FW 4.14:
So8c/no.40

UNIVERSITY OF KENTUCKY
3 0425 4668190 5

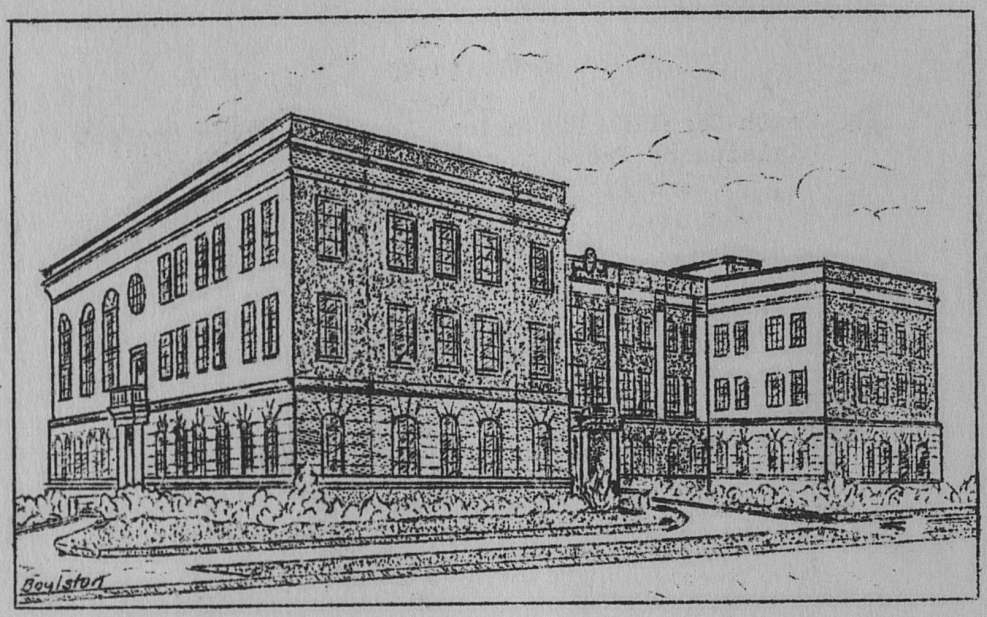
INVENTORY OF THE COUNTY ARCHIVES OF SOUTH CAROLINA

NO. 40 RICHLAND COUNTY

GOVERNMENT PUBLICATIO

UNIVERSITY OF KENTUCKY
LIBRARIES





RICHLAND COUNTY COURTHOUSE
Completed A. D. 1937

INVENTORY OF THE COUNTY ARCHIVES

OF SOUTH CAROLINA

Prepared by

The South Carolina Historical Records Survey Project
Division of Professional and Service Projects
Work Projects Administration

Sponsored by

The University of South Carolina

No. 40. RICHLAND COUNTY (COLUMBIA)

* * * * * * * * *

Columbia, South Carolina
The South Carolina Historical Records Survey Project
April 1940

The Historical Records Survey Projects

Sargent B. Child, Director
Anne K. Gregorie, State Supervisor

Records and Research Section

Harvey E. Becknell, Director
Milton W. Blanton, Regional Supervisor
Flora B. Surles, State Supervisor

Division of Professional and Service Projects

Florence Kerr, Assistant Commissioner
Blanche M. Ralston, Chief Regional Supervisor
Margaret D. Davies, State Director

WORK PROJECTS ADMINISTRATION

F. C. Harrington, Commissioner
Malcolm J. Miller, Regional Director
Lawrence M. Pinckney, State Administrator

F O R E W O R D

The Inventory of the County Archives of South Carolina is one of a number of bibliographies of historical materials prepared throughout the United States by workers on the Historical Records Survey Projects of the Work Projects Administration. The publication herewith presented, an inventory of the archives of Richland County, is number 40 of the South Carolina series.

The Historical Records Survey Projects were undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the county, and also the needs of lawyers, 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 Projects attempt to do more than give merely a list of records - they attempt further to sketch in the historical background of the county or other unit of government, and to describe precisely and in detail the organization and functions of the government agencies whose records they list. The county, town, and other local inventories for the entire country will, when completed, constitute an encyclopedia of local government as well as a bibliography of local archives.

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

The Survey projects were organized and directed by Luther H. Evans, until he accepted a position with the Library of Congress and was succeeded in March 1940, by Sargent B. Child. As a nation-wide series of locally sponsored projects, they operate in the Division of Professional and Service Projects, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

F. C. HARRINGTON
Commissioner

PREFACE

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

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

The Richland unit, the first in the state, was opened on March 3, 1936, with Jennings Wilhalf as the first assignee. Although the county offices were then in temporary quarters at the Township Auditorium, four workers began the first listing. Adeline Stroman was the first foreman. The chief significance of the Richland unit was that it became a laboratory for the training of many successive workers. In May, Marvin M. Smith of Walhalla, and Anna L. Sinkler of Eutawville, were added, and made the first recheck under the direction of the research editor, Miss Esther E. Strong of Chester. When the county offices were moved to the new courthouse in February 1937, Marvin Smith, field supervisor, with the assistance of James C. Lever, made a recheck of the records in the new location. In the autumn of 1937, Robert W. Barnwell, research editor, prepared the first draft of the inventory, and spot checked the records of each office. After the final pattern was decided upon by the national office of the Survey, revision of the essays and entries was begun early in November 1938, by Roberta Chestnut, research assistant in

the state office. With assistance of Mrs. Willah W. Brown, Miss Chestnut again spot checked the records and added many entries. Citations were checked by Josephine Copeland and Miss Chestnut. The final draft of the book was completed by the end of August 1939, and illustrations prepared by Paul Jordan and Welton M. Boylston were added. Cross referencing and proofreading were done by Vivian Barnette. Publication was financed by an authorization of $150 for materials from the Richland County Delegation, which thus became a co-sponsor of the project. The stenciling and mimeographing are the work of Mr. Boylston. The typing was the responsibility of Florence Worthy, Dora Duren, and Audree Cox. The index was prepared by Janice Tribble, and the binding was done by Mrs. Flonie H. Lewis.

The forty-six separate units of the Inventory of the 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 supervisor, University of South Carolina, Columbia.

Anne K. Gregorie

March 25, 1940

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

TABLE OF CONTENTS

A. Richland County and its Records System — Page

1. Historical Sketch..... 5

2. Governmental Organization and Records System..... 8
Legal Status of the County. Structural Development of County Government. General Administration. Registration of Titles to Property. Judiciary. Law Enforcement. Finance. Elections. Education. Public Health. Welfare. Extension and Conservation. Obsolete Functions. Records System.

3. Housing, Care, and Accessibility of the Records..... 19

4. Abbreviations, Symbols, and Explanatory Notes..... 24

B. County Offices and Their Records

I. Legislative Delegation..... 27

II. Supervisor and Board of County Commissioners..... 29
Minutes and Reports. Claims. Warrants. Orders and Notices. Cash Book and Ledgers. Prisoners and Paupers. Pensions. Miscellaneous. Maps. Special Investigating Commission. Courthouse Commission.

III. Permanent Roads Commissions (defunct)..... 41

IV. Commissioners of Roads (defunct)..... 43

V. Commissioners of the Poor (defunct)..... 44

VI. Commissioners of Public Buildings (defunct)..... 45

VII. County Court (1785-99, defunct)..... 47

VIII. Clerk of Court as Register of Mesne Conveyance..... 48
Real Property: Deeds and Plats; Mortgages. Personal Property. Legal Notices. Statutory Liens. Business Registrations. Surety Bonds. Unclaimed Instruments.

IX. Commissioner of Location (defunct)..... 55

X. Clerk of Court..... 56
County Officers. Professional Registrations. Business Registrations. Licenses. Military Records. Alcoholic Liquor Records. Voters and Elections. Fees. Vital Statistics. Correspondence. Maps.

Table of Contents

		Page
XI.	Circuit Court of General Sessions..... Sessions Cases. Dockets. Minutes. Executive Clemency. Jurors, Court Costs. Naturalization.	62
XII.	Circuit Solicitor.....	69
XIII.	Grand Jury.....	70
XIV.	Board of Jury Commissioners.....	71
XV.	Circuit Court of Common Pleas..... Judgments. Cases Sued by the State. Appeals. Calendars. File Books. Minutes. Attachments and Bonds. Miscellaneous Orders and Equity Matters. Venires. Cases Dismissed or Nulla Bona.	72
XVI.	Court of Equity (defunct)..... Papers of Record and Indexes. Dockets. Minutes and Reports. Estate Records.	79
XVII.	County Court (1917--)..... Case Papers. Calendars. Minutes. Jurors and Court Costs.	83
XVIII.	Master.....	86
XIX.	Judge of Probate..... Transmission of Property: Papers of Record and Indexes; Transcripts and Indexes; Inheritance Tax; Accounts; Fees and Costs. Court Procedure. Miscellaneous, Dower, and Lunacy. Marriages. Pensions. Liquor Permits. Correspondence.	88
XX.	Children's Court.....	100
XXI.	Magistrates.....	101
XXII.	Court of Magistrates and Freeholders (defunct).....	104
XXIII.	District Court (defunct).....	105
XXIV.	Sheriff..... Mesne Processes. Final Processes. Tax Executions. Sales. Fee Records. Records of Criminals. Motor Vehicle Records. Reports, Correspondence, and Miscellaneous.	107
XXV.	Rural Policemen (defunct).....	114
XXVI.	Coroner.....	116

Table of Contents

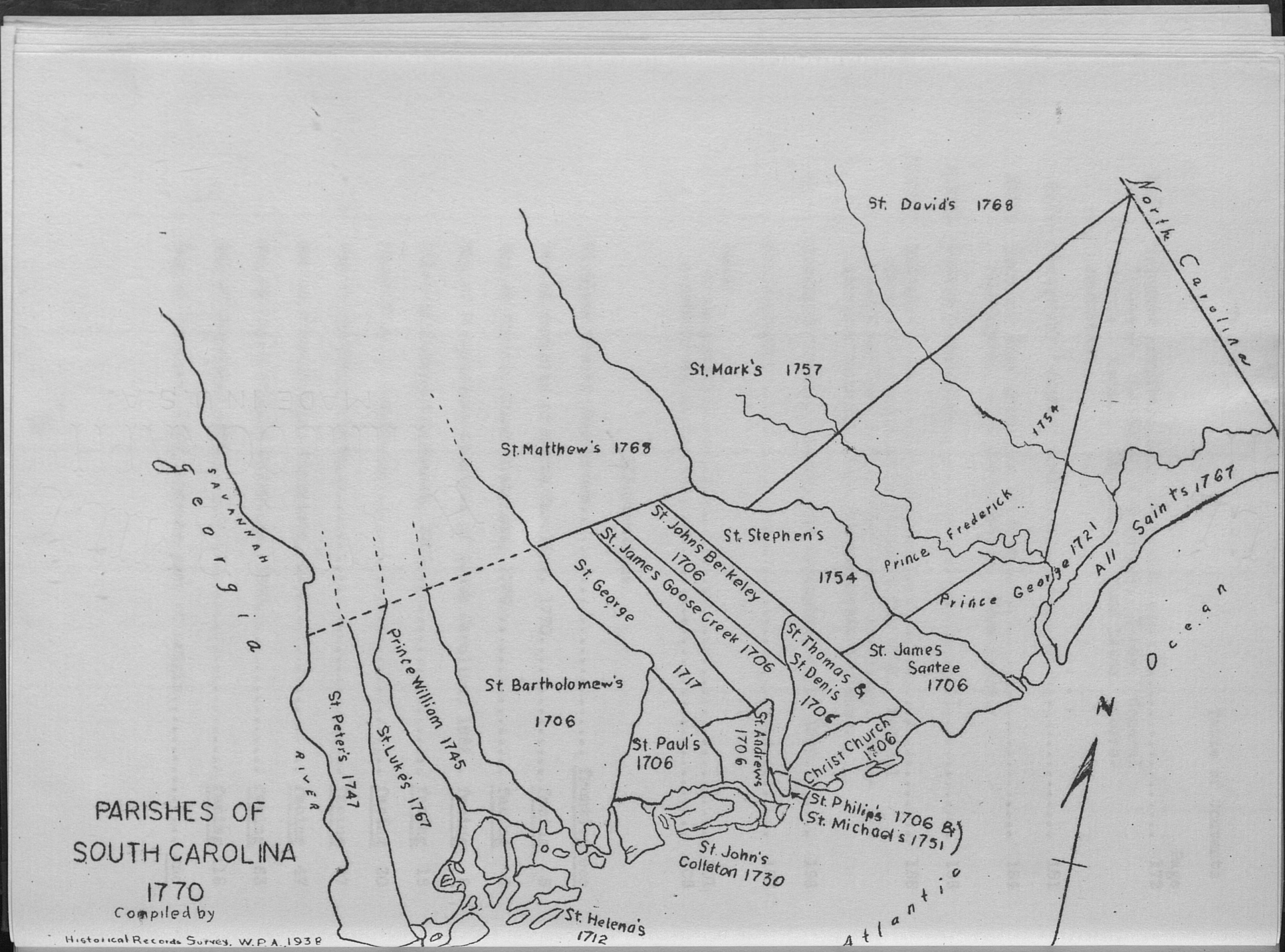
		Page
XXVII.	Auditor..... Tax Records. Conveyances. Settlement Records. Correspondence. Maps. Miscellaneous.	118
XXVIII.	Board of Equalization.....	124
XXIX.	Treasurer..... Taxation. Financial Records. File Books. Reports. Fees. Bonds.	125
XXX.	Tax Collector..... Tax Executions. Collections. Partial Payments. Sales. Settlement Records.	131
XXXI.	Forfeited Land Commission.....	135
XXXII.	Sinking Fund Commission (defunct).....	136
XXXIII.	Superintendent and Board of Education..... Minutes and Reports. Financial Records. Teachers' and Trustees' Records. Pupils. State Aid. School Property. Discontinued Records.	137
XXXIV.	Richland County Public Library..... Minutes and Reports. Administrative Records: Statistical; Registers of Members; Catalogs; Charge Files.	149
XXXV.	Board of Registration.....	153
XXXVI.	Commissioners of Election.....	154
XXXVII.	County Dispensary Board (defunct).....	155
XXXVIII.	County Board of Public Welfare..... Case Records. Administrative Records.	155
XXXIX.	Board of Honor.....	160
XL.	Service Officer.....	161
XLI.	Health Unit..... Reports. Maternity. Child Health. Applications and Permits. Survey. Financial Record.	162
XLII.	Venereal Clinic Board.....	165
XLIII.	Richland Anti-Tuberculosis Association..... General Administration. Tuberculosis Clinic. Ridgewood Camp: Administration Records; Case Records.	166

Table of Contents

		Page
XLIV.	Columbia Hospital..... Trustees. Patients. Laboratory. X-ray. General Clinic. Nurses. Accounting. Bond Issue. Correspondence.	172
XLV.	Forest Fire Control Board.....	181
XLVI.	Farm and Home Extension Service..... Farm Agent. Soil Conservation. Home Agent.	184
XLVII.	Boxing Commission.....	188
XLVIII.	Militia..... Governor's Guards and Richland Rifle Club. Medical Department Detachment, 263rd Coast Artillery. Headquarters Company, 105th Quartermaster Regiment.	188
	County Officials, Boards, and Employees, A. D. 1940.....	196
	Bibliography.....	197
	Index	
	Chronological.....	201
	Alphabetical.....	205

Illustrations

Richland County Courthouse.....	frontispiece
Map of Parishes of South Carolina, 1770.....	facing 5
Map of Circuit Court Districts, 1769.....	facing 6
Map of Proprietary Counties of South Carolina, 1682..	facing 8
Chart of County Government, 1939.....	facing 18
Floor Plan of Courthouse.....	facing 20
Map of Richland County.....	facing 27
Map of Circuit Court Districts, 1785.....	facing 47
Map of Circuit Court Districts, 1800.....	facing 63
Map of Counties, 1868.....	facing 118
Map of Counties, 1939, showing year of origin.....	end


PARISHES OF
SOUTH CAROLINA
1770
Compiled by
Historical Records Survey, W.P.A. 1938
St. David's 1768
North Carolina
St. Mark's 1757
St. Matthew's 1768
1754
Prince Frederick
All Saints 1767
Prince George 1721
St. Stephen's
1754
St. John's Berkeley
1706
St. James Goose Creek 1706
St. George
1717
St. Thomas & St. Denis
1706
St. James
Santee
1706
Georgia
Savannah
River
St. Peter's 1747
St. Luke's 1767
Prince William 1745
St. Bartholomew's
1706
St. Paul's
1706
St. Andrews
1706
Christ Church
1706
St. Philip's 1706 &
St. Michael's 1751
St. John's
Colleton 1730
St. Helena's
1712
Atlantic
Ocean
N

(First entry, p. 28)

1. HISTORICAL SKETCH

Richland County lies in the geographical center of South Carolina; and its county seat, Columbia, has been the state capital since 1790 (Stat. V, 102; HJ, Jan. 4, 1790). Traversed by the fall line and sand hills which mark the prehistoric ocean edge, the county lies in both the red clay piedmont and the sandy coastal plain. The area is 751 square miles. The population by the census of 1930 was 87,667 persons, predominantly native born. Small farms, peach orchards and dairies prevail in the rural areas. Large hydroelectric cotton mills and other industrial establishments, and administrative offices for county, state and federal governments, furnish employment to the urban population.

The earliest inhabitants of the region were the Congarees, a tribe of the Catawba group of Siouan Indians (D. D. Wallace, History of South Carolina, N. Y., 1934, 4 vols., I, 13). The tribe dwindled after the coming of European traders, and the remnant joined the Catawbas after the Yamassee War. In 1701 John Lawson noted their hospitality and friendliness to the English when he visited the Congarees' town, "not above a dozen Houses," among which curious flocks of domesticated cranes wandered like barnyard fowls (Lawson's History of North Carolina, reprint, Richmond, 1937, pp. 24-25). The most important of the trading paths between Charleston and the Cherokee towns followed the west side of the Congaree River, and touched here at the head of navigation before turning toward the mountains. As early as 1718 a fortified trading post known as the Congarees was already established near the mouth of Congaree Creek. (E. L. Green, History of Richland County, Columbia, 1932, pp. 15-17.)

The first white settlement which has been authenticated to have been within the limits of what is now Richland County was made in 1740, when Richard and Philip Jackson recorded their holdings on Jackson Creek, later called Patrick, and now Gills Creek (ibid., pp. 5-6, 23). The lands of the colonial settlers are usually described in grants as being in Craven County. This term had been extended into the back country as a geographical place name which had originated in a proprietary county of 1682 on the coast north of Charleston (Wallace, History of S. C., I, 111).

As the settlers were without ministers of the gospel, an act of 1756 provided a salary for a clergyman near the Congarees (Stat. IV, 21). The next year Saint Mark's Parish was established as the first of the back country election districts, with two members in the general assembly (Stat. IV, 35-37). The parish extended from the Santee River to North Carolina, and included what is now Richland County. The parish church, however, was beyond the Wateree, and the first church built within the limits of the present county is believed to have been Baptist. As early as 1764 the preaching of the Reverend Philip Mulkey won converts, and in 1766 thirty-three persons constituted the Congaree Church on Raiford's, now Mill Creek (L. Townsend, South Carolina Baptists 1670-1805, Florence, S. C., 1935, p. 142).

For abbreviations and explanatory notes see pages 24-26

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

Three years later the demands of the frontier for law and order were successful, and in 1769 the area became a part of Camden District, one of the seven units of the circuit court system (Wallace, History of S. C., II, 61-63). In 1774, under the impact of the Revolution, the back country was divided by the "general committee" into extra-legal election districts within natural boundaries, for representation in the first provincial congress (ibid., pp. 115-16), and the area of modern Richland was included in "the district between Broad and Catawba rivers", with ten members (Stat. I, 132).

During the Revolution the British fortified a post at the Congarees, and the plantations were plundered by both Whig and Tory. Not until after the return of peace was the promise of the revolutionary party (Const. 1778, art. XXXIX) fulfilled, and the circuit court districts were subdivided into counties for local administration. Among the seven counties of Camden District, to be of convenient size and "not more than forty miles square" (Stat. IV, 561), Richland County was named in 1785 as "beginning at the corner of Clarendon county line, at Person's Island, thence up the Congaree river to the mouth of Cedar creek, thence on a strait line to the mouth of Twenty-Five Mile creek, thence down the Wateree river to the beginning" (Stat. IV, 662). Richland was thus a peninsula between the Wateree on the east, and the Congaree and the Broad on the west, with a straight line separating it from Fairfield County on the north. In 1791 and in 1792 the eastern boundary west of the Wateree opposite Camden was shifted to give territory to Kershaw County (Stat. VII, 270-71; V, 219). In 1797, the boundary with Fairfield was adjusted in favor of Richland (Stat. V, 317). For over a hundred years thereafter the boundaries remained unchanged. In 1913 Richland annexed a part of Fairfield County (Stat. XXVIII, 117-18); in 1912, in 1913, and again in 1922, portions of the "Dutch Fork" of Lexington County were added (Stat. XXVII, 821-26; XXVIII, 107-11; XXXII, 977-84).

The origin of the name Richland is controversial. Whether chosen as descriptive of the rich bottom lands along the rivers, or whether in honor of a plantation owned by Colonel Thomas Taylor, will probably never be known. Almost certainly it was suggested by Colonel Taylor, the most influential citizen of the county at the time, and a member of the commission that laid out the original boundaries. (Green, Richland County, pp. 3-4; Stat. IV, 561.)

The justices of Richland County in 1785 were Colonel Thomas Taylor, William Meyer, Richard Brown, Andrew Allison, Arthur Brown Ross, Wade Hampton, and Joel McLemore (SJ, p. 356; HJ, p. 394). The county court in Richland was authorized to sit on the first Monday in January, April, July, and October (Stat. VII, 212). The justices were charged to erect the courthouse and jail, with pillory, whipping post, and stocks, at a central location in the county (Stat. IV, 664-65), but in all probability they met at the home of one of the justices. As the records of the county court were burned in 1865 with the courthouse in Columbia, the date of the first meeting, the names of the justices present, and the names of the officers they elected cannot be given. Apparently the public buildings were not immediately erected, for in 1792 an election was held to determine the location, and Meyer's Hill, now Horrell Hill, is said to have been the place chosen (Green, Richland County, p. 156).

For abbreviations and explanatory notes see pages 24-26

CHEROKEE INDIANS
BOUNDARY
INDIAN
NINETY SIX DISTRICT
NINETY SIX
CAMDEN DISTRICT
CAMDEN
CHERAWS DISTRICT
LONG BLUFF
GEORGETOWN DISTRICT
GEORGETOWN
ORANGEBURG DISTRICT
ORANGEBURG
CHARLESTON DISTRICT
CHARLESTON
BEAUFORT DISTRICT
BEAUFORT
SOUTH CAROLINA
CIRCUIT COURT DISTRICTS
1769
Compiled by
Historical Records Survey, W.P.A., 1938.

When county courts were abolished at the close of 1799, Richland County became Richland District, and the circuit courts began to hold regular sessions at Columbia (Stat. VII, 290). Simon Taylor, clerk of the county court, who had entered all registrations under the varied functions of that court, now took over three new district offices and continued the records as clerk of the circuit courts, as the register of mesne conveyance, and as the ordinary. Until 1806 his citations summoned to the State House those who were concerned with the settlement of estates (MS Wills etc. Book C, entry 193, passim). After Columbia became self-governing, Simon Taylor was twice elected intendant of the town (Columbia 1786-1936, edited by H. K. Hennig, Columbia, 1938, pp. 376, 377).

Ever since the removal of Richland's seat of justice to the state capital, the history of the county has centered in Columbia. There it has been so closely identified with the history of the state, that any attempt to sketch the one must include the other.

Early in 1805, the college which was later to become the University of South Carolina, "faithful index to the ambitions and fortunes of the state" (Sesquicentennial Historical Marker Committee, Guide to Columbia, p. 30), opened in Columbia, and brought into the community such men as Thomas Cooper, Francis Lieber, the LeContes and others. Since then other institutions of higher learning have been established and now offer facilities for students of varying creeds and races.

From the beginning, Columbia was a market town at the head of navigation as well as the centrally located state capital. To overcome the obstructions to river traffic, the state in 1815 undertook a system of canals, which was not altogether successful. Richland early developed a system of dirt roads for wagon trade from all parts of the state, and by 1826 four regular stage coach lines were scheduled. In 1833 the Columbia Railroad Company was chartered, but not until 1842 did the first train reach Columbia. (S. M. Derrick, in Columbia, pp. 349-62.) No county in the state now has better connections with the outside world, and since 1869 (Columbia, p. 186), annual State Fairs have attracted the people of the state to Columbia.

In 1822 the State Hospital for the Insane opened, as the earliest of the several institutions (R. E. Seibels, in Columbia, pp. 153-60) which now make the city one of the medical centers of the state.

In 1868 the penitentiary at Columbia was declared to be the state institution for the reformation and punishment of criminals from all counties (Stat. XIII, 366; XIV, 92-3). Now, in the immediate vicinity, reformatories for juvenile offenders have been added to the state penal system.

Not only was Columbia a focal point of the Nullification movement, but when this reached a climax in Secession, Columbia was laid in ashes at the close of the Civil War, and Richland lost its public buildings and records (infra, p. 19).

The statewide government which followed the war was planned in Columbia, and when a radical Congress ended it, Columbia bore the brunt of Reconstruc-

For abbreviations and explanatory notes see pages 24-26

tion, both military and civil. In the registration of 1868, Richland had but 1236 whites and 2812 blacks as qualified voters. As a result, Richland County sent three Negroes among its four delegates to the convention which drafted the "Carpetbag" constitution of 1868; and Richland's legislative delegation of that year was all Negro. Radical Republicans organized Union leagues for controlling the Negro vote, and elected city and county officers. It was Wade Hampton, a native of Richland County, who led the Red Shirt campaign of 1876 which ended the rule of the Republican Party in South Carolina. In the dual government which ensued until the contested election was settled in Hampton's favor, the Democratic legislature assembled as the Wallace House in Carolina Hall, which had been the temporary Richland courthouse immediately after the Civil War. (C. E. Cauthen, in Columbia, pp. 45-56.)

In the Tillman movement of the 1890's; in the industrialization which followed the concentration of cotton mills in the New South; in the cataclasm of the World War, and in the federal policies for the alleviation of the great depression which resulted, Richland County necessarily has been the scene of important events identified with the history of the state.

2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

Legal Status of the County

Counties in South Carolina were provided for in the royal charter of 1665 (Stat. I, 33) and in the fundamental constitutions of 1669 (art. 3, Stat. I, 43). The early counties of Berkeley, Craven, Colleton and Granville functioned as units of local government, chiefly as election districts, for a brief period in a portion of the coastal region. They existed in name until the American Revolution, as vaguely defined geographical divisions, progressing with settlement into the wilderness and useful in describing the general location of land grants. When Richland County was organized in 1785, the county was hardly more than a magisterial district, a mere subdivision of the circuit law court district of Camden, created by the state as its agent for local government (infra, p. 47). The constitution of 1790 (art. I, 3, 7) made Richland an election district with two members of the house, but combined Richland with Fairfield and Chester for senatorial representation. In 1800 when Richland County was abolished, Richland District as a circuit court unit (infra, p. 63) became the agent of the state for the administration of justice. The constitution of 1865 (art. I, 3) recognized it as an election district for both senate and house, coinciding with the judicial district. Since 1868, the county has been a corporation, with power to "sue and be sued, purchase and hold for the use of the county personal estate and lands lying within its own limits, and to make necessary contracts and do necessary acts in relationship to the property and concerns of the county" (Stat. XIV, 132). The present constitution of 1895 (art. VII, 9)

For abbreviations and explanatory notes see pages 24-26

PROPRIETARY COUNTIES OF SOUTH CAROLINA 1682

declares each county an election district and a body politic and corporate. Richland County today, therefore, is:

(1) A corporation which performs various functions through the board of county commissioners (infra, p. 30) as its agent, under the legislative delegation (infra, p. 27) as its board of directors;

(2) An agent of the state, which has delegated to the county: the general administration of local government; the registration of titles to private property; the administration of justice through a system of courts; the duties of law enforcement in the preservation of peace, and the apprehension, custody, prosecution, and punishment of offenders; the administration of public finance in collecting revenue, controlling expenditures, auditing accounts, and borrowing money; the holding of elections, primary and general as well as special; the provision for public education, in the administration of school funds and the operation of schools; the protection of public health, in carrying out measures preventive and curative, for the control of disease; the dispensing of public assistance to dependent and incapacitated social categories; the extension of vocational and agricultural education to rural areas; and the conservation of natural resources.

A plan for township government enacted in 1868 (Stat. XIV, 146), was repealed in 1870 (ibid., p. 313). Townships, however, have been laid out by the boards of county commissioners as units of taxation. The constitution of 1895 (art. VII, 11) declared each township a body politic and corporate, and gave the legislature power to alter boundaries, create new townships, and provide for township government. Richland County has seven townships (infra, p. 30). When townships issue bonds in their corporate capacity, the county is the agent of the township for the assessment and collection of taxes necessary to service them (Const. 1895, art. X, 13).

The area of counties was limited to not less than 625 square miles by the constitution of 1868 (art. II, 3), which gave the general assembly power to organize new counties within this limit by the alteration of existing boundaries. The present constitution of 1895 permits the legislature to create new counties and alter boundaries, provided that all questions relating to their formation, names, county seats and boundaries, are first submitted to the voters in the area affected. When one-third of these electors petition the governor, naming the boundaries, and complying with other requirements for a new county, he submits the questions of the creation of the county, its name, and county seat, to a referendum. If two-thirds of the registered voters in the area are in favor, the legislature establishes the new county at the next session. The new county may contain not less than 400 square miles, 1/124 of the state's population, and $1,500,000 in taxable property. The parent county may not be reduced to less than 500 square miles, 15,000 inhabitants, and $2,000,000 in taxable property. It may not be cut within eight miles of its courthouse, and its boundaries must not pass through an incorporated town. In shape, neither the new county nor the parent may be more than four times as long as its least central width. The general assembly may provide for the consolidation of two or more counties. It

For abbreviations and explanatory notes see pages 24-26

can group the counties into judicial circuits and congressional districts. It can establish or alter voting precincts. (Const. 1895, art. VII, 1-14; Code 3028.)

Structural Development of County Government

Under English beginnings, frontier conditions made necessary the militia system (infra, p. 188) for public safety; and the patrol system of the militia (Stat. II, 254-55) kept the slaves in order until slavery was abolished. Until 1785, the other local agents of government in the back country were the justices of the peace, their constables, and the tax collectors. When Richland County was organized in that year, the justices of the peace as the justices of the county court, elected a sheriff, a coroner, and a clerk of court (infra, p. 47). The magistrates' courts (infra, p. 101), the courts of magistrates and freeholders (infra, p. 104), and the county courts (infra, p. 47), were the only tribunals within the bounds of the county. In 1787 the county courts received jurisdiction as courts of ordinary (Stat. VII, 246). In 1791 the justices of the peace lost their seats in the county courts and were replaced by judges of the county court.(infra, p. 47). When the county courts were abolished at the close of 1799 (infra, p. 48), Richland as a circuit court district, had a sheriff, a coroner, a clerk of court, who was also register of mesne conveyance (infra, p. 49), and an ordinary (infra, p. 88). Various special commissioners carried on specific services (infra, pp. 43, 44, 45). In 1802, a commissioner of location was added (infra, p. 55); in 1808, a commissioner in equity (infra, p. 80); and in 1811, commissioners of free schools (infra, p. 137).

In 1865 the district court for the trial of persons of color replaced the court of magistrates and freeholders in each district (infra, p. 105). In 1867, by act of Congress (U. S. Stat. XV, 14), the existing civil government was declared provisional, to operate at the discretion of the commanding general of the second military district, who might try offenders of any kind by military commissions.

Under Congressional Reconstruction in 1868, a registered electorate made up of those who had not aided the Confederacy, adopted a constitution modeled upon that of Ohio. The board of county commissioners, the county auditor, the boards of assessors and of equalization, and the county treasurer, were created to administer local finance (Stat. XIV, 28-67). The county school commissioner and the board of examiners took over educational supervision (infra, p. 137). Justices of the peace were replaced by trial justices (infra, p. 101); the probate court replaced the court of ordinary (infra, p. 88); the court of equity was abolished and its jurisdiction transferred to the courts of probate and common pleas (infra, p. 80), the latter delegating in 1878, equity cases to a master (infra, p. 86).

In 1890 the farmers' movement, under the leadership of B. R. Tillman, brought a social revolution, which in 1893 set up the dispensary systems as a state monopoly for the control of the liquor business (infra, p. 155); and in 1895 adopted a new state constitution.

For abbreviations and explanatory notes see pages 24-26

Governmental Organization and Records System - General Administration; Registration of Titles to Property (First entry, p. 28)

In 1896 the county superintendent and the board of education replaced the school commissioner and the board of examiners (infra, p. 137). In 1909 rural policemen were created (infra, p. 114). In 1915 a county health officer was appointed, to work in cooperation with the children's clinic (infra, p. 162). In 1915 the home and farm demonstration agents were added (infra, p. 184). In 1921 the Columbia Hospital (infra, p. 172), and in 1934 the public library, became county institutions (infra, p. 149). In 1926 the forfeited land commission was created, and in 1932 the tax collector and the service officer (infra, pp. 135, 131, 161). In 1937 the board of public welfare set up a permanent department for the duties previously performed by a temporary department and by the Family Welfare Society and its predecessors (infra, p. 155). The Family Welfare Society cooperates with the department in case work.

General Administration

The central factor in county government in South Carolina is the legislative delegation to the general assembly, usually called the delegation. Consisting of the county senator and the representatives, this group functions not merely as the legislative body for the county, but also unofficially as the local executive (infra, p. 27) which administers county business through the various legally constituted county officers, especially the board of county commissioners.

The board of county commissioners, created in 1868 with full executive powers for local taxation, disbursements, public works, and welfare (Const. 1868, IV, 19), lost constitutional stability in 1890 (Stat. XX, 649-50). With the institutionalization of the delegation, the board has lost control over taxation (infra, p. 27). One of the main purposes of local taxation has been the financing of road work, a jurisdiction taken over by the board in 1868 from the ante-bellum commissioners of roads (infra, p. 43). In an effort to equalize the work throughout the county, township boards of road commissioners were appointed in 1894 (1893, Stat. XXI, 481-91). In 1920 and 1925 special commissions were set up to administer funds from bond issues for permanent roads (infra, p. 41). In recent years the county roads are being absorbed into the state highway system (Acts 1917, p. 321), but the county supervisor still gives much attention to road maintenance with chain gangs, and in Richland, he is assisted by a county engineer (infra, p. 30). Since 1924 the state children's bureau has assumed the board's responsibility for destitute children (Stat. XXXIII, 1190; XXXV, 359; XXXVI, 1374). Since 1935 the department of public welfare (infra, p. 155) has been relieving the board of other welfare duties. The principal duties remaining for the board are the auditing of claims and the purchasing of supplies (infra, p. 31).

Registration of Titles to Property

From 1785 until 1800, the county court recorded contracts and deeds for conveyances and mortgages, with the associated instruments (Stat. VII, 232-33). When this court was abolished, the clerk of court assumed the duty as

For abbreviations and explanatory notes see pages 24-26

register of mesne conveyance (Stat. VII, 296). Plats and surveys for grants were recorded 1802-78, by the commissioner of location (infra, pp. 55-56), another office which was combined with that of clerk of court (Stat. XI, 80), who now registers all property titles, assignments, satisfactions and related instruments.

Judiciary

Civil common law jurisdiction, exclusive of land cases, and not to exceed £50, was exercised 1785-99, by the old county court (infra, p. 47); and not to exceed $100, by magistrates from 1785 until the present (infra, p. 101). Unlimited civil jurisdiction has been exercised in Richland since 1800 by the court of common pleas (infra, p. 72). In 1917 limited civil jurisdiction not to exceed $3,000 was delegated to the present county court (infra, p. 83).

Criminal jurisdiction limited to cases not involving life or limb, was exercised 1785-99, by the old county court (infra, p. 47); and to an even more limited degree, 1785 to the present, by magistrates (infra, p. 101). Courts of magistrates and freeholders handled criminal cases for persons of color until 1865 (infra, p. 104), when the district court assumed jurisdiction until 1868 (infra, p. 105). Since 1800, the court of general sessions has dealt with major crimes in Richland County (infra, p. 62).

Chancery jurisdiction, 1784-1868, was vested in a court of chancery (infra, p. 60); 1865-67, in the district court (infra, p. 105); 1868--, in the court of common pleas (infra, p. 80); 1917--, in the county court (infra, p. 105).

Probate jurisdiction was exercised by the county court, 1785-99 (infra, p. 47); by the court of ordinary, 1800-1868 (infra, p. 88); and by the probate court since that time (infra, p. 88).

Juvenile jurisdiction was given the probate court in 1912 (infra, p. 89), and was further extended in 1923 to provide for children's courts in counties having a population between 90,000 and 100,000 (infra, p. 100).

Jurisdiction in naturalization was exercised by the courts of common pleas and general sessions until transferred in 1929 (infra, p. 63) to federal district courts exclusively.

The supreme and general court at Charleston had jurisdiction similar to that of "His Majesty's Courts of King's Bench, Common Pleas and Exchequer at Westminister" until 1789, when all circuit courts were given parity (Stat. VII, 184, 253). Appeals in law, 1800-1824, from the circuit courts were heard by the circuit judges, and in chancery, 1808-24, by the chancellors, annually at Columbia after the conclusion of the circuits (Stat. VII, 295, 305). In 1824 the court of appeals in law and equity was instituted (Stat. VII, 325). In 1837 this was replaced by two separate courts of appeals, one for law and one for chancery, which together formed the court of errors for all constitutional questions (Stat. VII, 340). Since 1868 the state supreme court has heard appeals from the circuit courts (Const. 1868, art. IV, 1); and appeals

For abbreviations and explanatory notes see pages 24-26

from inferior courts and from the probate court are to the circuit courts (infra, pp. 89, 102).

Law Enforcement

Preservation of the peace in Richland County since 1785 has been the responsibility of the sheriff and his deputies, the coroner, the constables and the bailiffs. In 1909 the county police were added (infra, p. 114). Inquests are held by the coroner (infra, p. 117). Indictments are prepared by the solicitor and made by the grand jury (infra, p. 71). Criminals are apprehended by any of the above named officials, who in performing this duty are empowered to call to their aid any citizen. Custody of prisoners is vested in the sheriff, who appoints a jailer; and also in the coroner, who by law should have a special room for them in the jail. (Infra, pp. 107, 117.) Prosecutions are conducted by the circuit solicitor (infra, p. 69). Executions of sentences have always been the responsibility of the sheriff (infra, p. 107) and of the constables, who until 1865 were required to execute death sentences upon prisoners of color (infra, p. 104).

Finance

Local finance for county and schools did not take form until 1868, when the board of county commissioners, the county auditor, the county treasurer, and the county school commissioner, were created. Budgetary control of county funds is vested in the board of county commissioners (infra, p. 30) but is now exercised by the delegation through the annual supply act (infra, pp. 27, 31), which fixes the limit of expenditures for each office.

Revenue is derived chiefly from taxation, and to a lesser degree from fines and licenses.

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

Tax levies are set by the delegation in the supply act (infra, p. 27), and assessed by the auditor and the local boards of assessors (infra, pp. 118-20). Preparation of assessment lists is done by the auditor from returns of taxpayers and estimates of boards of assessors; and the assessments are entered upon the tax duplicates after being equalized and reviewed by the county board of equalization (infra, p. 125). Collection of taxes charged upon the duplicates is made by the treasurer, who remits state taxes to the state treasurer (infra, p. 126), and by the delinquent tax collector (infra, p. 131). Sale of property for taxes is conducted by the tax collector through an auctioneer, under execution from the treasurer. When the bid is not sufficient to cover the tax, the property is bought by the auditor, for the state sinking fund commission until 1926, and since that time for the forfeited land commission (infra, p. 135). These lands are held as

For abbreviations and explanatory notes see pages 24-26

assets of the county and state (Acts 1933, pp. 212-13). They may be redeemed by the delinquent owner if he pays taxes and costs within a year (Code 2855), but the tax collector's title is incontestable after two years (Code 2859). The redemption money is paid to the county treasurer, who remits the state's share to the state treasurer (infra, p. 136).

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

Under a special law, revenue which accrues from fees and licenses is paid directly to the county treasurer (Acts 1932, pp. 1179, 1449-56).

Among the miscellaneous sources of revenue are fines and forfeitures collected by magistrates (Code 3723), and by the treasurer for the county and circuit courts (infra, p. 126).

Expenditures are regulated by law. Requests for payments are presented upon a printed form called a claim, accompanied by an itemized statement and affidavit of the claimant. County claims are audited by the board of commissioners, which issues warrants upon the treasurer to pay the amounts specified (infra, p. 33). The treasurer holds the cancelled warrants as his vouchers until the annual settlement of financial offices, when he delivers them to the auditor (infra, pp. 119, 127).

County officers' accounts were examined annually by the grand jury until the books became too complicated for amateurs. Since 1931 the delegation has authorized annual audits by certified public accountants (infra, p. 28).

Bond issues for school districts, townships, and the county, supply the funds for specified long term purposes. The interest and principal on these are taken care of by sinking funds derived from special levies, collected by the treasurer and disbursed on warrants by the appropriate official (Code 7319-26, 7343-45). In 1901 a county sinking fund commission was created (infra, p. 136).

Elections

The constitution of 1778 (art. XIII) under which Richland County was created, limited the franchise to free white men who acknowledged a God and believed in future rewards and punishments; who had attained the age of twenty-one; who had been resident in the state one year; and had possessed a freehold of fifty acres at least six months before the election, or had paid a tax the preceding year on the equivalent. The constitution of 1790 (art. I, 4) reaffirmed these qualifications for voters but extended the residence requirement to two years in the state, and offered an alternative to the fifty-acre freehold in a town lot possessed at least six months before the election. In 1809, an amendment specified exclusion of paupers, and non-commissioned officers and privates of the United States Army; and waived the property require-

ment if the man had been a resident of the district six months before the election (Stat. VI, 640). The constitutions of 1861 (art. I, 13) and 1865 (art. IV) made no essential change. The constitution of 1868 (art. VIII, 2) removed the bar against race and military service, reduced the residence period, did not require the voter to be a freeholder or a taxpayer, and excluded paupers, convicts and lunatics. The present constitution of 1895 (art. II, 3-15) extended the residence period to two years in the state, one year in the county, and four months in the precinct; and required payment of poll tax six months before the election, with the proviso that ministers of the gospel, and teachers, if otherwise qualified, may vote after six months' residence in the state. The voter must also be able to "both read and write any Section of this Constitution submitted to him by the registration officer or show that he owns, and has paid all taxes collectible during the previous year on property in this state assessed at three hundred dollars ($300) or more". This was waived for those who registered prior to January 1, 1898. Disqualifications for specified crimes may be removed by pardon from the governor; and no person loses residence because of employment in the service of the United States, nor while engaged in navigation, nor while a student at an institution of learning. No amendment has yet been added for woman suffrage, which is provided for by an act of 1921 (Stat. XXXII, 268).

Registration has been a prerequisite since 1868, and the lists of voters are revised every ten years. The books are closed at least thirty days before an election. (Const. 1868, art. VIII, 3; 1895, art. II, 4 b, 11.)

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

Under the one-party system prevailing in South Carolina, primary elections are held on the last Tuesday in August each election year to select the candidates for the general elections. A second primary may be held, if necessary, two weeks later. Party members are enrolled in clubs of not less than twenty-five each, and membership is regulated by law. (Code 2352-72.) General elections are held every second year on the first Tuesday following the first Monday in November (Code 2298). Special elections may be called on any question by the general assembly.

For the general elections, at each polling place a space is railed off for the state and county ballot box, with two opposite openings for the entrance and exit of the voter; another space is railed off for the federal ballot box. Each box is "labeled in plain and distinct roman letters." Each box is kept locked during voting hours, and each has an opening in the top just large enough to receive the folded ballot. Each voter before casting his ballot must swear that he has not voted before on that day. Only one

For abbreviations and explanatory notes see pages 24-26

voter at a time is allowed to enter the voting space, and no one except the managers may speak to him while in the space casting his vote. (Code 2306.)

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

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

After each election, the boards of commissioners of elections become boards of canvassers, to prepare a statement of each protest as well as the total vote for each candidate (infra, p. 154).

Education

Under the constitution of 1895 (art. XI, 7), separate schools must be "provided for the children of the white and colored races." All local matters relating to the operation of these schools in each school district are entrusted to the boards of trustees appointed by the county board of education. This board in turn is made up in Richland County of the county superintendent of education and six elected members, one from each township except Columbia (infra, p. 137). The schools of the city of Columbia, are not in the county system but operate by a special law of 1930 (Acts, pp. 2015-20) under a board of elected school commissioners (Code 5584, 5585). This board appoints a city superintendent whose position is analogous to that of the county superintendent. The board of any district, alone or in cooperation with the boards of adjoining districts, may establish a high school (Code 5598). The development of good roads has been closely linked with the development of rural education; and state aid (Code 5478-93) is available not only for transportation of pupils by school busses, but also for the establishment of rural high schools, consolidated schools and vocational schools (Code 5474, 5606, 5615, 5617). Each school district is also a tax district (Code 5355, 5392) and has corporate powers to issue bonds (Code 5359). Compulsory attendance has been a requirement since 1915 (Acts, p. 118); and the current school law is mandatory for children between the ages of seven and sixteen (Acts 1937, pp. 556-61). Transfer of pupils may be arranged by consent of the district board concerned or, if consent is capriciously withheld, by order of the county board (Code 5372).

Public Health

County health work is carried on by a health unit organized in 1927 under the bureau of rural sanitation of the state health department (infra,

p. 163). Certificates of births and deaths are made out by local registrars appointed by the bureau of vital statistics of the state health department (infra, p. 57). Richland County maintains a county hospital (infra, p. 172), a dental clinic (infra, p. 139), and a venereal clinic (infra, p. 165). It also contributes to a children's clinic (Acts 1939, p. 1422), to the Good Samaritan Waverly Hospital (ibid.) and to a tuberculosis camp (infra, pp. 162, 166). Two county physicians are employed by the county commissioners to attend the prisoners in the jail and on the chain gang (Code 3847, 4730), and the inmates of the almshouse. They also make post mortems and lunacy examinations (infra, p. 32).

Welfare

In 1789 the county court was given jurisdiction for poor relief, and when county courts were abolished in 1799, commissioners of the poor assumed the duty. In 1824 they were authorized to erect almshouses in each district (infra, p. 45). In 1868 the board of county commissioners assumed jurisdiction, exercised after 1923 through the Family Welfare Society (infra, p. 32). In 1937 the county board of public welfare set up the present county department of public welfare which administers state and federal funds for the categories of old age, the blind, the mothers of dependent children, and other handicapped and unfortunate persons (infra, p. 156).

State appropriations for Confederate veterans are disbursed by the state comptroller general (infra, p. 160). Since 1932 the county service officer has been paid by the county to assist ex-service men to get federal benefits (infra, p. 161).

Extension and Conservation

Agricultural education outside of colleges has been available since 1914 through the farm and home demonstration agents (infra, p. 184). In Richland County the first appropriation for soil conservation was made in 1936 (Acts, p. 2588), and the work has been carried on consistently since then (infra, p. 185). In 1935 Richland County set up a forest fire control board (infra, p. 181).

Obsolete Functions

The foregoing discussion has shown that most of the functions formerly performed by offices now defunct have merely been transferred to modern agencies. The following offices, however, have ceased to exist because their functions are no longer possible. The court of magistrates and freeholders (infra, p. 104) and the district court of 1865 (infra, p. 105) dealt with crimes of races which could not enjoy citizenship until after the ratification of the fourteenth and fifteenth amendments to the Federal Constitution. The commissioner of location (infra, p. 55) recorded warrants

For abbreviations and explanatory notes see pages 24-26

and surveys as long as the state held vacant land in the county. The county board of control (infra, p. 155) managed the details for the operation of local dispensaries when the state attempted to control the alcoholic liquor traffic through public monopoly.

Records System

Few laws for the keeping of records had been passed when Richland County was created in 1785. In 1837 the first real step was taken towards the standardization and preservation of records when the attorney general and the solicitors were required to examine annually courthouse offices and report conditions to the courts. The same act authorized the commissioners of public buildings to construct and keep in repair suitable fixtures or cases for the reception and preservation of records, books, and papers of district officers. (Stat. VI, 577-78.) In 1838, the matter was referred to the judiciary committee, which recommended authorizing the attorney general and the circuit solicitors to search the statutes, rules and practices of the court, and judicial decisions, and to get together by the next session of the legislature, all required duties, with recommendations for the kinds of record books, the best way to preserve them, the arrangement of papers, and how they were to be turned over to new officers, so as to constitute a general and permanent system (Reports and Resolutions, p. 124). As a direct result of this resolution, the statutes of 1839 contained the first collection of rules and regulations for procedure and records of the district offices. Since that time, whenever a new office is created, or a new duty added to one already created, the law usually prescribes the record to be kept as a result. This, as well as the fact that most of the record books* are printed and supplied from one central source (Code 3876, 5276), has accomplished much towards the uniformity of records throughout the state. In general, the legal requirements in regard to the manner of keeping the more important records have been observed in Richland County.

The paper, ink, and typewriter ribbons are of a quality that insures permanence. Binding and rebinding are done regularly and in most cases are adequate to the needs of the offices. All indexing is required by law to be alphabetical, and usually with direct and cross indexes in separate volumes. The Cott system, sub-indexed by family name, is used for mesne conveyance registrations, and for the judge of probate.

Under a general law, returns for taxation may be destroyed after five years (Code 2733). A special law of 1930 authorized the clerk of court to destroy records of chattel mortgages barred by the statute of limitations (Stat. XXXVI, 1990-91). A general law of 1937 now provides that when any county is confronted with the problem of caring for obsolete records, they may be removed to the University of South Carolina at Columbia (Acts 1937, pp. 402-3). There is no duplication of records except where those of one office are required to check on another; for instance, the treasurer's records must balance with auditor's, and both of these must tally with financial statements of the county commissioners, the superintendent of education, the sheriff, and the magistrates.

*financial

For abbreviations and explanatory notes see pages 24-26

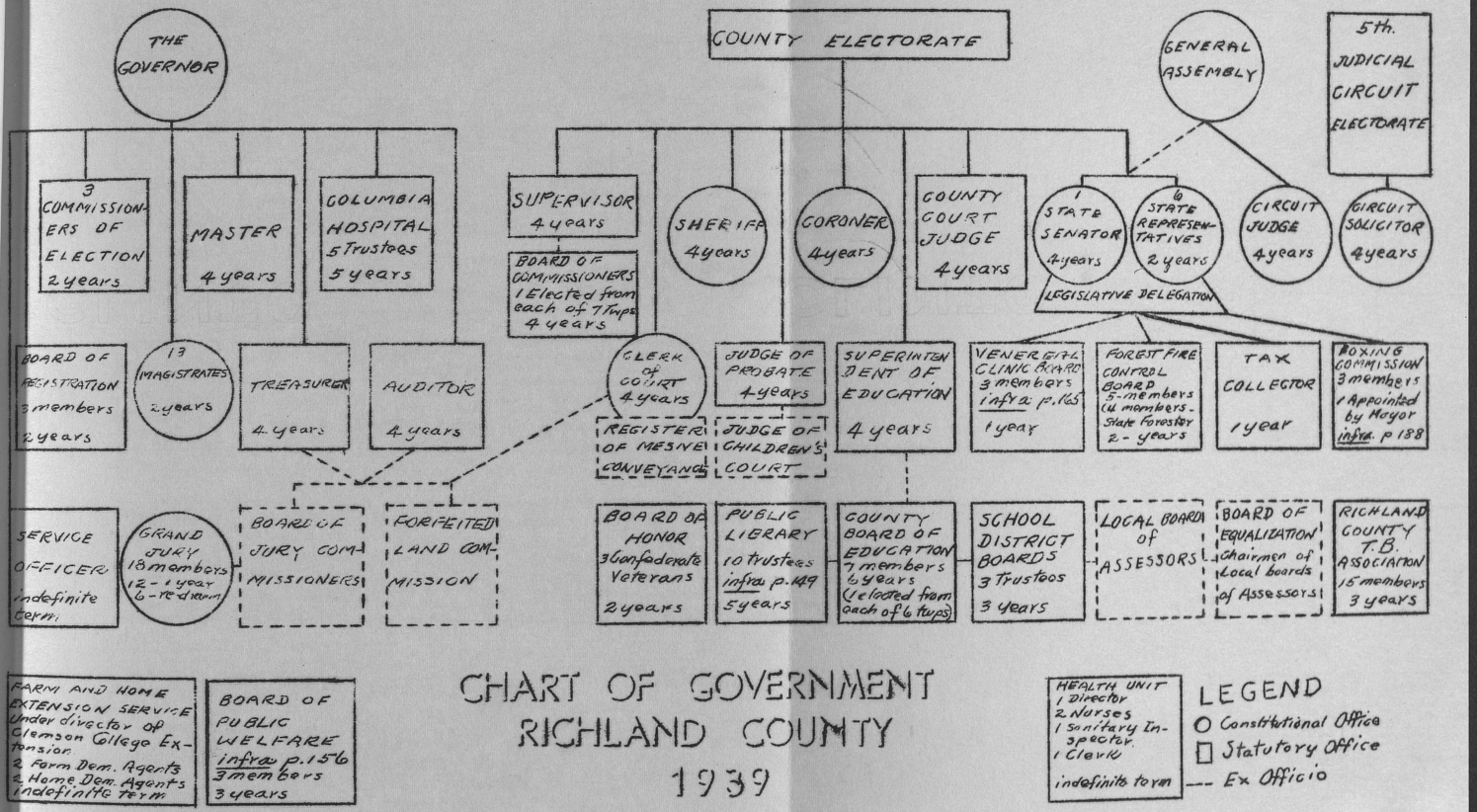


CHART OF GOVERNMENT RICHLAND COUNTY 1939

Heavy penalties have been enacted for violations of the laws in regard to keeping records and performing official duties (Code 1508-92). The state attorney general and the circuit solicitor are still required to examine into the condition of the offices of the clerk of court, the register of mesne conveyance and the sheriff, to ascertain if the duties required have been performed, and to report to the court of general sessions at its fall term, and to the general assembly (Code 3131). Every county official receives a copy of the acts each year, (Code 2109) and a copy of the code every ten years. The county pays an annual retainer to an attorney to give legal advice to county officials (infra, p. 31). Since 1931, the public records in Richland have been audited by a certified public accountant appointed annually by the delegation. A copy of the audit report is furnished the delegation, the grand jury, the county treasurer, and the clerk of court, the clerk's copy being a public record. (Acts, p. 39; Code 4738.) Since 1934, all charitable institutions receiving aid through the delegation have also been required to file a copy of the annual audit with the delegation (Acts, p. 2170). Under a special law of 1936, every officer of Richland County is required to "keep a complete record of every instrument filed, recorded or acted upon and amount of fee paid there for, which shall be open to inspection by any citizen...at any time" (Stat. XXXIX, 1756).

3. HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

Of the first courthouse, erected by the county justices of 1785, little is known (supra, p. 6). The state in 1799 appropriated $100,000 for new public buildings to house the circuit courts and records in twenty districts (Stat. V, 376). In the summer of 1800, the Richland commissioners of public buildings let the contract for a two-story brick jail to Jesse Arthur for $3,570 (Green, Richland County, p. 201), but it was not until the next year that the state appropriated $4,900 for building a courthouse, to be used jointly by Richland District and the state court of appeals (Stat. V, 429). In August 1802, Richard Clark, architect, posted bond for $1,000 (Green, Richland County, p. 202). Richland's first buildings in Columbia were at the southeast corner of what are now Main and Washington Streets (Edward Hooker's map of 1805, in Green, Richland County, p. 161; see also ibid., p. 202). The building was planned in accordance with its archival character, and in 1803, $1,050 was paid to Richard Clark for covering the courthouse with the "best Carnaervon slates instead of shingles" (Stat. V, 476). Two years later an additional $500 was paid for finishing the courthouse (Stat. V, 519), which was described by Edward Hooker, when he visited Columbia that year, as a handsomer building than the State House (Green, Richland County, p. 201). Extensive work was undertaken in 1810 when the courthouse was allotted $1,300 for repairs (Stat. V, 637).

What befell this second Richland courthouse in the course of the next six years is not known, but at the close of 1816 the state appropriated $8,000 for "rebuilding the courthouse in Columbia" (Stat. VI, 55). Whether this rebuilt courthouse, Richland's third, was erected on the original lot, has not been ascertained, but it is believed to have faced Main Street on

For abbreviations and explanatory notes see pages 24-26

the opposite corner. In 1838, an appropriation of $1,000 was made for a "library and consultation room for the Judges of the Court of Appeals, in the rear of and adjoining the court-house of Columbia" (Stat. VI, 612). In 1857 the commissioners of public buildings for Richland District were given $500 to repair the roof of this library (Stat. XII, 515). But it must have been beyond repair, for the next year, these commissioners, with an appropriation of $15,000 for a new building, were authorized to sell the old courthouse or to use its materials at their discretion (Stat. XII, 588). They built the fourth Richland courthouse to face Main Street, at the northeast corner of Washington Street. When the city of Columbia was burned by the invading Federal army in 1865, this fourth courthouse was destroyed, with all records except those of the judge of probate and of the commissioner in equity. It is said that when Sherman's army approached, Jacob Bell, then ordinary of the district, boxed his records and hid them in a barn or a swamp between Columbia and Camden (Green, Richland County, p. 220; F. C. Roberts, in Columbia, p. 169).

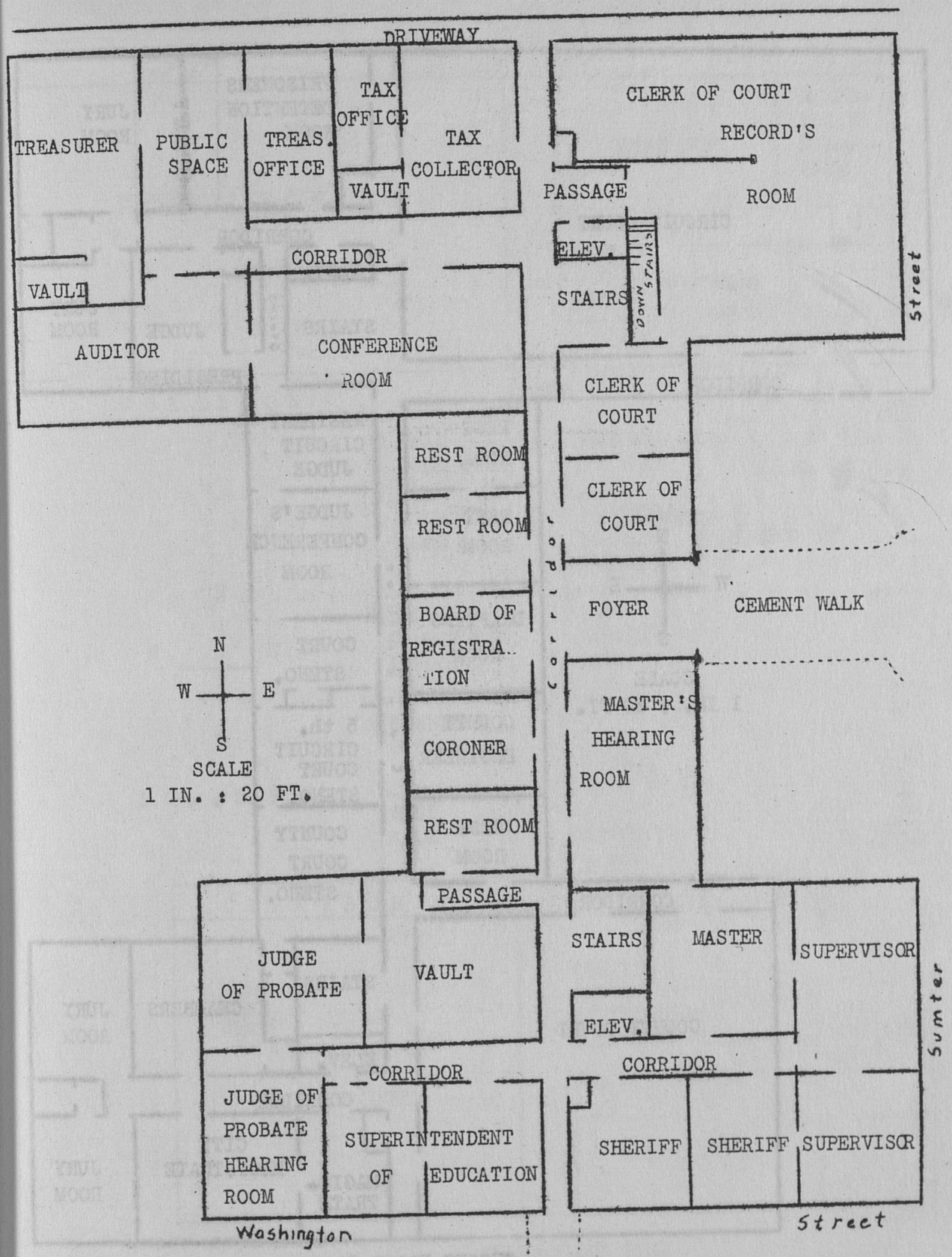
After the Civil War, when the courts reopened in 1868, the upper floor of the newly erected Carolina Hall was used as the temporary courthouse. Under the authority of an act of 1872 (Stat. XV, 107, 469), the board of county commissioners sold for $23,125 the northeast corner lot at Main and Washington on which the burned courthouse had stood. The board then purchased for $5,000 the adjoining lot on the northwest corner of Sumter and Washington for the new site and on December 11, 1872, let the contract to George W. Davis, for $32,975. (Records, pp. 156, 158, infra, entry 3.) The new courthouse completed in 1874, apparently the fifth for Richland and the fourth in Columbia, was erected within the same city block in which two predecessors had stood, but it faced Washington Street instead of Main (Columbia, p. 168). When this building was demolished in 1935, the Township Auditorium on the corner of Taylor and Henderson Streets was used for county offices until the present courthouse was completed in 1937 on the site of its predecessor, but facing Sumter Street.

The present Richland County courthouse, at a cost of $305,000, is a fireproof building of brick and Indiana limestone. The exterior is dignified but plain, more attention having been devoted to making the interior convenient than to erecting an imposing structure. Most of the interior wood finishings are of oak with some of pine. The floor is of terrazo. All of the corridors on the first floor, and the main ones on the second floor, have a marble wainscot 36" high.

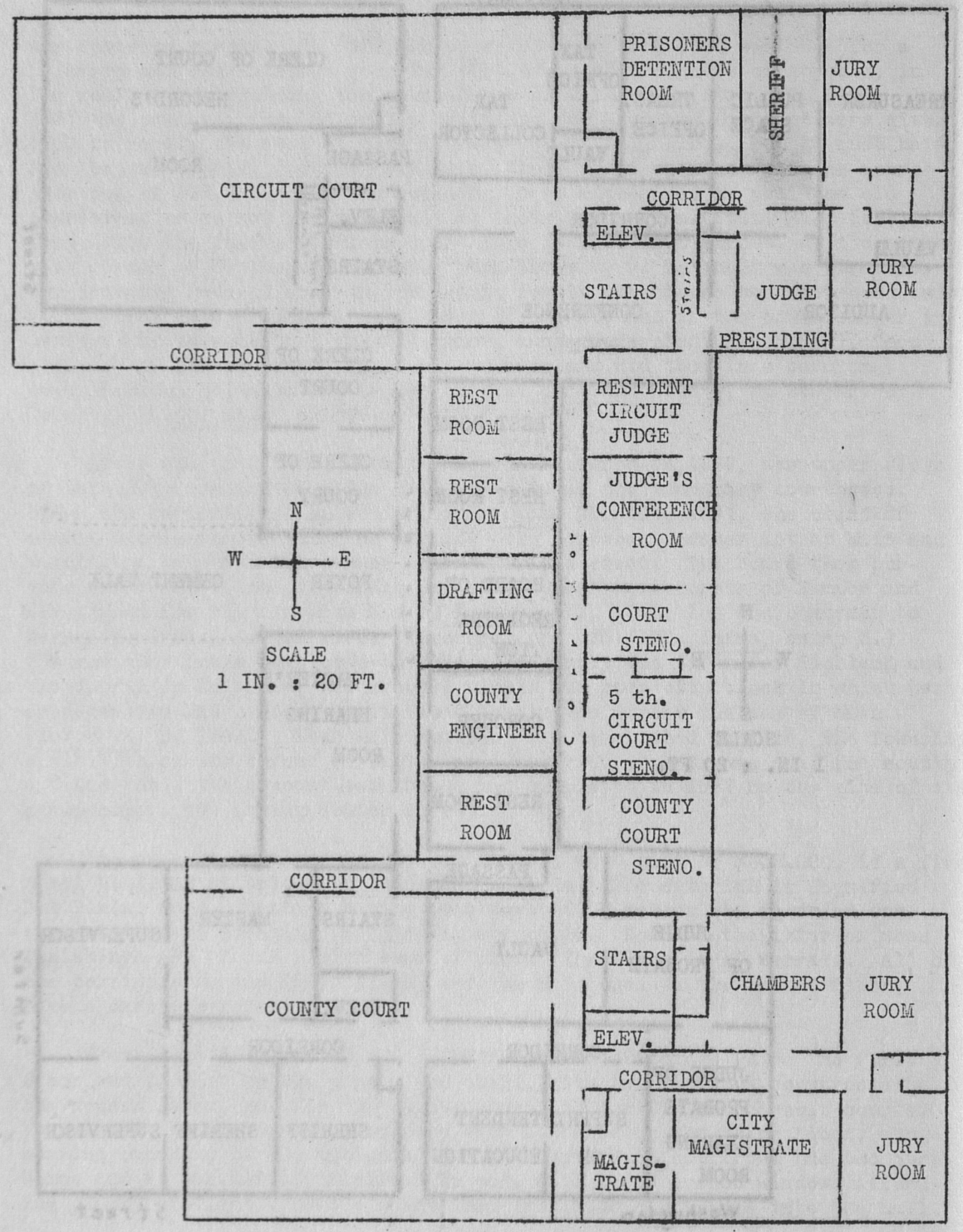
There is a total of 54 office rooms in the building, 22 on the first floor and 16 each on the second and third, with two spacious courtrooms on the second floor, one for the county court and one for the circuit courts. The circuit courtroom has a balcony with entrance on the third floor, and a seating capacity of 400 including the balcony. Each courtroom has two jury boxes and is beautifully finished in oak, with large arched windows affording plenty of light. Double doors lead from both courtrooms into the hall.

