina dates from 1868, when it was created as part of the State financial system instituted after the Civil War (Stat. XIV, 28; XV, 777). In Cherokee County there has been no evolution in the office since it was set up in 1897 (Stat. XXII, 594).

Any qualified elector of the county is eligible to the office (Const. 1895, art. II, 2), but the duties make technical training very necessary. He is nominated in the primary (Code 2365) and appointed by the Governor with the consent of the Senate for a term of four years (Stat. XXIX, 16; Code 2698). Before assuming office he is required to take the constitutional oath (Const. 1895, art. III, 26), and the additional oaths to enforce the laws against dueling and gaming, and not to sell his office (Code 3044). A surety bond of \$4,500 is also required (1933, Stat. XXXVIII, 233). He is both a State and county official, two-thirds of his salary being paid by the State and one-third by the county (Code 2700). Cherokee's share in 1940 was \$832.26 (Stat. XLI, 2285). The auditor may be suspended or removed for cause by the Governor (Code 2701), who fills vacancies in the office with the consent of the Senate (Code 3093). The auditor is ex officio a member of the board of jury commissioners (*supra*, p. 55), and since 1926, a member of the forfeited land commission (*infra*, p. 109). He is clerk of the board of equalization (Code 2747); and he may become an ex officio member of the board of honor when there are no living Confederate veterans in the county (*infra*, p. 129).

The duties of the office concern assessment and return of property for taxation. The auditor of Cherokee County must appoint and advertise the places at which he will receive the returns of taxpayers (1927, Stat. XXXV, 487). On or before the first Tuesday in March of each year, the auditor with the local boards of assessors, must seek out and discover all taxable property in the county not previously returned or listed with him. He is required to lay before the assessors the tax returns, with a list of property not previously returned, stating in the column for remarks what he thinks should be the valuation of the property returned or listed. (Code 2742.) The boards of assessors are required to carefully consider the returns and lists, reserving the right to increase or lower the valuations of the auditor or of the taxpayer. Whenever the valuation and assessment of any property is fixed by these boards at a sum greater by \$100 or more than the amount returned by the owner or his agent, or whenever any property is valued and assessed for taxation which has not been previously returned or assessed, the auditor sends a notice to the taxpayer. If the taxpayer objects, he may appeal to the county board of equalization. (Stat. XXIII, 619; Code 2743.) As clerk of the board of equalization the auditor is required to record the minutes (1868, Stat. XIV, 49; Code 2747). Every male citizen between twenty-one and fifty years of age is required to pay \$2 each year for capitation road tax, which the auditor is required to charge on the tax duplicate (1922, Stat. XXXII, 1048; Code 4087). All males between the ages of twenty-one and sixty years, with certain exemptions, are required to pay poll tax (Const. 1895, art. XI, 6; Code 2565).

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In 1927, a special act ratified an amendment to the State constitution of 1895 (art. VIII, 8) exempting from taxes, except for school purposes, for five years from date of establishment in the county, all textile enterprises valued above \$100,000 (Stat. XXXV, 54-55).

The truant officer in Cherokee County is required to investigate and see that all dogs in the county are listed for taxation. A census of all dogs may be taken by the school trustees or truant officer, and if a census is taken, a copy must be filed with the auditor. (1925, Stat. XXXIV, 426; 1927, XXXV, 51; Code 2617.)

Records required of the auditor by the State Comptroller General are uniform throughout the State (Stat. XV, 761; Code 2727), and were already standardized when Cherokee County was organized. The Comptroller General prescribes the system of bookkeeping, has the forms printed, and examines the books at least once a year (1882, Stat. XVII, 1008; Code 2731-32).

Records for tax assessments are basic. The annual returns by property owners of their taxable possessions must be preserved as public records for a period of five years (1871, Stat. XIV, 623; Code 2733). A special act of 1939 requires the auditor of Cherokee County to furnish each taxpayer making a return, a carbon copy of the return. Changes made in assessed valuation after the return is made, must be entered in ink by the auditor in a book, signed by the chairman of the board of equalization and by a member of the board of assessors in the school district where the property is located, and kept on file in the clerk of court's office. (Stat. XLI, 87.) Effective January 1, 1898, returns were required on incomes and profits of \$2,500 or more (Stat. XXII, 529), until the law was repealed in 1918 (Stat. XXX, 773). In 1913 returns on timber holdings became a requirement (Stat. XXVIII, 197; Code 6573). In 1915 the file of State Tax Commission notices of assessments on corporations and merchants was begun (Stat. XXIX, 125; Code 2426). After corrections of individual tax returns by the boards of assessors and of equalization, the auditor prepares for himself a detailed taxable property schedule called the Auditor's Duplicate; and for the treasurer a condensed schedule called the Treasurer's Duplicate (1882, Stat. XVII, 1011; Code 2713). Upon these duplicates each taxpayer's name, property and assessments are shown. A list of tax exempt property in the county (1882, Stat. XVII, 1010; Code 2711) is another required record. Petitions for abatement of taxes, if approved by the auditor, treasurer and State Tax Commission, are filed, and a permanent record in a book is required (1900, Stat. XXIII, 307; Code 2734). Unpaid tax executions were made a permanent record in 1896 (Stat. XXII, 255; Code 2152).

Real estate records necessary for compilation of the duplicate include the auditor's record of transfer of title (1874, Stat. XV, 761; Code 2727), and the reports from the judge of probate of lands changing ownership by inheritance (1923, Stat. XXXIII, 117; Code 227). For reference, the auditor keeps office copies of the abstracts he sends the Comptroller General, including abstracts of the duplicate, of real estate, of personal property, of additions, of abatements, of executions, of nulla bonas, and of penal-

For abbreviations and explanatory notes see pages 18-20

ties (1882, Stat. XVII, 1016; Code 2712, 2728). Settlement records result from the annual balancing of accounts by the financial officers at the close of the fiscal year, when the auditor receives from the treasurer the county and school warrants which have been canceled during the year and are the treasurer's vouchers of disbursements. The auditor files a copy of the settlement sheet, which summarizes the balanced accounts certified in duplicate by the treasurer, the auditor, and the superintendent of education, and witnessed by the foreman of the grand jury and the Comptroller General (1893, Stat. XXI, 401; Code 2841).

These and other reports sent by the office are on uniform blanks and are open to public inspection (Code 5277). A report on poll tax is required from the auditor to the superintendent of education (1890, Stat. XX, 718; Code 2708). The auditor reports to school trustees on polls returned and school trustees report to the auditor on polls not returned (1890, Stat. XX, 718; Code 1566). The clerk of court reports on collections from fines and licenses (1878, Stat. XVI, 753; Code 3612); the magistrates cannot receive monthly salaries until they file with the auditor reports on money collected (1901, Stat. XXIII, 742; Code 3729). The tax collector reports to him monthly any uncollectible executions, which must be entered by the auditor on the tax books (1930, Stat. XXXVI, 1291; Code 2868). Dealers in explosives must file with the auditor quarterly reports of sales, showing name and race of purchaser, amount sold, date of sale (1903, Stat. XXIV, 125; Code 1304). Under the former dispensary system, he received sworn quarterly reports of druggists on alcoholic liquor sales (Stat. XXII, 137); and returns from dispensers (1896, Stat. XXII, 132-33). From 1906 (Stat. XXV, 110) until 1933 (Stat. XXXVIII, 650), the auditor filed affidavits of parents of inability to pay tuition in State colleges. As a check on taxpayers' returns, the State Highway Commission sends the auditor license cards, entry 239. Correspondence with the State Comptroller General is required to be preserved (1882, Stat. XVII, 1017; Code 2729).

Records are in auditor's suite, in the clerk of court's basement vault, and in the old courthouse.

Tax Records

222. (TAX RETURNS), 1924-- . 228 vols. (labeled by contained years).
Missing: 1897-1923. Subtitled by name of township and school district number.

Original sworn annual returns of taxpayer on all taxable property, including special return for real property, 1926, 1931, 1938, showing name of taxpayer, race; school district, township, post office address; whether or not taxpayer owns farm; if not, on whose farm he lives; whether last returns made in this school district; if not, where; whether taxpayer is liable to poll, road, dog tax; itemized list of personal property, value by taxpayer, by township board of assessors, by county board of equalization, total value; whether property is in city or country; list of real estate owned at beginning of year, number and value of acres, lots and buildings, remarks; real estate acquired since last return; real estate sold or trans-

ferred since last return, signature of taxpayer. Arr. alph. by name of taxpayer under school dist., by twps. under year on loose-leaf binder. No index. Hdw. on printed form. 200 to 500 returns 14 x 9 x 1 3/4 to 4.

For supplemental tax returns, see entry 236 i.

223. PRIVATE INCOME TAX RETURN, 1898-1917. 1 vol.
Record of income returns, showing name of taxpayer, residence or post office address, income, schedule for income tax, total income, total tax. Arr. alph. by name of taxpayer under twp. No index. Hdw. on printed ruled form. 100 pp. 14 x 9 x 1. Old courthouse, vault.

224. SOUTH CAROLINA TAX COMMISSION, LETTERS FROM TAX COMMISSION, RETURNS FROM TAX COM. MERCHANTS AND CORPORATIONS, 1928--. 1 f. d.
Letters from State Tax Commission notifying auditor of assessments to be charged against merchants and corporations owning taxable property in county, showing name, location; items of property, value, total; also letters in regard to abatement petitions. Arr. chron. by year. No index. Hdw. on printed form. 11 x 11 x 24.

225. AUDITOR'S DUPLICATE, 1897--. 78 vols. (labeled by contained year).
Schedule of all taxable real and personal property, compiled from (Tax Returns), entry 222, and itemized in detail, showing name of taxpayer; value of all taxable real estate in country, cities, towns and villages; total value of taxable real estate; itemized taxable personal property, total value of taxable personal property, total value of taxable real and personal property, total property tax; capitation road tax, poll tax, dog tax, total tax, description and remarks. Pasted in front cover is appropriate copy of (Taxes for the Year), entry 230. Arr. alph. by name of taxpayer, under twps., 1897-1912; under school dist. no. shown on thumb tabs, 1912--. No index. Hdw. on printed ruled form. 44 to 399 double pp. 18 x 27 x 5/8 to 2. 12 vols., 1897-1905, clerk of court, basement vault; 66 vols., 1906--, auditor's vault.

For treasurer's parallel record, see entry 244.

226. ABATEMENT BOOK, 1923--. 1 vol. Missing: 1897-1922.
Record of reductions in assessments charged on Auditor's Duplicate, entry 225, showing name of taxpayer, township, fiscal year, page and line of tax duplicate charges, number acres and value of land, number and value of lots and buildings, personal, total taxable property; State, county, school and special taxes; total taxes charged; abatement allowed, showing date and serial number of abatement, number and value of land, lots, buildings and personal; total taxable property; State, county, school and special taxes, total taxes; polls abated by county auditor; remarks and reasons for asking and granting abatement. Arr. chron. by date allowed under twp. No index, but flyleaf has list of twps. with page references. Hdw. on printed ruled form. 50 double pp. 17 1/2 x 14 x 3/4.

227. ABATEMENT PAPERS, 1927--. 2 f. d.
Original petitions of taxpayers for abatement of taxes, including itemized statement of evaluation of property, real and personal, and taxes charged;

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(228-232)

Auditor - Real Property Records

itemized statement of evaluation of real and personal petitioned for; reasons for asking abatement; order by Comptroller General for abatement; also abatements on poll tax, showing reason taxpayer not liable; and abatements of dog tax. Arr. in bundles by years for property, polls, dogs. No index. Hdw. on printed form. 12 x 12 x 24.

228. (REBATES), 1923--. 10 pads in 1 f. d.
Carbon copies of auditor's notices to treasurer of rebated poll and road tax, showing name of county treasurer, township; page and line of treasurer's duplicate, name of taxpayer, whether poll or road tax, amount and date of rebate, auditor's signature. Arr. chron. by date of rebate. No index. Hdw. on printed form. Pads, 11 x 8 x $\frac{1}{4}$; f. d., 12 x 12 x 24.

For originals, see entry 236 v.

229. (MEDICAL CERTIFICATES), 1930--. 25 folders in 1 f. d.
Original certificates from physicians, of physical disabilities of persons charged with commutation road tax, showing name of taxpayer, nature of disability, date, signature of physician. Arr. alph. by name of taxpayer. No index. Hdw. and typed. 12 x 12 x 24.

230. (TAXES FOR THE YEAR), 1923--. 1 stapled file in 1 f. d.
Broadside of Cherokee County levies, showing year, tabulation of school taxes itemized and totaled for each school district by name and number, road tax and ordinary county, tax for bonds and serial notes, total levy, names of auditor and treasurer. Arr. chron. by fiscal year. No index. Printed, 1924--; typed, 1923. Stapled file, 14 x 11 x $\frac{1}{2}$; f. d., 12 x 12 x 24.

Real Property Records

231. TRANSFER REAL ESTATE, 1897--. 6 vols. (A, B, 3, D-F). 1 vol., 1897-1906, has no title.
Record of transfer of real estate, showing date of sale, date of entry, name of seller, name of purchaser, location as rural or urban, remarks. Arr. chron. by date of entry under twp.; twp. shown by thumb tabs, 1925--. No index, but 3 vols., 1897-1924, have page references for twps. on fly-leaf. Hdw. on printed ruled form. 210 to 320 pp. 16 x 20 $\frac{1}{2}$ x 1 $\frac{1}{2}$ to 2.

232. (SEPARATION ORDERS), 1928--. 10 vols. (labeled by year).
Carbon copies of auditor's orders to treasurer to separate taxes on property divided or sold, showing name of treasurer (name of former taxpayer), school district, township; number and value of acres, buildings, lots, total value; value of personal property; poll tax, road tax, grand total; collect taxes from (name of new owner), rate (mills), amount taxes, penalties, total taxes due, year of taxes, serial number of order, reason separation granted, signature of auditor. Arr. numer. by order serial no., and chron. by date of order (1 vol. a year). No index. Hdw. on printed form. Approx. 150 orders a vol. 6 x 9 x 1.

For originals, see entry 246.

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233. PROBATE JUDGE'S REPORT, 1925--. 2 vols.
Report to auditor from judge of probate of transfer of real estate by bequest, showing name of estate, executor, number of acres, assessed value of buildings, total assessed value of lands and buildings, description of real estate, affidavit of appraisement, signature of judge of probate. Arr. chron. by date of report. No index. Hdw. and typed on printed form. 32 pp. 12 x 9 x $\frac{1}{4}$.

Settlement Records
(See also entries 9, 268-274)

234. COUNTY TREASURER PAID VOUCHERS FOR COUNTY AND COUNTY SUPERINTENDENT OF EDUCATION JULY 1, 1924--. 3 f. d. Title varies: County Treasurer's County and School Vouchers. Current in County Vouchers, entry 268, and School Claims, entry 269.
Non current canceled county and school warrants turned over to auditor by treasurer at annual settlement, showing serial number, amount, date, payee, purpose, fiscal year, signatures of authorizing officials, date canceled and paid. Arr. in bundles by years. No index. Hdw. on printed form. 15 x 15 x $24\frac{1}{2}$ to 15 x $19\frac{1}{2}$ x $24\frac{1}{2}$.
For supervisor's stubs of warrants, see entry 8; for superintendent's duplicate claims, see entry 311.

235. (CASH ACCOUNT WITH TREASURER), 1923--. 1 vol. in loose-leaf binder.
Auditor's record of treasurer's itemized cash receipts from all sources, including State and county officers and institutions, showing date, serial number of treasurer's receipt, amount; and, at end of each year's entries, a balanced annual summary. In front of book is pasted a list of bonds outstanding, June 13, 1935. Arr. chron. by year, and thereunder by name of source. No index. Hdw. and typed on ruled form. 250 pp. $11\frac{1}{2}$ x 18 x 2.
For treasurer's cash book, see entry 276; for other bond lists, see entry 265.

236. (GENERAL FILE), 1920--. 2 f. d.
Miscellaneous records of auditor's office, including:
i. Original supplemental tax returns, 1926--, showing information as in entry 222;
ii. Office copies of auditor's abstracts, 1920--, sent to State Comptroller General, of real property, of personal property, of additions, of abatements, of the duplicate, of executions, of nulla bonas, of penalties, of delinquent taxes with penalties, of monthly cash collections; showing with appropriate variations, for each school district, the amount and value of taxable property, location as rural or urban, and other itemized information shown on Auditor's Duplicate, entry 225. Each abstract is endorsed with title, date, date of filing, and recapitulation certified by auditor;
iii. Auditor's copies of settlement sheets, 1934--, for public funds as balanced each fiscal year by financial officials with treasurer, showing credits and debits for tax assessments and

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penalties, each from all sources for all purposes, delinquent tax account, statement of indebtedness (new and retired). Each is endorsed with certificate of verification by auditor, treasurer, supervisor, superintendent of education and tax collector, witnessed by foreman of grand jury and Comptroller General;

- iv. Carbon copies of treasurer's cash receipts, 1929-35, for various funds other than taxes, showing date, serial number, purpose, to whom, amount, signature;
- v. Original abatement notices, 1925-26, from auditor to treasurer, showing information as in entry 228.

Arr. chron. by years in bundles by type of record. No index. Hdw. on printed forms. 11 x 16 x 24.

For treasurer's copies of supplemental tax returns, see entry 245.

Magistrate's Reports
(See also entries 3, 259)

237. (MAGISTRATES' MONTHLY REPORTS), 1923--. 400 reports in 1 f. d. Original magistrates' monthly reports to auditor of fines collected, showing date, name of magistrate, name of person fined, warrant number, fine and cost, and total amount collected. Arr. alph. by name of magistrate and chron. thereunder by date of report. No index. Hdw. and typed. 16 x 11 x 24.

Motor Vehicles
(See also entries 62-64, 286)

238. AUTOS, 1925--. 1 vol. Last entry 1936. List of motor vehicle owners, for taxation purposes, showing name of owner, make of car and model. Arr. alph. by thumb tabs by name of owner under school dists. No index. Hdw. Approx. 200 pp. 19 x 10 x 2.

239. (MOTOR LICENSE CARDS), 1929-30. 2 vols. Auditor's copy of card record of motor licenses issued in Cherokee County by State Highway Department, showing date, license number and amount of fee; make, model and motor number of vehicle, name and address of owner. Arr. alph. by name of owner. No index. Typed on printed form card, bradded to sheets in loose-leaf binder. 300 pp. 9 x 14 $\frac{1}{2}$ x 3.

Miscellaneous

240. AVERAGES: NUMBER OF HORSES AND VALUE - NUMBER OF MULES AND VALUE - BY SCHOOL DISTRICTS IN CHEROKEE COUNTY AND NUMBER OF ACRES AND VALUE - TREASURER'S CASH REPORTS BY THE MONTH, 1926--. 1 f. d. Auditor's records of mules and horses, later of "cattle," and also of farm lands, showing number, value, totals, in each school district, with annual

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summaries and average values in all school districts; also monthly statements, 1927-37, by treasurer of cash. Arr. chron. by year. No index. Hdw., typed on printed form. 11 x 11 x 24.

