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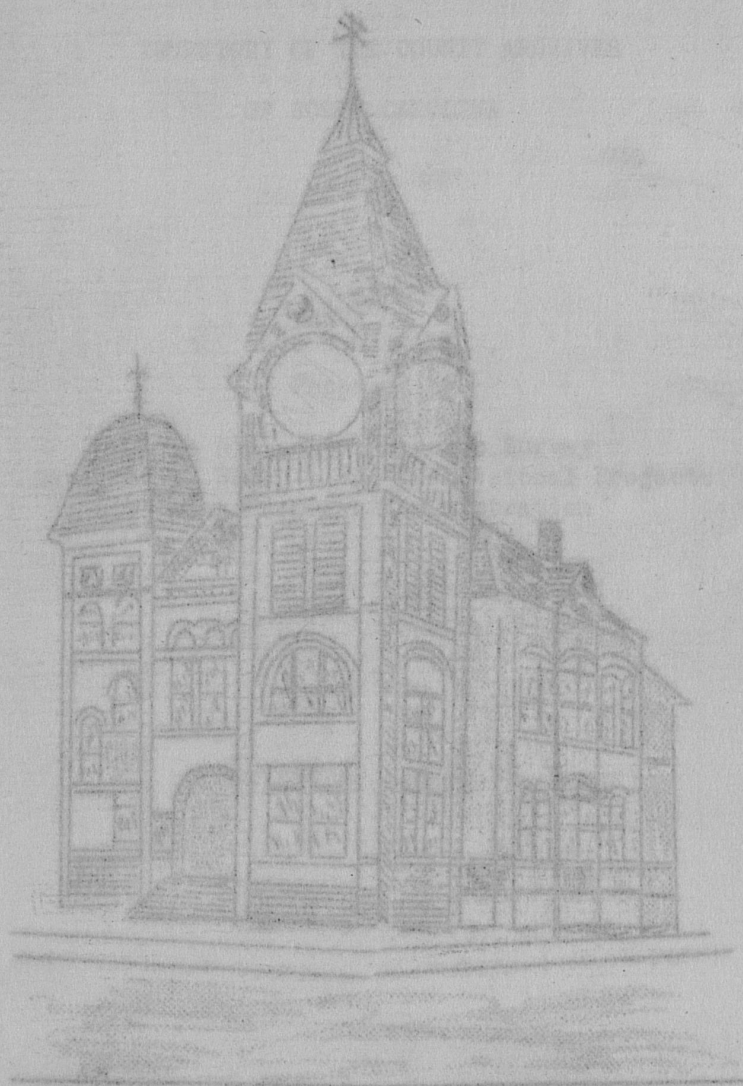
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INVENTORY OF
THE COUNTY ARCHIVES
OF
SOUTH CAROLINA

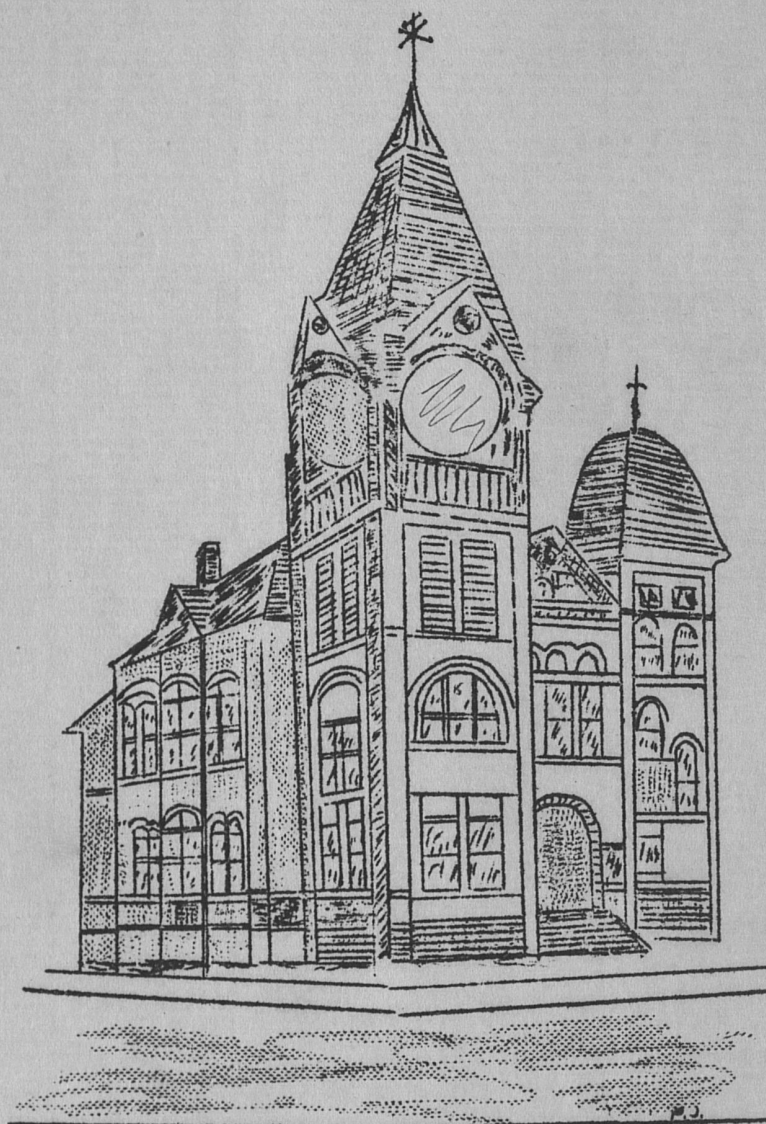
NO. 21
FLORENCE COUNTY

GOVERNMENT PUBLICATION

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FIRST COURTHOUSE FLORENCE COUNTY
Cornerstone laid August 22, 1885; rebuilt 1888.



FIRST COURTHOUSE FLORENCE COUNTY
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INVENTORY OF THE COUNTY ARCHIVES
OF SOUTH CAROLINA

Prepared by

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

No. 21. FLORENCE COUNTY (FLORENCE)

* * * * *

Columbia, S. C.
The Historical Records Survey
August 1938

INVENTORY OF THE COUNTY ARCHIVES
OF SOUTH CAROLINA

The Historical Records Survey

Luther H. Evans, National Director
Anne K. Gregorie, State Director

Prepared by
The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

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FOREWORD

The Inventory of 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 of the Works Progress Administration. The publication herewith presented, an inventory of the archives of Florence County, is number 21 of the South Carolina series.

The Historical Records Survey was 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carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political,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, business men 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 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, 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 was organized and has been directed by Luther H. Evans, and operates as a nation-wide project in the Division of Women's and Professional Projects, of which Mrs. Ellen S. Woodward, Assistant Administrator, is in charge.

HARRY L. HOPKINS
Administrator

PREFACE

The Historical Records Survey began on a nation-wide scale as a part of the Federal Writers' Project of the Works Progress Administration, and became in October 1936 an independent part of Federal Project No. 1. Under the national leadership of Dr. Luther H. Evans, formerly of Princeton, 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 public records of the 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 recording, indexing and location. State, municipal, church, and other records will be described in separate publications.

In South Carolina the Historical Records Survey was begun on March 1, 1936. Through Professor R. L. Meriwether, head of the department of history, it has enjoyed the active aid of the University of South Carolina, which, as co-sponsor of the project, is contributing the offices of state headquarters. The officials of the Works Progress Administration in South Carolina have also given every cooperation in the administration of the project.

The survey of Florence County records was begun on April 27, 1936, by Mrs. Mae Higginbotham, who completed the first listing on July 15. She then took charge of the field work in the eastern counties of the state as district supervisor, and later made a complete recheck of the work on Florence. The inventory has been prepared for publication by Robert W. Barnwell, editorial supervisor, who wrote the historical and governmental essays, and took the inventory back to the courthouse for a final check, which was completed on February 12, 1938. The index was prepared by Miss Martha W. Hellams. All stencils for text and illustrations were cut by Paul Jordan. The scope of the survey and the pattern of the inventory are the work of the national office.

The forty-six separate units of the Inventory of County Archives of South Carolina will be issued in mimeographed form for free distribution to state and local public officials and to a selected group of public and institutional libraries. Requests for information should be addressed to the state director, University of South Carolina, Columbia.

March 1, 1938

Anne K. Gregorie

Anne K. Gregorie
State Director
Historical Records Survey

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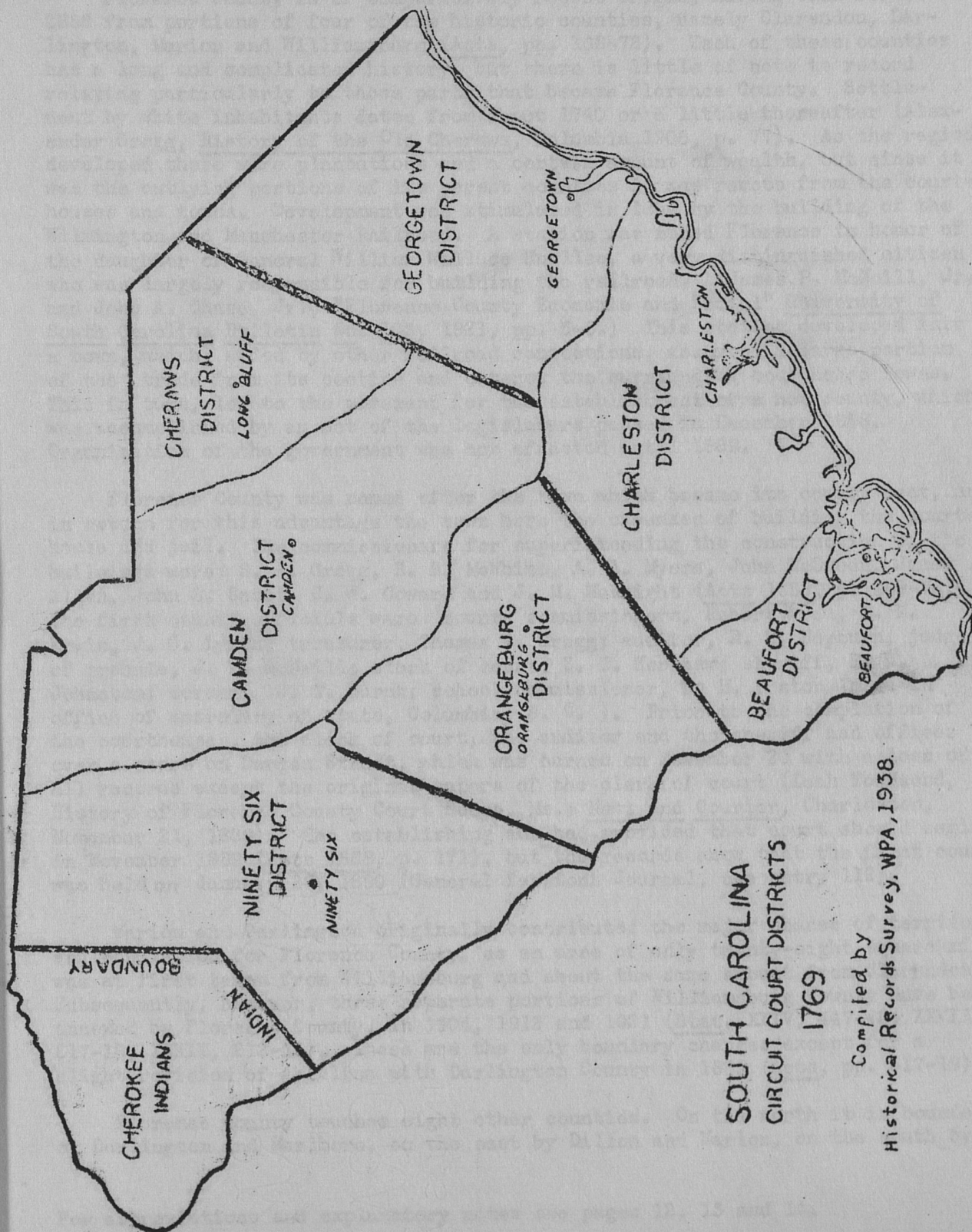
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SOUTH CAROLINA
CIRCUIT COURT DISTRICTS
1769

Compiled by
Historical Records Survey, WPA, 1938.

1. HISTORICAL SKETCH

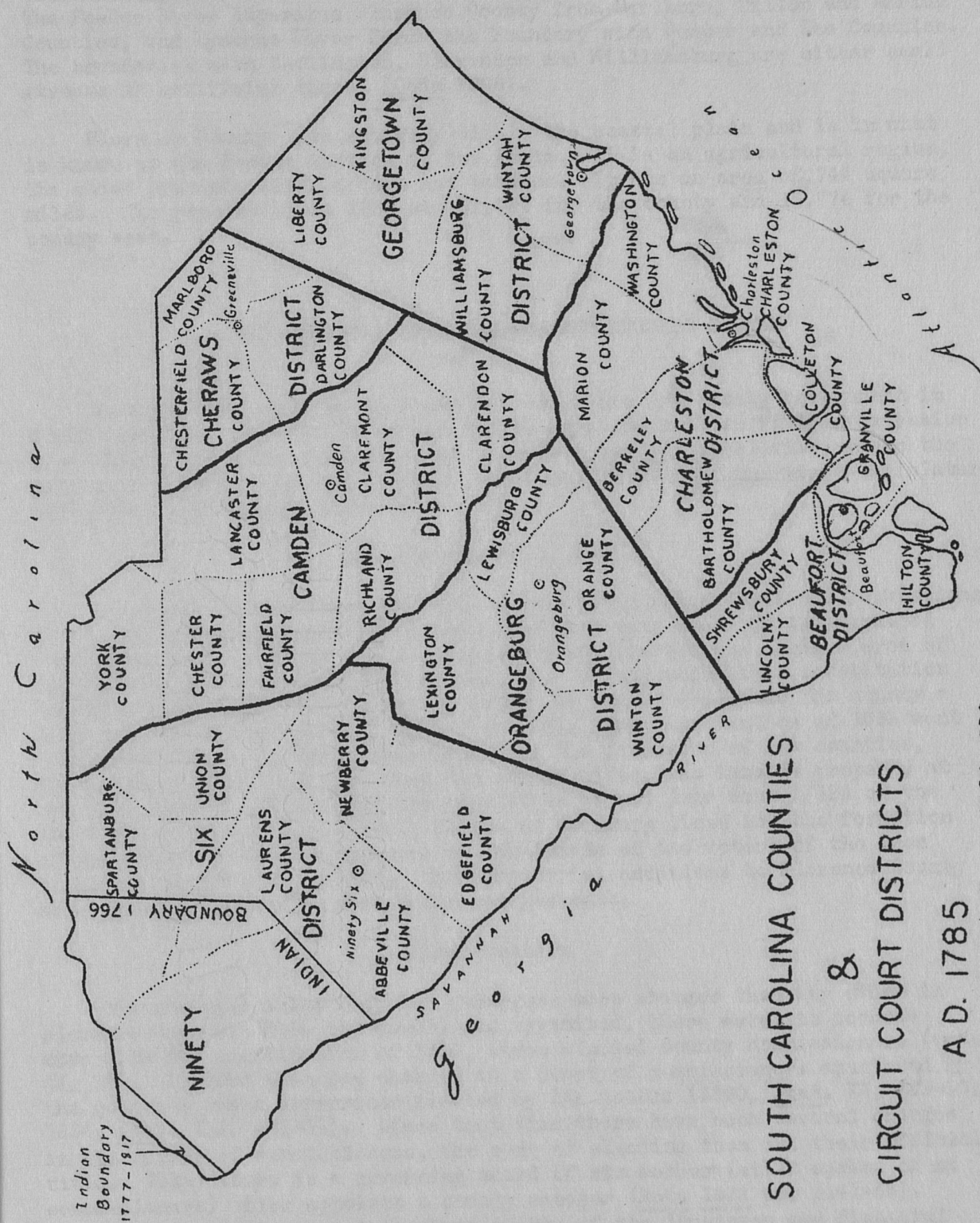
Florence County is of comparatively recent origin, having been formed in 1888 from portions of four of the historic counties, namely Clarendon, Darlington, Marion and Williamsburg (Acts, pp. 168-72). Each of these counties has a long and complicated history, but there is little of note to record relating particularly to those parts that became Florence County. Settlement by white inhabitants dates from about 1740 or a little thereafter (Alexander Gregg, History of the Old Cheraws, Columbia 1905, p. 77). As the region developed there were plantations and a certain amount of wealth, but since it was the outlying portions of its parent counties it was remote from the courthouses and towns. Development was stimulated in 1854 by the building of the Wilmington and Manchester Railroad. A station was named Florence in honor of the daughter of General William Wallace Harllee, a very distinguished citizen who was largely responsible for building the railroad. (James P. McNeill, Jr. and John A. Chase, Jr., "Florence County Economic and Social" University of South Carolina Bulletin No. 103, 1921, pp. 5-6.) This station developed into a town, which, aided by other railroad connections, absorbed a large portion of the trade from its section and outgrew the surrounding courthouse towns. This in turn, led to the movement for the establishment of a new county, which was accomplished by an act of the legislature passed in December 1888. Organization of the government was not effected until 1889.

Florence County was named after the town which became its county seat, and in return for this advantage the town bore the expenses of building the courthouse and jail. The commissioners for superintending the construction of the buildings were: S. A. Gregg, B. B. McWhite, A. A. Myers, John McSween, James Allen, John S. Scott, J. W. Coward and J. M. McKnight (Acts 1888, pp. 169-72). The first county officials were: county commissioners, Robert Peel, E. M. Ervin, J. C. Lynch; treasurer, Thomas E. Gregg; auditor, R. B. Hepburn, judge of probate, J. P. McNeill; clerk of court, Z. T. Kershaw; sheriff, E. W. Johnston; coroner, S. T. Burch; school commissioner, F. H. Poston (mss. in office of secretary of state, Columbia, S. C.). Prior to the completion of the courthouse, the clerk of court, the auditor and the sheriff had offices over a store on Dargan Street, which was burned on November 20 with a loss of all records except the original papers of the clerk of court (Leah Townsend, History of Florence County Court House, Ms.; News and Courier, Charleston, November 21, 1889). The establishing act had provided that court should begin in November 1889 (Acts 1888, p. 171), but the records show that the first court was held on January 27, 1890 (General Sessions Journal, see entry 112).

Marion and Darlington originally contributed the major shares of territory and population for Florence County, as an area of only twenty-eight square miles was at first taken from Williamsburg and about the same amount from Clarendon. Subsequently, however, three separate portions of Williamsburg County have been annexed by Florence County, in 1904, 1912 and 1921 (Stat. XXIV, 447-48; XXVII, 817-18; XXXII, 212-13). These are the only boundary changes except for a slight revision of the line with Darlington County in 1889 (Acts, pp. 517-19).

Florence County touches eight other counties. On the north it is bounded by Darlington and Marlboro, on the east by Dillon and Marion, on the south by

For abbreviations and explanatory notes see pages 12, 13 and 14.



A D. 1785
Compiled by Historical Records Survey, W.P.A., 1938.

Williamsburg and Clarendon and on the west by Sumter, Lee, and Darlington. The Peedee River separates Florence County from Marlboro, Dillon and Marion Counties, and Lynches River forms the boundary with Sumter and Lee Counties. The boundaries with Darlington, Clarendon and Williamsburg are either small streams or artificial lines. (Code 2996).

Florence County lies entirely within the coastal plain and is in what is known as the Peedee section of the state. It is an agricultural region, the chief products being cotton and tobacco. It has an area of 744 square miles. The population in 1930 was 61,029 for the county and 15,774 for the county seat.

2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

No rigid line can yet be drawn between state and county government in South Carolina, and what is called county government is in fact an extension of a highly centralized state government to forty-six localities, where the details are largely in the hands of the local members of the state legislature, called the legislative delegation.

Legal Status of a County

The state constitution of 1868 was the first which contained regulations for county government and the formation of new counties. It standardized the county as a judicial and election unit and limited the minimum area of counties to 625 square miles (art. II, 3). It was under this constitution that Florence County was formed in 1888. An act of 1868 made the county a body politic and corporate (Stat. XIV, 134). The constitution of 1895 went to greater length in its requirements for the formation of new counties, fixing the size at not less than 400 square miles, the taxable property at not less than \$1,500,000 and the population at not less than 1/124 of the total population of the state. Change of boundary lines and the formation of new counties must be approved by two-thirds of the voters of the area to be transferred (art. VII). The territorial additions to Florence County were made in conformity with these requirements.

Administration

The administrative body has undergone more changes than any other in Florence County. When the county was organized, there were, in accordance with the constitution of 1868, three elected county commissioners (art. IV, 19). In 1895 this was changed to a board of commissioners appointed by the governor and a supervisor elected by the voters (1890, Stat. XX, 649-50; 1894, Stat. XXI, 481-91). Since that time there have been several changes in the number of commissioners, the mode of electing them and their official title. Today there is a governing board of six members (still spoken of as commissioners) which appoints a county manager (Acts 1932 pp. 1441-43). Though the governing board is given charge of the "business and financial affairs" of the county (ibid., p. 1441) yet the legislative delegation has

become the real administrative body, as the tax levy for the county is passed on by the state legislature. This tendency has been aided by the increasing complexity of government and the matters for which county money must be spent. One need only compare the two lines devoted to Florence County in the state appropriation act of 1900 (Acts p. 472) with the minutely itemized Florence County supply acts of 1937 (Acts pp. 1030-37), which cover eight pages, to understand that the governing board has become mainly a body for awarding contracts and issuing warrants in payment of claims within narrow limits prescribed by the delegation.

Judicial System

The principal courts held at the county courthouse are the state circuit courts of general sessions and common pleas. The counties are grouped into fourteen judicial circuits. Florence, Georgetown, Horry, and Marion Counties form the twelfth circuit (Code 50). Each circuit has a solicitor elected by the voters (Const. 1895, art. V, 29) and a resident judge elected by the state legislature. The judge must reside in his circuit but holds court in all parts of the state. (Const. 1895, art. V, 13.) This is essentially the same system provided in the constitution of 1868 (art. IV, 13, 29), and has undergone no important changes since the formation of Florence County, except the rearrangement of circuits which takes place from time to time. Since 1929 Florence County has had a court of limited jurisdiction known as the civil court of Florence. It has jurisdiction over only a part of the county and is presided over by a local judge appointed by the governor. (Acts pp. 119-23.)

From the standpoint of records, the most important officer in the county is the clerk of the court of common pleas, who is also the clerk of the court of general sessions and of the civil court of Florence (Const. 1895, art. V, 27). He also has charge of the registration of titles to property and other similar records. There have been no essential changes in this office since the formation of the county.

The office of master has existed in Florence County since 1910 (Acts p. 641). On the consent of both parties, certain civil cases are referred to the master by the court, thus relieving the docket.

The judge of probate presides over a court having original jurisdiction in matters concerning wills, administration of estates, guardianship, and juvenile delinquency. This was a constitutional office (Const. 1868, art. IV, 1, 17) when Florence County was first established but became a statutory one in all counties except Charleston in 1895 (Const. art. V, 19). There has also been a moderate growth in the complexity of the duties.

At present Florence County has nine magistrates (Acts 1937 pp. 1032-33) but the number changes from time to time. Prior to 1895 they were known as justices of the peace or trial justices (Const. 1868, art. IV, 21; Const. 1895, art. V, 20).

Constables vary in number: at present there are nine. In 1928 the rural police took over their duties, and in 1931 they took over the duties of the rural police, for in addition to serving the orders of the magistrates

they are charged with enforcing state laws throughout the county, especially those relating to intoxicating liquor and the preservation of game. (Acts 1928 p. 1870; 1931 p. 32; 1937 p. 1033.)

The sheriff enforces the orders of the courts and in this respect his duties have not changed since the formation of Florence County. However, he has been relieved of the responsibility for the custody of prisoners in the jail (Acts 1934 p. 1219). Also, the office of tax collector has been created to collect delinquent taxes under execution, a duty which the sheriff formerly performed (Acts 1929 pp. 17-20).

Prior to 1934 the jailer was appointed by the sheriff, but he is now appointed by the governing board, which has the custody of prisoners in jail (Acts 1934 p. 1219).

Rural police were established in Florence County in 1911. The organization was subject to repeated changes, as they were successively under the sheriff (Acts 1911 p. 209), the supervisor (Acts 1913 p. 159), a chief of rural police (Acts 1915 p. 454), and a police commission (Acts 1925 p. 722). No appropriations have been made for them since 1928 (See Florence County supply acts for various years in Acts), and since 1931 (Acts p. 32) the constables have performed their duties.

Finances

State, county, and school taxes on property assessments are collected by the same officers, so that the state and county governments overlap in financial matters. The two chief officers, the auditor and the treasurer, are appointed by the governor, receive the larger portion of their salary from the state, and must follow the general system of bookkeeping prescribed by the comptroller general. (Code 2698, 2789, 2700, 2844.)

The auditor receives the returns of taxpayers, and, with the assistance of the town and township boards of assessors, fixes the valuation. There is also a county board of equalization to whom a taxpayer may appeal if he believes the valuation is fixed too high. Further appeal may be made to the state tax commission (Code 2780, 2781). The taxes are paid to the county treasurer, who transmits the state's portion to the state treasurer. The county treasurer is custodian of the county and school funds, which he disburses only by order of the governing board on the one hand or the school trustees and superintendent of education on the other. (Code 2795, 2799, 2800, 2838.)

The essentials of the above described system were established in 1868 (Stat. XIV, 28-67). There are two financial agencies of recent origin.

A forfeited land commission composed of the auditor, treasurer and clerk of court, was created in 1926 to dispose of land sold under execution for non-payment of taxes and bid in by the state and county. Formerly this had been handled by the state sinking fund commission. (Acts pp. 920-22.) There have been several subsequent changes: at present the duties are performed by a single forfeited land commissioner (Acts 1938, no. 739, ms. in office of secretary of state, Columbia, S. C.).

The office of tax collector was created in 1929 to take over the duty of collecting delinquent taxes under execution (Acts pp. 17-20). The sheriff had performed this duty previously.

Schools

At the time Florence County was organized there was a county school commissioner, who was a constitutional officer, assisted by a board of examiners (Const. 1868, art. X, 2; Stat. XIV, 345). Today there is a county superintendent of education who is a statutory official, and a county board of education (Acts 1896 pp. 158-59; 1928 p. 1249). However, the change was largely one of names. The real development in school affairs has been a trend towards a centralized state system. Today the state pays the teacher for eight months of the year (Acts 1937 pp. 649-52). While the powers of the county superintendent extend to nearly all school matters his principal duty is the oversight of expenditures. He keeps an account of available funds and expenditures for each school district, and he must countersign warrants issued by the trustees before the county treasurer may honor them (Code 5382).

Elections

Since 1898 the registration of voters has been handled by the board of registration consisting of three members appointed by the governor (Stat. XXII, 703-4; Code 2269). Previously there had been a supervisor of registration and two assistants (1882, Stat. XVII, 1111-15).

Before elections are held, the governor appoints two sets of commissioners, one for county, district, and state officers and one for federal officers (Code 2299). After the election they become boards of canvassers and decide protested returns subject to appeal to the state board of canvassers (Code 2310).

To understand the government of South Carolina one must realize that the general election is eclipsed in importance by the Democratic Party primary. The point of significance is that officers like the auditor, the treasurer and master, though legally and technically appointed by the governor, are, for all practical purposes, elected since they are nominated in the primary.

Welfare and Conservation Agencies

The care of paupers is one of the duties of the governing board. The county maintains a poor farm, but it has only a few inmates. There is a county physician who attends the prisoners in the jail and on the chaingang, the people at the poor farm, and persons unable to employ a doctor (Acts 1931, p. 722). In 1937 a county board of public welfare was set up (infra, p. 83).

Since 1931 the county has maintained a service officer who assists World War veterans in drawing up the papers for obtaining compensation from the federal government (Acts pp. 731-32).