Features of the building are air conditioning, water fountains in the halls on every floor, a directory of offices in the first floor hall, bulletin boards inside the entrance, modern clocks in the two courtrooms, barred

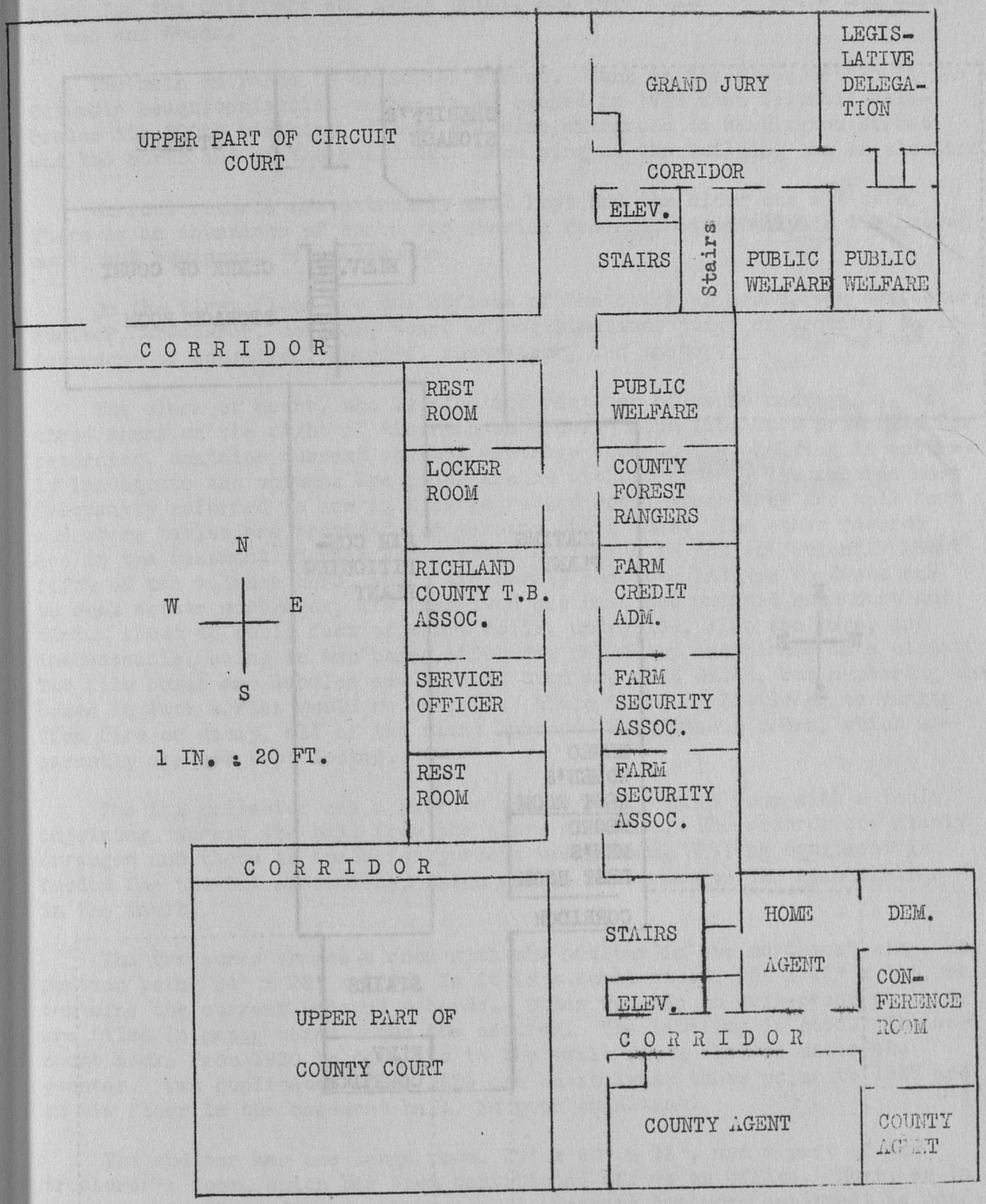
For abbreviations and explanatory notes see pages 24-26



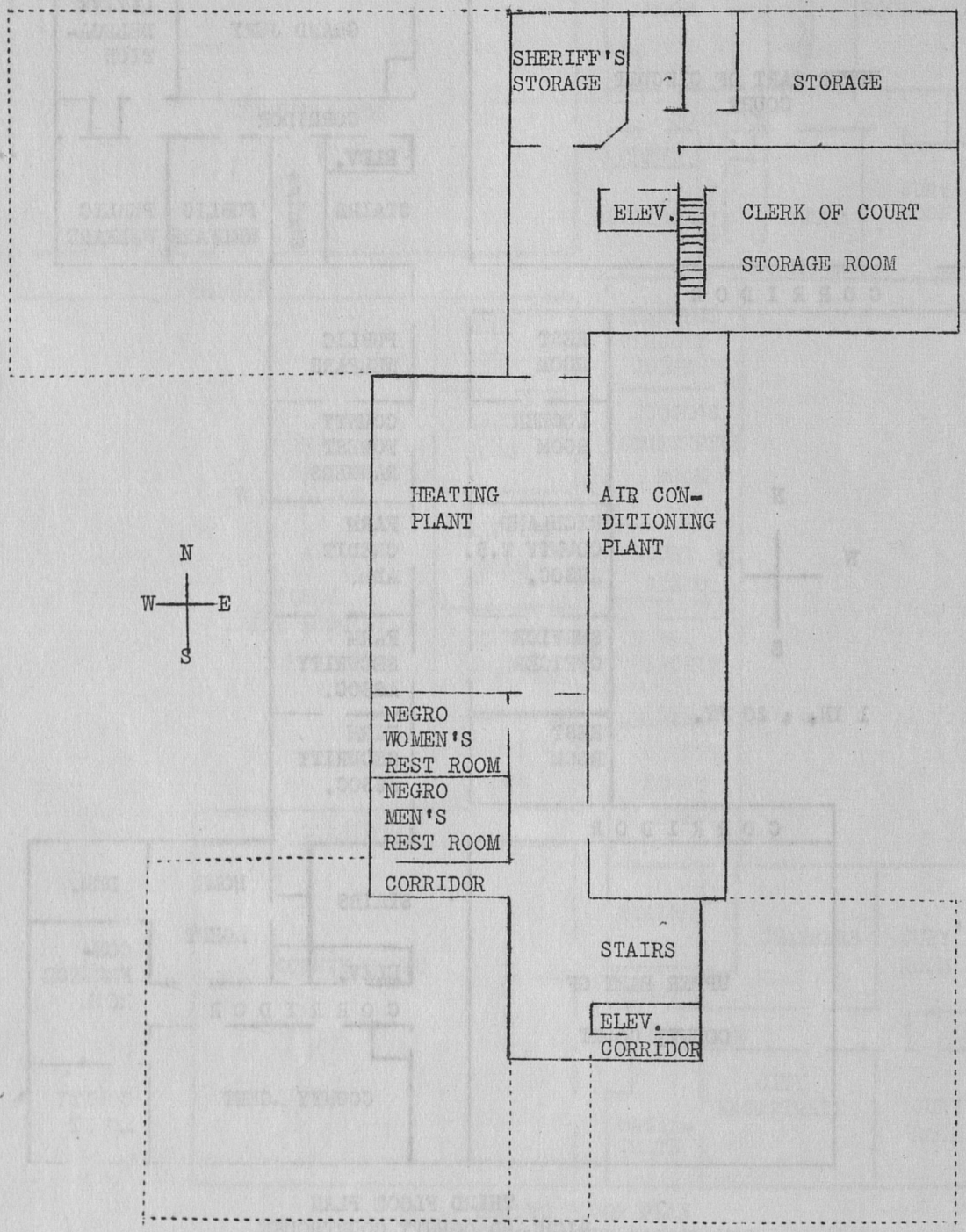
FIRST FLOOR PLAN
RICHLAND COUNTY COURTHOUSE



SECOND FLOOR PLAN
RICHLAND COUNTY COURTHOUSE



THIRD FLOOR PLAN
RICHLAND COUNTY COURTHOUSE



BASEMENT FLOOR PLAN
RICHLAND COUNTY COURTHOUSE

rooms for the prisoners who await trial, and rest rooms for white and colored men and women.

The main entrance is on Sumter Street. Sunk in the floor within is the Columbia Sesquicentennial cache, to be opened in 1986 when Columbia celebrates its 200th birthday. There are also entrances on Washington Street and the north end of the building. Each wing of the building has an elevator.

Current records are extremely well kept and the older one are safe. There is an abundance of space for storing records, especially in the basement, but equipment is inadequate.

On the first floor are the offices of the clerk of court, tax collector, auditor, treasurer, coroner, board of registration, judge of probate, superintendent of education, sheriff, supervisor, and master.

The clerk of court, who is also the register of mesne conveyance, has three rooms on the right of the main entrance. Room 115, used primarily for recording, contains current chattel mortgage books. The shelving is entirely inadequate and volumes are piled around without order. The records most frequently referred to are in a large record room, where they are well kept and where tables are provided for persons using them. The other records are in the basement storage room, where equipment is not sufficient. About fifty of the volumes here, which are merely obsolete indexes to deeds and to real estate mortgages, are unshelved and have accumulated much dust and dirt. About 48 cubic feet of court rolls, entry 104, also are here, and inaccessible, being in two boxes which are nailed up and placed in a closet. The file boxes are labeled and most of them are also dated, but numbering the boxes in each series would be helpful. While there is little or no danger from fire or decay, all of the rooms have ordinary wooden doors, which apparently are not kept locked.

The tax collector has a private office and a large room with a vault adjoining, across the hall from the clerk of court. The records are nicely arranged and there is space for persons using them. Filing equipment is needed for the tax executions, which are in neat rows on the open shelves in the vault.

The treasurer shares a room with the auditor in the northwest wing, his portion being 24' x 28' x 12'. In it is a small vault, 12' x 12' x 10', which contains the current unbound records. Other records in dust-proof packages are filed in paper boxes under the counter. The labeling is good. The account books from 1920 to date are in the vault or on shelves under the counter. Tax duplicates since 1925 are on shelves; those prior to 1925 are on the floor in the basement hall, in poor condition.

The auditor has one large room, 20' x 40' x 12', and a part of the treasurer's room, which has been partitioned off as an office. Here, as in many of the other offices, the space is adequate but more equipment is needed. About 200 feet of shelving could be used. The tax returns are tied in bundles and stacked on the floor. Some of the miscellaneous records, including real estate conveyances, are not on shelves, and many of the older

For abbreviations and explanatory notes see pages 24-26

records are mixed in the filing cases. In general the records of this office are well cared for. Many of the records of conveyance of real property have been removed to the basement.

The board of registration has a conveniently located room facing the main entrance.

The coroner has one room, with a steel filing cabinet which is quite adequate for the few records he keeps.

The judge of probate has a general office, a private office, and one of the three vaults in the courthouse. The vault, fitted with a steel door and steel window shutters, contains most of his records. There is ample space for the storage and examination of the records, but more shelving is needed. One box of apparently discarded records has been removed to the clerk of court's basement. The volumes are for the most part account books of fees, and of individual estates; some are of relatively small value, but some contain the transcripts of letters and bonds prior to 1900.

The superintendent of education has two rooms. His records are arranged in files or on shelves and accessible, but there is little space for examining them. Some of the old records are stored in wooden and pasteboard boxes in the basement. The quantities of records were largely estimated as the current ones are in desk drawers and have not been filed.

The sheriff has an office in the south corner of the southeast wing, but some of his records are kept in a warehouse at the county jail, and in the sheriff's storage in the courthouse basement. All are on shelves in file boxes, but more equipment will soon be needed. Those in the office are particularly well arranged and labeled.

The county commissioners and the supervisor have a suite of offices in the east corner of the southeast wing. Claims since 1933, the current ledgers and file books are kept in a safe. There are four filing cabinets.

The master, on the northwest corner of the southeast wing, has a room for hearings and another for clerks and typists. Current records are kept in the latter, but shelving for about ten volumes is needed. He also has a cabinet of old records in the basement. All of his records are well preserved.

On the second floor of the courthouse, in addition to the two courtrooms, are rooms for the county court jury, judge, and court stenographer, the circuit court jury, resident judge, the presiding judge, and court stenographer; a consultation room, detention room for prisoners, solicitor's and sheriff's room, and offices of the city magistrate, and county engineer.

The judge of the county court, keeps a file book of cases and calendars 1, 2, and 3. He also has a personal record of all cases and orders. There is need of a cabinet for the volumes. Some of those no longer in use could be placed in the basement with the records of the clerk of court.

For abbreviations and explanatory notes see pages 24-26

The city magistrate has an office and a waiting room. The few records he has are in the office and are well kept.

The county engineer has a private office and a drafting room. He does not keep any records, but turns them over to the county commissioners.

On the third floor are the conference rooms, grand jury room, and offices for the delegation, home and farm demonstration agents, service officer, Farm Credit Administration, county forest rangers, and public welfare. Girl Scouts and Richland County Tuberculosis Association share one room.

The legislative delegation has one room in the northeast wing. The records as yet are few in number and one four-drawer metal filing cabinet is quite adequate.

The county service officer has one room, with adequate metal files for his records, which are well kept.

The county forest rangers keep very few records, and they are amply provided for with one metal and one wooden file.

Public Welfare has three very crowded offices. The master files are in metal cabinets. Case records are filed in four-drawer steel and wooden files, some of which are broken down. This lessens efficiency, as they are in use daily. There is no cabinet for filing necessary office supplies, and ingenious use of cardboard boxes does not disguise this lack.

The records of the Richland Anti-tuberculosis Association are kept in four places: the business records are in the office in the courthouse, and in the treasurer's place of private business, 1006 Central Union Building; the clinic records are at the Columbia Hospital; and some records are in the administration building at Ridgewood Camp. All are well preserved.

The other offices on this floor do not come within the scope of the county records survey.

In the basement are the heating and air-conditioning equipment and a large vault for storing records. The halls of the basement have recessed walls and space for shelving. They are dry and might be transformed into storage space for old records if the poor lighting and ventilation, and accumulation of excess dirt were eliminated. There are two unassembled sections of steel roller shelves and many unfilled file boxes which could be used for records. The ballot boxes are also kept here.

The Columbia Hospital, on the corner of Harden and Hampton Streets, keeps fiscal records in the main office at the entrance; the minutes of the staff and records relating to patients are in the office of the hospital historian; the old records are in a storage room in the basement. This storage room, approximately 10' x 20' is dry and the records are safe, but the ventilation and lighting are poor. Each clinic and division of the hospital also has records which are very orderly in arrangement. When the hospital was completely remodeled in 1933 some records were lost.

For abbreviations and explanatory notes see pages 24-26

The health unit is housed on the ground floor of the Columbia Hospital. One wooden shelf for volumes and eight file drawers for unbound records are adequate.

The Richland County almshouse is located eight miles northeast of Columbia on a by-road to the right of U. S. highway number one. Its sole record is kept in the superintendent's residence.

The Richland County library on the corner of Sumter and Washington Streets is in an old brick building which has been adapted to its present use, but it is not fireproof. Some of the records are kept in the office of the librarian, but the treasurer keeps the account books at his home.

4. ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

Acts	Acts and Joint Resolutions of the General Assembly of South Carolina (see explanatory notes)
adm	administration
alph	alphabetical or alphabetically
approx	approximate or approximately
arr	arranged or arrangement
art	article
assoc	association
chron	chronological or chronologically
Code	Code of Laws of South Carolina 1932
comr., comrs	commissioner, commissioners
Const	Constitution of South Carolina (see explanatory note)
CWA	Civil Works Administration
ed	editor
elev	elevator
est	estimated
etc	et cetera, and so forth
FERA	Federal Emergency Relief Administration
f. b	file box
f. d	file drawer
hdw	handwritten
HJ	House Journal
ibid	ibidem, the same reference
infra	below, on a following page in this book
JCHA	Journal of Commons House of Assembly
JGA	Journal of General Assembly
JGC	Journal of Grand Council
MS	manuscript
no., nos	number, numbers
numer	numerical or numerically
p., pp	page, pages
passim	here and there, everywhere
Phila	Philadelphia
PR	Public Records (see explanatory note)

Abbreviations, Symbols, and Explanatory Notes (First entry, p. 28)

SE	Southeastern Reporter
sec	section
SJ	Senate Journal
Stat	Statutes at Large of South Carolina (see explanatory note)
steno	stenographer
supra	above, on a previous page in this book
T. B	Tuberculosis
TDPW	Temporary Department of Public Welfare
twp., twps	township, townships
U. S	United States
v., vs	versus
vol., vols	volume, volumes
WPA	Works Progress Administration
--	current
'	feet
x	by

Unless otherwise specified it may be assumed that:
All records are in good condition;
All locations are in the courthouse;
All dimensions are in inches, in the sequence of height, width, thickness, except dimensions for file boxes and other containers which are given in height, width, and depth;
All page numbers and book dimensions are averages unless limits of variation are given;
All indexing is alphabetical;
All dates are inclusive, but frequently overlap.

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

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

Artificial entries have been made to describe important records kept in miscellaneous files, in order to show such records under the proper office or heading. For instance (Mixed Papers) entry 30, is a master entry which, along with general correspondence, also contains the records described in the artificial entries 12, 15, 31-35, 48, 547. Dates are shown in the description of the master entry only when they vary from those shown in the title-line of the master entry.

Cross Reference: Title-line cross references are used in all artificial entries; and also for records kept separately for a period of time, or in

other records for different periods of time, as in entry 1, which shows Minutes for 1934-37 (unbound) in Letters, Reports, etc. Delegation, entry 2. Separate third-paragraph cross references from entry to entry, and "see also" references under subject headings, are used to show prior, subsequent, or related records which are not part of the same series.

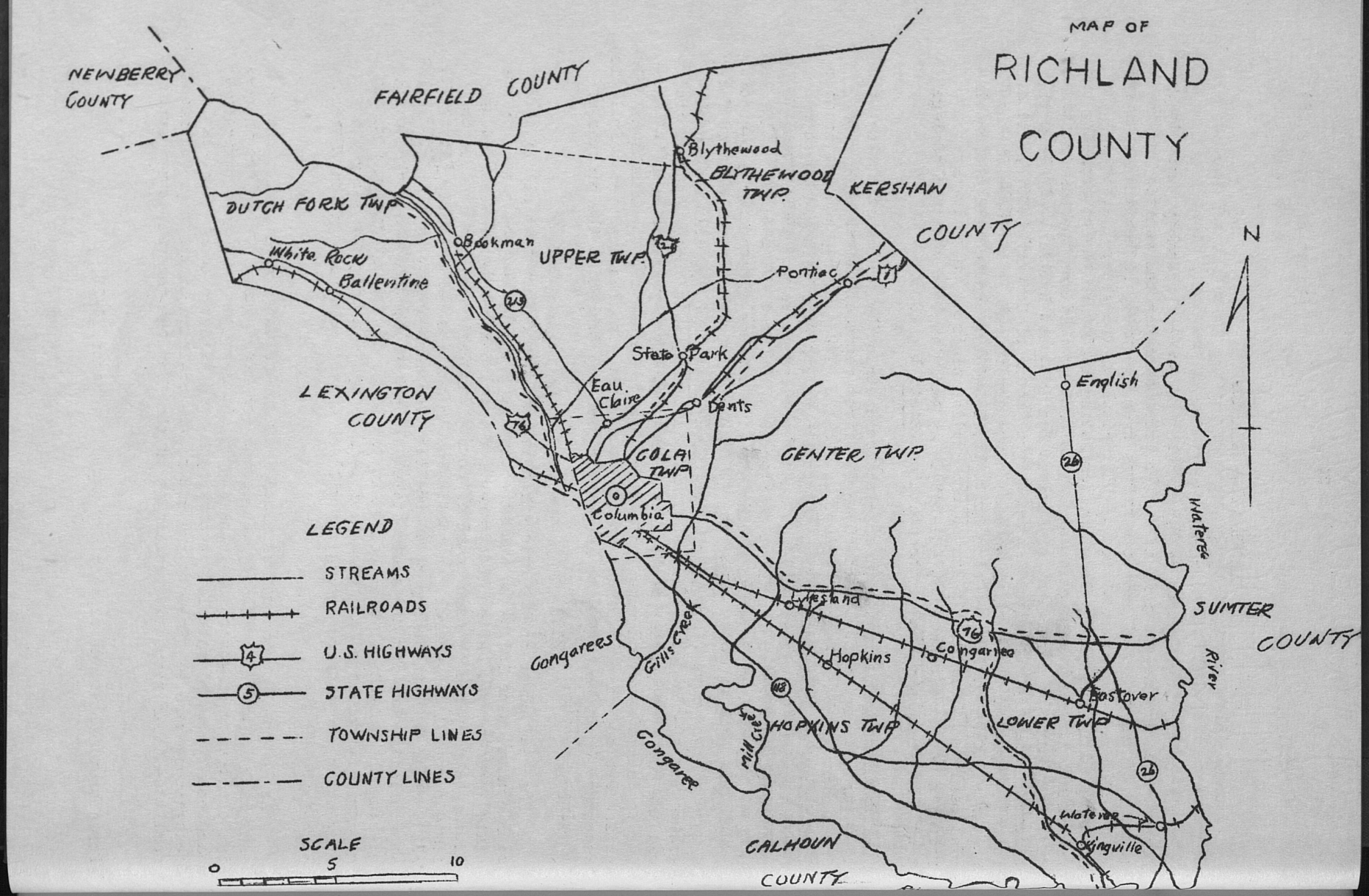
Citations are shown in parentheses. Citations from the Code give numbers of sections unless volume and page are indicated; citations from the Statutes are for first editions except vol. XII, a reprint of 1874, and vol. XIII, a reprint of 1875. A citation in support of one statement is included within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

Public Records, 1663-1782, is a series of transcripts 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).

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

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

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


MAP OF
RICHLAND
COUNTY
NEWBERRY COUNTY
FAIRFIELD COUNTY
KERSHAW COUNTY
LEXINGTON COUNTY
SUMTER COUNTY
CALHOUN COUNTY
DUTCH FORK TWP
UPPER TWP
BLYTHEWOOD TWP
COLA TWP
CENTER TWP
HOPKINS TWP
LOWER TWP
Blythewood
Bookman
White Rock
Ballentine
Pontiac
State Park
Eau Claire
Dents
Columbia
English
Hopkins
Congaree
Eastover
Kingville
Wateree River
Congarees
Gills Creek
Mill Creek
Congaree
N
LEGEND
STREAMS
RAILROADS
U.S. HIGHWAYS
STATE HIGHWAYS
TOWNSHIP LINES
COUNTY LINES
SCALE
0
5
10

(First entry, p. 28)

I. LEGISLATIVE DELEGATION

The county legislative delegation to the general assembly, usually referred to as the delegation, is a collective term for the senator and the members of the house of representatives from a county, rather than the title of an official governmental body. Historically, the general assembly of South Carolina has always been the dominating factor in the government, and from the beginning the parliament of the province claimed the same status in Carolina that the parliament of England had in Great Britain. In 1692 the elected chamber of Carolina, known as the "house of Comons" (JGC, p. 41), formally enacted the English Habeas Corpus Act to put it in force in the province (JCHA, p. 22; see also Stat. II, 399-401); and in 1712 the provincial parliament officially listed the English statutes which it made of force in Carolina (Stat. II, 401-548). As early as 1826 the term "delegation" had found a place in the statutes (Stat. VI, 290).

Richland County was made an election district by the constitution of 1790 (art. I, in Stat. I, 185-86). The first representatives were James Green Hunt and Wade Hampton (Stat. I, 185; HJ, 1791, p. 5); and one senator Thomas Taylor, represented Richland together with Fairfield and Chester (Stat. I, 186; SJ, 1791, p. 1). Under the election law of 1808 (Stat. VI, 639) Richland elected its first senator in 1810 (Stat. V, 595; SJ, 1810, p. 2). The present delegation consists of a senator elected for a term of four years (Const. 1895, art. III, 6), and six representatives elected for a term of two years (ibid., art. III, 2, 3; Acts 1932, p. 1111). The organization of the delegation is usually informal, with the senator as chairman and one of the other members as secretary. Each year has seen it tending to become more and more institutionalized. Since 1937 the Richland delegation has occupied an office in the courthouse, and has employed a full time secretary (Acts, p. 1278) to keep the office and to record the minutes of meetings and public hearings.

The real power of the delegation is due to the fact that all laws for each county, especially the annual county supply act, must be passed by the state legislature. After 1868 taxes for local purposes were assessed upon estimates prepared by each board of county commissioners and sent to the state comptroller general for submission to the general assembly (Stat. XIV, 132), which in turn incorporated the levy for each county in a single annual appropriation act for the whole state. In practice, this was worked out by placing the budget for each county in the hands of the delegation from that county. Custom made it a breach of legislative courtesy for delegations from other counties to oppose the will of a particular delegation in regard to its own budget.

As long as government was simple and expenditures were small, a single paragraph in the state supply act served for each county. With the increasing complexity of government, the supply act grew more and more unwieldy as each county was given a longer paragraph. In 1916 the county legislative delegations were enjoined to present to the chairman of the ways and means committee their respective estimates in time for the general county supply

For abbreviations and explanatory notes see pages 24-26

act to be presented not later than February 6 (Stat. XXIX, 1252). In 1920 the general county supply act was broken down into forty-six separate county supply acts (Stat. XXXI, 1192-1343), each presented at the convenience of its delegation. Before drafting a supply bill, the delegation usually receives estimates from each county office, sometimes direct, sometimes through the board of county commissioners. When matters require special consideration, the delegation has public hearings. By a contingent fund, the delegation can finance public activities between sessions without a special act. The Richland 1938 supply act carried a contingent fund of $8,000, provided that no part of it be expended except when authorized by a majority of the delegation (Acts, p. 2721). The delegation as the immediate representative of the taxpayer, regards itself as the official guardian of county finance.

Legislative courtesy has always recognized the right of each delegation to nominate the local legislative appointees, and in all counties this right is now a political asset. The Richland County tax collector is appointed by and holds office at the pleasure of the delegation (infra, p. 131). The Richland delegation also appoints five trustees of the Columbia Township Auditorium (Acts 1933, pp. 1064-65); the county engineer (Acts 1934, p. 2161; 1939, p. 1420); four members of the forest fire control board (infra, p. 181), and members of the boxing commission (infra, p. 188). No member of the delegation may serve on any board which receives financial aid from the county (Acts 1932, pp. 1188-89).

Through contact with local administration, through lawmaking power to alter the county's administrative office, and through power to grant or to withhold supplies for each office, legislative delegations have tended to supplant the boards of county commissioners as county executives. In 1938 the state supreme court set a barrier to further executive 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 delegations shall be limited to a general supervision of administration and to such other matters as are essential to the performance of legislative duties (Bramlette v. Stringer, 195, SE, 257).

Records are not required by statute, but the Richland delegation files its correspondence, receives reports of county officers and preserves its own minutes as public records. Beginning in 1931 the delegation has appointed a certified public accountant not oftener than every three years to make an annual audit of financial offices. Copies of the audit report are filed with the delegation, the grand jury and the clerk of court. Since 1938 all organizations, charitable or otherwise, which receive any part of their income through the delegation, are required to have an annual audit made at the end of the fiscal year, and within ten days to file a copy with the delegation (Acts 1931, p. 39; 1938, p. 2724; 1939, p. 1413; Code 4738).

1. MINUTES, 1937--. 1 vol. 1934-37 (unbound) in Letters, Reports, etc. Delegation, entry 2.

Minutes of the regular and special meetings of the legislative delegation,

For abbreviations and explanatory notes see pages 24-26

showing date and place of meeting, names of members present and absent, complete record of subjects discussed (especially supply bills), temporary drafts of supply bills, motions made and disposed of, hearings of county officers or other persons relative to estimates, requests, etc., persons elected for positions, resolutions adopted, matters referred to county attorney's attention, votes recorded, etc. Arr. chron. Indexed by subject. Typed. 128 pp. 14 x 9 x 1.

2. LETTERS, REPORTS, ETC. DELEGATION, 1934--. 3 f. d.
General file of miscellaneous correspondence of the delegation with all county offices and institutions, game warden, county Democratic committee, City of Columbia, Chamber of Commerce, Community Chest units, and various federal agencies; dealing with reports of county dentist and others, requests for appropriations, estimates, expenditures, and delegation authorizations, including:

i. County attorney's opinions on various legal questions.
ii. Delegation's recommendations to governor for county appointments.
iii. Original reports to delegation on special investigations of grand jury and special committees of grand jury.
iv. Drafts of annual county supply bills, showing items and amounts.
v. Copies of audited reports from county offices, 1936--; from agencies receiving county aid: Family Welfare Society and Ladies Benevolent Society, Columbia Children's Clinic, Association of the Blind, Door of Hope, 1936--; Carolina Orphan Home, Travelers' Aid Waverly Fraternal Hospital, and Good Samaritan Hospital, 1937--; Columbia Hospital and Richland Library.
vi. Reports from courthouse commission, showing progress, requests, expenditures and final statement.

Also contains Minutes, 1934-36 and carbon copies of Minutes 1937--, entry 1. Arr. alph. under year in folders titled by subject. No index. Hdw., typed, and printed. 12 x 15 x 24.

For copies of office estimates for annual appropriations, see entries 30, 101, 244, 347, 363, 371; for other county attorney's opinions, see entries 30, 101, 363; for other courthouse commission records, see entries 40-41; for other audit reports, see entry 84; for other grand jury reports, see entry 109; for other county dentist reports, see entry 364.

II. SUPERVISOR AND BOARD OF COUNTY COMMISSIONERS

The fundamental constitutions of Carolina (art. 44, in Stat. I, 48) placed public buildings, roads, bridges, workhouses, and related matters, under the high steward's court. This was never provided but the general idea has survived in present day county government.

When Richland County was organized in 1785, the justices of the county court (infra, p. 47), were the administrative as well as the judicial body. After 1799, when the county courts were abolished, administrative

(Next entry 3, p. 33)

duties were carried on by commissioners of roads (infra, p. 43), commissioners of the poor (infra, p. 44), and commissioners of public buildings (infra, p. 45).

In 1868 all functions of these three boards were combined into an administrative board of three county commissioners elected for a term of two years. This board was clearly intended to be a vigorous executive for the administration of county government. Set up under the judicial article of the constitution, the board was authorized to punish for contempt; its legal orders, warrants, or processes were enforceable by peace officers; and its judgments like those of other inferior courts could be appealed to the state courts. (Const. 1868, art. IV, 19; Code 1870 in Stat. XIV, 505.) Numerous laws clothed it with ample jurisdiction, and laid upon it specific duties (Stat. XIV, 126, 273, 397, 421, 624, 662, 690, 706), especially in relation to the militia (infra, p. 189). In 1875 all acts pertaining to the board were reduced to a single law (Stat. XV, 985-97), which still remains the basic general law of the office. Under this law, the board elected one of its members chairman, and held regular monthly and annual meetings, with special meetings when necessary. When the constitutional status of this board was repealed by amendment in 1890 (Stat. XX, 649-50), stability was sacrificed and the way was cleared for control by the county delegation.

The general county government act of 1894 inaugurated the first of the changes, and provided for each township a board of three commissioners appointed by the governor for a term of two years, co-terminal with his. The chairmen of these township boards in each county, together with a county supervisor elected for a term of two years as the full time county executive and ex officio chairman, constituted the board of county commissioners. (Stat. XXI, 481-91.) Since 1898 the general laws for county government have been superseded by special laws, and the administrative body has varied not only between counties, but from year to year in the same county. In 1899, under a special clause in the general law, Richland set up a new board: the elected supervisor was retained, but there were only two commissioners, appointed by the governor on nomination by the delegation (Stat. XXIII, 3). A new law a year later directed that one commissioner be elected from each township (Stat. XXIII, 114). Today there are seven commissioners, whose term of office is four years, co-terminal with that of the supervisor (Acts 1935, pp. 22-23). Each qualifies by giving a surety bond of $1,000 (Code 3822) and by taking the oath of office (Code 3044). The supervisor is nominated in the primary (Code 2365) and elected in the regular elections for a term of four years (Code 3818). He qualifies by giving a surety bond of $5,000 (Code 3820) and taking the oath of office (Code 3044).

The supervisor has general jurisdiction over highways, bridges, and ferries; in road building since 1934, the county engineer appointed by the delegation (supra, p. 28) assists him. He also has jurisdiction over paupers, tax levies and disbursement of county funds for county purposes. The supervisor may administer oaths to anyone in matters pertaining to his office. (Code 3819.) If designated by the delegation, he may be an ex officio member of the forfeited land commission (infra, p. 135). All papers signed by the supervisor should be authenticated by a seal, a description of which is to be filed with the clerk of court, the sheriff, the treasurer,

For abbreviations and explanatory notes see pages 24-26

and the secretary of state (1868, Stat. XIV, 132; Code 3857). Before January 5, the supervisor is required to report a detailed account of all the doings of the board to the state comptroller general for his annual report to the general assembly (1896, Stat. XXII, 206; Code 2134).

Throughout all changes, in matters pertaining to public buildings, roads, paupers, and the resultant measures necessary for financing public services, the jurisdiction, powers and duties of the board have changed little. Among its specified duties are: to audit accounts; to divide the county into highway districts and appoint highway commissioners; to require any county officer to report on any matter connected with the duties of his office; to let contracts; to assess taxes for county purposes; to raise money for bridges, public buildings, poorhouse, support of the poor, and for current expenses. (Code 3825, 3836, 3848, 3849, 3852, 3854, 4737.)

In 1899 the board was authorized by general law to grant charters to local ferries where needed (Stat. XXIII, 85; Code 6043). The board furnishes offices, furniture and supplies to the various county offices (Code 3877) and condemns property for road purposes (1930, Stat. XXXVI, 1331; Code 4737). Since 1868, a general law has required the county board to make an annual examination into the adequacy of county officers' bonds, and to report thereon to the state comptroller general (Stat. XIV, 128; Code 3053). The general law of 1894 required the board each year on the first day of the first term of the circuit court to make an itemized financial statement of authorized payments, the condition of roads, bridges, poorhouse, and other county matters (Stat. XXI, 485; Code 3824). From 1894 (Stat. XXI, 482) until 1899 (Stat. XXIII, 3-4) the commissioners were ex officio the board of equalization (infra, p. 124). From 1896 (Stat. XXII, 16-18) until 1902 (Stat. XXIII, 1066) the commissioners prepared the jury lists (infra, p. 71; entry 3). Although the many duties added by law from time to time are still nominally in effect (Code 3836, 3838, 3843-45, 3847-57, 3861, 8431-34) the chief duty now actually performed is the auditing of claims against the county.

From the beginning the board has elected a clerk to perform the clerical duties of the office (1868, Stat. XIV, 131; Code 3823). His term is co-terminal with the board's. Other employees of the board are the county attorney and two county physicians.

The county attorney originated in 1868, when the corporate status of the county (Stat. XIV, 134) necessitated legal counsel to handle county suits and to pass upon the validity of contracts. At first these services were paid for as occasion arose, but experience soon showed the advantages of having legal counsel always at the disposal of officials. The first special appropriation for attorney's fees for Richland appears in the statewide supply act of 1916 (Acts, p. 1024). A special law of 1929 created the office, and stipulated the appointment of an attorney from the Richland Bar Association by the board of commissioners for a two year term. His prescribed duties were to defend the county and its officers in any state or federal court; to bring necessary action to enforce payment and collection of claims in favor of the county or its representatives; to prepare and submit to the legislative delegation by December 15 each year a budget for the operation of county government; and to perform all other legal services for

the county and its officers or agencies, who were forbidden to employ any other attorney. (Stat. XXXVI, 959-60.)

A local law of 1932 repealed this act, to reenact it with the proviso that the attorney be elected annually by the delegation, with whom he should meet whenever requested, to advise them in all matters of public concern, particularly those "pertaining to the proper performance of their duties as legislators for Richland County" (Stat. XXXVII, 1202). This in turn was repealed in 1935, when election of the county attorney was returned to the board of commissioners, and the term was again fixed at two years. The county attorney now receives an annual salary fixed by the delegation, and payable in monthly installments upon warrant of the county supervisor. (Stat. XXXIX, 126 27.) For opinions of the county attorney, see entries 2, 30, 101, 363; for applications, see entry 32.

Since 1870, the county commissioners have been authorized to provide for hospitalization of paupers and to appoint one or more physicians in connection with the poorhouse (Stat. XIV, 421). The first specific appropriation was made in 1915 (Acts, p. 326), for two county physicians. The same act provided that the coroner and the probate judge respectively could call on one of the county physicians to hold all inquests, post mortems and lunacy examinations at no extra cost (Acts, p. 325). After the county sanitary physician (infra, p. 162) of the board of health was abolished in 1917, his duties were devolved on the two county physicians (Acts, pp. 483, 628-29). From 1925 until 1927 each township had a physician appointed by the county commissioners. The duties of the physicians were to give free typhoid inoculations, smallpox vaccinations and serum for prevention of epidemics. Each physician had charge, care and custody of all paupers and chain gangs in his township. The Columbia township physician also had charge of the prisoners in jail. A fee of $5.00 was allowed for each lunacy or post mortem examination. (Acts 1925, pp. 108-109.) In 1927, when these physicians were abolished, their duties were devolved on two county physicians appointed by the commissioners for a year at a time. They are to perform post mortem and lunacy examinations without extra cost (Acts, pp. 117-19; Code 4729-30). The 1927 act is effective today (Acts 1938, p. 2717). For reports on lunacy, see entry 189; on post mortem examinations, see entries 104, 106; for applications of county physicians, see entry 32.

The county inherited the almshouse from the commissioners of the poor (infra, p. 45). It also maintains a farm for the poor and employs a superintendent. In 1899, the Richland county commissioners were authorized to sell a tract of land belonging to the poorhouse and to use the proceeds for improvements (Stat. XX, 1449-50). In the appropriation act of 1917 (Acts, p. 483) and since, there has been a provision for a matron for the almshouse; and for several years, a chaplain (ibid.). The Family Welfare Society (formerly Associated Charities), a private organization, has been designated to perform the commissioners' duties of caring for the outside poor, and annually since 1923 (Acts, p. 448) the county has appropriated funds for pauper burials.

The records originally required of the office in 1868 were again named in the act of 1875 as follows: Minutes of proceedings, showing resolutions

and decisions concerning money, and vote of each member; book of miscellaneous records, in which decisions signed by chairman and clerk were recorded; annual estimate book (attested copy to clerk of comptroller general); annual report to general assembly on or before November 15 (1875, Stat. XV, 990; Code 3867). The annual estimate (1868, Stat. XIV, 132; 1894, XXI, 489; Code 3864) was expected to be the basis for the resultant taxation; in practice it evidently became merged with the annual report to the general assembly, which is now handled through the delegation in the county supply bill.

Claims are the bulkiest and one of the most important records. They must be presented by claimants upon a special printed form, itemized, and accompanied by affidavit (1874, Stat. XV, 944-45; Code 3871). All claims are entered upon the minutes (1875, Stat. XV, 993; Code 3872). A list of claims audited and approved must be published (1897, Stat. XXV, 497; Code 3827). The board is required to receive from the clerk of court the roll of jurors and constables, showing names, service rendered, and amount due (1876, Stat. XVI, 112; Code 3594), but in practice the cancelled pay bills are presented by the treasurer as vouchers for a claim which the board pays him by warrant. The general ledger of the county shows itemized accounts for each appropriation in the supply act, and is made up from the necessary cash books and journals. The form of bookkeeping may be prescribed by the state comptroller general (1886, Stat. XXIX, 656; Code 2844, 3876). All records are open to public inspection (1894, Stat. XXI, 490; Code 3867).

In 1905 the governor was authorized to appoint, upon recommendation of the delegation, a commission of three persons to examine the financial affairs of the county, and to report to him its findings (Stat. XXIV, 1110). The records of the investigation, upon which the report was based, have been filed in the supervisor's office, see entries 38, 39.

In 1935, a commission of five persons, to supervise the construction of the new courthouse, was elected by the delegation. The commission made all contracts for the building, but bonds were issued only with the consent of the senator and at least half of the other members of the delegation. Expenditures were made by warrant drawn on the county treasurer by the county commissioners. Upon completion, maintenance of the courthouse became a duty of the board of county commissioners. (Acts 1935, pp. 1088-91.) For correspondence with the delegation, see entry 2.

Minutes and Reports

3. MINUTE BOOK, 1865--. 8 vols. Title varies: Record; Journal. Record of proceedings at regular and special meetings of board of county commissioners, showing date, place and purpose of meeting, names of members present, business transacted (chiefly accounts presented and lists of claims approved), bids submitted and contracts awarded, fines and exemptions from road duty, estimates of county expenses, annual reports of board and of the chairman, notations of receipt shown in treasurer's

reports, names of board appointees, votes of members, and other matters, as preparing jury lists; also minutes of meetings as ex officio board of equalization; also minutes of commissioners of public buildings Richland District in 1865, after courthouse was burned, showing proceedings for leasing temporary offices, and bids and contracts for jail. Arr. chron. No index. Hdw., 1865-1913, typed and hdw., 1914--. 450 to 663 pp. 15 x 10 x 1½ to 18 x 12 x 2½.

4. TREASURER'S REPORTS, 1928--. 1 f. b. Missing: 1915-27.
Monthly reports of two kinds on collections and disbursements: (1) Original reports to supervisor and commissioners, showing amounts of last report, various accounts charged to (property tax, railroad commission, commutation tax, fines, forfeitures and licenses, highway commission funds, fees, auditorium bonds, borrowed money, road bond issues, hospital bond, sinking fund, hard surface roads, permanent roads, hospital charity patients, hospital current, gas tax, past indebtedness bonds, government hospital, American Bank account tax, jail bonds, forfeited land commission, audit expense, Columbia library, liquor tax, beer and wine tax, courthouse bonds, soil conservation, resurface roads), and itemized totals for cash on hand; columns for itemized amounts of various taxes and bonds not used; (2) Copies of reports to state comptroller general, showing for receipts, disbursements, and balance on hand: amounts for state, county, school, and total; affidavit and signature of treasurer. Arr. chron. No index. Hdw. on printed ruled form. 10½ x 5 x 13½.

For treasurer's copy of treasurer's report to state comptroller general, see entry 327; for superintendent of education's copy, see entry 360.

5. MAGISTRATE'S REPORTS, 1926-30, 1932--. 2 f. b. and 13 pigeonholes. 1921-25, 1931 in (Mixed Papers), entry 30.
Magistrate's monthly reports to supervisor and commissioners, showing title of case, offense, when fines collected, amount collected, and total. Arr. chron. No index. Hdw., typed, and hdw. and typed on printed ruled form. F. b., 10½ x 5 x 13½ and 12 x 12 x 12; pigeonholes, 3 x 5 x 12.

For other magistrates' accounts, see entries 6, 18, 157, 248.

6. (MAGISTRATE'S REPORT BOOK), 1930-32. 1 vol.
Report book of magistrate, George W. Taylor, Upper Township, showing name of defendant, charge, fine and disposition of case. Arr. chron. No index. Hdw. 152 pp. (3 used) 13 x 8 x ½.

For other magistrates' accounts see entries 5, 18, 157, 248.

Claims

7. (CLAIMS), 1879--. 106 f. b., 4 pasteboard boxes, 1 wooden f. d., 54 Packages. Missing: 1874-78. A few claims, 1912-13 in (Mixed Papers), entry 30.
Original itemized claims for services and materials, showing serial number, amount due, account payable to, account charged to, date filed, signatures of

examiners and approvers of claim (county commissioners), warrant number paid by, date, affidavit and signature of claimant; with attached vouchers such as bills, cancelled bonds, coupons, witnesses' and jurors' pay bills. Arr. by claim no. under year. No index, but File Book, entry 8, shows claim number. Hdw. on printed form. F. b., 10½ x 5 x 13½ to 16 x 10 x 10; pasteboard boxes, 12 x 12 x 24 to 18 x 22 x 23; f. d., 15 x 12 x 24; packages, 8 x 4 x 1½ to 3. 3 pasteboard boxes, basement; 1 pasteboard box, 1 f. d., 54 packages, 106 f. b., office.

For stubs of paybills, see entries 120-123, 182.

8. FILE BOOK, 1887-1900, 1905-19, 1923--. 11 vols. Title varies: Claims Audited.

Register of claims, showing with slight variations, serial number of claim, when presented, in whose favor, nature of claim, amount claimed, amount allowed, date of action, account charged to, date of payment, check number, to whom payable, and remarks. Also serves as guide to (Claims), entry 7 by showing claim number. Arr. by claim no. No index. Hdw. on printed ruled form. 200 to 500 pp. 12 x 14 x 1 to 17 x 14 x 1½.

Warrants
(See also entries 17, 20, 27)

9. WARRANTS ON TREASURER, 1898--. 96 vols. Missing: 1893-97. Title varies: Warrants.

Stubs of county checks issued in payment of claims, showing serial number, date, in whose favor, amount, account charged to, and claim number. Arr. by check no. No index. Hdw. on printed form. 250 pp. 13 x 11 x 1. 68 vols., 1898-1932, basement; 28 vols., 1933--, office.

For file book, 1895-1914, see entry 10; for cancelled warrants, see entry 300.

10. SETTLEMENT RECORDS 1895-1914. 3 vols.

File book of county checks issued by supervisor, showing serial number, date, payee, and amount. Arr. by check no. No index. Hdw. on printed ruled form. 298 double pp. 18 x 12 x 2.

For stubs, 1898--, see entry 9; for cancelled warrants, 1929--, see entry 300; for treasurer's list, 1890-98, 1912--, see entry 324.

11. (ROADS AND BRIDGES FILE BOOK), 1917-18. 1 vol.

Memorandum list of county checks issued in payment of expenses for roads, bridges, and chain gang only, showing serial number, date, amount, purpose (food for men, food for mules, clothes, medicine, captains and guards, tents and camp, hardware, lumber, culverts and pipes, trucks, free labor), and miscellaneous. Arr. by check no. No index. Hdw. on ruled form. 78 double pp. 13 x 10 x ½.

For abbreviations and explanatory notes see pages 24-26

(12-18) Supervisor and Board of County Commissioners - Orders and Notices; Cash Book and Ledgers; Prisoners and Paupers

Orders and Notices

12. (SUPERVISOR'S ORDERS), 1914--. In (Mixed Papers), entry 30.
Copies of orders for material, graders and trucks, including machine lease agreements for road building, equipment for chain gang and county supplies.

13. (REQUISITIONS), 1934--. 46 pads.
Carbon copies of requisitions passed and signed by clerk, listing articles to be purchased for the county, and name of firm to which sent. Arr. chron. No index. Hdw. 50 pp. 7 x 4 x 3/4.

14. JOURNAL, 1903-4. 1 vol.
List of purchases of forage and groceries by county from various firms, showing date, item and amount. Arr. chron. under store account. No index Hdw. on ruled form. 400 pp. (24 used) 15 x 10 x 2.

15. (NOTICES), 1911--. In (Mixed Papers), entry 30.
Commissioners' notices of condemnation of land for roads; of appointment of managers for special elections; to contractor and bondsmen in regard to completion of jail; notice and rule to show cause in discharge of chain gang employee.

Cash Book and Ledgers

16. JOURNAL, 1918-20, 1922--. 2 vols.
Record of cash receipts from various sources, including sale of county property and United States funds for dieting federal prisoners, showing date, item, amount, and receipt of treasurer. Arr. chron. No index. Hdw. on ruled form. 200 and 300 pp. 14 x 9 x 3/4 and 16 x 10 x 1½.

17. LEDGER, COUNTY ACCOUNTS, 1881-94, 1919--. 21 vols. Title varies: Claims Filed.
Record of distribution of funds by county checks, showing accounts for officers' salaries, court expenses; poorhouse, poor farm and poor; roads and bridges, maintenance county roads, maintenance chain gang and others, showing date, claim number, payee, and amount. Arr. chron. under name of account. Indexed by name of account, 1881-87, 1919-20; no index, 1888-94; table of contents arr. by code letter A-L, 1921--. Hdw. on ruled form. 150 to 550 pp. 17 x 15 x 1 to 18 x 12 x 2½.
For other records of warrants, see entries 9-11.

Prisoners and Paupers

18. (MEMORANDA), 1905-8. 1 vol.
Memorandum record of accounts with magistrates, commissioners and individuals, showing amount received from magistrates for fines and various sources; amount

For abbreviations and explanatory notes see pages 24-26

allowed commissioners for road work, board meetings and mileage; amount paid to individuals for supplies for almshouse; also numerical list of claims up to 1216, showing claim number, check number, and amount. No arr. No index. Hdw. on ruled form. 236 pp. 14 x 9 x ½. Basement.
For other magistrates' accounts, see entries 5, 6, 157, 248.

19. (JAIL EXPENSES), 1913-18. 1 vol.
Memorandum list of claims paid against appropriations for county health office, new jail, and expenses of jail, showing account date, amount appropriated or amount of balance, firm name, voucher number and amount; also totals for months and average per day maintenance of county jail. Arr. chron. No index. Hdw. on ruled form. 136 pp. (22 used) 14 x 9 x ½.

20. JOURNAL, Jan.-April 1919. 1 vol.
Record of chain gang accounts, listing county warrants issued for payment of chain gang expenses, showing date, payee, claim number, and amount. Arr. chron. under account for each gang. No index. Hdw. on ruled form. 200 pp. 14 x 9 x 1.
For other warrants, see entries 9-11.

21. (DESCRIPTIVE LIST OF CONVICTS), 1895-97, 1899-1903, 1905--. 33 vols. (twenty-eight unlabeled, A-E).
List of Richland County convicts, showing name, former occupation, age, sex, color, place of birth, height, hair, eyes, complexion, offense, at what court tried, sentence, admission, and remarks (date discharged), 1895-1930; name, date committed, sentence, and date discharged, 1931--. Arr. chron. Partial index by name of convict. Hdw. on printed ruled form. 50 to 400 pp. 11 x 16 x ½ to 16 x 10 x 2.

22. TIME BOOK AND PAY ROLL, (Convict Service), 1913-16, 1931-36. 3 vols.
Memorandum time record of chain gang, showing date, name of prisoner, total days worked and average. Arr. chron. No index. Hdw. on ruled form. 50 double pp. 14 x 9 x ½. 1 vol., 1913-14, basement; 2 vols, 1915-16, 1931-36, office.

23. COMMITMENTS AND DISCHARGES, 1923--. 7 f. b. and 1 cardboard box. Title varies: Discharges and Pardons. A few 1911--, in (Mixed Papers), entry 30.
Duplicates of papers pertaining to convicts, including:
i. Sentences, showing name of court, name of defendant, cause of indictment, verdict, order of court, name of presiding judge, certificate by clerk of court.
ii. Commitments, showing name of defendant, date, magistrate, crime, sentence, constable, jail delivered to.
iii. Pardons and leaves of absence (carbon from governor), showing name of prisoner pardoned (or given leave), date convicted, crime convicted of, sentence, pardon or leave, date of pardon or leave, signatures of governor and secretary of state; endorsed with name of convict, county, pardon book reference; signature of secretary of state.

For abbreviations and explanatory notes see pages 24-26

iv. Discharges, showing name of defendant, date, magistrate, order by magistrate to jail for release of prisoner.
Arr. chron. No index. Hdw. and typed on printed form. F. b., 10½ x 5 x 13½; box, 8 x 8 x 6.

For other sessions papers, see entry 104; for court of general sessions' copy of pardons, see entry 115; for sheriff's copies, see entry 267.

24. ALMS HOUSE COMMITMENT, 1899--. 1 vol. Last entry 1924.
Stubs of commitments of paupers to almshouse, showing name, sex, color, and date of admission. Arr. chron. No index. Hdw. on printed ruled form. 100 pp. 13 x 11 x 1.

For register of almshouse commitments, 1912--, see entry 26.

25. (ALMSHOUSE RECORD), 1917-18. 1 vol.
Memorandum record of expenses for almshouse, showing claim number, name of account, total amount of distribution by departments - as provisions, food for cows and horses, clothes and shoes, pay roll, medicine, outside medicine, aid for outside, hospital, burials, physician, miscellaneous (pensions). Arr. by claim no. No index. Hdw. on ruled form. 86 pp. (23 used) 14 x 10 x 1.

26. (REGISTER), 1912--. 1 vol.
Register of inmates of the almshouse kept by superintendent, showing name, age, color, sex, place of nativity, date of admission, complaint, general treatment, date of discharge or date of death, and remarks. Arr. chron. No index. Hdw. on printed ruled form. 200 pp. 11 x 17 x 1. Superintendent's home, almshouse.

For stubs of commitments to almshouse, 1899--, see entry 24.

27. (POORHOUSE AND CONVICT RECORD), 1904, 1931. 1 vol.
Memorandum record of warrants drawn for poorhouse maintenance 1904, showing check number, payee, and amount; also list of prisoners 1931, showing name, sex and number of prisoner. Arr. chron., 1904; arr. alph. by name of prisoner 1931. No index. Hdw. on ruled form. 75 pp. 13 x 8 x ½.

For other warrants, see entries 9-11.

28. OUTSIDE POOR, 1891-93. 1 vol.
Record of paupers living outside of almshouse receiving aid from county, showing name of pauper, race, amount per month, and remarks (date of death). Arr. alph. by name of pauper. No index. Hdw. on ruled form. 75 pp. 16 x 11 x ¼.

Pensions
(See also entries 225, 239-242)

29. APPLICATIONS UNDER ACT OF 1902, 1913-26. 1 bundle.
Applications of Confederate veterans or widows of veterans for county pensions, showing company, regiment, captain, amount pension receiving from state, age, signature of applicant and affidavit; endorsed with number,

name of applicant, post office, county, approved, supervisor. No arr. No index. Hdw. on printed form. 8 x 4 x 3.

Miscellaneous

30. (MIXED PAPERS), 1872--. 3 wooden f. d., 1 metal drawer, 1 safe drawer, 3 letter f. b., 2 clipboard files, 1 wire basket, 3 pasteboard boxes.

Miscellaneous papers covering all phases of county business, and related correspondence, including copies of audit reports, 1923, of legal papers in county cases, 1911--, with county attorney's opinions; grand jury presentments, including rural police reports, and state board of welfare reports on jail and almshouse; and court orders for commitment of pauper minors and lunatics. Also contains: Magistrate's Reports, 1921-25, 1931, entry 5; (Claims), 1912-13, entry 7; (Supervisor's Orders), 1914--, entry 12; (Notices), 1911--, entry 15; Commitments and Discharges, 1911--, entry 23; (Estimates), 1910--, entry 31; (Petitions, Requests and Applications), 1909--, entry 32; (Specifications and Bids), 1896--, entry 33; (Contracts and Agreements), 1896--, entry 34; (Deeds, Leases and Plats), 1872--, entry 35; (Final Statement), 1925, entry 48; (Forest Protective Association Minutes), 1937, entry 547. Usually grouped in envelopes marked with subject and date, no arr. No index. Hdw., typed, hdw. and typed on printed and printed ruled form, blue-prints. Wooden f. d., 15 x 12 x 24; metal drawer, 5 x 20 x 20; safe drawer, $3\frac{1}{2}$ x 8 x 14; letter f. b., 12 x 12 x 5; clipboard file, 12 x 9 x $1\frac{1}{2}$; wire basket, 14 x 10 x $1\frac{1}{2}$; pasteboard boxes, 4 x 14 x $6\frac{1}{2}$ to 6 x 5 x 11.

For delegation's correspondence on estimates, see entry 2, 244; for other county attorney's opinions, see entries 2, 101, 363; for other audit reports, see entry 84; for other grand jury presentments, see entry 109; for other juvenile records, see entries 152, 189, 269; for other lunacy records, see entries 189, 212, 234, 235, 244; for other rural police reports, see entry 281.

31. (ESTIMATES), 1910--. In (Mixed Papers), entry 30.

Estimates from state highway department for county's share on bridge project, from permanent road commission for roads (including releases, certificates from engineering company), and from county engineer; county estimates of tax revenue, of appropriations, of warrants reported, fines collected, for equipment, for almshouse; from treasurer for bond debt, for schools, for health unit and WPA; resolutions and recommendations relating to above, from delegation, commissioners, and board of education and others.

32. (PETITIONS, REQUESTS, AND APPLICATIONS), 1909--. In (Mixed Papers), entry 30.

Petitions to county board from taxpayers and state highway department regarding roads, some including maps and sketches; requests from county relief council for project materials, including invoices, bills, etc., and for pensions, and patients to be admitted to almshouse and Columbia Hospital; applications for county positions including bridge keeper, county physician,

county engineer, cotton weigher, superintendent of almshouse, county attorney and chain gang guards, and for admission of child to Rescue Orphanage.

33. (SPECIFICATIONS AND BIDS), 1896--. In (Mixed Papers), entry 30. Specifications and bids for repairs, alterations, additions, furnishing and repairing fixtures, furnishings, equipment, and building new courthouse; for building Columbia Township Auditorium; and kitchen, dining room and infirmary at almshouse, new jail and screens for jail; rights-of-way for roads (indenture, summons and complaint, condemnation proceedings, etc.); for material and equipment for building and repairing roads and bridges; also newspaper clippings of notices for bids, blue-prints and contract bonds.

34. (CONTRACTS AND AGREEMENTS), 1896--. In (Mixed Papers), entry 30. Contracts and agreements made by the supervisor and board of commissioners with individuals or firms for building and repairing roads, bridges, dams, almshouse, jail, courthouse or other county property; and supplies (food, furniture, or equipment); for burying paupers; for indexing records in clerk of court's office, etc.; also cancelled and current fire, theft, and accident insurance policies on county property and employees.

35. (DEEDS, LEASES AND PLATS), 1872--. In (Mixed Papers), entry 30. Plat to courthouse lot, plat and deed to almshouse property made from original survey of 1854, with three blue-prints of same by county engineer and blue-print of property leased by county to city for jail; lease for chain gang premises; deeds of rights-of-way, conveyance of land for roads, plats and related correspondence.

36. (GOVERNOR'S COMMISSIONS), 1922. 7 sheets.
Original commissions from governor to county supervisor and commissioners, showing name of officer, office, date of election, date of commission, signatures of governor and secretary of state. No arr. No index. Hdw. on printed ruled form. 17 x 14.

Maps
(See also entries 549, 560)

37. MAP OF RICHLAND COUNTY, 1934. 1 map.
Map of Richland County, showing position in South Carolina, rural mail routes, school districts (numbered), name and size of each; also map of Columbia and statistics of Lake Murray, Columbia, and Richland County. Made by Tomlinson Engineering Company, Columbia. MS. 1 inch = 1 mile. 40 x 48.

Special Investigating Commission

38. (ACCOUNTANT'S NOTES), 1905. 1 vol.
Memorandum notes by certified public accountant for special commission to examine financial condition of Richland County, with conclusions as to bookkeeping and expenditures of county commissioners. No arr. No index. Hdw. 152 pp. 13 x 9 x ½.

For abbreviations and explanatory notes see pages 24-26

39. INVESTIGATION RICHLAND COUNTY EVIDENCE, 1905. 2 vols. (A, B). Witnesses' testimony taken at hearings for financial investigation. Arr. chron. Indexed by name of witness. Typed. 304 pp. 13 x 8 x 1.

Courthouse Commission
(See also entry 2)

40. COURT HOUSE BUILDING, 1935, 1 vol.
Plans, specifications, and Public Works Administration regulations, regarding the Richland Courthouse. No arr. Indexed by sections and topics. Printed and typed (mimeographed). 108 pp. 11 x 8 x 1.

41. (PLANS AND DRAWINGS), 1935. 15 sheets.
Architects' plans and drawings of the courthouse of Richland County. No arr. No index. Blue-prints. 40 x 40. Basement.

III. PERMANENT ROADS COMMISSIONS (defunct)

A commission for permanent roads was created in 1920. Three persons were appointed by the governor, one on recommendation of the delegation, one by the county commissioners, and one by the mayor and commissioners of the city of Columbia, to hold office until work might be completed, each to give bond for $10,000. The duties of the commission were to issue $2,000,000 in bonds, to borrow money, to locate and relocate specified highways, to condemn lands, to let contracts and to cooperate with state and federal agencies. It employed a secretary, an attorney, an engineer and other necessary assistants. The commission was required to make an annual itemized report of money received and disbursed, and to file it with the clerk of court, who in turn submitted it to the court of general sessions, to be resubmitted to the grand jury. The grand jury was required to examine the books and employ a certified public accountant to aid in the examination. (Acts 1920, pp. 1628-32.) Records of the commission show that it functioned until 1925, see entry 48.

A second permanent roads commission was created in 1925 for the purpose of assisting the state highway commission in building a bridge over the Congaree River. This commission was to advance money which would be refunded to the county by the state highway commission. (Acts 1925, pp. 844-45.) Two years later the county commissioners were authorized to borrow not exceeding $100,000 for completion of the bridge, and additional sums for building hard surface roads in Richland County, to be borrowed as requested by this permanent roads commission (Acts 1927, pp. 1013-14, 1021-23). The commission was given the right to condemn lands and acquire rights-of-way in Richland County (including Columbia, Arden and Eau Claire) necessary to the construction and maintenance of specified roads, in the same manner as the county commissioners (Acts 1929, pp. 948-49). Authority to borrow and spend $275,000 for roads in 1929 was entirely vested in the county commissioners in lieu of being subject to the jurisdiction of the permanent roads commission (Acts, pp. 975-77).

For abbreviations and explanatory notes see pages 24-26

In 1927 a parallel board of Capital Highway commissioners was set up to build on the same plan other specified permanent roads in Richland, Lexington and Saluda, which were constituted a corporate highway district. The board was composed of six members, two appointed from each county by the governor on recommendation of the respective delegations. (Acts 1927, pp. 1023-31.) For Bates Ferry Bridge Commission, see County Archives S. C., No. 9, Calhoun County. The records of the permanent roads commissions are in the supervisor's office. For other records of the commissions, see entries 31, 109, 304.

42. (CLAIMS), 1920-25. 1 f. b. (claim nos. 1-998).
Original bills to commission for permanent roads, with claims and checks on various banks; also stubs of checks. Arr. chron. No index. Typed and hdw. on printed form. 10 x 5 x 12.
For file book, see entry 43; for duplicate claims, see entry 44.

43. (FILE BOOK), 1920-25. 1 vol. (claim nos. 1-998).
File book of claims drawn against funds of permanent roads commission, showing date, explanation, sundries, sale of bonds, Federal Government (funds), borrowed money, administration, construction, to whom check payable, name of bank, debit and credit. Arr. chron. No index. Hdw. on printed ruled form. 217 double pp. (52 used) 15 x 22 x 2½.
For original claims see entry 42; for duplicate claims, see entry 44.

44. (DUPLICATE CLAIMS), 1920-25. 1 vol. (claim nos. 1-997).
Second and third carbon copies of permanent roads commission claims, showing name of chairman, address, serial number of claim, to whom payable, contract number, items for which due, signatures of commissioners, engineer and secretary, account to which charged, and warrant number. Arr. by claim no. No index. Typed on printed form. 1994 pp. 7 x 5 x 6.
For original claims, see entry 42; for file book see entry 43.

45. (LEDGER), 1921-26. 1 vol.
Memorandum ledger of expenditures and receipts on various road accounts, bond sales, and engineering expenses, showing date, item, and amount. Arr. chron. under account. Indexed by name of account. Hdw. on ruled form. 134 pp. 13 x 8 x ½.

46. (LEDGER), 1919-24. 1 vol.
Ledger of accounts, showing date, serial number of claim, and amount of expenditures. Arr. alph. by name of account. No index. Hdw. on printed form. 600 pp. 12 x 10 x 4.

47. (TWO NOTCH ROAD), 1922. 1 vol.
Specifications, contract, and survey bond for the construction of a surface treated road known as Two Notch Road. Arr. by sections. Indexed by subject; also table of contents. Printed, hdw. on printed form, and typed. 25 pp. 10½ x 8 x ½.

48. (FINAL STATEMENT), 1925. In (Mixed Papers), entry 30.
Final itemized statement of permanent roads commission, showing bond sales, interest accrued from bonds, interest from bank, federal aid, state aid,

county aid, total receipts; construction (name of road, number of miles worked and amount for each), total construction; cost of administration, cost of engineering, amount paid to treasurer, cash balance and total disbursements.

IV. COMMISSIONERS OF ROADS (defunct)

The lords proprietors of Carolina planned that roads and bridges should be under the jurisdiction of the high steward's court, whose twelve assistants were called surveyors (Stat. I, 48). These plans did not materialize.

The first order of the Grand Council for cutting of "paths" and highways was issued in 1671 (JGC, p. 46), and the first highway act now on record was passed in 1692 (JCHA, p. 19). Under early acts, commissioners of roads were appointed by the governor to supervise the roads in each locality (Stat. IX, 1, 8, 26).

After the parish system was instituted, road commissioners were named for each parish or subdivision thereof, and the practice arose of electing them at the regular Easter elections. An act of 1712 authorized the commissioners to let contracts and to lay an equal tax upon every male, white and slave (Stat. IX, 26). In 1721 the various road laws were codified into a single act, which directed the commissioners to leave shade trees on the roads, to meet at the parish church or other appointed place at least twice a year; and to perform further duties with enlarged powers (Stat. IX, 49-57). In 1756 they were permitted to fill their own vacancies (Stat. IX, 182).

In 1783 the election of commissioners on every Easter Monday was provided in each parish and district of the state (Stat. IX, 274). The next year the governor, with the advice and consent of the privy council, was directed to appoint commissioners of high roads in the parishes and districts where freeholders neglected to elect them on Easter Monday (Stat. IX, 289). When the county courts were set up in the back country precincts, the magistrates were given the powers and duties of commissioners of roads (Stat. IV, 740; VII, 237), but commissioners continued to be elected in the low country parishes (Stat. IX, 292). In 1798 the superintendence of public roads was taken from five county courts and vested in commissioners of roads (Stat. V, 336; IX, 392). When all county courts were abolished at the close of 1799, commissioners of roads in each county were instructed to receive the funds and accounts of the late sheriffs and clerks of court, for the use of the poor (Stat. VII, 296). The commissioners also received, throughout the state, the sole right to issue licenses to tavern keepers, retailers of spiritous liquors, and keepers of billiard tables (1801, Stat. V, 399-401).