241. LETTERS, 1923--. 400 letters in 13 letter files (labeled by year). Missing: 1897-1922.

Auditor's official correspondence. Arr. alph. by name of correspondent under calendar year. No index. Hdw. and typed. 12 x 12 x 3 to 5.

242. MAP OF GAFFNEY, S. C., n. d.

Map of the town of Gaffney, showing paved streets, and residences classified as extra high class, medium, poor and extra poor. Carolina Engineering Co., Charlotte, N. C. 1" = 400'. 3' x 2'. Blue-print.

XVIII. BOARD OF EQUALIZATION

The board of equalization in South Carolina dates from 1868 (Stat. XIV, 47). It was set up in Cherokee County in 1897 under the general laws of 1893 and 1897, which devolved the duties relative to valuation, assessment and returns for taxation, upon the boards of township commissioners, special boards of assessors appointed by the Governor for each incorporated city or town of not less than 500 population, and the board of county commissioners. Appeals from decisions of the township boards of commissioners and the special boards of assessors were made to the county board of commissioners sitting as a board of equalization; appeals from them in turn were to the Comptroller General. (1893, Stat. XXI, 482; 1897, XXII, 464-69.) When the county government act of 1899 abolished existing county and township commissioners, these boards were authorized to continue as county boards of equalization and township boards of assessors until their successors were appointed. The Governor was required thereafter to appoint for terms co-terminal with his, county, township, and special boards of assessors. The chairmen of special boards of assessors were made ex officio members of the county board of equalization. (Stat. XXIII, 3-4.) In 1900 the duties of township and county boards of commissioners relative to valuation, assessment, and returns from taxation were devolved upon township boards of assessors, special boards for cities and towns, and a county board of equalization (Stat. XXIII, 116-17, 284). By a special law for Cherokee County in 1914 the Governor, upon recommendation of the legislative delegation, was authorized to appoint for a term of two years two persons in each township; they with the township commissioners constituted the township board of assessors. The county board of township commissioners constituted the county board of equalization. (Stat. XXVIII, 760; Code 2737.) A special act of 1926 provided that the county auditor should appoint three residents in each school district as school district equalization boards (Stat. XXXIV, 1669). In 1933 school trustees were required to investigate tax returns in the auditor's office for their respective districts and report to the township board of equalization all property not returned (Stat. XXXVIII, 774). In 1934 the Governor upon recommenda-

For abbreviations and explanatory notes see pages 18-20

tion of the delegation appointed as school district assessors three resident taxpayers from each school district (Stat. XXXVIII, 1534).

Members of the county board of equalization are required to take an oath "fairly and impartially to equalize the value of the real and personal property... according to the provisions of law" (Code 2747). They receive three dollars a day not exceeding twenty for any one year (Stat. XXVIII, 760; 1934, XXXVIII, 1535; Code 2737). The appropriation has varied from \$450 in 1934 (Stat. XXXVIII, 1828) to \$1,800 in 1938 (Stat. XL, 2241). In 1940 it was \$700 (Stat. XLI, 2286).

The county board of equalization meets on the fourth Tuesday in March to review and equalize the property valuation fixed by the boards of assessors, so that taxation in the county as a whole may be on an equitable basis (1897, Stat. XXII, 466; Code 2747). Upon direction of the chairman or of a majority of the members, the board meets whenever necessary and hears the appeals and grievances of taxpayers. Appeals from its decisions may be made to the State Tax Commission. (1915, Stat. XXIX, 125-32.) The boards of assessors and equalization are under the general supervision of the State Tax Commission, which advises them as to their duties under the laws of the State (Code 2426).

The records of the board consist largely of corrections on the returns for taxation, see entry 222. The auditor, as the clerk of the board, is required to keep a record of its proceedings (Code 2747). For commissions and oaths of assessors, see entry 55.

243. MINUTES - COUNTY BOARD OF ASSESSORS AND EQUALIZATION, 1930--.
2 f. d.

Minutes of proceedings of boards of assessors and equalization in hearing grievances and appeals from the townships boards of assessors to lower taxes and equalize valuation; list of taxpayers whose property has been raised \$100; letters from Comptroller General; authority from county superintendent of education and trustees to the auditor to levy special taxes in certain school districts and statement by the auditor that he has placed the levy on the duplicate; also copies of act providing for levy of taxes for school and county purposes and directing the expenditures thereof. Arr. chron. by date of meeting. No index. Hdw. and typed. 16 x 11 x 24. Auditor's office.

XIX. TREASURER

The office of county treasurer in South Carolina was created in 1868 as part of the State financial system instituted after the Civil War (Stat. XIV, 28-67). In Cherokee County there has been no evolution in the office since it was set up in 1897.

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The only qualifications of the candidate for the office are that he shall be a qualified elector of the county, and not hold simultaneously another office of honor and trust (Const. 1895, art. II, 2). He is nominated in the primary (Code 2365) and appointed by the Governor with the consent of the Senate for a term of four years (Stat. XXIX, 16; Code 2789). Before entering upon the duties of his office, he must subscribe the oath of office prescribed by the State constitution of 1895 (art. III, 26), and the oath with respect to dueling (Code 2789). The treasurer of Cherokee County is required to post a surety bond of \$30,000 (1933, Stat. XXXVIII, 233). As he is a statutory officer serving both the State and county, the State pays two-thirds of his salary and the county one-third (Stat. XXXVI, 197; Code 2700). The county's share is \$832.26 a year (Stat. XLI, 2285). He may be suspended and removed from office by the Governor for cause (Code 2701, 2791). Vacancies are filled for the unexpired term by appointment of the Governor with the consent of the Senate (*ibid.*). The treasurer is an ex officio member of the board of jury commissioners (*supra*, p. 55); and since 1926 of the forfeited land commission (*infra*, p. 109). From 1925 to 1931 the treasurer of Cherokee County was ex officio clerk of the board of county commissioners (Stat. XXXIV, 427; XXXVII, 607).

The duties of the county treasurer are concerned with the collection, custody, and disbursement of county funds. His office is open from September 15th to December 31st for receipt of taxes without penalty (1882, Stat. XVII, 1023; Code 2795). He disburses upon warrants from the authorized officials all money of the county from whatever source derived. Under a general law, the treasurer of Cherokee County is required to attend at convenient places in the county for one or more days to collect taxes, and to publish notice of places he will attend thirty days prior (Stat. XVII, 23; Code 2794). On the first of each month the county treasurer sends the State Comptroller General a complete statement of the total collections to date (1882, Stat. XVII, 1027; Code 2802), and files copies with the superintendent of education, the county commissioners and the clerk of court. In this way he reports to the county commissioners the amount and character of funds collected for the county. He also sends the superintendent of education each month a segregation sheet which reports by school districts the collections and disbursements of poll tax and other school funds (entry 257). (1882, Stat. XVII, 1027; Code 1564, 2801.) At the second term of the court of general sessions, the treasurer submits an annual report showing the number, character and amount of claims paid by him on orders of the county commissioners and of the school authorities, and to whom paid, which is inspected by the grand jury and filed by the clerk of court (1882, Stat. XVII, 892; Code 2829). On November 1, the treasurer sends the State Superintendent of Education an annual report showing, by school districts, the amount of poll tax and all other school taxes collected by him for the fiscal year (1896, Stat. XXII, 169; Code 5398). On the first Wednesday in every month the clerk of court and the sheriff are required to file a report with the treasurer, showing a full and accurate statement of all moneys collected from licenses, fines, penalties, or forfeitures during the preceding month (1878, Stat. XVI, 753; Code 3544, 3612).

The records of the office throughout the State have a degree of uniformity. The State Comptroller General prescribes the system of bookkeep-

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ing (1893, Stat. XXI, 401; Code 2844), makes up the printed forms and examines the books at least once a year (1882, Stat. XVII, 1008; Code 2732). The Treasurer's Tax Duplicate is a basic requirement (1872, Stat. XV, 201; Code 2717). The Treasurer's Tax Execution Book (1882, Stat. XVII, 1027) was discontinued in 1933 because extra columns were added to the Duplicate. Since tax liens expire in ten years (1899, Stat. XXIII, 80; Code 2863), the treasurer's carbon copies of tax receipts (1882, Stat. XVII, 1023; Code 2795) need not be preserved for a longer period. On each receipt appears the serial number by the taxpayer's name on the Treasurer's Tax Duplicate. Upon the reverse of each receipt is a form for the execution which will be issued if the taxes are not paid on time; also a form for a receipt if collected, and a form for the tax collector's explanation if not collected. Unpaid tax executions were made permanent records in 1896 (Stat. XXII, 255; Code 2152).

Under general law, the treasurer's annual report to the court of general sessions was required to be published until a special act of 1914 exempted Cherokee (Stat. XVII, 892; XXIX, 15; Code 2829). In 1912 the Cherokee treasurer was required to publish a quarterly itemized statement of magistrates' collections (Stat. XXVII, 638). In 1914 he was required to file with the clerk of court and with the foreman of the grand jury a sworn itemized annual statement of all receipts and disbursements (Stat. XXIX, 15). At the monthly settlement, the tax collector is required to file with the treasurer a written report on tax executions (1930, Stat. XXXVI, 1291; Code 2868(7)). Since 1938 authorizations from the delegation have been required to be filed in the treasurer's office (Stat. XL, 2246). The treasurer safeguards as his vouchers of disbursements, the current canceled warrants, school claims, and State Treasurer's receipts until he can deliver them to the county auditor at the annual settlement (Code 2840). By amendment in 1933 (Stat. XXXVIII, 218, 591) the fiscal year (Const. 1895, art. X, 10) may be changed from January 1 to July 1.

With the exceptions indicated in the entries, most of the non current records are in the vault of the old courthouse and the current records are in the treasurer's vault of the present courthouse.

Taxes and other Collections
(See also entry 274)

244. TREASURER'S DUPLICATE, 1897--. 79 vols.

Record of assessment and payment of taxes, on real and personal property, poll tax, capitation road tax and dog tax; showing with slight variations, township, school district, name of taxpayer, serial number, number of acres, lots, buildings, dogs, value of all taxable real estate, value of all taxable personal property, total value of all taxable property and total tax (levies, mills) on all taxable property, and amount of poll tax, capitation road tax, dog tax, total tax for collection, date of payment; also contains columns for; 1933--, Treasurer's Tax Executions, entry 251; 1919--, Execution Book (Treasurer's 7% Penalty and Execution Book), entry 252; and 1923--, County Treasurer's 15% Penalty and Execution Book, entry 253. Arr. alph. by name of taxpayer under twps., 1897-1901; under twps. with rearrangement of taxpayers in school dists. having special levies, 1902-13;

under school dists. under twps., 1914-26; under school dists., 1927--. No index. Hdw. on printed ruled form. 199 to 343 double pp. 18 x 12 x $1\frac{1}{2}$ to $3\frac{1}{2}$. 43 vols., 1897-1921, old courthouse, vault; 7 vols., 1922, 1923, 1925, supervisor's office; 1 vol., 1924 and 28 vols., 1926--, treasurer's vault.
For auditor's parallel record, see entry 225.

245. SUPPLEMENTAL TAX RETURNS, 1930--. 6 bundles.
Authority from auditor to treasurer to collect taxes on taxable property returned after tax duplicate has been made up, to be entered on duplicate as "Additional," showing name of taxpayer, serial number, number and value of acres, lots, buildings; total value of real property; total value of personal property; kinds of tax (State, county, school, polls, road), rate of levy and amount of tax; penalties, rate, amount; total taxes due; date of collection. Arr. chron. by date of collection under years. No index. Hdw. on printed form. 20 to 150 papers per bundle 9 x $3\frac{1}{2}$ x $\frac{1}{2}$ to 2.
For auditor's record, see entry 236 i.

246. (SEPARATION ORDERS), 1930--. 700 orders in 2 f. d.
Original (Separation Orders), showing information as in entry 232. Arr. chron. by date of issue under year. No index. Hdw. on printed form. 6 x $11\frac{1}{2}$ x 24.

247. (TAX RECEIPTS), 1897--. 400 vols.
Carbon copies of tax receipts, showing serial number, tax district, name of taxpayer; schedule of taxes (rate, State, county, special, road, dog); amount of tax; number of acres, lots, buildings; personal property; total tax; and when under execution percent penalty, road, dog, poll, treasurer's cost, sheriff's or tax collectors' costs, mileage, total; and attached stub which is treasurer's cash slip, showing number of tax district, tax year; State, county and school tax; special, poll, road, dog and total tax; percent penalty, total tax and penalty; date collected. Arr. chron. by year, and thereunder numer. by receipt no. No index. Hdw. on printed form. 1,000 receipts per vol. $16\frac{1}{2}$ x 7 x $1\frac{1}{2}$ to 16 x $13\frac{1}{2}$ x 2. 300 vols., 1897-1929, old courthouse, vault; 100 vols., 1930--, treasurer's vault.
For other tax receipts, see entry 249; for detached original treasurer's cash slips, see entry 256.

248. DOG TAX (Receipts), 1918--. 82 vols., 1 f. d. and 109 pkgs.
Copies of receipt issued by treasurer upon payment of dog license fee, showing date, serial number, name of taxpayer, amount, township or school district number, initial of treasurer; also certificate of vaccination of dogs with rabies vaccine, showing date, description of dog, name of owner, vaccination tag number, name and signature of veterinarian. Arr. numer. by receipt no. under year, 1918-29; chron. under school dist., 1930--. Hdw. on printed forms. Vols., 100 pp. 11 x 6 x 1; f. d., 6 x $11\frac{1}{2}$ x 24; pkgs., 3 x 5 x $2\frac{1}{2}$. 61 vols., 1918-29, old courthouse, vault; 21 vols., 1 f. d. and 109 pkgs., 1929--, treasurer's vault.

249. (COMMUTATION ROAD TAX RECEIPTS), 1898-1922. 200 vols.
Carbon copies of receipts for road tax required of all persons liable to road duty who do not contribute labor on roads, showing serial number of re-

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(250-253)

ceipt, name of taxpayer, date of receipt, amount of tax, and signature of county treasurer. Arr. numer. by receipt no. No index. Hdw. on printed form. 100 receipts a vol. $2\frac{1}{2} \times 8\frac{1}{2} \times \frac{1}{2}$. Old courthouse, vault.

For other tax receipts, see entry 247.

250. RECEIPTS, 1923--. 17,000 receipts in 17 vols.

Carbon copies of receipts given by county treasurer to magistrates, clerk of court and probate judge, for funds other than taxes (fines, licenses, fees, etc.), showing serial number, date, purpose, amount, to whom given, and signature of treasurer. Arr. numer. by receipt no. No index. Hdw. on printed form. 1,000 receipts a vol. $12 \times 8 \times 1\frac{1}{2}$.

251. TREASURER'S TAX EXECUTIONS, 1897-1922, 1925-32. 12 vols. 1933-- in Treasurer's Duplicate, entry 244.

Record of tax executions, showing with variations, serial number of execution, taxpayer's name, date of payment; number of acres, lots and buildings; value of realty, value of personalty, total value, total taxes, taxes and penalties, polls, penalties on polls, capitation road tax, total taxes and penalties, executions collected and paid to treasurer, executions nulla bona, treasurer's costs, sheriff's costs, remarks. Arr. alph. by name of taxpayer under twp., 1897-1914; alph. by name of taxpayer under school dist., 1915-22, 1925-32. Hdw. on printed ruled form. 200 to 300 double pp. $18 \times 12 \times 1\frac{1}{2}$ to $2\frac{1}{2}$. 6 vols., 1897-1922, old courthouse, vault; 6 vols., 1925-32, treasurer's, vault.

For sheriff's and tax collector's parallel record, see entries 202, 297; for original nulla bonas, see entry 254.

252. EXECUTION BOOK (Treasurer's 7% Penalty and Execution Book), 1911-18. 1 vol. 1919-- in Treasurer's Duplicate, entry 244.

Record of tax collections with 5% and 7% penalties, showing serial number of execution, name of taxpayer, date of payment; number of acres, lots and buildings; value of realty and personalty, total value of all property; total taxes, taxes and penalties; polls, penalty on polls; number of dogs and capitation tax; total taxes and penalties; amount collected by county treasurer; amount of executions issued; executions collected by sheriff; executions nulla bona; and remarks. Arr. alph. by name of taxpayer under twp. No index. Hdw. on printed ruled form. 199 double pp. $18 \times 11 \times 2$. Old courthouse, vault.

253. COUNTY TREASURER'S 15% PENALTY AND EXECUTION BOOK, 1897-1922. 3 vols. 1923-- in Treasurer's Duplicate, entry 244.

Record of tax collections with 15% penalties, showing with variations, serial number of execution, name of taxpayer, date of payment; number of acres, lots and buildings; value of realty, value of personalty, total value of all taxable property; State tax, 15% penalty on State tax; county taxes, ordinary and special, penalty on county taxes; school taxes, penalty on school taxes; poll tax, penalty on poll tax; total tax with penalty; amount collected by treasurer, amount of executions issued, executions collected by sheriff, executions nulla bona, totals at end of year. Arr. alph. by name of taxpayer under twp. No index. Hdw. on printed ruled form. 199 double pp. $18 \times 11\frac{1}{2} \times 2$. Old courthouse, vault.

254. NULLA BONA EXECUTIONS, 1927--. 6 bundles.

Original executions on reverse of cash slip, entry 256, returned by sheriff, 1927-29, and by tax collector, 1930--, as uncollectible, showing year and serial number of execution. Arr. chron. by date returned. No index. Hdw. on printed form and typed. $9 \times 3\frac{1}{2} \times 2\frac{1}{2}$ to $11 \times 7\frac{1}{2} \times 7\frac{1}{2}$.

For record of nulla bonas, see entry 251.

255. (TAX EXECUTIONS - STUBS), 1898-1904, 1907-14, 1922. 18 vols.

Stub record of tax executions, a type in use before executions were provided for on reverse of receipt and cash slip, showing serial number, name of taxpayer, amount paid, date paid, kind of tax, name of sheriff, county and township. Arr. numer. by no. of execution (1 forward each year). No index. Hdw. on printed form. 1,000 stubs a vol. $16\frac{1}{2} \times 21\frac{1}{2} \times 1$. Old courthouse, vault.

256. EXECUTIONS RETURNED (Reports), 1903-4, 1926--. 2 f. d., 55

bundles. Title varies: Executions; Paid Executions.

Original monthly returns to treasurer from sheriff, 1903-4, 1926-28, from tax collector, 1929--, on delinquent taxes collected, showing date of return, serial number of receipt, amount, reason, total, signature; each is accompanied by original treasurer's cash slips, which were detached from receipts given to taxpayers and retained by collector as his vouchers. Arr. chron. by month under year. No index. Hdw. on printed form. F. d., $6 \times 11\frac{1}{2} \times 24$; bundles, $8\frac{1}{2} \times 4 \times 1\frac{1}{2}$ to $11\frac{1}{2} \times 10 \times 4$. 2 bundles, 1903-4, old courthouse, vault; 53 bundles and 2 f. d., 1926--, treasurer's vault.