The health unit was established in 1931 and operates under the bureau of rural sanitation of the state board of health. It is supported in part by the

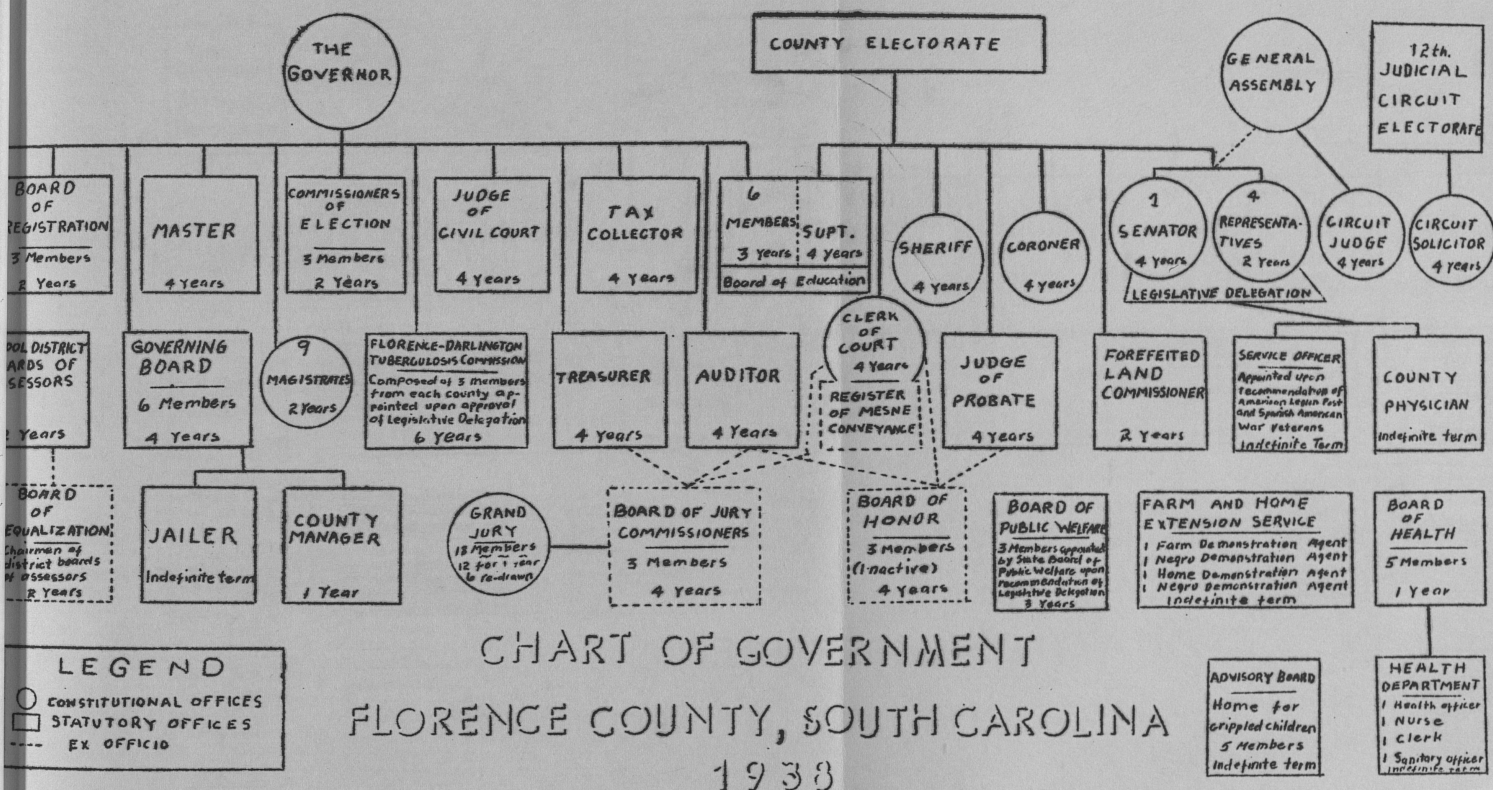


CHART OF GOVERNMENT
FLORENCE COUNTY, SOUTH CAROLINA
1938

county but receives state and federal funds. There is a county board of health which approves expenditures and appoints the director of the health unit, subject to the approval of the state board of health. (Acts 1931 pp. 739-43.)

In 1930 the Florence-Darlington tuberculosis commission was established. It maintains a sanatorium supported by the two counties (Acts pp. 1763-66).

The county farm agent and the home demonstration agent operate under the direction of the extension departments of Clemson College and of Winthrop College respectively. They date from 1914 when federal funds were made available for educational work in agriculture outside of colleges (U. S. Stat. vol. 38, part I, pp. 372-74).

Roads

The upkeep of roads was the most important duty of county commissioners at the time Florence County was formed. Probably the question of roads was the most important reason for the establishment of so many new counties and the frequent changes in boundaries during the period between 1880 and 1920. Shortly before 1920 the movement for the construction of permanent highways began. Many counties established county highway commissions for this purpose. Such a body was established in Florence County in 1920 (Acts pp. 1489-90). In 1923 it was abolished and the duties returned to the county commissioners (Acts p. 646). The state highway commission which was created in 1917 has gradually taken over the most important roads in the county. But the upkeep of local roads is still the responsibility of the governing board and is directed by the county manager. Much of the work on the roads is performed by the chain gang.

Defunct Offices

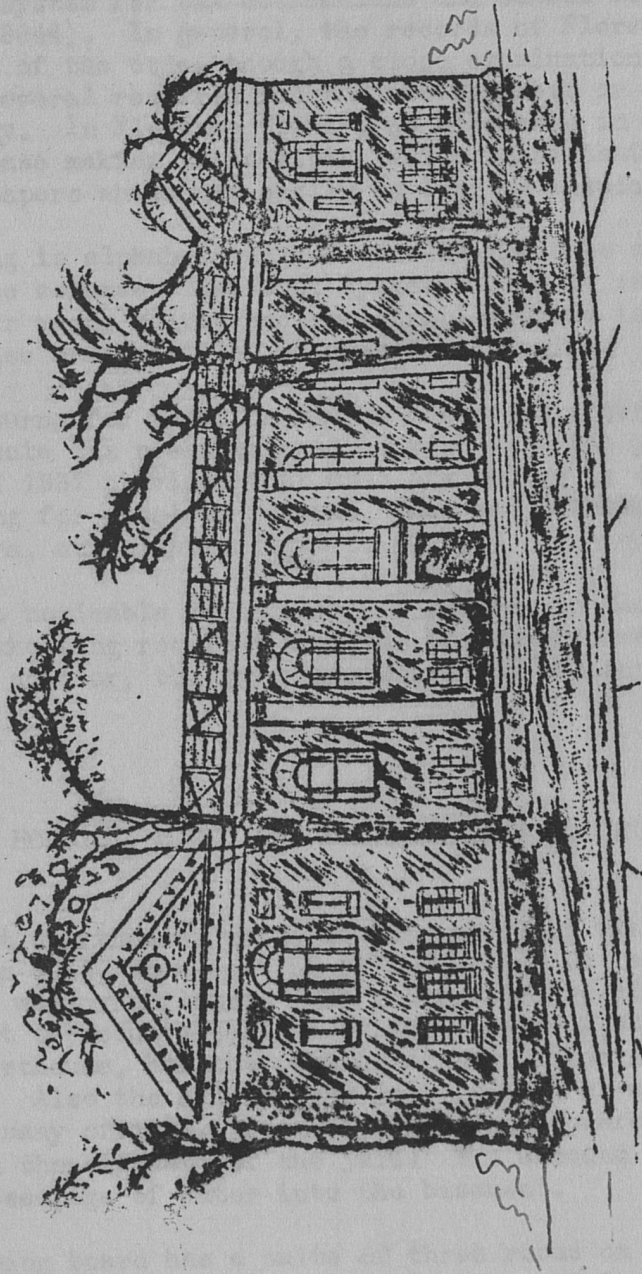
In 1893 there was established a state dispensary system for the sale of intoxicating liquors. The dispensaries in the counties were under the supervision of local boards of control subject to the state board of control. (Stat. XXI, 64-70.) The state dispensary was abolished in 1907, but in counties where the vote was favorable local dispensaries were allowed, subject to the regulation of a county dispensary board. (Stat. XXV, 464, 466, 471, 475.) Florence had such a body until a statewide prohibition law went into effect in 1916. (Acts 1915 pp. 88-90.)

The county agency for approving the applications for pensions by Confederate veterans and their widows went through a number of changes, being known variously as county examining board (Acts 1888 p. 26), county pension board (Acts 1919 p. 276) and board of honor (Acts 1929 p. 177). In 1937, with the passage of the social security act the whole matter was taken over by the state comptroller general (Acts p. 639), and the board of honor has become inactive.

Record Keeping

The code prescribes the records for most of the county officers, so that there is a considerable amount of uniformity throughout the state as to the

For abbreviations and explanatory notes see pages 12-14



FLORENCE COUNTY COURT HOUSE

most important records. Moreover, the state comptroller general regulates the bookkeeping system for tax collections and school accounts and furnishes the forms (Code 2844). In general, the records of Florence County conform to the stipulations of the code, though a close examination of this inventory will show that several required records are not kept or else are recorded in an unorthodox way. In Florence County, as elsewhere in the state, there is a tendency to cease making transcripts, which means that the entire dependence is on original papers which may easily be lost or misplaced.

All indexing is alphabetical and usually there is a direct and a cross index in separate volumes. The Cott System, which is sub-indexed by family name, is used for mesne conveyance registrations, and is practically the only example of the use of loose leaf volumes for indexing.

By law, returns for taxation may be destroyed after five years (Code 2733) and duplicate tax receipts need be kept only ten years (Code 2863). A general law of 1937 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 (Acts p. 402).

There is no noticable duplication of records in Florence County. However, sound bookkeeping requires that the treasurer's records be paralleled by those of the auditor, the governing board and the superintendent of education.

3. HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

The present courthouse, which is the second in the history of the county, was completed in 1936, at a cost of \$135,000.00. It is a fireproof structure of brick and is well ventilated. The great majority of the records are in the courthouse. But the county jail, a brick, fireproof structure immediately back of the courthouse, has the records of the jailer and some of the records of the sheriff. Also the hall of the jail is used as a storage place for the old records of many offices. Formerly these and several boxes of unbound records were in the basement of the jail. The unbound records were destroyed in 1937 by the seepage of water into the basement.

The governing board has a suite of three rooms on the first floor of the courthouse. One of these is known as the vault and is especially designed for records. The only opening is one door, thus giving more space for shelving. It is well lighted. The equipment, which is metal, is adequate for the present and there is space for additional shelving and file boxes when needed. Some of the records, including the first volume of minutes of the county commissioners, are in the hall of the jail and should be removed. Some relatively unimportant papers of the office were among the records destroyed by water in the jail basement.

The office of the clerk of court is used for recording and contains only

about 5% of the records. The records vault is a large room 19' x 42' and has a basement of the same dimensions. This basement is essentially a part of the vault and no distinction has been made between the two as to location of records in this inventory. The records are daily in use by the public and special facilities such as chairs and tables are provided. The vault is clean and well lighted. The windows are designed to allow ventilation and at the same time to keep out dust. Some of the volumes are on wooden tables, but most of the records are on metal roller shelves or in metal file boxes. There are a number of boxes of unarranged papers against one wall, which should be put in order. Additional equipment is greatly needed. With the proper amount of shelving and arrangement there is space not only for the records of this office, but for the surplus records of some of the other offices.

The courtroom is on the second floor. A few of the court records of the clerk of court are kept in his desk in this room. There are rooms for the judge, solicitor, and jury, which contain no records. The judge of the civil court of Florence has an office on the second floor, but the records are kept in the vault of the clerk of court.

On one side of the courtroom is the office of the master. His records are nicely cared for in a metal cabinet.

The judge of probate has a waiting room and two offices. All of the records are in the outer office. The equipment is metal. Additional file boxes will be needed soon. Some records, notably marriage licenses, were among the papers destroyed by water in the basement of the jail.

The magistrate of Florence has an office on the second floor. His records are not numerous and need little equipment. There are some records of former magistrates of Florence, and of other magistrates for various sections of the county in the clerk's vault, the governing board's vault, and in the hall of the jail.

The sheriff has a suite of two offices. The vault is used for storing seized property and evidence, so the records are kept in the office. At present the equipment is adequate. Some of the old records are in the front office of the jail, which the sheriff formerly occupied. Also the sheriff has charge of the fingerprints and other records for the identification of criminals, which are kept in a special office in the jail.

The coroner has an office on the second floor, but only current records are kept there. The old records are in the clerk's vault.

The auditor's office, which is actually a vault, is on the first floor. The shelves and file boxes are metal, but the equipment is inadequate. A great many of the old records are stored in the hall of the jail and some are in the clerk's vault.

The treasurer has a large office in which records in actual use are kept. Adjoining is a vault for other records. The equipment consists chiefly of wooden cabinets and shelves. Current account books and vouchers are kept in a metal safe. There is adequate room for expansion, and some new equipment could be used to advantage. A great many volumes of the old records are in the jail.

List of Abbreviations, Symbols and Explanatory Notes (First entry, p. 17)

The county superintendent of education has a suite of three offices, which may be considered as one, on the first floor. There are several filing cabinets for unbound records; however, much of the equipment is of wood. A considerable portion of the old records, chiefly ledgers, are in the jail.

The board of registration has no office. The clerk of court is the official custodian of the registration books. Other records, such as correspondence, are kept in the private office of the chairman of the board on Evans Street.

The county physician has an office on the first floor of the courthouse. Adjoining, are the offices of the health unit. Most of the records of the latter are kept in a supply room which is also used as a laboratory.

The county farm demonstration and home demonstration agents have offices on the third floor of the courthouse.

Among the records not in the courthouse are those of the service officer, who has an office at 106 South Coit Street. The records of the Florence-Darlington tuberculosis commission are partly in the private office of the secretary and treasurer at the Florence Infirmary. Other records are in various rooms of the sanatorium, which is situated in the country about halfway between the towns of Darlington and Florence.

In general the current records of Florence are well cared for. There is, however, a need for more equipment in all of the important records offices. There is also a great need for a better place of storage for the old records. In the hall of the jail are approximately 300 cubic feet of bound volumes. Half of these consist of tax returns and carbon copies of tax receipts, which should be destroyed. But among them are many volumes of the auditor's tax duplicate, the treasurer's duplicate, the file book of claims for the county commissioners, and many account books of the treasurer and superintendent of education. These form a valuable source for the history of the county, as they are almost complete from the date of its origin. Recently they were rescued from the basement of the jail where water would soon have destroyed them. Situated as they now are, there is a danger of the whole group, both worthless and valuable, being destroyed. Furthermore, there is a chance of damage from the disinfectants used in mopping the floor.

4. LIST OF ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

| | |
|-------------------|---|
| <u>Acts</u> | <u>Acts and Joint Resolutions of the General Assembly of South Carolina</u> |
| admr..... | administrator |
| acct..... | account |
| alph..... | alphabetical or alphabetically |
| approx..... | approximate or approximately |
| arr..... | arranged or arrangement |
| art..... | article |

List of Abbreviations, Symbols and Explanatory Notes (First entry, p. 17)

| | |
|-----------------|--|
| aver..... | average |
| bd..... | board |
| CC..... | county courthouse |
| chron..... | chronological or chronologically |
| co..... | county |
| comm..... | commission |
| const..... | constitution of South Carolina |
| cont'd..... | continued |
| Code..... | <u>Code of Laws of South Carolina 1932</u> |
| --..... | current |
| ed..... | editor |
| '..... | feet |
| FERA..... | Federal Emergency Relief Administration |
| ff..... | following pages |
| hdw..... | handwritten |
| ibid..... | ibidem, the same reference |
| infra..... | below, following page in this book |
| JCHA..... | Journal of Commons House of Assembly |
| JGC..... | Journal of Grand Council |
| ms., mss..... | manuscript, manuscripts |
| n. d..... | no date given |
| n. p..... | no place of publication given |
| no., nos..... | number, numbers |
| numer..... | numerical or numerically |
| p., pp..... | page, pages |
| pkg., pkgs..... | package, packages |
| PR, I..... | Public Records (see explanatory note) |
| S. E..... | <u>Southeastern Reporter</u> |
| sic..... | just as given |
| SJ..... | Senate Journal |
| Stat..... | <u>Statutes at Large of South Carolina</u> |
| supra..... | above, previous page in this book |
| supt..... | superintendent |
| treas..... | treasurer |
| twp., twps..... | township, townships |
| USCA..... | <u>United States Code, Annotated</u> |
| vol., vols..... | volume, volumes |
| WPA..... | Works Progress Administration |
| x..... | by |

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 title of records is 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. 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.

Figures or letters in parentheses, following the number of volumes or file boxes, indicate the labeling of a record.

List of Abbreviations, Symbols and Explanatory Notes (First entry, p. 17)

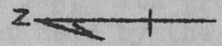
Unless otherwise specified it may be assumed that:

- All records are in good condition;
- All locations are in courthouse in office to which records belong;
- All dimensions are in inches, in the sequence of height, width, thickness;
- All page numbers and book dimensions are average unless limits of variation are given;
- All indexing is alphabetical;
- All index entries follow immediately the material indexed;
- All dates are inclusive, but frequently overlap.

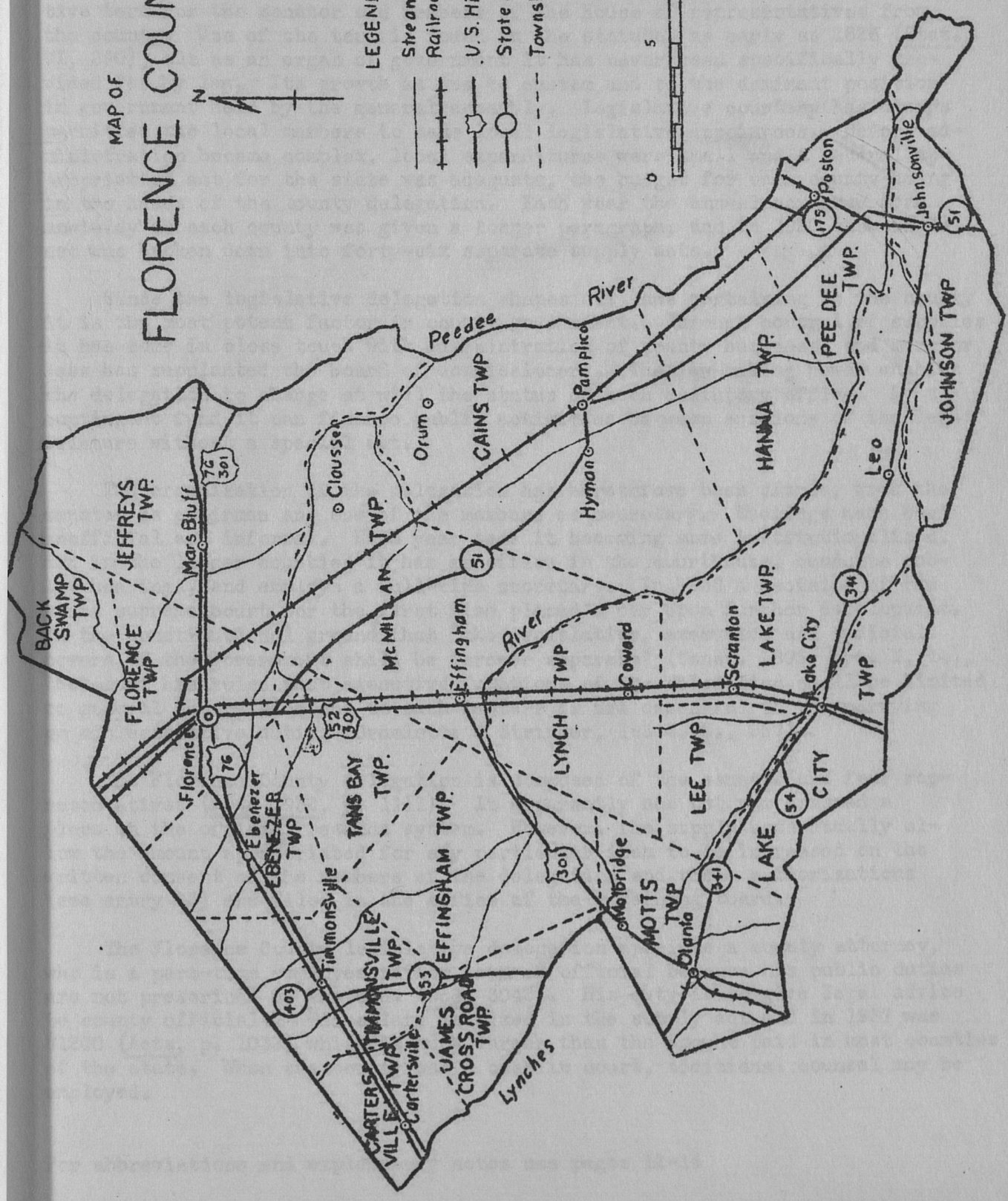
Citations from the code give numbers of sections unless volume and page are indicated; citations from the statutes are for first editions except vol. XII, a reprint of 1874.

Public Records are a series of transcripts, 1663-1782, in 36 volumes, in the office of the Historical Commission, World War Memorial, Columbia; the first three volumes have been published in facsimile by the Commission under the explanatory title Records in the British Public Record Office Relating to South Carolina (Atlanta, 1928, 1929, 1931).

MAP OF FLORENCE COUNTY



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



I. LEGISLATIVE DELEGATION

The county legislative delegation to the general assembly is a collective term for the senator and members of the house of representatives from the county. Use of the term is found in the statutes as early as 1826 (Stat. VI, 290), but as an organ of government it has never been specifically provided for by law. Its growth is due to custom and to the dominant position in government held by the general assembly. Legislative courtesy has always permitted the local members to name local legislative appointees. Before administration became complex, local expenditures were small and a general appropriation act for the state was adequate, the budget for each county being in the hands of the county delegation. Each year the annual act grew more unwieldy as each county was given a longer paragraph, and in 1920 the single act was broken down into forty-six separate supply acts.

Since the legislative delegation shapes all laws pertaining to the county it is the most potent factor in county government. Through control of supplies it has come in close touch with administration of county business, and more or less has supplanted the board of commissioners. The law-making power enables the delegation to change at will the status of each statutory office. By a contingent fund it can finance public activities between sessions of the legislature without a special act.

The organization of the delegation has heretofore been simple, with the senator as chairman and one of the members as secretary. Meetings have been unofficial and informal. Each year sees it becoming more institutionalized, and in the larger counties it has an office in the courthouse, conducts public hearings, and employs a full-time secretary. In 1938 a decision of the state supreme court for the first time placed a bar upon further development. On the constitutional ground that "the legislative, executive and judicial powers of the government shall be forever separate" (Const. 1895, art. I, 14), the court has ruled that executive functions of the delegation shall be limited to general supervision and to such matters as are essential to the carrying on of legislative duties (Bramlette v. Stringer, 195 S. E., 257).

The Florence County delegation is composed of the senator and four representatives (Acts 1932, p. 1111). It apparently has not yet assumed a place in the official records system. However, the supply acts usually allow the amount appropriated for any particular item to be increased on the written consent of the members of the delegation and these authorizations (see entry 13) are filed in the office of the governing board.

The Florence County legislative delegation appoints a county attorney, who is a part-time employee rather than an official because his public duties are not prescribed by the code (Code 3042). His duty is to give legal advice to county officials. His salary is fixed in the supply act and in 1937 was \$1200 (Acts, p. 1032), which is much larger than the amount paid in most counties of the state. When the county has a case in court, additional counsel may be employed.

II. GOVERNING BOARD

The governing board is the administrative body which acts in the name of the county when it functions in its corporate capacity. It is a variation of the board of county commissioners which was established in South Carolina in 1868 and has existed under several different forms and names in Florence County since 1889.

On the organization of the government of Florence County there were, in accordance with the constitutional requirement, three elected county commissioners (Const. 1868, art. IV, 19). An amendment of 1890 (Stat. XX, 649-50) did away with the constitutional requirement, leaving the commissioners subject to change at any time by act of the general assembly. The county government act which went into effect in 1895 provided a very complicated system. The governor appointed boards of township commissioners, whose chairmen constituted the county board of commissioners. There was also an elected supervisor who was chairman of the board. (Acts 1893 pp. 481-91; 1894 p. 756.) An act of 1898 changed this system in most of the counties, including Florence. The supervisor was retained, but the number of commissioners was reduced to two and they were appointed by the governor on the recommendation of the legislative delegation. (Stat. XXIII, 1-4.) A third commissioner was added in 1911 (Acts pp. 62-63), and in 1922 the number of commissioners was increased to five and the name became the past indebtedness and governing commission (Acts pp. 1419-23). In 1924 the office of supervisor was abolished, the number of commissioners increased to six and the name changed to governing commission (Acts pp. 1001-3). In 1926 it was provided that the commissioners be nominated in the primary, and the election precincts were divided into six groups each of which chooses a commissioner (Acts pp. 1522-23). In 1933 the name was changed to governing board and a county manager was provided (Acts 1932 p. 1441). The term of office of the commissioners has varied; at present, it is four years (Acts 1935 pp. 441).

The board has "general supervision and control of the financial affairs of the county" (Acts 1932 p. 1441). It elects a county manager for a term of one year, who is removable at any time. The manager has complete control of the chain gang, dieting of prisoners, roads, bridges, and the poor farm. He makes a monthly report to the governing board and the legislative delegation on expenditures and work accomplished. (Ibid. pp. 1441-43.)

The chief duties of the governing board are the awarding of contracts for supplies and the auditing of claims against the county (ibid.). Each bill must be submitted, itemized, upon a printed form called a claim, accompanied by affidavit of the claimant. If approved the board issues a warrant or order on the treasurer. The claim is filed and also recorded in a file book of claims approved. (Code 3871-72.) Minutes of the meetings of the board are a required record (Code 3867). The system of bookkeeping may be prescribed by the comptroller general (Code 3876).

For abbreviations and explanatory notes see pages 12-14

The governing board appoints a clerk who keeps the records, carries on all clerical duties, and keeps the office open (Code 3823). The board has had the custody of the jail and the appointment of the jailer since 1934 (Stat. XXXVIII, 1219).

Among the records of the governing board are some relating to the Florence County highway commission. This was established in 1920 and consisted of the supervisor and five residents of the county appointed for four year terms by the governor on the recommendation of the majority of the legislative delegation (Stat. XXXI, 1489-90). It was abolished in 1923 and the duties devolved on the county commissioners (Stat. XXXIII, 646).

In 1922 the Mars Bluff Bridge board was created to construct a toll bridge over the Pee Dee River. The board consisted of the commissioners of Florence and Marion Counties. (Stat. XXXI, 1395-97.) Likewise in 1924 the commissioners of Florence and Marion Counties were also constituted a Godfrey Ferry Bridge board to construct a toll bridge over the Pee Dee River at Allison's or Godfrey's Ferry (Stat. XXXIII, 1647-51). In 1934 both of these bridges were purchased by the state highway commission (Stat. XXXVIII, 2264-68).

Minutes and Reports

1. MINUTES OF GOVERNING BOARD, 1889--. 7 vols. Title varies: Minute Book; Minutes County Commissioners.

Record of transactions at meetings of governing board and of its predecessors. Arr. chron. No index. Hdw., 1889-1913; typed, 1914--. 50 to 500 pp. 11 x 9 $\frac{1}{2}$ x $\frac{1}{2}$ to 16 x 11 x 2. 1 vol., 1889-1913, jail, hall; 6 vols., 1914--, CC, vault.

2. REPORT OF COUNTY MANAGER, 1934--. 1 file box.

Financial reports of manager to governing board, showing expenditures for chain gang, prisoners, and county poor farm. Arr. chron. No index. Typed. 11 x 5 x 13. Vault.

3. REPORTS TO GRAND JURY, 1925--. 1 file box. Missing: 1889-1924.

Duplicates of reports to grand jury by county commissioners and governing board concerning bonded indebtedness, chain gang, poor farm, and all county expenditures; also county rural police reports, May 1925 to Dec. 1926, showing names of persons arrested and charges against them. No arr. No index. Hdw. and typed. 11 x 5 x 13. Vault.

4. AUDIT REPORT, 1919--. 17 vols. Title varies: Report on Sheriff's Office; Report of Office Governing Commission.

Copies of financial reports of accountant, showing handling of public funds in various county offices. Arr. chron. Table of contents. No index. Typed. 40 pp. 13 x 10 x $\frac{1}{4}$. Vault.