In 1818 road commissioners were authorized to elect a treasurer, who should account to the clerk of court for moneys due the commissioners, as well as all receipts and disbursements, and receive for his trouble 2½ percent of such sums (Stat. VI, 109). A state-wide law of 1825 directed road commissioners to elect a chairman to preside over all regular meetings and

to countersign all warrants or executions ordered by the board. The commissioners were also to elect a clerk and treasurer (one or two persons), to whom they should allow a reasonable compensation. Like the treasurer of 1818, he was required to enter into bond with securities approved by the board. His twofold duties required him to issue licenses, warrants and executions; to receive money from fines, licenses, assessments, and sale of estrays; and to keep the two required records: a "regular journal" of transactions of the board, and a "regular account" of moneys received and paid out to the order of the board, which account should "always be open to the inspection of any citizen of the district or parish." (Stat. IX, 565, 570.)

The commissioners of roads were superseded in 1868 by the constitutional board of county commissioners (supra, p. 30).

49. RECORD OF HIGHWAY DISTRICTS, RICHLAND COUNTY, 1866-68. 1 vol. Journal of Joint Board and of the Commissioners Upper Battalion of Roads, Richland District, South Carolina, showing date, names of members present and absent (fined), officers appointed (elected), reports on various roads, members put in charge of roads and bridges, price of licenses fixed, tax levies fixed, resignations accepted, contracts let; also record of road hands liable to road duty in districts, showing name of overseer, district, and remarks. Arr. chron. No index. Hdw. 408 pp. (75 used) 13 x 8 x 1. Supervisor's office.

V. COMMISSIONERS OF THE POOR (defunct)

Workhouses for the poor in Carolina were placed by John Locke under a high steward's court (Stat. I, 48), but the court was never organized.

No copy survives of the poor law passed in 1694 (Stat. II, 78), but by an "Act for the Poore" of 1696, the commissioners named therein were authorized to receive gifts for the poor, and to take not exceeding £10 per year from the public treasury. With the assistance of one or more justices of the peace they could employ the poor in work or bind out any poor child as an apprentice. At all times the commissioners were accountable to the general assembly; and they were directed to "keepe faire accompts" showing the names of persons relieved, with itemized disbursements, to be kept "in some knowne house in Charlestown and at their respective dwelling to be seen by any person requesting to see the same." (Stat. II, 116-17.)

In 1712 the vestries of parishes were authorized to nominate annually two or more discreet persons as overseers of the poor, to act with the church wardens. If funds from fines, forfeitures, gifts, and legacies, were not sufficient, the vestry might appoint three discreet persons to assess the sums necessary to reimburse the wardens and overseers for advances made by them. Unpaid assessments were returned to the vestry, to be by them approved in open vestry. Justices of the peace then issued warrants

to their constables to levy by distress and sale. Once a year the overseers had to account to the vestry. They were also required to keep a register of relief clients, which had to be produced yearly during Easter week for the inspection of parishioners. (Stat. II, 594-98.) Provincial poor laws were many times enacted, amended, repealed, and extended (Stat. II, 606; III, 430; IV, 49, 50, 293).

After the Revolution, the justices of the county courts in the back country precincts were given the "powers and authorities" of vestries and church wardens for the relief of the poor (1789, Stat. V, 122). In districts where county courts were not established, electors eligible to vote for members of the legislature, were directed to elect commissioners of the poor, not above five in number (1791, Stat. V, 175-76).

When the county courts were abolished at the close of 1799 this law became applicable in back country districts as well as in the low country parishes, and the commissioners of roads were directed to call upon county clerks and sheriffs for money, bonds, notes or accounts, which were to be delivered up for the use of the poor (Stat. VII, 296).

In 1807 the commissioners of the poor were directed to make annual reports to the commissioners of roads, who should publish the accounts, for the information of the citizens in the respective districts and parishes (Stat. V, 557). In 1818 the commissioners of the poor were authorized to elect a treasurer, who had to give bond, and account annually to the clerk of court for money due the commissioners, as well as for all receipts and disbursements, receiving in return for his trouble 2½ percent of all sums (Stat. VI, 109).

Although Charleston built a workhouse for rogues and the poor as early as 1736 (Stat. III, 430), and provided for a separate poorhouse in 1768 (Stat. VII, 90), it was not until 1824 that the commissioners of each district were authorized to purchase land, to erect a poorhouse, and to appoint a superintendent to serve at their pleasure (Stat. VI, 241-42). Two years later all powers exercised by vestries through church wardens and overseers of the poor, were vested in commissioners of the poor (Stat. VI, 283-84). In 1831 they were required to send pauper idiots, lunatics, and epileptics to the state lunatic asylum, there to be maintained at the expense of the city, town, parish, or district of domicile (Stat. VI, 437). In 1868 the constitutional board of county commissioners (supra, p. 30) superseded the commissioners of the poor.

No records of these commissioners were found in Richland County.

VI. COMMISSIONERS OF PUBLIC BUILDINGS (defunct)

Public buildings, like workhouses, roads and bridges, were intended by the lords proprietors of Carolina to be under the jurisdiction of the high steward's court (Stat. I, 48), which never materialized.

(Next entry 50, p. 50) Commissioners of Public Buildings

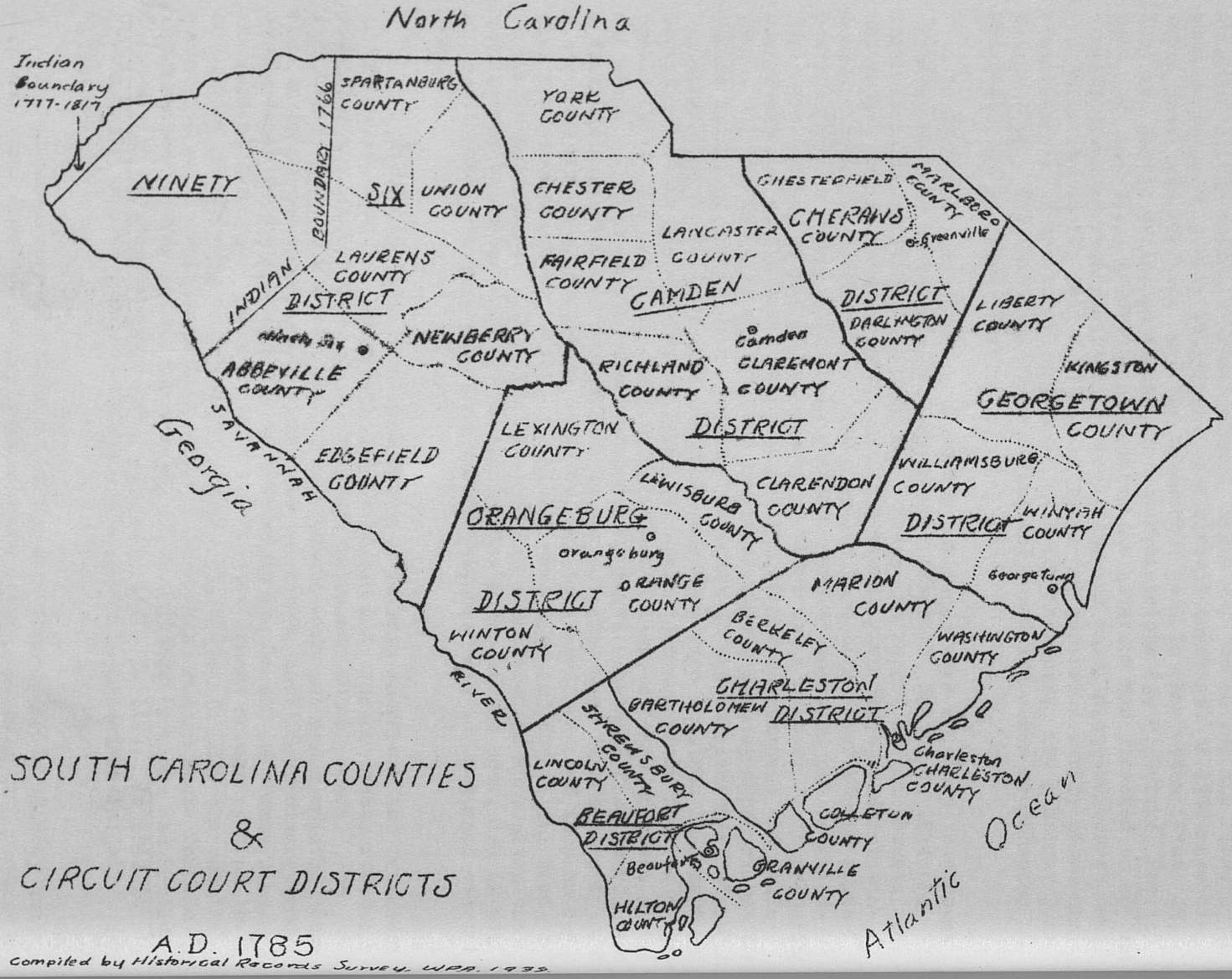
The commissioners appointed from time to time to erect the parish churches of the colonial Establishment, might well be called the first commissioners of public buildings. The circuit court act of 1769 necessitated that commissioners be named to erect a jail in Charleston (Stat. IV, 325) and public buildings in the six other districts (J. F. Grimké, Public Laws, pp. 269-71). After the Revolution the governor was directed to appoint commissioners in each district for repairing and rebuilding the courthouses and jails (Stat. IV, 564; V, 77); but later the general assembly named the commissioners of the courthouses and jails for Washington and Pinckney Districts (Stat. VII, 264) and for building and repairing other courthouses and jails (Stat. V, 236-37).

In 1806 the commissioners of public buildings were required to account annually on oath to the comptroller general (Stat. V, 535). In 1817 the state civil and military engineer was directed to report on courthouses and jails, to recommend repairs and alterations, give plans, and let contracts (Stat. VI, 58-60). When these duties were taken over by the state board of public works in 1819 the district commissioners of public buildings were ordered to assist the clerks of court and the sheriffs in preparing annual reports to the board on the condition of the courthouses and jails (Stat. VI, 124-28). An act of 1823 specified that any money appropriated for public buildings should be subject to the order of the commissioners of public buildings (Stat. VI, 233), and the next year they were required to accept the lowest bid after advertising at least six weeks in a newspaper for sealed proposals (Stat. VI, 254). In 1827 by joint resolution, a board of seven was appointed for each circuit court district to serve a term of four years, upon a fine not exceeding $50 for refusal to serve. They were directed to appoint a chairman and other necessary officers, and to superintend and keep in repair the courthouses and jails. Penalties were also set for wilful damages to public buildings. (Stat. VI, 321.) These commissioners were given the same powers to assess and levy as the commissioners of the poor, and in aid of assessments, the sessions fines and forfeitures were to be turned over to them.

In 1837 the commissioners were required to keep in repair the interiors of the public offices, and to install "suitable fixtures or cases, for the reception and preservation of the records, books and other papers." In particular, they were admonished to cause to be made out and completed such records and books in the offices of clerk of court, sheriff, ordinary, and commissioner in equity, as might be ordered by the "court of common pleas and general sessions," whose duty it was to make orders necessary "for the completion of the records and books" (Stat. VI, 578). In 1839 the commissioners of public buildings were required to furnish record books for the standardized records system for several of the offices (Reports and Resolutions of the General Assembly 1840, Columbia, 1841, p. 112). In 1842 it became their duty to furnish bedding and blankets to prisoners in jail (Stat. XI, 226).

The commissioners of public buildings were superseded in 1868 by the constitutional board of county commissioners (supra, p. 30).

For minutes of commissioners of public buildings, see entry 3.


North Carolina
Indian Boundary 1777-1817
BOUNDARY 1766
NINETY SIX DISTRICT
SPARTANBURG COUNTY
YORK COUNTY
UNION COUNTY
CHESTER COUNTY
LAURENS COUNTY
FAIRFIELD COUNTY
LANCASTER COUNTY
CHESTERFIELD
MARLBORO COUNTY
CHERAWS COUNTY
Greenville
CAMDEN DISTRICT
DARLINGTON COUNTY
LIBERTY COUNTY
KINGSTON
GEORGETOWN COUNTY
NEWBERRY COUNTY
Camden
CLAREMONT COUNTY
RICHLAND COUNTY
ABBEVILLE COUNTY
LEXINGTON COUNTY
DISTRICT
WILLIAMSBURG COUNTY
SAVANNAH
GEORGIA
EDGEFIELD COUNTY
LEWISBURG
CLARENDON COUNTY
ORANGEBURG DISTRICT
orangeburg
WINYAH COUNTY
ORANGE COUNTY
MARION COUNTY
Georgetown
WINTON COUNTY
BERKELEY COUNTY
WASHINGTON COUNTY
CHARLESTON DISTRICT
BARTHOLOMEW COUNTY
STHREMSBURY COUNTY
LINCOLN COUNTY
Charleston
CHARLESTON COUNTY
BEAUFORT DISTRICT
COLLETON COUNTY
Beaufort
GRANVILLE COUNTY
HILTON COUNTY
Atlantic Ocean
SOUTH CAROLINA COUNTIES
&
CIRCUIT COURT DISTRICTS
A.D. 1785
Compiled by Historical Records Survey, WPA, 1939.

(Next entry 50, p. 50)

VII. COUNTY COURT (defunct)

The royal charter of 1665 (Stat. I, 33-34) implied, and the fundamental constitutions of 1669 (art. 61, 62) provided, that county courts should be established in Carolina. Attempts made in 1682 (PR, I, 138-39) and again in 1721 (Stat. VII, 166) to set up county courts as the administrative unit for local government, did not extend into the area later to become Richland County.

The constitution of 1778 provided that as soon as proper laws could be passed for that purpose, the state should be divided into counties in which county courts should be established (art. XXXIX). In 1783, provision was made for laying off the counties (Stat. IV, 561), and two years later the county courts were set up (Stat. IV, 661; VII, 211).

The county court of 1785 was a group meeting of magistrates, functioning as the county government as well as a court. It was especially designed for a rural civilization, in an era when transportation was tedious and difficult. In setting up this court, South Carolina made an effort to follow the old English plan which had proven successful in Virginia and North Carolina. Each court was presided over by seven justices of the peace. The most outstanding of these were given the title justice of the quorum, probably inherited from the English practice of requiring the presence of one of these to form a quorum, which consisted here of three or more justices. In Richland County, court was opened on the first Monday in January, April, July and October. The justices were named by the general assembly and commissioned by the governor during good behavior. Although they were merely magistrates, their jurisdiction was considerably enlarged when they sat as a group in quarter sessions at the county courthouse. The court had common law jurisdiction in civil actions not exceeding fifty pounds, exclusive of all cases on titles and boundaries of land. The court also had jurisdiction in criminal cases where the penalty did not extend to loss of life or limb. The justices elected a clerk of court, a sheriff, a coroner, and a county attorney who prosecuted criminal cases in the name of the state. The justices built the courthouse and jail, cared for the poor, supervised work on roads and bridges, or appointed commissioners to do so, and licensed taverns. The clerk recorded deeds and other contracts, which were proved by oath in open court. (Stat. VII, 211-42.) In 1787 the county court was given powers of the ordinary, with jurisdiction in matters testamentary, of administration, guardianship, and the settlement of estates (Stat. VII, 246).

The original county court act was amended in 1786, 1787, and 1788. The number of justices was increased, dates for sessions and powers of the court were altered. (Stat. VII, 243-49.) After the adoption of the Federal Constitution a new state constitution was ratified in 1790, and, under the resulting reorganization of the judicial system in 1791, the court was no longer presided over by the county justices of the peace, but by three special judges of the county court, appointed like the justices of the peace by the general assembly. Only two plenary sessions of court were held each year, but there were two intermediate sessions, at which one judge was sufficient for administrative matters such as licensing taverns and appointing

For abbreviations and explanatory notes see pages 24-26

A.D. 1785 Compiled by Historical Records Survey, WPA, S.C.

(Next entry 50, p. 50)

road commissioners (Stat. VII, 266-70). The legal profession opposed placing judicial powers in the hands of men untrained in law, and at the close of 1799 the county court was abolished (Stat. VII, 291). On January 1, 1800, its records were divided between the district clerk of court (ibid. p. 298) and the ordinary (1804, Stat. V, 482).

Records of Richland county court were burned with the courthouse in 1865, except estate papers, entry 189, and the transcripts, entry 193.

VIII. CLERK OF COURT AS REGISTER OF MESNE CONVEYANCE

The beginning of the office of register of mesne conveyance in South Carolina goes back to the original plans of the lords proprietors for their province (Stat. I, 52). As a separate registry it dates from 1731 (Stat. III, 296), and existed only in Charleston throughout the colonial period. Upon the opening of the Revolution, the general assembly elected a register for the Charleston office (JGA, March-April 1776, Columbia, 1906, p. 7). The constitution of 1776 (art. XXII) directed that the register of mesne conveyance for the province should be chosen by joint ballot of the general assembly and the legislative council, and be commissioned by the state president during good behavior. The constitution of 1778 (art. XXIX) provided for a register in each circuit court district, to be chosen by joint ballot of the senate and house, and commissioned by the governor for two years. Apparently they were appointed only in Charleston, Georgetown, Beaufort and Orangeburg (HJ, 1791, p. 279). The constitution of 1790 (art. VI, 2) continued the manner of selection.

The beginning of this office in Richland County is found in the old county court which functioned from 1785 until 1799. All deeds and other mesne conveyance records were at first required to be proved by oath in open court before the justices, and were recorded by the clerk of the county court, who was further required to transmit a memorial of each instrument to the secretary of state. (Stat. VII, 232-34.)

Under the circuit court act of 1799, the clerk of the court of common pleas and general sessions became the register in all districts (Stat. VII, 296) except Charleston, Orangeburg, and Georgetown. In 1839 the clerk of the circuit law courts was declared to be the register of mesne conveyance in all districts except Charleston and Georgetown (Stat. XI, 80). In 1896 the office of register of mesne conveyance was abolished in all counties except Charleston and Greenville, and the duties devolved upon the clerk of court (Stat. XXII, 122).

The clerk of court in Richland County has performed the duties of this office since its origin in the county court. He received 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 and personal property

(1928, Stat. XXXV, 1185; Code 3635, 8875) until 1932 when Richland County officers were put on a salary basis and fees were required to be paid to the treasurer for county purposes (Acts, p. 1178). Before a deed for transfer of ownership of land, including timber deeds, leases, and contracts, may be recorded, it must be probated (1880, Stat. XVII, 319; Code 3632) and have the auditor's endorsement that it has been entered upon his records (1882, Stat. XVII, 1016; Code 3634; 1937, Stat. XL, 105). It is the clerk's duty as register to enter satisfactions of judgments and mortgages (1839, Stat. XI, 76; Code 3599), as well as renewals and satisfactions of executions (1839, Stat. XI, 76; Code 3602).

Registrations of the county court clerks (1785-99) were usually unclassified and entered together upon "Record" books supplied at personal expense. From 1800 until 1839 court records were kept separate from property records. In 1839 the registry records were required to have direct and cross indexes, in separate volumes, each index serving not less than ten volumes of registrations (Stat. XI, 80-81). In 1872 deeds were separated from mortgages, with separate direct and cross indexes (Stat. XV, 6). Ten years later, mortgages were subdivided into real and personal, each with separate indexes; and chattel mortgages for $100 and less were directed to be kept in index form only (1882, Stat. XVII, 1053; Code 3635), as are crop liens (1878, Stat. XVI, 713-14; Code 8774). Appraisers' returns for homestead exemptions (Const. 1868, art. II, 32) have been registered since 1851 (Stat. XII, 86; XVII, 514; Code 9086). A record of surety bonds of county officers has been required since 1866 (Stat. XIII, 366[6]; Code 3051). The clerk must register mechanics' claims for unpaid wages or materials, which are thus made a statutory lien against the property upon which they have been used (1869, Stat. XIV, 220; Code 8735). The clerk also records in the charter book (1869, Stat. XIV, 297; Code 7718; 7730) the charters of corporations operating in the county and the originals may be indexed in the miscellaneous index (Code 3586). Records of attachments upon real estate has been kept since 1870 (Stat. XIV, 476; Code 532, 548). Certificates of contingent liability and description of insured property of mutual fire insurance associations have been registered since 1910 (Stat. XXVI, 551; Code 8085). The file book for instruments to be recorded (1911, Stat. XXVII, 152; Code 8889) is not kept in Richland, because instruments are stamped with date and immediately recorded and indexed. In 1916 the registration of sound land titles under the Torrens plan was provided for in all counties (Stat. XXIX, 947), but apparently the law has not been carried out. In Richland since 1889, plats have been recorded and indexed separately from deeds. In 1934 blue-prints, photostats or other copies of plats became legal forms for registration (Stat. XXXVIII, 1503). Cooperative marketing contracts have been registered since 1924 (Stat. XXXIII, 1072; Code 8890). Since 1924 the register has been required to keep on file a book of school bond issues which are recorded by the superintendent of education (Stat. XXXIII, 998; Code 5311). In Richland from 1926 until 1932 the sheriff, and since then the tax collector, when levying upon mortgaged property for unpaid taxes, has been required to notify all mortgage owners who register their names with the clerk of court for that service (Stat. XXXIV, 912-16; Code 2573). Original notices of federal tax liens and an index to federal tax liens have been required since 1928 (Stat. XXXV, 1207; Code 2576). Since 1933 crop mortgages to U. S. Secretary of Agriculture have been recorded

For abbreviations and explanatory notes see pages 24-26

and indexed (Stat. XXXVIII, 237). Under a special act of 1930 (Stat. XXXVI, 1990-91), Richland's chattel mortgages 1883-1919, entry 68, were destroyed.

Real Property

Deeds and Plats

50. DEED BOOK, 1865--. 136 vols. (A-H, J-Z, AA-AH, AJ-AZ, BA-BZ, CA-CZ, DA-DZ, EA-EH). Missing: 1785-1864. Title varies: Register Mesne Conveyance; Record Book.
Transcripts of agreements, contracts, deeds for conveyance of real estate, rights-of-way, leases, power of attorney, and other sealed instruments, showing names of parties, description of property, sums of money involved, names of witnesses and before whom proved, and renunciation of dower when necessary. Also contains Plat Book, 1865-88, entry 58; Mortgages Real Estate, 1865-71, entry 61; and Chattel Mortgages, 1865-72, entry 68. Arr. chron. For indexes, see entries 51-56, 62, 63. Hdw., 1865-81; hdw. and hdw. on printed form, 1882-1902; hdw. and typed on printed form, 1901-14; typed, and hdw. and typed on printed form, 1913--. 600 pp. 20½ x 15½ x 3.
For current deeds of forfeited land commission, see entry 60.

51. INDEX TO DEEDS, GRANTOR, 1865--. 14 vols. Missing: 1785-1864. Direct index to Deed Book, entry 50, showing names of grantor and grantee, book, page, year, and brief description of land. Arr. alph. by name of grantor; Cott system, sub-indexed by family name. Typed on printed ruled form, 1865-1927; hdw. on printed ruled form, 1927--. 600 pp. 17½ x 16 x 3.

52. INDEX TO DEEDS, GRANTEE, 1865--. 14 vols. Missing: 1785-1864. Cross index to Deed Book, entry 50, showing names of grantee and grantor, book, page, year, and brief description of land. Arr. alph. by name of grantee; Cott system, sub-indexed by family name. Typed on printed ruled form, 1865-1927; hdw. on printed ruled form, 1927--. 600 pp. 17½ x 16 x 3.

53. INDEX TO DEEDS, DIRECT, 1865-97. 1 vol. (3 copies).
Discarded index to volumes A-Z of Deed Book, entry 50, showing names of grantor and grantee, volume, page, and kind of instrument. Arr. alph. by name of grantor. Printed. 390 pp. 9 x 6 x 1½. Basement.

54. INDEX TO DEEDS, CROSS, 1865-97. 1 vol. (3 copies).
Discarded index to volumes A-Z of Deed Book, entry 50, showing names of grantee and grantor, volume, page, and kind of instrument. Arr. alph. by name of grantee. Printed. 390 pp. 9 x 6 x 1½. Basement.

55. DIRECT INDEX TO CONVEYANCES, 1874-84, 1897-1927. 14 vols. Missing: 1865-73. Title varies: Index to Deeds, Drawer to Drawee.
Discarded index to Deed Book, entry 50, showing year, names of drawer and drawee, book, page, and kind of instrument, 1874-84; and year of record, book, page, names of grantor and grantee, and brief description of land,

1897-1927. Arr. alph. by name of grantor. Hdw. on printed ruled form. 350 to 560 pp. 18 x 12 x 2 to 18 x 15 x 4. Basement.

56. CROSS INDEX TO CONVEYANCES, 1865-72, 1884-1927. 15 vols.
Title varies: Index to Deeds, Drawee to Drawer.
Discarded index to Deed Book, entry 50, showing year, names of drawee and drawer, book, page, and kind of instrument, 1865-96; and year of record, book, page, names of grantee and grantor, and brief description of land, 1897-1927. Arr. alph. by name of grantee. Hdw. on printed ruled form. Poor condition, 1865-96. 200 to 543 pp. 18 x 9 x 1 to 18 x 15 x 3. Basement.

57. (AFFIDAVITS), 1937--. 2 envelopes and 1 clipboard file.
Missing: 1930-36.
Affidavits of purchaser, or of attorney for purchaser, as to value of real estate, showing names of former owner and purchaser, sum, and signatures of person making affidavit and notary public, date notarized, and date filed in register of mesne conveyance office. Arr. chron. No index. Hdw. and typed. Envelopes, 10 x 15 x 4; clipboard file, 10 x 12 x 4.

58. PLAT BOOK, 1889--. 8 vols. and 2 duplicate vols. (A, A, B, B, C-H). 1865-88 in Deed Book, entry 50.
Register of plats of real estate, showing location, property line, name of owner, date of survey, certificate of surveyor, and date recorded. Arr. chron. Photostatic copies of A, B, 1889-1921; indexed by name of owner; for separate index, 1889--, see entry 59. Blue-prints, photostats and tracings. 250 pp. 24 x 22 x 2½ to 43 x 24 x 2½. 2 vols., 1889-1921, basement; 8 vols., 1889--, record room.

59. INDEX TO PLATS, 1889--. 1 vol. (2 copies).
Index to Plat Book, entry 58, showing name of owner, volume and page; also a few references to plats recorded in Deed Book, entry 50. Arr. alph. by name of owner. Hdw. 300 pp. 16½ x 12 x 2.

60. DEEDS FORFEITED LAND COMM(ission), Current. 1 f. b.
Original deeds to forfeited land commission which remain on file as long as land is in possession of commission, showing name of defaulting taxpayer, amount of taxes and penalties, record of seizure, possession and sale of property; signed, sealed, and delivered to tax collector, witnessed and notarized; time and date recorded, deed book and page reference, and signature of clerk of court. Arr. chron. No index. Typed on printed form. 10½ x 5 x 13½.
For transcripts, see entry 50; for other records, see entries 352, 353.

Mortgages

61. MORTGAGES REAL ESTATE, 1872--. 209 vols. (H, J-Z, AA-AZ, BA-BZ, CA-CZ, DA-DZ, EA-EZ, FA-FZ, GA-GZ, HA-HI). 1865-71 in Deed Book, entry 50.
Transcripts of real estate mortgages, showing names of parties, description

of property, money involved, and names of witnesses. Also contains Chattel Mortgages, 1872-82, entry 68. Arr. chron. For indexes, see entries 62-67. Hdw., 1872-83; hdw. and hdw. on printed form, 1883-89; hdw., typed, and hdw. and typed on printed form, 1890--. 300 double pp. 20½ x 15½ x 3.

62. INDEX TO REAL ESTATE MORTGAGES, MORTGAGOR, 1865--. 14 vols. Direct index to real estate mortgages, 1865-71 in Deed Book, entry 50, and to Mortgages Real Estate, 1872--, entry 61, showing names of mortgagor and mortgagee, book, page, year, and brief description of property. Arr. alph. by name of mortgagor; Cott system, sub-indexed by family name. Typed on printed ruled form, 1865-1927; hdw. on printed ruled form, 1927--. 600 pp. 16 x 14 x 2½.

63. INDEX TO REAL ESTATE MORTGAGES, MORTGAGEE, 1865--. 15 vols. Cross index to real estate mortgages, 1865-71 in Deed Book, entry 50, and to Mortgages Real Estate, 1872--, entry 61, showing names of mortgagee and mortgagor, book, page, year, and brief description of property. One volume serves as an index to building and loan, bank and company mortgages only. Arr. alph. by name of mortgagee; Cott system, sub-indexed by family name. Typed on printed ruled form, 1865-1927; hdw. on printed ruled form, 1927--. 600 pp. 16 x 14 x 2½.

64. INDEX TO MORTGAGES, DIRECT, 1872-97. 1 vol. (3 copies). Discarded index to Mortgages Real Estate, entry 61, showing names of grantor and grantee, book, page, and kind of instrument. Arr. alph. by name of grantor. Printed. 390 pp. 9 x 6 x 1½. Basement.

65. INDEX TO MORTGAGES, CROSS, 1872-97. 1 vol. (3 copies). Discarded index to Mortgages Real Estate, entry 61, showing names of grantee and grantor, book, page, and kind of instrument. Arr. alph. by name of grantee. Printed. 390 pp. 9 x 6 x 1½. Basement.

66. INDEX TO MORTGAGES REAL ESTATE, 1872-1903, 1909-27. 14 vols.
Title varies: Index to Mortgages, Drawer to Drawee.
Discarded index to Mortgages Real Estate, entry 61, showing date, names of mortgagor and mortgagee, book, page, and kind of instrument, 1872-81; also brief description of property, 1897-1927. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 150 to 500 pp. 18 x 8½ x 1 to 17 x 15 x 3. Basement.

67. INDEX TO MORTGAGES REAL ESTATE, 1881-91, 1898-1927. 13 vols.
Title varies: Index to Mortgages, Drawee from Drawer.
Discarded index to Mortgages Real Estate, entry 61, showing date, names of mortgagee and mortgagor, book and page; also brief description of property, 1897-1927. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 150 to 500 pp. 18 x 11 x 1½ to 17 x 15 x 3. Basement.

For abbreviations and explanatory notes see pages 24-26

Register of Mesne Conveyance - (68-72)
Personal Property; Legal Notices

Personal Property

68. CHATTEL MORTGAGES, 1919--. 106 vols. (67, 74, 78, 79, 84-86, 90, 92-94, 96, 98, 101, 102, 106, 108, 111, 113, 114, 116-121, 124-166, 166, 167, 167-169, 169-173, 173-182, 182-188, 188-193, 193-196). 1865-72 in Deed Book, entry 50; 1872-82 in Mortgages Real Estate, entry 61; 1883-1918 destroyed under act of 1930.
Transcripts of chattel mortgages involving more than $100, including conditional sale contracts, agreements, leases, and crop liens. Arr. chron. For indexes, see entries 69-70. Typed, hdw., and hdw. and typed on printed form. 600 pp. 15 x 9 x 3 to 20½ x 15½ x 3. 63 vols., 1919-35, basement; 43 vols., 1936--, record room.

69. DIRECT INDEX MORTGAGES PERSONAL PROPERTY, 1897-1904, 1919--. 10 vols. Title varies: Mortgage Personal Property, Drawer to Drawee.
Current index to Chattel Mortgages, entry 68, showing names of drawer and drawee, book, page, and kind of instrument. Arr. alph. by name of drawer. Hdw. on printed ruled form. 300 pp. 18 x 12 x 2. 8 vols., 1897-1904, 1919-33, basement; 2 vols., 1934--, record room.

70. CROSS INDEX MORTGAGES PERSONAL PROPERTY, 1917--. 10 vols. Missing: 1882-1916. Title varies: Mortgages Personal Property, Drawee and Drawer.
Current index to Chattel Mortgages, entry 68, showing names of drawee and drawer, book, page, and kind of instrument. Arr. alph. by name of drawee. Hdw. on printed ruled form. 300 pp. 18 x 12 x 2. 8 vols., 1917-33, basement; 2 vols., 1934--, record room.

71. INDEX TO CHATTEL MORTGAGES, $100 AND LESS (Record), 1925--. 11 vols. Missing: 1882-1924.
Record in abstract, showing names of mortgagor and mortgagee, date of maturity, amount and character of debt, and description of chattels. Arr. alph. by name of mortgagor. Hdw. on printed ruled form. 300 double pp. 18 x 12 x 4. 9 vols., 1925-33, basement; 2 vols., 1934--, record room.

Legal Notices

72. RECORD OF SHERIFF'S DELINQUENT TAX NOTICES, 1926--. 1 vol. Last entry 1934.
List of mortgage owners to be notified when property is levied upon for delinquent taxes, showing name of mortgagee, post office address of mortgagor, name of grantor or mortgagor, kind of instrument, book and page of record, date filed with sheriff, sheriff's receipt, and clerk's certificate of sheriff's notice to mortgagee. Arr. chron. No index. Hdw. on printed ruled form. 200 double pp. (24 used) 16 x 10½ x 1½.

For petitions and affidavits, see entry 151; for tax collector's parallel record, see entry 345.

For abbreviations and explanatory notes see pages 24-26

Statutory Liens

73. LIEN BOOK, 1866-77. 5 vols. (A-E). Title varies: Record. Transcripts of liens on crops, agricultural contracts, leases, and agreements,* Arr. chron. Indexed by name of mortgagee or mortgagor, 1870-72; no index, 1873-77. Hdw. 530 pp. 16 x 11 x 2 to 18 x 12 x 2. Basement.

74. MECHANICS' LIENS, 1882--. 4 vols. (A-D). Missing: 1869-81. Transcripts 1882-1935, and duplicates 1929--, of claims filed on property for materials and labor, showing names of plaintiff and defendant, description of property, itemized statement of debt, affidavit, date recorded, and satisfaction of debt. Arr. chron., duplicates pasted or stapled. Indexed by name of defendant. Typed and hdw. 500 pp. 18 x 12 x 3.

75. FEDERAL TAX LIEN JUDGMENTS, 1928--. 1 f. b. Notices of discharge of tax liens under internal revenue laws, showing serial number, name of plaintiff, date filed, signature of clerk, name of taxpayer, residence or place of business, nature of tax, taxable period, amount of tax assessed and paid, signature of collector, and affidavit. Arr. chron. No index. Typed on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

76. FEDERAL TAX LIEN INDEX (Record), 1928--. 1 vol. Abstract of federal liens for taxes, showing name and address of taxpayer, collector's serial number, date and hour filed, amount of taxes with interest, penalties, costs, total, and date and hour discharged. Arr. alph. by name of taxpayer. Hdw. on printed ruled form. 300 pp. 18 x 12 x $1\frac{1}{2}$.

Business Registrations
(See also entry 89)

77. THE CONTRACT BOOK OF S(outh) C(arolina) COTTON GROWERS COOPERATIVE ASSOCIATION, 1922--. 1 vol. Last entry 1930. Abstracts of contracts with members of South Carolina Cotton Growers Cooperative Association, showing name of member, contract number, address, date of contract, and date recorded. Arr. alph. by name of member. No index. Typed on printed ruled form. 150 pp. 12 x 9 x 1.

78. INDEX LABOR CONTRACTS (Record), 1909--. 1 vol. Last entry 1920. Abstract of contracts to perform labor, showing date of filing, names of laborer and employer, date of contract, date of termination, name of place and location. Arr. alph. by name of laborer. Hdw. on printed ruled form. 100 pp. 16 x 11 x $\frac{1}{2}$. Basement.

79. CORPORATION RECORD, 1887--. 4 vols. (A-D). Transcripts of charters issued by secretary of state for corporations operating in Richland County, showing names of incorporators, date declaration filed (name of proposed corporation), where located, nature of business, capital stock, shares par value, date meeting of subscribers held, election of directors, date issued (seal), and date recorded. Arr. chron. Indexed by name of

*also journal of district court, Nov. 19, 1866-Apr. 22, 1868, infra, p. 106.

corporation. Hdw. and typed, 1887--; hdw. and typed on printed form, 1914--. 375 to 600 pp. 18 x 12 x 2½ to 22 x 15 x 3.

Surety Bonds
(See also entries 82, 83)

80. BONDS OF PUBLIC OFFICERS, 1868--. 4 vols. (two unlabeled, 1, 2). Missing: 1866-67.
Transcripts of county officers' bonds for proper performance of duties, showing county, date, names of office and officer, names of committee appointed to approve bond, surety company and representative; date approved by attorney general; dates recorded and delivered; and amount of bond; also copy of official bond pasted. Arr. chron. Indexed by name of officer, 1868-1904, 1931--; no index, 1905-30. Hdw., 1868-1903; typed and hdw. on printed form, 1904--. 151 to 204 pp. 16 x 11 x 1 to 18 x 12 x 1½. 2 vols., 1868-1904, 1917-31, basement; 2 vols., 1905-16, 1932--, record room.

Unclaimed Instruments

81. (RECORDED PAPERS), 1898-1920. 13 f. b.
Original papers including deeds, mortgages, charters, satisfactions, and leases, which have been recorded and not yet called for by owners. Arr. alph. by name of party of first part. No index. Hdw. and typed on printed ruled form. 10½ x 5 x 13½. Basement.
For other unclaimed papers, see entries 137, 233.

IX. COMMISSIONER OF LOCATION (defunct)

The office of commissioner of location was set up in 1784 as part of South Carolina's post-Revolutionary land system. A commissioner was provided for each of the seven judicial districts, except Ninety Six where there were two commissioners. They were appointed in the same manner as the surveyor general, by joint ballot of the senate and house of representatives, for a term of two years. (Const. 1778, art. XXIX; 1790, art. VI, 1; Stat. IV, 590-93.) Before entering upon the duties of the office, each commissioner was required to take an oath of office before a magistrate, and to post bond of £10,000 sterling. In 1810 the bond was reduced to $1,000 (Stat. V, 618). In 1801 a commissioner was provided for each of the then existing circuit court districts, to be commissioned by the governor upon recommendation of a majority of the legislative delegation; if the delegation failed to recommend, the governor appointed whom he wished (Stat. V, 398). In 1812 (Stat. V, 674), the term of office became four years or until a successor was elected. In 1815 the office became elective by popular vote (Stat. VI, 12). An act of 1839 provided that the clerk of court in each circuit court district should be ex officio commissioner of location wherever the office might become vacant (Stat. XI, 81). In 1878 all vacant lands were turned over to the secretary of state to sell, subject to direction of the state sinking fund

(Next entry 82, p. 58)

commission (Stat. XVI, 558-59), and after 1882 no further entries were made in the counties.

It was the duty of the commissioner of location to have his office near the center of his district, and keep it open each day except Sunday "to take and receive the original entry of all vacant land lying and being within the ancient boundaries" of the district; and to grant and sell for £10 per 100 acres, tracts not exceeding 640 acres. On demand, the commissioner issued a warrant of survey directed to a deputy surveyor in the district, requiring him, within two months, to lay off and locate the lands to be granted. When the warrant was executed, the surveyor returned the original survey, with a plat, to the commissioner of location, who within three months after the return, recorded it, and transmitted the original to the state surveyor general. If warrants were not returned within three months, they were null and void, and the land could be regranted. (1784, Stat. IV, 590-93.)

No records for this office have been found in Richland County. The records prior to 1865 were burned, and it is not likely that Richland had any vacant lands after that date.

X. CLERK OF COURT

The office of clerk of court began in South Carolina as the clerk of the crown and peace of the ancient English court system (JGC, 1692, p. 11). When the circuit courts opened in Camden District in 1772, the clerks of the crown and pleas were appointed by the governor (Grimké, Public Laws, p. 272; Stat. IV, 325). The clerk of the Richland county court of 1785 was elected by the justices, to hold office during good behavior (Stat. VII, 221). In 1800, the clerk of the circuit courts of Richland District was appointed and commissioned by the governor during good behavior, upon recommendation of the legislative delegation from the district (Stat. VII, 292). In 1812 the office became elective "by joint ballot of both branches of the legislature" for a term of four years (Stat. V, 674). Three years later the office was made elective by the voters of each district (Stat. VI, 12). Under the constitution of 1868 the clerk of the court of common pleas became clerk of all other courts of record, subject to provisions of the general assembly (art. IV, 27). The present constitution of 1895 (art. V, 27) continues this without change.

To be eligible the candidate must be a qualified elector, and not hold another office "of honor or profit" (Const. 1895, art. II, 2). After nomination in the primary (1915, Stat. XXIX, 170; Code 2365), the clerk of court in each county is elected for a four-year term at each alternate general election reckoning from the year 1888 (Code 3577). Before receiving his commission he must post a surety bond for $10,000 (Code 3579). Before entering upon his duties he must take the constitutional oath of office and the oath against dueling (Const. 1895, art. III, 26), the oath to enforce the law against gaming (Code 3043), and an oath that he is not pledged to share the profits of his office with anyone (Code 3044). Like all other county officers, he may be removed for misconduct or persistent neglect of duty "upon

indictment and true bill after warrant, or after presentment of a grand jury and indictment and true bill thereon, be tried as for misdemeanor of office" (Code 1515; Const. 1895, art. III, 27; V, 27). When the office is vacant the judge of probate may perform the duties until the vacancy is filled (Code 3643) for the unexpired term on appointment by the governor (Code 2351). In Richland the clerk of court is assisted in his duties by two deputies and three clerks (supply act 1938 in Stat. XL, 2706).

In 1839 the clerk of court became eligible as ex officio commissioner of location (supra, p. 55). As clerk of the court of common pleas, he is ex officio clerk of the court of general sessions (Const. 1895, art. V, 27). 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, 3604). In Richland County he collected and delivered to the county treasurer all fines, forfeitures, and money for licenses (1875, Stat. XV, 845; Code 3611), and he made written monthly reports to the auditor and the treasurer, giving accurate statements of his collections, until 1932, when the treasurer began collecting all fees (1878, Stat. XVI, 753; Code 3612; Acts 1932, p. 1179).

The clerk of court became ex officio a member of the board of jury commissioners in 1893 (infra, p. 71) and is legal custodian of the jury box (Code 609). He has been ex officio a member of the forfeited land commission since 1926 (infra, p. 135), and since 1929 may become a member of the board of honor when the number of Confederate veterans in the county is reduced to two (infra, p. 160). Although the state commissioner of agriculture, commerce and industries keeps in his office the standard weights and measures established by Congress (U. S. Const. art. I, 8; Stat. XXXIII, 72-81; Code 6645-61), the clerk of court is still the nominal custodian of weights and measures placed in his office in 1840 (Stat. XI, 122; Code 3608).

The clerk of court is custodian of the rolls: of magistrates (1819, Stat. VI, 116) and of constables (1839, Stat. XI, 78; Code 3586), of the commissioners of roads (1851, Stat. XII, 76), of county officers (1905, Stat. XXIV, 964; Code 3622), of notaries public (1911, Stat. XXVII, 139; Code 3461); of professional registrations: physicians and surgeons (1905, Stat. XXIV, 939; Code 5133), of opticians' certificates (1917, Stat. XXX, 4; Code 5240), licenses for veterinarians (1920, Stat. XXXI, 908; Code 5257), dentists (1922, Stat. XXXII, 849; Code 5201), chiropodists (1935, Stat. XXXIX, 184), of certified public accountants (1915, Stat. XXIX, 159-60; Code 7093); of business registrations: limited partnerships (1837, Stat. VI, 579; Code 7804-20), of industrial establishments other than corporations (1837, Stat. VI, 581; Code 7852), and of joint stock companies (1879, Stat. XVII, 70-71; Code 7791-94). He issues licenses to circuses and showmen (1875, Stat. XV, 845; Code 6322), to hawkers and peddlers (1876, Stat. XVI, 64; Code 7120), to pawnbrokers (1900, Stat. XXIII, 427; Code 7129), and to dealers in lightning rods (1920, Stat. XXXI, 1022; Code 7126). From 1906 until 1917 he was required to register automobile ownership (Stat. XXV, 79; XXX, 320). From 1869 until 1882 he filed notices of completion of militia rolls, and affidavits of men claiming exemption from militia duty (Stat. XIV, 216, 218; XVII, 685). He keeps an enrollment of Confederate veterans (1902, Stat. XXIII, 1033; Code 3623), and

enlisted men discharged from the services of the United States (1923, Stat. XXXIII, 98; Code 8893). In 1917 he filed cancelled liquor permits and kept a record of deliveries of alcoholic liquors (Stat. XXX, 69-70), 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 (Stat. XXXIX, 325-41); and from 1909 until 1935 kept a record of liquor prescriptions for medical purposes and statements of facts to secure wines for sacramental purposes (Stat. XXVI, 63; XXXIX, 325-41).

In 1888 a general law for the regulation of party primary elections required that managers be sworn and their oaths filed with returns, poll lists, and related papers in the office of the clerk of court (Stat. XX, 10-12). Amended slightly in 1905, these provisions were continued (Stat. XXIV, 827-30) and candidates' pledges were required to be filed (ibid., p. 949). By law the clerk of court is also responsible for the club rolls (1915, Stat. XXIX, 167; Code 2359); and for the registration books, which may not leave his custody except as necessary for the performance of duty by the board of registration (Code 2285). The clerk keeps a record of public bond issues which is indexed (1916, Stat. XXIX, 922; Code 8891). 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 (1938, Stat. XL, 3001).

The principal records of the clerk of court are: Mesne Conveyance, entries 50-81; General Sessions, entries 104-125; Common Pleas, entries 126-160; Equity, entries 161-171; and County Court, entries 172-182.

County Officers
(See also entry 80)

82. MAGISTRATES' AND CONSTABLES' ROLL, 1866--. 1 vol. Missing: 1839-65. Last entry 1929.

Register of magistrates, constables, and notaries public, showing name, date of qualification, office, expiration of term, by whom appointed, signature of official, and date of registration. Arr. chron. No index. Hdw. on printed ruled form. 400 pp. 14 x 9 x 2½.

For other lists, see entry 83.

83. NOTARIES PUBLIC, 1867--. 1 vol.

Recently compiled record listing notaries, a few constables, and magistrates in Richland County, showing name, date of qualification, type of office, extent of term, form of signature, and date of commission. Arr. alph. by name of officer. No index. Hdw. on printed ruled form. 250 pp. 13 x 9 x 2.

For other lists, see entry 82.

84. AUDIT REPORT, 1920--. 21 vols.

Annual and special audit reports made by certified public accountant to county delegation, or to foreman of grand jury or to circuit judge, showing transmittal letter and certificate, exhibits and schedules of all transactions (assets, liabilities, income, expense) in each office, proof of financial status, and analysis, remarks and recommendations; which are as follows:

Volumes	Dates	Institution or Office
5	1920, 1928, 1933-35	County offices
1	1935 (special)	Master
4	1934-37	Hospital
5	1935--	Library
1	1931 "	Columbia Township Auditorium
1	1928 "	Receivers for Columbia Savings Bank & Trust Company
1	1929 "	Receivers for J. D. Miot Sales Company & M. P. Campbell
1	1933 "	Receivers for Carolina Brewing Company
2	1933-34 "	Receivers for Peoples State Bank

Arr. under exhibits and schedules. Table of contents but no index. Typed. 35 to 100 pp. 12 x 9 x $\frac{1}{4}$ to 3/4.

For other audits, see entries 2, 30, 399.

Professional Registrations

85. PHYSICIANS AND SURGEONS REGISTER, 1882--. 1 vol.
Register of certificates issued by state boards of medical, dental and pharmaceutical and other examiners, showing name of certified practitioner, residence, place of birth, authority to practice, and when registered. Arr. chron. No index. Hdw. on printed ruled form. 296 pp. (7 used) 18 x 11 x 1.

86. (REGISTER OF PROFESSIONAL MEN), 1920--. 1 vol.
Copies of licenses to practice issued to veterinarians, embalmers, dentists, physicians, surgeons, and optometrists. Arr. chron. Indexed by name of licensee. Hdw. and typed. 152 pp. 12$\frac{1}{2}$ x 8$\frac{1}{2}$ x 1.

For other copies of dentists' licenses, see entry 87.

87. COPY OF DENTISTS' LICENSES, 1922--. 1 vol. Last entry 1936.
Copies of licenses issued by South Carolina board of dental examiners to practitioners of dentistry, showing name of dentist, date issued, transcribed signatures of president of board of dental examiners and secretary, date recorded. Arr. chron. No index. Hdw. and typed. 88 pp. 12 x 8 x $\frac{1}{4}$. Basement.

For other copies of dentists' licenses, see entry 86.

88. (CERTIFICATES TO PUBLIC ACCOUNTANTS), 1915--. 1 vol. Last entry 1926.
Copies of certificates granted by the state board of examiners to public accountants, showing name of accountant, satisfaction of board, authorization to practice, seal of board, transcribed signature of president, and date recorded. Arr. chron. Indexed by name of accountant. Hdw. 300 pp. (31 used) 14 x 8$\frac{1}{2}$ x 1. Basement.

Business Registrations
(See also entries 77-79)

89. RECORD OF INDUSTRIAL ESTABLISHMENT OTHER THAN CORPORATIONS, 1918--. 1 vol. Missing: 1837-1917. Last entry 1936.
Register of mercantile establishments chiefly, showing date, name of establishment, town, names and addresses of owners or partners, whether retired, and remarks. Arr. alph. by name of establishment. No index. Hdw. on printed ruled form. 250 double pp. 18 x 11 x 2.

Licenses

90. (COUNTY LICENSES FOR HAWKERS AND PEDDLERS), 1900--. Missing: 1876-99. Last entry 1936.
Stubs of licenses issued to hawkers and peddlers (including dealers in lightning rods, etc.), showing number of stub, date, to whom issued, if exempt from fee as Confederate survivor, and privilege; some show amount of fee charged. Arr. by stub no. No index. Hdw. on printed form. 242 pp. (149 used) 12 x 14 x 1½.

Military Records
(See also entries 565-569)

91. RECORD DISCHARGED SOLDIERS AND SAILORS, ARMY AND NAVY, 1921--. 2 vols
Transcripts of discharges from the service of the United States of soldiers and sailors enlisted from Richland County, showing name of veteran, rank, place of birth, age at time of enlistment, former occupation, eyes, hair, complexion, height, place and date issued, signature of commanding officer; also enlistment record, showing name, grade, date enlisted, place enlisted, place serving at time of discharge, prior service, non-commissioned officer, marksmanship, horsemanship, battles, knowledge of vocation, wounds, physical condition, mental status, character remarks, signature of soldier and commanding officer, date filed and recorded signature of clerk; also certification in lieu of a lost certificate of discharge. Vol. for colored veterans not used. Arr. chron. Indexed by name of discharged person. Hdw. and typed on printed form. 600 pp. 18½ x 12 x 3.

Alcoholic Liquor Records

92. LIQUOR PERMITS, 1934--. 1 f. b. Missing: 1917-19.
Monthly signed notices from express agent and drug company to clerk of court, on purchasers of grain alcohol, with attached permits, showing number and date of permit, date of delivery, date of purchase, name and address of purchaser, quantity, item, and price. Arr. chron. No index. Typed. 10½ x 5 x 13½.
For permits to individuals, see entry 243.

Voters and Elections

93. DEMOCRATIC CLUB ROLL, 1926, 1934--. 85 vols.
Register of members of the Democratic party clubs, showing date of enrollment, signature or mark of member, signature of witness to mark, age, occupation and address of member. Arr. alph. by name of enrollee. No index. Hdw. on printed ruled form. 52 pp. 17 x 14 x ½. Basement.

94. REGISTRATION BOOK, 1928--. 78 vols.
Register of qualified voters by precincts, showing date of registration, ward, precinct, number of registration certificate, name of elector, age, place of residence, and remarks (occupation, date, etc.). Arr. by certificate no. No index. Hdw. on printed ruled form. 32 pp. 14 x 9 x ¼. Basement.

95. TALLY SHEET (State Offices), Aug. 1938--. 89 sheets.
First Democratic primary tally sheets of Richland County on state offices, showing date, precinct, county, box, name of office, names of candidates, and tally of votes. No arr. No index. Hdw. on printed ruled form. 22 x 18. Basement.

96. TALLY SHEET (County Offices), 1938--. 121 sheets.
First Democratic primary tally sheets of Richland County on county offices, showing date, precinct, county, box, name of office, names of candidates, and tally of votes. No arr. No index. Hdw. on printed ruled form. 34 x 24. Basement.

97. COUNTY TICKET, 1938--. 87 sheets.
Report on first primary from managers of elections to county Democratic Executive Committee, showing name of precinct, name of office (state and county); for county offices: names of candidates, total number votes for each; total number ballots cast, irregular ballots, total number votes challenged; total number Negroes voting, total number regular ballots, signatures of managers of elections and clerks. No arr. No index. Hdw. on printed form. 16 x 17. Basement.

Fees

98. (FEE BILLS), 1932--. 38 vols.
Carbon copy of lists of fees, collected by treasurer for recording and other work done by clerk of court, showing record number, date, kind of fee, amount of fee, date paid, and signature of treasurer. Arr. chron. No index. Hdw. on printed form. 300 to 600 loose-leaf pp. 8 x 5 x 3 to 6. 35 vols., 1932-36, basement; 3 vols., 1937--, record room.
For other copies of fee bills, see entries 187, 227, 265, 328; for treasurer's record, see entry 329.

For abbreviations and explanatory notes see pages 24-26

Vital Statistics
(See also entries 495, 496)

99. BIRTH CERTIFICATES, 1921--. 598 vols. Missing: 1915-20.
Duplicate certificates, showing place of birth, full name and sex of child; whether twins, whether premature; if parents are married; date of birth; names, residence, race, age and profession of father and mother; number of other children; certificates of attending physician or midwife and of local registrar. Arr. chron. No index. Hdw. on printed standard U. S. forms. 50 pp. 7 x 9 x $\frac{1}{4}$. Basement.

100. DEATH CERTIFICATES, 1921--. 569 vols. Missing: 1915-20.
Duplicate death certificates, showing place of death, full name, race and age of deceased, names of father and mother, birthplace of parents, date of death, cause of death, place of burial or removal, undertaker, date of burial, signatures of physician and local registrar. Arr. chron. No index. Hdw. on printed standard U. S. forms. 50 pp. 7 x 9 x $\frac{1}{4}$. Basement.

Correspondence

101. LETTERS, 1912--. 3 letter f. b. Title varies: Invoices.
Correspondence to and from the clerk of court as register of mesne conveyance, clerk of court of common pleas and general sessions, including estimates to delegation and county attorney's opinions. No arr. No index. Hdw. and typed. 12 x 12 x 5. 1 f. b., 1912-31, basement, 2 f. b., 1932--, record room.
For correspondence with delegation, 1934--, see entry 2; for other county attorney's opinions, see entries 2, 30, 363.

Maps
(See also entries 307, 308)

102. MAP OF COLUMBIA, SOUTH CAROLINA, 1927. 1 map.
Shows streets, city limits, wards; and is compiled from actual surveys and data on file in office of city engineer. MS. 1 inch = 600 feet. 36 x 48.

103. MAP OF COLUMBIA, (1850).
Shows Columbia prior to erection of present State House in 1850, from survey by "Arthur and Moore", drawn by John B. Jackson; copied for clerk by Theod C. Hamby, Dec. 30, 1924. MS, blue on white. 1 inch = 440 feet. 36 x 48.

XI. CIRCUIT COURT OF GENERAL SESSIONS

The state circuit courts are the criminal court of general sessions and the civil court of common pleas (Const. 1895, art. V, 1). These are English in origin and sat in Charleston only, until the circuit court act of 1769 divided the state into seven judicial districts (Grimké, Public Laws,

SOUTH CAROLINA
CIRCUIT COURT DISTRICTS
1800
Compiled by Historical Records Survey. W.P.A. 1938
CHEROKEE INDIANS 1777-1817
GREENVILLE DISTRICT
Greenville
PENDLETON DISTRICT
Pendleton
SPARTANBURG DISTRICT
Spartanburg
Union
UNION DISTRICT
ABBEVILLE DISTRICT
Abbeville
LAURENS DISTRICT
Laurens
NEWBERRY DISTRICT
Newberry
EDGEFIELD DISTRICT
Edgefield
YORK DISTRICT
York
CHESTER DISTRICT
Chester
LANCASTER
Lancaster DISTRICT
FAIRFIELD DISTRICT
Winnsboro
KERSHAW DISTRICT
Camden
RICHLAND DISTRICT
Columbia
ORANGEBURG DISTRICT
Orangeburg
BARNWELL DISTRICT
Barnwell
Chesterfield
CHESTER-FIELD DISTRICT
Marlboro
MARL-BORO DIST
Darlington
DARLINGTON DISTRICT
SUMTER DISTRICT
Sumter
MARION DISTRICT
Marion
GEORGETOWN DISTRICT
Georgetown
CHARLESTON DISTRICT
Charleston
COLLETON DISTRICT
Jacksonboro
BEAUFORT DISTRICT
Coosawhatchie

p. 268). This law became effective in 1772, after the completion of courthouses and jails. Each district had regular sittings of the courts of general sessions and common pleas, but the court in Charleston alone kept the records and was empowered to issue processes. Upon the outbreak of the Revolution, the judges of the law courts refused to exercise their functions (Const. 1776, Stat. I, 130); and the constitution of 1776, therefore, provided for continuation of pending cases (art. XVIII) and for election of judicial officers by joint ballot of the general assembly and of the legislative council (art. XX). The constitution of 1778 merely altered the terminology for the elective bodies to senate and house of representatives (art. XXVII). In 1780, when Charleston surrendered to the British, courts were discontinued, until revived in 1783 with all former powers and jurisdiction (Stat. VII, 206-7).

In 1789 the circuit courts were given "complete, original and final jurisdiction," authorized to issue processes, and to keep records, but the clerks of court were enjoined to send abstracts of judgments to Charleston (Stat. VII, 253-57). This had scarcely been passed, when the adoption of the Federal Constitution necessitated the state constitution of 1790, which vested judicial power in such superior and inferior courts of law and equity as the legislature might establish, with judges commissioned during good behavior (art. III, 1). In consequence, the judicial system was reorganized in 1791 by a comprehensive law, under which two new circuit court districts were laid off; and in all nine districts the courts were on a parity, with complete, original and final jurisdiction as courts of record (Stat. VII, 260-65). In 1790, the state circuit courts became capable of jurisdiction in naturalization proceedings (Annals of Congress, II, 2205-6; U. S. Code 1934, title 8, sec. 357), a jurisdiction since transferred to the federal district courts, see entries 124, 125.

On January 1, 1800, the nine law court districts were abolished, and replaced by twenty-five new districts of which Richland was one (1798, Stat. VII, 283-89; 1799, pp. 290-300). The system then instituted continued without basic change until swept away in the 1860's by war and Reconstruction.

When reorganized under the constitution made by the Republican Party in 1868, law and equity were combined into one circuit court system (art. IV, 1, 15, 17, 18). A generation later, after the Democratic Party had consolidated its power, a new constitution in 1895 continued the circuit courts on identical lines (art. V, 1, 15, 17, 18).

Today there are fourteen judicial circuits, and Richland is in the fifth (Code 50). Each circuit 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, art. V, 26).

The court of general sessions has jurisdiction in all criminal cases except those in which exclusive jurisdiction may have been delegated to

inferior courts, in which cases it has appellate jurisdiction. It also has "concurrent jurisdiction with, as well as appellate jurisdiction from, the inferior Courts in all cases of riot, assault and battery, and larceny." It must sit in each county at least twice a year, at such times and places as directed by the general assembly. (Const. 1895, art. V, 18.)

Cases are brought to trial upon presentment or indictment of the grand jury (Const. 1895, art. V, 19). 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 by cross examination the facts substantiated by witnesses.

The principal records are the original papers of record in each case, which are assembled in a package, numbered, and filed as a "roll", according to immemorial practice and terminology of the court. Magistrates' returns (1836, Stat. VI, 552-53; Code 943), sheriffs' returns (1839, Stat. XI, 71; Code 3585), coroners' inquisitions (1839, Stat. XI, 53; Code 3564), recognizances (1839, Stat. XI, 71; Code 1075, 1090), appeals (1880, Stat. XVII, 493; Code 1026) and certified copies of pardons (1896, Stat. XXII, 121; Code 3110) are 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; Code 3586). At the end of each term of court the clerk makes out a roll of jurors and constables in attendance; he transmits a copy to the county commissioners and fills out a certificate (pay bill) for each juror and constable (1839, Stat. XI, 74; Code 3594; Stat. XL, 392). 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 offices, which should be submitted to the court for the grand jury, have probably been replaced by the annual audits, entry 84, which the delegation authorizes. The records of forfeited weapons dates from 1913 (Stat. XXVIII, 198; Code 1257).

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

Sessions Cases

104. (SESSIONS ROLLS), 1866--. 140 f. b. and 2 wooden boxes (roll nos. 1-16316).

Original case papers such as indictments, presentments, arrest warrants, orders, inquests, recognizances, bonds, and sentences; papers for each case filed together as a roll, endorsed with roll number, names of plaintiff and defendant, kind of paper, plaintiff's attorney, and date filed; also rolls of defunct district court, 1866-68; partial rolls of common pleas, county, probate, and magistrate courts, and sheriff's executions against property. Arr. by roll no. No index, 1866-90; for index, 1891--, see entry 105. Hdw., typed, and hdw. and typed on printed form. F. b., 10½ x 5 x 13½; boxes, 2' x 3' x 4'. Basement.

For county commissioners' copy of sentences, see entry 23; for inquests, 1921--, see entry 106; for other sessions papers, see entries 107, 108; for grand jury presentments, see entry 109; for other common pleas and county court

papers, see entry 126; for other executions, see entries 160, 258; for other probate court papers, see entry 189.

105. SESSIONS INDEX, 1891--. 2 vols. (B, C). Missing: 1866-90. Index to (Sessions Rolls), entry 104, showing name of defendant, offense, disposition of case, date of court session, and roll number. Arr. alph. by name of defendant. Hdw. on printed ruled form. 200 and 400 pp. 17 x 13 x $1\frac{1}{2}$ and 18 x 15 x $2\frac{1}{2}$.

106. INQUESTS, 1921--. 18 f. b.
Original papers pertaining to inquests into cases which have not resulted in criminal proceedings, such as doctors' certificates, testimony of witnesses, and verdicts of juries, showing names of plaintiff and defendant, proceedings of investigation in coroner's court, coroner's charge to jury, and court reporter's certificate of true transcript of testimony with date and signature. Arr. chron. No index. Hdw. on printed form, and typed. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$. 4 f. b., 1921-27, basement, 14 f. b., 1928--, record room.
For other inquest papers, 1866--, see entry 104; for record of inquest, 1929--, see entry 284.

107. GENERAL SESSIONS BONDS, 1882-1911, 1924--. 3 f. b.
Bonds posted to insure appearance of defendants for trial at the circuit courts, or county court, showing date, name of defendant, amount of bond, date filed, signature of clerk, oath of bondsmen; also indictments, arrest warrants, orders, sealed sentences, petition for writ of habeas corpus, and similar papers relating to cases of sessions court; also a few attachment bonds. No arr., 1882-1911; arr. chron., 1924--. No index. Hdw. and typed, and hdw. and typed on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$ to 16 x 5 x 11. 2 f. b., 1882-1911, 1924-32, basement; 1 f. b., 1933--, record room.
For other appearance bonds, see entries 104, 152; for other attachment bonds, see entries 147, 148, 274.

108. GENERAL SESSIONS ORDERS, 1921--. 2 f. b.
Orders of county, common pleas, and general sessions courts regarding such matters as admitting prisoners to bail, drawing additional jurors, denying petitions for appeal, and sending cases back to magistrates; also notices and grand jury presentments. Arr. chron. No index. Hdw., and hdw. and typed on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$. 1 f. b., 1921-35, basement; 1 f. b., 1936--, record room.
For other court orders, see entries 104, 150, 154, 173; for other presentments, see entry 109; for transcripts, see entry 114.

109. GRAND JURY PRESENTMENTS, 1866--. 3 f. b.
Regular and special presentments and reports of grand jury to the court, showing date, name of presiding judge; findings and recommendations on indictments, on committee investigation (school, courthouse, hospital, almshouse, jail and road); and signature of foreman, with attached reports of various committees to foremen of grand jury; also reports to grand jury from rural police, from state board of public welfare, from engineer of permanent roads commission; and correspondence. Arr. chron. No index. Hdw. and typed.

10½ x 5 x 13½. 2 f. b., 1866-1925, 1929--, record room; 1 f. b., 1926-28, basement.

For other grand jury reports, see entries 2, 30, 363; for other reports of state board of public welfare, see entries 30, 279; for other presentments, see entries 104, 108; for other copies of rural police reports, see entries 30, 281; for transcripts, see entry 114; for other permanent roads commission records, see entries 42-48, 304.

110. APPEALS, 1905-14, 1917, 1919-22, 1931--. 7 f. b.
Papers connected with appeals from city recorder of Columbia and city magistrates' courts to the circuit courts, and county court, including arrest warrants, summonses, complaints, answers, orders, notices, and magistrates' returns. Arr. chron. No index. Hdw. on printed form, and typed. 10½ x 5 x 13½ to 16 x 5 x 11. 5 f. b., 1905-14, 1917, 1919-22, basement; 2 f. b., 1931--, record room.

For other appeals papers, see entries 138, 139, 157, 174.

111. RECORDS AND REPORTS OF CRIMINAL STATISTICS, 1911--. 1 vol.
Record of report of clerk of court to attorney general on persons tried for crime, showing name of defendant, whether white or colored, male or female, age, crime, guilty, not guilty. Arr. chron. by term of court. No index. Hdw. on printed ruled form. 408 pp. 16 x 11½ x 1½.

Dockets

112. SESSIONS DOCKET, 1867-1919, 1925--. 3 vols.
Calendar of cases tried*, showing cause number, term number, names of parties, offense charged, prosecutor, cause of action, plaintiff's attorney, defendant's attorney, order of last court, and event of suit. Arr. by cause no. under term of court. No index. Hdw. on printed ruled form. 300 pp. 18 x 15 x 1½. 2 vols., 1867-1919, 1925-33, basement; 1 vol., 1934--, record room.