For carbon cash slips, see entry 247; for record of monthly returns, see entry 257; for tax collector's copies, see entry 301.

257. (SEGREGATIONS), 1903-10, 1927--. 5 vols. 1923 in Journal No. 1 (County Warrants), entry 280.

Record of collected taxes and executions, "segregated" or allocated to State, county and school funds, showing school district, collections on property tax, total tax and penalties; polls and penalties; roads and penalties; rate, general schools, general schools and penalties; bonds, bonds and penalties; totals under State, county and school; county taxes, 1938, distributed under purpose for which levy was made (ordinary county, county bonds, library, roads, polls, general schools, school buildings, high school, consolidated school, 6-0-1 law); also collector's monthly returns on collections of executions, showing year of execution, date of collection, amount, whether paid or nulla bona. Arr. chron., segregations by month under school dist.; returns by month collected under year of execution under year of collection; No index. Hdw. on printed ruled form. 76 to 200 double pp. $11\frac{1}{2} \times 18 \times \frac{1}{2}$ to 2. 2 vols., 1903-10, old courthouse, vault; 3 vols., 1927--, treasurer's vault.

For original monthly returns, see entry 256.

Reports

258. MONTHLY REPORTS TO COMPTROLLER GENERAL, 1927--. 190 reports in 1 loose-leaf binder.

Office copies of treasurer's monthly reports to Comptroller General, show-

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ing month ending, receipts for State, county and schools, including total property tax, executions, miscellaneous, balance for previous month, total; disbursements from county, school, State, including paid notes, interest, coupons, abatements, balance on hand, affidavit before notary and treasurer's signature. Arr. chron. by date of report. No index. Hdw. on printed form. 190 sheets $16\frac{1}{2} \times 9 \times 3$. Office.

259. REPORTS OF MAGISTRATES AND CLERK OF COURT, 1926--. 234 reports in 1 f. d., 1 bundle. Title varies; Magistrate's and Constables Reports.

Original reports to treasurer from magistrates and constables, 1926--, and clerk of court, 1934--, on fines, licenses and costs collected by them, showing date, from whom collected, cause, warrant number (from magistrates), amount collected, signatures, and date filed. Arr. chron. by date report filed. No index. Hdw., and typed. F. d., $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$; bundle, $9 \times 4 \times 7\frac{1}{2}$.

For clerk of court's records of collections, see entries 65, 103; for other magistrates' reports, see entries 3, 237.

260. AUDIT REPORT CHEROKEE COUNTY, 1924--. 21 reports. Subtitled by name of office. Title varies: Comments and Recommendations on Audit Report.

Audit report by certified public accountant, on Cherokee County offices, showing transmittal letter and certificate, exhibits and schedules of all financial transactions (assets, liabilities, income, expense), proof of financial status, analysis, remarks and recommendations. Arr. by topic. No index but table of contents. Typed. 25 pp. $11 \times 8\frac{1}{2} \times \frac{1}{4}$.

For copy of Duke Endowment Commission audit, see entry 108.

261. REPORT - COUNTY TREASURER, 1907, 1908, 1911-14. 13 copies. Publication discontinued by act of 1914.

Treasurer's file of published annual report on collections and disbursements of county and school funds, required to be submitted to the court of general sessions, showing information as in entry 106. No obvious arr. No index. Printed. 20 sheets $10 \times 9 \times 1/16$ to $15 \times 6 \times 1/16$. Old courthouse, vault.

Borrowed Money

262. BOND BOOK NO. 1, 1914--. 1 vol. and 12 loose papers interleaved. Ledger of public bond and note issues, showing date of issue, principal, denomination, rate of interest, date due (principal and interest), amount of principal and interest due at stated dates; date paid in full; also loose samples of highway bond, notices of courthouse bonds and school district building bonds to be sold, carbons of serial negotiable promissory notes for past indebtedness and highway construction, and correspondence. Arr. by accts. for bond or note; accts. chron. by date of issue. No index. Hdw. on ruled form. Bond, engraved; notices, printed; notes, typed. 600 pp. (23 used) $16\frac{1}{2} \times 11 \times 2\frac{1}{2}$.

For proceedings for bond issues, see entry 87; for other record of bond issues, see entry 312.

263. COUNTY BONDS AND COUPONS, 1921--. 12 f. d. Title varies: Reimbursement Bonds and Coupons; School Loans and Coupons. Canceled coupons and bonds of county, State Highway reimbursement, and school districts, showing holding company, date of issue, date due, kind of bond, principal, interest, date and amount of coupon, rate of interest, when and where payable, date paid. Arr. chron. by date due. No index. Engraved. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.

264. CHEROKEE COUNTY SINKING FUND COMMISSION (pasted title partly torn off), 1908-36. 1 vol.
Accounts of school district bonds, 1907-36; of county bonds, 1914-27; bank accounts, 1923-29; York section sinking fund, 1908-12; statements of status of sinking fund of York, Union and Spartanburg sections of Cherokee County as found by investigating committee (Hardin, Austell, Spenn) May 15, 1908, showing transactions of commission and certificate of committee; statement of sinking fund commission handed to Judge Memminger, Feb. 23, 1908; accounts for Cherokee Township bonds in aid of Charleston, Cincinnati and Chicago Railroads, paid July 1, 1911, with copy of treasurer's receipt for canceled bonds, 1912. Arr. by accts. and thereunder chron. by date of entry. Indexed by name of acct. Hdw. on ruled form. 236 pp. $14\frac{1}{2} \times 8\frac{1}{2} \times 3\frac{1}{4}$.
For subsequent sinking fund records, see entries 339-341; for superintendent of education's record of bonds, see entry 312.

265. LEDGER (On flyleaf: "Old Sinking Fund Ledger May 2, 1930"), 1921--. 1 vol.
A list of outstanding county bonds, showing year of issue, kind of bond, rate and amount; and a list of school bonds, showing year of issue, name and number of school district, date of maturity, rate of interest, number of mills levied, and amount of issue. No obvious arr. No index. Hdw. on ruled form. 148 pp. (2 used) $14 \times 8 \times \frac{1}{2}$.
For auditor's bond list, 1935, see entry 235.

266. BILLS PAYABLE, 1897-1957. 1 vol.
Record of notes, bonds and bills payable, showing date, serial number, drawer, to whom payable, where payable, when due (Jan.-Dec.), amount, when and how disposed of. Arr. chron. by date of obligation. No index. Hdw. on printed ruled form. 75 double pp. (17 used) $8 \times 10\frac{1}{2} \times \frac{1}{2}$.

267. NOTES PAID - STATEMENTS OF RECEIPTS AND DISBURSEMENTS, 1924--. 1 f. d.
Canceled short term notes issued in anticipation of taxes (county), other county notes and school district notes, showing serial number of note, amount, unit issuing, purpose, date of note and date paid; also related correspondence notes, and statements of receipts and disbursements. No obvious arr. No index. Hdw. on printed form. 50 notes $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$.
For other school district canceled notes, see entry 313.

Settlement Records
(See also entries 9, 234-236)

268. COUNTY VOUCHERS, current. 1 f. d.
Original canceled warrants issued by board of county commissioners for

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county expenses, paid by treasurer and held as vouchers until annual settlement, when delivered to auditor and filed in County Treasurer Paid Vouchers For County and County Sup(erintenden)t of Education, entry 234. Arr. numer. by serial no. No index. Hdw. on printed form. 6 x 11 $\frac{1}{2}$ x 24.

For supervisor's stubs, see entry 8.

269. SCHOOL CLAIMS (Vouchers), current. 4 bundles in 1 f. d. Original canceled school warrants issued by school authorities for school expenses, paid by treasurer and held as vouchers until annual settlement, when delivered to auditor and filed in County Treasurer Paid Vouchers For County and County Sup(erintenden)t of Education, entry 234. Arr. chron. by date paid. No index. Hdw. on printed form. 6 x 11 $\frac{1}{2}$ x 24.

For duplicate claims, see entry 311.

270. RECEIPTS FROM STATE TREASURER, 1927--. 54 envelopes in 1 pigeon-hole.

County treasurer's vouchers, consisting of original receipts from State Treasurer for State taxes, showing serial number, date, amount, name of county treasurer, how paid, and signature of State Treasurer. Arr. chron. by date of receipt. No index. Hdw. and typed on printed form. 6 x 4 $\frac{1}{2}$ x 9.

For transmittal letters, see entry 296.

271. (SETTLEMENT SHEETS AND ABSTRACTS), 1908-14, 1926--. 9 bundles, 1 roll.

Treasurer's copies of settlement sheets, 1926--, showing information as in entry 236 iii, and of abstracts sent by auditor to State Comptroller General, showing information as in entry 236 ii; also deductions by Comptroller General, 1926-34; also treasurer's statement of cash in hand, 1926-35; treasurer's statements of monthly collections, 1926--; of poll taxes, 1926-35; of county and school funds, 1927, 1931-57; of road taxes, 1931-36. Arr., 1932-- in bundles by years; no obvious arr., 1908-14, 1926-31. No index. Hdw. on printed forms. Bundle, approx. 9 x 3 $\frac{1}{2}$ x 2 $\frac{1}{2}$. Roll, 1908-14, old courthouse, vault; bundles, 1926--, treasurer's vault.

272. RECORD OF COUNTY TAXES & SETTLEMENT, 1898-1925. 2 vols. 1 vol., 1898-1911 has no title.

Record of receipts and disbursements of county funds, showing, 1898-1911, for receipts, the date, source, amount, and total receipts; for disbursements, the balance brought forward, claim serial number, date, payee, amount, item of supply act to which chargeable, total disbursements and annual settlement with certificate of examination signed by treasurer, auditor, county supervisor, foreman of grand jury and Comptroller General; 1912-25, record of disbursements only, showing date, payee, serial number of claim, purpose, and amount under column for fund to which chargeable (ordinary county, special county, roads and bridges, borrowed money), with annual recapitulation showing page number of each disbursement record. Arr. chron. by date of entry. No index. Hdw. on ruled form, 1898-1911; hdw. on printed ruled form, 1912-25. 300 double pp. 18 x 12 x 2 $\frac{1}{2}$. 1 vol., 1898-1911, old courthouse, vault; 1 vol., 1912-25, treasurer's vault.

273. SCHOOL SETTLEMENT BOOK, 1897-1919. 1 vol.

Record of receipts and disbursements of school funds, showing with varia-

tions, for receipts the date, source, amount, total; and for each disbursement by claim (warrant), the date of approval, serial number, payee, amount, purpose; and annual settlement with summarized totals for fiscal year (including nulla bonas and abatements) as balanced and certified by treasurer, auditor, and superintendent of education, witnessed by foreman of grand jury and Comptroller General. Arr. chron. by fiscal year, and thereunder number, by serial no. of claim. No index. Hdw. on printed form. 250 pp. 18 x 13 $\frac{1}{2}$ x 2. Old courthouse, vault.

274. (STATE SETTLEMENT BOOK), 1897-1922. 1 vol.

Record of collections of State taxes and of payments to State Treasurer, showing original and additional assessments for State taxes, 15% penalty on delinquent taxes, railroad assessment for support of railroad commissioner, executions in hands of sheriff for current and previous year, lands credited in last settlement but not advertised, current taxes on lands not advertised; proportion of treasurer's commissions paid out of State funds, deductions and abatements allowed by Comptroller General, State tax on nulla bona executions, State taxes on delinquent lands in hands of sheriff by his voucher, treasurer's cost on delinquent, forfeited lands, executions on personal property in hands of sheriff (totals, balance due State and paid, date, amount); and with variations, date of annual settlement and signatures of county auditor and treasurer. Arr. chron. by date of collections under each year. No index. Hdw. on printed form. 149 double pp. (28 used) 16 x 11 x 1. Old courthouse, vault.

Ledger and Cash Books

275. LEDGER (General), 1897--. 9 vols. (1-5, four unlabeled).

Accounts of collections and disbursements of all school and county funds, and sinking fund accounts with each school district having sinking fund bonds; showing date, source and amount of debits and date, payee and amount of credits. Arr. chron. by date of entry under acct. No index. Hdw. on ruled form. 200 to 1,202 double pp. loose-leaf, 1925--. 18 x 14 $\frac{1}{2}$ x 2 to 17 x 15 x 4. 6 vols.; 1897-1921, old courthouse, vault; 3 vols., 1922--, treasurer's vault.

276. CASH BOOK (General), 1923--. 3 vols.

Record of collections and disbursements of State, county, and school funds handled by county treasurer, showing for collections debited, the date, source, serial number of receipt, explanation (hunting and other licenses, county board fund, executions, sales, gas tax, fines, etc.), whether for State, county or schools, and total; for disbursements credited, the date, payee, and serial number of warrant, explanation (salaries, sinking fund, bond interest, etc.), whether for State, county or schools, total, and cash balance. Arr. chron. by date of entry. No index. Hdw. on printed ruled form. 200 double pp. 17 $\frac{1}{2}$ x 15 x 1 $\frac{1}{2}$.

For auditor's record, see entry 235.

277. (CASH COUNTY FUNDS), 1897-1900. 1 vol.

Record of collections and disbursements of county funds, showing for collec-

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tions debited the amounts from cash on hand, ordinary taxes, fines and costs, dispensary profits, license and other sources, and total; for disbursements credited the serial number of order, payee, purpose, fund to which charged (jurors, witnesses, sheriff, clerk, coroner, magistrates, auditor, treasurer, supervisor, poorhouse and farm, roads and bridges, contingent fund), and total. Arr. chron. by date of entry. No index. Hdw. on printed ruled form. 125 double pp. $11\frac{1}{2} \times 18 \times 2$. Old courthouse, vault.

For subsequent records, 1921-37, see entry 280.

278. CASH SCHOOL FUND, 1897-1900. 1 vol.

Record of collections and disbursements of all school funds, showing for collections debited the date, source (property taxes, polls), amount due district previous year, amount of poll tax, 3-mill tax, special tax and other funds; for disbursements credited the date of approval by county superintendent, date of payment, school district number (not used), treasurer's or superintendent's number, payee, person presenting, amount of warrant. Arr. chron. by date of entry under collections and disbursements. No index. Hdw. on printed ruled form. 237 pp. $18 \times 11\frac{1}{2} \times 2$. Old courthouse, vault.

For subsequent record of disbursements, 1923-- , see entry 281.

279. DAY (Cash Memoranda), 1911-22. 2 vols.

Memoranda of tax collections; of money orders received for payment of taxes; of court expenses. Arr. chron. by date of entry under type of memorandum. No index. Hdw. on ruled form. 300 and 599 pp. $17 \times 7\frac{1}{2} \times 1\frac{1}{2}$ and $16 \times 7 \times 2$. Old courthouse, vault.

File Books

280. JOURNAL NO. 1 (County Warrants), 1921-37. 1 vol.

Record of warrant disbursements of county funds, showing date, payee, purpose, serial number, fund to which chargeable (ordinary county, special county, roads and bridges, borrowed money), monthly totals for each fund; also record of hail storm property taxes rebated 1923. Also contains (Segregations), 1923, entry 257. Arr. chron. by date of entry. No index. Hdw. on printed ruled form. 506 double pp. $18\frac{1}{2} \times 12 \times 2$.

For supervisor's parallel record, see entry 6; for prior record, 1897-1900, see entry 277.

281. CASH (School Warrants), 1923-- . 1 vol. Explanatory title inside: School Settlement Book.

Record of warrant disbursements of school funds, showing date, serial number, payee, amount, school district, fund to which chargeable (general school, buildings and grounds, county board, bonds and interest); also monthly recapitulations of totals to each fund. Arr. numer. by serial no. of warrant. No index. Hdw. on ruled form. 252 double pp. $16\frac{1}{2} \times 10\frac{1}{2} \times 2$.

For prior record, see entry 278.

282. (COUNTY AND SCHOOL WARRANTS), 1904. 1 vol.

Record of warrant disbursements of county and school funds, showing date, payee, serial number (not used), amount, fund to which chargeable (ordi-

Treasurer - Bank Records; Agricultural
Extension Board

(283-288)

nary county, commutation and road, school district), and totals; also summary of totals under above heads, railroad bonds and dispensary. Also contains Treasurer's Account Book, no date, entry 283. Arr. chron. by date of entry. No index. Hdw. on ruled form. 194 pp. 16 x 11 x 1. Old courthouse, vault.

For supervisor's parallel record, see entry 6.

Bank Records
(See also entry 289)

283. TREASURER'S ACCOUNT BOOK, 1923--. 2 vols. Title varies: Record Treasurer's Office. Undated record in (County and School Warrants), entry 282.

Record of deposits and disbursements of State, county and school, funds in various banks, showing name of bank, date, payee, check number, fund to which charged, amount, and balance. Arr. chron. by date of entry and number by no. of check under bank acct. No index, but table of contents on flyleaf. Hdw. on printed ruled form. 300 pp. 18 $\frac{1}{2}$ x 12 x 2.

284. DEPOSIT SLIPS, 1923--. 1,200 slips in 2 f. d. Title varies: Deposit Duplicates.

Duplicate and carbon bank deposit slips, showing bank, date, amount of deposit, how deposited (check, draft, etc.). Arr. approx. chron. by date of deposit. No index. Hdw. on printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$ and 6 x 11 $\frac{1}{2}$ x 24.

285. (CHECK STUBS), 1925, 1929-30, 1937--. 8 vols.

Stub record of checks issued by treasurer, showing serial number, date, payee, purpose and amount. Arr. numer. by check no. No index. Hdw. on printed form. 295 stubs 6 $\frac{1}{2}$ x 11 $\frac{1}{2}$ x $\frac{1}{2}$ to 10 x 13 x 1.

286. AUTO REFUND CHECK, 1925. 1,813 checks in 1 f. d.

Canceled checks issued by treasurer in refunding to owners of motor vehicles money paid for county licenses, when State Highway Department took over licensing, showing date, payee, address, amount, serial number of check, signature. Arr. numer. by serial no. No index. Hdw. on printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

For other motor vehicle records, see entries 62-64, 258, 239.

287. BANK STATEMENTS (and Canceled Checks), 1931, 1934--. 2 bundles, 1 f. d.

Bookkeeping machine record returned by bank of bank account, showing balance brought forward, date and amount of each check and deposit, and balance in bank; also canceled checks. Arr. chron. by date of statement. No index. Typed. Bundles, 9 x 4 $\frac{1}{2}$ x 9; f. d., 6 x 11 $\frac{1}{2}$ x 24.

Agricultural Extension Board
(See also entry 366)

288. (GENERAL LEDGER AND CASH JOURNAL), 1936--. 1 vol.