5. REPORTS TAX COLLECTOR, 1934--. 1 file box.

Monthly reports of taxes collected, showing name of taxpayer and amount.

Arr. chron. No index. Typed. 11 x 5 x 13. Vault.

6. REPORTS OF COUNTY PHYSICIAN, 1934. 1 file box. Discontinued. List of patients treated, showing name and address. No arr. No index. Typed. 11 x 5 x 13. Vault.

7. REPORT OF JAILER, 1933--. 1 file box and 1 bundle. Monthly reports concerning prisoners, showing name, cause of commitment, by whom committed, when committed, and when discharged. Arr. chron. No index. Typed and hdw. File box, 11 x 5 x 13; bundle, 9 x 4 x 6. Vault.

8. REPORTS - LUCAS AND BRUNSON - RENTS, 1934--. 6 papers in 1 file box. Report of rents collected on county property, showing tenant, location, date, to whom paid, amount of rent paid and deductions. No arr. No index. Typed, 1934: hdw., 1935--. 11 x 5 x 13. Vault.

9. REPORTS FORFEITED LAND COMMISSION, 1933--. 1 file box. Copies of reports concerning sale of land forfeited for non-payment of taxes, showing district, no., name of buyer, total tax, amount bid, amount sold for, surplus, fee, and date of sale. No arr. No index. Typed. 11 x 5 x 13. Vault.

10. PUBLIC WELFARE BOARD, 1936. 1 file box. Discontinued. Report of organization, functions, and policies of the temporary county department of public welfare, showing appropriation for May and June 1936, and appropriation needed to continue. Arr. chron. No index. Typed. 11 x 5 x 13. Vault.

11. STATEMENTS OF FLORENCE COUNTY DISPENSARY BOARD, 1907-17. 1 vol. Discontinued. Statement of county dispensary board, showing gross profits, expenses, supplies, breakage, and net profit. Arr. chron. No index. Hdw. and typed on ruled form, pasted in book. 96 pp. 14 x 8 x $\frac{1}{2}$, Jail, hall

General Accounts

12. CLAIMS, 1927--. 67 file boxes (no. 1 forward each year). Prior records destroyed, see (Miscellaneous Papers) entry 36. Original claims paid by county with attached bills, audited by governing board Arr. chron. and by claim no. No index. Hdw. on printed form. 11 x 5 x 13. Vault.

13. AUTHORIZATION FROM DELEGATION, 1928--. 4 file boxes. Written authorization from the legislative delegation allowing warrants to be issued in excess of amount appropriated in supply act, showing date, amount, purpose, and signatures of state senator and representatives. Arr. chron. No index. Typed. 11 x 5 x 13. Vault.

14. RECORD OF COUNTY WARRANTS, 1888--. 9 vols. Missing: Sept. 1919-Nov. 1921. Title varies: Claim Book. Register of warrants issued, showing date, in whose favor, number and amount.

Governing Board - Bonds

Arr. chron. No index. Hdw. on printed ruled form. 300 to 400 pp. 18 x 12 x 1½ to 23 x 18 x 2. 6 vols., 1888-1923, jail, hall; 3 vols., 1924--, CC, vault.

15. (WARRANTS), 1904--. 98 vols. Missing: 1906-10, 1924, 1927. Carbon copies of warrants issued in payment of county claims, showing name of person in whose favor issued, warrant number, date, purpose, and amount. Arr. chron. No index. Hdw. on printed form. 100 pp. 15 x 9 x ½. 75 vols., 1904-32, jail, hall; 23 vols., 1933--, CC, vault.

16. LEDGER, 1922-33. 12 vols. Record of disbursements of county funds, showing date, purpose, warrant number, and amount. Arr. by accounts. Indexed by name of account. Hdw. 444 pp. 14 x 9 x 2. Vault.

For subsequent record, see entry 17.

17. GOVERNING COMMISSION APPROPRIATION LEDGER, 1934--. 1 vol. Shows amounts appropriated in county supply act and itemized list of disbursements ordered, with date, warrant number, name of person, in whose favor, purpose and amount of each. Arr. by accounts numer. as in supply act. No index. Hdw. on printed ruled form. 502 pp. 17 x 12 x 2. Vault.

The treasurer keeps an almost identical book, see entry 232; for prior records, see entry 16.

18. BANK STATEMENTS AND CHECKS, 1924--. 4 file boxes. Bank statements, bankbooks and cancelled checks. No arr. No index. Typed and hdw. 11 x 5 x 13. Vault.

19. RECEIPTS FROM COUNTY TREASURER, 1913--. 2 vols. Title varies: Invoices. Receipts to clerk, members of governing board, county manager, or other employees, for money or property turned over to county treasurer or to some other proper person, showing date, amount of money or kind of property, and signature of person receiving it. Arr. chron. No index. Hdw., typed and hdw. on printed form. 250 pp. 16 x 12 x 3. Vault.

Bonds

20. BONDS AND NOTES, 1916--. 2 vols. Title varies: Record. Record of notes and bonds issued by Florence County, showing kind of note or bond, amount, date of issue, how sold, amount of interest, date of payment of interest, provisions for redemption, and date of retirement. Arr. by bond issue. No index. Hdw. on printed ruled form. 35 to 400 pp. 10 x 13 x ½ to 14 x 8 x 1½. Vault.

21. (RECORD OF COUPONS AS RETURNED FROM NEW YORK BANK), 1927--. 1 vol. Shows date, bond issue, and amount of interest coupons received for redemption; and date, amount, and number of warrant issued in redemption thereof. Arr. chron. No index. 152 pp. 14 x 11 x 1. Vault.

For abbreviations and explanatory notes see pages 12-14

Governing Board - Poor Farm; Chain Gang;
Roads; New Courthouse

(32-29)

22. EXPLANATION OF BOND ISSUES, 1929. 6 sheets of paper in 1 file box. Report by clerk of governing board on bonded indebtedness of Florence County. No arr. No index. Typed. 11 x 5 x 13. Vault.

Poor Farm

23. POOR FARM REGISTER, 1926--. 1 vol. Last entry 1935. Record of inmates of poor farm, showing name, age, sex, color, date admitted, by whom admitted, date discharged; also bills for clothing purchases. Arr. chron. No index. Hdw. on ruled form. 50 pp. 13 x 8 x $\frac{1}{2}$. Vault.

Chain Gang

24. (CHAIN GANG REGISTER), Feb. 27, 1895-Feb. 19, 1920. 1 vol. Discontinued. List of prisoners on chain gang, showing name, offense, sentence, by whom sentenced, date of release, how released. Arr. chron. No index. Hdw. on printed ruled form. 200 double pp. 16 x 10 x $1\frac{1}{2}$. Jail, hall.

Roads

25. ROAD PETITIONS, 1922--. 2 file boxes. Title varies: Agreement of Right of Way. Petitions for new roads to be built, with signatures of property holders, and blue prints of land where roads are to be made. No arr. No index. Hdw. and typed. 11 x 5 x 13. Vault.

26. CONDEMNATION PAPERS, 1924--. 1 file box. Proceedings for condemnation of land before governing board, showing property condemned, reason, and amount paid; also blue prints and other related papers. Arr. chron. No index. Hdw. and typed. 11 x 5 x 13. Vault.

27. OLD ESTIMATES FROM HIGHWAY DEP(artmen)T, 1916-27. 1 file box. Jail contracts; specifications, contracts and bonds for roads, culverts and bridges; mostly estimates of road and bridge work. No arr. No index. 11 x 5 x 13. Vault.

28. (EXPENDITURES FOR LOCAL ROADS), 1928. 1 vol. Memorandum record of expenditures for local roads in the respective district of each commissioner, showing date, warrant numbers and amounts. Arr. by districts. Indexed by district. Hdw. 184 pp. 14 x 9 x 1. Vault.

New Courthouse

29. PAPERS FOR NEW COURT HOUSE, 1935. 1 file box. Federal Emergency Relief Act, instructions and correspondence for building new courthouse. No arr. No index. Typed. 11 x 5 x 13. Vault.

30. SPECIFICATION FOR COURT HOUSE, 1935. 1 vol.

Specification for alterations and additions to Florence County courthouse, set number 12, Public Works Administration docket 5,192. Arr. alph. by subject. No index. Typed. 60 pp. 12 x 9 x 1/8. Vault.

Miscellaneous

31. LETTERS, 1922--. 17 letter files (1-17) and 2 file drawers.
Title varies: Statements.

General correspondence, bills, and statements of purchases; also includes paroles and pardons of prisoners, 1931--. Arr. alph. by name of correspondent by years. No index. Hdw. and typed. Letter files, 12 x 13 x 3 1/2; file drawers, 12 x 14 x 24. Letter files, 1922-35, vault; file drawers, 1936--, office.
For prior paroles of prisoners, see entry 35.

32. CONTRACTS, 1928--. 1 file box and 1 file drawer. Title varies:
Bids on Supplies.

Bids and contracts for merchandise purchased or work performed for the county. Arr. chron. No index. Hdw. and typed. File box, 11 x 5 x 13; file drawer, 12 x 14 x 24. 1 file box, 1928-36, vault; 1 file drawer, 1937--, office.

33. APPLICATIONS, 1931--. 2 file boxes. Title varies: Petition for
Cotton Weigher.

Petitions for appointment of cotton weigher, one surety bond of cotton weigher, and applications for various positions with county. No arr. No index. Hdw. and typed. 11 x 5 x 13. Vault.

34. BANK SECURITIES, 1927--. 3 file boxes. Title varies: Notes;
Insurance.

Surety bonds of county attorney, and county manager, policies for burglar and fire insurance on jail, poor farm, and courthouse, insurance policies on buildings mortgaged to county, steam boiler insurance policy and Pamlico school notes and notes for money borrowed by county. No arr. No index. Typed and hdw. on printed form. 11 x 5 x 13. Vault.

35. PRISONERS PAROLES, 1925-30. 1 file box.

Petitions for paroles of prisoners, paroles issued by governor and correspondence regarding same. No arr. No index. Hdw. and typed. 11 x 5 x 13. Vault.
For subsequent records see entry 31.

36. (MISCELLANEOUS PAPERS), 1889-1933. 1 box. Destroyed since first
inventory was made.

Claims, toll keepers' reports, toll bridge coupons and other papers. No arr. No index. Hdw., typed, and hdw. on printed form. 24 x 30 x 36. Jail, basement.

County Highway Commission
(defunct, see p. 17, see also entry 246)

37. MINUTE BOOK, March 19, 1920-March 16, 1922. 1 vol.

Minutes of the meetings of Florence County highway commission. Arr. chron.

Governing Board - Godfrey and Mars Bluff
Bridge Commissions

(38-45)

No index. Hdw. 504 pp. 16 x 11 x 2. Jail, hall.

38. CLAIMS AUDITED, Dec. 1920-Sept. 1923. 1 vol.

A file book of claims for county highway commission, showing number of claim, date, in whose favor, number of project, when paid; also shows deposits and expenditures of Mars Bluff Bridge board, Nov. 1, 1921-Sept., 1923. Arr. chron. No index. Hdw. on printed ruled form. 198 double pp. 21 x 16 x $1\frac{1}{2}$. Jail, hall.

39. COUNTY HIGHWAY COMMISSION CLAIMS, 1920-22. 2 vols.

Carbon copies of warrants issued in payment of claims allowed by highway commissioners, showing date, in whose favor, purpose, number, and amount. Arr. chron. No index. Hdw. on printed form. 62 pp. 14 x 9 x 2. Vault.

Godfrey and Mars Bluff Bridge Commissions
(defunct, see p. 17)

40. MINUTES OF MEETINGS MARS BLUFF BRIDGE COMMISSION, 1921-34. 1 vol.

Record of business transacted by Mars Bluff Bridge commission. Arr. chron. No index. Typed. 50 pp. 12 x $9\frac{1}{2}$ x $\frac{1}{2}$. Vault.

41. MARS BLUFF BRIDGE TOLL, 1923-34. 3 vols. Missing: 1924-33.

Title varies: Daily Statement of Business.

Record of toll bridge money showing date, number of trucks and automobiles, and number of customers. Arr. chron. No index. Hdw. on ruled form. 15 to 152 pp. 13 x 14 x $\frac{1}{4}$ to 18 x 12 x $1\frac{1}{2}$. Vault.

42. (RECEIPTS MARS BLUFF BRIDGE), 1928. 1 vol.

Copies of receipts for toll from Mars Bluff Bridge turned over to county treasurer. Arr. chron. No index. Hdw. 302 pp. 16 x 12 x $3\frac{1}{2}$. Vault.

43. INVOICES, 1931-34. 2 vols.

Reports of money received from toll bridges, and invoices for purchases connected with Mars Bluff Bridge. Arr. chron. No index. Reports typed; invoices typed and hdw. 300 pp. 15 x 11 x 4 to 18 x 12 x 4. Vault.

44. DEEDS AND POLICIES MARS BLUFF BRIDGE, 1923-35. 2 file boxes.

Various papers such as: toll keepers reports, insurance policies, bonds, deeds to land, receipts and quarterly reports of bridge board to county governing board. No arr. No index. Typed on printed form. 11 x 5 x 13. Vault.

45. GODFREY BRIDGE COMMISSION, 1924-34. 1 vol.

Record of meetings and business transacted by Godfrey Bridge commission. Arr. chron. No index. Typed. 50 pp. 12 x $9\frac{1}{2}$ x $\frac{1}{2}$. Vault.

For abbreviations and explanatory notes see pages 12-14

III. CLERK OF COURT AS REGISTER OF MESNE CONVEYANCE

The county office of register of mesne conveyance, which has evolved from the provincial office of register (1694, Stat. II, 89), is now a separate office in only three of the counties of South Carolina. In most of the counties, including Florence, it is combined with the office of clerk of court (Code 3629), who receives fees for recording 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 or personal property (Stat. XI, 115; XXII, 746-47; XXXV, 1185; Code 3635-37). Before a deed may be recorded, it must be probated (Code 3632), and must have the auditor's endorsement of having been entered upon his records (1882, Stat. XVII, 1016; Code 3634). It is the clerk's duty to enter satisfactions of judgments and mortgages (Code 3599), as well as renewals and satisfactions of executions (ibid. 3602).

Most of the records had been separated into standard series at the time Florence County was formed, including: deeds for land titles (1872, Stat. XV, 6; Code 3635); real estate mortgages (1882, Stat. XVII, 1053; Code 3635); Chattel Mortgages (ibid.); Index to Chattel Mortgages of \$100 and Less, which is really an abstract (ibid.); index to crop liens, which is likewise an abstract (1874, Stat. XV, 788; XVI, 713-14; Code 3636, 8774); transcripts of surety bonds of county officials (1866, Stat. XIII, 382; 1901, XXIII, 749; Code 3051); mechanics liens (1869, Stat. XIV, 220; Code 8735); attachment of real estate (1870, Stat. XIV, 476; Code 532); homestead exemptions (1880, Stat. XVII, 514; Code 9086); charters of corporations (1869, Stat. XIV, 297; Code 7718).

Records added since 1889 are: contracts of cooperative marketing associations (1924, Stat. XXXII, 1072; Code 8890); file book for instruments recorded (1911, Stat. XXVII, 152; Code 8889); federal tax liens (1928, Stat. XXXV, 1207); sheriff delinquent tax notices, which is a register of mortgage holders who desire to be notified should certain property be put up for sale for delinquent taxes (1926, Stat. XXXIV, 912-16; compare VII, 276 and XXVII, 699).

Real Property (See also entry 120)

Deeds and Plats

46. DEEDS, 1889-- . 98 vols. (B, E, F, H-T, V-Z, AA-HH, 1-69). Title varies: Title to Real Estate; Deed Book; Deed Record.

Transcripts of titles, powers of attorney, rights of way, contracts and other sealed instruments relating to real estate, showing names of parties, description of property, consideration, renunciation of dower (when necessary), signature of witnesses and seal of officer before whom signed. Arr. chron. For index, see entries, 47-53. Hdw., typed, hdw. and typed on printed form. 800 pp. 18 x 12 x 3 $\frac{1}{2}$. Vault.

47. INDEX TO DEEDS GRANTOR, 1889--. 12 vols. (dated by periods, A-Z for each).

Direct index, showing name of grantor, date of filing, name of grantee, book, page, date of instrument, and brief description. Arr. alph. by name of grantor; sub-indexed in Cott system. Typed and hdw. on printed ruled form. 300 pp. 18 x 15 x 3. Vault.

48. INDEX TO DEEDS GRANTEE, 1889--. 12 vols. (dated by periods, A-Z for each).

Cross index, showing date of filing, grantee, grantor, book, page, date of instrument, brief description. Arr. alph. by name of grantee; sub-indexed in Cott system. Typed and hdw. on printed ruled form. 350 pp. 18 x 15 x 3. Vault.

49. DIRECT INDEX TO DEEDS, 1889-1926. 10 vols. (A-Z).

Obsolete index, showing date and hour of filing, grantor, grantee, book, page, date of instrument and brief description. Arr. alph. by name of grantor; sub-indexed in Cott system. Hdw. and typed on printed ruled form. 300 double pp. 18 x 9 $\frac{1}{2}$ x 3. Vault.

50. CROSS INDEX TO DEEDS, 1889-1926. 10 vols. (A-Z).

Obsolete index, showing date and hour of filing, name of grantee, grantor, book, page, date of instrument and brief description. Arr. alph. by name of grantee; sub-indexed in Cott system. Hdw. on printed ruled form. 300 double pp. 18 x 9 $\frac{1}{2}$ x 3. Vault.

51. GRANTOR GENERAL INDEX, 1889-1914. 2 vols.

Obsolete direct index to deeds, showing grantor, grantee, date, book and page. Arr. alph. by name of grantor. Hdw. on printed ruled form. 600 pp. 11 x 16 x 2 $\frac{1}{2}$. Vault.

52. GRANTEE GENERAL INDEX, 1889-1914. 2 vols.

Obsolete cross index to deeds, showing grantee, grantor, date, book, and page. Arr. alph. by name of grantee. Hdw. on printed ruled form. 668 pp. 11 x 16 x 2 $\frac{1}{2}$. Vault.

53. GRANTOR (Index), 1910-20. 1 vol.

Obsolete index to deeds, showing year of record, grantor to grantee, book, and page. Arr. alph. by name of grantor. Hdw. on printed ruled form. 500 pp. 10 x 16 x 2 $\frac{1}{2}$. Vault.

54. PLATS, 1893--. 5 vols. (A-E).

Plats showing property lines of land for which deeds have been recorded. Arr. chron. Indexed by name of landowner. Handdrawn, also some blue print. 128 to 389 pp. 20 x 24 x 3 to 32 x 24 x 2. Vault.

55. DEEDS CERTIFICATE OF CONSIDERATION, 1930--. 1 vol.

Affidavits as to true amount of consideration paid when not named in deed. Arr. chron. Indexed by name of grantee. Hdw. and typed on pages pasted in. 500 pp. (50 used) 18 x 12 x 4. Office.

Mortgages

56. MORTGAGES OF REAL ESTATE, 1889--. 127 vols. (B-E, G-Z, 1-76, 79-105). Title varies: Mortgages; Mortgage Record.

Transcripts of mortgages of real estate, with renunciation of dower, transfers of mortgages to another party, releases of mortgagor and affidavits of subscribing witnesses. Arr. chron. For indexes, see entries 57-63. Hdw., typed, hdw. and typed on printed form. 800 pp. 18 x 12 x 3 $\frac{1}{2}$. Vault.

57. INDEX TO MORTGAGES MORTGAGOR, 1889--. 10 vols. (dated by period, A-Z for each).

Direct index, showing date of filing, mortgagor, mortgagee, book, page and date of instrument. Arr. alph. by name of mortgagor; sub-indexed in Cott system. Hdw. on printed ruled form. 400 pp. 15 x 18 x 3. Vault.

58. INDEX TO MORTGAGES MORTGAGEE, 1889--. 10 vols. (dated by period, A-Z for each).

Cross index, showing date of filing, mortgagee, mortgagor, book, page and date of instrument. Arr. alph. by name of mortgagee; sub-indexed in Cott system. Hdw. on printed ruled form. 375 pp. 15 x 18 x 3. Vault.

59. DIRECT INDEX TO REAL ESTATE MORTGAGES, 1889-1926. 6 vols. (A-Z).

Obsolete index, showing date, mortgagor, mortgagee, book and page. Arr. alph. by name of mortgagor; sub-indexed in Cott system. Hdw. and typed on printed ruled form. 300 pp. 18 x 9 $\frac{1}{2}$ x 2 $\frac{1}{2}$. Vault.

60. CROSS INDEX TO REAL ESTATE MORTGAGES, 1889-1926. 6 vols. (A-Z).

Obsolete index to mortgages of real estate, showing mortgagee, mortgagor, book, page, date of instrument and brief description. Arr. alph. by name of mortgagee; sub-indexed in Cott system. Hdw. and typed on printed ruled form. 100 to 350 pp. 18 x 9 $\frac{1}{2}$ x 2 to 3. Vault.

61. GENERAL INDEX MORTGAGOR, 1889-1914. 2 vols.

Obsolete direct index to real estate mortgages, showing date, mortgagor, mortgagee, book, page. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 668 pp. 16 x 12 x 3. Vault.

62. GENERAL INDEX MORTGAGEE, 1889-1914. 2 vols.

Obsolete cross index to real estate mortgages, showing date, mortgagee, mortgagor, book, page. Arr. alph. by name of mortgagee. Hdw. on printed ruled form. 668 pp. 16 x 12 x 3. Vault.

63. MORTGAGOR (Index), 1910-20. 1 vol.

Obsolete direct index to real estate mortgages, showing mortgagor, mortgagee, book, page, and year of record. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 400 pp. 10 x 16 x 2 $\frac{1}{2}$. Vault.

Personal Property

64. CHATTEL MORTGAGES, 1889--. 139 vols. (labelling varies). Title varies: Liens and Chattel Mortgages; Record; Invoices; Deed Record; Notes and Mortgages.

Transcripts of all types of liens and chattel mortgages over \$100, showing

For abbreviations and explanatory notes see pages 12-14

name of parties, amounts, conditions and dates. Arr. chron. For indexes, see entries 65-67. Hdw. and typed on printed form; pasted in. 314 to 810 pp. 18 x 12 x 3 to 10. 3 vols., 1897-1918, jail, hall; 136 vols., 1889--, CC, vault.

65. DIRECT INDEX TO CHATTEL MORTGAGES OVER \$100, 1889--. 7 vols. (dated). Shows date, mortgagor, mortgagee, book, page. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 400 to 800 pp. 16 x 8 x 2 to 18 x 12 x 3. Vault.

66. CROSS INDEX TO CHATTEL MORTGAGES, 1889-1917. 4 vols. (dated). Discontinued. Record of chattel mortgages, showing name, year, book and page. Arr. alph. by name of mortgagee. Hdw. on printed ruled form. 225 to 800 pp. 16 x 8 x 2 to 18 x 12 x 3. Vault.

67. INDEX TO CHATTEL MORTGAGES \$100 AND LESS (Record), 1889--. 13 vols. (A-M) Record in abstract of mortgages on personal property of \$100 or less, showing date of presentation for record, mortgagor, mortgagee, date of maturity, amount, character of debt, date settled and description. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 400 to 800 pp. 16 x 12 x 3 to 24 x 14 x 4. Vault.

68. INDEX TO LIENS (Record), 1890--. 2 vols. Missing: 1891-1909. Abstract record of agricultural crop liens, showing date of filing, maker of lien, in whose favor, date of lien, purpose, brief description of land cultivated, amount. Arr. alph. by name of lienor. Hdw. on printed ruled form. 200 to 300 pp. 14 x 9 x 1 to 1 $\frac{1}{2}$. 1 vol., 1890, jail, hall; 1 vol., 1910--, CC, vault.

69. MISCELLANEOUS RECORDS, 1893--. 7 vols. (A-G). Transcripts of various unclassified legal instruments, such as leases, assignments, contracts, powers of attorney and agreements. Arr. chron. Indexed by name of party of first part: self contained 1893-1905, 1924--; detached 1906-26, entry 70. Hdw., typed, hdw. and typed on printed form. 750 pp. 17 x 13 x 3. Vault.

70. INDEX MISCELLANEOUS RECORD, 1906-26. 2 vols. (C, D). Index for volumes C and D of miscellaneous records, showing name, volume, and page. Arr. alph. by name of party of first part. Hdw. on ruled form. 58 pp. 18 x 12 x $\frac{1}{2}$. Vault.

Statutory Liens

71. FEDERAL TAX LIEN INDEX, 1929--. 1 vol. Notices of liens for unpaid federal taxes, showing name of taxpayer, address, collector's serial number, date filed, amount of tax with interest, penalties, costs, total discharged, signature of collector, and affidavit that lien is for taxes. Arr. alph. by name of taxpayer. No index. Hdw. on printed form; pasted in. 200 pp. 16 x 12 x 2. Office.

For abbreviations and explanatory notes see pages 12-14

72. MECHANIC LIENS, 1889--. 2 vols.

Transcripts of claims filed on real estate for labor and materials, showing name of parties and sworn itemized statement of claim. Arr. chron. Indexed by name of lienee. Hdw. and typed. 430 pp. 16 x 11 x 2. Office.

Attachments of Real Estate

73. HOMESTEAD PAPERS, 1893--. 1 file box. Last entry 1931.

Original papers for homestead exemptions or for rights of dower, such as petitions, warrants to set off homestead, and returns and oaths of appraisers. No arr. No index. Hdw. and typed. 11 x 5 x 13. Vault.

74. RECORD OF SHERIFF'S DELINQUENT TAX NOTICES, 1927--. 1 vol.
Last entry 1929.

List of mortgage owners to be notified if the property is levied upon for delinquent taxes, showing date, name and address of owner, name of grantor, kind of instrument, where recorded, date filed with sheriff, sheriff's receipt, clerk's certificate of sheriff's notice. Arr. alph. by name of mortgagee. Hdw. on printed ruled form. 199 double pp. 16 x 10 x 2. Office.

Business Registrations

75. CHARTER BOOK, 1899--. 5 vols. (1 unlabeled, 2-5) ~~Missing:~~
1891-98.

Transcripts of charters granted by secretary of state to business, charitable, and other incorporated organizations operating in the county. Arr. chron. Indexed by name of firm or organization. Hdw., typed, and hdw. and typed on printed form. 375 pp. 18 x 12 x 2. Vault.

76. CONTRACT BOOK S(outh) C(arolina) COTTON GROWERS COOPERATIVE
ASSOCIATION, 1927--. 1 vol. Last entry 1930.

Abstract of contracts of South Carolina cotton growers' cooperative association, showing name of person making contract, contract number, address of, date of contract, date recorded. In front of book is a printed form "marketing agreement and application for membership". Arr. chron. Indexed by name of signer. Hdw. on printed ruled form. 80 pp. 12 x 9 x 1 $\frac{1}{2}$. Vault.

77. TOBACCO GROWERS COOPERATIVE ASSOCIATION CONTRACTS, 1921-25. 1
vol. Discontinued.

Transcripts of contracts signed by members of tobacco growers' cooperative association. Arr. chron. No index. Hdw. on printed form. 300 pp. 13 x 9 x 2. Vault.

Surety Bonds

78. BONDS, 1889--. 2 vols.

Transcripts of surety bonds given by county officials, showing name of officer,

name of sureties, date, amount, and condition of bond. Arr. chron. No index, 1889-1915; indexed by name of official, 1915--. Hdw. and typed. 450 pp. 14 x 9 x 2. Office.

File Books

79. MISCELLANEOUS INDEX (File Book), 1905-10. 1 vol.

A volume intended as an index, converted into a file book for papers left for recording, showing date, kind of paper, name of parties. Arr. chron. No index. Hdw. 400 pp. 20 x 9 x 2. Jail, hall.

For subsequent records see entries 80 and 81.

80. FILE BOOK DEEDS, 1921--. 3 vols. (1-3). Missing: 1911-20.

Title varies: File Book Real Estate Papers.

Record of mesne conveyance instrument, filed for recording, showing date of filing, grantor, grantee, book, and page. Arr. alph. by name of grantor. No index. Hdw. on printed ruled form. 400 pp. 16 x 12 x 2. Vault.

For prior records see entry 79.