113. CONTINGENT DOCKET, 1866--. 2 vols. Title varies: Continued Docket.
List of criminal cases not brought to trial because of absence of defendant or witnesses or other reason, but which may be brought to trial at the discretion of the solicitor, showing cause number, term number, names of parties, cause of action, plaintiff's attorney, defendant's attorney, order of last court, and event of suit. Arr. by cause no. under term of court. No index. Hdw. on printed ruled form. 318 pp. 14 x 9 x 1.

Minutes

114. GENERAL SESSIONS JOURNAL, 1865-83, 1895--. 10 vols. (1, 3, 5-12). Title varies: Record.
Minutes of general sessions court, showing presentments of grand jury, trials, names of jurors, sentences and orders of the court. Arr. chron. Indexed by name of defendant, 1865-75, 1895-1904, 1913--; no index, 1876-83, 1905-12. Hdw., 1865-1923; hdw. and typed, 1924--. 633 pp. 18 x 12 x 3.

*in district court 1867-69, infra, p. 106, and court of general sessions 1870--

Circuit Court of General Sessions - Executive (115-119)
Clemency; Jurors

7 vols., 1865-1924, basement; 3 vols., 1925--, record room.
For original court orders, see entry 108; for original presentments, see entry 109.

Executive Clemency

115. PARDONS, 1905--. 2 f. b.
Certified copies of pardons and commutations of sentence by the governor for Richland County convicts, showing name of convict, date convicted, crime convicted of, sentence, whether pardon or commutation, date of pardon or commutation, signatures of governor and secretary of state; endorsed with name of convict, name of county, page where recorded in pardon book; signature of secretary of state. No arr. No index. Typed and hdw. on printed form. 10½ x 5 x 13½. 1 f. b., 1905-36, basement; 1 f. b., 1937--, record room.
For county commissioners' copies, see entry 23.

116. REPRIEVE OF GOVERNOR, 1939--. 1 f. b.,
Certified copies of temporary suspension of death sentences of Richland County prisoners issued by governor, showing name of prisoner, county, term court, date sentenced, presiding judge, crime, date of reprieve, and signatures of governor and secretary of state. Arr. chron. No index. Hdw. and typed on printed form. 10½ x 5 x 13½.

Jurors

117. JOURNAL (Jury Lists), 1925-26. 1 vol.
Memorandum list of names of available jurors for all court terms. No arr. No. index. Typed. 500 pp. (57 used) 16 x 11 x 2. Basement.

118. ROLL OF G(rand) & P(etit) J(urors), 1912--. 1 vol.
Rolls of grand jurors and of all other juries of the common pleas, general sessions, and county courts, showing date, name, remarks; and address, 1930--. Arr. chron. by term of court. No index. Hdw. on printed ruled form. 200 pp. 16 x 11 x 1½.

119. GENERAL SESSIONS VENIRE, 1909--. 4 f. b. Title varies: Old Venires.
Writs sent by clerk of court to sheriff to summon jurors for duty in general sessions, common pleas, and county courts, showing dates of writ and of court, signature of clerk, panel of jurors, certificate of jury commissioners, and return of sheriff; with endorsement of clerk of court for court term and week. Arr. chron. No index. Hdw. on printed form. 10½ x 5 x 13½ to 16 x 5 x 11. 3 f. b., 1909-35, basement; 1 f. b., 1936--, record room.
For other venires, see entries 157, 158.

Court Costs
(See also entry 7)

120. CERTIFICATES GRAND JUROR, 1932--. 1 vol.
Stubs of pay bills issued on county treasurer for the pay of grand jurors, showing serial number, date, name, miles traveled, amount allowed, term, and when discharged. Arr. by stub no. No index. Hdw. on printed form. 200 pp. 14 x 14 x $\frac{1}{2}$.

121. CERTIFICATE PETIT JURORS, 1930--. 6 vols.
Stubs of pay bills issued on county treasurer for pay of jurors, showing serial number, date, name, number of days, miles traveled, amount allowed, term, and when discharged. Arr. by stub no. No index. Hdw. on printed form. 250 pp. 14 x 14 x 1$\frac{1}{2}$. 4 vols., 1930-36, basement; 2 vols., 1937--, record room.

122. CERTIFICATE WITNESS, 1930--. 5 vols.
Stubs of pay bills issued on county treasurer for the pay of witnesses, showing serial number, case, name of witness, number of days, mileage, and total. Arr. by stub no. No index. Hdw. on printed form. 250 pp. 14 x 14 x 2. 3 vols., 1930-35, basement; 2 vols., 1936--, record room.

123. CONSTABLE'S BOOK, 1928-36. 3 vols.
Stubs of pay bills issued on county treasurer for pay of constables, showing stub number, date, number of days, number of miles, amount allowed, term, and when discharged; also void pay bills, clipped in. Arr. by stub no. No index. Hdw. on printed form. 126 pp. 14 x 14 x 1. Basement.

Naturalization

124. MILITARY PETITIONS, 1918-20, 1922-29. 7 vols. (one unlabeled, 1-6). Discontinued by court order, April 12, 1929. Title varies: Petition and Record.
Original petitions, chiefly from enlisted men at Camp Jackson, showing serial number, court to which addressed; name, address, and occupation of alien; date and place of birth, place emigrated from, date; port of arrival, vessel, date; declaration of intention to become citizen; marital status; wife's name, address, and place and date of birth; number, names, birth dates, and residence of children; length of residence in U. S., ability to speak English, signature; affidavits of petitioner and witnesses; also, on reverse: oath of allegiance to U. S.; court orders relative to petition; memoranda relative to continuances; serial number of certificate and date issued. Arr. by serial no. No index, 1918-20; indexed by name of alien, 1922-29. Hdw. on printed form. 210 double pp. 18 x 12 x 1$\frac{1}{2}$.

125. CERTIFICATE OF NATURALIZATION, 1922-23, 1925-26. 2 vols.
Stubs of certificates of naturalization issued by clerk of court by order of court of general sessions, showing name, age and residence of person naturalized, date and volume number of petition, date of order; name, age, residence of wife and children. Arr. chron. No index. Hdw. on printed form. 20 pp. 9 x 5 x $\frac{1}{4}$. Basement.

For abbreviations and explanatory notes see pages 24-26

(Next entry 126, p. 73)

XII. CIRCUIT SOLICITOR

The counties of Richland and Kershaw constitute the fifth judicial circuit (Code 50), whose voters at each alternate general election elect a circuit solicitor, "an officer of the executive department" of the state government (Code I, 1083, citing "State v. Singleton, 84 S. E. 989").

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). In 1769 the attorney general was authorized to appoint deputies when the circuit court act of that year extended his duties to six courthouses outside of Charleston (Grimké, 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 the three circuits outside of Charleston, 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. 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. (Stat. VII, 274-75.) 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 which is still $5,000*(Stat. V, 674-75; Code 3125). 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). The attorney general at his discretion may 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). When a county court is established, the legislature may provide for a county solicitor in addition to the circuit solicitor and may prescribe his duties, powers and compensation (ibid.). As the Richland county court handles no criminal cases (infra, p. 83) a county solicitor has not been provided. Should the solicitor cease to reside in his circuit the office becomes vacant (1876, Stat. XVI, 152; Code 3125), and may be filled for the unexpired term by appointment of the governor (Code 2351). Prior to each term of the court of general sessions the circuit solicitor prepares indictments for submission to the grand jury. 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, the assistant at-

*No bond since 1936 (Stat. XXXIX, 1456)

For abbreviations and explanatory notes see pages 24-26

(Next entry 126, p. 73)

torney general, and fourteen solicitors, whose duties in civil and criminal matters are practically unchanged from those of 1791 when originally instituted (Code 50, 2060, 3112-34). The obligation of 1837 (Stat. VI, 577) to enquire into and report upon the condition of courthouse offices has ceased to be observed, although still in force (Code 3131).

For solicitor's docket, see entry 113; for reports of solicitor, see p. 200, infra.

XIII. GRAND JURY

The grand jury is an ancient English institution which came to South Carolina with the common law. Although grand jurors are not county officers (Code 973, note) the grand jury is drawn in each county every year as an essential part of the state court of general sessions. In Richland County, the grand jury dates from the county court of 1785 whose justices each year at the first meeting of court, had a jury list prepared of county residents who paid a tax the preceding year toward the support of government. The grand jury list included the "most respectable and independent" of these, twenty of whom were drawn from the jury box by a child under the age of ten; not less than thirteen of the twenty were sworn to serve at each term of court (Stat. VII, 234-35).

When Richland County became a circuit court district, the presiding judge at the first term of court after January 1, 1800, was directed to have new jury lists prepared from the preceding year's tax returns, which should be procured by the sheriff from the tax collector (Stat. VII, 291). From these a list was made of those entitled to vote for members of the general assembly. Every three years the jury list was revised (1791, Stat. VII, 273). This general plan was followed in the main until under the constitution of 1868, an act of 1871 directed a board of jury commissioners, to include in the jury list only "persons of good moral character, of sound judgment, and free from all legal exceptions" (Stat. XIV, 691).

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); and the jury list may include only qualified electors between the ages of twenty-one and sixty-five (art. V, 22). Under the present jury law of 1902 (Stat. XXIII, 1066-71), jurors must be 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 (Code 609). Drawings are public, in the office of the clerk of court, after ten days' notice of the place, date, and hour (Code 611). The clerk of court then issues writs of venire facias, entry 118, 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).

By ancient practice, the grand jury has a foreman and a secretary. For convenience it is organized into committees to perform its duty of investigating the various county organizations and institutions. The Richland County grand jury for 1939 is divided into five committees, for: Roads and bridges, schools, the hospital, the courthouse, and the almshouse and jail (The State, Columbia, S. C., Jan. 13, 1939, p. 1-B).

Except as an adjunct to the court of general sessions, the grand jury has lost much of its ancient importance, but its powers are latent rather than atrophied. Before each term of the court of general sessions, the grand jury passes upon the bills of indictment prepared by the circuit solicitor, and endorses them as "true bill" or "no bill", according to the evidence available.

The grand jury is not required to keep records. 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). Grand Jury Presentments, entry 109, are made in an advisory capacity, and may or may not result in improved conditions; they are entered upon the General Sessions Journal, entry 114; and include the reports from the committees. 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. Pay bills for grand jurors are issued by the clerk of court, entries, 7, 119.

XIV. BOARD OF JURY COMMISSIONERS

The justices of the county court of 1785 first performed the duties of this office in Richland County and had the first jury list prepared (Stat. VII, 234). Similar methods were used when Richland became a circuit court district on January 1, 1800, and the presiding circuit judge at the first term of court caused jury lists to be prepared from the preceding years' tax returns, procured by the sheriff from the tax collector (Stat. VII, 291). In the absence of the judge, it was made lawful a few months later for the sheriff and the clerk of court, in the presence of one justice of the peace, to draw the names from the jury box on the last day of the term (Stat. V, 380).

The first board of jury commissioners was created in 1871 and consisted of the county auditor and the chairman of the board of county commissioners as ex officio members, and a commissioner appointed by the governor (confirmed by the senate) for a term of two years. It was their duty to prepare the jury list and draw the jurors in the clerk of court's office in the presence of the sheriff. (Stat. XIV, 690.) In 1893 the auditor, treasurer, and clerk of court became the board of jury commissioners who prepared the jury list and drew the jurors without extra compensation (Stat. XXI, 524). In 1896 preparation of the jury list was devolved upon county commissioners (Stat. XXII, 16). In 1902 the jury law was revised with no change in the

(Next entry 126, p. 73)

organization of the board of jury commissioners except to restore to them the duty of preparing the jury list (Stat. XXIII, 1066).

The jury box, supplied by the county commissioners, is in the custody of the clerk of court. The box when closed is without apertures, and is kept locked with three different locks. Each member of the board has one key, each for a different lock, so that all three members must be present to open the box. Inside the jury box is kept the tales box, containing the names of not less than one hundred or more than four hundred men living within five miles of the courthouse, who are qualified to serve as jurors. From the tales box deficiencies may be supplied when necessary during sessions of court. (1902, Stat. XXIII, 1066-71; Code 609.)

It is the duty of the board: (1) to prepare annually in December the jury list; (2) to place the names on ballots in the jury box; (3) to give ten days' notice of the place, date and hour of the drawing of the names from the jury box; (4) to see that all drawings are held in public; (5) to destroy any ballots which may be drawn containing names of electors who have died, moved away, or are not within the legal age limits, or who are not deemed mentally and morally fit. Vacancies in the board are filled by the superintendent of education, the sheriff, or an appointee of the presiding circuit judge, in the order named. The board serves without compensation. (Stat. XXIII, 1066-71; Code 608-11, 622.)

XV. CIRCUIT COURT OF COMMON PLEAS

Although this court came to South Carolina with the common law, it did not become a circuit court until 1769 (Grimké, Public Laws, p. 268). In its history and development the court closely parallels the court of general sessions with which it is associated. In Richland County its sessions began in the year 1800 (Stat, VII, 283-300).

Exclusively for civil cases, the state circuit court of common pleas, subject to appeal to the supreme court, has original jurisdiction to issue writs or orders of injunction, mandamus, habeas corpus, and such others as may be necessary to make its powers effective. Since 1790, like the court of general sessions, it has been capable of jurisdiction in naturalization proceedings (Annals of Congress II, 2205-6; U. S. Code 1934, title 8, sec. 357). It has appellate jurisdiction in cases from inferior courts, except from those for which the general assembly may provide appeal direct to the supreme court. The court of common pleas must sit in each county at least twice a year. (Const. 1895, art. V, 15-16.) It convenes immediately after the court of general sessions and is presided over by the same judge. The judge determines the issues to be tried, and declares the law which is applicable (ibid. 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 clerk of the court of common pleas is ex officio clerk of all

For abbreviations and explanatory notes see pages 24-26

other courts of record (Const. 1895, art. V, 27) unless otherwise provided by statute, and is responsible for all common pleas records.

The principal records, standardized since 1839 (Stat. XI, 71-73; Code 3586), are the judgment rolls or original papers of record in each suit, the direct and cross indexes to judgments, abstracts of judgments, pleadings and judgments, confessions of judgments, the rules book, the calendars, and the court journal. The record of estrays has been inherited from the colonial justices of the peace, who were authorized to sell stray animals for damages (1743, Stat. III, 603; 1803, V, 465). Although still required (Code 3586), it has become obsolete in practice. Book of orders appointing receivers of judgment debtors, dates from 1870 (Stat. XIV, 494; Code 3586). Index to undertakings is kept under the second rule of the circuit court (Code I, 1241). Filing of undertakings (Stat. XIV, 521; Code 824) and of lis pendens (Stat. XIV, 455; Code 432), have been required since 1870. Accounts of derelict estates have been kept by the clerks of court since 1873 (Stat. XV, 413; Code 8980); reports of the judge of probate as public guardian have been filed since 1880 (Stat. XVII, 464; Code 8627, 8630). Masters' reports are kept under the sixteenth rule of the circuit court (Code I, 1246).

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

Judgments

126. (JUDGMENT ROLLS), 1865--. 866 f. b. and 6 f. d. (roll nos. 1-26400).
Original papers relating to judgments in the court of common pleas, the county court, and magistrates' courts, including summonses, complaints, answers, decrees, orders and reports of master or referee, showing roll number, names of plaintiff and defendant, kind of legal paper, plaintiff's attorney. Arr. by roll no. For indexes, see entries 128-131. Hdw. and typed, and hdw. and typed on printed form. F. b., 10½ x 5 x 13½ to 16 x 5 x 11; f. d., 12 x 12 x 25. 268 f. b., 1865-1910, basement; 598 f. b., 6 f. d., 1911--, record room.
For other common pleas and county court papers, see entry 104; for other master's and referee's reports, see entries 155-157, 168.

127. ABSTRACT OF JUDGMENTS, 1865--. 5 vols. (one unlabeled, B-E).
Abstracts of (Judgment Rolls), entry 126, showing roll number, names of parties, cause of action, attorney, date of judgment, amount, time bearing interest, how judgment obtained, costs (attorney, clerk, sheriff, witnesses, master, and total), kind of execution, date of issuing execution, sheriff's return, when renewed, and satisfaction. Arr. by roll no. For indexes, see entries 128-131. Hdw. on printed ruled form. 200 pp. 20½ x 16 x 2.
For abstracts of lost judgments, see entry 132.

128. PLAINTIFF'S OR CREDITOR'S INDEX TO JUDGMENTS, 1865--. 6 vols.
Direct index to (Judgments Rolls), entry 126, and to Abstract of Judgments, entry 127, showing names of plaintiff or creditor and defendant or debtor, roll number, and date of filing. Arr. alph. by name of plaintiff; Cott system,

sub-indexed by family name. Typed on printed ruled form. 300 pp. 17 x 16 x 3 to 18½ x 15 x 3.

129. DEFENDANT'S OR DEBTOR'S INDEX TO JUDGMENTS, 1865--. 7 vols. Cross index to (Judgment Rolls), entry 126, and to Abstract of Judgments, entry 127, showing names of defendant or debtor and plaintiff or creditor, roll number, and date of filing. Arr. alph. by name of defendant; Cott system, sub-indexed by family name. Typed on printed ruled form. 300 pp. 17 x 16 x 3 to 18½ x 15 x 3.

130. INDEX TO ABSTRACT OF JUDGMENTS (Plaintiff), 1865-1927. 5 vols. Title varies: Plaintiff's or Creditor's Index to Judgments. Discarded direct index to (Judgment Rolls), entry 126, and to Abstract of Judgments, entry 127, showing year enrolled, names of plaintiff and defendant, and roll number. Arr. alph. by name of plaintiff. Hdw. on printed ruled form. 500 pp. 18 x 12 x 2. Basement.

131. INDEX TO ABSTRACT OF JUDGMENTS (Defendant), 1865-1911, 1918-23. 3 vols. Title varies: Defendant's or Debtor's Index to Judgments. Discarded cross index to (Judgment Rolls), entry 126, and to Abstract of judgments, entry 127, showing year enrolled, names of defendant and plaintiff, and roll number. Arr. alph. by name of defendant. Hdw. on printed ruled form. 500 pp. 18 x 12 x 3. Basement.

132. (ABSTRACTS OF LOST JUDGMENTS AND DECREES), 1849-80. 1 vol. (roll nos. 1-77).
Abstracts of lost or destroyed judgments and decrees, 1849-75, restored to record, 1866-80, showing enrollment number, names of original parties, original plaintiff's attorney, present plaintiff's attorney, date of judgment, amount of recovery, sum bearing interest, interest from, balance due, renewal, last process issued, costs, date of substitution, and satisfaction. Arr. by enrollment no. Indexed (front) by name of plaintiff, and (back) by name of defendant. Hdw. on printed ruled form. Poor condition. 319 pp. (7 used) 20 x 14 x 2. Basement.
For abstracts of other judgments, see entry 127.

133. TRIAL BY JURY - COMMON PLEAS, 1896--. 18 f. b.
Original summonses, complaints and answers, witness lists and verdicts, and all papers of suits entered on calendar 1, to be tried by jury. Arr. chron. No index. Hdw. and typed on printed form, and typed. 10½ x 5 x 13½ to 16 x 5 x 11. 15 f. b., 1896-1931, basement; 3 f. b., 1932--, record room.
For calendar, 1924--, see entry 140.

134. DEFAULT CASES, 1906-22. 2 f. b.
Original summonses and complaints not answered, which were placed on Calendar 3 as default cases, endorsed with names of plaintiff and defendant, and plaintiff's attorney; docket number, date filed, and signature of clerk. No arr. No index. Typed, and typed on printed form. 16 x 5 x 11. Basement.
For calendar, 1915--, see entry 142.

For abbreviations and explanatory notes see pages 24-26

Circuit Court of Common Pleas - Cases Sued by the State; Appeals; Calendars (135-140)

Cases Sued by the State

135. STATE OF SOUTH CAROLINA VS. WHISKEY HOUSES, 1907-10. 1 f. b. Orders, answers, summonses, injunctions, referees' reports and similar papers relating to cases against whiskey dealers. No arr. No index. Typed. 10½ x 5 x 13½. Basement.

136. PETITION AND ORDERS ENTERED, INJUNCTIONS, 1908-20. 1 f. b. Petitions and orders for injunctions, 1908-10, chiefly State of South Carolina vs. various parties selling whiskey; also rules to show cause and similar papers, 1912-20. No arr. No index. Typed. 16 x 5 x 11. Basement.

137. (STATE VS. FIREMAN'S INSURANCE COMPANY), 1929-30. 1 f. b. Summonses and complaints in cases of State of South Carolina vs. Fireman's Insurance Company; also chattel mortgages recorded but unclaimed. Arr. chron. No index. Typed on printed form, typed and printed. 10½ x 5 x 13½. Basement.

For other unclaimed mortgages, see entries 81, 233.

Appeals

(See also entries 110, 157, 174)

138. CERTIFICATE OF APPEAL TO SUPREME COURT, 1926--. 5 f. b. Appeal papers of suits in common pleas and county courts, including notices of appeal, briefs of testimony and grounds of appeal, endorsed with date, names of defendant and plaintiff, attorney, court, and judge. No arr. No index. Typed. 10½ x 5 x 13½.

139. JUDGMENTS OF SUPREME COURT, 1921--. 4 f. b. Judgments of supreme court in regard to appealed cases from common pleas court, showing names of appellant, respondent, attorneys for each court; court appealed from, date, judgment, attest; signature of clerk, supreme court stamp; also attached carbon of opinion of the court, showing names of respondent, appellant, presiding judge, court, and judges concurring; term, date, circuit, county, number, kind of suit, verdict, and reason or evidence appealed on. Arr. chron. No index. Printed and typed. 10½ x 5 x 13½. 3 f. b., 1921-32, basement; 1 f. b., 1933--, record room.

Calendars

140. COMMON PLEAS CALENDAR 1, 1924--. 3 vols. Missing: 1872-1923. Docket of cases on issues of fact to be tried by jury, showing cause number, term number; names of parties, plaintiff's attorney, defendant's attorney; cause of action, order of last court, and event of suit. Arr. by cause no. under term of court. No index. Hdw. on printed ruled form. 257 double pp. 16 x 14 x 2 to 18 x 15 x 2. 1 vol., 1924-30, basement; 2 vols., 1931--, record room.

For case papers, 1896--, see entry 133.

141. CALENDAR 2, 1917--. 2 vols. Missing: 1872-1916.
Docket of cases upon issues of law to be passed upon by the court, including motions and rules to show cause, showing cause number, term number; names of parties, plaintiff's attorney, defendant's attorney, cause of action, order of last court, and event of suit. Arr. by cause no. under term of court. No index. Hdw. on printed ruled form. 255 double pp. 16 x 14 x 2 and 18 x 15 x 2. 1 vol., 1917-29, basement; 1 vol., 1930--, record room.

142. CALENDAR NO. 3, 1915--. 1 vol. Missing: 1872-1914.
Docket of cases in which the defendant has not answered, and judgment is rendered by default, showing cause number, term number; names of parties, plaintiff's attorney, defendant's attorney; cause of action, order of last court, and event of suit. Arr. by cause no. under term of court. No index. Hdw. on printed ruled form. Poor condition. 200 double pp. 16 x 14 x 2.
For case papers, 1906-22, see entry 134.

File Books

143. LIS PENDENS, 1870--. 17 vols.
File book which gives due notice of pendency of action involving title to real estate, showing names of owners against whom claim made, claimants; date of notice, description of property, amount claimed and proceedings begun. Arr. alph. by name of owner. No index. Hdw. on printed ruled form, 1870-1925; hdw. and typed on printed ruled form, 1926--. 150 to 500 pp. 18 x 12 x 2 to 3. 7 vols., 1870-1914, basement; 10 vols., 1915--, record room.

144. LIS PENDENS, 1920--. 11 f. b.
Original papers entered on file book as notice of pending action involving title to real estate, endorsed with date; names of plaintiff and defendant, and plaintiff's attorney; and date received. Arr. alph. by name of defendant. No index. Typed. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.

145. FILE BOOK, RULES BOOK, 1888--. 1 vol.
Register upon which are filed the summonses and complaints which initiate suits in court of common pleas, 1888--, and in county court, 1917--, showing names of plaintiff and defendant, class of paper, calendar number, date of filing, orders, date made, and legal steps taken. Arr. chron. No index. Hdw. on printed ruled form. 700 pp. 19 x 13 x 4. Room 205.

Minutes

146. COMMON PLEAS JOURNAL, 1865--. 27 vols. (A-H, J-Z, AA-AB).
Minutes of court of common pleas, showing juries, cases, verdicts, date, presiding judge, orders of judgment, proceedings of court, date filed, and signature of clerk. Arr. chron. Index by name of defendant, 1865-76, 1882-84, 1893-1914, 1918--; no index, 1877-81, 1885-92, 1915-17. Hdw., 1865-1903; hdw. and typed, 1904-23; typed on printed form, 1924--. 700 pp. 18 x 12 x 3. 8 vols., 1865-85, 1892-1907, basement; 19 vols., 1886-91, 1908--, record room.

For abbreviations and explanatory notes see pages 24-26

Circuit Court of Common Pleas - Attachments and Bonds; Miscellaneous Orders and Equity Matters (147-151)

Attachments and Bonds

147. ATTACHMENT & RECEIVERS BOND, 1921--. 2 vols. (1, 2). Title varies: Record Attachments.
Abstracts of attachments, showing date, names of plaintiff and defendant, date sheriff's return, kind of property attached, kind of bond, amount and remarks. Arr. alph. by name of plaintiff. No index. Hdw. on ruled form, 1921-30; hdw. on printed ruled form, 1931--. 125 and 150 double pp. 14 x 9 x 1 and 18½ x 13 x 2½. 1 vol., 1921-30, basement; 1 vol., 1931--, record room.
For other attachments, see entries 107, 274.

148. COMMON PLEAS BONDS, 1909--. 8 f. b.
Surety bonds of the county and common pleas courts made to insure against loss from costs and damages which may result from civil attachment proceedings or faulty handling of a receivership. Arr. chron. No index. Typed, and typed on printed form. 10½ x 5 x 13½. 4 f. b., 1909-24, 1933--, record room, 4 f. b., 1925-32, basement.
For other attachment bonds, see entries 107, 274.

149. INDEXED UNDERTAKING (Record), 1870--. 1 vol. Last entry 1923.
Record of surety bonds given by persons who obtain injunctions, stay of execution, or attachments, as protection against possible damages from delay, showing when filed, names of plaintiff and defendant, condition of bond or statute under which given, when acknowledged, before whom acknowledged, and by whom approved. Arr. alph. by name of plaintiff. Hdw. on printed ruled form. 125 double pp. 18 x 12 x 1½. Basement.

Miscellaneous Orders and Equity Matters
(See also entries 161-171, 183-188)

150. COMMON PLEAS ORDERS, 1916--. 27 f. b.
Judicial orders concerning cases and motions, showing ex parte names, subject, course of reasoning, and signature of judge. Arr. chron. No index. Typed. 10½ x 5 x 13½ to 16 x 5 x 11. 16 f. b., 1916-31, basement; 11 f. b., 1932--, record room.
For general sessions orders, see entry 108; for other common pleas orders, see entries 154, 173, 277.

151. TAX COLLECTOR'S ORDERS, 1938--. 1 f. b.
Petitions and affidavits of tax collector when unable to locate mortgagee, and clerk of court's order for publication of tax sale notice, showing county, date, name of defaulting taxpayer, mortgagee; description of property, reason for instrument, disposition, and signatures of tax collector's attorney, tax collector, clerk of court, and notarized witness. No arr. No index. Typed and hdw. on printed form. 10½ x 5 x 13½.
For clerk's list of mortgagees to be notified, see entry 72; for tax collector's list, see entry 345.

152. CUSTODY OF CHILDREN, 1901-6, 1921-22. 1 f. b.
Original papers of three cases concerning the custody of children, 1904-6; also petitions, orders, answers of the court of common pleas, 1901-4; bonds for appearance in sessions court, 1921-22. No arr. No index. Hdw. and typed on printed form. 10½ x 5 x 13½. Basement.
For other juvenile records, see entries 30, 189, 269; for other appearance bonds, see entry 107.

153. ACCOUNT OF ESTATES, 1858-90. 1 vol.
Accounts, showing itemized expenditures and receipts of funds for cases of commissioner in equity, 1858-69, and in care of clerk of court as referee, 1870-90, including derelict estates and civil suits involving sales. Arr. chron. Indexed by name of account. Hdw. on ruled form. 642 pp. 18 x 12 x 2½. Basement.
For other accounts of estates, see entries 223-226.

154. DECREES NOT IN JUDGMENT AND ORDERS MISCELLANEOUS, 1897-1910. 1 f. b.
Orders of common pleas court of miscellaneous nature, including dismissal of petitions, agreements; also master's reports, testimony, petitions, and a few summonses. Arr. chron. No index. Hdw., typed, and hdw. and typed on printed form. 10½ x 5 x 13½. Basement.
For general sessions orders, see entry 108; for other common pleas orders, see entries 150, 173.

155. MASTER'S REPORTS, 1894--. 47 f. b. and 3 f. d.
Original reports of master on testimony taken at hearings in equity matters, chiefly foreclosures; master's opinions, orders of reference of common pleas and county courts; also summonses, complaints, answers, depositions, exhibits (mortgages and deeds), and claims against bankrupt firms or individuals. Arr. alph. by name of plaintiff. No index. Hdw., typed, and typed on printed form. F. b., 10½ x 5 x 13½; f. d., 12 x 14 x 24. 47 f. b., 1894--, basement. 3 f. d., pending, room 103.
For orders referring to master's reports, see entries 126, 156, 157.

156. (MASTER'S SUPPLEMENTAL REPORT), Feb. 1926. 1 vol.
Report of master on case of bankruptcy, showing date filed; names of plaintiff and defendant, plaintiff's attorney, defendant's attorney; exhibits, proceedings at hearings, questions and answers in testimony, and signature of master. No arr. No index. Typed. 343 pp. 12 x 8 x 2. Basement.
For orders referring to master's reports, see entries 126, 155, 157.

157. (MISCELLANEOUS PAPERS), 1864-1924. 3 boxes and 1 f. b.
Mixed papers, including complaints, summonses, answers, petitions, orders of reference, master's reports and similar papers relating to civil actions, endorsed with names of plaintiff and defendant, plaintiff's attorney, kind of paper, date filed, signature of clerk; also venires for juries for all courts and sheriff's returns, 1864-1910; sheriff's claims for dieting prisoners, 1868-72; list of Richland County taxpayers prepared for jury purposes, 1866; magistrate's papers including arrest warrants and sentences, appeals and judgments of supreme court. Also contains County Warrants, 1869, entry 300. No arr. No index. Hdw., and hdw. on ruled form, 1864-99; typed, and hdw. and typed on printed

and printed ruled form, 1899-1924. Boxes, 1½' x 2½' x 4' to 2' x 3' x 4'; f. b., 16 x 5 x 11. Basement.

For other records concerning magistrates, see entries, 5, 6, 18, 245-248; for other appeals, see entries 110, 138, 139, 174; for other venires, see entries 119, 158; for orders referring to master's reports, see entries 126, 155, 156.

Venires

158. COMMON PLEAS COURT VENIRES, 1926--. 2 f. b.
Writs for jurors to be summoned by sheriff for common pleas jury duty. Arr. chron. No index. Hdw. on printed form. 10½ x 5 x 13½. 1 f. b., 1926-33, basement; 1 f. b., 1934--, record room.

For other venires, see entries 119, 157.

Cases Dismissed or Nulla Bona

159. CASES DISMISSED, JUDGMENT NOT ENTERED, 1899-1912. 2 f. b.
Original summonses, complaints, orders, and similar papers relating to common pleas cases which have been dismissed, endorsed with names of plaintiff and defendant, plaintiff's attorney, kind of paper, affidavit etc., date filed, and signature of clerk. No arr. No index. Typed. 16 x 5 x 11. Basement.

160. EXECUTIONS RETURNED FROM SHERIFF NULLA BONA, 1880, 1886, 1889-94, 1897, 1899, 1901-33. 2 f. b.
Writs of execution, chiefly from court of common pleas, served by sheriff and found to be uncollectible, showing date judgment rendered, names of plaintiff and defendant, amount of judgment, date judgment filed, date due, command to sheriff to satisfy, name of witness, signature of plaintiff's attorney, and seal and attest of clerk of court; endorsed with roll number, county, names of plaintiff and defendant, date lodged in sheriff's office, book and page, costs, stamped nulla bona. No arr. No index. Hdw., and hdw. and typed on printed form. 10½ x 5 x 13½. Basement.

For other writs of execution, see entries 104, 258.

XVI. COURT OF EQUITY (defunct)

Until 1869, South Carolina had two parallel systems of courts, the one for common law and the other for equity. The courts of law were English in origin and developed out of immemorial custon. The courts of equity were Roman in origin, the Roman law having been transmitted through the canon law of the church. The courts of equity were concerned with correcting injustices, and were designed to give inexpensive relief in cases which could not be heard under the rigid rules of pleading of the law courts as then constituted. During the colonial period, the court of chancery for equity cases sat at Charleston and was composed of the governor and council (JGC, 1692, p. 25; 1721, Stat. VII, 163). After the flight of the last royal governor,

(Next entry 161, p. 81)

the constitution of 1776 provided that the court should be held by the vice president of the colony and a majority of the privy council (art. XVI). The constitution of 1778 vested the court in the lieutenant governor and the privy council (art. XXIV); but in 1780 Charleston surrendered to the British, and courts were discontinued until resumed under an act of 1783, with all former power and jurisdiction (Stat. VII, 206). Characteristically, the state legislature abolished the constitutional court of equity set up in 1778, and replaced it in 1784 with a judiciary of three chancellors who rode the circuit (Stat. VII, 208-11). The register functioned as clerk of the court.

After the adoption of the Federal Constitution, South Carolina drafted the state constitution of 1790, which vested all judicial power "in such superior and inferior courts of law and equity" as the legislature might establish (art. III, 1). Accordingly, the next year an act provided for a circuit court of equity, which should sit at Charleston for cases in the districts of the low country; at Columbia for the districts of the middle country; and at Cambridge for the districts of Ninety Six (Stat. VII, 258-60). In 1799 the state was divided into four equity circuits, the eastern, northern, western and southern. Richland, Lancaster, Kershaw, Sumter and Fairfield law court districts were grouped into one subdivision of the northern equity circuit, and court was held at Kershaw courthouse in Camden, to which the Columbia records were removed. (Stat. VII, 297.) An act of December 1808 revised the equity circuits into three, and made Columbia the place for holding the court of equity for Fairfield, Lexington and Richland as Columbia District of the northern circuit (Stat. VII, 304). The equity records of Richland courthouse, therefore, date from the following year. In 1824 the state was divided into four numbered equity circuits, the first, second, third and fourth. The third circuit included the districts of Orangeburg, Colleton, Beaufort, Barnwell, Richland and Lexington, the courthouse of each having regular sessions of the court. (Stat. VII, 326-27.)

Proceedings in equity were instituted by petition for cases of less than £100 and those which might "not be litigated"; and by bill for those of greater importance (Stat. VII, 259). Costs were on a fee system regulated by statute. The court was open at all times for routine business, but "solemn" hearings were set for stated periods before a chancellor, who rode the circuit (Stat. VII, 260).

The routine of the local office was carried on by a commissioner, appointed and commissioned by the governor. The commissioner filed bills, answers and other papers, and discharged all duties usually performed by a register or a master prior to hearings. The commissioner could grant writs of partition, appoint guardians ad litem, and make orders of reference, subject always to review at the next session of the court. (Stat. VI, 412.) His power to issue writs and attachments was similar to that of a judge at chambers (Stat. VII, 306). Each commissioner was required to attend court, to take down orders and minutes, to report upon matters referred to him, and to make sales under decree of the court (Stat. VII, 259). When a district had sufficient business to warrant it, a master was appointed as well as a register. Apparently the duties and the fees for the register, the commissioner, and the master were the same; and the offices were usually combined as the "master and commissioner",

For abbreviations and explanatory notes see pages 24-26.

and as the "register and commissioner", a separate series of records being required for each combination (Stat. XI, 114-19).

Under the constitution of 1868, the court of common pleas received jurisdiction in all equity matters (art. IV, 16). In 1869, suits then pending in the court of equity were transferred with the records to the court of common pleas and to the probate court (Stat. XIV, 10), in which the functions of the court of equity were continued.

Although records were kept from the time of the creation of the court of equity, methods for filing original papers and recording them were not standardized until 1840 (Stat. XI, 117). Each class of instrument was filed separately by the year until 1850 when the law was amended to provide for filing together all papers pertaining to one cause (ibid.; Stat. XII, 60-61). The volumes required for masters and commissioners, under the law of 1840, included a bond book, book of guardians' and trustees' accounts, stock book, account book, sales book, and a master's and commissioner's minute book. The registers and commissioners kept a general index, index to money decrees, minute book of the court, decree book, report book, file book, appearance book, and "such dockets as prescribed by the court." (Stat. XI, 114-18.)

For miscellaneous orders and equity matters, see entries 150-157; for master's records, see entries, 183-188.

Papers of Record and Indexes
(See also entry 169)

161. BILLS (Equity Rolls), 1793, 1804-69. 43 f. b. (roll nos. 1-871). Original bills of complaint, with exhibits, commissioners' reports, orders of reference, answers, depositions, orders, testimony, bonds, and final decretal orders. Arr. by enrollment no. For indexes, see entries, 164, 165. Hdw., and hdw. on printed form. 16 x 5 x 13. Basement.

162. PETITIONS (Equity Rolls), 1809-69. 10 f. b. (roll nos. 1-625). Original petitions to court of equity for appointment as guardian, partition of land, to remove estate and ward from state, and similar papers, with commissioners' reports following order of reference. Arr. by enrollment no. For indexes, see entries 164, 165. Hdw., and hdw. on printed form. 16 x 5 x 13. Basement.

163. MISCELLANEOUS EQUITY PAPERS, 1809-62. 5 f. b.
Original decrees and orders of the court of equity, commissioners' reports on various subjects, and portions of bills, petitions and exhibits included in Bills, entry 161, and Petitions, entry 162. No arr. For partial indexes, see entries 164, 165. Hdw., and hdw. on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.
For judge of probate's portion of equity papers, see entry 166.

164. EQUITY INDEX, PLAINTIFFS, 1793, 1804-69. 1 vol.
Direct index to Bills, entry 161, Petitions, entry 162, and Miscellaneous Equity Papers, entry 163, showing for each, year, names of complainant and

defendant, and roll number. Arr. alph. by name of complainant. Hdw. on printed ruled form. 250 pp. 18 x 11 x 2. Basement.

165. EQUITY INDEX, DEFENDANTS, 1793, 1804-69. 1 vol.
Cross index to Bills, entry 161, Petitions, entry 162, and Miscellaneous Equity Papers, entry 163, showing for each year, names of defendant and complainant, and roll number. Arr. alph. by name of defendant. Hdw. on printed ruled form. 250 pp. 18 x 11 x 2. Basement.

166. OLD RECORDS, 1811-75. 3 f. b.
Original writs of partition, subpoenas to answer summonses, citations of probate judge served on those failing to make annual returns, writs of injunction, and similar equity papers. No arr. No index. Hdw., and hdw. on printed form. 10½ x 5 x 13½. Judge of probate, vault.
For clerk of court's portion of equity papers, see entry 163.

Dockets

167. (BILL DOCKET FOR RICHLAND DISTRICT), 1867-69. 1 vol.
Docket of bills, showing term number, docket number, names of parties, solicitors, cause, remarks last court, and name of presiding chancellor. Arr. by docket no. under term of court. No index. Hdw. on printed ruled form. 400 pp. (84 used) 14 x 9 x 1½. Basement.

Minutes and Reports

168. MINUTES OF THE COURT OF EQUITY, 1863-70. 1 vol. Missing: 1809-62.
Record of proceedings at terms of court, 1863-69, showing names of plaintiff and defendant, brief description of case, transcripts of petitions, bills, reports to and orders of the chancellor, date of meeting, and reports of special referee, 1870. Arr. chron. Indexed by names of plaintiff and defendant. Hdw. 752 pp. (275 used) 17 x 11 x 3. Basement.
For other referee's reports, see entry 126.

169. ANNUAL REPORT COMMISSIONER IN EQUITY, 1835, 1839-40, 1842-51. 1853-54, 1859-61, 1864-68. 1 f. b.
Annual reports of commissioner in equity to court of equity on guardians' and trustees' funds in his hands, showing investments and accounts for each estate. Arr. chron. under estate. No index. Hdw. on ruled form. 16 x 5 x 11. Basement.
For other reports of the commissioner, see entries 161-163.

Estate Records

170. BONDS, 1839-68. 1 vol. 1852 also in Guardiansand Trustees Accounts, entry 171.
Transcripts of guardian bonds, 1839-68, and of trustee bonds, 1853-63, made to ensure proper administration of estate. Arr. chron. Indexed by names of guard-

ian and trustee. Hdw., and hdw. on printed form. 338 pp. 13½ x 8 x 1½. Judge of probate, vault.

For judge of probate's similar record, see entry 197.

171. GUARDIANS AND TRUSTEES ACCOUNTS, 1840-52, 1857-82. 4 vols. No recording 1869-80. Overlapping dates. Title varies: Journal. Transcripts of annual and final returns of guardians and trustees, 1840-52, 1858-68, showing itemized receipts and expenditures of estates in their charge; and of petition for and appointment of trustee, 1881-82. Also contains: Bonds, 1852, entry 170. Arr. chron. Indexed by name of estate, 1 vol., 1840-47, 2 vols., 1842-52; no index, 1 vol., 1857-68, 1881-82. Hdw. on ruled form. 211 to 640 pp. 13 x 9 x 1½ to 18 x 12 x 2¼. Basement.

For judge of probate's similar records, see entry 217.

XVII. COUNTY COURT

The South Carolina constitution of 1895 provides that the general assembly may establish inferior courts in the counties, provided that no county court be established unless it has been favorably voted on by the electors in the county concerned (art. V, 1). The purpose of the modern county court is to relieve congestion upon the calendars of the circuit courts in the populous counties by removing the smaller cases. At present there are county courts in Richland, Orangeburg, Greenville, and Spartanburg. Similar courts exist in Florence and Charleston, but with jurisdiction over only a portion of each county. (See Inventory of County Archives of South Carolina for respective counties.)

The Richland county court, after unfavorable elections in 1906 (Stat. XXV, 22-30) and 1907 (Stat. XXV, 493-501), was established in 1917 (Stat. XXX, 156-61). For civil cases only, it is a court of record and has concurrent jurisdiction, both in law and equity, with the court of common pleas in cases and special proceedings where the amount demanded or the property involved does not exceed $3,000; also in all cases where the right involved cannot be "monetarily measured." The court has exclusive jurisdiction to hear appeals in civil cases from the magistrates' courts; and the right of appeal from its judgments is to the supreme court, under the same rules as govern circuit court appeals. When either party demands a jury, where a trial by jury is granted by law, it is drawn as for the circuit court by the same jury commissioners, but consists of only six men. The court is open at all times for transaction of business which does not require a jury, and each week of jury trials is considered a term. (Acts 1918, pp. 748-51.) Sessions are held at the discretion of the county judge, who must be a resident attorney at law, elected in the general election for four years. After election, he is not allowed to practice law in any court in Richland, except the probate court and the supreme court, provided he does not appear in any case in which he has an interest. The county judge may issue writs of habeas corpus, and he may grant bail, except in capital cases. Vacancies in the office are filled by the governor. The sheriff must serve the county court as he does the circuit courts. The clerk of circuit courts is ex officio clerk

of the county court. (Acts 1917, pp. 156-61; 1921, pp. 123-25; Code 164-81.)

The clerk of the circuit courts performs the duties prescribed by law. The judge appoints an official stenographer who performs duties similar to those of the circuit stenographer. No stenographer may appear as counsel. (Acts 1917, pp. 156-61; 1921, pp. 123-25; Code 164-81.)

The records of the county court are similar to those of the court of common pleas, and the clerk of court files the original papers of record with the (Judgment Rolls), entry 126, after recording them upon the same file book, entry 145. The law of 1917 required the clerk to keep the minutes, calendars, and all other records (Acts, p. 159), but in 1934 the county judge was required to keep calendars 1, 2, and 3 (Acts, p. 2162). Since 1935 the court has published printed rosters of cases arranged before each term by the county judge and the bar association (supply acts, in Acts 1935, p. 1081-Acts 1938, p. 2709). For appeals, see entry 110.

Case Papers

172. TRIAL BY JURY, 1917--. 38 f. b.
Summonses and complaints, answers and other papers of record for cases tried by jury in county court. Arr. chron. No index. Typed. 10½ x 5 x 13½ to 16 x 5 x 11. 30 f. b., 1917-31, basement; 8 f. b., 1932--, record room.

173. ORDERS, COUNTY COURT, 1917--. 34 f. b.
Orders of county and common pleas courts regarding cases brought to trial or appealed from magistrates' courts, showing names of plaintiff and defendant, date filed, signature of clerk, order, date, and signature of judge. Arr. chron. No index. Typed. 10½ x 5 x 13½ to 16 x 5 x 11. 21 f. b., 1917-33, basement; 13 f. b., 1934--, record room.
For other court orders, see entries 108, 150, 154.

174. JUDGMENTS SUPREME COURT, 1927--. 2 f. b.
Original judgments of supreme court, showing names of appellant, respondent, attorneys for each, court appealed from; date, judgment, attest: signature of clerk, supreme court stamp; also attached carbon of opinion of the court, showing term, date, circuit; names of county, judges concurring, respondent, appellant, presiding judge; number, kind of suit, verdict, and reason or evidence appealed on. Arr. chron. Typed, printed, and typed on printed form. 10½ x 5 x 13½.
For other appeals, see entries 110, 138, 139, 157.

175. (SETTLED, STRUCK OFF AND NON-SUIT CASES), 1920--, 29 f. b.
Missing: 1917-19.
Original summonses, complaints, answers and other papers of record in cases filed, but settled, non-suited, or struck off. Arr. chron. No index. Typed, and typed on printed form. 10½ x 5 x 13½. 18 f. b., 1920-33, basement; 11 f. b., 1934--, record room.

County Court - Calendars; Minutes; Jurors and Court Costs (176-182)

Calendars

176. CALENDAR 1, 1917--. 8 vols.
List of cases upon issues of fact to be tried before jury, showing cause number, term number, cause of action; names of parties, plaintiff's attorney, defendant's attorney; order of last court, and event of suit. Arr. by cause no. under term of court. No index. Hdw. on printed ruled form. 240 double pp. 16 x 24 x 2 to 18 x 15 x 2. 3 vols., 1917-27, basement; 5 vols., 1927--, room 205.

177. CALENDAR 2, 1917--. 2 vols.
List of cases involving issues of law to be passed upon by the judge, showing cause number, term number, cause of action; names of parties, plaintiff's attorney, defendant's attorney; order of last court, and event of suit. Arr. by cause no. under term of court. No index. Hdw. on printed ruled form. 200 double pp. 18 x 15 x 2. 1 vol., 1917-31, basement; 1 vol., 1931--, room 205.

178. CALENDAR 3, 1926--. 1 vol. Missing: 1917-25.
List of cases not answered by defendant, for which a verdict by default is indicated, showing cause number, term number, cause of action; names of parties; plaintiff's attorney, defendant's attorney; order of last court, and event of suit. Arr. by cause no. under term of court. No index. Hdw. on printed ruled form. 200 double pp. 17 x 14 x 2. Room 205.

179. ROSTER BOOK, 1935--. 3 vols.
List of cases kept by judge of county court, showing date of hearing, name of case and outcome. Arr. chron. by date of trial under term of court. No index. Hdw. 200 pp. 10 x 8 x 1. Room 205.

Minutes

180. JOURNAL, 1917--. 6 vols. (1-6).
Record of proceedings at trials by jury or otherwise, and copies of all decretal orders and judgments. Arr. chron. No index, 1917-20; indexed by name of defendant, 1921--. Hdw. and typed. 700 pp. 18 x 12 x 3. 4 vols., 1917-31, basement; 2 vols., 1932--, room 205.

Jurors and Court Costs

181. JOURNAL, COUNTY COURT JURY BOOK, 1926. 1 vol.
List of taxpayers available for duty as jurors in county court, showing name and date drawn. Arr. chron. No index. Typed. 500 pp. (34 used) 16 x 10 x 1. Basement.

182. CERTIFICATES PETIT JURORS, 1928-30, 1934--. 3 vols. Missing: 1917-27.
Stubs of jurors' pay bills, showing serial number, date, name of juror, number of days served, number of miles and amount allowed. Arr. by stub no. No index. Hdw. on printed form. 250 pp. 14 x 16 x 1¼. 2 vols., 1928-30,

For abbreviations and explanatory notes see pages 24-26

(Next entry 183, p. 87)

1934-36, basement; 1 vol., 1937--, record room.
For pay bills, see entry 7.

XVIII. MASTER

Originally attached to the court of equity, the office of master probably existed in South Carolina before 1721, when the master, in an act reorganizing the court after the overthrow of proprietary rule, is mentioned as having power to hear and to make orders on all motions of course (Stat. VII, 165). In 1868, when the court of equity was abolished, the trial of civil cases by referee was provided for in all counties (Stat. XIV, 135). Ten years later, the office of master was restored in Richland and nine other counties, much as it had existed under the court of equity in 1840, but attached to the court of common pleas (Stat. XVI, 608-10, 766).

The master is a statutory official who assists the circuit judge by hearing and reporting upon matters referred to him; he thus relieves the court docket by handling many routine cases. The nature of his work makes legal training desirable, but the only requirements are that he shall be an elector of the county, and not hold another office of honor or profit (Const. 1895, art. XVII, 1). He is appointed by the governor with the advice and consent of the senate for a term of four years (Code 3678). Like all other public officers he is commissioned by the governor (Const. 1895, art. IV, 17). He qualifies by posting a bond of $10,000 (Code 3686) and by taking in writing the constitutional oath (art. III, 26) endorsed on his bond, as well as the additional oaths to enforce the penalties against gaming, dueling, and sharing the profits of his office (Code 3687). Vacancies for any cause are filled by appointment of the governor for a term of four years (Code 3689).

The jurisdiction, powers, and duties of the master are broad, but conditional upon approval of the court. Under court order he has hearings of cases praying equitable relief within his county; he may grant orders for partition and for admeasurement of dower; he can "extend the time to answer or demur"; "grant leave to amend pleadings and to make new parties"; "appoint guardians ad litem for infants"; "make all orders necessary for the service by publication of absent defendants"; "make orders of reference of matters of account"; and "grant all such orders of an interlocutory character"; but all of his orders are subject to the revision of the presiding judge at the succeeding term of court or by the resident judge at chambers (1840, Stat. XI, 120-25; 1878, XVI, 609; Code 3696, 3698). He has power to compel the attendance of witnesses, to punish for contempt, to administer oaths, to take affidavits and renunciations of dower (Code 3697). He attends the sittings of court in all cases in which he has acted officially; he makes such sales as the court may order; and he executes such titles as may be necessary (Code 3692). The master in Richland County, if a lawyer, is permitted to carry on a private practice in the circuit courts (1909, Stat. XXVI, 179; Code 3690). The present incumbent is a lawyer, and hence no county attorney's opinions are found. He is assisted by a bookkeeper and a stenographer (supply act in Acts 1938, p. 2710).

For abbreviations and explanatory notes see pages 24-26

The master makes an annual report to the court of common pleas of all estates in his charge, showing full accounts of money received and paid, with vouchers for such transactions (1840, Stat. XI, 124; Code 3701). He is also required to keep a reference book for recording all proceedings in the hearings he holds, and a ledger for the accounts of funds in his hands (1840, Stat. XI, 113; Code 3702). In Richland County, funds in his care unclaimed for a period of seven years are required to be turned over to the treasurer to be applied to school funds. If claimed, the court of common pleas issues an order for payment. The master and the treasurer are each required to keep separate accounts of these funds. (1930, Stat. XXXVI, 2008-9; Code 3706.)

For master's and referee's reports, see entries 126, 150-157, 169; for other equity records, see entries 161-171.

183. MASTER'S DOCKET, 1914--. 4 vols. (1, 2, 2, 3).
Docket of cases referred to master, showing title of cause, nature of action, attorneys, date of order, purpose of reference, nature of reference, how served, date of reference, date report filed, notice of filing, when served, and master's costs. Arr. chron. Indexed by name of party of first part. Hdw. on printed ruled form. 190 double pp. 18 x 12 x 2. 3 vols., 1914-35, basement; 1 vol., 1936--, office.

184. MASTER'S SALE BOOK, 1878-80, 1902-7, 1916--. 16 vols. (six unlabeled, 1-10). Title varies: Master's Sales Receipts; Day Book; Sales.
Record of sales of property by master in settlement of cases referred to him by court of common pleas or county court, showing advertising costs; clerk's, sheriff's, and master's costs; name of purchaser, amount of sale, and other essential information, including a complete record of all funds received and disbursed on account of sale. Arr. chron. under account. Indexed by name of party of first part. Hdw. on ruled form, printed clippings pasted. 330 pp. 13 x 8 x 2 to 18 x 12 x 2. 8 vols., 1878-79, 1928--, office; 8 vols., 1880, 1902-7, 1916-27, basement.

185. LEDGER, 1895-1918, 1936--. 3 vols.
Record of receipts and disbursements on master's cases, showing all items and transactions. Arr. by account. Indexed by name of party of first part. Hdw. on ruled form. 540 pp. 16 x 10 x 2½. 2 vols., 1895-1918, basement; 1 vol., 1936--, office.

186. CASH BOOK, 1935--. 1 vol.
Record of money received and deposited, showing date, itemization, check number, name of bank, deposits, check, folio, trust accounts, debit and credit. Arr. chron. No index. Hdw. on ruled form. 249 pp. (23 used) 15 x 13 x 1.

187. (FEE BILLS), 1935--. 1 vol. Missing: 1932-34.
Carbon copy of list of fees collected by treasurer for work done by master. Arr. chron. No index. Hdw. on printed form. 500 loose-leaf pp., 8 x 5 x 5.
For other fee bills, see entries 98, 227, 265, 328; for treasurer's record, see entry 329.

188. (STUBS AND UNUSED CHECKS), 1919-23. 1 vol.
Shows check number, date, names of plaintiff and defendant, to whom paid, for what paid, and amount; also bank clearance statements and "add slips". Arr. chron. No index. Hdw. on ruled form. 301 pp. (71 used) 12 x 18 x 2. Basement.

XIX. JUDGE OF PROBATE

This office originated in South Carolina in 1671 when wills were proved by oath before the governor as ordinary, presiding over the grand council as an orphans' court (1685, Stat. II, 3; I, 429; JGC 1692, pp. 42, 49). The governor remained the sole ordinary and the secretary performed the duties until the outbreak of the Revolution, when the general assembly elected an ordinary for the provincial office in Charleston (JGA, March-April 1776, Columbia, 1906, p. 7). The constitution of 1778 directed that each of the seven circuit court districts should have an ordinary (art. XXIV), but these offices did not open until 1782 (Journal House of Representatives, Columbia, 1916, p. 39; SJ, p. 49), when the office in Camden recorded wills for the people of what is now Richland. Five years later the district ordinaries were abolished and the duties were devolved upon the county courts (1787, Stat. VII, 246), at which time the office may be said to have originated in Richland County. The county court settled estates until it in turn was abolished at the close of 1799 (Stat. VII, p. 291). On January 1, 1800, ordinaries elected by the general assembly for indefinite terms took office in each of the twenty-five circuit court districts (Stat. VII, 294), and the clerk of Richland county court became the ordinary of Richland District (supra, p. 7). In 1812, the term was fixed at four years (Stat. V, 674). In 1815, the office became elective by the people of each circuit court district (Stat. VI, 12). The constitutions of 1861 and 1865 did not effect any change. Under the constitution of 1868 the court of ordinary was replaced by a constitutional probate court (art. IV, 20; Stat. XIV, 76-80), which combined the functions of the defunct court of ordinary in matters testamentary and of dower with those of the defunct court of equity in regard to guardians and trustees. In 1868, by legislative enactment, the probate court became a civil court of record (Stat. XIV, 76). The constitution of 1895 made the probate court dependent upon the general assembly in all counties except Charleston, where alone it remains a constitutional court (art. V, 19).

The judge of probate in Richland County therefore is a statutory official. He is nominated in the primary (Code 2365) and elected by the voters of the county in each alternate general election for a term of four years (Code 3640). Legal training is not necessary for the candidate, the only requirements being that he shall be a qualified elector of the county and not hold another office of honor or profit (Const. 1895, art. II, 2). Like all other public officers he is commissioned by the governor (Code 3042). Before assuming office he posts a surety bond of $5,000 (Code 3645) and takes the oaths prescribed by the constitution (art. III, 26) and the

For abbreviations and explanatory notes see pages 24-26

additional oaths to enforce the laws against gaming, dueling, and sharing the profits of the office (Code 3645). When a vacancy occurs, the clerk of court takes charge (Code 3642) until it is filled by appointment of the governor (Const. 1895, art. V, 11; Code 3641). Vice versa, the judge of probate takes charge of the clerk of court's office during a vacancy there (Code 3643).

The court over which he presides is a civil court of record with original jurisdiction in matters testamentary and of administration, in business pertaining to minors and allotment of dower, in cases of idiocy and lunacy, and of persons not able to take care of their own affairs (Code 208). In 1824, the ordinary was authorized to order sale for division of real estate not to exceed $1,000 (Stat. VI, 248-51); but in 1882, partition of real estate was taken from the probate court and placed under the jurisdiction of the common pleas court (Stat. XVII, 982). The judge of probate now has concurrent jurisdiction to order sale of real property as an asset for debt (Stat. XV, 868-69; Code 9000). Appeals are to the court of common pleas (Code 228). Proceedings are instituted by petition or by complaint (Code 237); and the rules of practice are made by the state supreme court in all cases not provided by law (Code 238). After publication of citation, a surety bond is signed by a representative of the estate, and the judge issues letters authorizing the fiduciary to perform his duties. No basic change in this procedure has been made since the beginning of the office in South Carolina.

The duties of the judge of probate are chiefly concerned with the transmission of property and with domestic relations. When an estate is derelict because no executor or administrator qualifies, the judge of probate must appoint the clerk of court to act as fiduciary (1873, Stat. XV, 413; Code 8980). When no other guardian can be found, the judge of probate must act as public guardian to minors, lunatics or idiots (1880, Stat. XVII, 463; Code 8623). Since 1925, he has settled estates of $500 and less without administration (Stat. XXXIV, 93; Code 9028).

He may commit insane persons to the State Hospital (1868, Stat. XIV, 80; Code 6227); orphans to the Carolina Orphan Home (Code 4976; 1932, Stat. XXXVII, 1160), and incorrigible children to reformatories (1912, Stat. XXVII, 764; Code 247). In 1911, he began the duty of issuing marriage licenses and keeping a marriage register (Stat. XXVII, 131-33; Code 8557-61). In 1919, he became clerk of the county pension board (Acts, p. 277) to disburse state pensions to veterans, widows, and faithful servants of the Confederacy, a duty which he continued when this board was replaced by the board of honor in 1929 (Acts, p. 176; Code 4981). In 1937, the state comptroller general assumed this duty (Acts, p. 639). The judge of probate may become a member of the board of honor, if there is only one veteran living in the county (infra, p. 160). Under the "quart a month" law of 1917 (Acts, p. 71), the judge of probate issued permits to import by public carrier liquors from wet states, 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, pp. 325-41). Since

For abbreviations and explanatory notes see pages 24-26

1930 the judge of probate has been ex officio the judge of the children's court (infra, p. 100).

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. Transcriptions were required to 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; Code 3648.) A record of division and sale of real estate is still required (1824, Stat. VI, 250; Code 3648), but there has been practically no need for it since 1882 (Stat. XVII, 982). At all times the ledger known as the Cash Book, showing accounts with individual estates, is open to inspection as a public record (1839, Stat. XI, 48; Code 3648). Since 1882, for convenience in tracing land titles, he has been required to keep an index to lands devised, with a full description of the property (Stat. XVIII, 131; Code 3648). Since 1922, he sends to the state tax commission a copy of the fiduciary's statement of names of heirs and value of each estate; he files a copy of the statement with other estate papers, and he enters upon a register the estates on which inheritance taxes are paid (Stat. XXXII, 807; Code 2489). Since 1923 the judge of probate has been required to report to the auditor descriptions of real estate changing hands by inheritance (Stat. XXXIII, 117; Code 227).

In addition to records of estates, the judge of probate is required to keep a file book for papers filed in any suit in his court, a calendar or docket of cases; a journal for every judgment, sentence, act, or order in his official capacity; 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 (Stat. XI, 48, 118; 1878, XVI, 711; probate court rule 1, Code I, 1237; Code 241, 2648).

Transmission of Property

Papers of Record and Indexes

189. (ESTATE PAPERS), 1787--. 542 f. b. containing 12,919 packages (1-500 showing fractions).

Original estate papers recorded in county court 1787-99, in court of ordinary 1800-1868, in probate court 1868--, including wills, citations, petitions, letters, bonds, inventories, tax commission certificates, annual returns, reports of sales and all papers concerned with settlement of estates, including estates of insane persons; lunacy commitments to State Hospital (applications for commitment, report of judge of probate, interrogatories answered by witnesses, hospital superintendent's reply to judge of probate, medical certificate of insanity by county physicians, 1915-25, 1927--, commitment to hospital, warrant to officer; endorsed with name of case, county, when admitted, discharged, removed, died, by whom committed, remarks); commitments of incorrigible minors to reformatories, and other records of juvenile cases. All papers pertaining to an estate in one package, numbered as a roll. Arr. by roll no. For indexes, see entries 190-192. Hdw., and hdw. on printed form, 1787-1889; hdw. and typed,

and hdw. and typed on printed form, 1899--. 10½ x 5 x 13½.

For other lunacy records, see entries 30, 212, 234, 235, 244; for other juvenile records, see entries 30, 152, 269; for other probate case papers, see entry 104.

190. GENERAL INDEX, 1787--. 5 vols.
Current index to (Estate Papers), entry 189, showing name of estate, class, name of fiduciary, date of filing, box number, package number, and remarks. Arr. alph. by name of estate; Cott system, sub-indexed by family name. Hdw. on printed ruled form. 800 pp. 10 x 20 x 4.

191. GENERAL INDEX, 1787-1930. 6 vols.
Discarded index to (Estate Papers), entry 189, showing name of estate, class; names of guardian, administrator or executor; date of filing, package number, case number, and remarks. Arr. alph. by name of estate. Hdw. on ruled and printed ruled forms. 324 pp. 17 x 17 x 4. 4 vols., 1787-1869, 1868-1909, 1922-30, office; 2 vols., 1869-86, 1909-22, basement.

192. GENERAL INDEX NO. 1, 1787-1909. 1 vol.
Discarded index to (Estate Papers), entry 189, showing name of estate, nature of paper, date, box number, and package number. Arr. chron. Printed by R. L. Bryan Co., Columbia, 1913. 219 pp. 10 x 6 x 1.

Transcripts and Indexes

193. WILL BOOK, 1787--. 22 vols. (B-E, G, H, K-Z). Title varies: Wills, Wills etc.
Transcripts of wills with oath of witness and certificate of probation, and of various other papers relating to estates, recorded by county court, 1787-99, court of ordinary, 1800-1868, probate court, 1868--. Also contains Guardian Bond, 1787-1839, entry 199; Administration Bond Book, 1787-1809, entry 200; Administration Bond With Will Annexed, 1787-1839, entry 201; Letters Testamentary, 1787-1809, entry 206; Letters of Administration, 1787-1809, entry 208; Letters of Administration With Will Annexed, 1787-1839, entry 209; Letters of Guardianship, 1787-1839, entry 211; and Inventory and Appraisement Book, 1787-1839, entry 216. Arr. chron. Indexed by name of estate in vol., 1787-1839, 1865--; for separate index, 1787--, see entry 194. Hdw. 250 to 650 pp. 12½ x 7½ x 1½ to 18 x 12 x 3.

194. INDEX TO WILLS, 1787--. 1 vol.
Current index to Will Book, entry 193, showing name of estate, name of executor, book and page of record. Arr. alph. by name of estate. Hdw. on printed ruled form. 228 pp. 15 x 11 x 1½.

195. INDEX TO LAND DEVISED, 1880--. 1 vol. Last entry 1910.
List of lands inherited under will, showing names of devisor and devisee, description of land devised, date of will, and where recorded. Arr. alph. by name of estate. Hdw. on printed ruled form. 300 pp. 19 x 12 x 2.

196. POWER OF ATTORNEY, SPECIAL BONDS AND PETITIONS, 1936--. 1 vol.
Transcripts of powers of attorney and of petitions and bonds for special

purposes, such as to obtain and to account for loans. Arr. chron. Indexed by name of estate. Hdw. 650 pp. (23 used) 16 x 12 x 3.

197. BONDS, 1840-68. 1 vol.
Transcripts of Guardian Bond, 1840-67, entry 199; Administration Bond Book, 1840-64, entry 200; and Administration Bond With Will Annexed, 1840-68, entry 201. Arr. chron. under classification. No index. Hdw. on printed form. 400 pp. 12 x 9 x 2.
For similar records in equity, see entry 170.

198. BONDS, GUARDIAN, ADMINISTRATION WILL ANNEXED, 1868-1919. 1 vol.
Transcripts of Guardian Bond, 1868-82, entry 199; and of Administration Bond With Will Annexed, 1868-1919, entry 201. Arr. chron. under classification. For index, see entry 203. Hdw. on printed form. 500 pp. 12 x 9 x 2½.

199. GUARDIAN BOND, 1883--. 3 vols. (B-D). 1787-1839 in Will Book, entry 193; 1840-67 in Bonds, entry 197; 1868-82 in Bonds, Guardian, Administration Will Annexed, entry 198.
Transcripts of bonds made by guardians to ensure proper performance of duty, showing name of bondsman, amount of bond, date paid to probate judge, name of guardian, names of wards, transcribed signatures of witnesses and bondsman, and date recorded. Also contains Committee Bonds, 1883-1925, entry 202. Arr. chron. For separate index, 1883-1922, see entry 203; indexed by name of estate in vol., 1912--. Hdw. on printed form. 530 pp. 16 x 11 x 5.
1 vol., 1883-1904, basement; 2 vols., 1904--, vault.