Records of collections and disbursement of fund for county terracing pro-

For abbreviations and explanatory notes see pages 18-20

gram, including general ledger accounts, bank deposits, date, remarks, check number, cash, receipts; cash journals no. 1, no. 2, showing pay rolls, oil and greases, repairs. Arr. chron. by date of entry under monthly accts. No index. Hdw. on ruled form. 76 double pp. 13 x 14 $\frac{1}{4}$ x $\frac{1}{8}$.

289. (CHECK STUBS AND DEPOSIT BOOK), 1930--. 2 vols.
Stub record of checks to pay for machinery, salaries, and incidentals, showing number of check, date, to whom paid, address, amount, number of account to which charged; also includes Merchants and Planters deposit book, showing date, deposits and balance. Check stubs, arr. numer. by check no.; deposit book, chron. by date of deposit. No index. Hdw. on printed form. 499 stubs (454 used) 9 x 12 x 1; deposit book, 25 pp. 5 x 3 x $\frac{1}{4}$.

Board of County Commissioners

290. CONTRACTS FOR BRIDGES, 1928-30. 38 pkgs. in 1 f. d.
Contracts for bridges, showing name of contractor, date and conditions of agreement, location of bridge; also related correspondence, bids and blue-prints. No obvious arr. No index. Typed. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.
For other contracts, see entry 17.

291. ROAD CONSTRUCTION ACCOUNT FWA DOCKET PROJECT 1062-R, 1936-37.
1 vol.
Stub record of warrants for road construction funds, showing serial number of check, date, to whom payable, amount, and balance carried forward. Arr. numer. by serial no. No index. Hdw. on printed form. 150 stubs 9 x 15 $\frac{1}{2}$ x $\frac{1}{4}$.

For other FWA records, see entries 12, 13.

292. COURT VOUCHERS, 1933--. 1 f. d., 11 pkgs.
Original claims for court expenses grouped by term of court, with canceled pay bill attached for group; pay bills show serial number, term of court, date, purpose, number days attendance, amount, signatures of clerk of court and presiding judge. Arr. chron. by term of court. No index. Hdw. on printed form. F. d., 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$; pkgs., 9 x 5 x 7 $\frac{1}{4}$.

For other pay bills, see entries 4, 22; for stubs of pay bill, see entry 112.

293. COUNTY HEALTH DEPARTMENT (Claims), 1928--. 143 claims in 1 f. d.
Original claims from department of health, with attached invoices, and statement of medical supplies or services including salaries of county nurse and physician, showing serial number of claim, items, amount claimed, and date of payment. Arr. numer. by no. of claim. No obvious arr. No index. Hdw. and typed on printed form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$.

For other claims, see entry 4.

294. LEDGER (Building Courthouse), 1929. 1 vol., approx. 30 loose papers interleaved.
Accounts for building new courthouse (cash, general contract, extra above

For abbreviations and explanatory notes see pages 18-20

contract, heating and plumbing, architect, general labor, merchandise, furnishings), showing date, item or name, check serial number and amount; also loose adding machine slips, final statement, receipted bills and correspondence. Arr. chron. by date of entry under acct. No index. Hdw. on ruled form. 183 pp. 14 x 8 $\frac{1}{2}$ x 3 $\frac{1}{4}$.

Correspondence

295. RECENT LETTERS, 1924--. 1,100 letters in 2 f. d. Title varies: Gosset & Hall.

Miscellaneous official correspondence of treasurer. Arr. alph. by name of correspondent and thereunder approx. chron. by date of letter. No index. Typed. 11 x 12 $\frac{1}{2}$ x 24.

296. (STATE TAX TRANSMITTALS), 1915-18. 6 vols.

Carbon copies of transmittal letters to State Treasurer sent by county treasurer with checks for State taxes; probably filed as record of transaction. Arr. chron. by date of letter. No index. Hdw. Approx. 75 pp. 11 x 8 x 1 $\frac{1}{2}$. Old courthouse, vault.

For State Treasurer's receipts, see entry 270.

XX. TAX COLLECTOR

This office in Cherokee County, under general law (Code 2853-56), was part of the sheriff's office until 1930, when, by a special law, the office of tax collector was created (Stat. XXXVI, 1289).

Any discreet qualified elector is eligible to the office. The tax collector is appointed by the Governor upon recommendation of the delegation. (1932, Stat. XXXVII, 1562.) Before assuming office, the tax collector is required to take the constitutional oath (Const. 1895, art. III, 26), and to post a surety bond of \$5,000 (1933, Stat. XXXVIII, 235). The term of office is one year, subject to removal at any time upon recommendation of the delegation, or by the Governor for reasons which he may deem sufficient (1932, Stat. XXXVII, 1562). As compensation, the tax collector is allowed the fees of his office, which may be supplemented by the delegation, but the supply act of 1940 does not show any salary (Stat. XXXVIII, 1323; XLI, 2285-88). He may appoint as many deputy collectors as necessary (1932, Stat. XXXVII, 1562), who must post bond in the same amount as the tax collector (1933, Stat. XXXVIII, 235).

The duties of the tax collector are those formerly performed by the sheriff in regard to the collection of delinquent taxes. Within sixty days after expiration of the time allowed by law for payment of taxes, the treasurer issues in duplicate executions against defaulting taxpayers, directing the tax collector to levy on such property as is necessary to satisfy the delinquent taxes (Stat. XXXVI, 1289-91; Code 2868). By virtue of the exe-

For abbreviations and explanatory notes see pages 18-20

cution, the tax collector has the power to take exclusive possession of the defaulter's property and proceed to advertise and sell it. On the first of every month, he is required to make settlement with the county treasurer, and turn over all moneys for executions which have been paid. (*Ibid.*) In Cherokee County the tax collector is not allowed to keep in his possession more than two years any executions which are nulla bona, erroneous, or duplicated in whole or in part (1935, *Stat.* XXXVIII, 89). It is also his duty to assist the auditor in placing upon the tax books any property escaping taxation (1930, *Stat.* XXXVI, 1291; *Code* 2868).

Required records are a monthly written report to the treasurer "on all executions with respect to non-payments, errors, nulla bona returns or any other necessary report, so that the County Auditor or other officer charged with that duty may check up with the Treasurer;" and a report to the auditor on any executions which are uncollectible (*ibid.*, p. 1291).

Unless otherwise stated, records of the tax collector are in his office.

297. SHERIFF'S TAX EXECUTIONS, 1929--. 9 vols.

Record of executions issued by treasurer to tax collector for collection of delinquent taxes, showing serial number, name of taxpayer, name of tax collector; number and value of acres, lots, buildings; total value of realty, total value of personal property; total value of taxable property; polls and penalties; capitation road tax; total taxes and penalties; executions collected and paid to treasurer; executions nulla bona; treasurer's and tax collector's costs. Arr. alph. by name of taxpayer under school dist. under twp. No index. Hdw. on printed ruled form. 199 double pp. approx. 18 x 12 x 2.

For prior records, see entry 202; for treasurer's parallel record, see entry 251.

298. (TAX EXECUTIONS), 1929--. 43 pigeonholes.

Original executions issued by treasurer to tax collector for collection of delinquent taxes, showing serial number, name of taxpayer, number of acres, lots and buildings, value of real estate, of personal property, total taxable property; amounts for State, county and school tax, special tax, poll tax, road tax, dog tax, total tax, percent penalty, total tax and penalty, treasurer's cost, sheriff's cost, total; also nulla bonas; and annual list of executions for each school district, showing name of taxpayer, year, amount. Arr. chron. by year under school dist. no. No index. Hdw. on printed form. 5 x 5 x 12.

299. (SALES BOOK), 1930--. 1 vol.

Record of property sold under execution by the tax collector for delinquent taxes, showing person against whom execution issued, serial number of execution, year issued, school district number, date levied on, date advertised, price, names of auctioneer and purchaser, number and value of acres, lots and buildings, value of personal property, levy for all types of taxes, total taxes; costs (treasurer's, collector's, advertising, auctioneer, inter-

Forfeited Land Commission

(300-302)

est on purchase price); total costs; total taxes, penalties and costs. Arr. chron. by date of sale. Indexed alph. by name of taxpayer. Hdw. on printed form. 490 pp. 18 x 12 x 2.

300. CASH BOOK, 1930--. 1 vol.

Record of all cash collected by tax collector, showing date received, name of taxpayer, serial number of execution, number of school district, year of execution, amount of taxes and penalties, treasurer's costs, collector's costs and mileage, collector's commission - 5%, total collected, remarks. Arr. chron. by date of collection. No index. Hdw. on printed form. 100 double pp. 16 x 11 x 1.

301. (REPORT OF EXECUTIONS RETURNED), 1935--. 1 f. d.

Office copy of tax collector's report to treasurer on collections, showing information as in entry 256. Arr. chron. by date of report. No index. Typed. 12 x 12 x 24.

302. (PARTIAL PAYMENT BOOK), 1934--. 1 vol.

Record of partial payments of taxes due for the years 1930--, showing date paid, name of taxpayer, amount paid. Arr. alph. by name of taxpayer. No index. Hdw. on ruled form. Approx. 200 pp. 8 x 14 x 2.

XXI. FORFEITED LAND COMMISSION

In 1926 a forfeited land commission was provided for in each county to take over duties previously performed by the State Sinking Fund Commission in regard to lands sold for delinquent taxes. The composition of the board varies in some counties, but in Cherokee it follows the general law and is composed ex officio of the auditor, the treasurer, and the clerk of court as register of mesne conveyance. If designated by the legislative delegation, the chairman of the board of county commissioners may also be an ex officio member. (Code 2167.) The commission organizes by electing one member chairman, and may elect a secretary with a compensation fixed by the delegation (Stat. XXXIV, 920-22; Code 2172.)

The auditor buys in for the commission at tax sales all lands for which no bid is offered sufficient to pay the amount of taxes due (Stat. XXXVIII, 213.) The tax collector executes a deed to the forfeited land commission which is recorded by the clerk of court in Deeds, entry 24. The forfeited land commission is empowered to dispose of all forfeited land at public or private sale, preferably for cash, and in no case to allow more than ten years to complete payments (Stat. XXXIV, 921; XL, 1717.) At the end of each fiscal year proceeds of sales, after indebtedness has been deducted, are divided by the treasurer between the county and State (1938, Stat. XL, 1717.)

Records are not specified by law. Purchases by the commission are entered by the tax collector in his (Sales Book), entry 299.

For abbreviations and explanatory notes see pages 18-20

(Next entry 303, p. 112)

XXII. SUPERINTENDENT AND BOARD OF EDUCATION

When Cherokee County was formed in 1897, existing schools were transferred and the public school system was continued as already set up under the general school law of 1896 (Stat. XXII, 156-73, 590-91).

Schools are under the general control of a county board of education composed of the elected superintendent and two other members appointed by the State Board of Education for a term of four years, unless sooner removed by the State Board (Code 5335). No person may be appointed "who is not competent to teach a first grade school" (Stat. XXII, 159). Members serve without compensation and are exempt from military duty (Stat. XLI, 2285-88; Code 5405). The superintendent must be a qualified elector of the county, and may not hold another office of honor or profit at the same time (Const. 1895, art. II, 2). He is nominated in the primary (Code 2365) and elected in the general election for a term of four years (1910, Stat. XXVI, 700; Code 5308). Before being commissioned and entering upon the duties of office, he is required to subscribe to the constitutional oath (Const. 1895, art. III, 26; Code 5308), and to post a surety bond of \$1,000 (1933, Stat. XXXVIII, 233). His annual salary is \$1,800 (Stat. XLI, 925, 2285). If he should be disqualified by conviction of misconduct, persistent neglect of duty, incompetence or other cause, he must be removed and the office declared vacant (Code 1515). Vacancies are filled for the unexpired term by the State Board of Education (Stat. XXII, 156; Code 5309). The superintendent under certain conditions may become a member of the board of jury commissioners (supra, p. 55). He is ex officio chairman of the county board of education (Code 5349).

The county board of education acts as adviser to the superintendent. As a tribunal for settling matters of local controversy in regard to school law, it may summon witnesses, take testimony, and make decisions subject to appeal to the State Board. (Stat. XXII, 161; Code 5348.) The board should see that required subjects are taught in the county schools (Code 5338). It was empowered to divide the county into school districts (Code 5350), until 1936, when a special law forbade any change in existing school district lines except by a majority vote of the residents of a district (Stat. XXXIX, 1709). The board may transfer pupils from one school district to another (Code 5374). In Cherokee from 1924 to 1926 it was required to appoint, with the approval of the delegation, a truant officer (Stat. XXXIII, 1339; XXXIV, 426, 1175); in 1936 to provide free textbooks (Stat. XXXIX, 1581); and in 1937 to elect attendance teachers (Stat. XL, 556). The county supply act of 1917 provided for a rural school supervisor to be paid from the county board fund (Stat. XXX, 416); and in 1921, 1922, and 1923, for county school examiners (Stat. XXII, 417, 1143; XXXIII, 337). In each school district, the board appoints three qualified electors and taxpayers as a board of trustees to manage the school affairs of the district. In Cherokee, upon the filing of a petition with the county superintendent by one-third of the resident electors of a school district, the trustees may be nominated in a special election. The term is three years, subject to removal for cause by the county board after a hearing. Vacancies are filled by the county board. (Code 5369; Stat. XXXVIII, 56, 494.)

For abbreviations and explanatory notes see pages 18-20

Each school district board of trustees provides schoolhouses; employs and discharges teachers; fixes salaries; calls meetings for consultation of electors; takes care of, manages and controls school property in its district. It may condemn lands for school purposes, and with consent of the board of education, may sell school property. It may suspend or dismiss pupils, arrange for and require physical and dental examinations of school children. (Code 5384-85.) In Cherokee County each district board is required to investigate tax returns in the auditor's office, and report to the township boards of equalization all taxable property not returned for taxation (1933, Stat. XXXVIII, 774). The trustees are also forbidden to consolidate two or more schools except by a majority vote of the qualified voters of the district (1938, Stat. XL, 1612).

The main duty of the superintendent of education is to administer the financial affairs of the school. He is required to visit the schools of his county at least once a year, to note the course and method of instruction; and to make recommendations necessary to secure uniformity. He must acquaint himself with the condition of each school, and make such suggestions to the teacher, in private, as he may deem necessary for the good of the school. It is his duty to aid teachers in all proper efforts to improve themselves professionally. (Stat. XXII, 157; Code 5310.) As the superintendent is primarily a fiscal officer, he is required to attend the annual settlement of the county treasurer with the Comptroller General (Code 5312). He submits an annual report to the grand jury of school claims audited and paid (Stat. XXII, 158; Code 5321); and by July 15 each year he reports to the treasurer all school claims approved by him the preceding year (Stat. XXII, 158; Code 5323). For insurance purposes, both State and county superintendents of education, on request, must furnish the State Sinking Fund Commission a complete list of school buildings, showing location, district, names and addresses of trustees (1918, Stat. XXX, 884; Code 2189).

The required records of the office include the minutes of the county board of education (Stat. XXII, 161; Code 5349), and a uniform system of reports made up on forms distributed by the State Superintendent (1872, Stat. XV, 186; Code 5276). The county superintendent's annual report to the State Superintendent contains complete statistical information on the schools supported in whole or in part by public funds (Stat. XXII, 158; XXVIII, 191; Code 1558, 5313, 5378). This is compiled from monthly and annual statistical reports from school principals on enrollment, attendance, transportation and school funds. Upon request of the county superintendent, the private schools of the county must report to him annually the number of pupils in regular attendance, the number of teachers employed, and such other facts as show the educational work done (1913, Stat. XXVIII, 191; Code 1560, 5377). On the fifteenth of each month the superintendent receives from the treasurer an itemized statement of collections and disbursements of school districts from poll, dog and special taxes, from sinking fund, delinquent taxes, balance on hand, and 3-mill tax (1878, Stat. XVI, 584; Code 1564). He receives from the auditor a list of persons liable for poll tax (Code 5393); and from the treasurer a list of those who have paid poll tax (Code 5395). Copies of these are sent by him to school trustees, who aid in making cor-

For abbreviations and explanatory notes see pages 18-20

rections (Code 5326). He files office copies of his annual report to the county treasurer on all school claims approved by him for each school district during the year (Code 5323); and of his annual report to the grand jury of claims filed, audited and paid (1896, Stat. XXII, 158; Code 5321). Within thirty days after sale of school property, he should receive a report from the trustees (Code 5371). Before July 15 of each year the superintendent reports to the county treasurer by school districts all claims approved by him for schools (Code 5323). In 1930 the superintendent was required to publish a semi-annual statement of all vouchers approved, showing the number of each, to whom issued, purpose, and the amount of each claim, grouping the claims by school districts (Stat. XXXVI, 1300; Code 4118). In Cherokee the superintendent must file for public inspection an itemized invoice with each voucher before paying it; he must keep a numerical list of claims approved by him or the trustees, showing the date; also a book, showing the money borrowed by each district, when due, when paid; also a bond book, showing the number and amount of bonds outstanding against any district (Stat. XXXIV, 425).

The county superintendent's ledger, kept on standardized forms supplied on a statewide basis, combines within itself the record of cash school funds (1892, Stat. XXI, 79; Code 5346), the school bond accounts (1924, Stat. XXXIII, 998; Code 5311), and an account for the county board fund (1913, Stat. XXVIII, 192; Code 5345, 5380). The record of teachers' certificates should show the name, address, age, sex, race, and date of certification for all teachers and applicants for certificates (1896, Stat. XXII, 161; XXXI, 966; Code 5349).

School warrants are issued by the district trustees and approved by the county superintendent (Code 5381, 5382). He enters a record of each in a file book (1896, Stat. XXII, 158; Code 5324), and files the duplicate claims after the warrants are detached.

Within thirty days after school opens, the trustees should make a census of children of school age; this is filed with the superintendent, who certifies a list to the attendance teacher (Stat. XL, 556). In making the annual school census, teachers are to cooperate with the trustees by reporting to them at the close of each session all pupils in each school district who will be between the ages of six and twenty-one the following term, male and female, white and colored. A summary of these reports is transmitted to the county superintendent, who summarizes the total for the districts and forwards it to the State Superintendent. (1930, Stat. XXXVI, 1338-39; Code 5473.) For the sake of elasticity, the census is kept on cards.

All records are in the office of the county superintendent except those indicated as being in the old courthouse.

Minutes

303. D. E. LEDGER (Minutes County Board of Education), 1915-18. 1 vol. 1933-- in (General File), entry 334.
Record of proceedings at meetings of county board of education, showing date

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of meeting, members present, and business transacted, including appointment of trustees, attendance teachers, and bus drivers; hearing petitions for special elections, concerning teachers, transfer of pupils, consolidation of districts, adjustment of boundaries; resolutions and orders for transportation, elections, free textbooks, compulsory attendance, aid for schools, distribution of county board fund; and other matters within its jurisdiction. Arr. chron. by date of meeting. No index. Hdw. 100 pp. 14 x 7 $\frac{1}{2}$ x $\frac{1}{2}$.
For original petitions, see entry 314.