81. FILE BOOK REAL ESTATE MORTGAGES, 1921--. 3 vols. (1-3). Missing: 1911-20.

Record of real estate mortgages left for recording, showing date filed, mortgagor, mortgagee, book, and page. Arr. alph. by name of mortgagor. No index. Hdw. on printed ruled form. 400 pp. 16 x 12 x 2. Office.

For prior records see entry 79.

Miscellaneous Papers

82. RECORDED PAPERS, 1892-1934. 6 file boxes. Title varies: CMS;

Cancelled Mtgs.; Old Deeds J. A. Muldrow; no title on 1 file box.

Mortgages and deeds left for recording which were never called for by owner. No arr. No index. Hdw. and typed on printed form. 11 x 5 x 13. Vault.

For other similar records see (Miscellaneous Papers), entry 120.

83. MECHANICS LIENS AND CHARTERS, 1891-1920. 174 papers in 1 file box.

An accumulation of miscellaneous papers, such as mechanics liens, surety bonds, petitions for letters of administration, petitions for charters, certificate of appointment of deputy sheriff, petition for citizenship and naturalization papers, charters of companies, and insurance policies. No arr. No index. Hdw. and typed; usually on printed form. 11 x 5 x 13. Vault.

IV. CLERK OF COURT

The office of clerk of court came to South Carolina with the English court system and has existed in Florence County since 1889, when the county was established.

For abbreviations and explanatory notes see pages 12-14

The clerk of court is a constitutional official elected for a term of four years (Const. 1895, art. V, 27). As clerk of the circuit court of common pleas he is ex officio clerk of the court of general sessions, and is custodian of all papers filed in civil or criminal action; he is required to be present when the courts meet and to keep a record of all judgments, sentences, and orders. He administers the oath of office to magistrates and constables (1839, Stat. XI, 78; Code 3603); he collects and delivers to the county treasurer fines, forfeitures, and money for licenses (1875, Stat. XV, 845; Code 3611); and he makes written monthly reports to the auditor and the treasurer, giving accurate statements of his collections (1878, Stat. XVI, 753; Code 3612). In 1917 he was required to file cancelled liquor permits and to keep a record of deliveries of alcoholic liquors by common carriers (Stat. XXX, 69-70).

The clerk of court is also the official custodian of a number of miscellaneous enrollments and registrations: the roll of magistrates and constables (1839, Stat. XI, 78; Code 3586), of notaries public (1911, Stat. XXVII, 139; Code 3461), of county officers (1905, Stat. XXIV, 964; Code 3622), of physicians and surgeons (1905, Stat. XXIV, 939; Code 5153), of certified public accountants (1915, Stat. XXIX, 157; Code 7093), of Confederate veterans (1902, Stat. XXIII, 1033; Code 3623), and enlisted men discharged from the service of the United States (1923, Stat. XXXIII, 98; Code 8893). He is supposed to keep a record of public bond issues (1916, Stat. XXIX, 922; Code 8891). Formerly he was required to register automobile ownership (Acts 1906, p. 79; 1917, p. 320), and he issues licenses to peddlers (1876, Stat. XVI, 64; Code 7120), dealers in lightning rods (1920, Stat. XXXI, 1022; Code 7126), pawn brokers (1900, Stat. XXIII, 427; Code 7129), and to circuses and showmen (1875, Stat. XV, 845; Code 6322). Since 1914 (Stat. XXIX, 29), by order of the state board of health, he has been custodian of copies of birth and death certificates filed by local registrars; the originals are filed with the state board of health in Columbia. By law he is also responsible for the registration books of qualified electors when the records are not in the custody of the board of registration which may keep them "as long as may be necessary to enable them to perform their duties" (1896, Stat. XXII, 44; Code 2285). Since 1915 political parties have been required to file with the clerk of court lists of persons enrolled for voting in the primary elections (Acts pp. 167-68; Code 2359).

The principal records of the clerk of court are common pleas, entries 121-142, general sessions, entries 104-120, and mesne conveyance, entries 46-83. He also keeps the records of the civil court of Florence, entries 143-146. Until 1919 state pensions were distributed through him (*infra*. p. 75), see entry 185.

County Officers

84. TRIAL JUSTICE AND CONSTABLE ROLLS, 1889--. 1 vol.

List of magistrates (called trial justices 1889-95), constables, notaries public, sheriffs, and some of the other county officer, showing name, date of qualification, office, expiration of term, genuine signature, by whom

For abbreviations and explanatory notes see pages 12-14

Clerk of Court - Registrations and Licenses;
Military Records

(85-90)

appointed, and names of sureties. Arr. alph. by name of officer. No index. Hdw. on printed ruled form. 200 pp. 14 x 8 $\frac{1}{2}$ x 1. Office.

Registrations and Licenses

85. RECORD OF INDUSTRIAL ESTABLISHMENTS, 1918--. 1 vol. Register of unincorporated mercantile establishments in Florence County, showing date of organization, name of establishment, town, address of owner and partners, and whether retired. Arr. chron. Indexed by name of establishment. Hdw. on printed ruled form. 300 pp. 18 x 12 x 1 $\frac{1}{2}$. Vault.

86. REGISTER OF PHYSICIANS AND SURGEONS, 1890--. 1 vol. Record of physicians, surgeons, dentists, chiropodists, oculists, optometrists, chiropractors and veterinarians practicing in Florence County, showing name, address, whether practicing by license or diploma, and date. Arr. alph. by name of licensee. No index. Hdw. on printed ruled form. 200 pp. 16 x 11 x 1. Office.

87. RECEIPTS FOR LICENSES, 1896--. 1 vol. Stubs of receipts for licenses issued to peddlers, showmen, palmists, and for sale of anything requiring a county license, showing date, name of licensee, amount of fee, and purpose of license. Arr. numer. by no. of license. No index. Hdw. on printed ruled form. 250 pp. 12 x 10 x 1. Office.

88. MOTOR VEHICLE REGISTER, 1906-17. 2 vols. Discontinued 1917, when taken over by state highway commission. Title varies: Registry of Automobiles. Record of motor vehicles in Florence County, showing name of car owner, address, make of car, registration number. Arr. alph. by name of owner, 1906-13; arr. chron. 1914-17. No index. Hdw. on printed ruled form 1906-13; hdw. on printed form 1914-17. 250 pp. 16 x 9 x 1. 1 vol., 1906-13, office; 1 vol., 1914-17, jail, hall.

Military Records

89. OFFICIAL ROSTER OF SOUTH CAROLINA SOLDIERS, SAILORS, AND MARINES IN THE WORLD WAR, 1917-18. 2 vols. (vol. I, White; vol. II, Colored).

Service record of men and women, 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, 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. Arr. alph. by name of enlisted person and also alph. under county. No index. Printed, n.p.; n.d. 1420 pp. 11 1/8 x 8 $\frac{1}{4}$ x 2. Office of service officer, 106 South Coit Street, Florence, South Carolina.

90. SOLDIERS AND SAILORS DISCHARGE RECORD WORLD WAR, 1918-19. 3 vols. Transcripts of discharges of soldiers and sailors who served in the World

Clerk of Court - Voters and Elections;
Receipts and Accounts

(91-97)

War, showing name and description of soldier, date of enlistment, date of discharge, and service record. Arr. chron.; two vols. for white, one vol. for colored. No index. Hdw. and typed on printed form. 640 pp. 18 x 12 x 2 $\frac{1}{2}$. Vault.

Voters and Elections

91. REGISTRATION BOOK, 1888--. 248 vols. Sets incomplete prior to 1928. Title varies: Registered Voters; many vols. have no titles. Lists of qualified voters, showing registration certificate number, name, age, place of residence, and remarks. Arr. alph. by name of voter under precinct. No index. Hdw. on printed ruled form. 83 vols., 1888-1918, jail, hall; 89 vols., 1918-36, CC, vault; 76 vols., 1938--, temporarily at office of I. L. Tobin, Evans Street, Florence, South Carolina.

92. OFFICIAL CLUB ROLL (Democratic Party), 1926--. 127 paper binders. Last entry 1936. Official lists of persons enrolled to vote in Democratic primary, showing precinct and name of voter. Arr. alph. by name of voter under precinct. No index. Typed. 2 to 25 sheets 15 x 10. Vault.

93. DEMOCRATIC CLUB ROLLS, 1916--. 101 vols. (labeled with name of precinct). Sets incomplete prior to 1932. Last entry 1936. Precinct enrollment books for Democratic Party primary, showing name, age, ward or polling precinct and rules of the party. Arr. alph. by name of voter under precinct. No index. Hdw. 52 pp. 17 x 14 x $\frac{1}{4}$. 40 vols., 1916-32, jail, hall; 61 vols., 1926--, CC, vault.

94. (CANDIDATE PLEDGES), 1922-31. In Appealed Cases from Magistrates' Courts, entry 108. Pledges of candidates, not to use money or intoxicating liquors to influence voters.

95. (RETURNS OF BOARD OF CANVASSERS), 1922-31. In Appealed Cases from Magistrates' Courts, entry 108. Returns of the county board of canvassers, showing number of voters for each candidate.

Receipts and Accounts

96. RECEIPTS FOR BOOKS AND PAPERS, 1893-1925. 2 vols. Discontinued. Receipts given clerk of court for records removed from office by attorneys, showing date, record, name of person, and whether returned. Arr. chron. No index. Hdw. on printed form. 292 to 700 pp. 14 x 8 $\frac{1}{2}$ x 1 to 1 $\frac{1}{2}$. Vault.

97. RECEIPTS CLERK OF COURT, 1891--. 3 vols. Receipts for money paid out by clerk of court, for pensions (1891-1919), for various court costs, and for money turned over to treasurer for fines and licenses collected. Arr. chron. No index. Hdw. on printed form. 250 pp. 14 x 8 x 1 $\frac{1}{2}$. Vault.

For abbreviations and explanatory notes see pages 12-14

98. LEDGER, 1912-27. 4 vols.

Clerk's personal accounts with various lawyers and firms for fees charged, showing date, name, paper recorded, amount and whether paid, 1917-27. Also contains record of candidate fees, expenditures, candidate pledges, and other records connected with the Democratic primary election, 1912-18. Arr. by accounts. Indexed by name of account. Hdw. 174 to 371 pp. 12 x 8 x $\frac{1}{2}$ to 14 x 9 x $1\frac{1}{2}$. 3 vols., 1912-27, vault; 1 vol., 1921, office.

Vital Statistics
(See also entry 308)

99. VITAL STATISTICS, DEATHS, 1915--. 17 vols. (1-17) and 40 pads.

Duplicate certificates of deaths, showing name, date, sex, color, father's name and occupation, mother's name, name of physician or informant. Arr. alph. by name of deceased, 1915-35; arr. by registration districts, 1936--. For index, 1915-35, see entry 101; no index, 1936--. Hdw. on printed standard U. S. forms. Vols., 900 pp. 8 x 9 x $4\frac{1}{2}$; pads, 50 pp. 7 x 8 x $\frac{1}{4}$. Vault.

100. VITAL STATISTICS, BIRTHS, 1915--. 35 vols. (1-35) and 40 pads.

Duplicate certificates of births, showing name of child, date, color, sex, name and occupation of father, name of mother, attending physician or midwife. Arr. alph. by name of child, 1915-35; arr. by registration districts, 1936--. For index, 1915-35, see entry 101; no index, 1936--. Hdw. on printed standard U. S. forms. Vols., 600 pp. 8 x 9 x 3; pads, 50 pp. 7 x 8 x $\frac{1}{4}$. Vault.

101. INDEX TO BIRTHS AND DEATHS, FLORENCE COUNTY S(outh) C(arolina), 1915-35. 1 vol.

First part is an index to birth certificates, showing name of child, name of father, mother's maiden name, date of birth, book and page; second part is an index to death certificates, showing name of deceased, father, mother's maiden name, date of death, book and page. Arr. alph. by name of child and deceased respectively. Hdw. on printed ruled form. 1000 pp. 18 x 12 x $5\frac{1}{2}$. Vault.

Maps
(See also entry 222)

102. MAP OF FLORENCE COUNTY, January 24, 1929. 1 map.

Shows boundaries, streams, roads under maintenance of state highway department, other types of roads, townships, school districts, and principal towns. By A. L. Ervin. Blue print. $7/8$ inch = 1 mile. 39 x 36. Vault.

103. MAP OF FLORENCE, July 23, 1904. 1 map.

Plan of Florence, showing streets, schools, churches, cemeteries, buildings of interest, latitude, longitude and elevation. By J. W. Brunson. Blue print. 1 inch = 400 ft. 29 x 33. Office.

For abbreviations and explanatory notes see pages 12-14

V. CIRCUIT COURT OF GENERAL SESSIONS

The state circuit courts are the criminal court of general sessions and the civil court of common pleas. As circuit courts, these ancient English institutions date from 1769 (J. F. Grimke, Public Laws..., Phila., 1790, pp. 268-75). Subsequently many changes were made, especially when the courts were reorganized under the constitution of 1868 (art. IV). The constitution of 1895 (art. V) continued the court on identical lines as that of 1868, hence little change has occurred since Florence County was formed.

Each of the fourteen judicial circuits of the state has a resident judge and a resident solicitor or attorney for the state. The judge is a constitutional state officer, elected by the general assembly for a term of four years (Const. 1895, V, 13, 14), and may hold court in any county (Code 38, 39). He determines the issue and is responsible for the law in each case, explaining its application in his charge to the petit jury when it considers the facts brought out in the trial (Const. 1895, V, 26).

After the grand jury has returned a true bill, the accused is tried before a petit jury of twelve men; and the case is prosecuted in the name of the state by the circuit solicitor, who brings out, if possible, the facts in the case.

The court of general sessions handles criminal cases exclusively.

The principal records are the original papers of record in each case, the indictment, the arrest warrant, the verdict and the sentence, which are assembled in a package, numbered, and filed as a "roll", according to immemorial practice and terminology of the court. Coroners' inquisitions (Code 3564), magistrates' returns (Code 944), appeals (Code 1026), recognizances (Code 1075, 1090) and sheriffs' returns (Code 3585) are among the other records filed. The principal volumes are the sessions index, the miscellaneous index, the dockets, the court journal, and record of fines and forfeitures, which have been standardized since 1839 (Stat. XI, 71-73). Record of pardons was added in 1896 (Stat. XXII, 122; Code 3586) and record of persons tried for crime, in 1900 (Stat. XXIII, 442; Code 3586). Reports of county officers, which should be submitted to the court for the grand jury, are seldom found, and have probably been replaced by the audits which the legislative delegation authorizes from time to time. The record of forfeited weapons dates from 1913 (Acts p. 198), but is seldom kept.

The records of the state court always remain in the courthouse of the county to which they pertain, in the custody of the clerk of court.

Sessions Cases (See also entry 120)

104. GENERAL SESSIONS JUDGMENTS (Rolls), 1889--. 59 file boxes (roll nos. 50-3615).
Original papers pertaining to criminal trials such as indictments, orders,

For abbreviations and explanatory notes see pages 12-14

arrest warrants, affidavits, bonds, appearances, verdicts, and other papers relating to criminal cases. Arr. by enrollment no. Hdw. and typed, usually on printed form. 11 x 5 x 13. Vault.

105. SESSIONS INDEX, 1889--. 1 vol.

Shows name of defendant, offense, disposition, term, number of file. Arr. alph. by name of defendant. Hdw. on printed ruled form. 300 pp. 14 x 9 x 2. Vault.

106. RECORD OF CRIMINAL STATISTICS, 1900--. 1 vol.

Record of persons tried for crime, showing name, crime, color, sex, age, guilty, or not guilty. Arr. chron. No index. Hdw. on printed ruled form. 300 pp. 16 x 10 $\frac{1}{2}$ x 1. Office.

107. CORONER INQUEST PAPERS, 1916--. 1 file box and approx. 200

loose papers in 1 wooden box. Last entry 1932.

Original papers of coroner's inquests containing testimony and verdict of jury. No arr. No index. Hdw., typed, hdw. and typed on printed form. Papers for 1916-28 are in confusion and in danger of being lost. File box, 11 x 5 x 13; box, 28 x 28 x 40. Vault.

For transcripts, see entry 209.

108. APPEALED CASES FROM MAGISTRATES' COURTS, 1912-31. 3 file boxes.

Title varies: Appealed Cases from Recorder's Court.

Original papers for civil and criminal cases appealed to the circuit courts from the magistrates' courts and from the Florence municipal court which for various reasons were not filed in the sessions and judgment rolls, 1912-24. Also contains (Candidate Pledges), 1922-31, entry 94; and (Returns of Board of Canvassers), 1922-31, entry 95. No arr. No index. Hdw. and typed, usually on printed form. 11 x 5 x 13. Vault.

For other similar original papers see, entry 120.

Dockets

109. SESSIONS CALENDAR, 1890--. 4 vols.

List of cases tried in the court of general sessions, showing number of cause, number of term, prosecutor, prosecuted, cause, attorney, order of last court, event of suit. Arr. by no. of cause under term of court. No index. Hdw. on printed ruled form. 200 double pp. 14 x 9 x 2. Office.

110. CONTINGENT CALENDAR, 1890--. 1 vol.

List of criminal causes not ended and which may be called on motion of the solicitor, including rules, bills in which defendants have not been arrested, and other cases not struck off, showing number of cause, plaintiff, defendant, cause of action, attorneys, order of last court and event of suit. Arr. by no. of cause under term of court. No index. Hdw. on printed ruled form. 200 double pp. 14 x 9 x 2. Vault.

111. LIST OF PAPERS RECEIVED FROM MAGISTRATES, 1913-18. 1 vol.

Discontinued.

List of cases appealed from the magistrates' courts, showing date, title and nature of case. Arr. chron. No index. Hdw. 129 pp. 13 x 7 x $\frac{1}{2}$. Vault.

For abbreviations and explanatory notes see pages 12-14

Circuit Court of General Sessions - Minutes; Record
of Clemency; Jurors and Court Costs

(112-118)

Minutes

112. GENERAL SESSIONS JOURNAL, 1889--. 6 vols. (1 unlabeled, B, 1 unlabeled, D, E, E).

Record of transactions of the court, including list of jurors, presentments of grand jury, testimony of witnesses, verdicts of jurors, sentences of the court and other matters specially ordered for entry by the court. Arr. chron. For index, 1889-1916, see entry 113; self contained index by name of defendant, 1916--. Hdw. 588 to 808 pp. 16 x 12 x 2 to 3 $\frac{1}{2}$. Vault.

113. INDEX TO GENERAL SESSIONS JOURNAL, 1889-1916. 1 vol.

Index to cases in General Sessions Journal, showing name of defendant, book, and page. Arr. alph. by name of defendant. Hdw. on printed form. 26 pp. 16 x 10 x $\frac{1}{4}$. Vault.

114. RECORD (Rough Minutes), 1914-18. 2 vols. Discontinued.

Memorandum record of trials to be entered on Journal, showing defendant, plaintiff, jury, witness, and verdict. Arr. chron. No index. Hdw. 225 pp. 14 x 9 x 1. Vault.

115. COURT NOTES, 1896--. 353 note books.

Stenographic records of cases tried in courts of general sessions and common pleas. Arr. chron. No index. Shorthand. 50 to 100 pp. 6 x 9 x 1 $\frac{1}{8}$ to 8 $\frac{1}{2}$ x 11 x $\frac{1}{2}$. Vault.

Record of Clemency

116. RECORD OF PARDONS, 1892--. 1 vol. Last entry 1922.

Record of pardons granted by the governor to persons from Florence County convicted of crime, showing name, date of conviction, date of pardon, offense for which convicted. Arr. alph. by name of prisoner. Hdw. on ruled form. 100 pp. 14 x 8 $\frac{1}{2}$ x $\frac{1}{4}$. Vault.

Jurors and Court Costs

117. JURORS PAY BILLS, 1894--. 14 vols. Missing: 1896-1916, 13 vols. have no titles.

Stub record of orders on treasurer for payment of per diem and mileage of grand and petit jurors, showing name, date, time served, miles traveled. Also contains Witness Pay Tickets, 1894-95; entry 118. Arr. chron. No index. Hdw. on printed form. 100 to 250 pp. 13 x 14 x $\frac{1}{2}$ to 17 x 14 x 1 $\frac{1}{2}$. 3 vols., 1894-1930, jail, hall; 8 vols., 1920-35, vault; 3 vols., 1936--; clerk's desk, court room.

118. (WITNESS PAY TICKET), 1911--. 13 vols. Missing: 1896-1910, 1914-30, 1925-26, 1933-35. 1894-95 in Jurors Pay Bills, entry 117.

Stub record of orders on treasurer to pay witnesses for state in criminal

For abbreviations and explanatory notes see pages 12-14

cases, showing name, case, days served, mileage, amount. Arr. chron. No index. Hdw. on printed form. 75 to 250 pp. 8 x 13 x $\frac{1}{2}$ to 14 x 17 x $\frac{1}{2}$. 5 vols., 1911-24, clerk's vault; 3 vols., 1923-30, jail, hall; 5 vols., 1927--, clerk's desk, court room.

Forfeitures

119. LICENSES, FINES AND FORFEITURES, 1910--. 1 vol. Last entry 1919.

Record of money collected by clerk of court for fines, forfeitures, and licenses, showing name of person paying, purpose, amount, to whom due, date collected and date money was turned over to county treasurer. Arr. chron. No index. Hdw. on ruled form. 398 pp. (23 used) 16 x 11 x $\frac{1}{2}$. Vault.

Unarranged Records

120. (MISCELLANEOUS PAPERS), 1889-1935, dates scattered. 6 boxes and 24 pigeon holes. Similar papers in jail basement destroyed by water since inventory was first made in June 1936.

An accumulation of papers including: mesne conveyance records such as old deeds, mortgages and plats not called for after having been recorded; original papers for civil and criminal cases such as warrants, petitions, affidavits, complaints, decrees and notices of appeals which for various reasons were not filed in the judgment rolls; letters and personal papers of a former judge of probate. No arr. No index. Hdw. and typed, usually on printed form. Boxes, 6 x 12 x 18 to 14 x 24 x 30; pigeon holes, 4 x 5 x 14. Vault.

VI. CIRCUIT SOLICITOR

Criminal cases tried at the county courthouse in the court of general sessions are prosecuted by a circuit solicitor, who is "an officer of the executive department" (Code I, 1083, citing *State v. Singleton*, 84 S. E. 989) of the state government. There are fourteen circuits in South Carolina; Florence, Marion, Horry, and Georgetown Counties form the twelfth (Code 50).

During the early years of South Carolina, the prosecution of indictments at each session of court was conducted by an "attorney generall" appointed by the court (1692, JGC, pp. 44, 59; Stat. I, 440), who was authorized in 1769 to appoint deputies when the circuit court act of that year extended his duties to six courthouses outside of Charleston (Grimke, *Public Laws*, pp. 268-73). Revision of the court system in 1791, provided for three circuit solicitors "to do the duty of the State's Attorney" on three

circuits of the state, to give their counsel and advice to the governor and other state officers in matters of public concern, to assist the attorney general in all suits or prosecutions in behalf of the state, and to attend the sessions of the legislature to draft and engross the bills and acts (Stat. VII, 274). At the same time the attorney general was given the right to require their assistance in behalf of the state in any case where he thought proper. In 1808 the attorney general and the solicitors were required to defend the rights of the state in all cases wherein its rights might be involved (Stat. V, 571). An act of 1812, which remained in force until after the Civil War, provided for the election of solicitors by joint ballot of the senate and house, and fixed a surety bond (ibid., 675). In 1837 the attorney general and the solicitors were given the duty of examining into and reporting upon the condition of district offices (Stat. VI, 577). When the constitution of 1868 went into effect, the solicitor became a constitutional state official, elected by the voters of his circuit for a term of four years (art. IV, 29). At the discretion of the attorney general, he might be present at any trial and take over the management of the prosecution (1868, Stat. XIV, 87; Code 3116).

Under the present constitution of 1895, the status of the solicitor is unchanged, but in the event of his failure to attend court, the ancient right of the court to appoint pro tem a member of the bar in his place has been confirmed (art. V, 29). Should the solicitor cease to reside in his circuit the office becomes vacant (1876, Stat. XVI, 152; Code 3125). Whenever duty does not require him to prosecute, the solicitor enjoys full liberty to defend any prisoner (1791, Stat. VII, 275; Code 3126).

The legal business of the state has greatly increased in volume and complexity, and is now handled by the attorney general, two assistant attorney generals and fourteen solicitors, whose duties in civil and criminal matters are practically unchanged from those of 1791 when originally instituted. The obligation of 1837 to inquire into and report upon the condition of offices has practically become obsolete, although still in force (Code 3131).

VII. GRAND JURY

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.

The grand jury is an ancient English institution which came to South Carolina with the common law. In Florence County it has existed since 1889, when the county was formed.

The constitution of 1895 provides that 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 (art. I, 17). The present jury law is based upon an act of 1902 (Stat. XXIII, 1066). By the constitution of 1895 the jury list may include only

For abbreviations and explanatory notes see pages 12-14

qualified electors between the ages of twenty-one and sixty-five (art. V, 22), 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 (Code 608). All names on the list are written on uniform slips of paper, which are folded and placed in the jury box. Drawings are public, in the office of the clerk of court, after ten days' notice of the place, date, and hour (Code 611); and 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 (Code 973). Pay bills for grand jurors are issued by the clerk of court, entry 117.

Presentments of the grand jury are made in an advisory capacity, and may or may not result in improved conditions; they are entered upon the sessions journal, entry 112. Indictments of the grand jury are made in a mandatory capacity, and bring the accused to trial; they are filed in the sessions rolls, entry 104.

Except as an adjunct to the court of general sessions, the grand jury has lost much of its ancient importance. Reports of county officers have almost ceased to be made to it, but the foreman is still required to witness the annual settlement of financial officers (Code 2839).

VIII. BOARD OF JURY COMMISSIONERS

The duties of preparing the jury list and drawing the grand and trial jurors were taken over after the Civil War by the board of jury commissioners, created in 1871, to consist of a jury commissioner appointed by the governor (and confirmed by the senate, for a term of two years), the county auditor, and the chairman of the board of county commissioners (Stat. XIV, 690). This existed in Florence County from its formation in 1889 until 1902, when the county auditor, the county treasurer, and the clerk of the court of common pleas were made the board of jury commissioners (Stat. XXIII, 1066; Code 607). Vacancies at the time for preparing the jury list or for drawing the juries are filled by the county superintendent of education, the sheriff, or an appointee of the presiding judge, in the order named (Code 622). The board serves without compensation (Code 624), and is not a records office.

IX. CIRCUIT COURT OF COMMON PLEAS

As a circuit court of South Carolina, the court dates from 1769; in Florence County its sessions began in 1890 (supra, p. 4).

The court of common pleas, for civil cases only, must sit in each county

at least twice a year (Const. 1895, art. V, 15, 16). By law it convenes immediately after the court of general sessions and is presided over by the same judge (*supra*, p. 33). The judge determines the issue to be tried, and declares the law which is applicable (*ibid.*, art. V, 26; Code 593). The petit jury examines the evidence as to facts brought out at the trial, and after deliberation gives its verdict. The judge then signs his judgment or decree, and the sheriff enforces the terms.

The principal records are the judgment rolls or original papers of record in each suit, the direct and cross indices to judgments, abstract of judgments, pleadings and judgments, confessions of judgment, the rules book, the calendars, and the court journal, (1839, Stat. XI, 71-73; Code 3586). Other records are: record of estrays, which has been inherited from the colonial justices (1743, Stat. III, 603; 1803, V, 465), and although still required (Code 3586), has become obsolete; book of orders appointing receivers of judgment debtors (1870, Stat. XIV, 494; Code 3586); index to undertakings, which is kept under the second rule of the circuit court (Code I, 1241-42); undertakings (1870, Stat. XIV, 521); lis pendens (1870, Stat. XIV, 455); accounts of derelict estates (1873, Stat. XV, 413; Code 8980); reports of the judge of probate as public guardian (1880, Stat. XVII, 464; Code 8627, 8630); masters' reports, which are kept under the sixteenth circuit court rule (Code I, 1246).

Since 1790, federal naturalization laws have included the state circuit courts among those having jurisdiction in applications for citizenship (U.S. C. A., 1927, Title 8, 357).