200. ADMINISTRATION BOND BOOK, 1868--. 7 vols. (A-G). Title varies: Administration Bonds. 1787-1809 in Will Book, entry 193; 1808-39 in Ordinary Records, entry 204; 1840-64 in Bonds, entry 197.
Transcripts of bonds required of administrators to ensure proper performance of duty, showing name of bondsman, amount of bond, date, name of administrator, name of deceased, transcribed signatures of witnesses and bondsman, and date recorded. Arr. chron. For separate index, 1868-1912, see entry 203; indexed by name of estate in vol., 1898--. Hdw. on printed form. 510 to 703 pp. 14 x 8½ x 1½ to 16 x 11 x 3.

201. ADMINISTRATION BOND WITH WILL ANNEXED, 1919--. 1 vol. 1787-1839 in Will Book, entry 193; 1840-68 in Bonds, entry 197; 1868-1919 in Bonds, Guardian, Administration Will Annexed, entry 198.
Transcripts of bonds of administrators appointed in cases where executors named in will fail to qualify, showing name of bondsman, amount of bond, date, name of administrator, name of deceased, transcribed signatures of witnesses and bondsman, and date recorded. Arr. chron. Indexed by name of estate. Hdw. on printed form. 595 pp. 15½ x 11 x 3.

202. COMMITTEE BONDS, 1926--. 1 vol. 1883-1925 in Guardian Bond, entry 199.
Transcripts of bonds of committees appointed to care for estates of lunatics, showing principal, surety company, amount of bond, date, name of lunatic,

For abbreviations and explanatory notes see pages 24-26

names and transcribed signatures of committee or principal, seal, witness, and date recorded. Arr. chron. Indexed by name of estate. Hdw. on printed form. 502 pp. (82 used) 16 x 11 x 2½.

203. (GENERAL INDEX TO BOOKS OF BONDS), 1868-1922. In Index to Books of Letters, General Index to Books of Bonds, entry 215.
Index to transcripts of Guardian Bond, 1868-1922, entries 198, 199, Administration Bond Book, 1868-1912, entry 200, showing name of estate, class of instrument, name of person giving bond, volume and page reference.

204. ORDINARY RECORDS, 1808-39. 2 vols. (F, I).
Transcripts of citations to appear, and warrants for appraisement. Also contains Administration Bond Book, entry 200; Letters Testamentary, entry 206; Letters of Administration, entry 208. Arr. chron. under Letters Testamentary and Letters of Administration. Indexed by name of estate. Hdw. on printed form. 500 pp. 16 x 11 x 1½.

205. LETTERS, 1840-69. 2 vols.
Transcripts of Letters Testamentary, entry 206; Letters of Administration, entry 208; Letters of Administration with Will Annexed, 1840-63, entry 209; and Letters of Guardianship, 1840-63, entry 211. Arr. chron. under classification. Indexed by name of estate. Hdw. on printed form. 550 pp. 14 x 9 x 2.

206. LETTERS TESTAMENTARY, 1881--. 5 vols. (A-E). 1787-1809 in Will Book, entry 193; 1808-39 in Ordinary Records, entry 204; 1840-69 in Letters, entry 205; 1868-81 in Letters, Guardianship, Test(amentary), Administration, Adm(inistration) Will Annexed, entry 210.
Transcripts of letters issued to executors giving them charge of administration of an estate after probate of will, showing date, name of deceased, name of executor, date inventory to be recorded, transcribed signature of probate judge as witness, date assigned, and date recorded. Arr. chron. For separate index, 1881-1911, see entry 215; indexed by name of estate in vol., 1896--. Hdw. on printed form. 500 to 600 pp. 14½ x 9½ x 1¼ to 18 x 12 x 2. 2 vols., 1881-1914, basement; 3 vols., 1914--, vault.

207. PETITIONS FOR LETTERS OF ADMINISTRATION, 1935--. 2 vols. (A, B).
Transcripts of petitions for letters of administration, and of orders to issue citations summoning heirs to appear and register objection if any, showing name of heir and approximate value of estate. Arr. chron. Indexed by name of estate. Hdw. on printed form. 325 double pp. 16 x 11 x 3.

208. LETTERS OF ADMINISTRATION, 1878--. 6 vols. (B-G). 1787-1809 in Will Book, entry 193; 1808-39 in Ordinary Records, entry 204; 1840-69 in Letters, entry 205; 1868-78 in Letters, Guardianship, Test(amentary), Administration, Adm(inistration) Will Annexed, entry 210.
Transcripts of letters authorizing administrator to settle an intestate estate or estate for which executor has refused to act, showing executor named

For abbreviations and explanatory notes see pages 24-26

in will, administrator appointed, name of deceased, date, transcribed signature of probate judge, and date recorded. Arr. chron. For separate index, 1878-1911, see entry 215; indexed by name of estate in vol., 1899--. Hdw. on printed form. 600 pp. 13 x 9 x 2 to 16 x 11 x 2.

209. LETTERS OF ADMINISTRATION WITH WILL ANNEXED, 1919--. 1 vol. Missing: 1864-68 (part). 1787-1839 in Will Book, entry 193; 1840-63 in Letters, entry 205; 1868-1919 in Letters Guardianship, Test(amentary), Administration, Adm(inistration) Will Annexed, entry 210.

Transcripts of letters issued for administration when executors named in will do not qualify, showing name of probate judge, to whom issued, and reason. Arr. chron. Indexed by name of estate. Hdw. on printed form. 622 pp. 16 x 11 x 3.

210. LETTERS, GUARDIANSHIP, TEST(amentary), ADMINISTRATION, ADM(inistration) WILL ANNEXED, 1868-1919. 1 vol.

Transcripts of Letters Testamentary, 1868-81, entry 206; Letters of Administration, 1868-78, entry 208; Letters of Administration With Will Annexed, 1868-1919, entry 209; and Letters of Guardianship, 1868-86, entry 211. Arr. chron. under classification. For index, see entry 215. Hdw. on printed form. 600 pp. 13 x 9 x 3. Basement.

211. LETTERS OF GUARDIANSHIP, 1885--. 3 vols. (B-D). No recording 1864-68. 1787-1839 in Will Book, entry 193; 1840-63 in Letters, entry 205; 1868-86 in Letters, Guardianship, Test(amentary), Administration, Adm(inistration) Will Annexed, entry 210.

Transcripts of letters granting guardians responsibility for ward and charge of estate, showing box number, package number, names of minor and guardian, date recorded, book, page, and transcribed signature of judge. Also contains Letters Committeeship, 1885-1925, entry 212. Arr. chron. Indexed by name of estate in vol., 1885--; for separate index, 1885-1912, see entry 215. Hdw. on printed form. 500 pp. 14 x 9 x 2 to 16 x 11 x 2. 1 vol., 1885-1914, basement; 2 vols., 1914--, vault.

212. LETTERS COMMITTEESHIP, 1926--. 1 vol. 1885-1925 in Letters of Guardianship, entry 211.

Transcripts of letters granted to committees having charge of estate of persons non compos mentis, showing names of committee members, name of lunatic, date, transcribed signature of judge of probate, and date recorded. Arr. chron. Indexed by name of estate. Hdw. on printed form. 503 pp. (78 used) 16 x 11 x 2.

For other records concerning lunacy cases, see entries 30, 189, 234, 235, 244.

213. FINAL DISCHARGE, January-May 1915. 1 vol. Discontinued.

Register of issuance of letters dismissory by probate court, releasing fiduciaries after settlement of estate, showing publication, name of estate, disposition, cause of action, and costs. Arr. chron. Indexed by name of estate. Hdw. on printed form. 100 pp. 16 x 20 x 1. Basement.

For abbreviations and explanatory notes see pages 24-26

214. LETTERS DISMISSORY, 1869--. 7 vols. (A-G).
Transcripts of discharges of administrators, guardians, executors and trustees from liability for an estate, showing date, name of petitioner applying for discharge, name of estate, statement of completion of duties, dismissal, transcribed signature of judge of probate, and date recorded. Arr. chron. Indexed by name of estate. Hdw. on printed form. 503 to 623 pp. 14 x 9 x 2 to 16 x 11 x 2½. 1 vol., 1869-1905, basement; 6 vols., 1905--, vault.

215. INDEX TO BOOKS OF LETTERS, GEN(eral) INDEX TO BOOKS OF BONDS, 1868-1922. 1 vol.
Discarded index to Letters Testamentary, 1881-1911, entry 206; Letters of Administration, 1878-1911, entry 208; Letters, Guardianship, Test(amentary), Administration, Adm(inistration) Will Annexed, 1868-1919, entry 210; and Letters of Guardianship, 1885-1912, entry 211, showing name of estate, class of instrument; name of guardian, executor, or administrator; book and page of reference. Also contains (General Index to Books of Bonds), 1868-1922, entry 203. Arr. alph.; each class of records having a separate section under each letter of alphabet. Hdw. on printed ruled form. 294 pp. 16 x 12 x 2. Basement.

216. INVENTORY AND APPRAISEMENT BOOK, 1839--. 13 vols. (A-C, A-J).
Title varies: Inventory and Appraisement; Inventory and Sales; Record of Inventory and Sales. 1787-1839 in Will Book, entry 193.
Transcripts of sworn itemized lists of real and personal property of deceased persons and minors, recorded in court of ordinary 1839-68, in probate court 1868--, showing appraisal of value or amount for which sold. Arr. chron. For separate index, 1839-70, see entry 218; indexed by name of estate in vol., 1870-1904, 1917--; no index, 1905-16. Hdw. on ruled form. 310 to 650 pp. 15 x 9 x 1½ to 18 x 12 x 3. 4 vols., 1839-62, 1866-1904, basement; 9 vols., 1862-66, 1904--, vault.

217. ANNUAL RETURNS, 1839--. 32 vols. (two unlabeled, A-Z, AA-AD).
Transcripts of annual and final returns from administrators, executors, guardians and trustees of estates, recorded in court of ordinary 1839-68, in probate court 1868--, showing name of estate, date, name of minor, itemized list of receipts and amount; list of disbursements, voucher number, and amount, balance on hand, affidavit, and date recorded. Arr. chron. No index, 1839-63; for separate index, 1864-1911, see entries 218, 219; indexed by name of estate in vol., 1911--. Hdw. on ruled form. 291 to 640 pp. 15½ x 10½ x 1 to 16 x 11 x 2½. 4 vols., 1839-79, basement; 28 vols., 1879--, vault.
For similar records in equity, see entry 171, for other accounts of estates, see entries 223-226.

218. INDEX TO ANNUAL RETURNS, INVENTORIES & SALES, 1839-1911. 1 vol.
Index to Inventory and Appraisement Book, 1839-70, entry 216, and to Annual Returns, 1864-1911, entry 217, showing name of estate, volume and page of record. Arr. alph. by name of estate. Hdw. on printed ruled form. 300 pp. 16 x 11 x 2. Basement.

For abbreviations and explanatory notes see pages 24-26

219. TICKLER ANNUAL RETURNS, 1900-1911. 1 vol.
Discarded index to Annual Returns, entry 217, showing name of estate, date filed, year return was filed, and date of citation. Arr. alph. by name of estate. Hdw. on ruled form. 500 pp. 10 x 8½ x 2½. Basement.

220. REAL ESTATE, 1825-33, 1841-49, 1868--. 4 vols. Last entry 1878.
Title varies: Record.
Transcripts of summonses, petitions, orders, and similar papers relating to division of real estate by court of ordinary, 1825-33, 1841-49, by probate court, 1868--. Arr. chron. No index, 1825-33; indexed by name of estate, 1841-49, 1868--. Hdw. 250 to 480 pp. 14 x 9 x 1 to 18 x 12 x 2. Basement.

221. (SALES), 1903--. 1 vol.
Memorandum record of sales ordered by judge of probate in settlement of estate, showing name of estate, time and place of sale, description of property, newspaper clippings of advertisement. Arr. chron. Indexed by name of estate. Hdw., and printed clippings pasted. 250 pp. 14 x 8 x 1.

Inheritance Tax

222. RECORD OF TAXABLE INHERITANCE, 1922--. 2 vols.
Register of estates liable for inheritance tax, showing name of estate, name and title of fiduciary, address, date of qualification; date settlement (under section 9) filed with state tax commission, date inventory and appraisement filed with state tax commission, reappraisement ordered by court, reappraisement, accounts filed with state tax commission, extension of time by court for payment of taxes, date of payment of taxes to state treasurer, and remarks. Arr. alph. by name of estate. No index. Hdw. on printed ruled form. 125 double pp. 15 x 17 x 1.

Accounts
(See also entries 153, 217)

223. LEDGER, 1868--. 5 vols. Title varies: Cash Book; Cash; two vols. have no titles.
Accounts of estates kept by judge of probate, showing date, description, and amount with balances of all receipts and disbursements; also accounts of public guardianship funds. Arr. by account. Indexed by name of account or estate, 1868-1909, 1911--; no index, 1909-11. Hdw. on ruled form. 295 pp. 14 x 9 x 1 to 16 x 11 x 1. 2 vols., 1868-1911, basement; 3 vols., 1911--, vault.

224. CASH BOOK, 1911-21. 3 vols. Title varies: Ledger; one vol. has no title.
Day book of all funds handled by judge of probate as public guardian, showing date, description and amount of all receipts and disbursements. Arr. chron. No index. Hdw. on ruled form. 372 pp. 17 x 11 x 2½.

225. VOUCHERS, 1919--. 3 f. b.
Canceled checks drawn by judge of probate on funds of wards for whom he is guardian, and for Confederate pensions, 1919-24; also bank statements regarding checks. Arr. chron. No index. Hdw. on printed form. 10½ x 5 x 13½.
For other pension records, see entries 29, 239-242.

For abbreviations and explanatory notes see pages 24-26

226. (MISCELLANEOUS RECEIPTS), 1912-16. 1 vol.
Receipts from various parties made in favor of judge of probate for all payments to estates and costs. Arr. by receipt no. No index. Hdw., and hdw. on printed form. Pasted and pinned. 250 pp. 10 x 16 x 2. Basement.

Fees and Costs

227. (FEE BILLS), 1932--. 18,407 slips.
Carbon lists of fees collected by treasurer, for recording and other work done by judge of probate. Arr. chron. No index. Hdw. on printed form. 8 x 5.
For other fee bills, see entries 98, 187, 265, 328; for treasurer's record, see entry 329.

228. COSTS AND FEES OF THE JUDGE OF PROBATE, 1880-83, 1897-1913, 1915-35. 17 vols. Title varies: Cash.
Memorandum record of costs and fees for recording and other official acts of the probate judge, showing date, description, and amount. Arr. chron. No index, 1880-1910, 1913, 1919-35; indexed by name of estate, 1911-12, 1915-18. Hdw. on ruled form, and hdw. on printed form. 133 to 500 pp. 12 x 7 x 1 to 14 x 14 x 2. Basement.

229. LEDGER (Fee Book), 1911-33. 7 vols. Discontinued.
Accounts of fees and costs due and paid to the judge of probate, showing date, description, and amount of all charges and payments. Arr. chron. under account. Indexed by name of account or estate. Hdw. on ruled form. 398 to 950 pp. 16 x 10½ x 2 to 9 x 12 x 4. 1 vol., 1911-15, vault; 6 vols., 1915-33, basement.

Court Procedure

230. DOCKET BOOK, 1909-14. 2 vols. Discontinued. Not found on recheck.
List of cases in probate court, showing date, names of parties and attorneys, cause of action, date of appearance, and disposition of case; also, 1909-10, title of case, notice of discharge or citation, fees, which are entered upon an unused magistrate's docket. Arr. chron. No index, 1909-10; indexed by name of petitioner, 1911-14. Hdw. on printed ruled form. 100 to 216 pp. 16 x 10 x ½ to 19 x 13 x 1.

231. JOURNAL, 1806-16, 1824-33, 1841-64, 1868-90, 1911--. 6 vols. No recording 1816-23. Last entry 1911. Title varies: Minutes of the Court of Ordinary; Minutes; Ordinary.
Daily record of business in court of ordinary 1806-68, in probate court 1869--, showing date, name of estate, and transactions. Arr. chron. No index, 1806-33, 1868-90; indexed by name of estate, 1841-64, 1911. Hdw. 57 to 558 pp. 13 x 8 x ½ to 19 x 12 x 1½. 2 vols., 1806-33, basement; 4 vols., 1841-64, 1868-90, 1911--, vault.

232. INDEX TO MONEY DECREES, 1891--. 1 vol. Last entry 1919.
Index to money decrees of judge of probate, enrolled with clerk of court of

common pleas to give them the force of judgments against estates, showing box number, package number, docket number; names of parties and estates, attorneys; cause of action, amount to be paid, costs; dates of enrollment, execution, and satisfaction. Arr. alph. by name of estate. Hdw. on printed ruled form. 300 pp. 17 x 11 x 2. Basement.

Miscellaneous, Dower, and Lunacy
(See also entries 30, 189, 212, 244)

233. MISCELLANEOUS RECORD, 1883-1910. 1 f. b.
Original petitions for guardianship letters and discharges, rules to show cause, notice of appeals from probate court decisions, dower papers, recorded mortgages and deeds, testimony taken at probate court hearings, and other probate court papers. No arr. No index. Hdw. and hdw. on printed form, 1883-1907; typed, 1908-10. 10½ x 5 x 13½.
For other unclaimed deeds and mortgages, see entries 81, 137.

234. LUNACY, HOMESTEAD, DOWER, 1872-95. 2 vols. Title varies: Lunacy, Dower.
Transcripts of petitions and orders for examination of lunatics, physicians' reports, and commitments, 1872-95; also petitions and orders for homestead exemptions and admeasurement of dower, answers, orders for appraisals, appraisals and orders for exemption, 1872-85. Arr. chron. No index, 1872-85; indexed by name of estate, 1885-95. Hdw., 1872-85; hdw. on printed form, 1885-95. 475 pp. 18 x 12 x 2. 1 vol., 1872-85, basement; 1 vol., 1885-95, vault.

235. DISCHARGE IN LUNACY, 1922--. 1 vol.
Transcripts of discharges of lunatics from State Hospital, showing name of lunatic, date discharged, superintendent of hospital's certificate of dismissal, name of person responsible for lunatic, and date recorded. Arr. chron. Indexed by name of lunatic. Hdw. 308 pp. (84 used) 16 x 12 x 1.

Marriages

236. M(arriage) L(icenses), 1911--. 47 f. b. containing 27,150 licenses (1-47).
Original marriage licenses and certificates, showing serial number, affidavits of eligibility by contracting parties, and of officiating officer that ceremony was performed. Arr. by serial no. For indexes, see entries 237, 238. Hdw. on printed form. 10½ x 5 x 13½.

237. MARRIAGE REGISTER, MEN, 1911--. 7 vols.
Current index to M(arriage) L(icenses), entry 236, showing file number, name of man, residence, age and color; name of woman, residence, age and color; date of issue, name and title of minister or official performing ceremony, date of marriage, date of return, and remarks. Arr. alph. by name of man. Hdw. on printed ruled form. 300 pp. 17½ x 15 x 2½.

238. MARRIAGE REGISTER, WOMEN, 1911--. 7 vols.
Current index to M(arriage) L(icenses), entry 236, showing file number, name of woman, residence, age and color; name of man, residence, age and color; date of issue, name and title of minister or official performing ceremony, date of marriage, date of return, and remarks. Arr. alph. by maiden name of woman. Hdw. on printed ruled form. 300 pp. 17½ x 15 x 2½.

Pensions
(See also entries 29, 225)

239. CONFEDERATE SOLDIERS AND WIDOWS PENSIONS, 1919--. 6 f. b. (1-6).
Original county pension applications, showing names of widow and of veteran, enrollment number, regiment, date enlisted, battalion, date discharged, date of death of veteran (if widow); affidavit, and approval by county pension board; also honor rolls, canceled checks used in distributing funds, affidavits of varied nature, and correspondence. Checks arr. chron.; applications arr. by enrollment no. For index, see entry 240. Hdw. and typed on printed form, and typed. 10½ x 5 x 13½.

240. RICHLAND COUNTY HONOR ROLL, CONFEDERATE SOLDIERS AND THEIR WIDOWS, 1919--. 1 vol.
List of Confederate veterans and widows entitled to pensions, showing name, address, organizations, class, date entered on roll, box number, case number, died, and remarks. Serves also as index to entry 239. Arr. alph. by name of pensioner. No index. Hdw. on printed ruled form. 100 pp. 15½ x 20 x 1½.

241. (PENSION RECEIPTS), 1920--. 8 vols.
Receipts from pensioners acknowledging checks, showing date, name of pensioner, class, check number, and amount. Arr. chron. No index. Hdw. on printed form. 300 pp. 9 x 10 x 2. Basement.

242. (STUBS PENSION CHECKS), 1922--. 5 vols.
Stubs of checks issued to distribute state pension funds, showing date, name, class of pensioner, and amount. Arr. chron. No index. Hdw. on printed form. 300 pp. 14 x 10 x 3. Basement.

Liquor Permits

243. LIQUOR PERMITS, 1933-35. 1 f. b. Missing: 1917-19.
Original affidavits of eligibility for permit to receive at express office one quart of liquor, showing permit number, name and address of deponent, kind of liquor, date sworn to, signatures of notary and deponent. Arr. by permit no. No index. Hdw. on printed form. 10½ x 5 x 13½.
For notice from dealers, see entry 92.

Correspondence

244. OFFICIAL, 1912--. 6 f. b. Title varies: Transfer File-Letters. Correspondence of the probate judge, including estimates to delegation, pensions, etc.; special folders for South Carolina tax commission, and for State Hospital on cases of lunacy. Arr. alph. by name of correspondent under current, "Official"; and old, "Transfer File-Letters." No index. Hdw. and typed. 12 x 15 x 24.

For other estimates to delegation, see entries 2, 30; for other lunacy records, see entries 30, 189, 212, 234, 235.

XX. CHILDREN'S COURT

In 1923, counties having a population of between 90,000 and 100,000 persons were authorized to set up a children's court as a separate part of the probate court. The judge of probate as judge of the children's court is entitled to additional compensation of not less than $500 nor more than $1,000, to be determined by the delegation. (Stat. XXXIII, 207-23.) An amendment in 1927 reduced the minimum population requirement to 85,000 (Stat. XXXV, 227), and after the census of 1930, Richland County became eligible.

The children's court has exclusive original jurisdiction of any child less than sixteen years of age (Stat. XXXIV, 231-32) who violates state laws or municipal ordinances; who lives or works under harmful conditions; who is beyond the control of his parent, or is under improper or inadequate guardianship or whose custody is in controversy; who is neglected, destitute, epileptic, or in any way mentally deficient. This jurisdiction once obtained, continues during the minority of the child unless terminated by court order or by commitment to a state institution. The court handles cases of bastardy and proceedings for adoption. Appeals are to the court of common pleas. The court holds sessions at such time and place as the judge may designate, and the general public is excluded from hearings. No child may be placed in jail or any penal institution where adults are confined. All proceedings are based on the theory that the child in the jurisdiction of the court is not a criminal but a ward of the state "in need of aid, encouragement and guidance" and entitled to the protection of the court. Any one having information of a child who should be under the jurisdiction of the court may file a petition setting forth the facts, verified by affidavit. (Stat. XXXIII, 207-23; Code 255.)

It is the duty of the court to investigate each case and to give each child under its jurisdiction such care and oversight as will promote the welfare of the child and the interests of the state. In carrying out these duties, the judge may appoint a chief probation officer to serve at his pleasure, and an advisory board of not less than six nor more than twelve persons to serve for an indefinite period without compensation. As there is a municipal court for juvenile cases in the city of Columbia, the Richland County judge of probate as judge of the children's court handles only cases of minors living

outside of the city limits. These are so few that no advisory board nor probation officers have been appointed. (Stat. XXXIII, 207-23; Code 225.)

By law the court is required to "maintain a full and complete record of all cases brought before it, to be known as the Children's Record." As proceedings are remedial and not punitive in purpose, this record "may be withheld from indiscriminate public inspection in the discretion of the Judge of the Court" (Code 255). The records of the children's court in Richland County are filed with other papers of record of the probate court, see entry 189.

XXI. MAGISTRATES

The magistrate as the justice of the peace, came from England to South Carolina with the first settlers. Under the constitution of 1776, justices of the peace were nominated by the senate and house jointly and commissioned by the state president to serve at his pleasure (art. XIX). Under the constitution of 1778, they were nominated by the senate and house jointly and commissioned by the governor (art. XXVI). In 1785 they began to preside over the county court (Stat. IV, 664; VII, 212). The constitution of 1790 continued them without change (art. VI, 2), but in 1791 they lost their seats in the county court (Stat. VII, 266-68). All justices of the peace and of the quorum were replaced March 1, 1841 by magistrates commissioned under the provisions of the law of 1839 (Stat. XI, 24), which is still the basic law of the office. Under the constitution of 1868, they were elected by the qualified electors of each county and commissioned by the governor for a term of two years (art. IV, 21). The law carrying out the provisions of the constitution of 1868, changed the name to trial justice (Stat. XIV, 377, 436-42). The constitution of 1895 restored the name of magistrate and provided that magistrates be appointed and commissioned by the governor with the advice and consent of the senate for a term of two years (art. V, 20). It is customary for them to be nominated in the primary (Code 2365).

Upon entering office, the magistrate takes in writing before the clerk of court the constitutional oaths and the additional oaths to enforce the laws against gaming, dueling, and sharing the profits of office; these are filed in the secretary of state's office (Code 3708). Magistrates in Richland County are not required to file a surety bond, but the grand jury has recommended that the delegation make provision for doing so (information from Mr. W. C. Thomas, clerk of county commissioners). The governor may suspend any magistrate for incapacity, misconduct or neglect of duty, and should report the suspension to the senate at its next session (Code 3707). The number of magistrates in each county has varied from time to time; in Richland County at present there is one for each of the following districts: Olympia, Columbia, Waverly, Upper Township, Hopkins, Gadsden, Lykesland, Garners, Eastover, Dutch Fork, Killian, Blythewood, and Pontiac (supply act in Acts 1938, p. 2713).

(Next entry 245, p. 103)

Magistrates have constitutional jurisdiction in such civil cases as the general assembly may prescribe, provided the value of the property in question does not exceed $100, and that the case is not concerned with title to real estate, or with chancery matters. They have exclusive jurisdiction in such criminal cases as the general assembly may prescribe, provided it may not extend to cases where punishment exceeds a fine of $100 or imprisonment for thirty days. (Const. 1895, art. V, 21.) Under the general law, in counties where there is a county court, the magistrates' civil jurisdiction is limited to cases in which the value of property in question does not exceed $25 (Code 95); and they have no criminal jurisdiction except to hold preliminary hearings as provided by law for cases beyond their jurisdiction (Code 94). The magistrates in Richland County under a special law (Acts 1936, pp. 1628-29) have exclusive civil and criminal jurisdiction within their districts, except in territory north of U. S. Highway No. 76, east of Messers Mill Road and south of Leesburg Road to Wateree River, which is under the concurrent jurisdiction of magistrates at Eastover and Garners. Appeals may be carried to the county and circuit courts (1868, Stat. XIV, 100; Code 165, 794, 1024).

Magistrates may sit as an examining court; administer oaths, take depositions, renunciations of dower, and testimony; compel the attendance of witnesses; and punish for contempt (1839, Stat. XI, 20; Code 3712-16). When the coroner is sick, absent or more than fifteen miles away, the magistrate may take his place (1839, Stat. XI, 23; Code 3562). Magistrates may bind to keep the peace not to exceed twelve months (Const. 1895, art. V, 21). Proceedings in criminal cases are instituted by information under oath (1870, Stat. XIV, 403; Code 930), and trial of civil or criminal cases may be by a jury of six (1868, Stat. XIV, 99; Code 3710, 3711).

In Richland County, the magistrate in each district except Hopkins, Gadsden and Lykesland, appoints a constable, subject to confirmation of the delegation. The constable at Eastover is required to serve the magistrates at Hopkins and Gadsden, and is also deputized to preserve order in these magisterial districts. The county deputy sheriffs serve papers for the magistrate at Lykesland. While the constables serve at the pleasure of the magistrates, they are at all times subject to the sheriff's orders. The constables are required to give surety bond of $500 and to wear a badge. (Acts 1932, pp. 1208-10; 1938, pp. 2713-14; Code 3735.)

Magistrates are required by law to keep two books, one for civil and the other for criminal cases, in which they record the disposition of each case, warrants issued, and fees and fines collected. These are subject to inspection by the circuit solicitor. (1839, Stat. XI, 14; Code 3717.) Each magistrate in Richland County is also required to make a monthly report to the county supervisor and the clerk of court of all criminal cases begun, the status or disposition, and the fines collected (1911, Stat. XXVII, 259). Since 1875 (Stat. XV, 863-64) the county commissioners have been required to audit the accounts of magistrates, who must exhibit, with bill of cost, all original papers in each case in which costs have accrued. After examination, the records are returned to the magistrates. (Code 3719) In Richland County the practice has been for the commissioners to require the magistrates to have their accounts examined in the supervisor's office at the

For abbreviations and explanatory notes see pages 24-26

annual audit. The magistrates are required to file a report each month with the supervisor and clerk of court, setting forth name of criminal and criminal proceedings in which warrant or other processes were issued during the month, and the disposition. Their salaries are not paid until these reports have been submitted. (Acts 1911, p. 259; 1932, p. 1209.) Magistrates receive a salary in lieu of fees for criminal cases (1897, Stat. XXII, 481; Code 3718); and all fines must be turned over to the county treasurer (1871, Stat. XIV, 655; Code 3723).

For magistrates' reports to county board, see entry 5; for register of magistrates, see entry 82; for magistrates' papers, see entries 110, 157.

245. MAGISTRATE'S CRIMINAL DOCKET, 1902--. 19 vols. Title varies: Ledger.

Record of magistrates' trials for criminal violations of law, showing date, title of case, offense, names of witnesses, jurors, officer; fines imposed, verdict, and disposition of case. Volumes are for districts as follows:

No. of vols.	Dates	Magistrate or District	Location
1	1909-13	Easterling	judge of probate, vault
1	1928-31	J. L. Sites	clerk of court, basement
1	1921-22	Thos. E. Hair	clerk of court, basement
2	1902-3	Waverly	comr's office
1	1902-7	J. S. Scott	comr's office
1	1906-12	Hopkins	comr's office
1	1915-17	Upper Richland	comr's office
1	1911-12	N. G. Martins	comr's office
1	1925-27	G. W. Taylor, Jr.	comr's office
1	1925-27	Gary Paschal (Olympia)	comr's office
1	1925-29	D. B. Collon, Jr. (Garners)	comr's office
1	1928-31	Ollie Mefford (Waverly)	comr's office
3	1917, 1919-21		
	1921-22	Unknown	county jail
1	1911-13	Columbia Twp.	county jail
2	1916-21, 1934--	Columbia Twp.	room 204

Arr. chron. No index. Hdw. on printed ruled form. 50 to 500 double pp. 12 x 7 x ½ to 16 x 11 x 4.

246. MAGISTRATE'S CIVIL DOCKET, 1905--. 5 vols.

Record of magistrate's trials involving civil actions for damages, showing date of summons and service, names of parties, cause of action, appearance, witnesses, day of trial, names of jurors, amount of judgment, magistrate's cost, constable's cost, and disposition of case. Arr. chron. No index. Hdw. on printed ruled form. 50 to 500 double pp. 16 x 11 x ½ to 4. 1 vol., 1905-12, Hopkins Twp., commissioner's office; 4 vols., 1914-24, 1924-31, 1935--. Columbia Twp., room 204.

For abbreviations and explanatory notes see pages 24-26

247. CHECK BOOK (Arrest Warrant Record), 1924--. 3 vols.
Record of warrants issued by Columbia Township magistrate for the arrest of persons alleged to have issued bad checks, showing names of defendant and plaintiff or prosecutor, where sent, and disposition of case. Arr. alph. by name of defendant. No index. Hdw. on ruled form. 200 double pp. 13 x 8 x 1. Room 204.

248. (CASH BOOK), 1928--. 2 vols.
Record of all cash collections of the Columbia Township magistrate other than fines, showing date, names of plaintiff and defendant, and amount. Arr. chron. No index. Hdw. on ruled form. 150 pp. 15 x 9 x ½ to 12 x 10 x ½. Room 204.
For other magistrates' accounts, see entries 5, 6, 18.

XXII. COURT OF MAGISTRATES AND FREEHOLDERS (defunct)

Until 1865, slaves and free persons of color, including Indians and mestizos, were tried only in courts of magistrates, and of magistrates and freeholders. Single magistrates might try cases of larceny under twelvepence (1712, Stat. VII, 355), but all major offenses, ranging from murder and arson to the stealing of fowls, were tried in the court of magistrates and freeholders. The foundation of the judicial attitude toward colored races was an act for the better ordering of slaves passed in 1690 (Stat. VII, 343-47), which might be said to have given exclusive jurisdiction to these courts for cases involving persons of color. Though this law was repealed, amended, revised and reenacted with variations, notably in 1740 (Stat. VII, 397-417), 1743 (ibid., pp. 417-19), and 1776 (ibid., pp. 428-29) the structure, jurisdiction, powers and duties of the court were not greatly changed.

Under the various laws, any justice of the peace upon complaint was required to issue a warrant for apprehending the offender, and to summon for examination the witness to the offense. If the evidence were sufficient, the justice of the peace was required to certify this to the next magistrate, who should then associate himself with the first, and the two should issue their summonses to three freeholders, appointing a day for the two justices and the three freeholders to sit as a court upon the case. The court might inflict any punishment prescribed by law, and death sentences were carried out immediately by the constables or marshal. (1690, Stat. VII, 345.)

Records of the court are usually found on ante-bellum magistrates' dockets. During colonial times, the proceedings of the court were required to be written and sent to the clerk of the crown in Charleston, there to be recorded (1712, Stat. VII, 359; 1735, p. 391). Later they were filed with the clerks of court in the respective districts. (Laws relating to slaves have been assembled in Statutes at Large of South Carolina, VII, 343-474, indexed in X.)

Records of this court in Richland were destroyed in the fire of 1865.

(Next entry 249, p. 108)

XXIII. DISTRICT COURT (defunct)

The state constitution of 1865, in an effort to deal with the problems of emancipation, directed the general assembly to establish for each district an inferior court called the "district court," with jurisdiction of all civil causes wherein one or both parties were persons of color (art. III, 1). When established that year, the district court had exclusive jurisdiction, subject to appeal, of all civil cases and all matters of equity wherein one or both parties were persons of color; and of all criminal cases wherein the accused was a person of color; also in cases of misdemeanor affecting the property of a person of color, and in cases of bastardy and vagrancy not triable by a magistrate. It had the same power and jurisdiction as the "superior court of law" in reference to constables, jurors, punishment for contempt; in cases of tenants holding over, of forcible entry and detainer, cases under the insolvent debtors' act where the arrest and detention were under the process of the court, in all cases under the prison bounds act, and in all matters of district police. It also had appellate jurisdiction from the ordinary and the magistrates. (Stat. XIII, 254-69.)

The circuit court sheriff and clerk of court were ex officio officers of the district court. The judge had to be a resident of the district; he was elected by the general assembly for a term of four years, and was reeligible for office. Before entering office, he took the constitutional oath and an oath to perform legally the duties required, without prejudice to race or color. These oaths were endorsed on the commissions or certificates of appointment from the governor, and entered on the journal of the court. The judge received an annual salary of $500 from the state treasury; and in Richland an additional $1,000 from the district court fund, subject to its being available. Vacancies until the legislature appointed a successor, were filled by the governor. The judge appointed the magistrates of the district, subject to approval of the legislative delegation. He had the power of a magistrate for his district, exercised supervision over the clerk and sheriff of his court, the coroner, all magistrates, constables, boards of commissioners, and other public functionaries of his district; and he issued orders, rules and attachments, writs of mandamus, prohibition, certiorari, quo warranto or scire facias. He could admit to bail all bailable cases triable in his court; he had the power in respect to habeas corpus exercised normally by two magistrates; also in regard to tenants holding over, and under the prison bounds act. (Const. 1865, art. III, 1; Stat. XIII, 254-69.) John S. Green was elected judge for Richland District (SJ, 1865, Columbia, p. 121).

The district court was a court of record to be always open, and when possible, to sit in the court room of the district courthouse. Monthly sittings were held on the first Monday in each month for small matters of civil and criminal nature between persons of color, white persons and persons of color, master and apprentice, employer and laborer; for trial of petty misdemeanors subject to fine not exceeding $20, and questions concerning vagrants and paupers not requiring a jury, and any business for which a judge at chambers is competent. Cases of "aggravated misdemeanors and clergyable

(Next entry 249, p. 108)

felonies, of which persons of color may be accused, and of misdemeanors requiring punishment exceeding a fine of twenty dollars, and affecting the person or property of a person of color, of which white persons may be accused" were tried by jury. Quarterly sittings were held for cases of summary process pending in the court, civil suits, equity cases, and cases of crime or felony wherein one or both of the parties were persons of color. (Stat. XIII, 254-69.)

Prosecutions were conducted as in the circuit courts (supra, p. 69) but a separate jury box was provided. Indictments were made by a grand jury of eight, the concurrence of six being necessary for finding a true bill. The common jury consisted of four jurors, with two supernumeraries to fill vacancies. Unanimity of the jury was essential for a verdict. (Stat. XIII, 258-60.) An act of 1866 abolished the grand jury and provided that the solicitor should prepare indictments; and the number of jurors at each quarterly sitting was changed to eight (Acts 1866, pp. 493-94).

Records of the court were case rolls, minutes and reports. The clerk was required to keep a "full and exact Journal of every order, decision, verdict, sentence and act of the Court." He kept four books, one for suits of white parties; one book for cases of vagrancy and bastardy; a third book for civil suits of colored parties; and a fourth for criminal matters affecting persons of color. The judge, in the clerk's absence, also was required to keep a journal which should be filed at least once quarterly in the clerk's office. On the first day of each quarterly sitting, the sheriff, each magistrate, the clerk, the chairman of the board of relief for indigent persons of color, the superintendent of convicts, and every person who received wages or money which belonged to the district court fund, were required to make returns to the district court. The various boards of commissioners in the district were to make their reports to the district court instead of the superior court. The district judge examined these and could submit them to his grand jury as long as he had one. Annually the clerk prepared and transmitted to the treasurer a report signed by the clerk, and certified by the judge, which contained a condensed statement of the sum of the year preceeding which went to the district court fund. (Stat. XIII, 254-69.)

The district court became defunct when the constitution of 1865 was replaced by that of 1868, (Proceedings of the Constitutional Convention of South Carolina, Charleston, S. C., 1868, pp. 358, 359) and the dockets were transferred to the circuit courts (Stat. XIV, 11).

In Richland County, some of the original case papers are nailed up in wooden boxes in the basement of the courthouse, see entry 104. Minutes of the court were found in the first volume of Lien Book, entry 73. The docket book was taken over and used by the clerk of court for the court of general sessions, see entry 112.

(Next entry 249, p. 108)

XXIV. SHERIFF

In early South Carolina the ancient English title of sheriff was applied to the chief justice (Stat. I, 50; PR, II, 37) and his duties were performed by a marshal (1671, JGC, 11). When the office of provost marshal of the province was abolished by the circuit court act of 1769 (Grimké, Public Laws, pp. 268-75), a sheriff was elected by the general assembly in each of the seven circuit court districts. The sheriff of Camden District served writs and processes in the area now called Richland County, from the year 1772 until the county courts were set up in 1785, when the first high sheriff of Richland County was elected by the justices of the county court at its first meeting. He was commissioned by the governor for a two year term, to hold office upon the same conditions as the district sheriff. (Stat. VII, 223.) When Richland County became a district on January 1, 1800, the county sheriff served until the legislature elected, and the governor commissioned, the district sheriff for a term of four years (Stat. VII, 288-89). Under the state constitutions of 1776 (art. XXI), of 1778 (art. XXVIII), of 1790 (art. VI, 2), of 1868 (art. IV, 30), and of 1895, the sheriff has been a constitutional officer, and under the last he is elected for a four year term (art. V, 30). Before assuming office he must take the constitutional oaths of office and the additional oaths to enforce the laws against gaming, dueling, and sharing the profits of the office (Const. 1895, art. III, 26; Code 3043, 3481). In Richland as in most other counties, his bond is $10,000 (Code 3479). In case of vacancy, the coroner acts (Code 3475) until the governor appoints a sheriff for the unexpired term (Code 3474). The coroner also acts as sheriff whenever the sheriff is directly interested in a case (Code 3477). Until the coroner takes charge, the clerk of court fills the vacancy (Code 3476, 3601).

The sheriff must attend each session of the county and circuit courts (Code 91, 3519), and he or his deputy on delivery must serve, execute and return every process, rule, order or notice addressed to him by any court (1784, Stat. VII, 209, sec. 11; Code 3520). In preserving the peace he may call any person to his assistance (Code 1952). In Richland he had charge of the jail and all prisoners (1839, Stat. XI, 28) until 1915, when he appointed a jailer (Acts, pp. 324, 325; Code 1940). Since 1919 the jailor has appointed an assistant jailor and matron (supply act in Acts 1919, p. 432). The sheriff of Richland also collected delinquent taxes under execution (Code 2853-56) until 1932, when a tax collector was created (Acts, pp. 1324-37; infra, p. 131). Once a month the sheriff makes judicial sales at the courthouse (1839, Stat. XI, 37; 1878, XVI, 336; Code 3542, 9073), and every sixty days he is required to have a settlement with the treasurer, to whom he pays county funds collected (1900, Stat. XXIII, 305; Code 3547). Once a month he made written statements to the auditor and to the treasurer of fines and moneys collected (1878, Stat. XVI, 753; Code 3544), and he collected fees until 1932 (Acts, p. 1179), when the treasurer began collecting all fees. At present the sheriff has but one ex officio membership. When two vancancies occur in the board of jury commissioners, the sheriff may become ex officio a member (Code 622).

For abbreviations and explanatory notes see pages 24-26

From 1909 until 1919 the Richland County sheriff served as chairman of the county police commission; and from 1929 until 1932 he appointed and had direct control of the rural police (infra, p. 114). Since 1932 the sheriff has appointed deputies who perform the duties of rural police. The deputies must have the equivalent to a sixth grade education; they serve at the sheriff's pleasure, and report to the sheriff once a week. At first these reports were written but now they are made orally. (Acts 1932, pp. 1206-10.) At present there are six deputies, five county and one court. The sheriff also employs a clerk. (Supply act in Acts 1938, p. 2711.)

The required records of this office date back to immemorial usage. In 1791 every sheriff throughout the state was directed to have made at his own expense, within three months after the expiration of his term, a true copy of his books, to be lodged, well bound, in the office as permanent public records (Stat. VII, 274; Code 1536). Standardized in 1839, the required records are the Writ Book, in which all writs of mesne process are entered; the Execution Book, in which writs of final process are entered and the Sales Book, in which are entered all sales under order, decree, execution etc. (Stat. XI, 26, 27; Code 3511). He is required to keep all mesne and final processes in his office in suitable boxes with separate "apartments," arranged alphabetically by the defendants' names; and miscellaneous papers such as attachment, bail, and other bonds arranged under suitable labels (1839, Stat. XI, 27; Code 3511). The tax execution book was added in 1900 (Stat. XXIII, 305-7) but has been handed over to the tax collector (infra, p. 132). Each sheriff is required to return to every meeting of the court of general sessions on the first day, the names of prisoners, time and cause of confinement, and whether civil or criminal (1839, Stat. XI, 35; Code 1948).

Mesne Processes

249. WRIT BOOK, 1866--. 15 vols. (A-O). Missing: 1839-65.
Record of civil and criminal processes from the courts, received by sheriff and served, showing roll number, names of parties, attorney, kind of process, kind of action, when entered, by whom served, how served, when served, miles traveled, and cost. Arr. chron. No index, 1866-78; indexed (front) by name of plaintiff, 1879--; and (back) by name of defendant, 1879-1905, 1926--. Hdw. on printed ruled form. 700 pp. 18 x 12 x 3. 8 vols., 1866-1915, jail; 7 vols., 1898--, office.

250. WARRANT BOOK, 1932--. 1 vol.
Record of criminal processes served by sheriff, showing serial number, names of parties, magistrate, address, kind of warrant, date, by whom served, how served, when served, and cost. Arr. chron. Indexed by name of defendant. Hdw. on printed ruled form. 201 double pp. (47 used) 18 x 12 x 2.

251. LOCAL ARREST WARRANTS RETURNED, 1914--. 1 f. b.
Duplicate Richland County warrants previously sent to other places for service and later returned because of no service, showing name of accused, crime for which wanted, and name and title of official authorizing warrant. Arr. chron. No index. Hdw. on printed form. $10\frac{1}{2}$ x 5 x $13\frac{1}{2}$.
For other arrest warrants, see entries 252, 256.

For abbreviations and explanatory notes see pages 24-26

252. FOREIGN ARREST WARRANTS, date varies (current only). 1 f. b.
Duplicate warrants sent to Richland County from other counties or states to arrest fugitives, showing name of accused, crime for which wanted, name and title of official authorizing warrant, and, when necessary, extradition papers from governor. No arr. No index. Hdw., and hdw. on printed form. 10½ x 5 x 13½.
For other arrest warrants, see entries 251, 256.

253. BENCH WARRANTS, 1939--. 1 f. b.
Warrants to compel appearance of witnesses or parties to case, made on motion of solicitor or attorney and signed by presiding judge, showing court, names of plaintiff and defendant, date, name of principal; some are endorsed with date lodged, book, page, number, and name of sheriff. Arr. chron. No index. Hdw. on printed form. 10½ x 5 x 13½.
For other bench warrants, see entry 256.

254. SUB-WRITS SERVED AND NOT CALLED FOR, 1921-36. 1 f. b.
Duplicate subpoena writs served and not called for, showing county, name of witness, court, date to appear, names of plaintiff and defendant, witnessed and attested by clerk of court, name of attorney requesting issue of subpoena; endorsed with county, plaintiff, defendant, attorney, and affidavit of officer serving subpoena. Arr. chron. No index. Hdw. on printed form. 10½ x 5 x 13½.
For other subpoenas, see entry 255.

255. (SUBPOENA WRITS), 1908-29. 21 bundles.
Duplicate copies of subpoenas from various courts, grand jury, master, coroner, and courts of other counties, for witnesses to appear, showing county, name of witness, name of court, date to appear, names of plaintiff and defendant, witnessed and attested by clerk of court, name of attorney requesting issue of subpoena; endorsed with county, plaintiff, defendant, attorney, affidavit of officer serving subpoena; some endorsed with date lodged, book, page, number, and sheriff's name stamped on back; also attached are a few subpoena tickets. Arr. by years. No index. Hdw. on printed form. 9 x 5 x ½ to 4. Sheriff's storage.
For other subpoenas, see entry 254.

256. (MISCELLANEOUS PAPERS), 1908-34. 5 bundles.
Duplicate copies (some never served), chiefly warrants (bench, arrest warrants for witnesses, search, arrest, and distress), showing date, name of accused, crime for which wanted, name and title of official authorizing warrant; some are endorsed with date lodged, book, page, number, and name of sheriff; also summonses, summonses and complaints, petitions, rules to show cause, orders, notices, affidavits, habeas corpus, undertakings, executions against property, etc. No arr. No index. Hdw. and typed on printed form. 9 x 4 x 6. Sheriff's storage.
For other warrants, see entries 251-253.

Final Processes

257. EXECUTION BOOK, 1852-57, 1861--. 10 vols. (one unlabeled, A-I). Missing: 1839-51. Title varies: Record.
Record of final processes received by sheriff to be served, showing roll number, names of parties, cause of action, when ordered for judgment, when docketed, and remarks, 1852-57; levies and sales, amount paid out, original entry, present entry, names of parties, attorney, judgments and costs, 1861--. Also contains Sheriff's Tax Execution, 1900-1902, entry 332. Arr. chron. No index, 1852-57; indexed (front) by name of plaintiff, 1861--; and (back) by name of defendant, 1861-1902, 1925--. Hdw. on ruled form, 1852-57; hdw. on printed ruled form, 1861--. 160 to 350 double pp. 15½ x 10½ x 2 to 20½ x 15 x 3½. 7 vols., 1852-1920, jail; 3 vols., 1916--, office.

258. EXECUTIONS AGAINST PROPERTY, 1931--. 4 f. b.
Writs of execution obtained to satisfy judgments, and lodged with sheriff for service, showing roll number, names of plaintiff and defendant, amount collected, date interest began, name of attorney for judgment creditor, and file number. Arr. by execution no. No index. Typed, and typed on printed form. 10½ x 5 x 13½.
For other writs of execution, see entries 104, 160.

Tax Executions
(See also entries 313, 332)

259. STATE AND COUNTY TAX EXECUTIONS, 1891-99. 7 vols.
Record of delinquent taxes turned over to sheriff for collection, showing number, name of taxpayer, amount, costs, collector, remarks, when reached, when paid, total amount, nulla bona, double entry or collected. Arr. alph. by name of taxpayer under twp. No index. Hdw. on ruled form. 150 pp. 12½ x 8 x ½. Jail.

260. CITY TAX EXECUTIONS, 1876-1911. 11 vols.
Record of delinquent taxes turned over to sheriff for collection by the city treasurer of Columbia, showing number, name of taxpayer, amount, date collected, and remarks. Arr. alph. by name of taxpayer. Indexed by name of taxpayer, 1876-94; no index, 1894-1911. Hdw. on ruled form, 1876-82, 1894-1911; hdw. on printed form, 1882-94. 84 to 398 pp. 12 x 7 x ½ to 18 x 12 x 2. Jail.

Sales
(See also entries 345-348)

261. SALES BOOK, 1866-1906, 1916--. 5 vols. (A-C, one unlabeled, D). Title varies: Sales Blotter.
Record of sales made by sheriff under court order, showing names of parties, description of property, when sold, to whom sold, amount; to whom paid, amount,

and remarks; also transcripts of documents relating to sales, 1866-1906. Arr. chron. Indexed by names of plaintiff and defendant, 1866-91, 1899-1906; no index, 1892-98; indexed by name of plaintiff, 1916--. Hdw., and hdw. on printed ruled form, 1866-1906; hdw., typed, and printed material pasted and inserted, 1892-98, 1916--. 332 to 530 pp. 14 x 9 x 1 to 18 x 12 x 2½. 4 vols., 1866-1906, jail; 1 vol., 1916--, office.

262. RECEIPTS, 1868-83. 1 vol.
Statement of sales of estates and property under court order, showing all receipts and disbursements, with receipts from parties receiving funds or proceeds. Arr. by account. No index. Hdw. on ruled form. 576 pp. (363 used) 12 x 9 x 2. Jail.

263. ACCOUNTS OF ESTATES, 1869-73. 1 vol.
Accounts of money from sales of estates, showing date, description of property, and amount of receipts and disbursements. Arr. by account. Indexed by name of defendant. Hdw. on ruled form. 224 pp. (44 used) 14 x 9 x 2. Jail.

264. (SCRAPBOOK OF SALES), 1911-13. 1 vol.
Notices of property advertised by sheriff for sale, and receipts for proceeds from sale. Arr. chron. No index. Printed and hdw., notices pasted. 50 pp. (15 used) 16 x 12 x 1. Jail.

Fee Records

265. SHERIFF (Fees), 1932--. 1 vol.
Sheriff's copy of fee bills collected by treasurer for services rendered by sheriff. Arr. chron. No index. Hdw. on printed form. 700 loose-leaf pp. 8 x 5 x 7.
For other fee bills, see entries 98, 187, 227, 328; for treasurer's record, see entry 329.

266. (FEE RECORD), 1923-31. 1 vol. Discontinued.
Record of fees collected by sheriff, chiefly from law firms out of county and others, for serving writs and processes, showing date, title of case, number, fees due and paid. Arr. alph. under name of firm or individual. No index. Hdw. on ruled form. 250 double pp. 13 x 10 x 2½. Jail.

Records of Criminals

267. (COMMITMENTS AND DISCHARGES), 1905, 1912-25. 26 bundles.
Originals and copies of commitments and discharges (including discharges on entry of nolle prosequi, bill, verdict, to enter exoneretur, bond, no bill, and pardon), showing county, court, term, name of defendant, charge, kind and reason, signature of presiding judge or officer, date issued and signature of clerk of court; also certified copies of sentences; receipts for prisoners from county supervisor, state penitentiary, and jailor; authori-

zations to return prisoners to state; applications for parole; lists of prisoners in jail or on chain gang; emergency commitments by magistrates; miscellaneous bills and correspondence; some endorsed with date lodged, book, page, number, and name of sheriff. Arr. by years. No index. Hdw. on printed form. 8½ x 4 x 1 to 8. Sheriff's storage.

For commissioners' copies, see entry 23.

268. UNITED STATES DISTRICT COURT PAPERS, 1913-20, 1923-25. 10 pigeonholes.

Original, duplicate, and certified copies of temporary and final mittimus; commitments; mandate to jailor; application, oath, and certificate for discharge of poor convict; original remands and orders to deliver prisoners; orders of United States commissioner and memoranda of United States prisoners in county jail. Arr. by years. No index. Hdw., typed, and hdw. and typed on printed form. 5 x 5 x 16. Sheriff's storage.

269. RECEIPTS FROM S. C. INDUSTRIAL SCHOOL AT FLORENCE, S. C. AND INDUSTRIAL SCHOOL FOR GIRLS AT COLUMBIA, S. C., 1925--. 2 f. b.

Original commitments and orders of commitments for white minors to reformatories by magistrate, city recorder, and the county, probate and circuit courts; and receipts from individual schools; also magistrates' search warrants. No arr. No index. Typed, and hdw. and typed on printed form. 10½ x 5 x 13½.

For other juvenile records, see entries 30, 152, 189.

270. (JAIL BOOK), 1867-78, 1917-20, 1925-32, 1936--. 5 vols.

Memorandum record of prisoners in county jail, showing name and number of prisoner, age, race, date admitted, by whom (committed), discharged, and remarks; also record of venires, 1867-78. Arr. chron. No index. Hdw. on printed ruled form. 128 to 150 pp. 12 x 8 x ½ to 18 x 22 x 1. Jail.

271. JAIL RECORD, 1921--. 4 vols.

Transcript of memorandum jail record, showing name of prisoner, age, race, date admitted, by whom discharged, and remarks. Arr. chron. Indexed by name of prisoner, 1921-33; no index, 1934--. Hdw. on printed ruled form. 300 pp. 18 x 22 x 3. Jail.

272. (REWARD NOTICES), 1901-5, 1915--. 1 vol., 1 wooden box, 4 clipboard files.

Circulars for fugitives, and for stolen property such as dogs, jewelry and automobiles, showing (for fugitives) pictures, description, fingerprints, where wanted, amount of reward; (for stolen article) description and rewards - some from insurance companies; also telegrams, letters, memoranda, and list of articles recovered by sheriff. Arr. chron., 1901-5; no arr., 1915-36; arr. chron. under topic, 1936--. No index. Hdw., typed, printed and pasted, Vol., 100 pp. (81 used) 13 x 7½ x 1; wooden box, 14 x 24 x 24; clipboard file, 10 x 12 x 4. Vol., 1901-5, jail; wooden box, 1915-36, sheriff's storage; clipboard files, 1936--, office.

Motor Vehicle Records

273. (RECORD OF CONFISCATED VEHICLES), 1927-29. 1 vol.
Records of motor vehicles used for illegal purposes and captured by sheriff, showing date, information relating to capture, how released or sold, to whom, and mortgage (if released by mortgage). Arr. alph. by trade name of car. No index. Hdw., and material clipped in. 300 pp. 18 x 8 x 3. Jail.

274. BONDS AUTOMOBILE, date varies (current only). 1 f. b.
Attachment bonds, chiefly in cases involving automobiles, made to insure against damages and costs of suits, showing court, names of plaintiff and defendant. No arr. No index. Typed. 10½ x 5 x 13½.
For other attachment bonds, see entries 107, 147, 148.

275. (AUTOMOBILE RECORD), 1929. 4 vols.
Carbon copies of state highway department's record of automobiles registered in South Carolina, showing license plate number, make, body, style, motor number, name of owner, and town. Arr. by license plate no. under weight. No index. Typed. 400 double pp. 12 x 18 x 2½. Jail.

Reports, Correspondence, and Miscellaneous

276. DEPUTY SHERIFF'S WEEKLY REPORT, 1932-34. Est. 100 reports in 1 bundle.
Individual reports of deputy sheriff, showing week ending (date), state vs. (name of defendant), place arrested, magistrate, nature of case, disposition, years, amount of fine, and signature of deputy. Arr. by years. No index. Hdw. on printed ruled form. 9 x 11 x 1. Sheriff's storage.
For reports of rural police, see entry 282.

277. ORDERS SERVED ON SHERIFF, 1915--. 2 f. b.
Original court orders served on sheriff, such as appeals from sales and notices of various pending actions. Arr. chron. No index. Typed. 10½ x 5 x 13½.
For other court orders, see entry 150.

278. (LIST OF JURORS), (1917). 1 vol.
List of persons qualified for jury duty, showing name of person, and name of ward or district. Arr. by name of ward or district. No index. Typed on sheets pasted in. 136 pp. (40 used) 14 x 9 x ½. Jail.

279. LETTERS, 1913--. 22 letter f. b., 3 bundles, 129 manila folders, 12 f. d.
Official correspondence of sheriff; also bills, receipts, reports from defunct state board of public welfare on jail, and telegrams. Arr. alph. by subject or correspondent under year. No index. Hdw. and typed. Letter f. b., 12 x 12 x 3; bundles, 8 x 9 x 4; folders, 12 x 9; f. d., 12 x 16 x 24. 16 letter f. b., 1913-23, jail; 6 letter f. b., 3 bundles, 129 manila

(Next entry 280, p. 115)

folders, 1915-36, sheriff's storage; 12 f. d., 1937--, office.
For other reports of state board of public welfare, see entry 109.

XXV. RURAL POLICEMEN (defunct)

Rural policemen, constables and deputy sheriffs have very similar duties, which overlap and are constantly being shifted from one to another. The rural police originated in South Carolina in 1898 (Stat. XXII, 793) from the state's attempt to enforce the dispensary laws, and from the need to maintain order in unincorporated mill villages after industrialization began.

In Richland County the rural police began in 1909 as the county police. A commission, consisting of the sheriff as ex officio chairman, and four members appointed by the governor on recommendation of the legislative delegation for four years, governed the police. The duties of the county police commission were to appoint four policemen, to meet and advise with the police monthly, and to submit a written annual report to the clerk of court, who in turn sent a copy to the state attorney general. The report was open to public inspection. (Acts 1909, pp. 416-19.)

The county policemen were chosen for a term of four years, from the registered county electors, with the proviso that the appointees could not be related to any member of the commission within the sixth degree. Each was furnished two uniforms annually by the county. Their duties were to patrol and police the county as mounted policemen, to detect crime, to arrest on initiative, and to report to the chairman weekly and at the monthly meeting. They were required to attend the court of general sessions, to appear before the solicitor in his room, the judge at chambers, and the grand jury. (Acts 1909, pp. 416-19.) In 1913 three rural policemen and a commissioner from Upper Township were abolished (Acts, pp. 103-4). One year later the number of policemen was increased to six (Acts 1914, pp. 506-7).

An entirely new system was set up in 1919. The commission was abolished and six policemen were appointed for a two year term by the governor on recommendation of the legislative delegation. One, designated as the chief, divided the county into five districts and assigned one policeman to each. The chief took over the duties of the commission; and the rural police inherited the duties of the county police. The chief made a semi-annual report to the grand jury, a copy of which was filed with the county commissioners. The chief cooperated with the sheriff. All but four magistrates' constables were abolished, and their duties also were devolved on the police. (Acts 1919, pp. 84-89.) Two more policemen were added in 1920, making the total eight (Acts, pp. 936-40).

In 1925 the police commission was reestablished, consisting of five members appointed by the governor on recommendation of the legislative delegation for four years. The commission appointed the eight policemen and made rules for their government, but the police were under the direction of the

sheriff. The sheriff appointed one as chief, who carried out his orders. (Acts 1925, pp. 846-49.) Provision was made the next year for the commission to appoint the chief (Acts 1926, pp. 1680-81). In 1929, for the second time, the commission was abolished; eight policemen were appointed by the sheriff and remained under his direction. The sheriff was required to make to the grand jury and to the court of general sessions reports which were to be public on the minutes of the court. (Acts 1929, pp. 963-66.)

Beginning in 1909, the police had to take the constitutional oaths of office (Const. 1895, III, 26); the additional oath to enforce the laws against gaming, dueling, and sharing the profits of the office (Code 3043, 3044), and an oath to "study the Act creating my office and prescribing my duties ... endeavor to inform myself of the criminal laws of the State, both statutory and common law, ... be alert and vigilant to enforce the same, and to detect and bring to punishment every violator of the same within my county, ... conduct myself at all times with due consideration to all persons, and ... not impose upon the weak or ignorant." Each had to post a surety bond of $500 payable to the county and approved by the clerk of court, the police commission, or the county board of commissioners, according to the act in force. (Act 1909, pp. 416-19; 1919, pp. 18, 19; 1925, p. 848.)

The rural police system was abolished in 1932 (Acts, pp. 1156-57; 1933, p. 86). At present the sheriff appoints deputies who wear uniforms and carry on the duties previously performed by the rural police (Acts 1932, pp. 1207, 1209; supra, p. 108).

The required records of this office consist chiefly of reports to and from the commission, the chief, and the sheriff.

280. (MINUTES AND MISCELLANEOUS PAPERS), 1915-28. 28 sheets. Minutes of four meetings of the rural police commission, 1917-18, showing date and time of meeting, members present, business transacted, signature of secretary; also correspondence concerning bills, copies of rural police acts, budget for rural police, 1915-27; applications for positions on rural police force; oaths of office of police, 1917-27. No arr. No index. Typed. 11 x 8½. Sheriff's storage.

281. (SHERIFF'S OR CHIEF'S REPORT), 1913, 1915, 1925-28. 1 bundle. Original and copies of monthly and annual reports from chief of rural police or sheriff to rural police commission, 1913, 1915, 1926, 1928, showing names of policemen, number of arrests, disposition of cases, amount of fines, number of days served, court, number of stills destroyed, statement of condition and rate of officer, and signature of chief or sheriff; also copies of semi-annual reports to grand jury, submitted by chief, 1925, 1927, showing date, salutation, names of officers, number of arrests made by each, amount of fines imposed by court, days on public works, cases to higher court, grand total, and signature of chief. No arr. No index. Typed. 9 x 6 x 2. Sheriff's storage.

For commissioners' copy of reports submitted to grand jury, see entry 30; for grand jury's copy, see entry 109.

For abbreviations and explanatory notes see pages 24-26

282. (RURAL POLICEMEN'S REPORTS), 1915-32. 4 bundles.
Individual reports made by policemen to sheriff, chief, or commission, weekly, 1917-18, 1927-32; monthly, 1924-26; quarterly, 1916-18, 1925; and annually, 1915-19, showing date, state vs. (name of defendant), place arrested, magistrate, nature of case, disposition, amount of fine, remarks, and signature or name of policeman; daily certificates of policeman's visit to magistrate, and duplicate copy of receipts for fines collected by policeman attached to weekly reports, 1928-30. Arr. by years under above classifications. Hdw. and typed, and hdw. and typed on printed ruled form. No index. 12 x 9 x 1 to 12 x 7 x 6. Sheriff's storage.
For deputy sheriff's reports, see entry 276.

283. BONDS, 1913, 1917. 14 bonds in 2 envelopes.
Surety bonds of rural policemen, showing names of bondsmen, amount of bond, date, name of policeman; signatures of policeman, of bondsman, of sheriff, of commissioners approving bond, and of sheriff witnessing commissioners' approval; schedule of bond required by law for several public offices; also oath of peace officers, showing name of officer, position, address, oath, and signatures of officer and clerk of court. Arr. by year. No index. Hdw. and typed on printed form. 4 x 9 x 1. Sheriff's storage.

XXVI. CORONER

The office of coroner, like that of the sheriff, was transplanted to South Carolina from England. In 1685 the fees were set by law (Stat. II, 6), and in 1692 the office was held by the clerk of the crown and peace (JGC, p. 11). In 1706, the first general law now on record for regulating the office, described it as one "of great antiquity, trust and authority," upon the faithful performance of whose duties depended the preservation of the peace of the province (Stat. II, 269-73).

Under the constitutions of 1776 (art. XX) and 1778 (art. XXVII), the coroner was among "the other judicial officers" elected by joint ballot of both houses of the legislature. The first coroner of Richland County was elected by the justices of the county court in 1785 (Stat. VII, 242). The constitution of 1790 made no change in the office (art. VI, 2). In 1821 vacancies were filled by joint resolution of the senate and house of representatives, for a term of four years (Stat, VI, 164). The constitution of 1868 (art. IV, 30), the first to mention the coroner specifically, provided for his election by the people of each county for a term of four years. This was continued in the present constitution of 1895 (art. V, 30), and the coroner is now elected in each alternate general election (Code 3553) after being nominated in the primary (Code 2365).

The only requirements for a candidate are that he shall be a qualified elector of the county, and not hold another office of honor or profit (Const. 1895, art. II, 2). Before taking office, it is necessary for the coroner to put up a surety bond of $2,000 and to take the oaths prescribed by the

constitution (Code 3556, 3557). Like all other county officers, he receives his commission from the governor (Const. 1895, art. IV, 17). Vacancies are filled for the unexpired term by appointment of the governor (Code 2351, 3555).

The coroner's jurisdiction, powers, and duties have not changed greatly, and it is circumstances rather than constitutions or statutes that have made him a part time official. The coroner holds inquests over all bodies which have met with casual or violent deaths within his county (Code 3561); and he summons jurors and witnesses necessary for this purpose (Code 646). In accordance with the old law of 1706 which authorized the coroner to execute writs and processes directed to him against the marshal, and in cases in which the marshal was plaintiff (Stat. II, 269-73), the coroner is now required to act as temporary sheriff when a vacancy occurs in that office (Code 3475), and when the sheriff is personally connected with a case (Code 3477). As the coroner is the only county official who may arrest the sheriff, he is not permitted to act under any order of the sheriff (1839, Stat. XI, 49; Code 3559). He is allowed to appoint one or more deputies, who must be approved by the resident circuit judge and duly certified by the coroner (Code 3558), but he does not avail himself of this privilege without authorization from the delegation, which sponsors the additional salary.