304. RECORD (Minutes County Education Association), 1936--. 1 vol. Minutes of proceedings at meetings of Cherokee County Education Association, showing lists of committees, description of programs, and record of business. Arr. chron. by date of meeting. No index. Hdw. 152 pp. 11 x 8 x 1.
For related records, see entries 323, 335 ii.

Reports and Abstracts

305. ANNUAL REPORT OF THE COUNTY SUPERINTENDENT, 1913-14, 1916, 1919--. 9 bound and 14 unbound vols.

Office copies of reports to State Superintendent, showing for each school of each district, statistics of enrollment by grades (35 columns), total days and average attendance (21 columns), record of promotion or non-promotion of elementary pupils (34 columns); for each district the assessed valuation, mills voted, bonds and short term notes (21 columns); receipts (22 columns) and expenditures (38 columns) of district funds only, and value of all school property according to purpose for which used (16 columns); for each bus of each school, transportation costs (16 columns); summaries of teaching positions and teaching certificates; of new buildings erected during year, of receipts and expenditures of county board fund, and administrative expenditures from ordinary county funds; teaching load; number and kind of libraries; statistics on training of teachers, sources of salaries, and experience; miscellaneous information on transfers, tax levies, borrowed money, school visits, supervisors, length of term, etc.; and certification by county superintendent showing personal and professional information, certificate, date, signatures of superintendent and of notary; endorsed with title, year, date of filing; extracts from school law inside cover. Arr. chron. by year. No index. Hdw. on printed form, yellow sheets for Negro schools, white sheets for white. Vols., 13 sheets, 10 x 7 x $\frac{1}{4}$; unbound vols., 14 sheets, 17 x 28 x $\frac{1}{4}$.

306. (COUNTY SUPERINTENDENT'S MONTHLY REPORT ON ENROLLMENT AND AVERAGE ATTENDANCE), 1925, 1936-38. 1925, 1936 in Monthly Reports - Annual Reports, entry 307; 1937, 1938 in Colored Book Sheets (Books Loaned), entry 333.

Office copies of county superintendent's monthly reports to State Department of Education compiled from Enrollment and Average Attendance Report, entry 325, showing month, names and numbers of school districts, enrollment and average attendance for white and Negro, elementary, accredited and non-accredited high schools, signature of county superintendent (no entry), date filed.

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307. MONTHLY REPORTS - ANNUAL REPORTS, 1920--. 2 f. d. Title varies:
Paid Vouchers - Trustees - Missing Textbooks.
Original annual reports, 1936--, of school principals to county superintendent on enrollment and attendance, showing name of school, district, date of session, statistics on enrollment, attendance, studies, receipts, expenditures, grades, promotions, non-promotions, value of school property, record of transportation, number of teaching positions and grade of certificates, academic and professional training of teachers, State aid, library report, signatures of principal and clerk of district board, date of approval; also

- i. Original teachers' certificates, 1920--, issued by State Department of Education, showing serial number, date, name of teacher, basis of issuance, grade of certificates, duration, signature;
- ii. List of missing rental textbooks, 1936.

Also contains (County Superintendent's Monthly report on Enrollment and Average Attendance), 1925, 1936, entry 306; Superintendent's or Principal's Monthly Transportation Report, 1937-39, entry 308; Vouchers, 1940--, entry 311; Oaths of Office, 1951--, entry 315. Arr. by type of record, and usually chron. by date of record thereunder. No index. Hdw., typed, and hdw. on printed forms. 12 x 14 x 24.

For record of teachers' certificates, see entry 319; for other textbook records, see entries 325, 331-333.

308. SUPERINTENDENT'S OR PRINCIPAL'S MONTHLY TRANSPORTATION REPORT, 1939--. 1 bundle. 1937-39 in Monthly Reports - Annual Reports, entry 307; 1938-39 in Application Blanks for Teachers Certificates (Miscellaneous), entry 320.

Original monthly reports to county superintendent on transportation, showing name of school, date of session, bus number, number of district, miles in round trip per day, gallons of gas purchased, amount paid for gas, quarts of oil purchased, amount paid for oil, costs of parts repaired, tires replaced, service and upkeep, driver's monthly salary, total costs of monthly operation; children transported two or more miles, less than two miles, total number of children transported, signature of superintendent or principal, ending date of month, year. Arr. chron. No index. Hdw. on printed form. 7 x 11 x 1.

309. (ABSTRACTS), 1900, 1903-7, 1912-13, 1919-26. 1 f. d.
Superintendent's copies of various statements from auditor and treasurer in regard to school funds, and including abstract of duplicate, 1903-5, 1912-13, 1919-26; of additional to duplicate, 1903, 1906, 1912; statements by auditor of treasurer's payment of county school funds, 1903-5, and of poll taxes, 1903; also annual settlement sheets, 1900, 1903, 1904; deductions by Comptroller General, 1904; and county superintendent's monthly reports to school district trustees, 1903-4, 1907. No obvious arr. No index. Hdw. on printed form. 11 $\frac{1}{2}$ x 5 x 17.

Ledger and Vouchers

310. COUNTY SUPERINTENDENT'S LEDGER, 1900-1903, 1924--. 12 vols.
Title varies: S. E. Ledger.
Record of receipts and disbursements of all school funds, standardized since

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Superintendent and Board of Education -
Borrowed Money

(311-312)

1924 into four sections (1) County Board Fund, showing for receipts the date, amount, source (levies, licenses, appropriations), and total; and for expenditures a list of warrants with date, superintendent's number, payee, and purpose under appropriate headings; (2) Receipts for each school district by name and number, from all sources, including taxes, licenses, appropriations, sale of bonds and short term notes, and balance on hand; (3) Expenditures for each district (white and colored separately), listing warrants on numbered lines, showing date, serial numbers, payee, total amount of warrant, purpose (33 headings), total current expenses, capital outlays, debt service, total capital outlays and debt service, grand total for elementary and high schools; (4) Assessed Valuation, Mills Voted, Bonds and Short Term Notes, showing for each school district by name and number, itemized assessed valuation of taxable property, mills voted (for operation and bonds), and details under appropriate headings for receipts from various sources, and for payments of outstanding bonds (principal and interest) and short term notes. Arr. chron. in sections and thereunder chron. by date of entry. No index. Hdw. on printed ruled form. 200 pp. to 500 loose-leaf double pp. 12 x 7 x $\frac{1}{2}$ to 18 x 20 x 3.

311. VOUCHERS, 1917-40. 3 wooden f. d., 2 cardboard boxes, 4 metal f. d., 1 shelf. Title varies: Old Duplicates; School Warrants; Paid Vouchers. 1940-- in Monthly Reports - Annual Reports, entry 307.

Duplicate school claims (warrants) issued by district trustees against school district funds for salaries, other services, or merchandise, and against county board fund, approved by county superintendent, showing serial numbers, date and amount of claim, payee, number of district and name of school, date approved, number of session month, itemized list of merchandise or services; teachers' monthly enrollment and attendance reports, 1938--; signatures of chairman, trustee, and county superintendent. No obvious arr., 1917-34; arr. chron. by date of claim under school dist., 1935; under school dist. or county board fund, 1936--. No index. Hdw. on printed form. Wooden f. d., 12 x 12 x 16; cardboard boxes, 4 x $9\frac{1}{2}$ x 14; metal f. d., $11\frac{1}{2}$ x 5 x 17 and 12 x 14 x 24; shelf, 7 x $30\frac{1}{2}$ x 23.

For canceled originals, see entries 234, 269; for prior teachers' enrollment and attendance reports, see entry 317 i.

Borrowed Money

312. RECORD SCHOOL DISTRICT BONDS, 1907--. 2 vols. Title varies: Bond Record.

Record of school district coupon and serial bond issues for school buildings, showing date and amount of issue, name of school, number of district, purpose, rate of interest, date payable, date of maturity, bond number, denomination, date paid and canceled; if registered, in whose name, number of coupons and amount of each, name and number of school district, maturity, due period, sale price and date of payment. Arr. chron. by date of issue under school dist. no.; serial and coupon records in separate vols. Indexed

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by name of school. Hdw. and typed on printed form. 25 to 100 loose-leaf pp. 12 x 14 x $\frac{1}{2}$ to 16 x 10 x 1.

For clerk of court's record, see entry 87; for treasurer's record, see entry 262; for sinking fund commission record, see entry 264.

313. SCHOOL ACC(oun)T, PAST INDEBTEDNESS NOTES, 1932--. 1 f. d. Canceled notes given to meet current expenses and past indebtedness, showing date and amount, to whom and by whom given, purpose, rate of interest, and date of maturity; also copy of notices to auditor by superintendent and district boards of trustees to levy tax covering indebtedness; also deeds to school property. No obvious arr. No index. Hdw. on typed form. 11 $\frac{1}{2}$ x 5 x 17.

For other canceled notes, see entry 267; for other deeds to school property, see entry 318.

School District Records

314. PETITIONS, 1905--. 2 f. d. Petitions to county board of education by district trustees for special election on bond issues, for additional special tax, concerning retention of teachers, transportation of pupils, election of trustees by school districts, establishing high school districts, etc., and returns of elections. No obvious arr. No index. Hdw. 11 $\frac{1}{2}$ x 5 x 17.

For action on petitions, see entry 303.

315. OATHS OF OFFICE, 1912, 1914-16, 1918-23. 1 f. d. 1931-- in Monthly Reports - Annual Reports, entry 307. Notices of appointment of district trustees by county superintendent for county board of education, returned upon signing oath, showing county, county seat, date, name of trustee and address, appointment and instructions, and signature of county superintendent of education; endorsed with oath and date received by superintendent; also contains related correspondence. No obvious arr. No index. Hdw., typed, and hdw. on printed forms. 11 $\frac{1}{2}$ x 5 x 17.

For other correspondence, see entries 317, 334, 335.

316. SCHOOL ATTENDANCE REGISTER, 1938-39. 8 vols. Registers kept by teachers as daily record of district schools; cover shows school district number, name of school, county, grades, and name of teacher; inside are class rolls of pupils, daily and monthly attendance and study records of each pupil; statistical information concerning transfers and enrollment. Arr. alph. by name of pupil under month. No index. Hdw. on printed form. 30 double pp. 11 x 6 $\frac{1}{2}$ x $\frac{1}{4}$.

School Property
(See also entry 320)

317. (FIRE INSURANCE POLICIES), 1919--. 1 f. d. Original fire insurance policies on school buildings insured with State Sinking Fund Commission, showing county board as policyholder, date of policy; date of expiration; schedule of property by schools, number and amount of

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policy, and related correspondence; also

- i. Original monthly reports submitted with salary claims from teachers and principals to county superintendent, 1919-20, showing name of school, district number, date of session, statistical information regarding enrollment, attendance, branches studied, receipts and expenditures.

Arr. chron. No index. Typed, hdw. and typed on printed form. $11\frac{1}{2} \times 5 \times 17$.
For subsequent teachers' enrollment and attendance reports, see entry 311; for other correspondence, see entries 315, 334, 335.

318. COUNTY PLATS, MAPS, RECEIPTS FROM TREASURER, 1904-35. 1 f. d.,
4 sheets.

Original deeds, 1904-35, to school property held by district trustees; and original receipts, 1917-19, from county treasurer to county superintendent for money obtained from disposition of school property, Jeans funds, etc.; also

- i. Original reports, 1920, to county superintendent from supervisor of adult and night mill schools;
- ii. Miscellaneous papers of W. C. McArthur, superintendent of education, 1917-18; receipt from State Sinking Fund Commission; bills for library books, receipt for fire insurance, 1919; State aid application for high school at Blacksburg, 1919;
- iii. Blue-prints, n. d., of school building plans made by H. E. Woodward, of the State Department of Education, on standard Forms Numbers 13, 27, 29, 36.

No obvious arr. No index. Hdw., typed, hdw. on printed form, and blue-print. F. d., $11\frac{1}{2} \times 5 \times 17$; sheets, 18×29 . F. d., office; sheets, clerk of court, basement vault.

Teachers

319. RECORD (Teachers' Certificates), 1931--. 1 vol.

Register of teachers' certificates issued by the State Department of Education, showing State number, county number, grade, date registered, date of expiration, name of teacher, address, sex, race, kind of certificate. Arr. alph. by name of teacher. No index. Hdw. on ruled form. 272 pp. $14 \times 8\frac{1}{2} \times 1\frac{1}{2}$.

For original teachers' certificates, see entry 307 i.

320. APPLICATION BLANKS FOR TEACHERS' CERTIFICATES (Miscellaneous), 1930--. 1 f. d.

Miscellaneous records which have no relation to title, including:

- i. Office copies of applications to State Department of Education for State aid for teachers' salaries, 1932--, showing county, names and numbers of districts, facts about schools, including name of school and teacher, race, number of months school will operate, with session dates, total enrollment, State aid term, grades or subjects taught, years experience of teaching in public schools, grade of certificate, monthly salary contracted for session, total salary according to salary schedule;

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- certificates of endorsement by county superintendent, superintendents and principals of schools and trustees;
- ii. Office copies of applications for State aid for transportation of pupils, 1937-- , from county superintendent to State Board, showing name and number of school district, name and number of bus route, name and number of district from which transported, name and number of district to which transported, owner of bus, distance, average number pupils transported, signature of county superintendent; certificate of endorsement by school trustees;
 - iii. Questionnaire on school building survey, 1935, of Cherokee County by State Department of Education, showing date, index number of school, county, district number, name of school, race, enrollment of boys and girls by grades, enrollment for 1929-30, number of teachers, owner of building, indebtedness of building (including bond), assessed valuation of taxable property in district by five-year periods, itemized statement of indebtedness; value of building, equipment, furniture, site and total; location and area of site, playground apparatus, etc. One questionnaire for each school;
 - iv. Kodak pictures of school buildings in county, with notations giving name of school, number of district and county;
 - v. Blue-prints, n. d., of school lots, showing name of school, district number, and scale;
 - vi. Petition and claims for grand jury inspection of Abington School, 1930-31;
 - vii. Carbon copies of poll tax rebates, 1937-38, showing name of treasurer, duplicate page reference, name of taxpayer, amount of rebate, number of school district, reason for rebate, date and signature of auditor.
- Also contains Superintendent's or Principal's Monthly Transportation Report, 1938-39, entry 308. Arr. by kind of record and usually chron. thereunder. No index. Hdw., hdw. on printed form, blue-print, and photograph. 12 x 14 x 24.

321. TEACHER'S HEALTH CERTIFICATES, 1938. 1 f. d.
Original health certificates from physicians stating that the teacher is free from contagious diseases, showing list of contagious diseases considered infectious and dangerous to the public, name of teacher, date examined, name and signature of physician. Arr. chron. by date of certificate. No index. Hdw. on printed form. 4 x 3 x 11.

322. (LIST OF TEACHERS), 1931-36. 5 lists in 1 loose-leaf folder in desk drawer. 1939-- in Colored Book Sheets (Books Loaned), entry 333.
List of teachers in county, showing name of school and name of teacher. Arr. by school under dist. No index. Typed. Folder, 13 $\frac{1}{2}$ x 9 x $\frac{1}{4}$.
For other lists, see entry 323.

323. CHEROKEE COUNTY SCHOOL DIRECTORY, 1936-- . 3 vols. (labeled by contained dates),
A directory of information compiled by county superintendent, showing names

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and addresses of members of county and State boards and departments of education, officers and committees of county and State education associations, constitution of Cherokee County Education Association, list of Cherokee County schools with names and addresses of trustees and teachers. Arr. by topic and by school dists. No index. Hdw. on printed form, and printed booklets, pasted. 304 pp. 18 x 13 x 2.

For other lists of teachers, see entry 322; for other association records, see entries 304, 335 ii.

Attendance Teacher

324. ATTENDANCE TEACHER'S MONTHLY REPORT, 1938--. 17 reports in 1 f. d.

Attendance teacher's copy of her monthly report to State Superintendent of Education, showing county, name of teacher, date, enrollment and average attendance of white and colored; daily activities, total miles traveled during month, number of conferences held and speeches made, number of visits made, number of children reported in current month for non-attendance, and number returned to school. Arr. chron. by date of report. No index. Hdw. and typed. 12 x 12 x 24.

325. ENROLLMENT AND AVERAGE ATTENDANCE REPORT, 1938--. 160 reports in 1 f. d.

Attendance teacher's copy of school principals' monthly enrollment and average attendance report to county superintendent, showing year, name of school, district number, dates of session, number days taught, number of month of session, total boys and girls, new pupils, total enrollment, total days attended, average attendance, actual enrollment. Also record of rental books damaged during month, showing name of pupil damaging book, grade, name of book, amount of damage (estimated), amount paid, amount due, books sold, amount, and signature of principal. Arr. by race on white cards for whites, yellow for Negro, and thereunder chron. by date of report under no. of school dist. No index. Hdw. on typed mimeographed form. 12 x 12 x 24.

For superintendent's monthly report, see entry 306; for other textbook records, see entries 307 ii, 331-333.

326. WEEKLY ATTENDANCE REPORT, 1937--. 2,700 reports in 2 f. d.

Original weekly attendance report from principal to attendance teacher, showing week ending date, name of school, school district, name of parent, address; child's name, age, sex and grade; whether teacher investigated, and remarks. Arr. chron. by date of report under school dist. no. No index. Hdw. on printed form. 12 x 12 x 24.

327. (WEEKLY ATTENDANCE), 1937--. 2 f. d.

Original weekly report of unexcused absences, showing name of attendance teacher, name of school, number of district, name of parent, address, child's name, sex, grade, and remarks; also record of pupils exempt from regular attendance by board, with medical certificate. Arr. chron. by

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date of report under school, under dist. no. No index. Hdw. on printed form. $11\frac{1}{2} \times 15 \times 24$.

328. BOARD OF INQUIRY, 1939--. 75 papers in 1 f. d.
Requests of parents submitted by attendance teacher to county superintendent and district trustees as a board of inquiry, for exemption of children from compulsory attendance at school, showing date, name and address of parent, name of child, time excused, reason for exemption, name of head of family, age of child, relationship to head of family, weekly wage and school attended of all members of family, brief statement of other resources of family (pensions, boarders, etc.), signature of attendance teacher. Arr. alph. by name of child under school dist. No index. Hdw. on printed form. $12 \times 12 \times 24$.

School Census

329. (CENSUS CARDS), 1937--. 6,573 white cards and 2,528 yellow cards in 3 f. d.
Attendance teacher's card file record of all children between ages 7 and 16, showing date, county, school district, name of child, school now attending, address of child, sex, date of birth, and age last birthday; name, address, occupation of parent or guardian; place of birth of child, and parents or guardian. Arr. alph. by name of child under school dist. on white cards for whites, yellow for Negro. No index. Hdw. on printed form. $5\frac{1}{2} \times 13\frac{1}{2} \times 24$.