Judgments

(See also entries 108, 120, 142)

121. COMMON PLEAS JUDGMENTS (Rolls), 1889--. 323 file boxes (roll nos. 1-10955).

Original papers of civil judgments, including summonses, complaints, decrees orders, executions, offer of judgment, verdicts, and all other related papers. Also includes records for cases tried in civil court of Florence, 1929--. Arr. numer. by enrollment nos. For indexes, see entries 124-127. Hdw. and typed on printed form. 11 x 5 x 13. Vault.

122. ABSTRACT OF JUDGMENTS, 1889--. 5 vols. (1-5),

Shows roll number, names, cause of action, attorneys, date, time of bearing interest, how obtained, costs, kind of execution, date of issuing, sheriff's returns, when renewed, and satisfaction. Also includes records of cases tried in civil court of Florence, 1929--. Arr. chron. For indexes, see entries 124-27. Hdw. on printed ruled form. 300 double pp. 20 x 14 x 2 $\frac{1}{2}$. Vault.

123. PLEADINGS AND JUDGMENTS, 1889--. 47 vols. (A-UU).

Transcripts of complaint, answer, and judgment in each cause wherein judgment may have been signed; proceedings in dower, partition and escheat, when final order and judgment of court shall have been made. Also includes records for civil court of Florence, 1929--. Arr. numer. by roll no. Indexed in entries 124-27. Also 33 vols., dates scattered, have self contained indexes by names of plaintiffs and defendants. Hdw. and typed. 544 to 803 pp. 18 x 12 x 2 $\frac{1}{2}$ to 3. Vault.

For abbreviations and explanatory notes see pages 12-14

124. INDEX TO JUDGMENTS DEFENDANTS, 1889--. 2 vols. No title on 1 vol. Shows date, defendant, plaintiff, roll number, and volume and page of abstract of judgment. Arr. alph. by name of defendant. Hdw. on printed ruled form. 400 to 500 pp. 16 x 11 x 2 $\frac{1}{2}$ to 18 x 14 x 3. Vault.

125. INDEX TO JUDGMENTS PLAINTIFFS, 1889--. 2 vols. No title on 1 vol. Shows date, plaintiff, defendant, number of file, and page of abstract of judgment. Arr. alph. by name of plaintiff. Hdw. on printed ruled form. 400 to 500 pp. 16 x 11 x 2 $\frac{1}{2}$ to 18 x 14 x 3. Vault.

126. PLAINTIFF'S INDEX TO ABSTRACT OF JUDGMENTS, 1916-28. 1 vol. Obsolete direct index to judgments, showing date, plaintiff, defendant, roll number, volume, and page. Arr. alph. by name of plaintiff. Hdw. on printed ruled form. 400 pp. 18 x 12 x 2. Jail, hall.

127. DEFENDANTS INDEX TO ABSTRACT OF JUDGMENTS, 1916-28. 1 vol. Obsolete cross index to judgments, showing date, defendant, plaintiff, roll number, volume, and page. Arr. alph. by name of defendant. Hdw. on printed ruled form. Binding torn. 400 pp. 16 x 10 $\frac{1}{2}$ x 2. Jail, hall.

128. CONFESSIONS OF JUDGMENT BEFORE CLERK, 1890--. 1 vol. Last entry 1897. Transcripts of debtor's statement of money due, affidavit, and endorsed judgment. Arr. chron. Indexed by name of defendant. Hdw. 588 pp. 14 x 9 x 2. Office.

Dockets

129. COMMON PLEAS CALENDAR NO. 1, 1890--. 6 vols. List of civil causes on issues of fact, showing number, term, plaintiff, defendant, attorneys, cause of action, date of note of issue, disposition last court, remarks. Arr. numer. by no. of cause under term of court. No index. Hdw. on printed ruled form. 200 double pp. 16 x 12 x 2. Vault.

130. COMMON PLEAS CALENDAR NO. 2, 1890--. 4 vols. List of civil causes on issues of law, showing number of cause, term, plaintiff, defendant, cause of action, date of note of issue, attorneys, disposition. Arr. numer. by no. of cause under term of court. No index. Hdw. on printed ruled form. 200 double pp. 16 x 12 x 2. Vault.

131. COMMON PLEAS CALENDAR NO. 3, 1890--. 5 vols. List of civil causes not defended, in which judgments by default are signed, showing number of cause, term, plaintiff, defendant, cause of action, date of note of issue, attorneys, disposition, and remarks. Arr. numer. by no. of cause under term of court. No index. Hdw. on printed ruled form. 200 double pp. 16 x 12 x 2. Vault.

Minutes

132. COMMON PLEAS JOURNAL, 1890--. 6 vols. (1-6). Two vols. incorrectly entitled Common Pleas Calendar.

Minutes of common pleas court including motions refused, names of jurors, name of presiding judge, verdict, awards confirmed, confessions of judgment, final judgments, copies of all orders passed or motions granted, and other matters specially ordered by court to be entered. Arr. chron. Indexed by name of plaintiff. Hdw. 588 to 752 pp. 16 x 11 x 3 to 18 x 12 x 2 $\frac{1}{2}$. Vault.

Legal Notices

133. LIS PENDENS, 1908--. 5 file boxes and 1 pigeon hole.

Original papers left for filing upon Lis Pendens File Book as notice of pendency of action involving title to real estate, showing names of parties and descriptions of property. Arr. chron. No index. Typed, also hdw. and typed on printed form. File boxes, 11 x 5 x 13; pigeon holes, 9 x 4 x 10. File boxes, 1908-34, vault; pigeon hole, 1935--, office.

134. LIS PENDENS FILE BOOK, 1912--. 3 vols.

Record constituting legal notice of pending cases involving title to real estate, showing defendants, plaintiffs, description of premises, date of filing. Arr, chron. Indexed by name of defendant. Hdw. on printed ruled form. 398 to 596 pp. 18 x 12 x 2 to 2 $\frac{1}{2}$. Vault.

Attachments

135. RECORD OF ATTACHMENTS, 1890--. 1 vol.

Abstract of attachments of automobiles and other kinds of property, showing plaintiff, defendant, date of warrant of attachment, amount demanded, officer's return describing property. Arr. alph. by name of plaintiff. No index. Hdw. on printed ruled form. 400 pp. 18 x 12 x 2. Office.

Referee Records

136. SALES BOOK, 1890-1910. 1 vol. Discontinued when office of master was created.

Record of sale of real estate for judgment made by clerk of court acting as referee, showing defendant, plaintiff, page, description of property, date, to whom sold, amount of sale, how applied, remarks. Arr. chron. Indexed by name of defendant. Hdw. on printed ruled form. 149 double pp. 18 x 12 x 2. Vault.

137. ESTATE ACCOUNTS, 1890-1910. 1 vol. Discontinued when office of master was created.

Memorandum record of sale of real estate for judgment by clerk of court

For abbreviations and explanatory notes see pages 12-14

acting as referee, showing date, description of property, names of parties, to whom sold, amount, costs and fees. Arr. chron. No index. Hdw. 576 pp. (103 used) 14 x 9 x 1 $\frac{3}{4}$. Vault.

Miscellaneous

138. JOURNAL OF PROCEEDINGS AND ORDERS AS PUBLIC GUARDIAN, 1897--. 1 vol. Last entry 1902.

Transcripts of petitions and orders, for appointment of judge of probate as public guardian. Arr. chron. No index. Hdw. and typed. 592 pp. (12 used) 15 x 12 x 2 $\frac{1}{2}$. Vault.

For transcripts of returns, see entry 174.

139. NATURALIZATION RECORD MINOR AND ADULT, 1907. 1 vol. Only one entry.

Transcript of a naturalization paper. No index. Hdw. on printed ruled form. 680 pp. (2 used) 18 x 12 x 1 $\frac{1}{2}$. Jail, hall.

140. COURT PAPERS FILED, 1891--. 1 vol. Last entry 1917.

Book of rules or docket of papers filed in civil cases, showing names of parties and attorneys and dates of filing complaint, answer, demurrer, replication, order for judgment. Arr. chron. No index. Hdw. on printed ruled form. 300 pp. (10 used) 16 x 10 x 1 $\frac{1}{2}$. Vault.

141. ESTRAYS, 1893--. 1 vol. Last entry 1906.

Record of estrays reported, showing date, description by appraiser, name of magistrate or trial justice, disposition. Arr. chron. No index. Hdw. on printed ruled form. 200 pp. (5 used) 10 x 10 $\frac{1}{2}$ x 1 $\frac{1}{4}$. Vault.

142. OLD COMMON PLEAS PAPERS, 1888-1918. 9 file boxes. Title varies: Orders and Injunction Bonds; No. 1-No. 2; Willcox and Willcox; 1 file box has no title.

Original papers for civil cases which have not been included in the judgment rolls. No arr. No index. Hdw. and typed; usually on printed form. 11 x 5 x 13. Vault.

For other unfiled common pleas papers, see entry 120.

X. CIVIL COURT OF FLORENCE

The constitution of 1895 provides for the establishment of a county court in any county if approved by a majority of the voters (art. V, 1). Three unsuccessful attempts were made to set up such a court in Florence County (Acts 1917 pp. 148-53; 1923 pp. 632-37; 1924 pp. 1147-52).

The civil court of Florence, which was established in 1929 by legislative enactment without being submitted to the voters, is not strictly a county court, as it has jurisdiction only in the townships of Florence, Back Swamp, Jeffries, McMillan, Cain, Peedee, Lake, Lee, Lake City, Motts, Lynch,

For abbreviations and explanatory notes see pages 12-14

Effingham, James Cross Roads, Cartersville, Timmons ville, Ebenezer and Tans Bay. On the consent of both parties it may hear cases concerning residents of the remaining townships. The court has jurisdiction in civil cases and special proceedings where the claim or value of property involved does not exceed \$4000; however, it may not decide title to real estate. Appeals are carried directly to the state supreme court. The jury consists of six persons. The judge is appointed by the governor on the recommendation of a majority of the members of the bar residing within the area of jurisdiction of the court, and on the confirmation of the state senate. The term of office is four years. The county sheriff carries out the orders and the clerk of the court of common pleas keeps the records. Judgments recovered in the civil court of Florence "are entered of record and recorded in the same books as judgments of the circuit court". (Acts 1929 pp. 119-23; 1932 p. 1286; 1934 pp. 1537-38.)

For the above mentioned records, see entries 121, 122, 123.

143. CIVIL COURT OF FLORENCE CALENDAR NO. 1, 1929--. 2 vols.

List of cases upon issues of fact, showing number of cause, term, plaintiff, defendant, cause of action, date of note of docketing, attorneys, disposition of last court, remarks. Arr. numer. by no. of cause under term of court. No index. Hdw. on printed ruled form. 200 double pp. 16 x 12 x 2 $\frac{1}{2}$. Vault.

144. CIVIL COURT OF FLORENCE CALENDAR NO. 2, 1929--. 1 vol.

List of cases upon issues of law, showing number of cause, term, plaintiff, defendant, cause of action, date of docketing, attorneys, disposition last court, remarks. Arr. numer. by no. of cause under term of court. No index. Hdw. on printed ruled form. 200 double pp. 16 x 12 x 2 $\frac{1}{2}$. Vault.

145. CIVIL COURT OF FLORENCE CALENDAR NO. 3, 1929--. 1 vol.

List of cases not defended in which judgments by default are signed, showing number of cause, term, plaintiff, defendant, cause of action, date of docketing, attorneys, disposition of last court, remarks. Arr. numer. by no. of cause under term of court. No index. Hdw. on printed ruled form. 200 double pp. 16 x 12 x 2 $\frac{1}{2}$. Vault.

146. CIVIL COURT OF FLORENCE JOURNAL, 1929--. 1 vol.

Record of proceedings in civil court of Florence, showing defendants, plaintiffs, jurors, witnesses, judge, verdict, judgment, and any matter especially ordered by court to be entered. Arr. chron. Indexed by name of defendant. Hdw. 603 pp. 18 x 12 x 2 $\frac{1}{2}$. Vault.

XI. MASTER

The office of master was originally attached to the court of equity. It is mentioned in the act reorganizing the courts in 1721 (Stat. VII, 163) but probably existed before that time.

For abbreviations and explanatory notes see pages 12-14

The office was abolished on the reorganization of courts in 1868 and the trial of civil cases by referee was provided for in all counties (Stat. XIV, 137-138). Beginning in 1878 (Stat. XVI, 609-10, 766), many of the counties have replaced the referee with the office of master, much as it existed under the court of equity. Florence County had the referee from its formation in 1889 until 1910 when the office of master was created (Stat. XXVI, 641). At first the duties were devolved on the judge of probate and it was not until 1925 that the master became a separate office (Stat. XXXIII, 948).

The master is appointed by the governor with the advice and consent of the senate for a term of four years (Code 3678). He is an official of the court of common pleas and relieves the docket by hearing and reporting on matters referred to him. Under court order, he has hearings of cases praying equitable relief, and he may grant orders for partition of estates and admeasurement of dower, but those are valid only when not contested. All of his orders are subject to revision by the presiding judge at the succeeding term of court or by the resident judge at chambers (Code 3696, 3698). He has power to compel the attendance of witnesses, to punish for contempt, to administer oaths, and to take affidavits (Code 3699). He attends the sittings of court in all cases in which he has acted officially, and makes such sales as the court orders in granting equitable relief (Code 3692).

The master makes an annual report to the court of all estates in his charge, showing accounts of money received and paid, with vouchers for such transactions (Code 3701). He is required to keep a reference book for recording all proceedings in the hearings, and a ledger for the accounts of funds handled (Code 3702). The master of Florence County has a particularly efficient bookkeeping system.

For records of clerk of court when acting as referee, see entries 136, 137.

147. REFERENCE BOOK, 1931--. 1 vol. Missing or not kept: 1910-30. Transcripts of reports on civil cases referred to the master, showing date of reference, attorneys, witnesses, date master's report filed, testimony and decisions. Arr. chron. Indexed by name of plaintiff. Hdw. 800 pp. (148 used) 16 x 12 x 3. Office.

148. MASTER'S SALES, 1910-31. 14 vols. (1-14). Record of sales for foreclosure and other causes for equitable relief, showing property sold, purchaser, date, and amount. Arr. chron. No index. Hdw. 126 to 472 pp. 14 x 8½ x ½ to 12 x 7 x 2. Office.

For subsequent records, see entry 150.

149. LEDGER, 1910-30. 3 vols. Record of accounts of money received from sales and money paid out, showing name, date, amount and for what purpose. Arr. chron. Indexed by name of account. Hdw. on ruled form. 199 to 472 pp. 14 x 8 x 1 to 3. Office.

For subsequent records, see entry 150.

For abbreviations and explanatory notes see pages 12-14

150. LEDGER AND SALES RECORD, 1931--. 2 vols.

Record of sales for foreclosure and other causes for equitable relief combined with record of accounts, showing title of cause, attorneys, term and date of decree, interest of parties, amount of sale, and itemized list of disbursements in the cause with check and receipt numbers of each. Arr. chron. Indexed by name of cause. Hdw. on printed form. 402 double pp. 12 x 16 x 3. Office.

For prior records, see entries 148, 149.

151. (SALE SHEETS), 1931--. 1 vol.

Sales sheets, showing property sold, date of sale, purchaser, amount of bid, deposit on bid, memoranda of cost, affidavit of printer, and copy of advertisement. Arr. chron. No index. Hdw. on printed form. 300 pp. loose leaf, 11½ x 9 x 1½. Office.

152. (CHECK STUBS), 1931--. 3 vols.

Stubs of checks for disbursements, showing check number, date, place, caption of case, amount, to whom given. Arr. numer. by no. of check. No index. Hdw. on printed form. 500 pp. 15 x 8 x 2. Office.

153. RECEIPTS, 1931--. 4 vols. (1-4).

Receipts for disbursements tallying with check stubs, showing date, caption of case, amount, to whom given, number corresponding to check. Arr. numer. by receipt no. No index. Hdw. on printed form. 800 pp. 15 x 8 x 2. Office.

XII. JUDGE OF PROBATE

This office began in South Carolina in 1671 when wills were proved before the governor presiding over the grand council as a court of orphans (JGC pp. 42, 49). Subsequently there were several changes. From 1800 to 1868 each judicial district had an ordinary (1799, Stat. VII, 294). Under the constitution of 1868, the probate court was created, combining the duties of the ordinary with some of the duties of the defunct court of equity (art. IV, 20). In 1868, by legislative enactment, the probate court was made a court of record, with power to issue warrants and processes to be enforced by the sheriff (Stat. XIV, 76-77). The constitution of 1895 made the probate court dependent upon the legislature in all counties except Charleston where it alone remains a constitutional court (art. V, 19). In Florence County the probate court dates from 1889.

The judge of probate is a statutory official elected for a term of four years (Code 3640), whose duties are concerned with transmission of estates and with domestic relations. His title is derived from his duty of testing the genuineness of the wills brought to be recorded. Proceedings are instituted by petition, under rules of practice made by the state supreme court. After petition and publication of citation, a surety bond is signed by a representative of the estate, to whom the judge then issues a letter authorizing him as fiduciary to perform his duties. No change has been made in this procedure since the beginning of the office in South Carolina.

The records system was standardized in 1839, to require that an alphabetical index be kept in a book, showing the location of the packages of original papers of record for each estate, and that transcriptions be made in separate volumes for each series, of wills, inventories (with appraisements and sales), bonds, letters, and returns of administrators and guardians, each book with an "index in the surnames of the parties" (Stat. XI, 47-48). In 1882, all suits for partitions of real estate were placed under the jurisdiction of the court of common pleas (Stat. XVII, 982), but the judge of probate may order sale of real property as an asset for debt and he is still required to keep a record of division and sale of real estate. At all times, his cash book, showing accounts with individual estates, is open to inspection as a public record. (Code 3648.)

In addition to records of estates, he is required to keep a file book for papers filed in any suit (probate court rules, I), and a calendar or docket of cases (*ibid.*); a journal for every judgment, sentence, act, or order in his official capacity (1839, Stat. XI, 48); and an index to his decrees for the payment of money, which he must enroll in the court of common pleas to give them the force of judgments against the estates concerned (1840, Stat. XI, 118; Code 3648).

When an estate is derelict because no executor or administrator qualifies, he 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 8627, 8630). An index to lands devised, with a full description of the property, for convenience in tracing land title, is required (Stat. XVIII, 131; Code 3648), but is seldom kept. Since 1923, he has reported to the state tax commission the value of each estate and has filed a copy of the statement in the package of estate papers (Stat. XXXII, 807). Since 1925, he has settled estates of \$500 and less without administration (Stat. XXXIV, 93; Code 9028).

Under certain conditions, he may commit insane persons to the State Hospital (1870, Stat. XIV, 436; Code 6226-29); and incorrigible children to reformatories (1912, Stat. XXVII, 764; Code 247). Since 1911, he has issued marriage licenses and kept a marriage register (Stat. XXVII, 131-33; Code 8557-61). In 1919, he became clerk of the board of honor (Acts p. 276), disbursing state pensions to veterans, widows, and faithful negro servants of the Confederacy (Code 4981), but in 1937, the state comptroller general assumed this duty (Acts p. 639). Under the "quart a month" law of 1917 (Acts p. 70), he issued permits to import intoxicants from "wet" states by public carrier, until the 18th amendment to the federal constitution went into effect on January 1, 1919. Upon national repeal in 1933, he resumed this duty until a state law of 1935 repealed state prohibition (Acts p. 325).

Transmission of Property

Papers of Record and Indices

(See also entries 83, 120, 168)

154. (ESTATE PAPERS), 1889--. 3471 pkgs. in 147 file boxes (1-3471). Original papers connected with settling estates, including wills, letters,

For abbreviations and explanatory notes see pages 12-14

surety bonds, inventories, sales, returns, citations, summons for relief, and all other papers pertaining to settlement of estates. Arr. by no. of pkg. Hdw. and typed. 11 x 5 x 13. Record room.

For transcripts of these papers, see entries 158-167.

155. GENERAL INDEX, 1889--. 2 vols. (1, 2).

Index to probated estates, showing name of estate, name of executor, administrator or guardian, office, date, number of package. Arr. alph. by name of estate. Hdw. on printed ruled form. 200 pp. 18 x 13 x 3. Record room.

156. INDEX TO LANDS DEVISED (Record), 1889--. 1 vol. Last entry 1905. Record of lands bequeathed by will, showing names of devisors, names of devisees, description of lands devised, date of will, where recorded. Arr. alph. by name of estate. Hdw. on printed ruled form. 400 pp. 18 x 13 x 2 $\frac{1}{2}$. Record room.

157. SALES (Papers), 1889-1921. 1 file box.

An accumulation of miscellaneous papers such as orders of probate court to sell real estate, receipts, records of bankrupt sales, petitions for letters of administration. No arr. No index. Hdw. and typed. 11 x 5 x 13. Record room.

Transcripts (For Original Papers, see entry 154)

158. RECORD OF WILLS, 1889--. 3 vols. (1-3). Title varies: Wills.

Transcripts of probated wills, with oath of witness and certificate of proof. Arr. chron. Indexed by name of estate. Hdw. 750 pp. 16 x 12 x 3. Record room.

159. BONDS, 1889--. 5 vols. (1 unlabeled, 1-3, 3A). Last entry 1927.

Title varies: Administrators' and Guardians' Bonds; Administration Bond; Administrators' Bonds.

Transcripts of surety bonds given to probate judge by administrators and guardians for faithful performance of duties, showing date, name of person bonded, names of sureties, conditions and amount of bond. Arr. chron. Indexed by name of estate. Hdw., 1889-1907; hdw. on printed form, 1904-27. 300 to 600 pp. 16 x 12 x 1 $\frac{1}{2}$ to 18 x 12 x 3. Record room.

160. LETTERS, 1889-1901. 1 vol.

Transcripts of: Letters Testamentary, 1889-98, entry 161; Letters of Administration, 1889-98, entry 162; Letters of Guardianship, 1889-98, entry 163; Letters Dismissory, 1889-1901, entry 164. Arr. chron. under above classifications. Indexed by name of estate. Hdw. 748 pp. 16 x 12 x 3. Record room.

161. LETTERS TESTAMENTARY, 1898--. 1 vol. Last entry 1926. 1889-98 in Letters, entry 160.

Transcripts of letters giving executors named in wills charge of estates,

showing date, estate, executor. Arr. chron. Indexed by name of estate. Hdw. on printed form. 500 pp. $12\frac{1}{2} \times 9 \times 2$. Record room.

162. LETTERS OF ADMINISTRATION, 1898--. 2 vols. Last entry 1928.
1889-98 in Letters, entry 160.

Transcripts of letters appointing administrator for estates in cases where owners died intestate or executor named in will did not act, showing estate, name of administrator, dates. Arr. chron. Indexed by name of estate. Hdw. on printed form. 500 and 512 pp. $15 \times 9\frac{1}{2} \times 2\frac{1}{2}$ and $16 \times 12 \times 2\frac{1}{2}$. Record room.

163. LETTERS OF GUARDIANSHIP, 1898--. 1 vol. Last entry 1927.
1889-98 in Letters, entry 160.

Transcripts of letters appointing guardians for minors, showing dates, minors, and guardians. Arr. chron. Indexed by name of estate. Hdw. on printed form. 501 pp. $15 \times 9\frac{1}{2} \times 2\frac{1}{2}$. Record room.

164. LETTERS DISMISSORY, 1901--. 1 vol. Last entry 1929.
1889-1901 in Letters, entry 160.

Transcripts of letters dismissory, relieving guardian, administrator, or executor of duties, showing dates, estates or minor, guardian, executor or administrator. Arr. chron. Indexed by name of estate. Hdw. on printed form. 448 pp. $14 \times 9 \times 2$. Record room.

165. INVENTORIES, APPRAISEMENTS AND SALES, 1889--. 2 vols. (1,2).
Last entry 1927.

Transcripts of itemized lists of property of an estate, showing appraised value or amount for which sold. Arr. chron. Indexed by name of estate. Hdw. 700 pp. $18 \times 12 \times 3$. Record room.

166. RECORD OF SALES, 1890--. 1 vol. Last entry 1920.

Transcripts of proceedings for sale of property in aid of assets, showing names of parties, petitions and motions of plaintiff, testimony and orders of judge of probate. Arr. chron. Indexed by name of estate. Hdw. 696 pp. $18 \times 12 \times 3$. Record room.

167. RETURNS, 1890--. 2 vols. Last entry 1930.

Transcripts of returns of receipts and disbursements by executors, administrators and guardians, including final settlement. Arr. chron. Indexed by name of accounts. Hdw. 757 pp. $16 \times 12 \times 3$. Record room.

Estates less than \$500

168. ESTATE FUND, 1931--. 2 file boxes.

Original papers for estates of less than \$500 in which judge of probate acts as administrator, such as affidavits of heirs and receipts for money turned over to them. Arr. chron. No index. Hdw. on printed form. $11 \times 5 \times 13$. Record room.

169. JOURNAL, 1926--. 3 vols. Title varies: Ledger; one vol. has no title.

Ledger accounts for estates of less than \$500 handled by the judge of probate

For abbreviations and explanatory notes see pages 12-14

showing name of estate, dates, receipts and disbursements. Arr. by estate account. Indexed by name of estate. Hdw. 184 to 472 pp 14 x 9 x $\frac{1}{2}$ to 16 x 11 x 2. Record room.

170. ESTATE FUNDS, 1933--. 1 vol.

Day book for estates of less than \$500 handled by the judge of probate, showing date, to whom given or from whom received, and amount. Arr. chron. No index. Hdw. 88 pp. 12 x 8 x $\frac{1}{2}$. Record room.

171. MONEY RECEIPTS, Oct. 1937--. 1 vol.

Receipts for money paid out by judge of probate in handling estates of less than \$500, showing date, estate, amount, ledger, page and signature of person receiving money. Arr. chron. No index. Hdw. on printed form. 200 pp. 9 x 9 x $1\frac{1}{2}$. Record room.

172. (CHECK STUBS), July 1937--. 1 vol.

Stub record of checks for money disbursed by the judge of probate in handling estates of less than \$500, showing date, to whom given, purpose, and amount. Arr. chron. No index. Hdw. on printed form. 100 pp. 10 x 13 x 1. Record room.

Court Proceedure

173. JOURNAL, 1889--. 1 vol. Last entry Sept. 21, 1912.

Record of general proceedings of probate court, showing wills probated, letters issued and other matters handled. Arr. chron. Indexed by name of estate. Hdw. 748 pp. 16 x 11 x 3. Record room.

174. JOURNAL OR PROCEEDINGS AND ORDERS OF PUBLIC GUARDIAN, 1897--.

1 vol. Last entry 1910.

Transcripts of returns made by judge of probate acting as public guardian, showing account of funds handled. Arr. chron. Indexed by name of estate. Hdw. 588 pp. (39 used) 16 x 12 x $2\frac{1}{2}$. Record room.

For petitions and orders, see entry 138.

Lunacy

175. LUNACY PROCEEDINGS, 1901--. 6 file boxes (lettering varies).

Missing: 1895-1900.

Original papers of commitments to state hospital for insane persons. Arr. alph. by name of lunatic. No index. Hdw., typed, and hdw. on printed form. 11 x 5 x 13. Record room.

176. MISCELLANEOUS FILES, 1911-30. 1 file box.

Letters regarding insane persons, notices to sheriff, doctors' reports, and other papers relating to lunacy cases prior to 1932. Arr. chron. No index. Hdw., typed, and hdw. on printed form. 11 x 5 x 13. Record room.

For abbreviations and explanatory notes see pages 12-14

Judge of Probate - Juvenile Cases;
Marriages; Pensions

(177-183)

Juvenile Cases

177. JUVENILE PROCEEDINGS, 1895--. 4 file boxes.

Record of court proceedings pertaining to juvenile cases and commitment of incorrigible minors to state reformatories. Arr. chron. 1895-1925, 1934; arr. alph., 1926-33. No index. Hdw. 11 x 5 x 13. Record room.

178. FILE DOCKET (Juvenile), 1932-33. 1 vol. Discontinued.

Record of juvenile cases, showing name, age, charge, and disposition. Arr. chron. Indexed by name of child. Hdw. on printed ruled form. 227 pp. 16 x 12 x 2. Record room.

Marriages

179. (MARRIAGE LICENSES AND CERTIFICATES), April 1936--. 2 cardboard boxes. Prior records destroyed (supra pp. 10, 11).