The coroner's office is now legally required to be located in the courthouse (Code 3560). The sheriff is required to set apart a room in the jail for the confinement of persons in the custody of the coroner (1825, Stat. VI, 262; 1839, XI, 53; Code 1946). In Richland County the technical skill necessary for inquests and post mortems is supplied by the county physicians under a separate appropriation (supra, p. 32).

The coroner keeps a record of inquests in "Inquisitions", entry 284, a required record (1839, Stat. XI, 53; Code 3563). Within ten days after the verdict, the original inquisition with evidence is returned to the clerk of the court of general sessions (Stat. XI, 53; Code 3564), after having been endorsed by the coroner in the manner prescribed by law (Code 3565). The present coroner of Richland County is a photographer, and has added photographs to his records, see entry 285. When the coroner acts as sheriff, he is required to keep a separate record of his executions or other papers, and to leave the book in the sheriff's office (Code 3567). Upon assuming office he must make out, in the presence of the clerk of court or the jailor, a list of the prisoners in the jail, which list must be signed by him and by the clerk or jailor. The original must be placed in the clerk's office. (Code 3569.)

284. INQUISITIONS, 1929--. 1 vol. Missing: 1839-1928.
Record of testimony and verdict for cases investigated by coroner, showing date of inquest, name of deceased, date of death, and synopsis of verdict by jury. Arr. chron. Indexed by name of deceased. Hdw. 600 pp. 15 x 11 x 3.
For original papers, see entry 106.

For abbreviations and explanatory notes see pages 24-26

285. SCRAP BOOK, 1934--. 5 vols.
Contains newspaper clippings on death cases which the coroner has investigated; also a few photographs of death sites. Arr. chron. No index. Printed and pasted. 50 pp. 14 x 11 x $\frac{1}{2}$.

XXVII. AUDITOR

The office of county auditor dates from 1868, when it was created as part of the state financial system instituted in the general reorganization which followed the Civil War.

During colonial times, pioneers' lands were exempt from taxation for the first ten years, but slaves and money at interest were assessed (1784, Stat. IV, 190). The duties of locating and assessing taxable property were performed by tax collectors, who were also "enquirers" and "assessors", named by the legislature each year in the general appropriation act. In 1836 they were named by the electorate (Stat. VI, 558-59). Between 1868 and 1874 the duties of assessment were taken over by the newly created county auditor and the local assessors (Stat. XIV, 28-67; XV, 731-80).

The auditor is a combination state and county statutory official, one-third of his salary being paid by the county and two-thirds by the state (Code 2700). He is nominated in the primary (Code 2365) and appointed by the governor with the senate's consent for four years (Acts 1915, p. 516; Code 2698). Before entering office he is required to take the constitutional oaths that he is qualified for office, that he will perform the duties, and preserve, protect and defend the constitutions; that he has not engaged in a duel since 1881, and will not engage in one while in office. He also posts such surety bond as the governor may require. (Const. 1895, art. III, 26; Code 2698.) The auditor may be suspended or removed by the governor (Code 2701), and vacancies in the office are filled by the governor (Code 3093). In 1902 the auditor became ex officio a member of the board of jury commissioners (supra, p. 71), and in 1926 a member of the forfeited land commission (infra, p. 135). He may become an ex officio member of the board of honor when there are no living Confederate veterans in the county (infra, p. 160). The Richland County auditor is assisted by a deputy auditor, a chief clerk and an extra clerk (supply act in Acts 1938, p. 2705).

It is the duty of the auditor in Richland County to appoint and advertise the places at which he will receive the returns of taxpayers (Code 2702). With the local boards of assessors (infra, p. 125) on or before the first Tuesday in March in each year, he must seek for and discover all property in this county subject to taxation and not previously returned or listed with the auditor. He is required to lay before the assessors the tax returns, together with a list of property not previously returned, stating in his column for remarks what he thinks ought to be the valuation. (Code 2742.) The boards of assessors are required to carefully consider the returns and lists, and to assess fairly and impartially the value of all

OCONEE COUNTY
PICKENS COUNTY
GREENVILLE COUNTY
SPARTANBURG COUNTY
ANDERSON COUNTY
LAURENS COUNTY
ABBEVILLE COUNTY
NEWBERRY COUNTY
EDGEFIELD COUNTY
UNION COUNTY
YORK COUNTY
CHESTER COUNTY
LANCASTER COUNTY
CHESTERFIELD COUNTY
MARLBORO COUNTY
FAIRFIELD COUNTY
KERSHAW COUNTY
DARLINGTON COUNTY
MARION COUNTY
HORRY COUNTY
RICHLAND COUNTY
SUMTER COUNTY
LEXINGTON COUNTY
CLARENDON COUNTY
WILLIAMSBURG COUNTY
GEORGETOWN COUNTY
ORANGEBURG COUNTY
BARNWELL COUNTY
CHARLESTON COUNTY
COLLETON COUNTY
BEAUFORT COUNTY
SOUTH CAROLINA
COUNTIES
1868
Compiled by
Historical Records Survey, WPA 1938.

property in their respective tax districts, entering their assessments upon the returns and lists, and reserving the right to increase or lower the valuations of the auditor or of the taxpayer (Code 2743). Whenever the valuation and assessment of any property is fixed by these boards at a sum greater by $100 or more than the amount returned by the owner or his agent, or whenever any property is valued and assessed for taxation which has not been previously returned or assessed, the auditor sends a notice to the taxpayer. If the taxpayer objects, he may appeal to the county board of equalization. (Acts 1901, p. 619; Code 2743.) From 1869 until 1882 the auditor assessed penalties for delinquent militiamen (infra, p. 189).

Records for the office were standardized in 1874, at which time 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 2733). From these after careful corrections by the auditor from his records of current conveyances, and by the boards of assessors and of equalization, the auditor makes up the new tax schedules in "duplicates" for himself and the treasurer (1868, Stat. XIV, 50, 51; Code 2713). The state comptroller general prescribes the system of bookkeeping (1882, Stat. XVII, 1023, sec. 245; Code 2731), and has the printed forms made up into books for the auditor's and treasurer's duplicates. These are forwarded to the county offices, and must be examined at least once each year by the comptroller general's office (1882, Stat. XVII, 1008; Code 2732). Upon the duplicates, the auditor enters each taxpayer's name and schedule of property, assigning every taxpayer a number which appears upon both the auditor's and the treasurer's records, and again upon the tax receipt or the tax execution, as the case may be. At the time of the financial officers' annual balancing of accounts, known as the "settlement", the auditor receives from the treasurer all canceled warrants, coupons, and other vouchers of disbursements, which he files by years as settlement papers (see entries 300-305). The settlement sheets are signed in duplicate by the county treasurer and each official whose accounts are balanced; one copy is filed with the comptroller general and the other with the auditor. (1893, Stat. XXI, 401; Code 2841.) The auditor is required to keep a journal of the board of equalization (1868, Stat. XIV, 49; Code 2747); a list of tax exempt property (1882, Stat. XVII, 1010; Code 2711); correspondence with comptroller general (1882, Stat. XVII, 1017; Code 2729); reports to superintendent of education on poll tax (1890, Stat. XX, 718; Code 2708); a permanent record of all abatements of taxes (1900, Stat. XXIII, 307; Code 2734); magistrates' monthly reports of money collected (1901, Stat. XXII, 742-43; Code 3729); quarterly reports of sales by dealers in explosives (1903, Stat. XXIV, 125; Code 1304); annual tax returns of timber rights (1913, Stat. XXVIII, 197; Code 6573); tax commission returns (1915, Stat. XXIX, 130; Code 2426) and descriptions from judge of probate of real estate changing owners by inheritance (1923, Stat. XXXIII, 117; Code 227). Unpaid tax executions were made a permanent record in 1896 (Stat. XXII, 255; Code 2152). The auditor sends annually an abstract of the duplicate to the state comptroller general (1882, Stat. XVII, 1016; Code 2728). All reports are required by law to be on uniform blanks and open to public inspection (Code 5277).

For abbreviations and explanatory notes see pages 24-26

Among the obsolete records of the office are: accounts of money from licenses (under general law, 1872, Stat. XV, 202); record of forfeited lands and deeds, and sales of lands for taxes (1868, Stat. XIV, 62-64); dispensers' request books (1898, Stat. XXII, 745); and returns of dispensers (1896, Stat. XXII, 132-33). Private income tax returns were filed with the auditor from 1897 (Acts, pp. 529-31) until repealed in 1918 (Acts, p. 773).

Tax Records

286. (TAX RETURNS), 1932--. 188 vols.
Original sworn returns of valuation of taxable property (personal and real) filed with auditor by taxpayers, showing date, location and items; also poll and road tax assessments. Arr. alph. by name of taxpayer under school district. No index. Hdw. on printed form. 400 pp. 15 x 9 x 4.

287. (SUPPLEMENTAL TAX RETURNS), 1915--. 37 vols.
Original sworn returns of taxpayers subject to 50 percent penalty because returned after tax duplicates have been made up, showing date, location and items of property, oath and signature or mark of taxpayer. Arr. alph. by name of taxpayer under school district. No index. Hdw. on printed form. 300 pp. 8 x 9 x 4.

288. MERCHANTS, 1920--. 5 vols.
Record of assessments of merchants and of minor corporations as received from the state tax commission, showing name, address, school district, assessment; also related correspondence. Arr. alph. by name of firm under name of town, grouped by years. No index. Typed, and typed on printed form. 200 pp. 9 x 14 x 4.

289. (CORPORATION ASSESSMENTS), 1925--. 1 f. d.
Assessments of corporations as received from the state tax commission, showing name, address, school district, assessment. Arr. chron. and alph. under school district. No index. Typed on printed ruled form. 12 x 14 x 24.

290. AUDITOR'S TAX DUPLICATE, 1868--. 174 vols. Missing: City, 1897, 1902. Subtitled City; County.
Schedule of all taxable property, real and personal, itemized in detail, showing name and number of taxpayer, number of acres and value of buildings in rural area; number and value of lots and buildings in cities, towns, and villages; amount and value of each kind of personal property, total value of all taxable property, total tax and levy. Arr. alph. by name of taxpayer under twp., 1868-1912; under school district, 1913--. No index. Hdw. on printed ruled form. 250 double pp. 19 x 28 x 2½. 54 vols., mixed dates, basement; 120 vols., office.
For treasurer's parallel record, see entry 311.

291. (TAX DUPLICATE OF VEHICLES), 1915. 1 vol.
Tax book made for the collection of taxes on automobiles and other vehicles, showing name of taxpayer, name and make of automobile or motorcycle, horsepower, one-horse vehicle, two-horse vehicle, four-horse vehicle, amount of

tax, when paid, and remarks. Arr. alph. by name of taxpayer under school district. No index. Hdw. on printed ruled form. 100 pp. 17 x 14 x ½.

292. TREASURER'S TAX DUPLICATE OF COLUMBIA, 1904. 1 vol.
Tax book apparently used by the board of assessors, showing name of taxpayer, address, number of acres, lots, buildings; value of taxable real estate, value of all taxable personal property, total value of all taxable property. Arr. alph. by name of taxpayer. No index. Hdw. on printed ruled form. 69 pp. 18 x 12 x ½. Jail.

293. ABATEMENT BOOK, 1901--. 2 vols.
Record of reduction of taxes which have been assessed on tax duplicate, showing tax duplicate charges; name of taxpayer, fiscal year, page, line; land, number of acres, value; lots, number, value; buildings, number, value; personal, total taxable property; state taxes, county, school, special taxes; total taxes charged; abatements allowed: abatement, date, number; land, number acres, value; lots, number, value; buildings, number, value; personal, etc.; polls abated by county auditor, and remarks (reason for asking and granting abatement). Arr. chron. No index. Hdw. on printed ruled form. 100 double pp. 17 x 14 x 1 and 19 x 12 x 1. 1 vol., 1901-14, basement; 1 vol., 1915--, office.

Conveyances

294. RECORD OF CONVEYANCES OF REAL PROPERTY, 1871-89, 1893-1909, 1913--. 37 vols. (A-D, F-M, P-Z, AA-AN).
Record of current real estate conveyances kept for corrections on Auditor's Tax Duplicate, entry 290, showing date, name of seller, buyer, quantity of land, location, price and date of sale. Arr. chron., 1871-1907; arr. alph. by name of seller, 1907--. No index, 1871-1906; for separate indexes, 1906--, see entries 295-297. Hdw. on printed ruled form. 350 pp. 16 x 20 x 2. 7 vols., 1876-89, 1893-1901, 1907-8, basement; 30 vols., 1902-6, 1909, 1913--, office.

295. DIRECT INDEX TO CONVEYANCES, 1910-12. 2 vols. (AK, LZ).
Discarded direct index to Record of Conveyances of Real Property, entry 294, showing year of record, book, page, names of grantor and grantee, and description of property. Arr. alph. by name of grantor. Hdw. on printed ruled form. 250 pp. 16 x 14 x 1.

296. AUDITOR'S CROSS INDEX, 1912, 1916-35, 1937. 21 vols. Title varies: Cross Index to Conveyances.
Cross index to Record of Conveyances of Real Property, entry 294, showing year of record, book, page, names of grantee and grantor, and description of property, 1912; and buyer, seller, date, deed book and page, 1916-35, 1937. Arr. alph. by name of buyer. Hdw. on printed ruled form. 250 pp. 11 x 9 x 1 to 16 x 14 x 1.

For abbreviations and explanatory notes see pages 24-26

297. AUDITOR'S RECEIPTS FOR DEEDS, 1906-12, 1914--. 27 vols.
Title varies: Deeds.
Receipt book for acknowledging delivery of deeds to clerk of court for recording, showing names of seller and buyer, date, fee, and initial of recipient for clerk. Also serves as direct index to Conveyances of Real Property, entry 294. Arr. alph. by name of seller. Hdw. on printed ruled form. 256 pp. 11 x 9 x 1.

Settlement Records
(See also entries 349-351)

298. ABSTRACTS, 1922--. 1 bundle, 3 f. b., 1 f. d. Title varies: Abstracts and Settlement Sheets.
Abstracts of various kinds, including abstracts of duplicate, penalties, and additionals, showing accounts of back taxes, of current taxes, and anticipated taxes. Also contains (Settlement Sheets), entry 299. Arr. chron. No index. Hdw. on printed form. Bundle, 12 x 14 x 4; f. b., 10½ x 5 x 13½; f. d., 12 x 14 x 24. Bundle, treasurer's office. 3 f. b., treasurer's vault; 1 f. d., room 119.

299. (SETTLEMENT SHEETS), 1912-13, 1922--. 1912-13 in County (Warrants), entry 324; 1922-- in Abstracts, entry 298.
Duplicate settlement sheets, showing debits and credits balanced; endorsed by financial officers, grand jury foreman, and comptrollers general's agent.

300. COUNTY WARRANTS, 1929--. 1 bundle, 1 box, 3 f. b. 1869 in Miscellaneous Papers, entry 157.
Canceled warrants issued by the county commissioners in payment of approved claims and canceled when paid by treasurer. Also contains few School Warrants, 1930-35, entry 301. Arr. chron. No index. Hdw. on printed form. Bundle, 4 x 6 x 8; box, 30 x 15 x 18; f. b., 10½ x 5 x 13½. Bundle, basement; box, treasurer's office; f. b., treasurer's vault.
For stubs, see entry 9; for file book, see entry 10; for other county commissioners' warrants, see entry 304; for treasurer's list, see entry 324.

301. SCHOOL WARRANTS, 1928--. 1 package, 3 f. b. 1930-35 (few) in County Warrants, entry 300.
Canceled school claims approved by trustees and the superintendent of education, and cashed by the treasurer, showing amount, school district, district number, county superintendent's number, date, to whom paid, amount, signatures of trustees and superintendent, and date of approval. Arr. chron. No index. Hdw. on printed form. Package, 6 x 8 x 13; f. b., 10½ x 5 x 13½. Package, basement; f. b., treasurer's vault.
For duplicates, 1920--, see entry 366, for file book, 1894-1919, see entry 367; for memorandum record, see entry 368.

302. HIGHWAY COMMISSION WARRANTS, 1923-25. 1 vol. Discontinued.
Record of warrants of the state highway commission drawn on the county treasurer for transferring road funds and federal appropriations, showing date, description, and amount. Arr. chron. No index. Hdw. on ruled form. 146 pp. 14 x 9 x 1. Treasurer's office.

303. (STATE HIGHWAY WARRANTS), 1921-22. 1 package.
Warrants of the state highway commission drawn on the treasurer and cashed, showing date, description, and amount. Arr. chron. No index. Hdw. on printed form. 10 x 4 x 2. Treasurer's office.

304. SUPERVISOR AND PERMANENT ROADS WARRANTS, 1928-30. 1 cardboard box.
Canceled warrants of county commissioners, and the defunct Richland County commissions for permanent roads, showing date, description, and amount. Arr. chron. No index. Hdw. on printed form. 20 x 14 x 7. Basement.
For other road commissioners' records, see entries 42-48, 109; for other commissioners' warrants, see entry 300.

305. HOSPITAL WARRANTS, 1929--. 3 bundles, 2 f. b.
Canceled warrants drawn on the treasurer for expenses of the Columbia Hospital. Arr. chron. No index. Hdw. on printed form. Bundle, 8 x 6 x 10; f. b., 10½ x 5 x 13½. Bundles, treasurer's office; f. b., treasurer's vault.
For record of warrants, see entry 326; for file book, see entry 537; for hospital's duplicates, see entry 543.

Correspondence

306. LETTER BOOK, 1873-80. 1 vol.
Letter-press copies of letters written by the auditor. Arr. chron. Indexed by name of addressee. Hdw. 8820 pp. 11 x 8 x 1.

Maps
(See also entries 102, 103)

307. MAP OF COLUMBIA, S(outh) C(arolina), 1923. 1 map.
Guide map to block locations of City of Columbia, entry 308, showing street names, city limits and block numbers. Prepared from information in city engineer's office. Black and white, framed. 1 inch = 500 feet. 22½ x 25.

308. CITY OF COLUMBIA, 1923. 2 vols.
Detailed maps of each city block, showing block number, street names, lot number and measurement, houses to scale; value of lots, buildings, and total; reverse shows lot number and name of owner, 1922. Arr. by block no. as in entry 307. No index. Hdw. on printed form, and blue-print. 500 pp. 22 x 15 x 3.

Miscellaneous

309. COUNTY COMMISSIONERS ACCOUNTS FOR 1875, 1869-95. 1 vol.
Memorandum minutes of the county board of equalization, 1869-72; also record of county commissioners allowances per diem and mileage expenses, 1875-95; list with name and address and value of non-taxable property, such as churches, state buildings and eleemosynary institutions. Arr. chron. No index. Hdw. on ruled form. 200 pp. 13 x 8½ x ½.

For abbreviations and explanatory notes see pages 24-26

310. (COLUMBIA TAXPAYERS), 1905-6. 1 vol.
List of taxables in Columbia, showing name, personal (amount); tax; poll, and remarks (or paid). Arr. alph. by name of person. No index. Hdw. on printed ruled form. 248 pp. 13 x 9 x 1.

XXVIII. BOARD OF EQUALIZATION

The board of equalization dates from 1868, when it was composed of the auditor, the treasurer, and the county commissioners (Stat. XIV, 47). The county commissioners were authorized to divide the county into tax districts, with an assessor for each district (Stat. XIV, 45). Three years later the office of assessor was abolished, and the auditor alone received returns and made assessments but he could appoint assistants if needed to complete the assessments (1871, Stat. XIV, 623-24). In 1874 the judge of the circuit courts was empowered to appoint three "intelligent tax-paying citizens" to serve with the treasurer and the auditor as the county board of equalization (Stat. XV, 752-53).

An act of 1880 declared the system of taxation "unnecessarily expensive and cumbersome," and a state commission was created to recommend a remedy for the situation (Stat. XVII, 509). As a result the tax system was revised in 1882 (ibid., pp. 983-1042). Under this revision, a board of assessors for each township was composed of three freeholders appointed by the county auditor. Their chairmen formed the county board of equalization, and the chairman of this board in turn was a member of the state board of equalization. (Ibid., p. 1019.) In 1894 the local boards of assessors and the county board of equalization were abolished and their duties devolved upon the township and county boards of commissioners (Stat. XXI, 482). Three years later, special boards of assessors were set up, composed of "three discreet electors" appointed by the governor for each incorporated city or town of not less than 500 population, but the county commissioners still served the rural areas. Appeals from decisions of the special boards were made to the county board of commissioners sitting as a board of equalization, and appeals from them in turn were to the comptroller general. (1897, Stat. XXII, 464-69.) Under the county government act of 1899, the board of county commissioners was authorized to continue as a board of assessors and equalization until successors could be appointed. The governor was required to appoint, for two year terms, boards of assessors, whose chairmen were ex officio members of the county board of equalization. (Acts 1899, pp. 3, 4.) The following year, the duties of the township and county boards of commissioners relative to the valuation, assessment, and returns for taxation, were devolved upon township boards of assessors, special boards for cities and towns, and the county board of equalization. Members of township and special boards were appointed by the governor to serve terms coterminal with his; the chairmen of these boards were ex officio members of the county board of equalization. (Acts 1900, p. 284.) Under this general law, the duties relative to the valuation, assessment and return of property for taxation, were performed by these township boards of assessors, special boards of assessors for cities

For abbreviations and explanatory notes see pages 24-26

and towns, and the county board of equalization. Since 1917 under a special act for Richland County, the boards of assessors outside of Columbia are the school district trustees (Acts 1917, p. 124). The chairmen of these boards serve as members of the county board of equalization. (Code 2737.)

The county board of equalization meets on the fourth Tuesday in March. After taking an oath, its their duty 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. (1868, Stat. XIV, 48-49.) Upon direction of the chairman or of a majority of the members, the board may meet whenever necessary and hear the appeals and grievances of taxpayers. Appeals from its decisions may be made to the tax commission. (Stat. XXIX, 125-32; Code 2747.) The boards of assessors and equalization are under the general supervision of the state tax commission, which advises them as to their duties under the laws of the state (Code 2426).

The records of the board usually consist of corrections on the returns for taxation, see entries 286, 287; but the auditor as the clerk of the board is required to keep a record of its proceedings (Code 2747). For minutes 1869-72, see entry 309.

XXIX. TREASURER

The forerunner of the modern county treasurer was the ante bellum tax collector, who was named for each parish or vaguely defined tax district by the general assembly in the annual appropriation act. This officer should not be confused with the present delinquent tax collector (infra, p. 131). The former inquired into the taxable possessions of his neighbors, assessed and collected all taxes, which he remitted to the state treasury; he levied upon defaulting taxpayers by warrant upon the sheriff or coroner; and he held distress sales at the district or county courthouse. (Stat. VII, 276-77.) Until 1791, his tenure was renewable during good behavior; then it was limited to the pleasure of the legislature (Stat. V, 192); and in 1812 it was fixed at four years (Stat. V, 674). The office became elective by the voters in 1836 (Stat. VI, 558); and it became extinct under the financial system set up after the Civil War, when the office of county treasurer was created (1868, Stat. XIV, 67).

The present county treasurer is a statutory officer, nominated in the primary (Code 2365) and appointed by the governor with the consent of the senate for a four-year term (1915, Stat. XXIX, 516; Code 2789). He is both a state and a county officer, the state paying two-thirds of his salary and the county the other third (1929, Stat. XXXVI, 198; Code 2700). Like all other public officers he is commissioned by the governor (Code 3042). Before assuming office he posts such surety bond as the governor may deem advisable, provided that in Richland County it may be not less than $30,000 (1897, Stat. XXII, 410, 440; Code 2789). He also takes the oaths prescribed in the constitution (1895, art. III, 26), and the additional oaths against

(Next entry 311, p. 127)

gaming, dueling, and sharing the profits of the office (Code 2789, 3044). For cause he may be suspended and removed from office by the governor (Code 2701, 2791). Vacancies are filled for the unexpired term by appointment of the governor with the consent of the senate (Code 3093). In 1893 the treasurer became an ex officio member of the board of jury commissioners (supra, p. 71), in 1901 a member of the defunct sinking fund commission (infra, p. 136), and in 1926 of the forfeited land commission (infra, p. 135).

The duties of the county treasurer are concerned with the collection, custody, and disbursement of county funds. His office is open from September 15 to December 31 for the receipt of taxes without penalty. (1882, Stat.XVII, 1023; Code 2795.) He disburses upon warrants from the authorized officials all money of the county from whatever source derived. Beginning in 1879 under a general law, the treasurer of Richland County is required to attend at convenient places in the county for one or more days to collect taxes, and thirty days prior to publish notice of places he will attend (Acts 1879, p. 23; Code 2794). On the first of each month, the county treasurer sends the state comptroller general a complete statement of the total collections to date (1882, Stat. XVII, 1027; Code 2802), copies of which are filed with the superintendent of education, the commissioners, and the clerk of court; he reports to the county commissioners 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, see entries 327, 359 (1882, Stat. XVII, 1027; Code 2801). An annual report is made by the treasurer to the court of general sessions at the second term, showing the number, character and amount of claims paid by him on orders of the county commissioners and superintendent of education, which is submitted by the judge to the grand jury and filed by the clerk of court for public inspection (1882, Stat. XVII, 892; Code 2829); and on November 1 he reports to the state superintendent of education, showing, by school districts, the amount of poll tax and all other school taxes collected by him for the fiscal year (1896, Stat. XXII, 169; Code 5398). On the first Wednesday in every month the clerk of court and the sheriff were required to file reports with the treasurer, showing accurate statements of all moneys collected from licenses, fines, penalties, or forfeitures during the month (1878, Stat. XVI, 753; Code 3544, 3612), until 1932 (Acts, p. 1449-56) when the treasurer was required to collect all fees for county officers. All reports are required by law to be on uniform blanks and open to public inspection (Code 5277).

The records of the office throughout the state have a degree of uniformity. The state comptroller general prescribes the systen of bookkeeping to be used (1893, Stat. XXI, 401; Code 2844), makes up the printed form of the books, and either he or his agent examines them at least once a year (1882, Stat. XVII, 1008; Code 2732). The Treasurer's Duplicate has been required since 1868 (Stat. XIV, 50-51; Code 2717). The tax execution book, which dates from 1882 (Stat. XVII, 1027), was discontinued in 1933 because extra columns were added to the Duplicate. Since tax liens expire in ten years (1899, Stat. XXIII, 80-81; Code 2863), the treasurer's carbon copies of tax receipts (1882, Stat. XVII, 1023; Code 2795) need not be preserved

for a longer period. On these receipts appear the numbers given to the taxpayers on the county auditor's duplicate. Upon the reverse of these receipts, the same numbers appear again on the tax execution form, which is printed there for use in case the taxes are not paid. Until 1910 receipts for commutation road tax were given, as able-bodied men had the choice of performing labor on the roads in lieu of the tax. Now the tax is mandatory without option. (1910, Stat. XXVI, 668-69; Code 4734.) In 1892 the treasurer was required to keep a general account of cash school funds, see entry 325 (Stat. XXI, 80; Code 2799). As he collects state taxes which he remits to the state treasurer, see entry 322, he preserves the state treasurer's receipts (1882, Stat. XVII, 1026, 1028; Code 2800).

Each year the county treasurer safeguards as his vouchers of disbursements, the current paid coupons, warrants, and school claims, until he can deliver them to the county auditor at the annual settlement in May (1889, Stat. XX, 348-50; Code 2840).

By amendment in 1933 (Acts, pp. 218, 591) the fiscal year (Const. 1895, art. X, 10) may be changed from January to July 1. This has not been done in Richland County, although school accounts are closed each school year (Acts 1913, p. 191; Code 5411), ending in June (infra, p. 138).

Taxation

311. TREASURER'S DUPLICATE, 1872--. 112 vols. Missing: (County) 1868-71, 1873-74, 1878-79, 1883-85, 1891-93, 1897, 1900, 1902; (City) 1879-80, 1886-87, 1895-96. Subtitled: City, County Duplicates.

Record of taxable property, showing name and number of taxpayer, date of payment, number of acres, lots, buildings; value of all taxable real estate, value of all taxable personal property, total value of all taxable property, total tax. poll tax, road tax, number of dogs and tax, total for collections; January 1, 1 percent penalty; February 1, 1 percent penalty; March 1, 5 percent penalty; total penalty; also shows since 1932 total taxes and penalties, executions turned over to sheriff, executions nulla bona. Arr. alph. by name of taxpayer under twp., 1872-1915; under school district, 1916--. No index. Hdw. on printed ruled form, 200 to 600 double pp. 18 x 12 x 1½ to 4. 1 vol., 1872-73, auditor's office; 19 vols., 1874-75, 1925-33, treasurer's office; 85 vols., 1876-1924, basement hall; 1 vol., 1901, clerk's basement; 6 vols., 1932--, tax collector's office.

For auditor's parallel record, see entry 290.

312. TAX RECEIPTS, 1936--. 118 vols.

Duplicate tax receipts, showing name and number of taxpayer, county, date, number of acres, lots, buildings; value real estate, value personal property, total taxable, kind of taxes (state, county, school, special, poll, road, dog, total), amount percent penalty, total tax and penalty, treasurer's costs, sheriff's costs, total; also treasurer's cash slip, showing number, tax district number, name of taxpayer, kind of taxes (state, county, school, special, poll, road, dog, total), amount percent penalty, total tax and penalty, year,

taxable property, and date collected. Arr. by tax receipt no. No index. Hdw. on printed form. 200 pp. 16 x 11 x 2.

For other tax receipts, see entry 343.

313. COUNTY TREASURER'S EXECUTION BOOK, 1890-94, 1899-1903, 1905, 1907-12, 1915, 1918-29. 36 vols.

Treasurer's duplicate of sheriff's tax execution book, which is a record of delinquent taxes, showing number and name of taxpayer, number of acres, lots, buildings; value of all realty, value of personalty, total value, total taxes, polls, penalty on polls, dogs, penalty on dogs, capitation road tax, total tax and penalty, executions collected and paid to county treasurer, executions nulla bona and double entry, treasurer's costs, and remarks. Arr. alph. by name of taxpayer under city and twp., 1890-1915; under school district, 1918-29. No index. Hdw. on printed ruled form. 200 double pp. 18 x 12 x 2. Basement hall.

For sheriff's parallel records, see entries 259, 260; for tax collector's parallel record, see entry 332.

314. (TREASURER'S 15% DELINQUENT LIST), 1877, 1882-83, 1886-89. 3 vols.

Record of delinquent taxes, showing name of taxpayer, date of payment, number of acres, lots, buildings; value of all real estate, value of all personal property, total value of all taxable property, state, county, and school taxes; 15 percent penalty on all county tax; poll tax, 15 percent penalty on poll tax; total tax with 15 percent penalty. Arr. alph. by name of taxpayer under twp. No index. Hdw. on printed ruled form. 1 vol., 1877, poor condition. 200 double pp. 18 x 12 x 1½. Basement hall.

315. COUNTY AUDITOR'S DUPLICATE (Commutation Road Tax), 1911. 1 vol.

Treasurer's duplicate of auditor's list of those liable for commutation road tax, showing name of taxpayer, residence, receipt number, date of payment, total tax, and remarks. Arr. alph. by name of taxpayer. No index. Hdw. on printed ruled form. 179 pp. 18 x 12 x 1. Basement hall.

316. JOURNAL, 1884-1900. 1 vol.

Record of tax receipts issued by the treasurer, showing number, date, name of taxpayer, township, state, county, school and poll taxes, penalty, total amount collected, 1884-86; also daily recapitulation, 1885-87; abstract of collections, 1886-1900. Arr. chron. under twp. No index. Hdw. on printed ruled form. 476 pp. 17 x 15 x 1. Room 118.

Financial Records

317. JOURNAL, 1929. 1 vol.

Record of taxes, 1924-26, in hands of sheriff 1929 and returned to treasurer, showing name of taxpayer, whether amount collected, nulla bona, double entry, collection pending. Arr. alph. by name of taxpayer under school district. No index. Hdw. on ruled form. 300 pp. 16 x 11 x 2. Basement hall.

318. LEDGER, 1919--. 2 vols. Title varies: Cash.
Record of total daily collections, showing date, item, tax for support of railroad commission, regular taxes, polls, roads, dogs, property taxes, (balanced monthly); also distributions of collections; amount of collections and distributions of the collections received from the tax collector. Arr. chron. No index. Hdw. on ruled form. 200 double pp. 16 x 11 x 1½. 1 vol., 1919-34, basement hall; 1 vol., 1934--, office.
For tax collector's parallel record, see entry 340.

319. (CASH BOOK), 1922--. 3 vols.
Record of all totaled daily collections and disbursements, showing date, description, amount of receipt or disbursement under distribution heads. Arr. chron. No index. Hdw. on ruled form. 75 double pp. 12 x 15 x 1.

320. CASH BOOK (Miscellaneous Collections), 1903-19. 2 vols.
Record of receipts from miscellaneous sources, showing date, source, amount, where deposited, and amount. Arr. chron. No index. Hdw. on ruled form. 150 double pp. 14 x 9 x 1. Basement hall.

321. BANK CASH BOOK, 1920--. 3 vols.
Monthly balanced record of deposits and checks in all banks, showing date, description of deposits, date and description of check drawn. Arr. chron. No index. Hdw. on ruled form. 152 pp. 16 x 11 x 1.

322. LEDGER (State Taxes), 1890-94. 1 vol.
Accounts of state taxes remitted, county commissioners' expenses, special city school, county school, C N & L bridge, polls, Winthrop training school, 1890-91; railroad taxes and distribution, 1892; county dispenser account, 1894; railroad commission, 1890-91. Arr. by account. Indexed by name of account. Hdw. on ruled form. 404 pp. 16 x 11 x 1. Room 118.

323. LEDGER (General County), 1884-1900, 1919-23, 1936--. 3 vols.
Accounts of all appropriations and separate money accounts, showing date, source, amount of all receipts and expenditures. Arr. by account. No index, 1884-1900; indexed by name of account, 1919-23, 1936--. Hdw. on ruled form. 400 pp. 16 x 11 x 1½. 1 vol., 1884-1900, room 118; 1 vol., 1919-23, basement hall; 1 vol., 1936--, vault.

File Books

324. COUNTY (Warrants), 1890-98, 1912--. 15 vols. Title varies: Tax Book; Journal.
List of warrants paid by treasurer, showing date, warrant number, payee, amount. Also contains (Settlement Sheets), 1912-13, entry 299. Arr. by warrant no. No index. Hdw. on ruled form. 150 to 300 pp. 15 x 10 x 1 to 18 x 12 x 3. 1 vol., 1890-98, auditor's office; 2 vols., 1912-21, basement hall; 12 vols., 1922--, office.
For commissioners' file book, see entry 10; for warrants, see entry 300.

For abbreviations and explanatory notes see pages 24-26

325. SCHOOL, 1913--. 8 vols. Title varies: Superintendent's Warrants.
Record of the disbursement of school funds as allocated on superintendent's (Monthly Reports), entry 327 iii, showing distribution, date, date of approval, number, payee, amount, 1913-19; and payee, amount, district and claim number, 1918--. Arr. by account under school district no., 1913-19; arr. by claim no. under school district, grouped by months, 1920--. No index. Hdw. on printed ruled form, 1913-19; hdw. on ruled form, 1919--. 150 to 500 pp. 14 x 9 x 1 to 18 x 15 x 2½. 1 vol., 1913-19, basement; 7 vols., 1913--, office.
For superintendent of education's parallel record, see entry 367.

326. HOSPITAL, 1922--. 3 vols.
Record of disbursements of the treasurer by warrants drawn on the Columbia Hospital fund, showing date, warrant number, payee, and amount. Arr. by warrant no. under date. No index. Hdw. on ruled form. 300 pp. 15 x 10 x 1.
For canceled warrants, see entry 305; for hospital's parallel record, see entry 537.

Reports

327. (MONTHLY REPORTS), 1928--. Approx. 4 f. b.
Reports from and to the treasurer, including:
i. Copies of report to county finance offices of collections and disbursements, and balances of all ledger accounts.
ii. Copies of report to state comptroller general, showing grossed receipts and disbursements, and total balance.
iii. Original report of superintendent of education to treasurer on allocation of school funds (3-mill) on basis of enrolment and white teachers levy (4-mill); from which treasurer makes proper entries on his district accounts, entry 325.
Arr. approx. chron. No index. Hdw. on printed form. 10½ x 5 x 13½.
For other copies of reports, see entries 4, 359-361.

Fees

328. (FEE BILLS), current. 12 packages.
Treasurer's copies of fee bills, showing fees collected for the various offices. Arr. chron. No index. Hdw. 7 x 5 x 4.
For other copies of fee bills, see entries 98, 187, 227, 265; for record, see entry 329.

329. FEES COLLECTED FOR MONTH, 1932--. 1 clipboard file.
Daily record of fees collected by treasurer, compiled from fee bills, showing date and amounts for clerk of court, tax collector, sheriff, probate judge, treasurer, auditor, master; daily and monthly totals; also refunds to officers of delinquent fees collected which were due prior to 1932. Arr. chron. No index. Hdw. on printed ruled form. 14 x 10 x 1.
For fee bills, see entries 98, 187, 227, 265, 328.

Bonds

330. TAX PAID TREASURER BY TAX COLLECTOR (Bond Record), 1924-28, 1931-34. 6 vols.
Record of mills assessed and bonds or account to which applied, showing number of school district, date, and amount. Arr. by school district no. No index. Hdw. 50 pp. 17 x 11 x $\frac{1}{4}$. Basement hall.

331. REGISTRATION RECORD BOND ISSUE, 1921, 1925, 1936. 1 vol.
Record of county bonds issued and sold, showing buyer, kind of bond, percent, when due, serial number of bond, amount, signatures of guarantor and buyer, with related correspondence, and postal receipts; also record of courthouse bonds issued 1936, showing serial number of bond, maturity date, registration date, name of registered holder, and signature of treasurer. No arr. No index. Hdw. on printed form, and typed; correspondence and receipts pasted. 150 pp. (3 used) 14 x 12 x 1$\frac{1}{2}$. Basement.

XXX. TAX COLLECTOR

The modern office of tax collector was created in Richland County in 1932, when the duties of the sheriff in regard to the collection of delinquent taxes were devolved on the tax collector. The tax collector is appointed by a majority of the legislative delegation, to hold office for one year, at the pleasure of the delegation. His official surety bond of $10,000 is with a bonding company approved by the clerk of court, the expense being paid from general county funds by the treasurer. Other duties are the taking of an annual dog census, and the collecting of delinquent poll tax. He must also assist the auditor in striking off names not properly on tax books. In the performance of these duties, he may call deputy sheriffs, magistrates, constables or school trustees to his aid. Fees collected by the tax collector must be turned over to the county treasurer, with whom he has a semi-monthly settlement. As agent of the forfeited land commission, having taken over the duties of its former attorney (infra, p. 135), the tax collector may employ an attorney to assist in his work. He may also employ a clerk and one or more deputies for terms and salaries agreed on by the legislative delegation. The assistant tax collector must furnish a surety bond of $5,000 which is approved by the clerk of court. (Acts 1932, pp. 1324-27, 1448.) At present the office personnel consists of the tax collector, an assistant tax collector, a deputy assistant tax collector, a clerk, and a part time stenographer (supply act in Acts 1938, pp. 2707-8), all of whom are employed by, and are subject to the orders of, the tax collector.

All books and records of the sheriff for tax collections were turned over to the tax collector in 1932. Other records are semi-monthly reports to the county treasurer on itemized fees collected, and quarterly reports to the delegation "as to the amount of taxes, fees and costs collected, the property put on the tax books for taxes and the amount of delinquent taxes

unpaid, together with the reasons therefore." The tax collector also reports to the auditor on real or personal property not listed, under or over valued, which he enters on books to be viewed by the boards of assessors. (Acts 1932, pp. 1324-27.)

For Tax Collector's Orders, see entry 104; for records of forfeited land commission, see entries 352, 353.

Tax Executions
(See also entries 259, 260, 313)

332. SHERIFF'S TAX EXECUTION, 1921--. 33 vols. 1900-1902 in Execution Book, entry 257.
Record of delinquent taxes turned over to tax collector for collection, showing serial number, name of taxpayer, number of acres, lots, buildings; value of all real estate, value personalty, value of all taxable property, total taxes, taxes and penalties, polls, penalty on polls, dogs, penalty on dogs, capitation road tax, total taxes and penalties, amount collected by treasurer, amount executions issued, executions collected and paid to county treasurer, executions nulla bona, treasurer's costs, sheriff's costs, and remarks. Arr. alph. by name of taxpayer under school district and city. No index. Hdw. on printed ruled form. 200 double pp. 18 x 12 x 1½.

333. (EXECUTIONS FROM STATE TAX COMMISSION), 1932--. 1 vol.
Record of collection of miscellaneous taxes and licenses under execution of state tax commission, showing date, entry number, commission's number, against whom, amount, penalty, clerk's costs, total, by whom served, how served, date, and how paid. Arr. by entry no. For index, see entry 334. Hdw. on printed ruled form. 200 pp. 12 x 18 x 2.

334. INDEX, 1932--. 1 vol.
Current index to (Executions from State Tax Commission), entry 333, showing name of taxpayer and entry number. Arr. alph. by name of taxpayer. Hdw. on ruled form. 50 pp. 12 x 7½ x ¼.

335. (TAX EXECUTIONS), 1929--. 14 f. d., 3 rows.
Original tax executions turned over by treasurer to tax collector for collection, showing serial number and name of taxpayer, number of acres, lots, buildings; value real estate, personal property, total taxable; state, county, school, special, poll, road, dog, and total taxes, percent penalty, total tax and penalty, treasurer's costs, sheriff's costs, and total. Arr. by serial no. No index. Hdw. on printed form. F. d., 6 x 10 x 30; rows, 3 x 5 x 12.

Collections

336. (CASH BOOK), 1935--. 1 vol.
Daily record of itemized tax collections, showing date, name of taxpayer, school district or city, amount of taxes under years (1928-35), fees, and

total payment. Arr. chron. No index. Hdw. on printed ruled form. 100 pp. 10 x 18 x 2.

337. ORDER BOOK (Day Book), 1937--. 3 vols.
Daily record of cash transactions, showing date; balance; receipts, partial and execution, sale, cash, checks; allotments; record of day's deposits. Arr. chron. No index. Hdw. on ruled form. 75 pp. 12 x 7½ x ½.

338. (MISCELLANEOUS CASH BOOK), 1932--. 1 vol.
Record of collections of varied nature, showing serial number of receipt, name, date, South Carolina tax commission fee, part payment, tax sales, and miscellaneous; also list of partial payment tax collections. Arr. chron. No index. Hdw. on ruled form. 72 double pp. 14 x 14 x ½.
For record of partial payment tax collections, see entries 341-344.

339. (DAILY COLLECTIONS), 1935--. 1 vol.
Memorandum daily record of collections, showing date, tax, fees, and total. Arr. chron. No index. Hdw. on ruled form. 50 pp. 8 x 12 x 1.

340. TAX COLLECTOR, 1933--. 1 vol., 1 stack (kept for 1 year in book, then taken out and put on shelf).
Original lists of penalties and costs turned over to treasurer, showing date, description, and amount. Arr. chron. No index. Hdw. on printed form. Vol., 50 loose-leaf pp. 8 x 6 x 1; stack, 8 x 5 x 10.
For treasurer's parallel records, see entry 318.

Partial Payments
(See also entry 338)

341. (PARTIAL PAYMENT LEDGER), 1932--. 3 vols.
Record of partial payments made on delinquent taxes, showing name of taxpayer, district, address, taxes, year and amount; paid date, journal reference, charges, credits, and balance. Arr. alph. by name of taxpayer and chron. No index. Hdw. and stamped on printed ruled form. 450 loose-leaf pp. 11 x 8 x 4½.

342. (PARTIAL PAYMENT JOURNAL), 1935--. 2 vols.
Regular journal entries of partial payment receipts and deposits, showing date, name of taxpayer, receipt number, account, cash, name of bank deposited in, county treasurer and general column. Arr. chron. No index. Hdw. on ruled form. 75 pp. 14 x 11 x 1.

343. (PARTIAL PAYMENT RECEIPTS), 1932--. 33 vols.
Carbon copies of receipts issued to those making partial payments on taxes, showing serial number of receipt, name of taxpayer, date, amount due, amount paid, and signature of tax collector. Arr. by serial number of receipt under date. No index. Hdw. on printed form. 60 pp. 16 x 12 x 1.
For other tax receipts, see entry 312.

344. OLD ACCOUNTS, 1932-35. 5 f. d.
Card record of partial payments made on county taxes, showing name of taxpayer, amount due, amount and date of each payment. Arr. alph. by name of taxpayer under district. No index. Hdw. on printed ruled cards. 6 x 7 x 16.

Sales
(See also entries 261-264)

345. SHERIFF'S TAX RECORD MORTGAGES REAL ESTATE, 1927-31. 1 vol.
List of mortgage owners who must be notified before sale of land for taxes, showing property owner or mortgagor, address, mortgagee, (deed) records clerk's office, page, description, (tax) years, (paid), and remarks. Arr. alph. by name of mortgagor. No index. Hdw. on printed ruled form. 300 double pp. 18 x 15 x 2.
For clerk of court's parallel record, see entry 72, for petitions and affidavits, see entry 151.

346. TAX SALES, 1927--. 1 vol.
Record of sales of real and personal property under tax execution, including forfeited land commission sales, showing names of purchaser and former owner, description of property, date of sale, amount, and other notations. Arr. chron. Indexed by name of owner under city or county. Hdw. 600 pp. 18 x 12 x 3.

347. TAX SALES, 1933--. 1 f. d.
Memorandum records of each tax sale, showing advertisement, work sheets, tax levies, and related and general office correspondence, including estimates to delegation. Arr. chron. No index. Hdw. and typed, hdw. and typed on printed ruled form. 12 x 14 x 24.
For delegation's copy of estimates, see entry 2.

348. SCRAP BOOK, 1932--. 1 vol.
Newspaper clippings from The State and Columbia Record of tax sales, showing date and description of property, with notation as to date of sale. Arr. chron. No index. Hdw. and printed. 50 pp. 15½ x 11 x 1.

Settlement Records
(See also entries 298-305)

349. JOURNAL, 1933--. 1 vol.
Delinquent tax settlement book, used in making annual settlement with the county treasurer, showing name of taxpayer, amount due, amount paid to county treasurer, nulla bona or double entry taxes, amount to be collected for settlement. Arr. alph. by name of taxpayer under ward and school district. No index. Hdw. on ruled form. 300 pp. 16 x 11 x 1½.

350. (SETTLEMENT PAPERS), 1930--. 9 pasteboard boxes.
Original vouchers for annual settlement with treasurer, including nulla bona and double entry tax executions, check books, checks, "add slips",

and tax cash slips; also tax execution stubs. Arr. chron. No index. Hdw. on printed form. 4 x 8 x 16 to 12 x 12 x 18.

351. (MONTHLY REPORT TO TREASURER), 1932--. 1 f. d.
Copy of monthly settlement record of collection of delinquent poll and road taxes, showing date, school district, year of taxes and kind, unitemized total; also attached treasurer's receipt for money. Arr. chron. No index. Hdw. on ruled form. 12 x 14 x 24.

XXXI. FORFEITED LAND COMMISSION

In 1926 a forfeited land commission was provided for in each county to take over duties previously performed by the state sinking fund commission in regard to lands sold for delinquent taxes. The composition of the board varies in some counties, but in Richland County it follows the general law and is composed of the auditor, the treasurer, and the clerk of court as register of mesne conveyance, all three ex officio. If designated by the legislative delegation, the chairman of the board of county commissioners may also be an ex officio member. The commission organizes by electing one member chairman and another secretary. The auditor buys in for the commission at tax sales all lands for which no bid is offered sufficient to pay the amount of taxes due. (1926, Stat. XXXIV, 920-22; XXXVI, 125-27, 1234; XXXVIII, 213; XL, 1718; Code 2167.)

In Richland County, a special act of 1931 created an attorney for the forfeited land commission, to be appointed by the commission on recommendation of the legislative delegation. As agent of the commission, the attorney had to abstract titles of the commission's real property, to prepare necessary deeds from the sheriff, to perfect titles, and handle all legal matters. Through the attorney, an annual report was rendered to the legislative delegation, a copy of which was filed with the clerk of court as a public record. (Acts 1931, pp. 975-78.) Upon the creation of the office of tax collector in 1932, the tax collector, as agent for the forfeited land commission, assumed the duties of the attorney, and may employ an attorney to assist (Acts 1932, pp. 1324-27; supra, p. 131).

As it is very necessary that forfeited lands be returned to the tax books, the forfeited land commission is empowered to dispose of, at public or private sale, all forfeited land for which deeds had been executed to it by the tax collector of Richland County (Acts 1931, pp. 975-78). The tax collector, as agent of the forfeited land commission, posts a notice at the courthouse door, giving a description of property, owner, amount of taxes, penalties, interest or other charges due, and the names of the holders of any mortgage. Thirty days later the bids are opened in the office of the clerk of court, chairman. The highest bid is accepted if it covers the amount of taxes due, plus penalties and 6 percent interest accrued to the date of notice. Where mortgages are

of record outstanding as on such property, notice is mailed by registered letter to mortgagee or assignee at his or her last known address, and if the mortgagee or assignee bids, his bid is accepted in preference to the others, provided it has the above requirements. (Acts 1937, p. 564.) The commission disposes of all forfeited lands preferably for cash, and in no case for longer than ten years to complete payments. Proceeds of its sales, after indebtedness has been deducted, are divided by the treasurer between the county and state, at the end of each fiscal year. (1926, Stat. XXXIV, 920-22; 1938, XL, 1717-19.)

The records of the forfeited land commission are kept by the tax collector as its ex officio agent. For record of deeds, see entry 50; for original deeds, see entry 60; for record of sales, see entry 346; for sales notices, see entry 348.

352. BOND BOOK (Forfeited Land Book), 1939--. 1 vol.
An old bond book converted into a forfeited land book, showing name of property owner, entry number, deed book reference, location and brief description of property (where deed recorded), to whom sold, amount of sale, taxes due at time of sale; cost of advertisement, auction, and deed; total. Arr. chron. For index, see entry 353. Hdw. on printed ruled form. 404 pp. 14 x 20 x 1½.

353. INDEX, 1939--. 1 vol.
Index to Bond Book (Forfeited Land Book), entry 352, showing name of former owner of property, and page number of entry. Arr. alph. by name of former owner. Hdw. 50 pp. 12½ x 7½ x ¼.

XXXII. SINKING FUND COMMISSION (defunct)

In 1901, a sinking fund commission was created for Richland County, to consist of the treasurer ex officio and two citizens of the county appointed by the governor on recommendation of the legislative delegation for four years or until successors were appointed. The commission had the right to sue and be sued, plead and be impleaded in any and all courts of the state and the United States. It was the duty of the commission to lend, to invest in interest bearing securities, to collect and reinvest funds on hand or accruing from special levies made to refund debts for railroad bonds, and other funds collected for specific purposes; and to carry out the provision of an act of 1885 incorporating the Newberry and Laurens Railroad Company. (Acts 1901, pp. 832-33.)

Annually on the first day of January the commission was required to make a written report of all their actings and doings, with a statement of all receipts and disbursements (ibid.).

In 1901, Julius H. Walker and W. H. Gibbes, Jr. were commissioned by the governor; and in 1903, J. P. Matthews was commissioned to succeed W. H.

Gibbes (MS, County Officers South Carolina 1899, in secretary of state's office, Columbia). Since then there have been no appointments, and as no records can be found, the commission is evidently defunct.

XXXIII. SUPERINTENDENT AND BOARD OF EDUCATION

Prior to 1811, private schools and academies offered the only opportunities for elementary or secondary education in Richland County. The statewide system of free schools enacted in 1811 was primarily for poor children, but every citizen was entitled to send his child or ward. To carry out the provisions of the act, from three to thirteen free school commissioners, serving for three-year periods, were appointed in each election district by the legislature. The number of commissioners for Richland District was five. (Stat. V, 639-41.) The constitution of 1868 (art. X, 2) provided an elected school commissioner for each county; and the school law of 1870 set his term at two years (Stat. XIV, 342). Under the general school law of 1896, the constitutional county school commissioner was replaced by a statutory county superintendent of education elected for two years (Stat. XXII, 156). In 1915 under a special act for Richland County, the county board of education employed an expert superintendent of the educational system (Acts, p. 503), but in 1921 this was repealed and the general law of 1896 once more became effective. The present county superintendent of education in Richland County is, therefore, a statutory official, elected in the general election by the electors of the county, for a term of four years. Before entering office, he gives a surety bond of $2,000 which is approved by the county commissioners; and he takes the constitutional oaths of office (Const. 1895, art. III, 26), which are filed in the secretary of state's office. Like other officers, he is commissioned by the governor. Vacancies are filled for the unexpired term until the next general election by the county board of education. (1921, Stat. XXXII, 353-56; Code 5417.)

The county board of education originated in 1870, when the school commissioner was required to select two persons to constitute with himself the county board of examiners (Stat. XIV, 345). In 1896 this board was replaced by the county board of education (Stat. XXII, 159). Under a special act of 1915 (Acts, pp. 502-6), and another of 1921 (Acts, pp. 353-56), the Richland county board of education consists of the superintendent ex officio, and six members, one from each township outside of Columbia, elected at every third general election for a term of six years. Vacancies are filled until the next general election by a vote of the remaining members. (Code 5417.)

The duties of the school authorities have varied little in the main. The board of school commissioners of 1811, met annually on the fourth Monday in January, elected a chairman and secretary, selected the school site, employed and removed school masters, prescribed the curriculum, and generally managed school affairs. The number of schools established in each district equaled the number of representatives. (1811, Stat. V, 639-41.)

(Next entry 354, p. 140)

The temporary school law of 1868, directed the school commissioner to make a census of the unmarried youth of his county "between the ages of five and eighteen years, classifying them as colored and white, male and female"; to visit each school at least once a year; to see that the school law was enforced; to promote the cause of education; and to see that every school taught "orthography, reading, writing, arithmetic, geography, English grammar, history of the United States, the principles of the Constitution and Laws of the United States and of this State, and good behavior." He was further required to divide the county into districts, and to set the session for each school, according to its funds, between the first Monday in October and the last Friday in June, the legal limits of the school year. (Stat. XIV, 23.) In 1870 the various school laws were consolidated into one (ibid. pp. 339-48). The constitution of 1895 made liberal provisions for education, required separate schools for white and colored children, and directed the general assembly to provide for the necessary school officers (art. XI, Code 5406). The resulting school law of 1896 (Stat. XXII, 150-73) reenacted most of the provisions of the law of 1870. The county superintendent of education is the ex officio chairman and clerk of the board of education. He carries on the duties of his predecessor, the county school commissioner, and his main duty is to administer the financial affairs of the schools. The school fiscal year runs from July 1 through June 30. (Code 5310, 5411, 5417.)

The county board of education is an advisory body for the superintendent of education. It is also a tribunal for determining any matter of local controversy in reference to school laws, with power to summon witnesses, take testimony and make decisions, but either party may appeal to the state board. (1896, Stat. XXII, 161; Code 5348, 5417.) The county board may lay out school districts (Code 5350), transfer pupils from one school district to another (Code 5374), select school sites (Code 5389), and regulate school terms (Code 5401). It reserves the county board fund, 5 percent of the entire school funds of the county, to construct school buildings (Code 5388). The board is exempt from military duty (Code 5405).

Special duties of the Richland county board of education are to employ supervisors or other agents whom they deem necessary to administer school affairs, and a stenographer for the superintendent, provided that no employee of the board may be related to any member by blood or marriage within the sixth degree. The board may prescribe the course of study in the schools. (Code 5417.) In 1903 the Richland board of education was required to provide books for pupils at cost, to be paid for out of unapportioned school funds (Acts, pp. 65, 66). In 1915 the board was required to establish textile schools in cotton mill districts, to fit workers for more desirable positions. Schools, day or night, were to be as practical as possible, and to give courses in the science of textile work, in English and arithmetic. (Acts 1915, pp. 500, 501.) The city of Columbia and certain adjoining areas form a special school district, which is not under the county board of education. It is managed by a special board of school commissioners, which signs warrants for expenditures and appoints the city superintendent of schools. The county treasurer reports to the special board the collections and expenditures of school taxes for the district. (Acts 1930, pp. 2015-20; Code 5417, 5584.) Annually before July first, after advertisement, the board calls a mass meeting of the electors of each district,

For abbreviations and explanatory notes see pages 24-26

to consider school needs and to nominate a trustee, who is appointed by the county board for a term of three years. The county board reserves the right to remove or to fill a vacancy in the trustees. (1915, Stat. XXIX, 504-5; Code 5417.) In 1917 the trustees were made the tax assessors in each district outside of Columbia (Acts, p. 124; supra, p. 125). The boards of trustees meet two weeks before each school year, and whenever necessary, to transact business (1896, Stat. XXII, 165-66; Code 5370). With consent of the county board, trustees may sell school property (Stat. XXII, 165-66; Code 5371); provide the schoolhouses; employ and discharge teachers; suspend or dismiss pupils; visit schools; collect matriculation fees; and arrange for physical examinations of the pupils (Stat. XXII, 166-68; Code 5384).

In 1930 provision was made for a dental clinic in connection with the schools. No statutory provision was made for the appointment of the dentist, but the delegation appoints him annually. Since 1935 the clinic has been provided for in the supply acts, and permanent equipment has been bought. The personnel consists of a county dentist, a hygienist, and a Negro dentist. The clinic is under the county dentist and must serve all city and county schools. The vouchers are paid on approval of the superintendent of education. (Supply acts in Acts 1930, p. 1997; 1935, p. 1082.) For reports of the dentist, see entries 2, 364.

Minutes of the board have been required since 1870 (Stat. XIV, 345). In 1872, the state superintendent of education was authorized to publish and distribute a complete uniform system of school records and blank forms for the use of teachers and officers in public schools (Stat. XV, 186; Code 5276). The most important of these uniform records is the County Superintendent's Ledger, entry 365. Since 1878 (Stat. XVI, 584; Code 1564), on the fifteenth of each month, the county superintendent has received from the county treasurer an itemized statement of the collections and disbursements of school funds by school districts, on account of earmarked taxes, including poll, dog, special, sinking fund, delinquent, and the 3-mill tax, showing balance remaining on hand. He also received from the auditor a list of persons liable for poll tax (Code 5393); and from the treasurer a list of those who have paid poll tax (Code 5395). The county superintendent should transmit copies of these reports to the school trustees, and aid them in making all proper corrections (Stat. XXII, 158; Code 5326). On or before July 15 each year, the county superintendent of education reports to the county treasurer by school districts all claims approved by him for the school year (Code 5323). At the third term of the court of general sessions, the superintendent makes an annual report to the presiding judge on all claims filed, audited, allowed and ordered paid by him during the year, to be examined by the grand jury. After examination the reports are filed with the clerk of court as public records. (1896, Stat. XXII, 158; Code 5321.) Within two months after the close of the school term, the superintendent is also required to make a report to the state superintendent of education, containing complete statistical information on all schools within the county supported wholly or partly by public funds (1896, Stat. XXII, 158; 1913, XXVIII, 191; Code 1558, 5313, 5378). The register of approved school claims dates from

1886, (Stat. XIX, 623; Code 5324), and of teachers' certificates from 1870 (Stat. XIV, 345). Upon request of the county superintendent of education, the private schools located in the county must report annually the number of pupils in regular attendance, the number of teachers employed and such facts as show the grade and amount of educational work done (1913, Stat. XXVIII, 191; Code 1560, 5377). In 1915 the teachers, principals, and superintendents of schools were required to report to the attendance officer or to the county superintendent of education, all unexcused absences (Stat. XXIX, 122; Code 5672). A law of 1937 requires attendance teachers appointed by the county board to enforce the attendance of children between seven and sixteen years old. Within thirty days after school opens, the trustees make a census of children of school age. This is filed with the superintendent, who certifies a list to the attendance teacher. (Stat. XL, 556-61.) For fire insurance purposes, both state and county superintendents of education, on request, must furnish the state sinking fund commission with complete lists of school buildings, showing location of each, district number, and names and addresses of trustees (1918, Stat. XXX, 884; Code 2189). Since 1921, at the annual mass meeting, the trustees of each district have made a report on the financial affairs of the district, with recommendations. This report, with minutes of the meeting, is filed in the superintendent of education's office (Stat. XXXII, 355; Code 5417). A record of public bond issues is made by the superintendent of education, and is kept on file in the office of the clerk of court as register of mesne conveyance (1924, Stat. XXXIII, 998; Code 5311). All reports required by law are on uniform blanks and open to public inspection (Code 5277).

Minutes and Reports

354. MINUTE BOOK, 1901--. 4 vols. (one unlabeled, 1, 2, one unlabeled). Missing: 1870-1900. Two vols. have no titles.
1920-- (carbon) also in (General File) entry 363.
Record of proceedings at meetings of county board of education, showing date and place of meeting, names of members present, motions made, resolutions passed, claims approved, and other business transacted; also lists of trustees and teachers in each school district. Arr. chron. No index. Hdw., 1901-32; typed, 1932--. 300 pp. 11 x 9 x 1 to 15 x 9 x 1.
For other lists of trustees and teachers, 1921--, see entry 374.

355. ANNUAL REPORT, 1914-28, 1931--. 130 sheets and 11 vols.
Superintendent's copies of his annual reports to state superintendent of education, showing for both Negro and white, name of school, district number, length of session, yearly enrolment and attendance, number of teachers employed, amount of salaries, value of schoolhouses, etc., remarks; statistics on pupils enroled each grade, branches taught, number of pupils pursuing each, average length school term, average salary paid teachers; number and name of district in which pupils are conveyed to school at public expense, number of pupils, cost, salary, expense superintendent of education, money borrowed, outstanding bonds, buildings erected during year, etc., Arr. chron. No index. Hdw. on printed ruled form. Sheets, 28 x 17; 50 loose-leaf pp. 10 x 14 x ½. Sheets, 1914-28, basement; vols., 1931--, office.

356. COUNTY SUPERINTENDENT'S MONTHLY REPORT OF ENROLMENT AND AVERAGE ATTENDANCE TO THE STATE DEPARTMENT OF EDUCATION, 1937--. 1 bundle.

Superintendent's copies, showing month, school district number; white and Negro enrolment and average attendance for accredited high, non-accredited high, and elementary schools. Arr. chron. No index. Typed on printed ruled form. 10 x 14½ x 1½.

357. PRINCIPAL'S OR TEACHER'S ANNUAL REPORT TO THE COUNTY SUPERINTENDENT OF RICHLAND COUNTY, 1918-19, 1931-32, 1937--. 3 bundles, 13 reports. Title varies: Enrollment and Average Attendance; Annual Report of City, Town, High, or Rural Graded School.

Originals, showing name of school, district number, date of session, statistical information regarding enrolment, attendance, branches studied, receipts and expenditures, 1918-19; also grades, 1931-32; and 1937--, promotions and non-promotions, value of school property, record of transportation, number of teaching positions and grade of certificate, academic and professional training of teachers, number receiving state aid, etc.; library report, signatures of teacher or principal and clerk of board of trustees, and date of approval. No arr. No index. Hdw. on printed ruled form. Bundles, 8½ x 11 x 2; reports, 8½ x 14. Reports, 1918-19, basement; bundles, 1931-32, 1937--, office.

358. SUPERINTENDENT'S OR PRINCIPAL'S MONTHLY TRANSPORTATION REPORT, 1936-37. 9 reports.

Original optional report of school principal or superintendent to county superintendent of education, showing date, name of school, district number, name of superintendent or principal, expenses, number of children transported; also individual bus driver's weekly report, showing date, name of driver, school, number of miles; load hauled to elementary and to high schools each day, and operating cost. Arr. chron. No index. Hdw. on printed ruled form. 7 x 11.

For other transportation reports, see entry 363; for state aid application for transportation, see entry 384.

359. MONTHLY REPORT TO COUNTY SUPERINTENDENT OF EDUCATION, 1919--. 1 bundle.

Original reports of county treasurer to superintendent of education, showing date, tax district, 3-mill and ½-mill school tax, special local school tax, poll tax, miscellaneous school fund, school bonds, bond number, amount, total, county board fund, and signature of treasurer. Arr. chron. No index. Hdw. on printed ruled form. 23 x 11 x 3.

For treasurer's copy, see entry 327.

360. MONTHLY REPORT, 1924-33, 1935--. 1 package.
Missing: 1915-23.

Superintendent's copy of treasurer's monthly report to state comptroller general, showing date, for receipts and for disbursements: kind of tax collected, amount for state, county, school, total, purpose of disbursements

and signature of treasurer. Arr. chron. No index. Hdw. on printed ruled form. 8½ x 4 x 5.

For commissioners' copy, see entry 4; for treasurer's copy, see entry 327.

361. MONTHLY APPORTIONMENT OF SCHOOL FUNDS, 1920--. 1 bundle.
Superintendent's copy of his report to treasurer, showing date, accounts, local school tax, poll tax, dog tax, 3-mill tax, ½-mill tax for weak schools, 1-mill tax for past indebtedness, miscellaneous; apportionment for each school district, and bond accounts; tax interest and apportionment; and receipt from treasurer. Arr. chron. No index. Hdw. on printed ruled form. 19 x 12 x 3.

For treasurer's copy, see entry 327 iii.

362. REPORT OF ANNUAL MASS MEETING, 1923-31, 1933-34, 1937--. 3 bundles. Missing: 1915-22.
Report to county board on annual mass meeting of electors in school district, with minutes, showing names of chairman, clerk and trustees elected; list of voters, business transacted, and a few copies of accounts from board of education, showing receipts and disbursements of county board fund. Arr. chron. No index. Hdw. and typed on printed ruled form. 14 x 9 x 1 to 4.

For other trustees' records, see entries 363, 374, 375.