330. SCHOOL CENSUS, 1937--. 1 f. d.
Superintendent's record of enumeration of children in county, white and colored, showing date of census, county, district name and number, name of child, school now attending, address of child, sex, date of birth (year, month, day), age next birthday, name and address of parents or guardian, occupation; place of birth of child, father and mother; type of disability (blind, deaf, dumb, crippled, mental, etc.); census made in 1937 is supplemented by teachers each year. Arr. alph. by name of child under school dist. No index. Hdw. on printed form. $11\frac{1}{2} \times 5 \times 17$.

Textbooks

(See also entries 307 ii, 325)

331. (RENTAL TEXTBOOK INVENTORY), 1940--. 1 vol.
Record of locations of rental textbooks, showing name of book, date, number of books in book room, number in schools for white and colored and name of school where located. Arr. alph. by name of book. No index. Hdw. on printed ruled form. 300 pp. $10 \times 12 \times 1\frac{1}{2}$.

332. TEXT BOOKS, 1937--. 2 vols. Title varies: Sheriff's Tax Execution.
Record of free textbooks furnished by county, showing name of person to whom given, date, number of books received, number of books returned, date re-

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turned. Arr. chron. under grades, in sections for white and colored. Indexed by name of school. Hdw. on ruled form. 201 double pp. $18\frac{1}{2} \times 12 \times 2\frac{1}{2}$.

333. COLORED BOOK SHEETS (Books Loaned), 1936--. 3 f. d., 1 letter file.

Carbon copies of lists of books loaned to pupils of white and Negro schools, showing date, school, name and number of books charged out, number returned (checked on required book lists by grades) and signature of teacher. Also contains (County Superintendent's Monthly Report on Enrollment and Average Attendance), 1937, 1938, entry 306; and (List of Teachers), 1939--, entry 322. Arr. chron. by date loaned under school dist., usually white and colored separate; reports, arr. chron. by months; list of teachers, arr. by school under dist. Hdw., and hdw. on printed form. F. d., $12 \times 12 \times 16$; letter file, $12 \times 12 \times 3$.

Miscellaneous

334. (GENERAL FILE), 1917--. 141 folders in 2 f. d.

Miscellaneous accounts, bank statements, bills of lading, contracts, invoices, notices, reports, requisitions, returns of certification, transfers of pupils, papers relating to adult and vocational education, collection of school taxes, borrowing money, and other matters pertaining to the office, chiefly correspondence with banks, colleges, State and county officials, including State Sinking Fund Commission, Department of Education, Comptroller General, Illiteracy Commission, county auditor, delegation, game warden, treasurer; also copies of various school laws, papers relating to operation of the 6-0-1 law, and a list of county textbooks. Also contains (Minutes County Board of Education), 1933--, entry 303. Arr. alph. by name of correspondent or topic and chron. thereunder. No index. Hdw., typed, and typed on printed forms. $12 \times 13\frac{1}{2} \times 17$.

For other correspondence, see entries 315, 317, 335.

335. TEACHERS' APPLICATION - RECREATION PROGRAM - S. C. TEACHERS' ASSOCIATION - HOT LUNCH PROGRAM - COUNTY LIBRARY, COUNTY EDUCATION ASSOCIATION, 1937--. 1 f. d.

Miscellaneous records of the county superintendent, including:

- i. Original letters of applications from teachers for positions, showing name, address, education, experience, references and other qualifications; also related correspondence;
- ii. Correspondence with secretaries of Cherokee County Education Association and South Carolina Education Association; also list of committees in county association;
- iii. Records relating to WPA hot lunch project, including list of schools, monthly report of supervisor, and related correspondence;
- iv. Records relating to WPA county library project, including requisitions for purchases, purchase orders, type of truck, cost of operating, and related correspondence.

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Arr. chron. under above classifications in folders. No index. Hdw. and typed. 12 x 14 x 24.

For related association records, see entries 304, 323; for other WPA records, see entry 336; for other correspondence, see entries 315, 317, 334.

336. RECRUITING FACTS (WPA Adult Education Survey), 1935. 72 bundles. Survey for program of adult education made by WPA in cooperation with State Board of Education, showing school, district, recruiting boundaries, race, by whom taken, record of travel; also family sheet showing members, educational background, family relationships, church affiliations, occupation; also summary sheet for district showing totals for record of education, adult school attendance, types of schools interested in, literary record, statistics on average number of children in house, and general information; also lists of illiterates. Arr. numer. by school dist. no. No index. Hdw. on mimeographed form. 11 x $8\frac{1}{2}$ x $1\frac{1}{4}$.

For other WPA records, see entry 335 iii, iv.

Maps

337. MAP (Rural Delivery Service), n. d. 1 map. Map published by U. S. Post Office Department, showing rural delivery service of Cherokee County. Blue-print. 1" = 1 mile. 26 x $22\frac{1}{2}$.

338. (MAP OF CHEROKEE COUNTY), 1937. 1 map. Political map of Cherokee County, showing school districts, paved roads (hard surface, gravel, tar), secondary roads, railroads, streams, school district numbers east of Broad River, and township lines. Compiled from maps by S. B. Vassey and J. B. Jenkins; John B. Cush, surveyor. Blue-print. 1" = 1 mile. 27 x 35.

XXIII. SINKING FUND COMMISSION

The sinking fund commission of Cherokee County was created in 1900, to consist of Alfred Harris, T. M. Littlejohn, and ex officio the county supervisor. The appointive members were commissioned by the Governor for a term of two years, and further appointments were to be made by the Governor upon recommendation of the legislative delegation. (Stat. XXIII, 515-16.) In 1908 this commission was replaced by a new commission consisting of three members appointed by the Governor upon recommendation of the delegation, for a term of two years (Stat. XXV, 1412-13). In 1930 this was abolished and the present commission was created by a law which reenacted the same provisions. Each commissioner gives bond for \$10,000. Annual compensation is one hundred dollars, payable upon warrant of the chairman. (Stat. XXXVI, 1152-55; Code 4120.)

The duties of the commission are to ascertain the annual levies necessary for servicing railroad, county, township, school district, or other district bonds or debts, "now or hereafter created"; to draw warrants upon

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the treasurer transferring the amounts accruing from these levies to the sinking fund account; to lend and invest the amounts on hand, preferably in Cherokee County securities; and to pay interest and principal on all bonds when due, preserving the canceled bonds in the vault of the county treasurer as evidence of payment. The commission is also required to determine the annual levies necessary each year to supplement the funds from its investments, and to certify the amount to the tax assessing officials. It is the further duty of the commission to determine the sinking fund requirements at the end of each year. If the assets are inadequate, it must add to the annual levy sufficient to make good the difference; if there is a surplus, it must reduce the levy. (*Ibid.*) Since 1912, the sinking fund commission has had charge of the sinking funds of the City of Gaffney (*Stat. XXVII, 761; XXXVII, 68; Code 4120*). In 1932 the commission was empowered to purchase collateral on notes and mortgages held by it, when expedient (*Stat. XXXVII, 1288*).

The required records of the office include the books of the former sinking fund commissions; and a book in which the annual levies are to be entered, showing date, amount, purpose of the levies; to whom moneys are loaned, rate of interest, when due, and when paid (*Code 4120*). At least once a year the delegation has the records audited by a certified public accountant (*Stat. XXXVI, 1154*), see entries 93, 107. A semi-annual settlement showing money received, paid out, purpose, and balance, is required to be published (*Code 4118*). For auditor's bond list, see entry 235; for other records, see entries 264, 265.

The records are in the custody of the secretary, Dr. J. N. Littlejohn, at the Cherokee Drug Store, Limestone Street, Gaffney.

339. RECORD (Minutes), April 29, 1930--. 1 vol. and interleaved loose papers.

Record of proceedings at meetings of Cherokee County sinking fund commission, showing date and place of meeting, members present, and business transacted for county, city, school districts: borrowing money, estimating value of collateral, prorating losses among school districts, requests to delegation for amendments to act creating the commission, consideration of release, release of judgment, ascertaining and certifying to auditor levies for servicing indebtedness, resolutions in regard to county attorney's retainer and other matters; also related documents, including judgment roll no. 4005, receipts from county treasurer and city clerk of Gaffney, canceled notes, bonds and coupons, notices of sale of mill and bank stocks. Arr. chron. by date of meeting. No index. Hdw., typed, and hdw. on printed or engraved form. 100 pp. $12\frac{1}{4} \times 7\frac{1}{2} \times \frac{1}{4}$.

340. LEDGER, 1930--. 1 vol.

Record of sinking fund accounts, showing name of account, and for collections the date of entry, source, and amount; for disbursements the date, payee, number of check, purpose and amount. Arr. by accts. and thereunder chron. by date of entry for debits and credits. Indexed by name of acct. Hdw. on ruled form. 172 pp. $14\frac{1}{2} \times 9 \times 1$.

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341. CASH BOOK, 1930--. 1 vol.

Daily record of funds handled by the commission, showing for collections the date, source and amount; and for disbursements, the date, purpose and amount. Arr. chron. by date of entry under debits and credits. No index. Hdw. on ruled form. 75 double pp. $14\frac{1}{2} \times 9 \times \frac{1}{2}$.

XXIV. COMMISSION TO APPORTION INDEBTEDNESS (defunct)

The constitution of 1895 provides that all new counties formed from portions of one or more old counties must bear a just share of the valid indebtedness of the parent county or counties (art. VII, 7). The act creating Cherokee County in 1897 provided also for the appointment by the Governor of a commission to apportion Cherokee's share of the indebtedness of Spartanburg, Union and York Counties. The commission was composed of nine members, two from each parent county, two from Cherokee County and one from some other county. (Stat. XXII, 593.) The compensation was four dollars and mileage, for each day of actual service (1898, Stat. XXII, 881).

For reports of the commission, see entry 107. For statements on status of indebtedness in 1908, see entry 264.

342. LEDGER (Minutes), 1897-1905. 1 vol.

Records of commission to apportion indebtedness of portions of Union, York and Spartanburg Counties included in Cherokee, including minutes, resolutions of adjustment, and judgment of apportionment signed by commissioners, showing proportionate shares of interest bearing notes and bonded indebtedness of each county. Also, accounts apparently of special sinking fund commission for each section, Spartanburg, 1898-1905, Union, 1898; accounts, 1897-99, of tax collections for Spartanburg jail, showing date note due, amount, Cherokee's portion, date paid Spartanburg treasurer, how paid and amount; also of interest on railroad bonds, 1898-1904, of Spartanburg and Union sections, of York, 1898-1903, showing serial number, name of railroad, rate of interest, date due, amount, total; also account of past indebtedness York railroad, 1898-1901; also bills payable, 1902-5 and bills receivable, 1903. Arr. by topic. Indexed by topic. Hdw., and hdw. on ruled form. 400 pp. $16 \times 9 \times 1\frac{1}{2}$. Old courthouse, vault.

XXV. BOARD OF REGISTRATION

The constitution of 1895, under which Cherokee County was created, made registration a prerequisite for voting and required reenrollment of registered voters every ten years (art. II, 4). By the election laws of 1896 (Stat. XXII, 35), the county board of registration consists of three discreet electors appointed by the Governor with the advice and consent of the Senate.

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The board serves for two years and is subject to removal by the Governor for incapacity, misconduct or neglect of duty. All vacancies are filled by the Governor (Code 2269). Before entering upon duty each member must take the constitutional oath of office (art. III, 26) and the additional oath that he is not pledged to share the profits of office and will not sell or dispose of it (Code 3044). Annual compensation for each member is \$200 in election years, and \$75 in off years (Stat. XXXV, 1160; Code 2270).

It is the duty of the board to judge the qualifications of applicants for registration (Code 2273); to register electors (Code 2272); and to revise the registration list (Code 2280). Until thirty days before a general or special election, registration books are opened the first Monday of each month for three successive days for enrollment of persons qualified but not previously registered (Code 2272). The board also transfers electors moving from one county to another (Code 2279). Persons denied registration may appeal to the courts (Code 2273).

The required registration records have uniformity because the Secretary of State provides books and papers for the board (Code 2271). These include two copies of an enrollment book for each precinct, showing name, age, and place of residence of each voter. At the time of elections, these are turned over to the commissioners of election to be distributed among the managers of election, to be returned to the board of registration after the election. (1896, Stat. XXII, 45; Code 2286.) The board also has a separate list of voters registered prior to January 1, 1896, who are eligible for life regardless of present day educational requirements (Const. 1895, art. II, 4 c; 1896, Stat. XXII, 39; Code 2271). The board is required to keep a record of all its official acts and proceedings (Code 2269). Biennially by October 15, it receives from the clerk of court and from each magistrate, certified reports of persons disqualified by conviction for felony or crimes against election laws (Code 2281, 2282). From these reports, the board revises the list of electors (Code 2283).

All records and books are deposited with the clerk of court for safe-keeping (1896, Stat. XXII, 44) as public records, open to inspection at all times (Const. 1895, art. II, 8), and removable solely by the board, for so long as may be necessary for performance of duties (Code 2285). For records, see entries 82-85.

XXVI. COMMISSIONERS OF ELECTION

Under the general law of 1896 (Stat. XXII, 29-48), at least thirty days before a general election, the Governor appoints in each county two sets of commissioners of three members each. They hold office until their successors are appointed and qualify; and they may be removed from office for misconduct or incompetence. They are required to take the constitutional oath of office, which is filed in the office of the clerk of court. Each commission organizes by appointing one of its number chairman and one secretary. (Stat. XVI, 632-33; Code 2299, 2310.) Each member receives one dollar a day

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for services while actually employed not exceeding three days, and five cents a mile for necessary travel. The State Comptroller General draws his warrant on the State Treasurer in favor of commissioners of election, managers, messengers, and printer of notices of election, for the amount of compensation to which they are entitled. The board of county commissioners audits and pays all accounts for necessary local expense incurred by the commissioners and managers of election for stationary, election boxes and rents. (Code 2316.)

The duties of the two commissions are parallel: one conducts the election of State, circuit and county officers; and the other the election of Presidential electors, Senators and members of Congress. Each commission appoints three managers for each polling place in the county, and provides separate ballot boxes. (Code 2299, 2306.) The managers are subject to the same rules and regulations as to organization, oaths, removal and compensation as the commissioners (Code 2299, 2316). To assist them in their duties, the managers may appoint a clerk, who is required to take before the chairman the constitutional oath (Code 2300). On the Tuesday following an election, each commission meets at the county seat and organizes as a county board of canvassers which prepares reports and statements. It is the duty of each board "as judicial officers to decide all cases under protest or contest that may arise, subject to appeal to the board of State Canvassers." (Code 2310, 2311.)

The required records are "such statements of the votes of the county as the nature of the election shall require" (Code 2311), prepared in duplicate and filed with the clerk of court, or, if that office should be vacant, with the Secretary of State (Code 2312). Statements of the total votes for each office show the names of candidates, and the number of votes for each, "written out in words at full length" (Code 2313). Besides the list filed in the office of the clerk of court, "three separate lists of each statement ... certified to as correct by the signatures of the commissioners" are required (Code 2314). After adjournment of the board, the chairman forwards "to the Governor and Secretary of State, one copy by mail and one copy by express, the returns, poll list and all papers appertaining to the election" (Code 2315). For the clerk of court's records, see entry 86.

XXVII. COUNTY BOARD OF CONTROL (defunct)

When Cherokee County was organized, the State dispensary system, under a law of 1892 for the control of the sale of intoxicants, was administered by a State Board of Control, with appointed county boards of control (Stat. XXI, 62; XXII, 123-49). In 1900 the State Board of Control was replaced by the board of directors of the State Dispensary, which appointed the county board of control with the consent of the legislative delegation (Stat. XXIII, 436-41). In Cherokee County the dispensary was voted out in 1904 (The State, Nov. 9) by a vote of six to one.

The county board of control consisted of three persons of good moral habits, not addicted to the use of intoxicating liquors, who qualified and

were commissioned as other county officers, for a term of two years, subject to removal for cause by the State board. They were paid two dollars a day and five cents a mile traveling to and from meetings, for not more than thirty days in any one year. (Stat. XXII, 127, 131.)

The county board of control was organized with a chairman and a clerk. It was required to meet in the county supervisor's office, once a month or oftener on the call of the chairman, and made rules conducive to the best management of the sale of intoxicants in the county, subject before adoption to approval of the State Board of Control. The county board designated the localities for dispensaries, but such locations could be prevented by petition of a majority of the voters of a township. The board appointed the local dispensers who retailed the intoxicating liquors. The dispenser was required to execute bond of \$5,000, to take the constitutional oath, and a special oath. All sales to consumers were made upon written requests to the dispenser on blanks furnished him by the county auditor. Each blank was numbered and had to be accounted for and receipted for by the auditor. (Stat. XXI, 67-70; XXII, 123-49.)

Other required records were an account book of all liquors purchased from the State Dispensary, which was the sole legal wholesaler. The board also filed petitions, bonds, and other papers pertaining to the appointment of dispensers, monthly statements of druggists' purchases, and a book in which bonds were recorded. (Stat. XXI, 69-71.)

No records of the board were found.

XXVIII. COUNTY BOARD OF PUBLIC WELFARE

When the Federal Emergency Relief Administration was superseded in 1935 by the Works Progress Administration, its unexpended funds were entrusted to the Governors of the States for relief of unemployables. In South Carolina a temporary Department of Public Welfare was set up to administer this relief in every county which matched the allocations of the FERA funds with local appropriations. Cherokee County participated until funds were exhausted early in 1937 and the temporary department expired. (Information from Mrs. Elizabeth R. Barnwell, Chief, Division of Field Service, State Department of Public Welfare.)

In 1937 the permanent State Department of Public Welfare was created to operate under the South Carolina Board of Public Welfare on a plan approved by the Federal Social Security Board. The State Board, elected by the General Assembly for a term of four years, consists of a chairman from the State at large, and six members, one from each congressional district. The board selects a State Director, who is the chief executive and administrative officer of the Department. He holds office until his successor is appointed and qualified, and may be required by the board to post bond. The State Department supervises and administers public welfare activities, cooperates with Federal agencies to administer Federal funds granted the

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State, studies social problems from the standpoint of cause and cure, makes surveys, gathers statistics, and formulates policies and methods of administration. (Stat. XL, 496-517.)

In every county a department of public welfare works under a county board of public welfare consisting of three members appointed by the State Board ~~on~~ recommendation of the county delegation, for three-year terms which expire in rotation. Vacancies for unexpired terms are filled by the State Board. The county department is under a county director appointed by the county board subject to confirmation by the State Department. (Ibid.)

The duties of the county board, as the representative of the State Board, are to administer county welfare activities, to perform such duties as the State Department may delegate, and to see "that all laws are enforced for the protection and welfare of minors, the removal of moral menaces to the young, and to safeguard and promote the health, education and general welfare of minors." The county board prepares and submits estimated budgets to the State Department for carrying out its duties, and maintains such "standards of work, procedure and records" as may be required by the State Department. (Ibid.)