Duplicate marriage license and certificate, showing name, age, race, nationality of man and of woman, date license issued, signature of judge of probate, date ceremony performed, signature and title of person performing ceremony, signatures of contracting parties and of witnesses. No arr. Indexed in entry 182. Hdw. and typed on printed form. 4 x 5 x 12. Record room.

180. (AFFIDAVITS TO OBTAIN MARRIAGE LICENSES), April 1936--. 2 cardboard boxes. Prior records destroyed (supra pp. 10, 11).

Signed statement under oath, showing name of man, age, place of residence, race, nationality, name of woman, age, place of residence, race, nationality, and signature. No arr. No index. Hdw. on printed form. 4 x 5 x 12. Record room.

181. SEPARATION PAPERS, 1933--. 1 file box.

Agreement of legal separation between married parties, showing names and agreement not to be bound by obligations. No arr. No index. Typed. 4 x 4 x 10. Record room.

182. MARRIAGE REGISTER, 1911--. 4 vols. (1 unlabeled, 2-4).

Record of marriages serving also as index to (Marriage Licenses and Certificates), entry 178, showing certificate number, name, age and residence of man; name, age, and residence of woman; date of issue of license, name and title and address of person performing ceremony, date of marriage, date of return. Arr. alph. by name of man. No index. Hdw. on printed ruled form. 600 pp. 16 x 12 x 2 $\frac{1}{2}$. Record room.

Pensions

183. PENSION ROLLS, 1925-37. 4 file boxes. Missing: 1919-24.
Discontinued.

Papers pertaining to state Confederate pensions, and applications for admit-

For abbreviations and explanatory notes see pages 12-14

Magistrates

(184-186)

tance to Confederate veterans' home. Arr. chron. No index. Typed. 11 x 5 x 13. Record room.

184. CANCELLED CHECKS, 1933-37. 1 file box. Missing: 1919-32. Discontinued.

Cancelled checks and check stubs kept as receipts for state Confederate pensions. No arr. No index. Hdw. on printed form. 11 x 5 x 13. Record room.

185. CONFEDERATE PENSION RECORDS, 1916-37. 1 vol. Discontinued. Record of distribution of state pension funds, showing name of pensioner, purpose for which money was sent, name of pensioner to whom paid, name of party receiving check, date check was delivered, name and location of bank. Arr. chron. No index. Hdw. on printed ruled form. 201 double pp. 17 x 15 x 2. Record room.

Liquor Permits

186. LIQUOR PERMITS ISSUED, 1933-35. 1 vol. Destroyed: 1917-18. Discontinued.

Register of permits issued for importing, by public carrier, one quart of intoxicating liquor, showing date, certificate number, name of applicant, office, carrier, amount and kind of liquor. Arr. alph. by name of applicant. No index. Hdw. on printed form. 100 pp. 18 x 12 x 1. Record room.

XIII. MAGISTRATES

Magistrates as justices of the peace were the first local representatives of the law in what is now Florence County and they probably arrived with the first settlers. Under the constitution of 1868 they were known as justices of the peace or trial justices and were elected by the voters in each county (art. IV, 21). This was the situation in Florence County from its organization in 1889 until the constitution of 1895 restored the name magistrate and provided that they be appointed by the governor with the consent of the senate (art. V, 20) for a term of office of two years. It is customary for them to be nominated in the primary elections (Code 2365).

The number of magistrates in Florence County has varied from time to time. At present there are nine, one for each of the following localities: Florence, Timmonsville, Olanta, Lake City, Johnsonville, Pamplico, Evergreen, Cowards and the vicinity of Kingsburg (Stat. XXXVIII, 517). They may sit as an examining court, administer oaths, take depositions and renunciations of dower (1839, Stat. XI, 30; Code 3714), and they may bind to keep the peace not to exceed twelve months (Const. 1895, art. V, 21). In certain cases a magistrate may act as coroner (1839, Stat. XI, 23; Code 3562).

Proceedings are instituted in criminal cases by information under oath (Code 930) and indictment by the grand jury is not essential.

For abbreviations and explanatory notes see pages 12-14

Magistrates are required to make monthly reports of fines collected to the auditor, and to the treasurer (1871, Stat. XIV, 655; Code 3723), to whom these collections must be paid. Their accounts are audited by the board of commissioners, to whom they submit their dockets at quarterly meetings (1875, Stat. XV, 863; 1898, XXII, 750; Code 3719, 3730).

The magistrate's court is not a court of record. On demand of a person in whose favor he has rendered judgment, the magistrate must give a transcript thereof, which may be docketed in the court of common pleas, and entered by the clerk of court upon the abstracts of judgments (1870, Stat. XIV, 441; Code 273). Should the judgment become null the entry becomes null. The magistrate is required to keep only two records: a docket for criminal cases and a docket for civil cases (1839, Stat. XI, 14; Code 3717), and when he goes out of office these should be turned over to his successor, who will proceed with unfinished cases.

For Magistrate Reports, see entries 220, 262; see also Book of Estrays, entry 141.

187. CRIMINAL DOCKET, 1877--. 26 vols.

Record of criminal cases tried before trial justices or magistrates, showing title of case, offense, witnesses, jurors, office, magistrate's cost, fines, constable's costs, verdict, and disposition of case. Volumes are divided among districts as follows:

| Volumes | Dates | Magistrate or District | Location |
|---------|---------|------------------------|-------------------------|
| 6 | 1877-90 | S. F. Cole | CC, clerk's vault |
| 2 | 1923-31 | Florence | " " " |
| 2 | 1931-32 | " | Jail, hall |
| 3 | 1933-- | " | CC, magistrate's office |
| 3 | 1930-33 | Timmonsville | Jail, hall |
| 1 | 1935-36 | " | CC, governing bd. vault |
| 1 | 1924-26 | Lake City | Jail, hall |
| 1 | 1933-36 | " " | CC, governing bd. vault |
| 1 | 1933-36 | Cowards | " " " " |
| 1 | 1929-36 | Evergreen | " " " " |
| 1 | 1931-36 | Johnsonville | " " " " |
| 2 | 1925-36 | Hymans | " " " " |
| 1 | 1927-28 | Olanta | Jail, hall |
| 1 | 1912-25 | Cains Township | " " |

Arr. chron. Indexed by name of defendant. Hdw. on printed ruled form. 74 to 150 double pp. 14 x 10 x 1 to 16 x 10 x $\frac{1}{2}$.

188. CIVIL DOCKET, 1878--. 6 vols.

Record of civil cases tried before magistrates, showing date of summons, names, cause of action, appearance, witnesses, date of trial, jurors, amount and verdict. Volumes are divided among districts as follows:

| Volumes | Dates | Magistrate or District | Location |
|---------|-----------|------------------------|-------------------|
| 2 | 1878-88 | S. F. Cole | CC, clerk's vault |
| 1 | 1894-1901 | Florence | Jail, hall |

For abbreviations and explanatory notes see pages 12-14

| Volumes | Dates | Magistrate or District | Location |
|---------|------------------|------------------------|--------------------------|
| 2 | 1917-21, 1927-31 | Florence | CC, clerk's vault |
| 1 | 1932-- | Florence | CC, magistrate's office. |

Arr. chron. No index, 1917--; indexed by name of defendant, 1878-88. Hdw. on printed ruled form. 75 to 300 double pp. 15 x 11 x $\frac{1}{2}$ to 16 x 10 x 1.

189. ATTACHMENTS, Feb. 1935--. 11 file boxes. Title varies: Claim and Delivery; Summons for Debt; Notice of Appeals; Ejectments; Notice to Show Cause; Notice of Sale; Distrain.

Various related legal papers for civil cases tried by magistrate, showing names of parties, kind of property or amount of money involved, and kind of process petitioned for, or ordered. Arr. by class of paper. No index. Hdw. and typed, usually on printed form. 5 x 4 x 12. Office.

XIV. SHERIFF

In 1769 when the office of provost marshall of the province was abolished (Grimke, Public Laws..., pp. 268-75) a sheriff was provided for each judicial district in South Carolina. Florence County has had a sheriff since its organization in 1889.

The sheriff is a constitutional officer and is at present elected for a term of four years (art. V, 30). He 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). In preserving the peace, he may call to his assistance any person (Code 1952) and in the duties of his office he is assisted by deputies (Code 3486, 3489). He makes judicial sales (Code 3542), and once a month he has regular sales at the courthouse (Code 9073). Every sixty days he has a settlement with the treasurer, to whom he pays county funds he has collected (Code 3547); and once a month he makes statements in writing to the auditor and to the treasurer of fines and moneys collected (Code 3544).

Formerly the sheriff collected delinquent taxes under execution, but in 1929 the office of tax collector was established in Florence County to perform this work (Stat. XXXVI, 17-20). Up until 1934 the sheriff of Florence County had charge of the jail and all prisoners, but since the jailer is now appointed by the governing board the sheriff has been relieved of the responsibility for the custody of prisoners (Stat. XXXVIII, 1219).

For jail records, see entries 205-208; for tax execution records, see entry 265.

Writs, Warrants and Executions

190. WRIT BOOK, 1889--. 7 vols. (2 unlabeled, C, D, F-H). Record of civil and criminal processes served by sheriff, such as rules, interrogatories, injunctions and attachments, showing names of parties, attorneys, kind of action, when lodged, by whom served, how served, when

For abbreviations and explanatory notes see pages 12-14

served, miles traveled, sheriff's cost; includes warrants, 1889-1912. Arr. chron. Doubly indexed by names of plaintiff and defendant, 1889-1907; indexed by name of plaintiff, 1907-1918; no index, 1918--. Hdw. on printed ruled form, 268 to 367 double pp. 18 x 12 x 3. 1 vol., 1893-1907, jail, front office; 6 vols., 1889--, CC, sheriff's office.

For warrants subsequent to 1912, see entry 191.

191. WARRANT DOCKET, 1913--. 1 vol.

Record of warrants, showing name, offense, date of entry, by whom issued, sent to, date sent, returned, and by whom arrested. Arr. chron. Indexed by name of person for whom warrant issued. Hdw. on printed ruled form, 300 double pp. 14½ x 9 x 2. Office.

For prior records, see entry 190.

192. EXECUTION BOOK, 1889--. 2 vols. Title varies: Executions.

Record of final processes served by the sheriff, showing kind of process, when lodged, original entry, names of parties, debit interest and costs, attorney, amount received, date of levy, receipts; contains records of property sold, 1929--. Arr. chron. Indexed by name of plaintiff, 1889-1925; no index 1925--. 400 to 900 pp. 18 x 12 x 2 to 20 x 14 x 4. 1 vol., 1889-1925, clerk's vault; 1 vol., 1925--, office.

For prior sales records, see entry 196.

193. EXECUTIONS, 1935--. 4 file boxes (A-Z).

Original final processes given sheriff to serve, showing parties' names, attorneys' names, kind of action, when lodged, by whom served, how and when served, sheriff's cost, number miles traveled in service. Arr. alph. by name of defendant. No index. Typed on printed form. 11 x 5 x 13. Office.

194. ARREST WARRANT & BENCH WARRANTS, 1923--. 3 file boxes.

Title varies: Old Florence County Warrants; 1 file box has no title.

An accumulation of arrest and bench warrants, many of them from other counties and states, which have not been served for various reasons. No arr. No index. Hdw. and typed on printed form. 11 x 5 x 13. Office.

195. CIVIL PAPERS AND COURT ORDERS, 1923--. 2 file boxes.

Title varies: Civil Papers for Service.

An accumulation of various original papers such as writs and orders from the court for the sheriff to perform certain duties. No arr. No index. Hdw. and typed, often on printed form. 11 x 5 x 13. Office.

Sales

196. SHERIFF'S SALE BOOK, 1890--. 5 vols. Missing: 1919-24. Last entry 1929. Title varies: Sales Book.

Record of sales by sheriff under tax execution from treasurer and execution issued by the court, showing names of parties, description of property sold, when sold, amount of sale, names of sureties, bond due, how applied. Arr. chron. No index. Hdw. on printed ruled form, 100 to 335 pp. 12 x 7½ x ½

For abbreviations and explanatory notes see pages 12-14

Sheriff - Claim and Delivery Proceedings
Criminal Records

(197-202)

to 18 x 12 x 3. 2 vols., 1898-1918, jail, front office; 3 vols., 1890-1929, CC, office.

Subsequent sales by court order are recorded in entry 193; sales for tax execution are now made by tax collector, see entry 265.

Claim and Delivery Proceedings

197. CLAIM AND DELIVERY SERVED BY SHERIFF, 1932--. 2 file boxes. Copies of summons and complaint affidavits, and summonses served by sheriff in proceedings to recover possession of personal property, showing parties' names, attorneys' names, kind of action, when lodged, by whom served, how and when served, sheriff's cost, number of miles. No arr. No index. Typed on printed form. 11 x 5 x 13. Office.

198. BONDS, 1933--. 1 file box. Surety bonds posted by claimants in claim and delivery proceedings for recovery of personal property, showing amount of money or property put up for bond, name of person giving bond, purpose, condition and name of person for whom bond is given. No arr. No index. Typed on printed form. 11 x 5 x 13. Office.

Criminal Records

199. IDENTIFICATION BUREAU (Register), 1933--. 1 vol. List of criminals, showing number, name, alias, residence, place of birth, fingerprint identification number, date filed, offense, date of arrest, disposition, expiration of sentence, nationality, sex, age, color, build, height, weight, hair, eyes. Arr. numer. by no. of criminal. For index, see entry 201. Hdw. on printed ruled form. 251 double pp. 17½ x 15 x 2. Jail, fingerprint room.

200. (CRIMINAL RECORD CARDS), 1929--. 2 file drawers. Shows name, address, place of birth, age and physical description of each prisoner, his criminal record and fingerprints. Arr. numer. by fingerprint identification no. Hdw. on printed form. 12 x 13½ x 30. Jail, fingerprint room.

201. INDEX CARDS, 1929--. 2 file boxes. An index to Identification Bureau (Register), entry 199, and to (Criminal Record Cards), entry 200, showing name of criminal, number, and fingerprint identification number. Arr. alph. by name of criminal under headings: white males, colored males, white females, colored females. Hdw. on printed form. 6 x 12 x 13. Jail, fingerprint room.

202. AFFIDAVITS AND TESTIMONY, 1935--. 1 file box. Signed affidavits, testimony of witnesses, and confessions of criminals before cases are brought to trial. No arr. No index. Typed. 11 x 5 x 13. Office.

For abbreviations and explanatory notes see pages 12-14

203. SHERIFF'S TAX EXECUTION BOOK (Criminals Arrested), 1933--. 1 vol.

Memorandum record of offenders, showing name of offender, offense, and disposition of case; also newspaper clippings of sheriff's sales, and of arrests by deputies. Arr. alph. by name of offender. No index. Hdw. on ruled form. 250 pp. 18 x 12 x $\frac{1}{2}$. Office.

Correspondence

204. (GENERAL CORRESPONDENCE), 1932--. 1 file drawer.

Letters received by sheriff and copies of replies. Arr. alph. by name of correspondent. No index. Hdw. and typed. 12 x 12 x 24. Office.

XV. JAILER

The general practice in South Carolina is that the sheriff has the custody of the county jail. The sheriff may appoint a jailer to keep the jail, but the sheriff is responsible for the jailer's conduct and for the safekeeping of the prisoners (Code 1938, 1940).

Since 1934, however, in Florence County the jailer has been appointed by the governing board, and the sheriff is no longer responsible for the prisoners after they have been turned over to the jailer (Stat. XXXVIII, 1219).

The chief record is the jail book. Since federal prisoners may be confined in the county jail (Code 1942), two jail books are kept.

205. JAIL BOOK, 1891--. 6 vols.

Record of persons committed to county jail, showing number, name of prisoner, offense, date of arrest, date of commitment, by whom committed, when released, and how released. Arr. chron. No index. Hdw. on printed ruled form. 100 to 300 double pp. 14 x 9 x 1 to 16 x 12 x 3. 4 vols., 1891-1932, front office; 2 vols., 1910--., private office.

206. JAIL BOOK U(nited) S(tates) PRISONERS, 1918-23, 1933--. 2 vols.

Register of federal prisoners committed to county jail for custody or to serve short sentences, showing name of prisoner, offense, by whom committed, term of sentence, date of sentence, period charged for, total charge, how released. Arr. alph. by name of prisoner. No index. Hdw. on printed ruled form. 100 to 151 pp. 14 x 9 x $\frac{1}{2}$ to 1. 1 vol., 1918-23, front office; 1 vol., 1933--., private office.

207. DAY BOOK FEDERAL (Prisoners), 1925--. 2 vols. One vol has no title.

Memorandum of federal prisoners committed to county jail for custody or to serve short sentences, showing name of prisoner, offense, date, by whom committed, when discharged and how. Arr. chron. No index. Hdw. 152 to 376 pp.

12 x 8 x $\frac{1}{2}$ to 15 x 6 x 1. 1 vol., 1925-29, front office; 1 vol., 1929--, private office.

208. COMMITMENTS, 1928--. 4 file boxes and 9 pigeon holes, 1 drawer and 1 compartment of a desk. Title varies: Discharges; only the file boxes have titles.

Various papers concerning the jail, mostly commitments and discharges of prisoners, showing name of prisoner, date, and signature of authority giving the order. No arr. No index. Hdw., and hdw. and typed on printed form. File boxes, 11 x 5 x 13; pigeon holes, 4 x 4 x 8; drawer, 4 x 12 x 24; compartment, 24 x 12 x 14. 4 file boxes, 1929-33, CC, sheriff's office; 9 pigeon holes, 1 drawer, 1 compartment, 1928--, jail, private office.

XVI. RURAL POLICE COMMISSION (inactive)

In South Carolina, deputy sheriffs, constables, and rural policemen perform duties which overlap and are constantly shifting from one to the other. The last came into existence during the decade of 1890 as a result of the mill villages outside the limits of unincorporated towns (Acts 1898, p. 793). It later developed into a system for patrolling rural areas.

The first act providing for rural police in Florence County was passed in 1911 (Acts p. 209). There were several subsequent changes, the police being at times under the sheriff and at times under the supervisor, a chief of rural police or a police commission (Acts 1913, p. 159; 1915, p. 454; 1925, p. 722). In 1928 the police commission consisted of three persons appointed by the governor. The term of office was not stated in the act. They were authorized to employ seven rural policemen, who patrolled the county and who were also required to perform the duties of constables. (Acts, p. 1870.) No appropriation has been made for the rural police since 1928 and apparently they have been discontinued. In 1931 the constables were charged with the duties of policing the county and enforcing the state laws (Acts p. 32).

For records, see entry 3.

XVII. CORONER

This office, which is of English origin, was brought to South Carolina in the earliest colonial times. Florence County has had a coroner since its formation in 1889.

The coroner is a constitutional officer, elected for a term of four years (Const. 1895, art. V, 30). He is charged to inquire into the cause of violent or mysterious deaths. Because historically the office is closely

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related to that of the sheriff, he is not permitted to act under any order or appointment of the sheriff. He must act as sheriff when there is a vacancy in the office. Moreover, if the sheriff is a party to a suit, the judicial processes are served and executed by the coroner. Thus the coroner is the only county official who may arrest the sheriff. (1839, Stat. XI, 49-55; Code 3559, 3561, 3566-67.)

The coroner is required to keep a book of inquisitions, and to file original inquisitions with the clerk of court (1839, Stat. XI, 53; Code 3563-65).

209. CORONER'S INQUISITIONS, 1889--. 4 vols. Title varies: Inquisitions.

Record of coroners' inquests into cases of violent or mysterious death, showing testimony of witnesses and findings of the jury. Arr. chron. No index, 1889-1928; indexed by name of deceased, 1929--. Hdw. 700 pp. 16 x 12 x 2 $\frac{1}{2}$. 3 vols., 1889-1926, clerk's vault; 1 vol. 1929--, coroner's office.

For original papers, see entry 107.

XVIII. AUDITOR

The auditor is the chief tax assessing official of the county. The office has existed in South Carolina since 1868, when the duties of the old office of tax collector were divided between the auditor and the treasurer (Stat. XIV, 28-67). Florence County has had an auditor since its formation in 1889.

The auditor is a combination state and county statutory official, two-thirds of his salary being paid by the state and one-third by the county (Code 2700). 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 (Code 2698).

The records for the office were standardized in 1874, when a register of current conveyances became a requirement (Stat. XV, 761; Code 2727). Since 1871, the auditor has received the returns of taxpayers (Stat. XIV, 623; Code 2703). From these, after careful corrections (by the board of assessors and of equalization, and by the auditor from his records of changes in ownership), he makes up the new tax schedules in duplicate, for himself and the treasurer (Code 2713). He sends an abstract of taxable property in each tax district (Code 2712) to the comptroller general, who prescribes the system of bookkeeping (Code 2731) and has the printed form made up into books for the auditor's and treasurer's duplicates. These the comptroller general forwards to the county, and must examine at least once each year (Code 2732). Upon his duplicate, the auditor enters each taxpayer's name and schedule of property, assigning every taxpayer a number which appears upon the treasurer's record also, and again upon the tax receipt or the tax execution, as the case may be. At the time of the annual balancing of accounts, known as the "settle-

ment", the auditor receives from the treasurer all cancelled warrants, coupons, and other vouchers of disbursements, which he files by years as settlement papers (see entry 218). The settlement sheets are signed in duplicate by the county treasurer with each official whose accounts are balanced; one copy goes to the comptroller general and the other is filed by the auditor (1893, Stat. XXI, 401; Code 2841). The auditor also keeps a permanent record of all abatements of taxes (1900, Stat. XXIII, 307; Code 2734). In 1903, the auditor was required to file in his office quarterly reports of sales by dealers in explosives (Stat. XXIV, 125; Code 1304).

Records formerly required but no longer kept are: Forfeited Lands (1868, Stat. XIV, 63); Sales of Lands for Taxes (ibid. p. 60); Dispensers' Request Book (1898, Stat. XXII, 745) and Returns of Dispensers (1896, Stat. XXII, 132-33).

Taxation

210. (TAX RETURNS), 1926--. 171 vols. Prior records destroyed. Sworn statements by taxpayers, itemizing real and personal taxable property. Arr. alph. by name of taxpayer under school district. No index. Hdw. on printed form. 200 to 800 pp. 9 x 14 x 2 to 6. 30 vols., 1926-29, jail, hall; 50 vols., 1930-34, CC, clerk's vault; 91 vols., 1935-- , CC, auditor's office.

211. AUDITOR'S DUPLICATE, 1889--. 99 vols. Missing: 1891-92, 1896, 1898.
Detailed tax schedule of all taxable property, showing school district, name of taxpayer, residence, real estate, total value of all real property; total value of all personal property; total value of all taxable property; total tax; poll, road tax, dogs, description. household furniture, mules, horses and other property; bank returns; 50% penalty for non-return of personal property. Arr. alph. by name of taxpayer under school district or township. No index. Hdw. on printed ruled form. 198 to 302 double pp. 19 x 27½ x 1½ to 3. 60 vols., 1889-1924, jail, hall; 39 vols., 1925-- , CC, auditor's vault.

212. ABATEMENT BOOK, 1917--. 14 vols. Missing: 1900-1916. No entries 1932; last entry 1934.
Record of taxes abated, showing name of taxpayer, year, abatement allowed; land, number of acres, value; lots, number and value; buildings, number and value; personal; total taxable property; state tax, county tax, school tax, total tax; polls abated by county auditor, reasons for asking and granting abatement. Arr. by school district. No index. Hdw. on printed ruled form. 49 to 101 double pp. 14 x 17 x ½ to 20 x 15 x 1. 13 vols., 1917-31, jail, hall; 1 vol., 1933-- , CC, auditor's vault.

213. REAL ESTATE TRANSFER BOOK, 1889--. 14 vols. Title varies: Transfer of Real Estate; Transfer of Property.
Record of transfer of ownership of real estate, showing boundaries or other description of property, date of entry, where recorded, date of sale, name of seller, name of purchaser, location, number of acres, number of buildings, price paid, and assessed value. Arr. alph. by name of seller. No index. Hdw. on printed ruled form. 400 to 1000 pp. 16 x 21 x 2 to 10 x 12 x 6. 12 vols., 1889-1917, jail, hall; 2 vols., 1917-- , CC, auditor's vault.

214. TAX RETURNS, BANKS, ETC., 1912-17. 1 file box. Discontinued; returns are now made to the state tax commission.
Tax returns of banks and corporations, showing name, residence, number of shares, true value in money, value assessed by the county auditor. Arr. chron. No index. Typed on printed ruled form. 11 x 5 x 13. Office.
215. RETURNS OF RAILROAD COMPANY, 1906--. 3 file boxes. Title varies: State Treasurer's Copies of Tax Receipts.
Tax returns of railroad company, showing number of miles of track, valuation, and location. Arr. chron. No index. Typed. 11 x 5 x 13. Office.
216. TAX COMMISSION RETURNS, 1919--. 5 file boxes. Title varies: S(outh) C(arolina) Tax Commission.
Record of property assessments of business as determined by the South Carolina tax commission, showing number of shares, value per share, total market value of personal property, value of real property. Arr. alph. by name of merchant or company. No index. Hdw. and typed on printed form. 11 x 5 x 13. Office.
217. ABSTRACTS, 1911--. 7 file boxes. Title varies: Abstract of Duplicate of Personal and Real Estate Income Tax Returns, Etc.
Office copies of abstracts of tax duplicates and abstracts of real and personal property sent to state comptroller general, showing totals for various classes of property and assessments. Arr. chron. No index. Hdw. on printed form. 11 x 5 x 13. Office.

Settlement

218. CLAIMS, 1890--. 15 file boxes and 101 bundles. Missing: 1897-1917. Title varies: Treasurer's Vouchers.
Cancelled warrants on the treasurer for various county and school expenses. Arr. chron. No index. Hdw. on printed form. File boxes, 11 x 5 x 13; bundles, 4 x 6 x 1 to 4 x 12 x 4. 3 file boxes 1890-96, clerk's vault; 12 file boxes and 101 bundles, 1918--, auditor's office.
219. REFUNDS FROM COMPTROLLER GENERAL AND SETTLEMENT SHEETS, 1919--. 2 file boxes. 1 file box has no title.
Orders from comptroller general to county auditor and treasurer for refund of taxes; also tax settlement sheets, showing settlement of taxes with treasurer. Arr. chron. under above classes. No index. Hdw. and typed on printed form. 11 x 5 x 13. Office.
220. MAGISTRATE REPORTS (Auditor's Vouchers), 1911-35. 5 file boxes. Missing: 1913-21, 1928-31.
Magistrates' monthly reports to county treasurer, showing cases tried, disposition, and fines paid. Arr. chron. No index. Hdw. 11 x 5 x 13. Office.
Subsequent record not yet transferred from treasurer's office, see entry 262.

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Correspondence

221. CORRESPONDENCE, 1921--. 3 file boxes. Prior to 1921 destroyed. Miscellaneous correspondence of auditor. Arr. alph. by name of correspondent. No index. Typed and hdw. 14 x 14 x 24. Office.

Map

(See also entries 102 and 103.)

222. FLORENCE COUNTY, 1929. 1 map.

Shows highways, railroads, county boundaries, school district boundaries, state routes, United States routes, dirt roads, sand clay roads and post offices. By Adams and Ervin, C. E., Florence, S. C. Blue print. 1 inch = 1 mile. 32 x 38. Office.

XIX. BOARD OF EQUALIZATION

The county board of equalization dates from 1868, when it was composed of the county commissioners, the auditor, and the treasurer (Stat. XIV, 48). In its present form, it was instituted in 1919, and is composed of the chairmen of the school district boards of assessors (Stat. XXXI, 132; Code 2737). After the tax returns are in, the board holds an annual meeting in the office of the auditor, who is required to keep an accurate journal of all orders and proceedings (1868, Stat. XIV, 49; Code 2747). The members, having taken an oath to perform their duties impartially, proceed 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. Upon direction of the chairman or of a majority of the members, the board may meet whenever necessary and may hear the appeals and grievances of taxpayers (Code 2747).

No records of this board were found.

XX. TREASURER

The office of county treasurer was created in 1868 (Stat. XIV, 28-67) to take over some of the duties of the ante bellum tax collector. Florence County has had a treasurer since 1889.