363. (GENERAL FILE), 1920--. 3 f. d.
Miscellaneous records, chiefly reports to and from the county superintendent, filed in manila folders under headings as follows: Delegation, transportation, text book, bills (district and county), audits and reports, certificates, trustees, teachers' association, adult education, attendance teacher, state aid, teachers (handbook and school directories), district-finance, forum, grand jury (from school committee), health certificates, Richland County public library, NYA, state department of education, visiting committee, WPA, etc.; also correspondence (including county attorney's opinions) and related papers, insurance policies. Also contains carbons of Minute Book, entry 354; (Dentist Reports), 1930--, entry 364; Annual Estimates, entry 371; High School Application, entry 382. Arr. alph. by subject and chron. thereunder. No index. Hdw., typed, and hdw. and typed on ruled and printed ruled forms. 12 x 14 x 24.

For related records: of the delegation, see entry 2; of county attorney, see entries 2, 30, 101; of grand jury (school committee), see entry 109; of transportation, see entries 358, 384; of trustees, see entry 362; of text books, see entry 365; of bills, see entry 366; of teachers and trustees, see entries 372-378; of attendance teacher, see entry 380; of state aid, see entries 381-384; of insurance policies, see entry 366.

364. (DENTIST REPORTS), 1930--. In (General File), entry 363.
Monthly and annual reports of the county dentist to county superintendent, showing date, schools visited, number of children examined, number treated, fillings, treatment given, prophylaxis, extractions, total corrections; and signature of dentist.

For delegation's copies, see entry 2.

Financial Records

365. COUNTY SUPERINTENDENT'S LEDGER, 1879--. 25 vols., approx. 4 mixed unbound vols. in 20 f. d. Title varies: Entries; Receipts and Expenditures.

Accounts, showing in varying and increasingly complex detail, receipts and expenditures of school district funds, county board fund and borrowed money; standardized since 1928 into four sections: (1) Receipts: for each school district (name and number, chairman, secretary and trustees) itemized as revenue (from state appropriations, county board fund, special district levies, general school taxes and miscellaneous) and non-revenue (from bonds, short-term notes, property sales, insurance adjustments, and others); (2) County Board Fund: (double sheet) receipts, with date, amount, and total under sources from which credited; and expenditures, listing warrants with date, superintendent's number, payee, and purpose, under appropriate heading; (3) Assessed Valuation, Mills Voted, Bonds and Short-Term Notes: for each school district (name and number), itemized as assessed valuation of taxable property, mills voted (for operation and bonds), and details under appropriate headings for receipts from various sources, and for payments of outstanding bonds (principal and interest) and short-term notes; (4) Expenditures: (double sheet) for each school district (name and number), listing warrants on numbered lines, with date, county superintendent's number, payee, total, and purpose (broken down under 35 headings), and grand total of all expenditures for elementary and high schools (white sheets for white schools and yellow for Negro); unbound volumes also include rental text book tabulation sheets, 1937--, showing name of book, price, and rental, name of school, name and number of school district, principal. Also serves as Record of School Taxes, 1928--, entry 367. Arr. chron, usually under school district no., under section. No index. Hdw. on printed ruled form. Vols., 120 to 400 double pp. 17 x 14 x 1 to 19 x 20 x 4; f. d., 1½ x 21½ x 23.

For other text book records, see entry 363.

366. CLAIMS (Warrant), 1920--. 4 f. d., 11 pasteboard boxes. Boxes have no titles.

Duplicate school claims, in payment of school expenses, signed by district trustees and countersigned by superintendent of education, showing date, name and number of school, superintendent's number, payee, amount, itemized list of merchandise or service, and teacher's monthly attendance report; also attached bills, canceled bonds, coupons and treasurer's receipts. Arr. by claim no. under school district, under years. No index. Hdw. on printed ruled form. F. d., 12 x 14 x 24; pasteboard boxes, 4 x 10 x 24 to 25 x 13 x 18. Pasteboard boxes, 1920-36, basement; f. d., 1937--, office.

For original claims, 1928--, see entry 301; for other bills, see entry 363; for file book, 1894-1919, see entry 367; for memorandum, 1938--, see entry 368.

367. RECORD OF SCHOOL TAXES, 1894-1919. 2 vols. One vol. has no title. 1928-- in County Superintendent's Ledger, entry 365.

File book of all school claims approved, showing date issued, date of approval, school district number, claim number, name and total; also, 1894-

1910, date, source of money, fuel, rent, furniture, repairs, ground, buildings, apparatus, etc., institute expenses, teachers' salaries; and annual settlement of school taxes signed by auditor, treasurer and superintendent; certificate of examination by grand jury, signature of foreman. Arr. chron., and numer. by claim no. thereunder. No index. Hdw. on printed ruled form. 300 double pp. 18 x 12 x 3.

For original claims, 1928--, see entry 301; for treasurer's parallel record, see entry 325; for duplicate claims, 1920--, see entry 366; for memorandum, 1938--, see entry 368.

368. SCHOOL CLAIMS (Record), 1938--. 1 vol.
Memorandum daily record of school claims, showing date, to whom paid, school district number, amount, and claim number; also record of bond accounts. Arr. chron. No index. Hdw. on ruled form. 100 pp. 14 x 9 x ½.

For original school claims, 1928--, see entry 301; for duplicate school claims, 1920--, see entry 366; for file book, 1894-1919, see entry 367.

369. (TREASURER'S RECEIPTS), 1923--. 1 bundle.
Receipts of county treasurer to superintendent of education for miscellaneous collections such as Jeans teachers, rent of school property, rights-of-way, contributions, etc., showing date, amount, school district number and name, purpose; attached are transmittal sheets showing purposes and distribution by schools and accounts; also list of teachers and salaries, and correspondence relating to school funds. No arr. No index. Hdw. on printed form, and typed. 8 x 3 x 4.

370. (LEDGER), 1938--. 1 vol.
Memorandum ledger, showing date, account, receipts, expenditures and balance. Arr. by account for school district no. and chron. thereunder. No index. Hdw. on ruled form. 100 loose-leaf pp. 10 x 12½ x 1.

371. ANNUAL ESTIMATES, 1917-21. 1 vol. 1920-- in (General File), entry 363.
Carbon copies of estimates submitted to delegation on receipts of county board of education for ensuing school year, showing date, school district, balance accounts, income from various tax sources, amount of aid, total; also accounts of schools, showing district, date, receipts, disbursements, and balance to credit of school district. Arr. by school district no. No index. Typed on printed ruled form. 100 loose-leaf pp. 10 x 7 x 1.

For delegation's copy of estimates, see entry 2.

Teachers' and Trustees' Records
(See also entry 363)

372. RECORD OF TEACHERS' CERTIFICATES, 1907--. 4 vols.
Register of teachers' certificates issued by the state department of education, showing state number, county number, grade, date registered, date of expiration, name of teacher, residence, sex, color, and kind of certificate. Arr. chron., 1907-22; arr. alph. by name of teacher, 1922--; separate vols.

for white and Negro, 1934--. No index. Hdw. on printed ruled form. 200 to 250 double pp. 11 x 16 x 1 to 12 x 11 x 2.

373. (PROVISIONAL OR NON-STANDARD CERTIFICATE REGISTER), 1931--. 1 vol.
Register of non-standard or other than first grade or professional certificates, showing state number, county number, name, grade, and date of expiration. Arr. alph. by name of teacher. No index. Hdw. 150 pp. 14 x 8½ x ½.

374. JOURNAL (Directory), 1921--. 10 vols. Title varies: Record. Shows names and addresses of trustees, board members and teachers; and teacher's certificate number; also, 1926--, date of expiration. Arr. by district no. for trustees; arr. alph. by name of member for county board; arr. by school, grouped as white and colored under school district no., for teachers. No index. Hdw., 1921-31; hdw. on ruled form, 1932--. 98 to 250 pp. 9 x 6 x ¼ to 1.
For other records, see entry 354; for election of trustees, see entry 362.

375. (STUBS OF TRUSTEES' COMMISSIONS), 1925-34, 1936--. 4 vols.
Shows school district number, date, name of trustee, post office, date of expiration of commission. Arr. chron. No index. Hdw. on printed ruled form. 150 pp. 3 x 7 x ½.
For election of trustees, see entry 362.

376. RECORD (Minutes), 1920-25. 1 vol.
Minutes of Richland County teachers' association, showing date, place of meeting, by whom called, reports of committees, motions passes upon, elections and names of officers, and signature of secretary; also association constitution and by-laws, and roll of teachers, 1923-24. Arr. chron. No index. Hdw. 300 pp. (55 used) 18 x 8 x 1½.

377. PAY ROLL FOR PERSONAL SERVICE CWA, March 28, 1935. 4 sheets.
Carbon copy of pay roll for adult education teachers employed by CWA, showing project number, location, date, type of project, name of employee, sex, identification number, occupation, hours worked, rate of wages, signatures of foreman and timekeeper. No arr. No index. Hdw. on printed ruled form. 16 x 10.

378. (TEACHERS' APPLICATIONS), 1937--. 1 f. d.
Applications from teachers to superintendent of education for positions, showing name, education, experience, references, and other qualifications; also includes letters of application and recommendation; and notes concerning applicants. No arr. No index. Hdw. on printed form, and hdw. and typed. 6 x 14 x 26.

Pupils

379. SCHOOL ATTENDANCE REGISTER, 1934-35, 1937--. 243 vols.
Teacher's daily record, showing school district number, name of school, county, grades, name of teacher, names of pupils, daily attendance record, monthly record, enrolment for session; also statistical information concerning transfers, study record for month, and enrolment. Arr. alph. by name of pupil under month. No index. Hdw. on printed ruled form. 30 double pp. 11 x 6½ x ¼. 79 vols., 1934-35, basement; 164 vols., 1937--, office.

380. CENSUS OF SCHOOL CHILDREN, 1937--. Approx. 12,000 cards.
Census by attendance teacher, of children from seven to sixteen years of age, showing date, county, district, number, name, school now attending, address, sex; year, month and day of birth, age last birthday, name and address of parent or guardian, occupation; place of birth of child, father and mother; type of disability; number of children in family and age; name and address of teacher. Arr. by name of school district. No index. Hdw. on printed ruled cards (white for white; yellow for Negro). 4 x 6.

For other attendance teacher's records, see entry 363; for attendance officer's records, 1917-20, see entry 395.

State Aid
(See also entry 363)

381. APPLICATION FOR STATE SUPPORT FOR TEACHERS' SALARIES, 1925, 1929--. 1 package.
Copies of applications filed with state superintendent of education, showing name of county, name and number of school district, detailed report for previous scholastic year to be filled in by state superintendent, name of school with list of teachers, race, number of months school will operate, date of opening session, total enrolment (for previous session), state aid term, average attendance state aid term, grades, subjects taught, teacher's periods or hours taught, number years experience in public schools, grade of certificate, monthly salary contracted for session, total salary according to salary schedule ; certificates of county superintendent, superintendents and principals of schools, and trustees of school districts. Arr. chron. No index. Hdw. on printed ruled form. 14 x 8½ x 7.

382. HIGH SCHOOL APPLICATION, 1918-19. 2 applications. 1920-- in (General File), entry 363.
Copies of annual application of county superintendent to state board for recognition, accreditment, and state aid, showing name of school, number of school district, special tax, other schools in district, names and number of teachers, receipts and expenditures, financial status; report on building, equipment, teachers; amount aid expected; certificates of secretary of high school board, county superintendent of education, and county auditor. No arr. No index. Hdw. on printed ruled form. 11 x 9. Basement.

383. RURAL GRADED SCHOOL APPLICATION, 1917-18, 1920. 36 applications.
Copies of applications made by county superintendent to state board for aid for rural graded schools, showing name of school, name and number of district, resources for preceding scholastic year, total receipts, total expenditures, balance on hand, facts regarding other schools in district, reports on the building, equipment, term, enrolment, attendance, teachers, and certificates of auditor, school trustees, and county superintendent regarding financial status of school. No arr. No index. Hdw. on printed form. 11 x 9. Basement.

384. (STATE AID FOR TRANSPORTATION APPLICATIONS), 1937--. 1 bundle.
Certified applications for state aid for transportation of pupils, from county superintendent to state board, showing name and number of school district, name and number of bus route, name and number of district from which transported, name and number of school district transported to, owner of bus, distance, average number of pupils transported, signature of superintendent, and certification by school district trustees; also list of pupils transported. No arr. No index. Hdw. and typed on printed ruled form. 8½ x 14 x 1.
For transportation reports, see entry 358.

School Property

385. (DEEDS & PLATS), 1876--. 8 f. d.
Original recorded titles to school property, showing name of school, district number, date filed, deed book reference, signature of clerk of court, and date recorded; also plats of property. Arr. by school district name and no. No index. Hdw. and typed on printed form. 5 x 5 x 17.

386. (INSURANCE POLICIES), 1921--. 1 package.
Fire insurance policies on school busses and buildings, showing date of expiration, name of property, amount of insurance, premium, to whom issued, number of policy, and name of company. No arr. No index. Typed on printed form. 8½ x 4 x 3.
For other policies and insurance records, see entry 363.

387. CONTRACTS, 1924. 3 rolled bundles.
Contracts for building schoolhouses, showing location, date, kind of building, material to be used, specifications, etc.; also blue-prints of buildings prepared by architects, and miscellaneous school charts, maps of South Carolina, the world, etc. No arr. No index. Typed, printed, blue-prints. 18 x 5 diameter to 54 x 5 diameter. Basement.

388. QUESTIONNAIRE, 1935. 1 bundle.
Information on Richland County schools collected for South Carolina school building survey, showing date, index number of school, county, district

number, name of school, race, enrolment of boys and girls by grades, enrolment for 1929-30, number of teachers, owner of building, indebtedness on building (including bond), assessed valuation of taxable property in district by five-year periods, itemized statement of indebtedness; value of building, equipment, furniture, site, and total; location and area of site, playground apparatus, etc. No arr. No index. Hdw. on printed 13-pp. form. 14 x 10 x 6. Basement.

Discontinued Records

389. DAY BOOK, 1916. 2 vols.
Memorandum itemized list of receipts, revised estimates, and expenditures of each school district. Arr. by school district no., and chron. thereunder. No index. Hdw. on printed ruled form. 100 pp. 14 x 8 x ½. Basement.

390. CASH BOOK, 1916-20. 1 vol.
Special cash book kept by secretary for county board, showing school district number, names of payer and payee, explanation, account charged to, amount and date. Arr. chron. No index. Hdw. on printed ruled form. 150 pp. (69 used) 9 x 14½ x 1½. Basement.

391. JOURNAL, 1917. 1 vol.
Special journal kept by secretary for county board as general record of transactions and school accounts, showing date, item, school district name and number, and amount. Arr. by school district no. under date of entry. No index. Hdw. on printed form. 200 pp. (10 used) 9 x 14 x 1. Basement.

392. LEDGER, 1917-20. 1 vol.
Special book of general ledger accounts kept by secretary for county board, showing date, school district number, receipts and disbursements. Arr. by school district no. and chron. thereunder. No index. Hdw. on ruled form. 284 pp. (8 used) 9 x 14 x 1½. Basement.

393. TRIAL BALANCE, 1916-20. 1 vol.
Special record kept by secretary for county board, showing date, ledger folio number, name of account, debit, credit. Arr. by school district no. under date of entry. No index. Hdw. on printed ruled form. 17 double pp. 15 x 11 x ¼. Basement.

394. (CHECK BOOK STUBS), 1921-22, 1926-30. 4 vols.
Shows check number, to whom paid, amount, for what reason drawn. Arr. by check no. No index. Hdw. on printed form. 50 pp. 12 x 14 x 1. Basement.

395. CENSUS REPORTS, 1917-20. 1 vol.
Original weekly report of attendance officer, showing date, day, school district, white, Negro, total miles traveled, remarks and signature of attendance officer; also receipts for supplies received from county board by attendance officer. Arr. chron. No index. Hdw. and typed on printed form, and typed. 100 loose-leaf pp. 10 x 7 x 1.
For attendance teacher's records, 1937--, see entry 380.

396. POLL LIST, 1902. 1 vol.
County superintendent's list of poll taxpayers in school district, showing name of taxpayer and location. Arr. alph. by name of taxpayer under locality (road or district). No index. Hdw. on ruled form. 150 pp. (45 used) 12½ x 6 x ½. Basement.

XXXIV. RICHLAND COUNTY PUBLIC LIBRARY

In 1903 (Stat. XXIV, 77), and again in 1915 (Stat. XXIX, 181), general laws made provision whereby any county, township, municipal corporation or school district might acquire, operate, or own a public library, and levy a tax not exceeding two mills for its support (Code 7347).

The present Richland County Library antedates these general laws, and had its beginning in 1896, when a group of booklovers, organized and established a small subscription library. In 1905 the name of Timrod Library was given. It continued to grow as a private institution until 1924, when, under the general law of 1903, the city of Columbia assisted by the community chest, assumed financial responsibility and renamed it the Columbia Public Library. (M. B. Meriwether, in Columbia, pp. 203-7.) In 1930 (Acts, pp. 1995-96), the Richland legislative delegation began appropriating an annual sum to match a gift from the Rosenwald Fund. Not until 1934 did the library become a tax supported county institution, when an annual one-mill tax on all taxable property in the county was levied for the library's support (Acts 1934, pp. 2172-74).

The first board of ten trustees was appointed in 1934 by the legislative delegation, with terms so fixed that two members would be terminated every year. Two trustees are appointed each year for a five-year term, one member by the county board of education and one by the library trustees. Vacancies are filled by the board of trustees, which also elects a president or chairman, a secretary, and a treasurer. The board makes all rules and has exclusive control and management of the library. It employs and discharges librarians and other necessary help, but no employee may be related to any board member within the sixth degree. The board may buy, sell, own, and lease real estate or personal property, and may accept property and gifts for support of the library. (Ibid.)

The library maintains a branch for Negroes in the Waverly section of Columbia, and is developing departments for children, adults, reference and reading, genealogy, South Caroliniana, extension work and pictures. The extension department has the services of one truck, which supplies forty-two book deposits for general reading, and seventy deposits for schools, of which thirty-two are for Negroes. In addition to these, books are deposited in the County Home, the various city hospitals and University Terrace, a low cost federal housing project. The cataloging is by the Dewey system. (Information from Mrs. Hagood Bostick, librarian.)

For abbreviations and explanatory notes see pages 24-26

Minutes of the board meetings are kept but are not required by law. On August first of each year the trustees file with the clerk of court, an itemized accountant's report, showing in detail the moneys received and disbursed; a copy is also filed with the legislative delegation (Acts 1934, p. 2174).

With the exception of the (Ledger), entry 401, the records are housed in the library building at the corner of Sumter and Washington Streets, opposite the courthouse.

Beginning dates of library catalogs refer to the years when the respective catalogs were instituted.

Minutes and Reports

397. (MINUTES), 1928--. 2 vols.
Minutes of monthly, annual, and special meetings of the board of trustees, showing names of board members, date of meeting, members present, approval of reports read, motions considered and passed on, committees appointed, orders of board, and signature of secretary; also transcripts of treasurer's itemized monthly reports of finances, and annual report of librarian to trustees. Arr. chron. No index. Typed. 230 pp. 14 x 12 x 1½.

398. (MONTHLY REPORTS), 1928--. 10 vols.
Librarian's copies of monthly reports to board of trustees, showing statistical information of preceding year as compared with current, number of new borrowers, and circulation. Arr. chron. No index. Hdw. on printed ruled form. 12 pp. 11 x 9½ x 1/8.

399. AUDIT REPORT, 1929--. 10 vols.
Duplicate accountant's itemized annual financial statement, showing cash receipts and disbursements, salaries paid, general expenses; equipment and fixtures purchased; books, magazines and periodicals purchased, funds available, funds not available, and certificate of certified public accountant. Arr. by subject. No index but table of contents. Typed. 12 pp. 12½ x 10 x ¼.

For other copies of audit report, see entry 84.

Administrative Records

Statistical

400. (CIRCULATION RECORD), 1928--. 10 vols.
Itemized statistical record of circulation of books for each day, month, and year. Arr. chron. No index. Hdw. on printed ruled form. 24 pp. 14 x 12 x ½.

401. (LEDGER), 1934--. 1 vol.
Daily record of receipts and disbursements for general accounts, such as salaries, rent, insurance, telephone, lights and water. Arr. chron. under account. No index. Hdw. on printed ruled form. 76 pp. 14 x 10½ x ½. Treasurer's home, 801 Ensor Avenue.

Registers of Members

402. BORROWERS' REGISTER (Children's Department), 1931--. 3 vols.
List of juvenile members of the library up to fourteen years of age, showing date, name and serial number of borrower, residence and phone number. Arr. by serial number of borrower. No index. Typed on printed ruled form. 75 loose-leaf pp. 10 x 11 x 1.

403. (CHILDREN BORROWERS' FILE), current. 8 f. d.
Membership cards issued triennially, showing name of borrower, serial number, date; age, oath, signature and address of borrower, phone number, school, name and address of reference, and signature of parent. Arr. alph. by name of borrower. No index. Hdw. on printed cards. 4 x 6 x 17.

404. BORROWERS' REGISTER (Adult Department), 1935--. 2 vols.
List of members of library over fourteen years of age, showing name of borrower, serial number, date, residence and phone number. Arr. by serial number of borrower. No index. Typed on printed ruled form. 100 loose-leaf pp. 10 x 11 x 1.

405. (ADULT BORROWERS' FILE), current. 15 f. d.
Membership cards issued triennially, showing name and address of borrower, serial number, date, phone number and signature, and name and address of reference. Arr. alph. by name of borrower. No index. Hdw. on printed cards. 4 x 6 x 17.

Catalogs

406. (CHILDREN'S CATALOG), 1927--. 30 f. d.
Catalog of books in children's department, showing call number, author, title, place and date of publication, size and number of pages of volume. Arr. alph. by name of author, subject and title. No index. Typed. 4 x 6 x 17.

407. (ADULT CATALOG), 1927--. 30 f. d.
Catalog of books in all departments except children's, showing call number, author, title, place and date of publication, size and number of pages of volume. Arr. alph. by name of author, subject and title. No index. Typed. 4 x 6 x 17.

For abbreviations and explanatory notes see pages 24-26

408. ACCESSIONS, 1924--. 4 vols. 3 vols. have no titles.
Record of books acquired by library, showing date, accession number, name of author, title of book, number of volumes, publisher, year published, source, cost and remarks. Arr. by accession number. No index. Hdw. and typed on printed ruled form. 100 to 500 loose-leaf pp. 10 x 11 x 1 to 5.

409. (SHELF LIST), 1927--. 57 f. d.
Cards to locate books on shelf in library, showing call number, accession number, name of author, number of copies. Arr. as vols. on shelves, alph. by name of author under department. No index. Typed. 4 x 6 x 17.

410. UNIVERSAL CATALOG, current. 14 f. d.
Card catalog of books in depositories, showing call number, name of author, subject, publisher, number of pages in book, and place deposited. Arr. alph. by name of author. No index. Typed. 4 x 6 x 17.

Charge Files

411. (CURRENT DEPOSITORY FILE), current. 12 wooden trays, containing approx. 18,000 cards.
Card list of books in various depositories, showing call number, accession number, name of author, and title of book. Arr. alph. by name of author under depository. No index. Typed. Cards, 5 x 3; trays, 3 x 3 x 20.

412. (NON-CURRENT DEPOSITORY FILE), 1932--. 6 wooden trays, containing approx. 9,000 cards.
Card record of all books which have been in various depositories, showing name of author, title of book, name of depository stamped with different color ink each year. Arr. alph. by name of author. No index. Typed. Cards, 5 x 3; trays, 3 x 3 x 20.

413. (CHILDREN'S CHARGING CARDS), current. 3 wooden trays, containing approx. 4,500 cards.
Charging cards of borrowed books from children's department, showing call number, accession number, number of borrower, name of author, title of book, and date to be returned. Arr. alph. by title under date. No index. Typed. Cards, 5 x 3; trays, 3 x 3 x 12.

414. (ADULT'S CHARGING CARDS), current. 6 wooden trays, containing approx. 9,000 cards.
Charging cards of borrowed books from adult department, showing call number, accession number, number of borrower, name of author, title of book, and date to be returned. Arr. alph. by title of book under date. No index. Typed. Cards, 5 x 3; trays, 3 x 3 x 12.

415. (RESERVE LIST), current. 1 wooden tray, containing approx. 500 cards.
Postal cards to be mailed to members in notification of return of books for which they have filed requests, showing name of member, date, author, title.

For abbreviations and explanatory notes see pages 24-26

Arr. alph. by title of book. No index. Hdw. on printed cards. Cards, 3 x 5; tray, 3 x 3 x 12.

416. (OVERDUE FILE), current. 2 wooden trays, containing approx. 500 cards.
Charging cards for books overdue in adult department, showing call number, accession number, number of borrower, name of author, title of book, and date to be returned. Arr. alph. by title of book under date. No index. Typed. Cards, 5 x 3; trays, 3 x 3 x 12.

XXXV. BOARD OF REGISTRATION

In South Carolina, the enrolment of voters in a book was required as early as 1716 (Stat. II, 684). The first statewide pre-election registration was made during Reconstruction, the purpose being to disfranchise all persons who had aided the Confederacy. In accordance with the Reconstruction Acts passed by Congress in 1867, military authorities divided the state into precincts and appointed a board of registration for each (Robert H. Woody and Francis B. Simkins, South Carolina During Reconstruction, Chapel Hill, 1932, p. 71). The constitution of 1868 (art. VIII, 3) was the first directing the general assembly to provide regularly for the registration of voters. The resulting act of 1868 (Stat. XIV, 138) gave this duty to the managers of elections, until they were relieved in 1882 by the creation of supervisors of registration for each county (Stat. XVII, 1111).

The constitution of 1895 (art. II, 4) made registration a prerequisite for voting and required reenrolment of registered voters every ten years. The election law of 1896 gave voters who were denied registration the right to appeal to the courts (1896, Stat. XXII, 38, sec. 8; Code 2273). It also provided for each county a board of registration consisting of three persons, appointed by the governor with the consent of the senate for a two-year term, to conduct registrations of qualified voters (1896, Stat. XXII, 35; Code 2269). Vacancies are filled as in the manner of appointment (ibid.).

Two copies of an enrolment book showing the voter's name, age, and residence, are made by the board for each precinct. At the time of elections, the books are turned over to the commissioners of elections to be distributed among the managers of elections, who return them to the board after the election. (Stat. XXII, 44, sec. 22; Code 2286.) All records and books are deposited with the clerk of court for safekeeping, as public records, open to inspection at all times and removable solely by the board, which may keep them only as long as may be necessary to perform its duty (Stat. XXII, 44, sec. 21; Code 2285).

For records, see entries 93, 94.

(Next entry 417, p. 157)

XXXVI. COMMISSIONERS OF ELECTION

After two centuries of evolution from the first election held in South Carolina, commissioners of election, as such, date only from 1868 (Stat. XIV, 138).

In the region now comprising Richland County, church wardens held elections after 1757, when St. Mark's Parish was designated as an election district (Stat. IV, 35-37). In 1774, more liberal election districts were established in the back country for the election of delegates to the first provincial congress (W. Moultrie, Memoirs of the American Revolution ... of North and South Carolina and Georgia, N. Y. 1802, 2 vols., I, 12, 13). The constitutions of 1776 (art. XI), 1778 (art. XIII), and 1790 (art. I), named the election districts of the state as part parishes and part counties. Wherever churches did not exist and there were no church wardens to hold elections, the general assembly appointed managers of elections. Until after the Civil War, the managers as the immediate predecessors of the commissioners, passed upon the qualifications of voters, held elections, and made returns. An act of 1831 defined their duties in keeping order at elections and empowered them to arrest persons who caused interference (Stat. VI, 442-44).

In 1868 the governor was authorized to appoint a board of three commissioners of election for each county. This board appointed three managers for each precinct, who had charge of the registration of voters and the conduct of elections. After the election, the commissioners became a county board of canvassers that decided all protests. (Stat. XIV, 138-43.) In 1878 two sets of commissioners were provided, one for state, district and county elections, and the other for presidential electors and members of Congress (Stat. XVI, 632-33: Code 2299). When the office of supervisor of registration was created in 1882, the duty of registering voters was taken from the managers (Stat. XVII, 1111-15). In 1896 the election law was rewritten without essential change as to commissioners of election (Stat. XXII, 29-48). The county board of commissioners audits and pays the expenses of elections (Code 2316).

After an election, each commission, as a county board of canvassers, prepares a statement of each protest as well as the total vote for each candidate, which is filed in the clerk of court's office. Signed copies are also sent to the governor, the state board of canvassers and the secretary of state, by mail and express. (1882, Stat. XVII, 1119; Code 2310-15.)

For records, see entries 95-97.

County Dispensary Board; County Board of Public Welfare

(Next entry 417, p. 157)

XXXVII. COUNTY DISPENSARY BOARD (defunct)

In 1893, under a sumptuary law for the control of the sale of intoxicants, the state dispensary system went into operation as a state monopoly. It was administered by a state board of control which appointed county boards of control, consisting of three persons each. The county board regulated the local dispensaries for the retailing of liquors in each county, appointed the local dispensers, and kept a record of all liquors purchased from the state dispensary, which was the sole legal wholesaler. (Stat. XXI, 64-70.) After 1900 the members were appointed on recommendation of the legislative delegation (Stat. XXIII, 440). In 1907 the state dispensary was abolished, but Richland was among the counties which voted under the local option plan to continue local dispensaries managed by county dispensary boards (Stat. XXV, 464).

The county dispensary board consisted of three persons appointed by the governor, one recommended by the legislative delegation, one by the county board of education, and one by the mayors of towns having dispensaries (Stat. XXV, 466). In 1914 the legislative delegation was allowed to name two of the members, and the Mayor of Columbia, the third (Stat. XXIX, 3-6, special session). Dispensary constables were abolished the same year (ibid., p. 24). In 1916, J. W. H. Duncan, James S. Verner and S. T. Westberry were appointed to wind up the affairs of the dispensary in Richland County (Acts, p. 1182). In 1917 all dispensaries were abolished and the sale of liquor within the state became illegal (Acts 1917, p. 68).

In Richland County 20 percent of the dispensary profits went to the schools, 50 percent to Columbia, and 30 percent to the county (Acts 1908, p. 1351). The county board was required to make quarterly reports on the profits of each local dispensary, and to file with the clerk of court a copy which was to be recorded in a book kept for that purpose. The report was also to be printed in the newspapers, and copies sent to the county treasurer, to the supervisor, and to the mayor of each town where a dispensary was located (1907, Stat. XXV, 470.) No trace of any records was found in Richland County.

XXXVIII. 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 to administer this relief in every county which matched the allocations of the FERA funds with local appropriations. As Richland County already had provided for its unemployables by making an agreement with the Family

(Next entry 417, p. 157)

Welfare Society, the federal funds were not matched by the county until November 1936. Richland's temporary department had functioned only three months when, in March 1937, the funds became exhausted, and the department expired soon after. (Annual Report of Richland County Department of Public Welfare, 1938, pp. 2-3; Stat. XL, 515.)

In 1937 the permanent state department of public welfare was created (Stat. XL, 496, 497), to operate under the South Carolina Board of Public Welfare on a plan approved by the Federal Social Security Board. The state board, elected by the general assembly for a term of four years, consists of a chairman from the state at large, and six members, one from each congressional district. The board selects a state director, who in the chief executive and administrative officer of the department. He holds office until his successor is appointed and qualified, and may be required by the board to post bond. The state department supervises and administers public welfare activities, cooperates with federal agencies to administer federal funds granted the state, studies social problems from the standpoint of cause and cure, makes surveys, gathers statistics, and formulates policies and methods of administration to carry out effectively the activities and responsibilities of providing public assistance and service for the needy aged, the blind, dependent children, and other handicapped and unfortunate persons of the state. (1937, Stat. XL, 496-517.)

A county department also was created, to be under a county board of public welfare consisting of three members, appointed by the state board upon recommendation of the county delegation. Their terms of three years expire in rotation. Vacancies for unexpired terms are filled by the state board. The county department operates under a county director, appointed by the county board, subject to the state department. The county board, as the representative of the state board, administers county welfare activities, 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." The county board prepares and submits to the state department estimated budgets for the financing of the carrying out of its duties, and maintains such "standards of work, procedure and records" as may be required by the state department. (Ibid.)

The county department receives applications for assistance and makes investigations. It has the power to issue subpoenas for witnesses, and to compel their attendance and the production of papers, records and other data necessary in determining that such assistance be granted. The county director and other designated employees may administer oaths and examine witnesses under oath. Upon completion of the investigation, the county department decides if the applicant is eligible for assistance, the amount of assistance, and the date the assistance shall begin. Then the department certifies the amount in writing to the state department and to the applicant. The assistance is paid to the applicant monthly by the state department. Applicants who are refused assistance may appeal to the state department. (Ibid.)

For abbreviations and explanatory notes see pages 24-26

County Board of Public Welfare
Case Records (417-419)

The county board is required to keep a record of its activities, and accurate accounts of all funds received and expended. Once a year the county board makes a report on its activities, receipts, and disbursements, to each member of the delegation, to the foreman of the grand jury, and to the clerk of court, who files the report in his office as a public record. In addition the board furnishes such reports and data as may be required by the state department and the Federal Government. The state department, under the plan approved by the federal Social Security Board, supplies county departments with uniform blanks for applications, reports, affidavits, etc., which, at present, consist of thirty statistical forms, thirty-five financial forms and twenty commodity forms, so that records of assistance may be as uniform as possible throughout the state. The county department is required to keep in writing the applications and reports of investigations and examinations. These reports are the case records. When clients apply, their case records, if any, are transferred from the temporary department's file to the county department's case records, for continuation. All records and accounts of the county department are prescribed by the state department, and are subject to its inspection, supervision, and audit. From time to time, the county department also makes to the state department reports on all receipts and disbursements for assistance, in such manner and upon such forms as the state department requires. (1937, Stat. XL, 499-501, 503, 504, 507-510, 514.)

Case Records

417. (MASTER FILE), 1937--. 4 f. d.
Current index to (Active Cases) entry 418 and (Closed Cases) entry 420, showing case name, address, cross reference, alias, case number, date of application, marital status; first name, age, category, and date case closed of man, woman, and others in household; also cross reference cards, showing county, name of person, race, address, name of head of case, case number, and address. Arr. alph. by case name. Typed on printed ruled cards, white for white cases, blue for Negro, and yellow for cross reference. 4 x 11¼ x 28.

418. (ACTIVE CASES), 1937--. 14 f. d. Subtitled by name of social worker.
Family case records, showing detailed information on face sheet, with second copies of applications, narrative social history of investigation, narrative chronological record of contacts following establishment of eligibility, supplemental forms and related correspondence; also cases followed up by Family Welfare Society, and open for benefit checks only. Arr. by category, and thereunder alph. by family case surname, in manila folders with case name and no. on tab. For indexes, see entries 417, 421. Typed on printed form, and typed. 12 x 12 x 24.

419. (ACTIVE CASES STATISTICAL CARDS), 1937--. 10 letter f. b.
Shows county, case number and surname, man's first name, middle name and birthplace; woman's first name, maiden name and birthplace; four

For abbreviations and explanatory notes see pages 24-26

spaces for dated addresses, location (urban, rural, etc.), race or color; number of years received relief prior to 1937, description of home (amount of rent, number of rooms, number of beds, bath, toilet, type of lights, water supply, cooking facilities), district, social worker and date; changes in household, date; category applied for, individual case number, persons sharing in assistance, relationship to head, marital status, sex, date of birth, grade in school completed, individual category, usual occupation, employed, unemployed, income, year came to state, county, city; previous residence; remarks, date filled and signature of worker. Reverse of card shows monthly status of case and record of cash relief received. Arr. alph. by case surname, usually by categories, under social worker and general relief. No index. Hdw. on printed ruled form. 12 x 12 x 3.

420. (CLOSED CASES), 1937--. 24 f. d.
Record of family cases closed for various reasons, showing detailed information on face sheet, second copies of applications, narrative social history of investigation, narrative chronological recording of contacts following establishment of eligibility, supplemental forms, statistical cards and related correspondence. Arr. by case number, filed in manila folders with case name and number on tab. For indexes, see entries 417, 421. Hdw. and typed on printed ruled form, and typed. 12 x 12 x 24.

421. (INDEX TO SERVICE CASES), 1937--. 5 f. b.
Current card index to cases of service only, found in (Active Cases) entry 418 and (Closed Cases) entry 420, showing name of client (surname, first, middle), case number, address, sex, race; CCC, in camp date, out camp date; WPA, working, not working; out town inquiry - letters, telegrams, received date, answer date, other (specify); relief date, no relief, and reason for service; also index to rejected CCC applications. Arr. alph. by case name under cases receiving commodities and cases no longer receiving commodities. Typed on printed ruled cards. F. b., 5 x 6½ x 11; cards, 4 x 6.

422. ("PAY ROLLS"), 1937--. 3 vols.
Carbon copies of pay rolls of clients receiving monthly benefit checks in the categories of old age, the blind, and aid for dependent children, showing by whom typed, checked and verified; month, year, voucher number, page number, county unit, county number, county (general relief), account to which charged (general relief), date pay roll received and posted; line number, check number, case number, race, sex, award number, date, voucher number, name of client, for the sum of, amount of assistance paid (dollars, cents). Arr. chron. For index, see entry 423. Typed on printed ruled form. 36 loose-leaf pp, 17 x 12 x ½.

423, (INDEX TO PAY ROLLS), 1937--. 2 pasteboard f. b., 2 wooden f. b.
Current card index to names on ("Pay Rolls"), entry 422, and (Stencils for Addressograph), entry 424, showing name, address, cross reference, alias, case number, date of application, marital status, first name,

age, category, date closed of man, woman, and others in household; also index to CCC cases. Arr. alph. by case name under cases on pay roll and cases off pay roll. Typed on printed ruled cards, white for white cases, blue for Negros. Pasteboard f. b., 4 x 6 x 12; wooden f. b., 4 x 5½ x 3; cards, 3 x 5.

424. (STENCILS FOR ADDRESSOGRAPH), 1938--. 10 f. d.
Shows case names and addresses of clients on pay roll. Arr. alph. by case name. For index, see entry 423. Typed. 3 x 5 x 7.

425. (FERA CASES), 1933-37. 43 f. d.
Family case records inherited by temporary department of public welfare from FERA, and turned over to department of public welfare for reference, showing detailed information on face sheet, statistical card, and budget card, with work relief history, narrative chronological social case history and related correspondence. Arr. alph. by case name, filed in manila folders with name and no. on tab. No index. Hdw. and typed on printed ruled form, and typed. 12 x 12 x 24.

Administrative Records

426. (MINUTES), 1937--. 1 vol.
Minutes of proceedings at regular bi-monthly and special meetings of county welfare board, showing date, place of meeting, names of members present, election of members to board offices, motions made and approved, personnel estimates (number and salary) to state department, personnel elected, lists of cases approved for old age benefits, for aid to the blind, for dependent children's aid, amount of benefit, cases rejected, reason for rejection, memoranda of cases presented, name of case worker presenting case, category, recommendations of board, letters from case workers requesting educational leave, and name of secretary. Arr. chron. No index. Typed. 200 loose-leaf pp. 12 x 9½ x 2.

427. (GENERAL FILE), 1937--. 1 f. b.
Material pertaining to administrative matters, including general correspondence, carbons of administrative pay rolls, requisitions for supplies, budgets, bank clearance, per diem and mileage of board members, correspondence on CCC camp, employees absent, correspondence with Family Welfare Society on mutual welfare policies, active personnel, pending personnel, former personnel, annual reports, and travel vouchers, etc. Arr. alph. by subject, filed in manila folders. No index. Hdw., typed, hdw. and typed on printed form. 11 x 13 x 27.

428. (READING SHELF), 1937--. 12 vols.
Miscellaneous administrative reference material, consisting of memoranda, bulletins, and reports from the state department of public welfare on South Carolina public welfare statistics, annual reports of all county departments of public welfare, etc. Arr. chron. under subject. Mimeographed and printed. 50 to 400 loose-leaf pp. 11 x 8½ x 1 to 3.

For abbreviations and explanatory notes see pages 24-26

(Next entry 429, p. 161)

XXXIX. BOARD OF HONOR

In 1866 the provisional state government made the first attempt to aid disabled Confederate veterans by an appropriation of $20,000 for artificial legs (Stat. XIII, 401), but the Republican government which immediately followed apparently ignored the plan.

The first state pension act, passed in 1887 (Stat. XIX, 826-29), required the clerk of court to keep a record of applications, and the state comptroller general to make payments. The next year a county examining board was created, to consist of two citizens and a physician appointed by the state board of pensions. Acting under and in connection with this board was a board of pension commissioners composed of five veterans. (Stat. XX, 26.)

The constitution of 1895 provided that the general assembly should make liberal provisions for annual pensions to indigent or disabled Confederate veterans and their widows (art. XIII, 5). In 1896, the county pension board was composed of two veterans, the county auditor, the treasurer, and a practicing physician (Acts, pp. 186-87). In 1897, township examining boards of three veterans for each township, and a county board composed of four veterans, were created to settle all matters of dispute or contest (Acts, p. 495). In 1900, applications for pensions were made to a county board of pensions composed of four veterans and a practicing physician; and pensions were paid through the clerk of court (Acts, pp. 410-11). In 1919, the county pension board was composed of three veterans named by the state commissioner of pensions; the judge of probate as clerk disbursed the pensions. (Acts, pp. 275, 277.) Four years later faithful Negroes who had served the Confederacy became eligible for small pensions (1923, Stat. XXXIII, 107; Code 4983).

Under the general law of 1929, the county pension board was replaced by a board of honor of three veterans, elected at a called meeting of the veterans every two years. In case of disability of a member to serve, he may select a veteran's son instead. Vacancies are filled in the same manner as appointments are made. When the number of veterans in the county 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, the auditor may become a member. The judge of probate is ex officio clerk. The board makes an annual report to the state comptroller general, showing the name and address of each pensioner for that year. (Acts 1929, pp. 176-79; Code 4981.) At present (July 1939), four Confederate veterans and sixty-nine widows receive pensions in Richland County. In 1937 the state comptroller general assumed the duty of paying the pensions (Acts, p. 639).

For pension records, see entries 29, 225, 239-242.

XL. SERVICE OFFICER

In 1927 South Carolina created a state service bureau to assist ex-service men in securing the benefits to which they are entitled under the provisions of federal legislation and under the terms of insurance policies issued for their benefit by the Federal Government (Acts, pp. 158-59). Beginning in 1931 under special acts, several counties in cooperation with the American Legion, created service officers. In most counties, however, the office is merely provided for in the annual supply act. In Richland since 1932 (Acts, p. 2003), there has been an annual appropriation of $1,125 for nine months' salary for a service officer, and an additional appropriation of $225 for stenographic help and incidental expenses. The service officer is appointed for an indefinite period by the governor on the recommendation of the legislative delegation. The wishes of the American Legion are respected by the delegation in the choice. Funds of the Legion for social service and child welfare, as well as the county appropriation, are disbursed through the service officer. (Information from Mr. L. A. Hamilton, service officer.)

No records are required by law, but administration of the Richland office has been simplified by having the case records classified as active and inactive, with an index. The financial records are in the annual reports, entry 429, and the Receipt Book, entry 432. The records are in the office of the county service officer, room 307, in the courthouse.

429. ACTIVE (File), 1932--. 2 f. d.
Records of cases in progress, containing claims for benefits, child welfare and social service data supported with affidavits, showing date, name, address and serial number of veteran through whom the request is made, case history, disposition, and related correspondence; also folders for general correspondence; legal briefs of cases of veterans in hospital; bonus records; Sons of Legion file; general Legion file; and copies of annual reports of service officer to delegation and American Legion, showing statistics on services and finances. Cases arr. alph. by category and by name of client thereunder; other folders arr. by subject. For index to cases, see entry 431; no index to other folders. Hdw., typed, and hdw. and typed on printed form. 10 x 13 x 25.

430. INACTIVE (File), 1932--. 2 f. d.
Records of closed cases, containing claims for benefits, child welfare and social service data supported with affidavits, showing date, name, address and serial number of veteran through whom the request is made, case history, disposition, and related correspondence. Arr. alph. by category and by name of client thereunder. For index, see entry 431. Hdw., typed, and hdw. and typed on printed form. 10 x 13 x 25.

431. INDEX, 1932--. 1 f. d.
Card index to Active (File), entry 429, and Inactive (File), entry 430, showing name and serial number of veteran. Arr. alph. by name of veteran. Hdw. on ruled cards. 4 x 6 x 12.

For abbreviations and explanatory notes see pages 24-26

432. RECEIPT BOOK (Order Book), 1932--. 11 vols.
Copies of orders given for groceries, meals, rent, and various needs of ex-service men, paid for from funds contributed by the American Legion, showing name and address of person receiving aid, serial number of order, firm supplies bought from, purpose, and signature of county service officer. Arr. by serial no. of order. No index. Hdw. on printed form. 100 pp. 4 x 8 x 1.

433. AMERICAN LEGION SCRAP BOOK, 1929--. 4 vols.
Informal records, consisting of pictures, newspaper clippings, written memorials and similar items relating to the American Legion and its members. Arr. chron. No index. Hdw., typed, and printed matter pasted. 200 pp. 15 x 11 x 2.

XLI. HEALTH UNIT

In 1878 the state board of health was created, to be composed of the South Carolina Medical Association, the state attorney general, and the state comptroller general, ex officio (Stat. XVI, 729; Code 4997). The board is the sole advisor of the state in regard to public health. It is administered through various technical bureaus, departments, and divisions, which investigate the cause, character and means of preventing epidemics and other diseases; inspect sanitary conditions of state supported institutions; and supervise and control the quarantine system (Code 4998). Orders of the state board of health have the force of law (Code 5002).

The constitution of 1895 provides that the general assembly may create local boards of health wherever necessary, giving them power to make rules and regulations to protect public health (art. VIII, 10).

In 1915, under a special law for Richland County, the office of county sanitary physician or health officer was created, to be appointed by the state board of health for four years. He inspected sanitary conditions; informed the people of means of promoting health and preventing disease; discovered tuberculosis and other contagious diseases and effected isolation of them; examined all county children under the age of twelve not examined by a physician, and sent to the Columbia Children's Clinic those needing treatment. (Acts 1915, pp. 501-2.) His office was abolished in 1917 and his duties devolved on the county physicians (Acts, pp. 628-29; supra, p. 32).

County health work now functions in all counties under the state bureau of rural sanitation, which was set up in 1910, with aid of the Rockefeller Foundation, primarily for the eradication of hookworm ("Reports of State Board of Health", pp. 136-38 in Reports of Officers, Boards and Committees, 1928, I). In 1936 (Acts, pp. 1825-26) the state board set the requirements that the director of a county health unit should be a graduate physician, registered in South Carolina, and meeting

the requirements of the U. S. Public Health Service; that the nurse must be a graduate registered in South Carolina, and also able to meet the requirements of the U. S. Public Health Service. At present in the state there are health units consisting of one, two, three, or four counties. Richland County is a standard one-county unit.

In Richland County, there has been a health unit since 1927 (Acts, p. 646), when $6,400 was appropriated by the county for its establishment. The personnel consisted of a director and two nurses, who were appointed by, and made reports to, the state board of health. They also made monthly reports to the Richland Anti-Tuberculosis Association. (Ibid.) In 1929 (Acts, p. 629) $3,000 of the director's salary was paid by the state board of health and the Rockefeller Foundation. The present personnel consists of a director, a sanitary inspector, two nurses and a combination clerk and stenographer (supply act in Acts 1938, p. 2716). The unit is supported by the county, with supplementary state and federal funds.

Such records as the health unit keeps are usually on cards, which belong to the state board of health rather than to the county. These records form the basis of reports from the county to the state board of health, which, in turn, incorporates them in the annual report to the general assembly. An act of 1938 stipulates that all charitable and other organizations which receive any part of their income from Richland County must have an annual audit made at the end of the fiscal year, and file a copy with the legislative delegation within ten days. The county treasurer is directed to withhold further payments if the audit report is not filed. (Stat. XL, 2724.) All records are housed at the clinic in the basement of the Columbia Hospital on the corner of Harden and Hampton Streets. As they are of a confidental nature and concern living persons, they are not open to public inspection.

Reports

434. (QUARTERLY REPORTS), 1934--. 1 f. d.
Copies of reports to the state board of health, originals of which are sent by state board to U. S. Public Health Department in Washington, showing a tabulation of all health department services in county. Arr. chron. No index. Typed on printed form. 8 x 12 x 24.

435. (FINANCIAL REPORTS), 1931--. 1 f. d.
Quarterly reports made to the state board of health, showing sources of all income and amount of expenditures; also statement of contingent fund granted department. Arr. chron. No index. Hdw. and typed on printed form. 8 x 12 x 24.

436. (NURSES' NARRATIVES), 1931--. 1 f. d.
Copies of weekly work reports sent by the field nurse to the district director of nurses, showing general information of each class of service rendered. Arr. chron. No index. Typed on printed form. 8 x 12 x 24.

For abbreviations and explanatory notes see pages 24-26

437. (TUBERCULAR REPORTS), 1929--. 1 f. d.
Monthly reports by nurses on tubercular cases, showing visits made, new and closed cases, x-ray findings, and laboratory tests. Arr. chron. No index. Hdw. and typed on printed form. 8 x 12 x 24.

438. (REPORTS OF CONTAGIOUS DISEASES), 1936--. 1 f. d.
Copies of weekly reports by physicians in the county of all contagious diseases treated (original reports are sent to bureau of vital statistics of state board of health, and furnish data for director's report), showing date, name of disease, number of patients with disease, and signature of doctor. Arr. chron. No index. Hdw. on printed cards. 8 x 12 x 24.

439. (VENEREAL DISEASE REPORTS), 1936--. 1 f. d.
Reports from federal reformatories, prisons and CCC camps, on citizens of the county diagnosed as infected with venereal disease, who are later to report to county health department for check up work, showing date, name of patient, stage of disease, and signature of doctor. Arr. alph. by name of patient. No index. Hdw. on printed form. 8 x 12 x 24.

440. (DIPHTHERIA TOXOID AND TYPHOID INOCULATIONS), 1926--. 1 f. d.
Reports by doctors and nurses on diphtheria toxoid and typhoid inoculations administered, showing name, address, race, age, and sex of patient, and name of person administering. Arr. alph. by name of patient. No index. Hdw. on printed form. 8 x 12 x 24.

Maternity

441. (PRENATAL AND POST NATAL EXAMINATIONS), 1929--. 1 f. d.
Records of mothers under care of midwives, showing instructions for self care and name of doctor to be called if needed, date of examination, name and address of patient. Arr. alph. by name of patient. No index. Hdw. and typed on printed form. 8 x 12 x 24.

Child Health

442. (INFANT AND PRESCHOOL-AGE EXAMINATIONS), 1929--. 1 f. d.
Examinations of babies and preschool-age children, showing recommendations for treatments or operations (if necessary); also reports of May Day Clinic examinations of children entering school in fall, showing vaccinations and recommendations of treatments or operations if necessary. Arr. alph. by name of child examined. No index. Hdw. and typed on printed form. 8 x 12 x 24.

443. (SCHOOL CHILDREN'S EXAMINATIONS), 1926--. 1 f. d.
Records of annual examinations of school children outside of city of Columbia, showing name, weight, height, sex, disease and treatment. Arr. alph. by name of child under school. No index. Hdw. on printed cards. 12 x 14 x 24.

For abbreviations and explanatory notes see pages 24-26

444. VACCINATIONS, 1929--. 1 vol.
Register of all children vaccinated for smallpox, showing name of child, name of nurse, and date. Arr. chron. under school district. No index. Hdw. on printed form. 100 loose-leaf pp. 11 x 10 x 1½.

Applications and Permits

445. (SANITARY INSPECTOR'S RECORDS), 1935--. 1 f. d.
Applications by food handlers for permits; lists of permits granted, showing name, number, and date of expiration; also reports of the inspector. Arr. alph. by subject. No index. Hdw. on printed form. 8 x 12 x 24.

Survey

446. (HOOKWORM SURVEY), 1935--. 1 f. d.
Record of persons examined and treated for hookworm in the county, showing name and address of person, date, age, school and preschool, whether negative and when treated. Arr. alph. by name of patient. No index. Hdw. and typed on printed form. 8 x 12 x 24.

Financial Record

447. (FINANCIAL RECORD), 1936--. 1 vol.
Cash book, showing amounts deposited to credit of health unit, and date, description and amount of disbursements. Arr. chron. No index. Hdw. on printed form. 76 double pp. 12 x 10 x 1.

XLII. VENEREAL CLINIC BOARD

The first appropriation for a venereal disease clinic, $3,000, appeared in the 1920 supply act for Richland County (Acts, p. 1323). The next year there was a county appropriation conditional upon Columbia and the state matching the amount (Acts 1921, p. 517).

The first board to administer the work was set up in 1927 to be known as the "Venereal Clinic Board", to consist of three members: one a member of the legislative delegation, one a member of the Columbia city council, and the third appointed by the first two. Each serves one year. The duties are to operate the clinic and to secure such medical help and equipment as meets the demands for maintenance. (Acts 1927, pp. 647-48.) In 1932, the law was amended to prevent the delegation serving ex officio on the board, but it fills the vacancy thus created (Acts, pp. 1188-89). Since 1934 (Acts, p. 2164) the clinic has been operated under the direction of an experienced urologist. The clinic is for indigents only (Acts 1927, p. 648).

For abbreviations and explanatory notes see pages 24-26

As the records are of confidential nature and concern living persons, they are not open to public inspection.

XLIII. RICHLAND ANTI-TUBERCULOSIS ASSOCIATION

The Richland Anti-Tuberculosis Association originated in 1913 under the control of the Associated Charities and other charitable institutions of Columbia. In 1914, the Richland County delegation appropriated $1,000 for the purpose of aiding the tuberculosis camp at Ridgewood through a committee composed of James H. Fowles, Jr., C. F. Williams, M. D., and R. N. Wood. (Stat. XXVIII, 810.) The county continued to make gifts, and in 1917 the Association was chartered. Although a private organization, it has an administrative office in the courthouse and receives appropriations from the city of Columbia and from Richland County for charity patients (Stat. XL, 2716). The Association operates a clinic at the Columbia Hospital and maintains a tuberculosis sanatorium, Ridgewood Tuberculosis Camp. The plant, valued at $60,000, consists of an administration building, eighteen cottages for white patients, a pavilion of sixteen beds and a cottage for negro patients, and a dairy.

The Association is governed by a board of directors consisting of fifteen members, five of whom are chosen annually for three years by the members. The membership consists of persons who pay the Association's treasurer one dollar or more as membership dues. The camp is in charge of a superintendent and a physician with trained assistants. The clinic also is in charge of the same experienced physician, who is assisted by city and county visiting nurses. In addition to city and county appropriations, the Association is financed by proceeds from the sale of Christmas seals, from membership dues, and from donations and fees of paying patients. (1914, Stat. XXVIII, 810; Twenty-Second Annual Report of the Board of Directors, Columbia, 1938.) By a program of education, the Association aims to make the public "anti-tuberculosis minded."

The only required record is an annual audit by a certified public accountant at the end of each fiscal year. A copy must be filed with the legislative delegation within ten days, and the county treasurer is directed to withhold payments if a report is not filed. (1938, Stat. XL, 2724.)

General Administration

448. MINUTE BOOK, 1917--. 2 vols. (one unlabeled, 2).
Record of proceedings at monthly and annual meetings of board of directors, showing date, place, names and number of members present, business transacted, motions made, statistics of patients and visits, money received from seal sales and treasurer, etc., reports from camp superintendent and visiting

nurse, and recommendations to county delegation, signature of secretary. Arr. chron. No index. Hdw. 300 pp. 14 x 9 x 1. Room 309, courthouse.

449. ANNUAL REPORTS, 1917--. 3 vols.
Original reports of board of directors to members of Association, showing names of directors and staff; pictures of camp; history, government, finances, and needs of Association; reports of camp superintendent, clinic nurse, treasurer; and audit sheets certified by public accountant. Arr. chron. No index. Typed. 85 pp. 9 x 6 x $\frac{1}{4}$. Room 309, courthouse.
For printed annual reports, see entry 450; for monthly report of Association's treasurer, see entry 451; of camp superintendent, see entry 467.

450. ANNUAL REPORTS, 1917--. 1 vol. containing 20 reports.
Reports of board of directors to members of Association, showing names of directors and staff; history, government, finances and needs of the Association; pictures of Ridgewood Camp; annual reports of camp superintendent and clinic nurse, showing statistics on patients, clinic tests, and visits; and annual statement of treasurer certified by public accountant. Arr. chron. No index. Printed and illustrated. 200 pp. 9 x 6 x 1. Tuberculosis clinic, Columbia Hospital.
For manuscript annual reports, see entry 449; for monthly report of Association's treasurer, see entry 451; of camp superintendent, see entry 467.

451. TREASURER'S REPORTS, 1917--. 1 vol.
Original monthly reports of Association's treasurer to board of directors, showing receipts from pay patients, county aid, city aid, donations, etc., and expenditures for salaries, lights, furniture, insurance, medical supplies, etc. Arr. chron. No index. Hdw. on ruled form. 152 pp. 15 x 9 x 1. Room 1006, Central Union Bank Building.
For manuscript and printed annual reports, see entries 449, 450.

452. MEMBERSHIP, 1917--. 1 file.
Names and addresses of Association members who pay a yearly fee of $1.00 or more. Arr. alph. by name of member. No index. Typed on printed cards. 3 x 5 x 12. Room 309, courthouse.

453. (CARD INDEX FILE OF THE CHRISTMAS SEAL SALE), 1917--. 3 wooden files, 2 cardboard files.
Shows name and address of purchaser of seals, date, remittances and remarks. Arr. alph. by name of purchaser. No index. Hdw. and typed on printed form. 2 cardboard and 1 wooden file, 3 x 5 x 12; 2 wooden files, 3 x 5 x 29. Room 309, courthouse.

454. CASH BOOK, 1933--. 1 vol.
Record of all cash transactions, showing for receipts the date and source, and for disbursements the account and date; also bank account and ledger number. Arr. chron. No index. Hdw. on printed ruled form. 100 pp. 15 x 9 x 1. Room 1006, Central Union Bank Building.

For abbreviations and explanatory notes see pages 24-26

455. LEDGER, 1933--. 1 vol.
General ledger accounts, showing date, serial number, name, and financial standing of each. Arr. chron. under account. Indexed by name of account. Hdw. on ruled form. 100 pp. 15 x 9 x 1. Room 1006, Central Union Bank Building.

456. (CHECK BOOK), 1935--. 5 vols.
Check stubs, showing name of payee, date, amount, purpose, and to what department charged. Arr. chron. No index. Hdw. on printed form. 75 pp. 9 x 4½ x ½. Room 1006, Central Union Bank Building.

457. (GENERAL FILES), 1928--. 4 f. d.
Correspondence and miscellaneous material on activities of the Association. Arr. alph. by subject. No index. Hdw., typed and printed on printed form. 12 x 14 x 24. Room 309, courthouse.

Tuberculosis Clinic

458. MONTHLY REPORTS, 1913--. 1 vol., 6 packages.
Monthly reports of clinic, showing the complete records of all activities, such as tests, visits, examinations, etc. Arr. chron. No index. Hdw. on printed form. Vol., 200 pp. 9 x 11 x 1½; packages, 9 x 11 x 3. Tuberculosis clinic, Columbia Hospital.

459. DAILY REPORT OF DOCTOR'S RECOMMENDATIONS, 1913--. 2 vols.
Doctor's findings and recommendations, showing name and address of patient, sex, color, serial number, and whether old or new case. Arr. chron. No index. Hdw. on printed ruled form. 150 and 2000 loose-leaf pp. 11½ x 9 x 1½ and 9 x 11 x 7. Tuberculosis clinic, Columbia Hospital.

460. DAILY RECORD, 1926--. 1 vol.
Classification of doctor's daily findings and recommendations, showing date, name of patient, condition, treatment recommended, and signature of doctor. Arr. chron. No index. Hdw. on printed form. 120 pp. 11 x 18 x 1½. Tuberculosis clinic, Columbia Hospital.

461. TUBERCULIN TESTS, 1918--. 1 wooden file.
Records showing history of patient, names of physicians reporting case and making test, with results. Arr. alph. by name of patient. No index. Hdw. on typed form. 8 x 9 x 14. Tuberculosis clinic, Columbia Hospital.

462. DIAGNOSIS OF CASES, 1925--. 1 vol.
Register of cases diagnosed as tuberculosis, showing name, address, date of diagnosis, name of physician, and date sent to camp. Arr. chron. No index. Hdw. 41 loose-leaf pp. 8 x 6 x 2. Tuberculosis clinic, Columbia Hospital.

463. PATIENTS VISITED, NOT IN CLINIC, 1917--.
1 wooden file.
Histories of cases visited at home, showing number of visits made, date, name

For abbreviations and explanatory notes see pages 24-26

and address of patient, disposition of case, and signature of visiting nurse. Arr. chron. by date of visit. No index. Hdw. and typed on printed cards. 8 x 9 x 4. Tuberculosis clinic, Columbia Hospital.

464. (VISITING DISTRICT BOOKS), 1921--. 4 vols.
Shows home visits by clinic and visiting nurse, with name and address of patient, racial color, and age; also district, date examined at clinic, diagnosis, and date of home visit. Arr. alph. by name of patient. No index. Hdw. 35 pp. 8 x 6 x 1½. Tuberculosis clinic, Columbia Hospital.

465. INDIVIDUAL CASE HISTORIES, 1913--. 39 wooden files, 49 cardboard files.
Complete information on cases, active and inactive, showing tuberculosis clinic date, name and address of patient, condition, name of doctor making examination, visits of nurse if any, date admitted to camp, and date dismissed; also cases reported but not yet contacted. Arr. alph. by name of patient. For index, see entry 466. Hdw. on printed form. Wooden files, 8 x 9 x 14; cardboard files, 8 x 9 x 24. Tuberculosis clinic, Columbia Hospital.

466. INDEX TO INDIVIDUAL CASE HISTORIES, 1913--. 1 cardboard file.
Index to Individual Case Histories, entry 465, showing name and address of patient, with date of visit. Arr. alph. by name of patient. Hdw. on printed form. 4 x 5 x 8. Tuberculosis clinic, Columbia Hospital.

Ridgewood Camp

Administration Records

467. (SUPERINTENDENT'S REPORTS), 1930--. 1 package.
Office copies of monthly reports sent by camp superintendent to board of directors, showing for white, Negro, and total; date, number of patients carried over, admitted, cared for, discharged, withdrawn, died, improved, in county and city beds, in endowed beds, pay patients, in camp on last day of month, number visitors, general average for month; visiting physician, number of visits, white nurses, Negro nurses; cash paid to treasurer, accounts due and unpaid; remarks and signature of superintendent. Arr. chron. No index. Hdw. on printed ruled form. 10 x 4 x ½. Office, administration building.
For original and printed annual reports, see entries 449, 450.

468. DAIRY REPORTS, 1930--. 2 vols.
Daily record of milk, showing amount of food consumed by cows, value of food, value of milk, and total for month; also amounts paid dairymen, and amounts received from sale of cows. Arr. chron. No index. Hdw. on ruled form. 100 pp. 9½ x 7½ x 1. Office, administration building.

469. DONATION BOOK, 1917--. 3 vols.
Record of gifts presented to patients and camp by individuals and organizations. Arr. chron. No index. Hdw. on ruled form. 75 pp. 9½ x 3½ x ½. Office, administration building.

470. SUPERINTENDENT'S CASH BOOK, 1923--. 2 vols.
Record of cash received, chiefly from pay patients for guests' meals, and from sale of supplies. Arr. chron. No index. Hdw. on ruled form. 152 pp. 12½ x 10½ x 1. Office, administration building.

471. (PATIENTS' ACCOUNT BOOK), 1914--. 2 vols.
Shows name and address of patient, person responsible, admission number, dates of admission and dismissal, items of board, date and amount of payment, and page number of cash book on which entry is recorded. Arr. alph. by name of patient. No index. Hdw. on printed ruled form. 100 and 300 pp. 6 x 9½ x 1 to 3½. Office, administration building.

472. PETTY CASH, 1918--. 4 vols.
Record of cash sent to camp superintendent by Association's treasurer as needed, and an itemized statement of cash used, showing date, amount, and department for which spent. Arr. chron. No index. Hdw. on ruled form. 300 pp. 9½ x 8 x 1½. Office, administration building.

473. (NARCOTIC BOOK), 1918--. 5 vols.
Carbon copies of orders for purchase of narcotics by camp superintendent, showing serial number of order, date, catalog number of firm purchased from, number and size of package, name of article, and signature of superintendent; also licenses to buy narcotics, issued yearly to camp superintendent. Arr. by serial no. of order. No index. Hdw. on ruled form issued by United States Treasury Department. 75 pp. 12 x 10 x ½. Office, administration building.

Case Records

474. (ADMISSION CARDS), 1917--. 1 cardboard file, 19 bundles.
Cards written and signed by clinic nurse and doctor, showing date of patient's first visit to clinic, condition, chest diagram and readings, name, address, and date of admission to camp. Arr. alph. by name of patient. No index. Hdw. on printed cards. Cardboard file, 5 x 9 x 14; bundles, 5 x 9 x 4. Office, administration building.

475. (ADMISSION BOOK), 1914--. 1 vol.
Shows date, name and address of patient, admission number of patient, weight, and condition on admission and dismissal. Arr. by admission number of patient. No index. Hdw. on ruled form. 150 pp. 10½ x 8 x 1. Office, administration building.

476. PATIENT REGISTER, 1927--. 1 vol., 9 bundles.
Monthly record of all patients in camp, showing name and address of patient, admission number, dates of admission and discharge, number of days in camp

For abbreviations and explanatory notes see pages 24-26

and general average of days for all patients for month. Arr. chron. No index. Hdw. on printed ruled form. Vol., 75 pp. 15 x 18 x ½; bundles, 15 x 18 x 1. Office, administration building.

477. (CHECKING RECORD OF PATIENT), 1930--. 1 vol.
Record of patients carried over from previous year, and of patients admitted, showing name of patient, entrance number and date, age on admission, and total number of days in camp; also discharges, withdrawals, and deaths. Arr. chron. No index. Hdw. on ruled form. 292 pp. 15 x 9 x 1. Office, administration building.

478. CHARTS, 1917--. 42 clipboard files, 1 wooden file, 19 bundles.
Record of patients, showing admission number, complete medical history, bedside notes, chest diagram, temperature and weekly weight. Arr. chron. No index. Hdw. on printed form. Clipboard file, 14 x 9 x ½; wooden file, 5 x 9 x 14; bundles, 11½ x 9½ x 2 to 4. Office, administration building.