The county department receives applications for assistance and makes investigations. It has the power to issue subpoenas for witnesses and to compel their attendance and the production of papers, records and other data necessary in determining whether such assistance should be granted. The county director and other designated employees may administer oaths and examine witnesses under oath. Upon completion of an investigation, the county department decides if the applicant is eligible for assistance, the amount of assistance, and the date the assistance shall begin. The county department certifies the amount in writing to the State Department and to the applicant. The assistance is paid the applicant monthly by the State Department. Applicants who are refused assistance may appeal to the State Department. (Stat. XL, 496-517.)

The required records of the county board are minutes of its activities, and accurate accounts of all funds received and expended. Once a year the county board makes a report of its activities, receipts and disbursements, to each member of the delegation, to the foreman of the grand jury, and to the clerk of court, who is required to file the report in his office as a public record. This report is usually mimeographed. The board also makes such other reports and data as may be required by the State Department and the Federal Government. (Stat. XL, 501.)

The required records of the county departments are prescribed by the State Department, and are subject to its inspection, supervision, and audit. Under the plans approved by the Federal Social Security Board, the State Department supplies county departments ~~with~~ printed forms for applications, reports, affidavits, and other case records, which must be kept in writing. (1937, Stat. XL, 499-501, 503, 504, 507-10, 514.) At present, thirty statistical forms, fifty-five financial forms, and twenty commodity forms, are in use.

The Cherokee County county welfare records are in the old courthouse on Limestone Street in Gaffney. As they concern the private affairs of living persons, and are necessarily confidential in nature, they are not open to the public. For descriptions of typical standardized records, see Inventory of the County Archives of South Carolina No. 35, McCormick County, entries 216-235.

XXIX. BOARD OF HONOR (inactive)

The constitution of 1895 provided that the General Assembly should make liberal provisions for annual pensions to indigent or disabled Confederate veterans and their widows (art. XIII, 5). The pension law of 1896 created a county examining board of pensions composed of two veterans, the county auditor, the treasurer, and a practicing physician selected by them, to examine and pass upon applicants. In 1897, township examining boards composed of three veterans each, and a county examining board of four veterans, were created to settle all matters of dispute or contest. (Stat. XXII, 186-87, 495.) In 1900, applications for pensions were made through the clerk of court to a county board of pensions composed of four veterans and a practicing physician (Stat. XXIII, 410-11). In 1902, the board appointed a commissioner who helped prepare pension papers for their approval (ibid., p. 1028). In 1919, the county pension board was composed of three veterans named by the State Commissioner of Pensions; and pensions were disbursed through the probate judge as clerk (Stat. XXXI, 275, 277). Under a general law of 1920 county pension boards became boards of honor consisting of three veterans elected by the Confederate Veterans' Camps (Stat. XXXI, 1100). Under a law of 1921, these three were elected at a called meeting for a two-year term (Stat. XXXII, 205), and the same plan was continued in 1929 (Stat. XXXVI, 176-77). In case of disability of a member to serve, he may select a veteran's son instead. Vacancies are filled in the same manner as members are elected. When the number of veterans in the county is reduced to two, the clerk of court becomes an ex officio member; when reduced to one, the probate judge; when there are no veterans remaining, the auditor becomes a member. In all cases the probate judge is ex officio clerk. Board members are paid two dollars a day not exceeding five days a year. (Ibid.; Code 4978-87.)

The chief duty of these various county boards of pensions was to compile and approve a list of veterans eligible for pensions (1900, Stat. XXIII, 409-14; XXXI, 275-78). The present board of honor is required to report to the Comptroller General each year a bona fide list of pensioners (1929, Stat. XXXVI, 176-79; Code 4978-87).

Records were required by law for the various boards. In 1900 the clerk of court was to record in a book, "Approved Pension Rolls," all lists of pensioners which had been approved by the State board and certified to the clerk. Approved applications and related papers were to be filed before February 1, each year in the State Comptroller General's office for examination by the State Pension Board. In the clerk of court's office a list of

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all applicants, showing whether or not approved, was to be on file. (Stat. XXIII, 409-14.) In 1919 applications were required to be made in duplicate, under oath, attested by two witnesses, and filed with the county board of pension commissioners, which, with the board's findings and memoranda of witnesses, were forwarded to the State Pension Commissioner; the duplicates were to remain in the judge of probate's office. Receipts from all pensioners were to be on file in the judge of probate's office. (Stat. XXXI, 275-78.) The judge of probate is required to keep a "complete list of all enrolled, the amount paid or payable to each, and receipt from the pensioner for all such payments" (1929, Stat. XXXVI, 177; Code 4981). In 1937 the State Comptroller General assumed the duty of paying pensions (Stat. XL, 639), the next year they were disbursed by the judge of probate; and since 1939 by the Comptroller General (Stat. XLI, 580, 1966). In Cherokee County, pension funds have been supplemented by county appropriations since 1915, when \$340 was made available (Stat. XXIX, 284). In 1940, \$200 was appropriated to be paid to the pension board for distribution among the remaining veterans (Stat. XLI, 2291). At present, (October 1940), there are twenty widows and one living veteran in Cherokee County. For records of pensions, see entries 67-71, 184-188.

XXX. SERVICE OFFICER

In 1927 South Carolina created a State Service Bureau to assist ex-servicemen in securing the benefits to which they are entitled under the provisions of Federal Legislation and under the terms of insurance policies insured for their benefit by the Federal Government (Acts, pp. 158-59).

As early as 1925 (Acts, p. 428) provision was made in Cherokee County for \$300 to be expended by duly authorized officers of the American Legion. Since 1931 (Stat. XXXVII, 606), \$600 has been appropriated annually for the salary of a service officer to be elected by the Cherokee Post No. 109 of the American Legion (Stat. XLI, 930, 2290).

Duties of the service officer are to handle "loan applications for adjusted compensation, hospitalization, pensions, etc. of veterans of the wars of the United States" (Stat. XXXVII, 606; XLI, 930, 2290).

Records are not required by law and none are kept. The office of the service officer is located on South Limestone Street over The Gaffney Ledger.

XXXI. COUNTY BOARD OF HEALTH AND HEALTH DEPARTMENT

In 1892 the State Board of Health was created and its executive committee was given the power to divide the State into health districts; in districts where no local boards existed, the committee was empowered to appoint such boards (Stat. XXI, 20). The constitution of 1895 provides that

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the General Assembly may create local boards of health whenever necessary, giving them power to make rules and regulations to protect public health (art. VIII, 10).

Since 1920 (Stat. XXXI, 1227) there have been county appropriations for health work in Cherokee County carried on by a local office. In 1928 a county board of health and a health department were created. The board is composed of the county superintendent of education, the president of the county Federation of Women's Clubs or a member of the county Federation of Clubs, and a bona fide resident of the county appointed by the county delegation for a term of one year. In case the board is not appointed, the State Board may appoint members. The board serves without compensation. (Stat. XXXV, 1799; Code 4121.)

The duties of the county board are to meet monthly, and to report annually on its work to the State Board of Health. The board is invested with all powers, duties, privileges and liabilities of local boards of health in cities, towns, and incorporated villages. (Code 4121.) The county health department functions under the board and is in charge of a physician, who is a graduate of a reputable medical college, and skilled in hygienic and sanitary science, specially trained and qualified in the practice of preventive medicine. His qualifications are to be passed on by the State Board of Health, and upon nomination of the State Board he is elected by the county board and holds office at the pleasure of the county board, until his successor is elected and qualified. (Fifty-Ninth Annual Report of State Board of Health, July 1937-June 1938, pp. 101-2; Stat. XXXV, 1800.) It is the director's duty to employ additional personnel with the consent of the county board. Other members of the health unit are the public health nurse, the sanitary inspector, and a clerk. (Stat. XXXV, 1800; Code 4121.) In 1933 the county health director became ex officio the county physician, and took over the medical practice for the chain gang, prisoners in jail, and inmates of the county home; he also conducts lunacy and post mortem examinations (Stat. XXXVIII, 764-65; XLI, 2287). He is the secretary to the county board of health and custodian of its books, papers and instruments. He summons and attends board meetings; and discharges the duties appertaining to the office of secretary. (Code 4121.)

It is the duty of the county department to teach the sources of contagious diseases and methods of prevention; to prevent the spread of contagious disease; to inspect food manufacturing and vending establishments, and to enforce sanitary regulations, especially in regard to dairies and milk handlers; to inspect schoolhouses and other public buildings and secure necessary corrections relative to heating, lighting, ventilation, water supply and excreta disposal; to examine school children and pre-school children; to examine and treat for hookworm; to maintain a local laboratory; to treat for rabies; to make sanitary surveys; to educate the public on health through lectures, articles and pamphlets. (Ibid.)

Records required of the county department are monthly, quarterly, and annual reports by the director to the county board of health and to the State Board of Health (ibid.).

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Service

All the records are in the health office which is in the basement of the county courthouse.

Reports

343. OFFICE & FINANCIAL REPORTS, 1930--. 1 f. d.
Office copies of quarterly and annual reports to State Board of Health, showing (A) communicable disease control, (B) venereal disease control, (C) tuberculosis control, (D) maternity service, (E) infants and pre-school hygiene, (F) school hygiene, (G) adult hygiene, (H) morbidity service, (I) crippled children, (J) general sanitation, (K) protection of food and milk, (L) laboratory. Also contains:

i. Copies of sanitary inspector's reports, 1934--., on dairies, privies, water supplies, markets, barber shops, restaurants, fair grounds, swimming pools, roadhouses, etc.;

ii. Office copies of weekly narrative report of all activities of county nurse, reported to State office each week.

Arr. chron. by date of report under above classification. No index. Hdw., typed, and typed on printed form. 12 x 16 x 26.

344. (MILK REPORT), 1932--. 2 vols.
Record of analysis of milk samples sent to office, showing bacteria count of milk. Arr. chron. by date of inspection. No index. Hdw. 150 pp. 8 $\frac{1}{2}$ x 7 x $\frac{1}{4}$.

Family Service

345. FAMILY FOLDERS, 1934--. 3 f. d. Title varies: Inactive.
Case records, 1939--., showing family name, race, date of first contact, family case number; successive addresses and sanitation notes (3 spaces for each); city or village, street address or RFD, open country, township, road directions, economic status, number of rooms, telephone, whether screened or not; whether water supply safe, questionable, unsafe; whether excreta disposal sanitary or unsanitary; source of first information about family; household roster for husband, wife, children, and others in family, name, sex, date of birth, living at home, date of death, immunizations, tuberculin tests, occupation or school enrollment or cause of death; special conditions or social problems; also contains:

i. Maternity record, showing date, date first day of last menstrual period, estimated date of confinement, name of patient, address, white or colored, age, para; number months pregnant, by whom to be delivered, name of family physician, abnormal history, abnormal physical findings, hemoglobin, measurements, interspinous, intercrystal, intertrochanteric, blood pressure, Wasserman, Kahn, urine, G. C. smear, temperature, present weight, usual weight, presentation, baudelocque; previous pregnancies: (7 spaces for) number months, whether alive or stillbirth, whether labor normal, if miscarriage number months. On reverse are instructions to patient on first

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- visit to clinic; follow-up home visits: date, home or clinic, blood pressure, urine, weight, remarks;
- ii. Infant and preschool health supervision records, showing family name, child's name, family number, source of first information, reason for first visit, date of birth, sex, number of months of prenatal care, whether delivered by physician, midwife or other, where delivered, birth weight, condition at birth, whether birth registered, number months breast fed, number months bottle fed; age when first walked, talked and cut first tooth; date and type of immunization tests, date and type of clinic visited; remarks; recommendations of physicians or dentists; date, in regard to, recommendations, whether physician or dentist, result obtained and date; record of visits; observations, general habits, immunization, date of last medical examination, nurse and other services rendered and remarks;
 - iii. Communicable disease visiting record, showing family name, first name, family number, source of first information, type of case, reason for first visit, whether case has been visited by health officer, name of physician in charge, address, date of onset, where taken sick, probable source of infection, contacts of case besides family; immunizations: type and date; kind, date and results of tests taken; date and kind of communicable disease patient has had; whether patient isolated, practicing concurrent disinfection, milk handler in household, date case was placarded and date released. On reverse are **records** of advice given, service rendered, and laboratory examinations;
 - iv. Tuberculin home visiting record, showing family name, first name, family number, source of first information about case, type of case, whether physician or clinic supervising case, occupation of patient, probable date of onset, probable source of infection, present symptoms, condition on first visit; clinical findings and physician's recommendations; name of sanatorium, date of admission, date and condition when discharged. On reverse are record of visits by nurse and remarks;
 - v. Orthopedic case record, showing name of patient, State, private or Shriners, other, address, county, date of birth, sex, race, parent or guardian, address, diagnosis orthopedist, diagnosis of medical doctor, family physician, address. On reverse are date of visit, orthopedist's recommendation, progress of patient, nurses' progress notes;
 - vi. Medical history card for crippled children's clinic, showing name, address, age, and sex of patient; name and address of doctor; recommendations: medical diagnosis, type of treatment, nature of handicap, deformity described, name of hospital, recommendations, date interviewed, date examined, date treated, general remarks, and signature of doctor. Reverse is a survey card, showing name of patient, whether male or female, white or colored, date of birth, street address, city,

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county, father's and mother's names; physical disability: nature (walk unaided, walk with apparatus, bed case, wheel chair, other); age at onset, duration, cause (disease, accident, congenital, other); previous treatment, nature, by whom treated, name of family physician; education status: name of school, address, grade, whether attending school or not, mental capacity, whether child needs transportation or appliances; economic condition: father's and mother's occupation, employer, weekly earnings, income from other sources; general remarks and date of interview.

Arr. numer. by case no. For index, see entry 346. Hdw. on printed form. 6 x 9 x 17.

346. INDEX, 1935--. 1 f. b.

Index to Family Folders, entry 345, showing serial number of family case, name and address of head, family history, test, date, and remarks. Arr. alph. by name of family. Hdw. on printed cards. 4 x 6 x 12.

Maternity Service

347. REPORTS - EXPENSE ACCOUNTS - LITERATURE, 1925--. 1 f. d.

Card register of midwives, showing name of midwife, race, age, date of last successful vaccination, certificate issued, renewed, Wassermann made, and result; treatment, name of instructor, and remarks. Also contains Vouchers and canceled checks for expenses of health unit, 1940--. Cards, arr. alph. by name of midwife; vouchers and checks, arr. chron. by date of filing. No index. Hdw. on printed form. 10 $\frac{1}{2}$ x 14 x 25.

348. PRENATAL RECORDS, 1936--. 1 letter f. b.

Prenatal clinic case records, showing patient's name, address, age, and details of case; also summary sheet of each clinic. Arr. alph. by name of patient. No index. Hdw. on printed form. 12 x 12 x 3.

Child Service

349. (PHYSICAL RECORD OF SCHOOL CHILDREN), 1920--. 160 envelopes.

Destroyed since survey.

Physical record of school children, showing date, name of child, age, height, weight and general physical condition. Arr. alph. by name of pupils under school. No index. Hdw. on printed cards. 9 x 6 x $\frac{1}{4}$.

350. (PHYSICAL RECORD OF PRE-SCHOOL CHILDREN), 1928--. 1 f. d.

Destroyed since survey.

Physical record of pre-school children, showing name, address, date of birth, sex, race, date examined, age, height, weight, vision, hearing, teeth; also shows toxoid treatment. Arr. alph. by family name. No index. Hdw. on printed form. 4 x 6 x 15.

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Communicable Disease Control

351. VENEREAL RECORDS, 1930--. 1 f. d.

Record of persons taking treatments for venereal diseases, showing name and date of treatments. Arr. alph. by name of patient. No index. Hdw. $5\frac{1}{2}$ x 13 x 26.

352. ANNUAL WASSERMANN, PATIENTS REFERRED BY LOCAL PHYSICIANS, 1927--.

2 f. d. Title varies: Wassermanns.

Record of persons taking Wassermann test for syphilis, showing blood infection, name of patient, name of doctor, date taken, date received at laboratory; also includes gonorrhoea tests, feces tests, and water tests. Arr. alph. by name of person taking test. No index. Hdw. on printed form. 5 x 7 x 16.

353. TYPHOID INOCULATIONS, 1934--. 1 vol.

Record of inoculations against typhoid fever, showing name and date. Arr. alph. by name of patient. No index. Hdw. 150 pp. 12 x 8 x $\frac{1}{4}$.

354. TUBERCULIN TESTS, 1935--. 1 f. b.

Tuberculin test record, showing serial number, name, address, family history, test date, physical, X-ray, remarks; also dosage, result, retest. Arr. alph. by name of person taking test. No index. Hdw. on printed cards. 4 x 6 x 12.

355. DIPHTHERIA TOXOID, WHOOPING COUGH, 1935--. 1 f. b.

Record of immunizations for school children, showing county, name of child, age, race, sex, parent's name, address: with spaces for first, second and third doses for toxoid, typhoid bacterin, smallpox, whooping cough, tuberculin test. Arr. alph. by name of child. No index. Hdw. on printed form. 4 x 6 x 12.

356. FOOD HANDLERS APPLICATIONS, 1937--. 1 letter f. b.

Applications of restaurant workers, cooks, etc., for permit to handle food; also certificate from physician that applicant is free from any communicable disease. Arr. alph. by name of applicant. No index. Hdw. on printed form. 12 x 12 x 3.

Correspondence

357. OUTGOING & INCOMING LETTERS, 1939--. 2 f. d.

General correspondence of the health unit. Arr. alph. by name of correspondent. No index. Hdw. and typed. $11\frac{1}{2}$ x 17 x 25 and 16 x 11 x 25.

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XXXII. COUNTY HOSPITAL

In 1936 the delegation selected a reputable architect to appraise the City Hospital at Gaffney and estimate the cost of constructing and equipping a similar one for the county (Stat. XXXIX, 2070).

Provision also was made for a hospital board consisting of seven members. Each member of the delegation named two board members, the six members selecting the seventh. The term of office was from one to seven years, respectively, determined by lot. The board fills vacancies and no practicing physician or surgeon may be a member. It serves without compensation. (Stat. XXXIX, 1327-28.)

The board was empowered to purchase the City Hospital or to construct and equip a new one by warrants up to \$35,000 on the county treasurer. The board of county commissioners borrowed \$35,000 with interest not exceeding 5% on notes executed by the county supervisor and the county treasurer. The auditor was required to levy a tax to pay interest and retire the notes within seven years. For maintenance the first year, the board was to make written request to the board of county commissioners to borrow \$5,000 on note, which an additional special levy would retire at the end of one year. (Stat. XXXIX, 1327-29.) The City Hospital was taken over in the spring of 1937 (The State, Mar. 1, 1937). In 1938 the board was authorized to buy two lots and to acquire a strip of seventeen feet for the hospital (Stat. XL, 2250), and \$10,000 was appropriated (ibid., p. 2242).