The county treasurer is both a state and a county officer, two-thirds of his salary being paid by the state and one-third by the county (Code 2700). 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 (Code 2789). His office is open from September 15 to December 31 for the receipt of taxes (Code 2795).

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without penalty. He transmits to the state treasurer all taxes collected for state purposes, and he disburses all money of the county from whatever source derived. He pays school claims upon presentation of warrants signed by school district trustees and the county superintendent of education; and he pays ordinary county claims upon warrants from the governing board.

Since the treasurer has the responsibility for the safety of the county's money, he is under the most rigid regulations of all the county officers, and his bond may be not less than \$20,000 (Code 2789). The comptroller general prescribes the system of bookkeeping to be used in his office (Code 2844), and his books must be examined at least once a year (Code 2732). On the first of each month he sends the comptroller general a complete statement of the total collections to date (Code 2802); he reports to the governing board the amount and character of funds collected for the county; and he reports to the county superintendent of education his collections and disbursements of poll tax and other school funds (Code 2801).

The Treasurer's Duplicate has been required since 1872 (Stat. XV, 201; Code 2717). The Tax Execution Book, which dates from 1882 (Stat. XVII, 1027) was discontinued in Florence County in 1932 when the treasurer began entering the executions on the margin of the Duplicate; in 1934 extra columns were added to the Duplicate so that the Tax Execution Book was discontinued throughout the state. Similarly extra columns had been added to the Duplicate in 1903 so that the treasurer's penalty book could be discontinued. Tax liens expire in ten years (Code 2863), hence the treasurer's carbon copies of tax receipts (Code 2795) need not be preserved for a longer period. On these receipts appear the numbers given to the taxpayers on the county Auditor's Duplicate. Since 1927 tax executions have been printed on the reverse of these receipts, for use in case the taxes are not paid.

In 1892 the treasurer was required to keep a General Cash Account of school funds (Stat. XXI, 80; Code 2799). Bookkeeping has varied somewhat, according to the wishes of different treasurers; the present treasurer keeps two ledgers, one for school accounts similar to that of the county superintendent of education and one for county accounts similar to that of the governing board. He also keeps a cash book for all funds.

The treasurer collects taxes for the several drainage districts within the county, and keeps a Drainage Tax Book for each (Acts 1920, p. 680-81; Code 6175).

Taxation

223. TREASURER'S TAX DUPLICATE, 1889--. 90 vols. Missing: 1891-93, 1896-97, 1902, 1905, 1908. Title varies: Treasurer's Duplicate. Record of taxable property in the county, showing name of taxpayer, residence, date of payment, number of acres, number of lots, number of buildings, value of all taxable real estate, value of all taxable personal property, total value of property, total tax levies, poll tax, capitation road tax, dogs, total for collection; shows, 1903--, tax penalties; also shows,

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1932-- , tax executions, date paid, nulla bonas, remarks. Arr. alph. by name of taxpayer under school district or township. No index. Hdw. on printed ruled form. 200 to 300 double pp. 18 x 13 x 2 $\frac{1}{2}$ to 18 x 15 x 3. 43 vols., 1889-1923, jail, hall; 1 vol., 1898, CC, clerk's vault; 46 vols., 1924-- , CC, treasurer's vault.

For parallel record kept by auditor, see entry 211; for prior records of tax executions, see entry 228; for prior record of penalties, see entry 227.

224. SPECIAL SCHOOL TAX SCHOOL DISTRICT NO. 1, O(ut) S(ide), 1934-- .
2 vols.

Record of special school tax for portion of school district number 1 outside incorporated area of Florence, showing name of taxpayer, tax receipt number, residence, date of payment, value of taxable property, penalties, total, tax executions turned over to sheriff. Arr. alph. by name of taxpayer. No index. Hdw. on printed ruled form. 163 pp. 18 x 12 x 1 $\frac{1}{2}$. Vault.

225. (TAX RECEIPTS), 1904-- . 475 vols.

Duplicates of receipts given taxpayer by treasurer for payment of taxes, showing number, date, name, and amount. Arr. alph. by name of taxpayer under school district. No index. Hdw. on printed form. 200 pp. 17 x 11 x 1 $\frac{1}{2}$. 388 vols., 1904-33, jail, hall; 63 vols., 1934-36, CC, treasurer's vault; 24 vols., 1937-- , CC, treasurer's office.

226. SCHOOL TAX DIST(ri)ct NO. 1 O(ut) S(ide), 1934-- . 8 vols.
Title varies: Sch. # 1-O. S.

Duplicate tax receipts for special school taxes for the parts of school district number 1 outside of the incorporated area of Florence, showing name of taxpayer, date, and amount of tax. Arr. alph. by name of taxpayer for each year. No index. Hdw. on printed form. 200 pp. 16 x 11 x 1 $\frac{1}{2}$. 6 vols., 1934-36, vault; 2 vols., 1937-- , office.

227. (TREASURER'S 7% DELINQUENT TAX), 1889-94. 1 vol. Missing:
1895-1902.

Record of penalties for delay in paying taxes, showing name of taxpayer, value of various types of taxable property, amount taxes, amount penalties, total, remarks. Arr. alph. by name of taxpayer under twp. No index. Hdw. on printed ruled form. 249 double pp. 18 x 12 x 2. Jail, hall.

For subsequent records, see entry 223.

228. TREASURER'S TAX EXECUTION, 1903-31. 44 vols. Missing: 1889-1902,
1904-5, 1907-9. Title varies: County Treasurer's Execution Book.

Record of executions against property for delinquent taxes, issued by the treasurer, showing taxpayer's number, name, date of payment, number acres, number lots, number buildings, value of realty, value of personalty, total value, total taxes and penalties, polls, penalty on polls, road tax, executions collected and paid to county treasurer, executions nulla bona, treasurer's costs, sheriff's costs. Arr. alph. by name of taxpayer under school district. No index. Hdw. on printed ruled form. 199 double pp. 18 x 12 x 2. 24 vols., 1903-34, jail, hall; 20 vols., 1925-31, CC, treasurer's vault.

For subsequent records, see entry 223; for parallel record kept by tax collector, see entry 264.

229. (TAX EXECUTION DUPLICATES), 1903-26. 64 vols. Discontinued. Carbon copies of tax executions issued by treasurer to sheriff, showing name of taxpayer, date and amount of taxes and penalties. Arr. numer. No index. Hdw. on printed form. 50 to 100 pp. 18 x 20 x $\frac{1}{4}$ to 18 x 12 x $\frac{1}{2}$. Jail, hall.

230. (SETTLEMENT RECORD), 1890-1901. 2 vols. Discontinued. Record of the amount of state, county, and school taxes the treasurer was charged to collect and a statement of the amount he collected, certified by auditor and foreman of grand jury. Arr. chron. No index. Hdw. on printed ruled form. 150 pp. 16 x 11 x 1. 1 vol., 1890-93, jail, hall; 1 vol., 1894-1901, CC, treasurer's vault.

Account Books

Current System

231. CASH BOOK, 1933--. 1 vol. Record of receipts and disbursements, showing daily totals for state, county, and school funds, total for all funds, and balance at end of month. Arr. chron. No index. Hdw. on printed ruled form. 250 double pp. 20 x 14 x 2. Office.

232. TREASURER'S APPROPRIATION LEDGER, 1933--. 2 vols. Shows amount appropriated in supply bill and itemized list of disbursements, with date, warrant number, name of person in whose favor issued, purpose and amount of each. Arr. numer. by accounts as in appropriation act. No index. Hdw. on printed ruled form. 500 pp. 17 x 12 x 2. Office.

For parallel record kept by governing board, see entry 17.

233. TREASURER'S SCHOOL LEDGER, 1933--. 2 vols. Record of receipts and disbursements of school funds, showing date and amount for receipts; and date, warrant number, in whose favor, and amount, for expenditures. Arr. chron. under school districts. No index. Hdw. on printed ruled form. 500 pp. 17 x 12 x 2. Office.

For parallel record kept by superintendent of education, see entry 273.

Former System

234. RECORD OF COUNTY TAXES, 1895-1924. 4 vols. Discontinued. File book of county warrants paid, showing date paid, in whose favor, warrant number and amount; shows total taxes collected and certificate of settlement by representative of the comptroller general, 1895-1910. Arr. chron. No index. Hdw. on printed ruled form. 299 double pp. 18 x 12 x 2 $\frac{1}{2}$. Jail, hall.

235. RECORD OF SUPERVISOR'S WARRANTS, 1911-1922, 1924. 2 vols. Discontinued. Title varies: Record of County Taxes. Apparently a memorandum record of county warrants paid, showing date, in whose favor, number and amount 1911-22; one volume was used as a scrap book for copies of orders for supplies, 1924. Arr. numer. by warrant number. No index. Hdw. on printed ruled form. 300 to 500 pp. 17 x 13 x 1 $\frac{1}{2}$ to 2. Jail, hall.

236. APPROPRIATION BOOK, 1922-33. 10 vols. Missing: 1927. Discontinued. Title varies: Ledger.

Record of appropriations and an itemized list of disbursements for each account as in appropriation bill, showing date, in whose favor, warrant number and amount. Arr. by accounts in numer. order according to appropriation number. Indexed by name of account. Hdw. 444 pp. 14 x 9 x $1\frac{1}{2}$. 9 vols., 1922-32, jail, hall; 1 vol., 1933, CC, treasurer's vault.

237. SCHOOL CLAIMS, 1895-June 30, 1930. 5 vols. Discontinued. Title varies: Record of School Taxes.

File book of school warrants paid, showing date, name of person in whose favor, number, and amount; also shows record of school taxes collected, 1895-1922. Arr. chron. No index. Hdw. on printed ruled form. 152 to 292 double pp, 17 x 14 x 1 to 19 x 14 x 2. 4 vols., 1895-June, 1929, jail, hall; 1 vol., July, 1929-June, 1930, CC, treasurer's vault.

For similar record kept by superintendent of education, see entry 274.

238. SCHOOL DISTRICT BOOK, 1903-June 30, 1930. 6 vols. Missing: 1910-13, 1918-19. Discontinued.

Record of the treasurer's account with each school district, showing funds available and lists of warrants paid. Arr. by school districts in numer. order. No index. Hdw. on printed ruled form. 300 pp 18 x 12 x $1\frac{1}{2}$. 1 vol., 1903-9, CC, clerk's vault; 5 vols., 1914-30, jail, hall.

Special

239. TAX COLLECTIONS AND DISBURSEMENTS, 1917-20, 1926-30. 2 vols. Discontinued. Title varies: Cash Book; Treasurer's Tax Execution Book.

Treasurer's tax execution books used for a memorandum record of accounts, showing totals for various classes of receipts and disbursements over monthly and semi-monthly periods. Arr. chron. No index. Hdw. 199 double pp. 17 x 12 x $1\frac{1}{2}$. Jail, hall.

240. CASH BOOK, July, 1932-Jan., 1933. 1 vol. Discontinued.

Record of taxes collected for county and school districts. Arr. by school districts. No index. Hdw. on ruled form. 196 double pp. 17 x 12 x $1\frac{1}{2}$. Vault.

241. SHERIFF'S TAX EXECUTION BOOK, 1920-22. 1 vol.

Discontinued. Title erroneous. Correct Title in ink: Cash Book.

Sheriff's tax execution book used as a memorandum record of cash received for all purposes except taxes. Arr. chron. No index. Hdw. 398 pp. 18 x 12 x $1\frac{1}{2}$. Jail, hall.

242. SPECIAL SCHOOL LEVY & BOND LEVY, 1919-32. 4 vols. Discontinued. Title varies: Treasurer's Tax Executions.

Memorandum record of daily collections of special taxes for various school districts and bond issues, showing date and amount; the volumes were originally intended as tax execution books. Arr. chron. under school district or bond issued. No index. Hdw. 199 double pp. 18 x 12 x $1\frac{1}{2}$. Jail, hall.

243. BANK CASH BOOK, 1917-32. 8 vols. (1-5, 1 unlabeled, 7, 8).

Missing: 1924. Discontinued. Title varies: Bank Saving Acct.; Bank Book Open Account; Bank Acct. Book; Ledger; Journal.

Memorandum record of checks deposited in various banks by the treasurer, showing name of person giving check, name of bank, date and amount. Arr. chron. No index. Hdw. 174 to 472 pp. 14 x 9 x 1 to 2. Jail, hall.

244. (STATE SCHOOL NOTES), June 1, 1932-Nov. 25, 1933. 1 vol. Discontinued.

Register of notes issued teachers as payment for salaries, showing name of teacher, school, claim number, dates of notes, serial numbers, amount of each note, total amount and signature of holder. Arr. chron. No index. Hdw. 149 double pp. 17 x 12 x 1. Jail, hall.

245. CLAIM BOOK FLORENCE DARLINGTON T. B. SANITORIUM, 1930-32. 1 vol. Discontinued.

File book of claims, showing date, in whose favor, number, and amount. Arr. chron. No index. Hdw. on ruled form. 152 pp. 14 x 9 x $\frac{1}{2}$. Vault.

246. TREAS. TAX EXECUTION BOOK, 1919-Jan. 2, 1923. 1 vol. Discontinued. Title erroneous; correct title pasted: County Highway Commission, Florence County.

Treasurer's tax execution book which was converted into an account book for expenditures of county highway commission, showing date, name of person in whose favor, purpose, warrant number, amount, and balance at end of each month. Arr. chron. No index. Hdw. on ruled form. 398 pp. 18 x 12 x 2. Jail, hall.

Drainage Districts

Burnt Branch

247. BURNT BRANCH DRAINAGE DISTRICT, 1926--. 2 vols. Title varies: Drainage Tax Record of Burnt Branch Drainage District.

Drainage tax record, showing name of property owner, description of land, amount of tax, maintenance, total tax, date and amount of payment. Arr. alph. by name of taxpayer. No index. Hdw. on printed ruled form. 10 to 100 pp. 15 x 23 x $\frac{1}{4}$ to 18 x 12 x $\frac{3}{4}$. 1 vol., 1926-28, vault; 1 vol., 1929--, office.

248. RECEIPTS BURNT BRANCH DRAINAGE, 1926--. 2 vols.

Duplicate receipts for drainage tax, showing name and number of taxpayer, date and amount paid. Arr. numer. for each year. No index. Hdw. on printed form. 50 to 100 pp. 11 x 6 x $\frac{1}{2}$ to 12 x 8 x 1. 1 vol., 1926-35, vault; 1 vol., 1936--, office.

249. BURNT BRANCH DRAINAGE EXECUTIONS, 1926--. 1 vol.

Duplicate of executions for drainage taxes, showing name and number of delinquent taxpayer, date and amount of tax. Arr. numer. by execution no. No index. Hdw. on printed form. 200 pp. 9 x 13 x $1\frac{1}{2}$. Vault.

Coward

250. DRAINAGE TAX BOOK, 1928, 1930--. 2 vols. Title varies: Drainage Tax Record Book.

Drainage tax record for Coward District, showing name of owner of land, description of property, amount of installment levied, amount of maintenance tax, amount collected, date of payment, by whom paid. Arr. alph. by name of taxpayer. No index. Hdw. on printed ruled form. 75 to 800 pp. 12 x 10 x $\frac{1}{2}$ to 12 x 12 x $3\frac{1}{2}$. 1 vol., 1928, jail, hall; 1 vol., 1930--, CC, treasurer's office.

251. RECEIPT BOOK COWARD DRAINAGE DISTRICT, 1930--. 11 vol. Title varies: Coward Drainage District Tax.

Duplicates of receipts for drainage taxes, showing date, name and number of taxpayer, and amount. Arr. numer. No index. Hdw. on printed form. 100 pp 11 x 10 x 1. 9 vols., 1930-36, vault; 2 vols., 1937--, office.

252. COWARD DRAINAGE TAX EXECUTIONS, 1931--. 1 vol.

Duplicates of executions for drainage taxes, showing name and number of taxpayer, date, and amount due. Arr. chron. No index. Hdw. on printed form. 150 pp. 9 x 13 x 1. Vault.

High Hill

253. HIGH HILL DRAINAGE COMMISSION, 1927--. 2 vols. Title varies: Florence Co. High Hill Drainage District Tax Book.

Drainage tax record, showing name, number and residence of taxpayer, date of payment, value of taxable property, total tax levy. Arr. alph. by name of taxpayer. Hdw. on printed ruled form, 50 pp. 18 x 12 x $\frac{1}{2}$. 1 vol., 1927-34, vault; 1 vol., 1935--, office.

254. HIGH HILL DRAINAGE RECEIPTS, 1927--, 3 vols.

Duplicate receipts for drainage taxes, showing name and number of taxpayer, date, and amount of taxes. Arr. numer. by tax receipt no. No index. Hdw. on printed form. 2 vols., 1927-36, vault; 1 vol., 1937--, office.

255. HIGH HILL DRAINAGE EXECUTIONS, 1927--. 5 vols.

Duplicates of executions for drainage taxes, showing name and number of land owner, date and amount of taxes not paid. Arr. numer. by execution no. No index. 150 pp. 9 x 13 x 1. Vault.

256. JOURNAL, 1927-33. 1 vol. Discontinued.

Record of money received and deposited, and of claims paid by drainage commission for High Hill District. Arr. chron. No index. Hdw. on ruled form. 300 pp. 14 x 9 x 1. Jail, hall.

Kingstree

257. KINGSTREE DRAINAGE COMMISSION (Tax Record), 1926--. 1 vol.

Drainage tax record, showing owner of land, school district, date of payment, number of acres, class, total tax. Arr. alph. by name of taxpayer. No index. Hdw. on printed ruled form. 98 pp. 18 x 12 x $\frac{3}{4}$. Office.

258. DRAINAGE ASSESSMENTS MOTTS TOWNSHIP, 1923-25. 1 vol. Discontinued. Duplicate receipts for drainage tax in Motts Township, showing name and number of taxpayer, date and amount paid; also duplicate receipts for drainage tax of Kingstree drainage district, 1926-33. Arr. numer. by tax receipt no. No index. Hdw. on printed form. 100 pp. 12 x 8 x 1. Vault.

259. KINGSTREE DRAINAGE DISTRICT RECEIPT BOOK, 1934--. 3 vols. Duplicate receipts for drainage taxes, showing name and number of taxpayer, date and amount paid. Arr. numer. No index. Hdw. on printed form. 50 pp. 10 $\frac{1}{2}$ x 9 $\frac{1}{2}$ x $\frac{1}{2}$. 1 vol., 1934-35, vault; 2 vols., 1936--, office.

260. KINGSTREE DRAINAGE DIST(ri)ct, 1926--. 3 vols. Duplicates of executions for drainage taxes, showing name and number of delinquent taxpayer, date and amount due. Arr. numer. by execution no. No index. Hdw. on printed form. 200 pp. 16 x 13 x 1. Vault.

Reports and Correspondence

261. CORRESPONDENCE, 1933--. 1 file box. Miscellaneous correspondence of the county treasurer. Arr. alph. by name of correspondent. No index. Hdw. and typed. 18 x 18 x 36. Office.

262. MAGISTRATE REPORTS (Treasurer's Vouchers), 1935--. 1 letter file. Monthly reports by magistrates to treasurer of fines collected, showing name of person, offense, and amount. Arr. chron. No index. Typed. 12 x 12 x 3. Office.

Prior records transferred to auditor at settlement, see entry 220.

263. W. B. HARRIS DELINQUENT TAX COLLECTOR, 1935--. 2 letter files. Missing: July 1936-June 1937. No title on 1 file. Monthly reports of delinquent tax collector to treasurer, showing names of owners and amount collected. Arr. chron. No index. Typed. 12 x 12 x 3. Office.

XXI. TAX COLLECTOR

This officer collects delinquent taxes only and must not be confused with the old office of tax collector which existed prior to 1868 (supra. p. 61). Several of the counties have provided for delinquent tax collectors since 1920. In Florence County the office dates from 1929.

The tax collector is appointed by the governor on the nomination of the legislative delegation. The term is four years. He collects delinquent taxes under execution, which was formerly a duty of the sheriff. He makes a monthly settlement with the county treasurer. (Acts 1929, pp. 17-20.) He is also under the direction of the state comptroller general (Code 2861). The chief record is Sheriff's Tax Execution Book, which is a standard form for use in all counties of the state.

For reports of the tax collector, see entries 5 and 263.

For abbreviations and explanatory notes see pages 12-14

264. SHERIFF'S TAX EXECUTION BOOK, 1892--. 46 vols. Missing: 1894-1910, 1924. Title varies: Tax Executions; Sheriff's Tax Executions; 1 vol. has no title.

Record of property against which executions have been issued by the treasurer for delinquent taxes, showing name, taxpayer's number, date of payment, taxable property, total taxes, penalties, executions collected and paid to treasurer, treasurer's cost, tax collector's cost, executions nulla bona. Arr. alph. by name of taxpayer under school district or township. No index. Hdw. on printed ruled form. 198 to 405 double pp. 16 x 14 x 1 to 20 x 17 x 3. 8 vols., 1892-1918, jail, front office; 5 vols., 1919-23, jail, hall; 33 vols., 1925--, CC, tax collector's office.

For parallel record kept by treasurer, see entry 228.

265. SALES BOOK, 1929--. 6 vols. Title varies: Sales; Ledger; Journal. Record of property sold under execution for delinquent taxes and property to be sold for taxes, showing owner, bidder, taxes, bid, date of sale, cost of advertising: newspaper clippings of notice of sales pasted in books. Arr. chron. under school districts. No index. Hdw. on ruled form. 270 pp. 12 x 7 $\frac{1}{2}$ x 1. Office.

For prior records, see entry 196.

266. (RECEIPTS), 1930--. 32 vols. Carbon copies of receipts for payment of delinquent taxes, showing date, name of taxpayer, school district, execution number and amount. Arr. chron. No index. Hdw. on printed form. 100 pp. 14 x 8 x $\frac{1}{2}$. 25 vols., 1930-36, jail, hall; 7 vols., 1937--, CC, tax collector's office.

267. DAY BOOK, Feb. 13, 1937--. 1 vol. Record of payments, showing date, tax execution number, name of taxpayer and amount. Arr. chron. No index. Hdw. on ruled form. 300 pp. 15 x 7 x 1. Office.

XXII. FORFEITED LAND COMMISSIONER

In 1926 a forfeited land commission was provided for each county to consist of the auditor, the treasurer, and the clerk of court, which took over the duties previously performed by the state sinking fund commission. The auditor buys in for the county at distress sales all lands for which no bids are offered equal to the amount of taxes due (Stat. XXXIV, 920-22). These lands are sold again as soon as it can be done advantageously, in order that they may be returned to the tax books and again yield revenue. In 1930 the forfeited land commission was replaced by a single commissioner appointed by the governor on the recommendation of the legislative delegation (Stat. XXXVI, 1204-5). In 1936 this commissioner was done away with and the duties returned to the auditor, the treasurer, and the clerk of court (Stat. XXXIX, 1334-35). In 1938 another change was made and provision was made for a forfeited land commissioner elected by the people for a term of two years (Act no. 739, ms. in office of secretary of state, Columbia, S. C.).

For abbreviations and explanatory notes see pages 12-14

The records consist of five letter files in the governing board vault. The workers of the Historical Records Survey were not allowed to examine these, as the bond of the former forfeited land commissioner has not expired. For reports, see entries 8 and 9.

XXIII. SUPERINTENDENT OF EDUCATION

The statewide system of free schools in South Carolina dates from 1811. At first the schools in each election district were under the direction of a group of school commissioners. (Stat. V, 639-41.) The constitution of 1868 provided for a county school commissioner elected by the people, and a system of special taxation for the support of schools (art. X, 2, 5, 11). An act of 1870 added a county board of examiners to pass on the qualifications of teachers (Stat. XIV, 343-46). This was the system in effect at the time the government of Florence County was organized in 1889. The constitution of 1895 made full provisions for public education (art. XI, 1-12), but left the details for legislative enactment. An act of 1896 provided for a county superintendent of education elected by the people for a term of two years and a county board of education consisting of the superintendent of education and two other members appointed by the state board of education (Stat. XXII, 156-59). In 1908 the term of the superintendent of education in Florence County was changed to four years (Stat. XXV, 1350). In 1928 the Florence County board of education was changed so that in addition to the superintendent, there are now six members appointed by the governor on the recommendation of the legislative delegation for three year terms (Stat. XXXV, 1249).

The superintendent of education visits the schools of the county and makes suggestions for improvements (Code 5310), but from a practical point of view, he is primarily a financial officer. He apportions the school funds among the various districts (Code 5312); and the warrants issued by the trustees of the school districts must be countersigned by him before the treasurer honors them (Code 5382). The superintendent is the clerk and the chairman of the board of education (Code 5349). This body settles matters relating to school law, subject to appeal to the state board of education (Code 5348). It also divides the county into school districts (Code 5350) and appoints the district trustees when no other method is prescribed by statute (Code 5369; Acts 1933, pp. 494-95).

The superintendent of education is required to keep a record of the proceedings of the board and a register of teachers' certificates (1896, Stat. XXII, 161; Code 5349). Duplicates of warrants approved by him are filed in his office (1896, Stat. XXII, 167; Code 5375). In 1892 the county school commissioner was required to keep a General Cash Account (Stat. XXI, 79-80) which was essentially the same record as the present day superintendent's ledger. This is made up on a form printed as a uniform series for the state, showing receipts and disbursements of school funds. The forms for the account books and reports of the county superintendent of education are subject to the regulation of the state superintendent of education and the state

fiscal officers (1919, Stat. XXXI, 65-66; Code 5276). A register of claims was required in 1896, and an annual report of claims allowed is required to be made to the grand jury (1896, Stat. XXII, 158; Code 5321, 5324). At the end of each school year the county superintendent files a standardized annual report with the ^{State} superintendent of education, giving a complete statistical record of all schools in the county (1896, Stat. XXII, 151-52, 158; 1913, Stat. XXVIII, 191; Code 5274, 5378). At least once every three years a school census is taken (Acts 1934, pp. 1236-37). Finally a record of school district bonds is required to be kept by the county superintendent and placed in the office of the register of mesne conveyances (Acts 1924, p. 998; Code 5311).

Minutes

268. (MINUTES AND ACCOUNTS), 1889-92. 1 vol.

Minutes of meetings of county board of examiners, showing business transacted, apportionment of taxes among school districts, transcript of school commissioner's annual report, list of teachers' licenses issued; also itemized statement of disbursements for each school district. Arr. chron. Indexed by subject and by school district. Hdw. 186 pp. 13 $\frac{1}{2}$ x 8 x 1. Clerk's vault.

For other lists of teachers, see entries 270 and 275.

269. COUNTY BOARD DECISIONS, 1929--. 1 vol.

Record of proceedings at meetings of board of education, such as appointing trustees, hearing and settling disputes arising in school districts, letting contracts for transportation of school children where the district does not have equipment, and approval of claims. Arr. chron. No index. Typed and pasted to pages. 100 pp. 12 x 12 x 2. Office.

270. SCHOOL TRUSTEE RECORD, 1903. 1 vol. Title erroneous;
correct title in pencil: Minutes of County Board of
Education.

A volume intended for records of school district trustees used to record brief notes on proceedings at meetings of county board of education; contains a list of white and colored teachers. Arr. chron. No index. Hdw. 100 pp. (10 used) 11 x 9 x $\frac{1}{2}$. Jail, hall.

For other lists of teachers, see entries 268 and 275.

Accounts

(See also entry 268)

271. CLAIMS, 1929--. 6 file drawers and 1 box.

Duplicates of warrants for school funds, showing date, number, school district, in whose favor, purpose, amount, signatures of trustees and of county superintendent of education. Arr. by school district for each session. No index. Hdw. on printed form. File drawers, 8 x 20 x 23 and 5 x 11 x 24; box, 10 x 12 x 18. Office.

For abbreviations and explanatory notes see pages 12-14

272. COUNTY SUPERINTENDENT'S LEDGER, 1891--. 30 vols. and 2 bundles of ledger pages. Missing: 1896-98. Title varies: County Superintendent's District Book; County Supt. of Education's General Cash; Cash School Fund; four vols. have no titles.