There are no records required by law, but the following records are kept in the respective departments at the County Hospital on Logan Street in Gaffney.

358. (MINUTES AND REPORTS), 1936--. 1 vol.
Minutes of meetings of County Hospital board, showing place and date of meeting, members present, and business transacted; also printed bill for creating a county hospital; applications for appointment of medical staff; By-Laws of Cherokee County Hospital Board adopted Feb. 4, 1937; resolutions; contracts between hospital and superintendent of nurses; monthly reports on patients; weekly report on petty cash; correspondence concerning investigation of title, applications for assistance from county, for Duke Endowment, to sinking fund commission; list of members of board. Arr. chron. by date of meeting or report. No index. Hdw. and typed. Approx. 200 loose-leaf pp. 11 $\frac{1}{2}$ x 10 x 1 $\frac{1}{2}$. W. E. Bell's, Secretary and Treasurer, office, 107 $\frac{1}{2}$ East Frederick Street, Gaffney, S. C.

359. PATIENT REGISTER, 1937--. 1 vol.
Patients' register, showing serial number, name, address, sex and race of patient, admission date, discharge date, service, days, physician; also receipts and expenditures, showing for receipts date, paid by, patient number, total receipts; and for expenditures, the date, to whom paid, check number, total expenditures, Arr. numer. by serial no., totals classified

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in various departments. No index. Hdw. on printed ruled form. 300 pp. 14 x 17 x 2. Office.

360. LABORATORY RECORD, 1937--. 1 vol.

Laboratory record, showing serial number of patient, date, name, room or ward, physical, classification of examinations, total examinations; X-ray record shows X-ray number, date, name, whether in-patient or out-patient, doctor, size of film, examination of, technician, diagnosis, films made. Arr. numer. by serial no. No index. Hdw. on printed ruled form. 300 pp. 14 x 17 x 2. Laboratory.

361. X-RAY FILMS, 1937--. 1 f. d.

X-ray film file, showing patient's serial numbers. Arr. numer. by patients serial no. No index. Photographic. 5 x 10 x 24. X-ray room.

362. ACCOUNT CARD, 1937--. 1 f. d.

Patients' account cards, showing name and address of patient, room, rate, to whom bill sent, dates admitted and discharged, itemized charges; on reverse is personal data relating to occupation, financial standing, diagnosis, physician in charge, etc., and signature of informant. Arr. alph. by name of patient. No index. Hdw. on printed form. 6 x 8 x 20. Office.

363. STATISTICS CARDS, 1931--. 1 f. d.

Patients' statistics cards, showing name and serial number of patient, service, date, room, sex, age, religion, birthplace, occupation, address, nearest relative or friend, how brought to hospital, by whom referred, attending physician, surgeon, former hospital admission, estimate of risk, financial arrangements, signatures of patient. On reverse is diagnosis, summary of case history, operations, results, other information, and signature of attending physician. Arr. alph. by name of patient. No index. Hdw. on printed form. 6 x 8 x 20. Office.

XXXIII. FARM AND HOME EXTENSION SERVICE

The idea of extension education in agriculture and home economics for girls originated with Dr. Seaman A. Knapp, of the U. S. Department of Agriculture, who, two years before the work was undertaken, had outlined his plan with Dr. D. B. Johnson, president of Winthrop College. The plan for girls' clubs in South Carolina was put into practice by Miss Marie Cromer, a rural school teacher in Aiken County, who with the cooperation and help of Mr. Cecil H. Seigler, county superintendent of education, organized the first girls' tomato club. On August 16, 1910, Miss Cromer was appointed collaborator in the farm demonstration work for the purpose of further developing and expanding the work she had originated. In 1911 a cooperative arrangement was made between Dr. D. B. Johnson and Mr. O. B. Martin, representing Dr. Knapp's office, whereby Miss Cromer should make her headquarters at Winthrop College and continue her work under the direction of that institution. She was placed in charge of girls' canning and poultry club work in South Carolina, and carried on Winthrop work for the better-

ment of homes. (Information from Miss Lonny I. Landrum, State Home Demonstration Agent.)

In January 1912, Clemson Agricultural College entered into cooperative relations with Federal demonstration forces in South Carolina, and the office of State Farm Demonstration Agent was merged with that of the superintendent of the Clemson Extension Division. This combination gave farm demonstration work trained guidance, and the county agents became the representatives of the experts in the Extension Division and the experiment stations. The next year five schools in each county were selected, and in connection with each, a five-acre farm was operated for demonstration work, under the joint supervision of the teacher and the county agent. ("Annual Report of Board of Trustees of Clemson Agricultural College" in Reports and Resolutions, 1914, I, 554-57.)

Beginning in 1914 under the Smith-Lever Act, the Federal Government has appropriated money for agricultural education outside of colleges, on condition that it be supplemented by local and State funds (U. S. Stat. vol. 38, part I, 372-74). As long as the provision of supplementary funds was left to the counties, the number of agents varied from year to year. Since 1929 the State has appropriated a sufficient amount to ensure each county having at least one home and one farm agent. (Acts 1929, pp. 1053-54; Code 5773). The Federal funds are obtained through Clemson College as the State land-grant agricultural and mechanical college (Acts 1929, pp. 694-95; Code 5744); and all extension work in the State is under the supervision of the director of the extension service as the representative of the United States Department of Agriculture. The director of Clemson extension service appoints directly the farm agents. The home demonstration agents are appointed by and work under the immediate supervision of the State Home Demonstration Agent at Winthrop College. Extension work for Negroes is under the State Agricultural and Mechanical College at Orangeburg. Appointments for each county are subject to approval of the legislative delegation. No definite term of office is provided by law for the agents, but they are usually employed for one year at a time. Reappointment is customary so they hold office indefinitely. ("Annual Report of Board of Trustees of Clemson Agricultural College", 1936, in Report of State Officers, Boards and Committees, 1937, II, 8, 9, 19, 20; James E. Hunter, Jr., ed., Legislative Manual 1940, p. 245; Acts 1929, p. 1054; Code 5773.)

At first the duties of the county farm and home demonstration agents consisted largely of organizational and informative work. County farm agents assist in the distribution of hog cholera serum, make milk production tests, and spray orchards; they help educate in the importance of cattle tick eradication, farm sanitation, and fly extermination; they go from farm to farm teaching the best methods of cultivation, fertilization, rotation of crops and the use of livestock and legumes to increase the fertility of soil. ("Annual Report of Board of Trustees of Clemson Agricultural College" in Reports and Resolutions, 1914, I, 554-57.) The home demonstration agents organize tomato clubs, canning clubs, sewing clubs, poultry clubs. They give demonstrations in labor saving methods and devices, and aid and instruct in every way for the betterment of homes.

For abbreviations and explanatory notes see pages 18-20

Beginning in 1914 in Cherokee (Stat. XXVIII, 781), appropriations were made for several years for tomato clubs. From time to time there have been additional appropriations for rent, stenographic help and other work. In 1940, Cherokee appropriated \$50 for 4-H club boys, \$50 for 4-H club girls, and \$1,200 for an assistant farm demonstration agent (Stat. XLI, 2288).

The records are largely correspondence, reports to headquarters, and records relating to club work. Since 1933, agricultural adjustments and soil conservation have also been conducted by the farm agent, who has handled production contracts and benefit checks. For records, see Inventory of Federal Archives in the States, No. 39, South Carolina.

XXXIV. AGRICULTURAL EXTENSION BOARD

In 1935 the control of soil erosion was begun in South Carolina as part of the agricultural extension program. In 1936 the General Assembly assented to provisions of Public Act No. 461 of the 74th Congress, which provided a permanent policy of Federal aid to the states. The trustees of Clemson College were authorized to present plans and to administer, receive and disburse Federal grants to the State for the work. (Stat. XXXIX, 913, 1531.) A special act for Cherokee County created an agricultural extension board of five members appointed by the delegation for two years. Compensation for each was fixed at three dollars a day not exceeding twelve days a year. The board organized by electing a chairman and a treasurer, the latter to give bond as required. (Stat. XXXIX, 1467-69.)

A general law of 1937 provided for creation of soil conservation districts. Upon the filing of a petition by twenty-five landowners in the area concerned, the State Soil Conservation Committee gives notice of a public hearing on the question of establishing a district. If the committee approves, it holds a referendum and publishes the result. If the ballots are favorable, the committee appoints two supervisors to act with three others elected by the people of the district for a term of three years. These form the governing board of the soil conservation district, which becomes "a governmental subdivision of this State, and a public body corporate and politic." (Stat. XL, 242-67.) The Broad River Soil Conservation District includes Cherokee, Union and Spartanburg Counties. Through the district the assistance of trained technicians is secured in planning the program. "This planning includes a water disposal system for each farm, and in this disposal system plans are made for terrace construction. When these plans have been completed and the terrace lines located then the farmer may secure one of the tractor units through the Agricultural Extension Board for building his terraces." (S. C. Stribling, County Agent, to Anne K. Gregorie, February 18, 1941.)

(364)

Boxing Commission; Cotton Weigher

The duties of the agricultural extension board are to promote conservation of agricultural lands, to prevent soil erosion, and to borrow money as needed for purchase of material and equipment, from the county sinking fund commission or a Federal agency (Stat. XXXIX, 1467-69).

The only required record is the minutes, to be kept by the treasurer. Financial records are open to public inspection, and are to be audited as other county books. (Ibid.)

364. MINUTES, 1936--. 1 folder.

Record of proceedings at regular and special meetings of board, including record of contracts, of employment of workers and matters concerning general policy. Arr. chron. by date of meeting. Self-contained index. Hdw. 11 3/4 x 9 x 1/8. Gaffney Manufacturing Company, office. Mr. E. E. Reid, Chairman of board.

XXXV. BOXING COMMISSION

In 1931 a boxing commission was provided for each county. By a special provision for Cherokee County it is composed of three members appointed by the Governor. They serve without compensation for terms coterminal with the Governor's, and it is unlawful for a member to have a financial interest in any contest. (Stat. XXXVII, 147-48; Code 7154, 7156.)

No boxing contests are held without permission of the commission. The contests are under its control, subject to its rules, regulations, restrictions and requirements; and may not exceed fifteen rounds. (Code 7152, 7153.) No appeals from the board's decisions can be made in Cherokee (Code 7154).

This is not a records office.

XXXVI. COTTON WEIGHER

Since 1896, upon petition of fifty or more qualified voters, freeholders and growers of cotton in a township or parish where there is a cotton market, the board of county commissioners must elect one or more public cotton weighers for that market (Stat. XXII, 57; Code 6402).

In 1915 a special law provided for a cotton weigher in Gaffney elected by the county electors in the general election. He was to be paid \$60 a month and serve for four years. Before entering office he had to take an oath to faithfully perform his duties and post a \$500 surety bond approved by the board of county commissioners. (Stat. XXIX, 383-84.) Later the city council of Gaffney appointed the cotton weigher, but in 1921 the

For abbreviations and explanatory notes see pages 18-20

Game Warden

county commissioners elected the cotton weigher and fixed his compensation (Stat. XXXII, 173; Code 6413).

The cotton weigher collects five cents from the buyer and five cents from the seller for each bale of cotton weighed; and annually, after the expenses are paid, turns the money over to the county treasurer. It was his duty to provide scales and platform to be paid for by the county until 1921, when the county commissioners provided them. Additional duties are to weigh all cotton bought or sold; to settle between buyer and seller, all questions of tare loss or damage and furnish certificates for it. When he is unable to work he may appoint assistants, who take the same oath as the weigher and perform his duties. (Stat. XXIX, 383-84; XXXII, 173; Code 6414-17.)

Records are not required by law.

XXXVII. GAME WARDEN

In 1905, the Governor, with the advice and consent of the Senate, appointed for each county a game warden (Stat. XXIV, 963). Under a special law of 1930 for Cherokee County, he was nominated in the primary election and recommended by the delegation to the Governor for appointment (Stat. XXXVI, 1649). In 1935 the game warden in Cherokee was elected by the delegation and a committee of three appointed by the county Fish and Game Club (Stat. XXXIX, 101). In 1939 the 1930 law was again reenacted (Stat. XLI, 171). In 1935 the only qualification for office was that the game warden should be an elector (Stat. XXXIX, 101). A vacancy is filled by the Governor on recommendation of the delegation (Stat. XLI, 171).

The game warden is exempt from road and jury duties. His duties are to enforce laws for protection of game, game birds and insectivorous birds; and to report to the court of general sessions all violations of laws for the protection of game, and what has been done to punish offenders (1905, Stat. XXIV, 963). In 1934 the county superintendent of education was directed to use funds due the county by the State Chief Game Warden (Stat. XXXVIII, 1829); but in 1935 these funds were diverted to the Fish and Game Club and expended by the club in the protection and propagation of fish and game. The game warden may appoint as many assistants as needed. (Stat. XXXIX, 101.)

No records are required by law.

For abbreviations and explanatory notes see pages 18-20

XXXVIII. TOURIST CAMP BOARD

A special law of 1939 created a tourist camp board for Cherokee County, composed ex officio of the foreman of the grand jury, the sheriff, and the county health commissioner. As there is no health commissioner, the county physician is the third member. (Stat. XLI, 402.)

It is the board's duty to examine applications for licenses for tourist camps and to make recommendations in writing to the clerk of court, who, for \$10, may issue a license for a year. The fee goes into the general county fund. The board may also recommend that the license be revoked. (Ibid.)

No records are required of the board. For correspondence, see entry 66.

CHEROKEE COUNTY OFFICIALS, 1897--.

(Compiled from records of County Officers, 1899-- , in Secretary of State's office, Columbia, and The Gaffney Ledger, March 30, 1937. The Historical Records Survey does not assume responsibility for the spelling of the names.)

Supervisor

N. Lipscomb, 1898-1900
J. V. Whelchell, 1900-1904
Wm Phillips, 1904-7
E. Felix Lipscomb, 1907-14; 1918-22
Jno. M. Jenkins, 1914-18; 1922-24
E. Wright Jolly, 1924-28
E. J. Clary, 1928-36
M. E. Higgins, 1936--.

Township Commissioners

as

County Commissioners

D. B. Hughes, 1913-21
W. E. Moss, 1913-14
T. F. Stroup, 1913-14
W. J. Daniel, 1913-14
J. B. Brown, 1913-18
R. E. Sarratt, 1913-18
J. E. Plaxico, 1915-18
W. I. Jones, 1915-18
J. E. Sarratt, 1915-18
L. R. Ross, 1919-23
Porter Smith, 1921-23; 1933--
J. D. Wilson, 1923-25
Edward J. Clary, 1923-25
J. E. Humphries, 1925-33
R. E. L. Goforth, 1925-27
J. G. Kendrick, 1925-29
Charles H. Sparks, 1925-29
T. Neal, 1925-31
J. N. Lipscomb, 1925-31
Joe M. Greene, 1927-33
B. Darwin, 1929-35
John T. Barnes, 1929-35
B. W. Humphries, 1931-37
J. S. Moss, 1931-37
Jas. M. Richards, 1934-36
Geo. LeMaster, Jr., 1935--
Jas. R. Mason, 1935--

County Commissioners (con'd)

Cly Jolly, 1936-39
C. P. Turner, 1937--
Abel Starnes, 1937--
L. B. Jolly, 1939--.

Clerk of Court

J. Eb. Jefferies, 1898-1911
Thos. M. Caldwell, 1911-30
J. Conrad Jones, 1930--

Judge of Probate

J. E. Webster, 1897-1910
W. D. Kirby, 1910-23
Lake W. Stroup, 1923-34
Roy C. Cobb, 1934--.

Sheriff

J. B. Ross, 1897-98
W. W. Thomas, 1898-1921
J. E. Watkins, 1921-22
J. G. Wright, 1922-30
Zeb V. Whelchell, 1930-35
Lake W. Stroup, 1935-36
R. B. Bryant, 1936--.

Coroner

A. J. McCrow, 1897-98
J. S. Vinesett, 1898-1914; 1918-23
R. F. Spencer, 1914-15
E. R. Parker, 1915-16; 1923-27
J. M. Allison, 1916-18
B. F. Moore, 1927-30
W. P. Batchelor, 1930--.

Cherokee County Officials

Auditor

W. D. Camp, 1897-1908
John E. Jefferies, 1908-9
J. W. George, 1909-23
Poole Harvey, 1923--.

Treasurer

J. B. Jones, 1897-1901
T. H. Littlejohn, 1901-3
W. Harry Gooding, 1903-7
W.W. Gaffney, 1907-23
E. L. Gossett, 1923-30
Joe H. Hall, Jan. 1930-June 1930
J. I. McCullough, 1930-31; 1935--
Horace M. Brown, 1931-35

Tax Collector

E. F. Lipscomb, Apr. 11, 1930-Aug.
27, 1930
W. G. Webster, 1930-34
E. R. Parker, 1934-36
F. C. Turner, 1936--.

Superintendent of Education

W. F. McArthur, 1897-1905
J. L. Walker, 1905-9; 1919-20
E. S. McKown, 1909-15
Donald Huggins, 1915-17
W. C. McArthur, 1917-19, 1920-23
B. L. Hoke, 1923-31
Jno. C. Fowler, 1931-36
O. M. Mullinax, 1936--.

County Board of Education

R. O. Sams, 1898-1903
N. H. Littlejohn, 1898-1903
R. O. Sarrett, 1905-9
J. C. Jefferies, 1903-9
E. A. Montgomery, 1909-11; 1915-16
F. E. Shuford, 1909-15

County Board of Education
(cont'd)

J. B. Jones, 1911-17
Lee Davis Lodge, 1916-19; 1921-23
W. S. Hall, 1917-19
J. Harvey Witherspoon, 1919-21
J. L. Walker, 1919
S. K. Vassey, 1919-21
J. Vernon Phillips, 1922-31
W. H. Ross, 1923-31
F. McCluney, 1931-38
Dr. W. E. Sawyer, 1931-36
L. T. Carson, 1936--
C. L. Allen, 1938-39
Claude Littlejohn, 1939--.

Sinking Fund Commission

Alfred Harris, 1900-1913
T. M. Littlejohn, 1900-1908
N. H. Littlejohn, 1908-14, 1930
R. P. Roberts, 1908-19
P. C. Poole, 1913-30
D. C. Ross, 1914-19
R. S. Lipscomb, 1919-30
Maynard Smith, 1919-23
T. D. Daniel, 1923-30
Jas. N. Littlejohn, 1930--
A. W. Love, 1930--.

Board of Control

C. A. Spencer, 1900-1902, 1904-5
B. F. White, 1900-1902
W. L. Morgan, 1901-2
T. Davenport, 1901-2
W. H. Carrol, 1902-4
N. H. Littlejohn, 1904-5
Wm Borders, 1904-5

Dispensers

R. O. Ballenger, 1901-4
J. L. Alexander, 1901-4
J. M. Phillips, 1901-4

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