Ledger required by state authorities, showing date and amounts of receipts; and warrant number, in whose favor, purpose and amount of each expenditure; also shows names of school trustees, 1899-1908. Arr. by school districts. No index. Hdw. on printed ruled form. Vols., 100 to 300 pp. 10 x 12 x $\frac{1}{2}$ to 19 x 20 x 2; bundles, 19 long x 5 diameter. 15 vols., 1894-1926, jail, hall; 2 vols., 1891-1904, CC, clerk's vault; 13 vols. and 2 bundles, 1910--, CC, superintendent's office.

273. SUP(erintenden)T OF EDUCATION SCHOOL DISTRICT LEDGER, 1933--. 3 vols. Title varies: Journal.

Record of receipts and disbursements of the funds for each school district, showing date, source and amount of collections; and date, warrant number, in whose favor, purpose and amount of expenditures. Arr. by school districts. No index. Hdw. on printed ruled form. 500 pp. 17 x 12 x 2. Office.

This record is required by county authorities and is similar to Treasurer's School Ledger, entry 233.

274. RECORD OF SCHOOL TAXES, 1894-June 30, 1933. 5 vols. Discontinued. Title varies: Record; 1 vol. has no title.

File book of school claims approved, showing date of claim, date of approval, school district number, warrant number, in whose favor, and amount. Arr. chron. under school districts. No index. Hdw. on printed ruled form. 400 to 500 pp. 14 x 10 x $1\frac{1}{2}$ to 20 x 14 x 2. 4 vols., 1894-June 1932, jail, hall; 1 vol., July 1932-June 1933, CC, superintendent's office.

For parallel record kept by treasurer, see entry 237.

Teachers

275. TEACHERS CERTIFICATES, 1928--. 1 vol. and approx. 300 loose sheets. List of teachers, showing name, address, age, sex, color; class of certificate, grade of certificate, basis on which certificate was issued, date of issue, and date of renewal. Arr. by school districts. No index. Hdw. on printed ruled form. Vol., 100 pp. 9 x 15 x 1; sheets, $8\frac{1}{2}$ x 14. Office.

For other lists of teachers, see entries 268 and 270.

276. TEACHERS REGISTER, 1897. 1 vol.

Class register used at Hannah High School, showing date, name of pupil; age, sex, attendance, grades. Arr. alph. by name of pupil each month. No index. Hdw. on printed ruled form. 56 pp. 14 x $8\frac{1}{2}$ x $\frac{1}{4}$. Clerk's vault.

School Census

277. (SCHOOL CENSUS), 1937--. 3 file drawers.

Record cards for children between ages of 7 and 16, showing school district, name, sex, age, date and place of birth, name and address of parents or guard-

For abbreviations and explanatory notes see pages 12-14

ian, occupation of father, disabilities if any. Arr. alph. under school district. No index. Hdw. on printed form. 5 x 11 x 24. Office.

Reports and Correspondence

278. MONTHLY AND ANNUAL REPORTS, 1936--. 1 file drawer.

Reports made to county superintendent of education by school superintendents and principals, showing attendance and other statistics. Arr. chron. No index. Hdw. on printed or mimeographed form. 7 x 20 x 23. Office.

279. LETTERS, 1929--. 11 letter files and 2 file drawers. File drawers have no titles.

Miscellaneous correspondence of superintendent of education regarding teachers' applications and all matters pertaining to schools of the county. Arr. alph. by name of correspondent. No index. Hdw. and typed. Letter files, 12 x 12 x 3; file drawers, 12 x 12 x 24. 4 letter files, 1929-33, clerk's vault; 7 letter files and 2 file drawers, 1929--, office.

Rental Textbooks

280. RENTAL BOOK FORMS, 1936--. 1 file drawer.

Various papers concerning rented textbooks, such as invoices, copies of requisitions and copies of remittance sheets for money collected and sent to the central depository. Arr. by school districts. No index. Hdw. and typed on printed form. 7 x 20 x 23. Office.

XXIV. BOARD OF REGISTRATION

This body had its origin in 1882 when provision was made for a supervisor of registration, appointed by the governor for a term of two years, and two assistant supervisors who served without compensation (Stat. XVII, 1111-15). In Florence County the office dates from 1889. As a result of some changes in 1896 and in 1898 the name was changed to the board of registration, which now consists of three persons appointed by the governor on the approval of the senate (Stat. XXII, 35-36, 703-4).

The board of registration enrolls voters and makes decisions on their legal qualifications, subject to appeal to the courts (Code 2273). The board makes two copies of a book for each precinct, showing name, age, and place of residence of each voter. These books are prepared and furnished by the secretary of state. (Code 2271.) At the time of election these books are turned over to the commissioners of election to be distributed among the managers of election for the respective precinct. After the election these books are returned. (Code 2286.) The board keeps the books as long as is necessary in performing its duty; otherwise the books are placed in the office of the clerk of court for safekeeping, where they are open to inspection by the public.

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(Code 2285). A new set of registration books is made every ten years (Code 2276).

In 1898 additional qualifications for voting went into effect. Two copies of a book containing the persons registered up to January 1, 1898, were required to be prepared for each county. One of these was to be deposited in the office of the secretary of state and the other in the office of the clerk of court. Persons enrolled in these books do not have to fulfill subsequent requirements for voting. (Code 2271, 2274.)

For Registration Books, see entry 91.

281. BOARD OF REGISTRATION, 1934--. 1 folder.
Correspondence, lists of managers of election and other papers. Arr. chron. No index. Typed. 10 x 12 x 2. Office of I. L. Tobin, Evans Street, Florence, S. C.

282. BOARD OF REGISTRATION MINUTES, July-Sept. 1918. 1 vol.
Discontinued.
Brief notes on proceedings at meetings of board of registration, showing among other things the decisions on qualifications of certain voters. Arr. chron. No index. Hdw. 18 pp. 18 x 13 x $\frac{1}{4}$. Vault.

XXV. COMMISSIONERS OF ELECTION

Commissioners of election date from 1868 in the state (Stat. XIV, 136-43) and from 1889 in Florence County. In 1878 two sets of commissioners of election were provided; one for state, district, and county officers, and one for presidential electors and members of congress (Stat. XVI, 632-33). The election law was rewritten in 1896 without essential change as to commissioners of election (Stat. XXII, 29-48).

The two sets of commissioners, each consisting of three members, are appointed by the governor at least thirty days before a general election, and hold office until their successors are appointed. These commissioners appoint the managers for each precinct and provide the ballot boxes. (Code 2299, 2306.) After an election each set of commissioners, as a county board of canvassers, prepares a statement of each protest as well as the total vote for each candidate, which must be filed in the office of the clerk of court. Signed copies are also sent to the governor, to the state board of canvassers and to the secretary of state. (1882, Stat. XVII, 1119-20; Code 2310-15.) The county board of commissioners, in Florence County called governing board, audits and pays the expenses of the election (Code 2316).

For returns of the board of canvassers, see entry 95.

For abbreviations and explanatory notes see pages 12-14

XXVI. COUNTY DISPENSARY BOARD (defunct)

The state dispensary system for the control of the alcoholic liquor traffic went into operation on July 1, 1893. A state board of control appointed county boards of control consisting of three persons each, which regulated the local dispensaries. They appointed the local dispensers and kept records of liquor purchased from the state dispensary. Other records were permits, petitions and surety bonds. (1892, Stat. XXI, 62-76.) In 1900 a revision of the law provided for appointment of the county board by the state board on approval of the legislative delegation (Stat. XXIII, 440).

In 1907 the state dispensary was abolished but local dispensaries under county dispensary boards were allowed in counties voting for their continuance. In Florence County the dispensary board consisted of three persons appointed by the governor for two year terms; the legislative delegation, the county superintendent of education, and the mayors of towns where dispensaries were located, each recommending one member. The profits were divided among the schools, the towns, and the county. Quarterly reports of profits were required to be published and a copy filed with the clerk of court and each officer receiving part of the profits. (Stat. XXV, 464-75.) In 1915 the local dispensaries throughout the state were abolished (Stat. 88-90).

For report to county commissioners, see entry 11.

283. RECORD FORM 3-4, 1893-98. 1 vol.

Transcript of surety bonds (form 3) of local dispensers, showing name of dispenser and sureties, date, conditions of bond and amount; also oath of office (form 4) signed by the dispenser and witnessed by clerk of county board of control. Arr. chron. No index. Hdw. on printed form. 297 pp. (9 used) 14 x 9 x 1 $\frac{1}{2}$. Jail, hall.

XXVII. BOARD OF HONOR (inactive)

The first state pension act for Confederate veterans was passed in 1887 (Stat. XIX, 826). The next year a county examining board was created (Stat. XX, 26).

The constitution of 1895 provided that the general assembly should make liberal provision for annual pensions to indigent or disabled Confederate soldiers and sailors, and to widows of Confederate veterans (art. XIII, 5), which was put into effect in 1896 (Stat. XXII, 185); and until 1918 the pensions were paid by the comptroller general through the clerk of court. A reorganization in 1919 made the judge of probate secretary of the county pension board, charged with the duty of paying pensions, and keeping the records in his office (Stat. XXXI, 277). In 1923, faithful

For abbreviations and explanatory notes see pages 12-14

negroes who had served the Confederacy became eligible for a small pension (Stat. XXXIII, 107).

Under the law of 1929, a board of honor was created for each county, to consist of three Confederate veterans, with the judge of probate as clerk (Stat. XXXVI, 177). When the number of veterans is reduced to two, the clerk of court may become a member; when the number is reduced to one, the judge of probate; when there are no veterans remaining in the county, the auditor may become a member. In 1937 the state comptroller general resumed the duty of paying Confederate pensions (Stat. XL, 639).

For records, see entry 185.

XXVIII. SERVICE OFFICER

In 1927 the state of South Carolina created a service bureau to assist ex-service men in securing benefits to which they are eligible under federal legislation and under the terms of federal insurance policies (Stat. XXXV, 158; Code 2967). Subsequently a number of counties have provided service officers. The office in Florence County dates from 1931. The service officer is appointed by the legislative delegation on the recommendation of the American Legion posts and the Camp of Spanish American War veterans of the county. An annual report of benefits obtained for veterans is required, one copy of which must be filed with the clerk of court. (Acts 1931, pp. 731-32.)

284. CORRESPONDENCE, 1932--. 6 files (A-Z).

Letters, applications, and other papers connected with claims of veterans for compensation and hospitalization. Arr. alph. by name of veteran. No index. Hdw. and typed. 13 x 12 x 12. Office, 106 S. Coit Street, Florence.

XXIX. COUNTY PHYSICIAN

The county physician (not to be confused with the health officer) in most counties of South Carolina is a part time employee who receives an annual fee for attending the sick prisoners and the inmates of the county home for the poor (1893, Stat. XXI, 487; Code 3847, 3849). The duties and compensation are regulated in the annual supply act for the particular county. In Florence County the physician, since 1928, has received a larger compensation than is customary in many counties and has had the additional duties of making post mortems and lunacy examinations and of treating patients unable to employ a physician (Acts 1928, p. 1524). Since 1931 the physician has been appointed by the legislative delegation (Acts 1931, p. 722). The term of office is indefinite. The physician's salary was \$3,000 in 1937; (Acts p. 1032).

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285. PAUPERS APPLICATION FOR MEDICINE AND HOSPITAL ADMITTANCE, 1936--.
1 file box.

Shows date, name, address, age, color, occupation, and assets of patient, a sworn statement of the value of the applicant and name of county physician, prescription number, price, and blood test. Arr. alph. by name of applicant. No index. Hdw. on printed form. 9 x 8 x 12. Office.

286. PATIENTS RECORD, 1928--. 1 file box.

Shows name, address, age, color, physician's name, home visits, office visits, date, diagnosis, blood pressure, test of urine, and work done. Arr. alph. by name of patient. No index. Hdw. on printed form. 8 x 5 x 14 $\frac{1}{2}$. Office.

XXX. BOARD OF HEALTH

The bureau of rural sanitation of the state health department was set up in 1910, through aid from the Rockefeller Foundation, for the eradication of hookworm. The county health units function under the bureau of rural sanitation, and are financed from state and federal as well as county funds. A standard health unit has a health officer, a nurse, a sanitary officer and a clerk. ("Fifty-seventh Annual Report of the State Board of Health" pp. 7, 94, in Reports of Officers Boards and Committees, 1936.)

In Florence County the health unit dates from 1931 and is known as the county health department. There is also a county board of health consisting of five members; two of whom are appointed by the legislative delegation, one by the state board of health, one by the county medical society and one by the county federation of women's clubs. The term of office is one year. The board elects the health officer, who must be a physician nominated by the state board of health, and approves expenditures. (Acts 1931 pp. 739-43.)

The department of health of Florence County is a standard health unit. The duties concern the prevention and control of diseases, inspection of food, examination of school children and the holding of various clinics (ibid. p. 741). Records are chiefly on cards and belong to the state board of health rather than to the county. They form the basis of reports to the state board of health, which incorporates them in an annual report to the legislature.

Reports and Correspondence

287. ANNUAL REPORT, 1934--. 1 folder.
Copies of annual reports to state department of health, showing name of service, number of services, date and total visits. Arr. chron. No index, typed on printed form. 8 $\frac{1}{2}$ x 11 x $\frac{1}{4}$. Supply room.

288. HEALTH OFFICE'S QUARTERLY REPORT, 1935--. 1 folder.
Tabulations of health department services mailed quarterly to the state

health office, showing disease (communicable, venereal, and tuberculous) control, maternity service, infant and preschool hygiene, school hygiene, adult hygiene, morbidity service, crippled children service, general sanitation, protection of food and milk, laboratory reports, and reportable disease. Also contains narrative reports. Arr. chron. No index. Hdw. on mimeographed form. 9 x 12 x 2. Supply room.

289. NURSES QUARTERLY REPORTS, 1933--. 1 cardboard box. Copies of quarterly reports from nurses to state health department, showing name of service, number of services, dates and total visits. Arr. alph. by name of service rendered. Hdw. on cards. 11 x 8½ x 13. Supply room.

290. DAILY RECORDS, 1933--. 1 cardboard box. Originals of nurses' daily reports, showing name and number of services, dates and total visits. Arr. alph. by name of service rendered. No index. Hdw. on ruled form. 5 x 22 x 28. Supply room.

291. SANITATION LOG - DAILY, 1935--. 1 cardboard box. Daily reports of field worker on sanitation work, including mosquito control, complaints, educational work, water supply, sewage disposal, school sanitation, laboratory examinations. Arr. chron. under code no. of item. No index. Hdw. on printed ruled form. 9 x 12 x 9. Supply room.

292. WEEKLY REPORT OF PHYSICIANS, 1933--. 1 file box. Weekly report by individual physician, showing list of common diseases, and number of new cases attended during week. Arr. chron. No index. Hdw. on printed form. 4 x 6 x 12. Supply room.

293. COUNTY SURVEY, 1934--. 1 folder. Shows area, white and colored population, topography, industrial status, and vital statistics of Florence County. Arr. chron. No index. Typed on ruled form. 8½ x 11 x 2. Supply room.

294. CORRESPONDENCE, 1922--. 1 file drawer. General correspondence of health department. Arr. alph. by name of correspondent. No index. Hdw. and typed. 14 x 14 x 30. Supply room.

Clinics

295. COUNTY PRENATAL RECORD, 1932--. 1 file box. Cards showing name, address, age, color, general health, physician of patient, blood pressure, work done, advice, urinal test and other clinical data pertaining to cases of pregnancy. Arr. alph. by name of patient. No index. Hdw. on printed form. 4 x 6 x 8. Supply room.

296. COUNTY PRENATAL, 1934--. 1 folder. Record of prenatal examinations, showing date, name, age, address, race of patient, previous pregnancies, family physician, and data on health and condition of patient. Arr. chron. under clinic. No index. Hdw. on mimeographed form. 8½ x 11 x 3. Supply room.

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297. CLINIC SUMMARY SHEET OF MATERNAL CHILD HEALTH DIVISION, 1934--. 1 folder.

Monthly clinic summaries, showing location and date of clinic, itemized tabulations of abnormalities for prenatal clinics, physical defects for well-baby clinics, miles travelled by physician to and from clinic, names of physician, district nurse, county nurse, specialists and non-specialists assisting at clinic. Arr. alph. by name of patient under location of clinics. No index. Hdw. on mimeographed form. $8\frac{1}{2}$ x 11 x 3. Supply room.

298. INFANT AND PRESCHOOL RECORD, 1934--. 1 file box.

Record of children under six years of age, showing clinic, date, name, address, sex, color, date of birth, names of parents, family physician, diagnosis and dates of past illnesses, history of diets and habits, physical examination of child, recommendations, home visits, conferences. Arr. alph. by name of child. No index. Hdw. on mimeographed form. $8\frac{1}{2}$ x 11 x 3. Supply room.

299. PHYSICAL RECORD, 1933--. 1 file drawer.

Shows county, school, name, sex, color, place and date of birth of child, father's name and address, diseases child has had, family physician, date of examination, and tabulation of findings. Arr. alph. by name of child under school. No index. Hdw. on printed form. 12 x 12 x 20. Supply room.

300. ORTHOPEDIC CLINIC RECORD, 1934--. 1 folder.

Record of those attending clinic for cripples, showing name, address, age, parents, cause of disability, date of birth, parents' occupations, family physician and whom replaced by. Arr. chron. under location of clinic. No index. Typed on ruled form. $8\frac{1}{2}$ x 11 x 1. Supply room.

301. CRIPPLED SURVEY CARDS, 1934--. 1 bundle.

Record of crippled children in Florence County, listed by WPA statewide survey, showing name, address, parents of patient, physical disability, educative status, economic condition and medical history card. Arr. alph. by name of child. No index. Hdw. on printed form. 8 x 5 x 2. Supply room.

302. APPLICATIONS OF CRIPPLED CHILDREN, 1934--. 1 folder.

Applications for free treatment and care of crippled children and certification of indigency of family of applicant. Arr. alph. by name of applicant. No index. Hdw. on mimeographed form. $8\frac{1}{2}$ x 11 x 1. Supply room.

303. MENTAL CLINIC RECORD, 1934--. 1 folder.

Prognosis of mental cases by clinic physician, showing name, address and treatment advised. Arr. alph. by name of patient. No index. Typed on ruled form. $8\frac{1}{2}$ x 11 x $\frac{1}{2}$. Supply room.

Inoculations

304. TYPHOID INOCULATION RECORDS, 1934--. 1 folder.

Shows name, age, address of person inoculated, and date of inoculation. Arr. alph. by name of person inoculated. No index. Typed on ruled form. $8\frac{1}{2}$ x 11 x $\frac{1}{2}$. Supply room.

Florence-Darlington Tuberculosis Commission -
Commission Records

(305-309)

305. DIPHTHERIA IMMUNIZATION RECORDS, 1934--. 1 folder.

Shows name, age of patient, and date of immunization. Arr. alph. by name of patient. No index. Typed on ruled form. $8\frac{1}{2}$ x 11 x $\frac{1}{2}$. Supply room.

Midwives

306. MIDWIVES' CERTIFICATES OF REGISTRATION, 1929--. 1 folder.

Originals of midwives' certificates of registration, showing name and address of midwife, date, and name of officer issuing certificate. Arr. alph. by name of midwife. No index. Hdw. on printed form. 4 x 8 x 1. Supply room.

307. MIDWIFE RECORD, 1933--. 1 folder.

Record of midwives enrolled in classes held by nurses in different sections of the county, showing name, address, race and age of midwife, date of last successful vaccination, home condition of midwife, dates certificate issued, renewed, and Wassermann made, result, treatment, name of instructor, remarks. On reverse side is monthly case record, 1931-37. Arr. alph. by name of midwife under class. No index. Hdw. on printed form, 6 x 4 x 1. Supply room.

Vital Statistics Registrars

308. LOCAL REGISTRARS OF FLORENCE COUNTY, 1934--. 1 sheet.

List of registrars of vital statistics of Florence County, showing name and address. Arr. alph. by name of registrar. No index. Typed. 11 x $8\frac{1}{2}$. Supply room.

For their certificates, see entries 99-101.

XXXI. FLORENCE-DARLINGTON TUBERCULOSIS COMMISSION

In 1930 the Florence-Darlington tuberculosis commission was created, consisting of six members, three from each county, appointed by the governor on the recommendation of the respective legislative delegations. The term of office is six years. The commission built the sanatorium which is located near the boundary between the two counties. Florence County provided two-thirds of the funds and Darlington County one-third. The commission appoints the personnel of the hospital, and reports on expenditures to the governing board and county commissioners of the respective counties. (Acts 1930 pp. 1763-66.)

Commission Records

309. MINUTES, 1931--. 1 vol. and 1 bundle.

Record of transactions at meetings of commission. Arr. chron. No index. Typed. Vol., 30 pp. 13 x 10 x $\frac{1}{4}$; bundle, 11 x 9 x 1. Office of secretary and treas. of commission, Florence Infirmary.

For abbreviations and explanatory notes see pages 12-14

Florence-Darlington Tuberculosis Commission -
Sanatorium Records

(310-317)

310. ANNUAL REPORT, 1931--. 1 file drawer.

Annual report of sanatorium's superintendent, showing payroll for month, itemized bills payable, register of patients, amount of collection, number of patient days, per capita cost, number of admissions, discharges, and list of deaths during year. Arr. chron. No index. Typed. 12 x 12 x 24. Office of secretary and treas. of commission, Florence Infirmary.

311. MONTHLY REPORTS, 1931--. 1 file.

Monthly report of superintendent of sanatorium, showing payroll for month, itemized bills payable, register of patients, amount of collections, number of patient days, per capita cost, number of admissions, discharges, and list of deaths. Arr. chron. No index. Typed. 12 x 12 x 24. Office of secretary and treas. of commission, Florence Infirmary.

312. CASH BOOK, 1931--. 7 vols. Title varies: Cash Book and Ledger. Account books, showing itemized statements of receipts and disbursements. Arr. chron. No index. Hdw. 150 pp. 15 x 13 x 1 to 14 x 9 x 1. Office of secretary and treas. of commission, Florence Infirmary.

313. CORRESPONDENCE, 1931--. 1 file.

General correspondence pertaining to the commission. Arr. alph. by name of writer. No index. Hdw. and typed. 12 x 12 x 24. Office of secretary and treas. of commission, Florence Infirmary.

Sanatorium Records

314. FLORENCE COUNTY TUBERCULIN TEST BOOK, 1931--. 16 vols. Title varies: Darlington County Tuberculin Test Book.

Shows name of child or adult, age, color, sex, by whom referred, date of test, whether positive or negative, name and address of parents. Arr. chron.; separate vols. for Florence and Darlington Counties. No index. Hdw. 100 pp. $8\frac{1}{2}$ x 7 x $\frac{1}{2}$. Sanatorium, waiting room.

315. (CHEST EXAMINATIONS), 1931--. 2 cardboard file drawers and 6 letter files.

Shows name and address of patients, color, age, sex, head of family, by whom referred, symptoms, x-ray, diagnosis, date subsequent visits; also chest charts, showing result of examinations. Arr. alph. by name of patient. No index. Hdw. on printed form and chart. File drawers, 12 x 14 x 26, 1931-34; letter files, 12 x 12 x 3, 1935--. Sanatorium, dress room.

316. (X-RAY FILMS), 1931--. 1 file rack.

Negatives showing radiographs of chest. Arr. alph. by name of patient. No index. 5 x 40 x 61. Sanatorium, x-ray room.

317. PNEUMOTHORAX RECORD, 1931--. 14 vols.

Record of pneumothorax treatment to deflate lung, showing date, reading before and after gas administered, and amount of gas given. Arr. chron.; separate vols. for white and colored patients. No index. Hdw. 100 pp. $8\frac{1}{2}$ x 7 x $\frac{1}{2}$. Sanatorium examination room.

For abbreviations and explanatory notes 12-14

318. EX-SAN(atorium) CHART RECORD, 1931--. 14 bundles. Charts of former patients, showing temperature, pulse, weekly weight, examination, progress notes, medicine given to patients while at sanatorium. Arr. chron. under white and colored. No index. Hdw. on printed form. 11 x 8 $\frac{1}{2}$ x 3. Sanatorium, storage room.

319. LETTERS, 1931--. 2 letter files. General correspondence relating to the sanatorium. Arr. alph. by name of correspondent. No index. Hdw. and typed. 12 x 11 $\frac{1}{2}$ x 3 $\frac{1}{2}$. Sanatorium, office of superintendent.

XXXII. FARM AND HOME EXTENSION SERVICE

The county farm and home demonstration agents are more closely connected with the United States Department of Agriculture than with county government. 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 1, pp. 372-74). Since 1929 the state appropriates a sufficient amount to insure each county having at least one home and one farm agent (Acts, pp. 1053-54), but prior to that time the provision of the supplementary funds was left to the counties, so that the number of county agents varied from year to year.

The federal funds are obtained through Clemson Agricultural College, and all agricultural extension work in the state is under the supervision of the director of the Clemson extension service, who is also a representative of the United States Department of Agriculture. The director of the 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, who is connected with Winthrop College. Special demonstration work for negroes is administered through the state Colored Normal, Industrial Agricultural and Mechanical College. No definite term is provided by law for the agents, but they are usually employed for one year at a time. Re-appointment is customary so they hold office indefinitely. The appointments for each county are subject to the approval of the legislative delegation. ("Annual Report of the Board of Trustees of Clemson Agricultural College 1936", pp. 8-9, 19-20 in Reports of State Officer Boards and Committees 1937; James E. Hunter, Jr. ed., Legislative Manual 1938 pp. 238-41; Acts 1929 p. 1054.)

Counties frequently aid this work by making additional appropriations for special purposes. In 1937 Florence County supply act provided for an assistant home demonstration agent, a negro farm agent, a negro home demonstration agent and a substantial sum for traveling expenses (Acts p. 1033).

At first the duties of the county farm and home demonstration agents consisted largely of organizational and informative work; and the records were chiefly correspondence and reports to headquarters, with some relating to club work. Since 1933, the agricultural adjustment and soil conservation

County Board of Public Welfare

work has been conducted through the county farm agents, who have handled production contracts and benefit checks. Records connected with this consist of third copies of various forms of the United States Department of Agriculture, and the original work sheet admeasurements.

As the inventory of these records was made by the WPA project for the Survey of Federal Archives, no entries are included here.

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 the relief of unemployables. In South Carolina a temporary department of public welfare was set up in every county which matched the allocations of the FERA funds with local appropriations. All counties participated except Lee, Saluda, and Newberry. In March 1937 the funds were exhausted and the department expired. (For Florence County appropriation, see Acts 1936, p. 2271.)

In 1937 a state department of public welfare was created, to function under the South Carolina board of public welfare, whose members are elected by the general assembly. This state department supervises and administers the public welfare activities and functions of the state, cooperates with federal agencies to administer federal funds granted the state, and studies social problems from the standpoint of cause and cure. (Acts pp. 496-517.)

The same act created in each county a local department under a county board of public welfare, made up of three members appointed by the state board upon recommendation of the legislative delegation. Their terms of three years expire in rotation. The county board acts as the representative of the state department in administering welfare activities in the county, performs such duties as the state department may delegate, and sees "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". It also prepares and submits a budget to the state department, and maintains such "standards of work, procedure and records" as may be required by the state department. (Ibid. pp. 499-501.)

The county board keeps a record of its activities, and accurate accounts of all funds received and expended. Once a year it makes a report of its activities, receipts, and disbursements to each member of the legislative delegation, to the foreman of the grand jury, and to the clerk of court, who files the report as a public record. In addition, it furnishes such reports and data as may be required by the state department or by the federal government. (Ibid. pp. 499-501.)

At the time of the final recheck of the Florence County records, the county board and the county department of public welfare were not sufficiently under way for their records to be inventoried. For report of the temporary department of public welfare, see entry 10.

Home for Crippled Children

XXXIV. HOME FOR CRIPPLED CHILDREN

The Florence County home for crippled children was opened on December 28, 1937. Though the county appropriates money for part of the expenses, it is a community project and is under private direction. The Henry Timrod Society, the City of Florence, the Florence Board of Trade, the Florence Chapter of the Crippled Children Society of South Carolina, the Florence County health department, and a WPA project, have all had a share in the founding of the home. The purpose of the institution is to care for indigent crippled children while they are undergoing treatment. (The State, Columbia, S. C., December 31, 1937; Florence County Home For Crippled Children, leaflet, n. d., n. p.)

At the time the records of Florence County were rechecked for this survey, the home for crippled children had not been in operation long enough for the list of records to be included.

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