479. WEIGHT BOOKS, 1929--. 2 vols.
Weekly record of patient's weight, showing name, date, weight. Arr. chron. No index. Hdw. on ruled form, in blue ink if gaining and red ink if unchanged or losing. 50 and 100 pp. 6 x 3 x ½ and 9½ x 7½ x 1. Office, administration building.

480. (CAMP RECORD), 1926--. 1 vol.
Register of occupants of free beds at Ridgewood camp, showing name of patient, dates admitted and discharged, number of bed, and name of donor. Arr. chron. No index. Hdw. on ruled form. 136 pp. 14 x 9 x ½. Room 309, courthouse.

481. (BIRTHDAY BOOK), 1917--. 2 vols.
Record of birthdays of all patients. Arr. chron. No index. Hdw. on ruled form. 75 pp. 6 x 4 x ½. Office, administration building.

482. (DISMISSAL CARDS), 1917--. 1 cardboard file, 19 bundles.
Cards written and signed by clinic nurse and doctor, showing date of patient's first visit to clinic, condition, chest diagram and reading, name and address of patient, and dates of admission and dismissal from camp. Arr. alph. by name of patient. No index. Hdw. on printed cards. Cardboard file, 5 x 9 x 14; bundles, 5 x 9 x 2. Office, administration building.

483. INDEX TO DISCHARGED CAMP CASES, 1921--. 1 wooden file.
Index to cases dismissed from camp, kept at the clinic for follow-up work, showing date dismissed, condition, name and address of patient, age, color, sex, and remarks. Arr. alph. by name of patient. Hdw. on printed form. 5 x 6 x 8. Tuberculosis clinic, Columbia Hospital.

For abbreviations and explanatory notes see pages 24-26

(Next entry 484, p. 173)

XLIV. COLUMBIA HOSPITAL

Organized in 1892 by the United King's Daughters of Columbia, the Columbia Hospital was supported for a number of years by churches and individuals. In 1902 the Columbia Medical Society took charge of the management. (Robert E. Seibels, in Columbia, pp. 156-59.) In 1921, upon request of the hospital trustees, the county commissioners were authorized to order an election to decide whether or not the county should take over the hospital; and if so, to sanction a $300,000 bond issue for the institution (Stat. XXXII, 725-26). As a result of the favorable vote, a board of trustees was created, consisting of the county senator, a Columbia city councilman, and five trustees appointed by the governor on recommendation of the legislative delegation. The Medical Society deeded the hospital to the county, and the county assumed the hospital's indebtedness up to $100,000. The next year the board of trustees was made the fiscal agent of the hospital, to conduct, operate, manage, and maintain it (Acts 1922, p. 1548). Since 1925, the board of trustees has numbered five, appointed for a term of five years by the governor on recommendation of the legislative delegation (Acts, p. 851; 1929, p. 972; 1936, pp. 2590-91).

The board employs and discharges the superintendent, servants and other necessary agents. The superintendent posts a $10,000 surety bond which is approved by the clerk of court. The premium is paid by the hospital. (Acts 1922, p. 1548.) The superintendent advertises for bids and supplies, and the bids are turned over to the trustees. On written application to the board of trustees, any member of the Medical Society may become a member of the hospital's medical staff, and may remain so long as he meets requirements of the American College of Surgeons. The medical staff, a scientific, rotary body, is not administrative. Charity patients are not admitted to the hospital for longer than four weeks except on recommendation of the county physician or of the Associated Charities (now Family Welfare Society). Bacteriological and pathological laboratories were established in 1925, with director and assistants as hospital employees. A roentgenological laboratory was added in 1926. (Acts 1935, pp. 849-51; 1926, pp. 1672-73; 1930, p. 2006.)

Funds for the hospital are kept separate from other funds by the county treasurer and are paid out on order of the board of trustees. All claims are itemized, verified and approved by the board, signed by the chairman and attested by the superintendent. (Acts 1922, p. 1548.) The books are checked monthly by a finance committee composed of three trustees. A complete annual audit report by a certified public accountant, is filed in duplicate, one with the legislative delegation, see entry 2, the other with the board of trustees. The board publishes a financial statement semi-annually in a county newspaper. For warrants, see entry 305. (Acts 1925, pp. 850-51.) Case records are not open to public inspection. The records have been inventoried by the Survey through the courtesy of the superintendent and the assistance of the historian of the hospital.

Trustees

484. (MINUTES), 1930--. 1 vol.
Minutes of monthly meetings of board of trustees, showing business transactions and reports of special medical case histories, with charts of patients under discussion. Arr. chron. No index. Typed. 100 loose-leaf pp. 11 x 10 x 1. Historian's room.

485. ROTARY VISITING STAFF, 1928--. 2 folders.
Applications to board of trustees from doctors placed on rotary visiting staff, showing date, name, qualifications, experience, and signature of applicant; and approval by board of trustees; also attached annual report to board on services of visiting staff to indigent patients, showing date, and nature of service performed. Arr. alph. by name of doctor. No index. Hdw. and typed on printed form. 10 x 8 x 1. Historian's room.

Patients

486. PATIENTS RECORD, 1919--. 4 vols., approx. 2 unbound vols. in 1 bundle. One vol. has no title.
Register of patients admitted to hospital, showing serial number, date of admission, name and address of patient, room number, name of doctor, and date of dismissal. Arr. alph. by name of patient. No index. Hdw. on printed ruled form. Vols., 200 to 300 loose-leaf pp. 14 x 16 x 2 to 12 x 18 x 3; bundle, 14 x 16 x 4. 3 vols., 1919-29, storage room; 1 vol. and 1 bundle, 1931--, main office.

487. (ACTIVE FILE), current. 1 f. d.
Identification cards of patients in hospital, showing date admitted, serial number, name and address of patient, age, room number, and name of attending doctor. When patient leaves hospital, cards are removed and filed in Numerical Files, entry 488. Arr. alph. by name of patient. No index. Typed on printed cards. 6 x 9 x 12. Historian's room.

488. NUMERICAL FILES, 1929--. 168 f. d.
Summary sheets of all case records, showing serial number, name and address of patient, age; past and present medical history of patient, including nature of illness, operation, or otherwise; medical history of patient's family; and doctors' reports. Also contains non-current identification cards from (Active File), entry 487; Summary Charts, entry 493, which also contain Admission and Dismissal Sheets, 1935--, entry 497; Permits to Enter County Cases, 1936--, entry 499; County Cases, 1933--, entry 500; State Cases, 1932--, entry 501; and duplicates of (Nurses' Record), entry 502; Laboratory Records, entry 504; Basal Metabolism Tests, entry 505; Pathological Tissue Reports, entry 507; X-ray Reports, 1930--, entry 509; Electrocardgram Records, 1930--, entry 511; Day and Night Order Book, entry 524. Arr. by serial no. of patient. For indexes, see entries 489, 490. Hdw. and typed, and hdw. and typed on printed form. 12 x 13 x 25 to 12 x 15 x 26. 120 f. d., 1929-34, storage room; 48 f. d., 1935--, historian's room.

For abbreviations and explanatory notes see pages 24-26

489. (INDEX), 1935--. 30 f. d.
Card index to Numerical Files, entry 488, showing serial number, name and address of patient, physician, history of patient, and date of dismissal. Arr. alph. by name of patient. Typed on printed cards. 6 x 9 x 15. Historian's room.

490. DISEASE INDEX, OPERATION INDEX, 1930--. 6 vols.
Two indexes: (1) to diseases, and (2) to operations, recorded in Numerical Files, entry 488, showing date, serial number and name of patient, name of doctor, and disease or operation; also in front of volume, monthly statistical report of historian for reference. Arr. alph. by name of patient under disease or operation. Typed on printed ruled form. 350 loose-leaf pp. 12½ x 10 x 3½. 4 vols., 1930-33, storage room; 4 vols., 1934--, historian's room.

491. DAILY REPORT OF OPERATIONS, 1916-37. 6 vols. Title varies: Record of Minor and Major Operations. 1937-- in operating room, inaccessible.
Shows name of patient, number of room or ward, diagnosis, name of anesthetist, names of surgeon and assistant, nature of operation, and result. Arr. chron. No index. Hdw. on printed ruled form. 400 loose-leaf pp. 9 x 15 x 3. Storage room.

492. NARCOTIC RECORD, 1929-34. 5 vols. 1935-- in Medical Order Book, entry 536.
Record of narcotics given patients, showing name of patient, name of doctor, date, and form of narcotic. Arr. chron. No index. Hdw. on ruled form. 500 pp. 12 x 9 x 1½ to 16 x 5 x 1½. Storage room.

493. SUMMARY CHARTS, 1921-29. 1 bundle. 1929-- filed in Numerical Files, entry 488.
Individual charts, showing summary of all medical case histories, date, serial number, name and address of patient, name of doctor, and result. Arr. alph. by name of patient. For index, see entry 494. Typed on printed cards. 4 x 7 x 10. Storage room.

494. CHART INDEX, 1921-29. 2 f. d.
Index to Summary Charts, entry 493, showing serial number, name and address of patient or person responsible, name of doctor, important points on operations and diseases, dates of admission and dismissal. Arr. alph. by name of patient. Hdw. on printed cards. 9 x 8 x 16. Storage room.

495. (CENSUS BOOK), 1925--. 2 vols.
Daily record of births and deaths, showing date of birth, date of dismissal or death, and total for each. Arr. chron. No index. Typed. 150 loose-leaf pp. 6 x 9 x 1. Historian's room.
For vital statistics, see entries 99, 100.

496. (BABY RECORD), 1927--. 3 vols.
Register of babies born in hospital, showing serial number of mother, date of birth, name, sex, race, case number, and date of death (if dead). Arr. chron.

For abbreviations and explanatory notes see pages 24-26

No index. Hdw. 100 pp. 7 x 4 x ½. Historian's room.
For vital statistics, see entries 99, 100.

497. ADMISSION AND DISMISSAL SHEETS, 1929-34. 6 bundles. 1935-- recorded on Summary Charts in Numerical Files, entry 488.
Record of patients, showing name and address, room number, name of doctor, and dates of admission and dismissal. Arr. chron. No index. Hdw. on printed form. 7 x 12 x 2. Storage room.

498. CLASSIFICATION OF DISEASES, 1925-29. 4 f. d.
Shows name and address of patient, case number, kind of disease, dates of admission and dismissal, with name of doctor or staff member in charge. Arr. by case no. No index. Hdw. on printed form. 5 x 7 x 18. Storage room.

499. PERMITS TO ENTER COUNTY CASES, 1935. 1 bundle. 1936-- in Numerical Files, entry 488.
Copies of permits admitting patients to hospital without charge, issued by medical social service worker after investigation and approval, showing date issued, name and address of person to be admitted, and signature of social service worker. Arr. chron. No index. Hdw. on printed form. 2 x 5 x 7. Storage room.

500. COUNTY CASES, 1927-32. 2 bundles. 1933-- in Numerical Files, entry 488.
Record of cases receiving treatment at county expense, for which the county assesses 1 3/4 mill, showing name and address of patient, disease, doctor, date admitted, duration of hospitalization period, and date of dismissal or death. Arr. chron. No index. Hdw. on printed form. 5 x 6 x 9. Storage room.

501. STATE CASES, 1928-31. 5 bundles. 1932-- in Numerical Files, entry 488.
Record of cases receiving treatment paid for by state board of health, showing name and address of patient, disease, doctor, date admitted, duration of hospitalization period, date of dismissal or death. Arr. chron. No index. Hdw. on printed form. 5 x 6 x 9. Storage room.

Laboratory

502. (NURSES' RECORD), 1926--. 10 vols. Duplicates 1929-- in Numerical Files, entry 488.
Record of specimens turned in by nurses for examination by pathologist, showing serial number, date, name of patient, specimen, names of doctor and nurse. Arr. chron. No index. Hdw. on printed ruled form. 100 pp. 12 x 8 x 1. Laboratory.

For abbreviations and explanatory notes see pages 24-26

503. (CHARGE BOOK), 1926--. 500 vols.
Stub record of bills sent to office, showing charges for analysis of specimens of patients. Arr. chron. No index. Hdw. on printed form. 50 pp. 11 x 7 x ½. Laboratory.

504. LABORATORY RECORDS, 1926--. 18 letter f. b. Duplicates 1929-- in Numerical Files, entry 488.
Records of all forms of analyses made in laboratory, showing serial number and name of patient, medical history, name of doctor, and nature of specimen and findings. Arr. alph. by name of patient. No index. Hdw. on printed form. 12 x 12 x 5. Laboratory.

505. BASAL METABOLISM TESTS, 1929--. 1 f. d. Duplicates in Numerical Files, entry 488.
Record of tests, showing serial number and name of patient, medical history, date of test, temperature and barometer connections, normal and actual basal rate, name of doctor referring case, and signature of pathologist making test. Arr. by serial no. of patient. For index, see entry 506. Hdw. on printed form. 5 x 12 x 13. Laboratory.

506. CROSS INDEX, 1929--. 1 f. d.
Current index to Basal Metabolism Tests, entry 505, showing name of patient, pathologist's diagnosis, and number of patient. Arr. alph. by name of patient. Typed on printed cards. 2 x 3 x 5. Laboratory.

507. PATHOLOGICAL TISSUE REPORTS, 1929--. 7 letter f. b. Duplicates in Numerical Files, entry 488.
Shows serial number and name of patient, name of doctor referring tissue, origin of tissue, diagnosis of gross with microscopic examination, diagnosis based on microscopic examination, signature of pathologist. Arr. by serial no. of patient. For index, see entry 508. Typed on printed form. 12 x 12 x 5. Laboratory.

508. INDEX, 1929--. 4 f. d.
Card index to Pathological Tissue Reports, entry 507, showing serial number and name of patient. Arr. alph. by name of patient. Typed on printed form. 5 x 5 x 18. Laboratory.

X-ray

509. X-RAY REPORTS, 1930--. 18 f. d. Duplicated in Numerical Files, entry 488.
Shows serial number and name of patient, nature of X-ray, diagnosis, name of doctor sending patient, and signature of X-ray doctor. Arr. by serial no. of patient. For index, see entry 510. Hdw. on printed form. 17 x 20 x 26. X-ray room.

510. INDEX, 1930--. 8 f. d.
Card index to X-ray Reports, entry 509, showing serial number and name of patient, name of doctor, date and cause of examination. Arr. alph. by name of patient. Hdw. on printed form. 6 x 7 x 17. X-ray room.

For abbreviations and explanatory notes see pages 24-26

511. ELECTROCARDGRAM RECORDS, 1930--. 3 f. d. Duplicates in Numerical Files, entry 488.
Report for hospital, showing heart action of patient as registered on machine, with name of doctor, serial number and name of patient, date and diagnosis. Arr. alph. by name of patient. For index, see entry 512. Hdw. and typed on printed form. 12 x 12 x 24. X-ray room.

512. INDEX, 1930--. 1 f. d.
Index to Electrocardgram Records, entry 511, showing name and address of patient. Arr. alph. by name of patient. Hdw. and typed on printed cards. 5 x 6 x 11. X-ray room.

513. (CHARGE BOOK), 1936--. 30 vols.
Stub record of charge slips sent to the office by X-ray technician for X-ray pictures made, showing date, serial number and name of patient, and amount. Arr. by serial no. of patient. No index. Hdw. on printed form. 100 pp. 10 x 7 x 1. X-ray room.

514. X-RAY EXAMINATION SHEETS, 1928--. 13 bundles.
Sheets from X-ray room, showing pictures and diagnosis, name of patient, date, disease and doctor. Arr. chron. No index. Photographed and hdw. on special form. 5 x 6 x 10. 8 bundles, 1928-35, storage room; 5 bundles, 1935--, X-ray room.

General Clinic

515. OBSTETRICS, 1934--. 1 f. d.
Prenatal examinations, showing date, general condition, name and address of patient, and instructions of doctor and nurse. Arr. alph. by name of patient. No index. Hdw. on printed form. 4 x 6 x 18. Basement.

516. GYNECOLOGY, 1935--. 1 f. d.
Record of work on outside patients, showing name of doctor, date, name and address of patient, occupation, age, and other information. Arr. alph. by name of patient. No index. Hdw. on printed form. 6 x 9 x 15. Basement.

517. OUT PATIENTS RECORDS, 1934--. 8 f. d.
Record of visits by social worker to patients treated outside hospital, showing date, name of social worker, name and address of patient, age, nearest relative, medical history, and financial condition of patient, name of doctor giving treatment, and total number of visits. Arr. alph. by name of patient. No index. Hdw. on printed form. 9 x 9 x 17. Basement.

518. CHILDREN'S CLINIC, 1934--. 2 f. d.
Examinations of children in clinic, showing name and address of child, age, date, name of doctor; also medical history of case and follow-up work of social worker, if any, and total number of examinations. Arr. alph. by name of patient. No index. Hdw. on printed form. 6 x 9 x 17. Basement.

For abbreviations and explanatory notes see pages 24-26

519. APPLICATIONS FOR TRAINING, 1924--. 1 f. d.
Record of persons applying for admission to nurses' training school, and related correspondence; also record in school, with annual physical and laboratory reports. Arr. alph. by name of applicant. No index. Hdw. and typed on printed form. 12 x 13 x 24. Directress' office.

520. ACTIVE FILES, 1935--. 2 f. d.
Records of white and colored student nurses in training, showing applications, references, school certificates, physical and laboratory examinations, efficiency records, and related correspondence. Arr. alph. by name of student. No index. Hdw. and typed on printed form. 12 x 13 x 24. Directress' office.
For prior records, see entry 521.

521. INSTITUTIONAL SHEETS, 1927-34. 1 bundle.
Record of nurses in training school, showing name, history, and grades. Arr. chron. No index. Typed on printed form. 3 x 9 x 12. Storage room.
For subsequent records, see entry 520.

522. NURSES RECORD BOOK, 1912--. 6 vols. Title varies: Record.
Permanent record of assignments of student nurses, showing number of hours on night duty, day duty, in class, lecture, theoretical work, in laboratory; grades, and name of instructor. Arr. chron. No index. Hdw. on printed ruled form. 150 to 500 pp. 14 x 9 x 1 to 18 x 10½ x 2½. 5 vols., 1912-25, 1928--, directress' office; 1 vol., 1926-27, storage room.

523. (DAILY REGISTER), 1931--. 2 vols.
Daily attendance record of nurses, showing date, name of nurse, grade of class work done, and of hospital service. Arr. chron. under class. No index. Hdw. on printed ruled form. 225 pp. 17 x 10 x 1. Directress' office.

524. NURSES' RECORDS - RESIGNED AND DISMISSED, 1934--. 1 f. d.
Complete information of students who for various reasons have left the training school. Arr. alph. by name of student. No index. Hdw. and typed on printed form. 12 x 13 x 24. Directress' office.

525. GRADUATE NURSES' RECORD, 1920--. 4 f. d.
Complete condensed records of nurses who have graduated. Arr. alph. by name of nurse. No index. Hdw. and typed on printed form. 12 x 13 x 24. Directress' office.

526. (REGISTER), 1931-34. 1 vol.
Record of graduate nurses on special duty, showing name, dates service began and ended. Arr. chron. No index. Hdw. on printed form. 200 pp. 12 x 9 x 2. Storage room.

527. DAY AND NIGHT ORDER BOOK, 1920--. 47 vols. Title varies:
Order Book. Duplicates 1929-- in Numerical Files, entry 488.
Instructions by doctors and supervisors to nurses, relative to food and medicine for patients, showing serial number and name of patient, name of doctor, and date of instructions. Arr. chron. No index. Hdw. 100 to 500 pp. 12 x 8 x ½ to 12 x 9 x 2. Storage room.

For abbreviations and explanatory notes see pages 24-26

Accounting

528. CHARGES AND CREDITS, 1930-36. 3 bundles, 1 cardboard box. Copies of patients' charge and credit slips, showing serial number and name of patient, room number, for what, name of doctor, signature of nurse, "O. K." by supervisor, and signature of druggist under price. Arr. chron. No index. Hdw. on printed form. Bundles, 5 x 9 x 2; box, 15 x 13 x 5. Storage room.

529. OPERATING AND DELIVERY ROOM CHARGES, 1926-32. 9 bundles. Copies of charge slips for use of operating and delivery rooms, showing serial number, name and address of patient, date, room number, and name of doctor. Arr. chron. No index. Hdw. 7 x 10 x 2. Storage room.

530. LABORATORY CHARGES, 1933--. 2 f. d., 14 cardboard boxes. Title varies: Drug Room Slips; one f. d., 1935--, has no title. Charge slips from drug room, laboratory, and various departments for service and supplies, showing serial number, name and address of patient, and amount of fee. Arr. chron. No index. Hdw. on printed form. F. d., 6 x 5 x 13; boxes, 4 x 6 x 12. Boxes, 1933-35, storage room; f. d., 1935--, main office.

531. (UNPAID ACCOUNTS), 1935--. 1 f. d. Itemized statements of accounts past due, showing serial number, name and address of patient, room number, price, date admitted, date dismissed and payments, and name of doctor. Arr. alph. by name of patient. No index. Hdw. on printed ruled form. 10 x 12 x 18. Main office.

532. WORTHLESS ACCOUNTS, 1919-25. 1 f. d. Title varies: Professional Service; Patients Ledger Sheets. Doctors' itemized statement for services, and patients' personal accounts with hospital, showing serial number, name and address of patient, room number, price, date admitted, date discharged and payments, and name of doctor. Arr. alph. by name of patient. No index. Hdw. on printed form. 5 x 7 x 18. Storage room.

533. LEDGER, 1933--. 2 vols., 10 bundles. Financial record of all patients in hospital, showing itemized charges. Arr. alph. by name of patient. No index. Hdw. on printed ruled form. Vols. 225 pp. 10 x 12 x 2; bundles, 10 x 12 x 8. Main office.

534. GENERAL LEDGER, 1920--. 5 vols., 10 bundles. Controlling accounts which are totaled and audited every six months, showing date, account, amount, remarks, and total. Arr. chron. No index. Hdw. on printed ruled form. Vols. 250 pp. 12 x 10 x 2; bundles, 4 x 7 x 10. Main office.

535. STORAGE ROOM REQUISITIONS, 1925--. 39 bundles. Orders for supplies in various departments of the hospital, showing date, item, amount, price, by whom ordered, and signature of supervisor of department. Arr. chron. No index. Hdw. on printed form. 5 x 8 x 2. 32 bundles, 1925-37, storage room; 7 bundles, 1937--, supply room.

For abbreviations and explanatory notes see pages 24-26

536. MEDICAL ORDER BOOK, 1926--. 15 vols.
Record of medicines ordered for various departments, showing type of medicine, date, amount, price, total amount, signature of supervisor in charge. Also contains Narcotic Record, 1935--, entry 492. Arr. chron. No index. Hdw. on ruled form. 500 pp. 14 x 10 x 3. 13 vols., 1926-35, storage room; 2 vols., 1936--, nurse's desk.

537. (DETAIL OF EXPENDITURES), 1920--. 4 vols.
Record of all purchases under departments (administrative, nursing, housekeeping, plant operation, maintenance, etc., each having a code letter), showing date, to whom paid, check number, and amount. Arr. chron. under department (A-F) and miscellaneous. No index. Hdw. on printed ruled form. 195 loose-leaf pp. 12 x 10 x ½ to 14 x 16 x 2. 2 vols., 1920-26, storage room; 2 vols., 1927--, main office.
For canceled warrants, see entry 305; for treasurer's parallel record, see entry 326.

538. DISBURSEMENTS, 1921--. 4 vols. One vol., 1930--, has no title.
Detailed record of all cash paid out, showing date, to whom paid, and for what paid. Arr. chron. No index. Hdw. on printed ruled form. 275 pp. 12 x 10 x 2. 2 vols., 1921-26, storage room; 2 vols., 1930--, main office.

539. ACCOUNTS PAYABLE, 1922-23. 1 vol.
Record of purchases made, showing date, item, and amount paid. Arr. chron. No index. Hdw. on ruled form. 250 pp. 9 x 12 x 2. Storage room.

540. PAY ROLLS, 1927-32. 2 bundles.
Record of salaries paid, showing name, date, type of service, approval of heads of various departments, and signature of superintendent of hospital. Arr. chron. No index. Hdw. on printed form. 7 x 9 x 12. Storage room.

541. RECEIPT BOOK, 1924--. 4 vols. One vol., 1927--, has no title.
Detailed account of cash received for all purposes, showing date, name of person paying, amount, for what paid, and signature of cashier. Arr. chron. No index. Hdw. on printed ruled form. 100 to 200 pp. 12 x 8 x 3 to 14 x 16 x 6. 2 vols., 1924-26, storage room; 2 vols., 1927--, main office.

542. (RECEIPTS), 1927--. 10 bundles.
Original receipts from county treasurer for money turned over to him by hospital, showing date, amount for current accounts, and signature of treasurer. Arr. chron. No index. Hdw. on printed form. 6 x 10 x 1. Main office.

543. PAID VOUCHERS, 1925--. 6 f. d., 7 cardboard boxes, 5 bundles.
Title varies: Petty Cash Vouchers; General Vouchers.
Carbon copies of vouchers for money paid out; with attached invoices, bills and statements. Arr. chron. No index. Hdw. and typed on printed form. F. d., 12 x 16 x 24; cardboard boxes, 12 x 18 x 9 to 16 x 25 x 17; bundles,

For abbreviations and explanatory notes see pages 24-26

3 x 4 x 6. Cardboard boxes and bundles, 1925-33, storage room; f. d., 1933--, main office.
For original warrants, see entry 305.

Bond Issue

544. BOND ISSUE BOOK, 1921-36. 1 vol.
Record of expenditures of proceeds from bond issue, showing date, claim number, payment of old debts, expenses of new equipment and repairs. Arr. chron. No index. Hdw. on ruled form. 76 pp. 12 x 16 x 1. Storage room.

545. BOND ISSUE CHECKS, 1926. 1 bundle.
Canceled checks given in payment of bond issue. Arr. numer. by serial no. of check. No index. Hdw. on printed form. 3 x 4 x 7. Storage room.

Correspondence

546. FILE LETTERS, 1928--. 1 cardboard box, 2 f. d. F. d. have no title.
General correspondence. Arr. chron., 1928-33; arr. alph. by name of correspondent, 1935--. No index. Hdw. and typed. Cardboard box, 12 x 13 x 25; f. d., 12 x 15 x 26. Cardboard box, 1928-33, storage room; f. d., 1935--, historian's room.

XLV. FOREST FIRE CONTROL BOARD

For "the purpose of providing for the protection of forest lands, to promote reforestation on denuded and under-stocked and sub-marginal areas, and to aid in the enforcement of all laws pertaining to forests and other lands," Richland County in 1935 was made a forest fire control organization district. A county board was created, consisting of the state forester, the chairman of the board of county commissioners, and three persons appointed by the legislative delegation (Acts 1935, pp. 360-62). In 1937 the chairman of the board of county commissioners ceased to be a member of the board, which now consists of the state forester and four members appointed by the legislative delegation. The term is two years. (Acts 1937, pp. 383-84.)

All work is under the state forester and the state commission of forestry. The board elects a chairman, meets at his call, fills vacancies, and serves in an advisory and executive capacity. Together, the state forester and state forestry commission, compile a fire control plan, and a budget itemizing expenditures for each year. The board modifies or approves the forest fire control plan and makes and enforces rules from the standpoint of prevention. The board appoints, on recommendation of the state forestry commission, wardens, patrolmen, and towermen. Wardens, as field

representatives, control and forward to the state forester any data required by him. They also report fire hazard conditions within their districts and perform such duties as are required. (Acts 1935, pp. 360-62.)

Property acquired for forestry purposes is vested in the state forestry commission; if the state withdraws aid, the property is vested in the county forestry commission (Acts 1935, p. 362).

No specific records are required by law except such data as the state forester requires (Acts 1935, p. 361). The records consist largely of various fire reports from rangers, wardens and towermen, and are kept in the office of the county ranger, room 310, in the courthouse.

547. (FOREST PROTECTIVE ASSOCIATION MINUTES), 1937. In (Miscellaneous Papers), entry 30.

Original minutes of Richland County forest protective association, showing date and place of meeting, names of members present, motions made, and proceedings for adoption of budget requests to be sent to delegation, appointments of wardens, signature of secretary; also attached copy of 1936 budget proposal.

548. WEEKLY & MONTHLY REPORTS & FIRE REPORTS, 1936--. 7 f. d.
Title varies: Letters and Schools; Fire Reports and Retainer Fee Crew List; one file has no title.

Miscellaneous file containing originals, duplicates, and copies of the following:

i. Annual report of all activities, showing equipment chart for rangers, wardens, and towermen; fires in warden district, number acres burned, number fires for fiscal year, average acres burned; rangers' and wardens' activity charts of hours worked, mileage, names, fires handled, inspections, appointments, interviews, etc.; acreage and damage by cause (number fires, acres, damage), cause and classes of fires by months, summary of towermen's activities (period, towerman, district, hours worked), area burned, acres and dollars lost in merchantable, young growth, and open timber.

ii. Towerman's individual fire report, showing fire, and report number, tower, unit, date, location, azimuth reading, fire record, cause, visibility (miles), wind, weather, owner, area class, and signature of towerman.

iii. Warden's or ranger's individual report on forest fires, showing number of fires, county, cause; fire record: date and time started, time when extinguished, by whom discovered and reported, arrival of crew, in charge of whom, number of crew, number of volunteers, classification of area burned and damage, owner of land, address, number acres, wind condition, severity of burn, responsibility for fire, remarks, date of report and signature of ranger or warden; reverse shows sketch of fire area.

iv. Towerman's daily progressive fire report, showing date, by whom reported, station, time, location, name of warden or crew dispatched, final report: cause, number acres burned.

v. State summary of monthly fire report of intensive protection areas

For abbreviations and explanatory notes see pages 24-26

only, showing date, unit (county), number of fires, acres burned, total; average size fire, total; forest area of unit, number of prosecutions, number of convictions, remarks, total.

vi. State summary fire report for fire season, showing area under intonsive protection, comparative fire suppression record, tractor project, summary by units for number of fires and area burned; total.

vii. Lists of names of fire crews by districts of three miles radius, showing date and crew number, names of leaders and assistants and salary of each.

viii. Towerman's monthly report to district forester, showing date, name of tower; hours worked on tower duty, telephone line, tower grounds; car mileage in reporting fires, number discovered, number reported, visibility, number of visitors, literature distributed, weather, and signature of towerman.

ix. Ranger's and warden's monthly report to district forester, showing date, county, hours worked in fire fighting, on lookout, on patrol, fire prevention, telephone line, total; car mileage, fires handled, fires investigated, number fire inspections, number equipment inspections, number notices posted, literature distributed, number people interviewed, number talks at schools, number meetings attended, and signature of ranger or warden.

x. District tower crew's work report, showing employee, days worked and district.

xi. South Carolina state commission of forestry weekly report, showing date, district (county), unit, number fires, area burned, average per fire, remarks, and total for state.

xii. Weekly report of employees, showing date, activities, signature and title of employee.

xiii. Record of transfer of property or equipment from inventory or from other districts, showing district, equipment, date received, and signature of ranger.

xiv. Forestry question box contest score sheet, showing name of district, school, pupils, questions, date, score, names and addresses of contestants, names and addresses of judges.

xv. Lists of county schools, showing name of school, enrolment, teachers, schools visited, literature distributed.

xvi. Flexible tower crew agreements, showing name of district, salary, and signatures of crew members.

xvii. Oath of registered crew, showing oath, community, county, name of warden; signature, address and salary of each member of crew; date of approval by ranger, crew name and number.

xviii. Orders for uniforms, showing company ordered from, district, date, item, size, material, price and number ordered.

Arr. alph. by name of person making report or by subject. No index. Hdw. and typed, and hdw. and typed on printed ruled form, and mimeographed. 12 x 14 x 24.

549. (FIRE OCCURRENCE MAP), 1936-40. 4 maps.
Maps of fires in Richland county, one for five-year period, and three for fiscal year periods, showing district, towers, stations, fires, crew

For abbreviations and explanatory notes see pages 24-26

(Next entry 550, p. 185)

stations, and classifications. Printed form map, with progressive statistical data charted by colored dots. 37 x 47.

For other maps, see entries 37, 560.

XLVI. FARM AND HOME EXTENSION SERVICE

In January 1910, Miss Marie Cromer, a rural teacher in Aiken County, extended the plans of Dr. Seaman A. Knapp, and formed the first girls' tomato clubs. Through the cooperation of Dr. D. B. Johnson, president of Winthrop College, she moved her headquarters to the college for statewide work in November 1911. (Notes of Miss Lonny F. Landrum, state demonstration agent, from records of Winthrop College.)

In January 1912, Clemson Agricultural College entered into cooperative relation with the federal Knapp demonstration forces in South Carolina, and the office of the state demonstration agent was merged with that of the superintendent of Clemson extension division. This combination gave demonstration work trained guidance, and the county agents became the representatives of experts in the extension division and experiment stations. The next year five schools in each county were selected, and in connection with each a five-acre farm was operated for demonstration work, under the joint supervision of the teacher and the county agent. ("Reports of Clemson Agricultural College" in Reports and Resolutions, 1914, I, 554-57.)

Under the Smith-Lever Act, the Federal Government in 1914 began appropriating money for agricultural education outside of colleges, on condition that it be supplemented by local and state funds (U. S. Stat. at Large, 38, part I, 372-74). As providing the supplementary funds was left to the counties, the number of agents varied from year to year. Since 1929 the state has appropriated a sufficient amount to ensure each county having at least one home and one farm agent. (Acts 1929, pp. 1053-54; Code 5773.)

The federal funds are obtained through Clemson College as the state landgrant agricultural and mechanical college (Acts 1929, pp. 694-95; Code 5744). All extension work in the state is under the supervision of the director of the extension service as the representative of the United States Department of Agriculture. Subject to approval of the respective legislative delegations, the director of the Clemson extension service appoints the farm agents. The home demonstration agents are appointed by, and work under the immediate supervision of, the state home demonstration agent, at Winthrop College. Negro demonstration service is administered through the Colored Normal, Industrial, Agricultural and Mechanical College at Orangeburg. No definite term of office is provided by law for the agents, but they are usually employed for one year at a time. Reappointment is customary, so they hold office indefinitely. ("Annual Report of Board of Trustees of Clemson Agricultural College 1936", pp. 8-9, 19-20, in Reports of State Officers, Board and Committees 1937; James E. Hunter, Jr., ed., Legislative Manual 1939, p. 245; Acts 1929, p. 1054; Code 5773.)

Farm and Home Extension Service - Farm Agent (550-551)

In Richland County since 1914, there have been annual appropriations for a farm demonstration agent to advise the farmers of the county in marketing, and for a woman demonstrator of the girls tomato clubs (Acts 1914, pp. 808-9; 1938, pp. 2718-19). At present there are four agents in Richland County: a farm demonstration agent, a Negro farm demonstration agent, a home demonstration agent, and a Negro home demonstration agent (supply act in Acts 1938, p. 2718).

The duties of farm and home agents are concerned chiefly with organizational and informative work. Farm agents go from farm to farm teaching the best methods of cultivation and how to increase fertility of soil by rotation of crops and the use of livestock and legumes. They assist in the distribution of hog cholera serum; they spray orchards; make tests of milk production; and help educate farmers in the importance of farm sanitation, fly extermination, and cattle tick eradication. ("Report of Clemson Agricultural College" in Reports and Resolutions, 1914, I, 554-57.)

The records are chiefly correspondence, carbon copies of reports to headquarters, and papers relating to club work. Since 1933, agricultural adjustments and soil conservation have been conducted through the county farm agents, who have handled production contracts and benefit checks. In Richland $4,500 was appropriated in 1936 to purchase a terracing machine (Acts, p. 2588).

For records of the Negro extension work, see Inventory of Federal Archives in the States, No. 39, South Carolina.

Farm Agent

550. EXTENSION WORKERS, 1934--. 5 f. d.
Main file of county extension work, consisting chiefly of correspondence with field agents in South Carolina relating to various subjects under the county agent's department. Also contains Miscellaneous Subjects, 1934-36, entry 551. Arr. alph. by name of agent. No index. Typed. 12 x 13 x 26.

551. MISCELLANEOUS SUBJECTS, 1937--. 2 f. d. 1934-36 in Extension Workers, entry 550.
Monthly reports on specialties, such as dairying, demonstrations, fish, fruit, hogs, potatoes; and monthly report of county agent, showing county, name of agent, title, month, farm visits (date, name, community, nature of work), meetings held or attended (date, place, kind of meeting, part), visits by specialists and supervising agents (date, name, line of work and nature of assistance received), summary of activities, certificate of service and narrative report, plans, date, and signature of agent; also related correspondence. Arr. alph. by subject under year. No index. Typed, and typed on printed form. 12 x 13 x 26.

For abbreviations and explanatory notes see pages 24-26

552. LEXINGTON AND RICHLAND CO(unty), MISCELLANEOUS FILE, 1933--. 1 f. d.
Papers and bulletins relative to achievements of 4-H "clubsters", 4-H club news, 4-H club work suggestions, parents' letters concerning 4-H clubs; clubs for baby beef, bee, bird, calf, Carolina boy, cotton, corn, home orchard, peanut, pop corn, sheep and turkey; camp material; ceresin, circular letters, crotalaria, ants, boll weevils, cotton contests, contest personnel, county agents and assistants, the depression, extension work, farm income, farm program, feature films, handicraft, music, market letter, mimeograph pictures, monthly farm calendar, news articles from The State, Columbia, S. C.; outlook charts, pasture grasses, personnel, poems, program on work, rural young peoples' conferences, recreation, schedule of schools, state fair, sweet potatoes, tenancy. Arr. alph. by subject under year. No index. Hdw. and typed, and printed. 12 x 14 x 24.

553. RICHLAND COUNTY 4-H CLUB FILE (Boys), 1932--. 2 f. d.
Records of club boys in Richland and Lexington Counties, showing name, address and age of boy, school attending, and project, with related information and correspondence. File 1932--, arr. chron.; 1 file current, arr. alph. by name of boy. No index. Hdw. and typed on printed form. 12 x 14 x 24 and 12 x 13 x 26.
For girls' 4-H club records, see entry 562.

554. FARM FOLDERS (Farm Work Sheets), 1933--. 17 f. d., 30 pigeonholes.
Various papers relating to farms, including duplicate applications for allotment, tax exemptions; supplementaries from producers to county committee, with report of supervisor; certificates of compliance; cotton acreage contracts, summary and certification of community and county committee approved by county agent; map of farm, with schedule of crops and total acreage, showing name of farmer and farm serial number. Arr. by serial no. of farm. For indexes, see entries 555, 556. Hdw. and typed on printed form. F. d., 12 x 14 x 24; pigeonholes, 7 x 9 x 15.
For other farm maps, see entry 560.

555. (INDEX), 1933--. 6 f. d.
Card index to Farm Folders (Farm Work Sheets), entry 554, showing name of owner or renter of farm, address, farm serial number, references, and remarks. Arr. alph. by name of farmer. Hdw. and typed on ruled form. $5\frac{1}{2}$ x $6\frac{1}{2}$ x 16 to 4 x 6 x 24.

556. BANKHEAD APPLICANTS AND CONTRACT SIGNERS (Index), 1933-35. 6 f. b.
Card index to records absorbed in Farm Folders (Farm Work Sheets), entry 554, showing name of farmer, serial number of farm, address, contract number, location of farm, base acreage, and acreage withdrawn from production. Arr. alph. by name of farmer. Hdw. and typed. 4 x 6 x 15.

557. (RECEIPTS FOR AND REPORTS OF DISTRIBUTION OF COTTON PAYMENT ADJUSTMENT PROGRAM), 1935--. 1 f. d.
Records showing check number and amount; account number; date, name, address, certification of producer, county committee, and county agent. Arr. chron. No index. Hdw. and typed on printed form. 12 x 14 x 24.

558. (COTTON SALE CERTIFICATES), 1937--. 4 f. d.
Record showing name and address of purchaser, serial number of farm, date of sale, name and address of producer, number of bales, weight, and amount received. Arr. by serial no. of farm. No index. Hdw. and typed on printed ruled form. 12 x 14 x 24.

559. (DEAD FILE), 1934-35. 1 f. d.
Record of farmers who have died or who for various reasons have not renewed their contracts, showing application for allotment, certificates of compliance, name of farmer, and total acreage, with history of farm. Arr. alph. by name of farmer. No index. Hdw. and typed. 12 x 14 x 24.

560. (MAPS), 1936. 1 f. d.
Maps of farms, showing owner, location, serial number of farm, total acreage of wood and pasture, idle, and cultivated land. Arr. by serial no. of farm. No index. Handdrawn on printed form. 12 x 14 x 24.
For other maps, see entries 37, 549, 554.

Soil Conservation

561. (ENGINEER'S FILE), 1936--. 1 f. d.
Job sheets on terracing, showing serial number of farm; daily, weekly, and monthly reports; information relative to forestry; statistical reports and a summary of progress. Arr. alph. by subject. No index. Typed on printed form. 12 x 14 x 24.

Home Agent

562. (WOMEN AND GIRLS CLUBS), 1936--. 10 vols., 1 f. d.
Record of women's demonstration and girls' 4-H club activities, showing name and age of member, year in club, score on work, parents' name and address, club project, time of meeting, monthly program, when course completed; also report cards from which records are taken. Arr. alph. by name of member. No index. Hdw. and typed on ruled form. Vols., 100 pp. 8 x 6½ x 1 to 12 x 7 x 1; f. d., 12 x 14 x 27.
For boys' 4-H club records, see entry 553.

563. (PROJECT MATERIAL), 1936--. 3 f. d.
Information, instructions, reports, and related correspondence on all subjects studied by girls and women. Arr. alph. by subject. No index. Hdw. and typed on printed form. 12 x 14 x 27.

For abbreviations and explanatory notes see pages 24-26

564. (CORRESPONDENCE), 1936--. 1 f. d.
Newspaper clippings, radio programs, annual and monthly reports, data on council work and county camps, and correspondence of home demonstration agent. Arr. alph. by subject. No index. Hdw. and typed, some on printed form, printed. 12 x 14 x 27.

XLVII. BOXING COMMISSION

In 1931 a boxing commission was created for each county, to be composed of three members, one appointed by the senator, one by the members of the house of representatives, and one by the mayor of the city having the largest population - Columbia in Richland County. They serve without compensation for terms co-terminal with those of the persons making the appointments. (1931, Stat. XXXVII, 147-48; Code 7154.)

No boxing contests are held without permission of the commission. The contests are under its control, subject to its rules, regulations, restrictions and requirements, and may not exceed fifteen rounds. (Code 7152, 7153.) Appeals concerning regulations and decisions of the commission are made to the delegation and the mayor, whose decisions are final (Code 7155). It is unlawful for any member to have a financial interest in any contest (Code 7156).

This is not a records office.

XLVIII. MILITIA

At the time of the organization of Richland County in 1785, the militia system set up during the Revolution was still in effect. The defense of the state had been placed on a war footing in 1778, when the colonial militia laws were reduced to one, and for the first time the militia was organized into three brigades, each under a brigadier general. The larger regiments were reduced to not fewer than six hundred men each, and the field officers were directed to ascertain the boundaries and districts of the regiments. Each captain was enjoined to make a list every six months of all free males between the ages of sixteen and sixty within his company district. Every militiaman had to keep at his place of abode, in good repair, the prescribed weapons, ammunition and accoutrements, which might be inspected there by the commissioned officers not oftener than once in two months. Regimental musters were required every six months and company musters every two weeks. No man could be compelled to remain at a muster for longer than one day at a time "except in the time of alarm, invasion, insurrection or rebellion," in which case a draft for full time active service was provided for. Penalties for non-performance of duty were limited to fines, which were collected on processes issued by the officers and served by the sergeants or, if sergeants were not available, by constables. Mutiny was punishable by a fine not ex-

ceeding £50 and confinement during the time the militia was under arms; and if the culprit were a servant, by whipping on the bare back not exceeding twenty stripes. If sufficient goods could not be found to be levied upon for the fine of an offender in default, he was to be safely conveyed to the "common jail of the district" and held without bail until he paid. A regimental militia court was required to be held in each regiment at least once every six months; but its powers were carefully regulated. (Stat. IX, 666-82.) In 1782, 1783, 1784, and in 1791, further additions to this basic law were made (Stat. IX, 682, 688, 690, 691).

In 1794 the state was made a part of the national defense system, and, with a limited exemption, free males between the ages of eighteen and forty-five were liable to duty (Stat. VIII, 485, 492). In 1814, when the state was divided into five divisions and ten brigades, Richland, Sumter, Kershaw, Lancaster, Chester and Fairfield formed a division (Stat. VIII, 523-24). Fines imposed by courts martial for neglect of duty by commissioned officers were collected by the district sheriff under execution from the officer ordering the court; and tax collectors upon request had to inform militia officers of the amounts of the last general tax of defaulters. (Stat. VIII, 553, 557-58.)

In 1833, volunteer companies of infantry, riflemen or grenadiers, were dissolved except those incorporated by the legislature (Stat. VIII, 568). In 1841 militia laws were again codified into one (Stat. XI, 175). On the eve of secession in December 1860, South Carolina provided for an armed military force by authorizing the governor to call for volunteers from the militia, to serve for one year; and early in 1861, ten regiments were organized as the South Carolina Volunteers (Acts 1860-61, pp. 848-54).

After the Civil War, the constitution of 1868 provided for reorganization of the militia (art. XIII). Under the general law of 1869, men liable for duty were enroled in two classes, and a copy of each enrolment was required to be filed in the office of the clerk of court. It was the duty of the county commissioners to publish the notice of the completion of the rolls each year. The commanding officers reported to the board of county commissioners the names of those who failed to attend musters and drills. The board transmitted these names to the county auditor, who, if they were not exempted, assessed them an extra dollar per day on the general tax. The board of commissioners at the annual meeting was required to annex to assessment rolls a list of delinquent militia enrolees, showing fines due from each; and to issue warrants to the county treasurer for collection. If fines were not paid and could not be collected from property, the delinquent was required to perform road work at a rate not exceeding a dollar a day. All men claiming exemption from militia duty were required to file written statements, verified by affidavits, in the office of the clerk of court. (Stat. XIV, 215-19.)

Volunteer state troops were recognized in 1877 as separate from the national guard in the state system (Stat. XVI, 285). In 1882, when the

(Next entry 565, p. 191)

general law of 1869 and sundry amendments were repealed, the militia lost its close association with county government, and was authorized to consist of volunteer troops of whites and the national guard of colored persons (Stat. XVII, 685). The constitution of 1895 retained "the volunteer and militia forces" (art. XIII). Under the pressure of the World War, the military code was reorganized in 1917 (Stat. XXX, 7-36) and again in 1922, when the national defense act of June 3, 1916, was accepted in South Carolina as the basis of its militia law (Stat. XXXII, 858-96; Code 2885-2966).

In Richland County a number of volunteer companies have been incorporated. The Richland Volunteer Rifle Company was organized in 1813 (John M. Bateman, in Columbia, p. 283) but not chartered until 1831 (Stat. VIII, 372). The Richland Light Dragoons was attached to the 5th Regiment of Cavalry of S. C. Militia (1850, Stat. XII, 14). Others were the Richmond Guards (1874, Stat. XV, 581), the Columbia Military Organization (1883, Stat. XVIII, 414), and the Capital City Guards (1892, Stat. XXI, 347-48). In addition, Companies C (name changed to Headquarters, May 1, 1939) and D of the 2nd Battalion of the 105th Quartermaster Regiment, the 55th Field Artillery Brigade, and the Medical Department Detachment of the 263rd Coast Artillery, are stationed at Columbia (Historical Annual, National Guard of the State of South Carolina, Baton Rouge, La., 1938, pp. 52, 130-35, 137, 201; information from Lieutenant Murrel C. Scott).

Perhaps the best known of the Richland volunteer companies is the Governor's Guards, which, at the time of its incorporation in 1837 (Stat. VIII, 462), formed a part of the 17th Regiment of Infantry. When rechartered in 1843 (Acts, p. 266), it was received into the 23rd Regiment of Infantry (ibid., p. 277). The Governor's Guards served in the Mexican War, 1846-48, as Company H of the Palmetto Regiment, whose colonel and three other officers were selected from the company. It served in the Civil War, 1861-65, as Company A, 2nd South Carolina Infantry; in the Spanish American War, 1898, as Company K, 1st South Carolina Volunteer Infantry; on the Mexican border, 1916-17, as Company F, 2nd Regiment National Guard; and in the World War, 1917-19, as Company G, 105th Ammunition Train. It was reorganized as Headquarters Company, 1st Infantry National Guard, in October 1921; and in December 1921, it was redesignated as Headquarters Company, 118th Infantry of the 59th Brigade National Guard. (Nora M. Davis, compiler, Outline History 118th Infantry (Palmetto Regiment), Columbia, 1935, pp. 62-65; Historical Annual, p. 65.)

Beginning in 1910 (Acts, p. 830), the county supply acts for several years show annual appropriations of $1,000 to be equally shared by the "three military companies" in Richland County. In 1923, $400 was appropriated for military organizations on authorization of the adjutant general (Acts, p. 448). Beginning in 1936, $850 was authorized to be used as directed in writing by the delegation (Acts, p. 2583; 1939, p. 1427).

Records required of National Guard units have been standardized on uniform printed forms. The individual Service Record is a 24-page printed form booklet in white cloth covers, for permanent filing at the close of service,

in the office of the state adjutant general. For technical instructions and descriptions, see The R.O.T.C. Manual, Infantry, Harrisburg, Pa., 1935, pp. 244-62.

Records of the National Guard units in Richland County are not open to public inspection. A few records of the Richland Rifle Club and of the Governor's Guards, entries 565-569, are in the University of South Carolina Library. Current records under the present name of Headquarters Company, 118th Infantry, on the second floor of the armory, 1219 Assembly Street, could not be reached. Those of the Medical Department Detachment, 263rd Coast Artillery, on the first floor, were listed through the courtesy of Major Manly E. Hutchinson, company commander. In the Pacific Armory near the State Fairgrounds, the records of Headquarters Company, 105th Quartermaster Regiment, were listed through the courtesy of Lieutenant Murrel C. Scott; but those of Company D, 105th Quartermaster Regiment could not be reached.

For other military records, see entry 91.

Governor's Guards and Richland Rifle Club

565. RECORD (Minutes), 1851, 1856, 1861-65, 1874-93, 1895-99. 4 vols. (1-3, one unlabeled).
Minutes, 1874-93, of regular monthly and special meetings of Governor's Guards, showing date and place of meeting; motions made; names of officers elected, committees appointed; reports of committees; fines and penalties; constitutional revisions and rules; applications for membership; newspaper clippings; pictures of charter members and other officers; roll of honorary members; signature of secretary and date of confirmation; also loose papers in envelope pasted in back of volume one: deed to armory, 1851; military commission, 1856; abstract of roster destroyed by fire, showing service in Civil War, 1861-65; and miscellaneous letters, 1893, 1895-99. Minutes arr. chron.; loose papers, no arr. No index. Hdw. and typed. 201 to 264 pp. $9\frac{1}{2}$ x 8 x 3/4 to $12\frac{1}{2}$ x $8\frac{1}{4}$ x 1. University Library.

566. CONSTITUTION & RULES OF THE RICHLAND RIFLE CLUB, COLUMBIA, S. C. SECRETARY, 1874. 1 vol.
Rules and regulations of the club, with penciled notations of changes and amendments; also roll of officers and members. Arr. by rule no. No index. Printed and hdw. 75 pp. 4 x $7\frac{1}{2}$ x $\frac{1}{4}$. University Library.

567. RECEIPT BOOK DISBURSEMENTS BY THE TREASURER R(ichland) R(ifle) CLUB AND GOVERNOR'S GUARDS, COLUMBIA, S. C., 1875-81. 1 vol.
Original receipts to treasurer for disbursements, showing date, serial number, treasurer's name, amount, item, signature of creditor; a few bills pasted in. Arr. chron. by date of issue and numer. by serial no. No index. Hdw. on printed form. 200 pp. 7 x $8\frac{1}{2}$ x 2. University Library.

568. CASH BOOK GOVERNOR'S GUARDS AND RICHLAND RIFLE CLUB, July 20, 1874-April 30, 1882. 1 vol.
Record of receipts and disbursements by secretary and treasurer, showing for debit: date, name of member, item (fees, dues, fines, donations, uniform account, equipment account, etc.), numerical listing of account number and (or) entry number, amount received; for credit: date, item, account, number, amount paid out, monthly balance. Arr. chron. by date of entry. No index. Hdw. on ruled form. 50 pp. $5\frac{1}{2}$ x $12\frac{1}{2}$ x $\frac{1}{2}$. University Library.

569. (MISCELLANEOUS PAPERS AND LETTERS), 1883-93. 1 cardboard box.
Miscellaneous letters and papers of Governor's Guards, officers and members, from individuals and other companies, including resolutions, leases, contracts and notices, and newspaper clippings. Arr. chron. by date of paper. No index. Hdw. and printed. $9\frac{1}{2}$ x 12 x $2\frac{1}{4}$. University Library.

Medical Department Detachment, 263rd Coast Artillery

570. (GENERAL FILE), 1924--. 2 f. d., 1 field desk, 9 clipboard files.
Records of the Medical Department Detachment, 263rd Coast Artillery of the South Carolina National Guard, including:

i. Original individual enlistment records, showing (p. 1) name, serial number, race, home address, place and date of enlistment, prior service; declaration of applicant: birthplace, race, citizenship, education, occupation, military qualifications, marital status, prison record, previous enlistments, etc., signature of applicant witnessed by recruiting officer, remarks; (p. 2) record of physical examination at place of enlistment, with finger prints; (p. 3) oath and certificate of enlistment; person to be notified in case of emergency; and beneficiary; (p. 4) printed instructions for filling out record.

ii. Original individual service record booklets of members, endorsed on cover with name and serial number of member, branch of service, race, period covered from time of enlistment to separation from National Guard; followed by progressive entries for draft (if any), immunizations, enlistments, services, military qualifications, special duties, training courses, ratings, allotments, government insurance, deposits, clothing accounts, remarks on financial and administrative matters, endorsements of transfers or desertion, and final endorsements showing reasons for termination of service.

iii. Duplicate quarterly armory drill pay rolls, showing name of unit, address, station, date, signature of person certifying pay roll requisition, name of person to whom check issued, number of drills participating in, dates, amount due, signature of recipient, captain's certificate of correct amount.

iv. Military correspondence, including general and special orders and memoranda from adjutant general's office, from regimental headquarters, and from company commander, relative to duties, training, etc., showing date, order or memoranda and signature of person

issuing order.

v. Training schedules, showing date, headquarters, drill number, time, personnel, character of training, officer or non-commissioned officer in charge, method of instruction, text references, issuing officer's signature.

vi. Militia bureau circulars sent to National Guard unit from War Department, showing circular number, date, title of instructions to be given members, and signature of person issuing order.

vii. Reports of National Guard duty performed, showing total number of drills attended in each month, remarks, including changes in rank during month; duties performed at each drill, total number present for each weekly drill, total enlisted strength on the date of each drill.

viii. Federal inspection reports, showing class of property, organization, accountable officer, name of state, inventory; inspector's report on disposition.

ix. Record of quartermaster's property and property requisitioned, showing date, company, regiment, commander, name of account, on hand, shortages, new balance date, type of supplies.

F. d., arr. in envelopes endorsed with date and subject; field desk (containing enlistment and service records and pay rolls) arr. by rank of officer and chron.; clipboard files, arr. chron. No index. Typed, mimeographed, and typed and hdw. on printed form. F. d., 12 x 13 x 25; field desk, 17 x 20 x 9; clipboard files, 14 x 9 x 1. Assembly Street Armory.

Headquarters Company, 105th Quartermaster Regiment

571. (INDIVIDUAL RECORDS), 1929--. 2 field desks.

Records of Headquarters Company, 105th Quartermaster Regiment of the South Carolina National Guard, including:

i. Enlistment records, showing information as in entry 570 i.

ii. Original individual service records, showing information as in entry 570 ii.

iii. Duplicate quarterly drill pay rolls, showing information as in entry 570 iii.

iv. Reports of National Guard duty performed, showing information as in entry 570 vii.

v. Duty roster of assignments of men at annual summer maneuvers in camp, showing number, rank, name, character of duties.

vi. Daily morning reports of company to commanding officer of regiment during annual summer maneuvers in camp, showing regiment or corps, month, day, number of officers and of enlisted men present by rank, total for duty, absent with leave, without leave, total present and absent, day of month, and remarks.

vii. Daily report of company officer on sick members during summer maneuvers in camp, showing date, company, name of member sick, rank, when taken sick, whether in line of duty or not; medical officer's report, and disposition.

viii. Score card for dismount pistol practice of enlisted men during summer maneuvers in camp, showing name, serial number, grade,

company regiment; scores for semi-fire target L, for rapid fire target E, bobbing, percentage on each, certified by lieutenant. Arr. by subject and chron. thereunder. No index. Hdw. and typed on printed and printed ruled forms. 17 x 20 x 9. Pacific Armory.

572. (GENERAL FILE), 1930--. 3 f. d.
Records of Headquarters Company, 105th Quartermaster Regiment of the South Carolina National Guard, including:

i. Military correspondence, including general and special orders and memoranda from adjutant general's office, from regimental headquarters, from United States property and disbursing office, and from company commander, showing information as in entry 570 iv.
ii. Training instructions, schedules and reports, showing information as in entry 570 v.
iii. Instructions for preparation of vouchers and various other forms.
iv. Circulars from War Department relative to motor transportation, classification of arms, qualifications in arms, weapon training, etc., showing information as in entry 570 vi.
v. Carbons of requisitions for supplies, showing to whom shipped, by whom requisitioned, stock number, article, unit, on hand and due, consumed, required; also bills of lading to War Department, including both memorandum and property received copies; also shipping tickets, showing consignor's name and address, date, to whom shipped, number shipped, stock number, name of article, signature of recipient, rank and organization.
vi. Federal armory inspection report, showing report, by whom made, and by whom approved.
vii. Duplicate fire inspection report by city fire department, showing date, by whom made, by whom accompanied, description of building, remarks and signature of chief of fire department.
viii. Reports of an accident while en route to camp, including narrative report of lieutenant, and report of driver, showing name of driver, type of government vehicle, service number, name and address of other vehicle owner, license number, place of accident, date, by whom investigated, and names of witnesses.
ix. Monthly mess account summer camp, showing date, value of ration, number men rationed for day and to date, value of ration for day, total credit for day and to date, purchases from commissary for day and to date, total purchases for day and total to date, savings from quartermaster for day, standing with quartermaster, standing for mess to date; also itemized bills of rations.
x. Duplicate applications for discharges, showing date, place, name of person to be discharged, grade, date of enlistment, reason, name and signature of officer through whom made.
xi. Discharge certificates, showing name and rank of person discharged, company, reason for discharge, age when enlisted, occupation, description, place given, date given, signature of commanding colonel issuing discharge; reverse shows enlistment record: name, serial number, grade, place enlisted, and date, previous service record, non-commissioned officer; qualification in arms, in horsemanship; school attended, battles engaged in, skirmishes, expeditions,

For abbreviations and explanatory notes see pages 24-26

(572 cont'd) Militia - Headquarters Company, 105th Quartermaster Regiment

decorations, service medals, citations, knowledge of vocation, wounds received in service, date and result of smallpox vaccination, of diphtheria immunity test, of other vaccinations, physical condition when discharged, marital status, character, remarks, signature of soldier and of commanding officer.
Arr. alph. by subjects in current and non-current files. No index. Hdw., typed, mimeographed, hdw. on printed form. 11½ x 12½ x 25. Pacific Armory.

For abbreviations and explanatory notes see pages 24-26

COUNTY OFFICIALS, BOARDS, AND EMPLOYEES
A. D. 1940

Legislative Delegation
Senator:
Jefferson Blakely Bates
Members, House of Representatives:
Joe E. Berry
Owens Taylor Cobb
John Wolff Crews
Frank Atwood Graham, Jr.
William Sanders Hogan
Marion Vance Horne
Secretary: Albert McCravy

Board of County Commissioners
Supervisor:
H. H. Hinnant
Commissioners:
Brooks Boney
W. B. Caughman
John Cotton
Rufus P. Davis
James W. Eleazer
W. S. Monteith
T. E. Moore
Clerk: Walter C. Thomas
Attorney: Wm. Elliott, Jr.
Physicians: Dr. C. K. Lindler
Dr. Henry F. Hall
Engineer: Charles F. Lynn

Clerk of Court: C. E. Hinnant

Master: Harry M. Lightsey

Sheriff: T. Alex Heise

Coroner: J. A. Sargeant

Magistrate, at courthouse:
Wm. A. Gunter

Judge of County Court:
A. W. Holman

Judge of Probate and Children's
Courts: Judson H. Smith

Auditor: R. A. Feagan

Treasurer: W. M. Mobley

Tax Collector: Ellen I. Butler

Board of Education
County Superintendent:
Wade Hampton Cobb
Board Members:
Waller Bailey
J. G. Cook
T. W. Cooper
R. E. Davis
J. S. Lomas
Dr. W. J. Rivers
J. B. Wessinger
County Dentist:
Dr. T. G. McCullough
Negro Dentist:
Dr. H. P. Pride

Board of Registration:
T. C. Thornton
Irene L. Lever
Forrest C. Shealy

Board of Public Welfare
Chairman:
Thomas Crenshaw
Board Members:
Mrs. C. Y. Reamer
J. F. Craig
County Director:
Charlotte Stevenson

Service Officer: L. A. Hamilton

Forest Ranger: C. E. McCravy

Executive Secretary Richland
Anti-Tuberculosis Association:
Robert Barrie

Farm Agent: David R. Hopkins
Negro Farm Agent:
J. E. Dickson
Home Agent: Winnie Belle Holden
Negro Home Agent: Frances Thomas

BIBLIOGRAPHY

I. United States

United States Statutes at Large, 1776-1936, 49 vols., Washington, D. C.

United States Constitution, 1787.

United States Code, 1935 edition, Washington, D. C.

Annals of Congress, 1789-1824, 42 vols., Washington, D. C.

II. South Carolina

Charters (in Statutes at Large of South Carolina, I; Thorpe, F. N., (compiler), American Charters, Constitutions and Organic Laws, 1492-1908, 6 vols., Washington, 1909.)

Constitutions (Ibid. For constitution 1861, see Acts of the General Assembly, Columbia, 1861).

Acts and Joint Resolutions of the General Assembly of South Carolina, published annually since 1791.*

Statutes at Large of South Carolina (see explanatory note, p. 26).

Grimké, J. F. (compiler), Public Laws of South Carolina..., Philadelphia, 1790.

Code of Laws of South Carolina, revised and published every ten years under various names since 1872 (see Const. 1868, art. V, 3; Acts 1902, p. 697).

Journal of the Grand Council of South Carolina, April 11-September 26, 1692, Columbia, 1907.

Journal of the Commons House of Assembly of South Carolina, September 20-October 15, 1692, Columbia, 1907.

Journal of the General Assembly of South Carolina, March 26-April 11, September 17-October 20, 1776, Columbia, 1906, 1909.

Journal of the Senate of the State of South Carolina, published annually since 1842.*

Journal of the House of Representatives of the State of South Carolina, published annually since 1842.*

*For discussion of beginning dates of state publications, see note by J. M. Lesesne, in Columbia, p. 404.

MS County Officers South Carolina, 1899, in secretary of state's office, Columbia.

Reports of State Officers, Boards and Committees to the General Assembly of the State of South Carolina, published annually since 1839.*

Records in the British Public Records Office Relating to South Carolina, Atlanta, 1928, 1929, 1931. (see explanatory note, p. 26.)

Proceedings of the Constitutional Convention of South Carolina, Charleston, 1868.

Hunter, James E., Jr. (editor), Legislative Manual, published annually since 1916.

S. C. Dept. Agriculture, Hand Book of South Carolina, Columbia, 1908; South Carolina, a hand book, Columbia, 1927.

Lawson, John, Lawson's History of North Carolina (reprint), Richmond, 1937.

Moultrie, William, Memoirs of the American Revolution...of North and South Carolina and Georgia, 2 vols., New York, 1802.

Meriwether, Robert L., Expansion of South Carolina, Kingsport, Tenn., in press.

Townsend, Leah, South Carolina Baptists 1670-1805, Florence, 1935.

Wallace, D. D., History of South Carolina, 4 vols., New York, 1934.

Woody, Robert H., and Simkins, Francis B., South Carolina During Reconstruction, Chapel Hill, 1932.

III. Richland County

MS Minutes, board of county commissioners, see entry 3.

MS Will Book, C, see entry 193.

Richland Anti-Tuberculosis Association, Annual Report of the Board of Directors, Columbia, published annually since 1917.

Annual Report of Richland County Department of Public Welfare, 1938, Columbia, mimeographed annually since 1938.

Green, Edwin Luther, A History of Richland County, Columbia, 1932.

Hennig, Helen Kohn (editor), Columbia, Capital City of South Carolina, 1786-1936, Columbia, 1936.

*For discussion of beginning dates of state publications, see note by J. M. Lesesne, in Columbia, p. 404.

Bibliography

Sesquicentennial Historical Marker Committee, Guide to Columbia, Columbia, 1938.

The Columbia Record, Columbia, published daily except Sunday, April 25, 1897-September 30, 1913, June 26, 1932--; daily October 1, 1913-June 25, 1932.

The State, Columbia, published daily since February 1891.

IV. Militia*

Davis, Nora M. (compiler), Outline History 118th Infantry (Palmetto Regiment), Columbia, 1935.

Historical Annual, National Guard of the State of South Carolina, Baton Rouge, La., 1938.

The R. O. T. C. Manual, Infantry, Harrisburg, Pa., 1935.

*Militia laws are found in Statutes at Large; for 1703-91, see IX, 617-91, appendix; and for 1794-1837, see VIII, 485-598.

CIRCUIT SOLICITORS' REPORTS ON OFFICES AND RECORDS OF RICHLAND

November 22, 1841:

"The Clerk, Register of Mesne Conveyance, and Ordinary, have fully complied with the requisitions of the Act of 1839, and the necessary cases are finished. The Act of 1840, page 122, requires "the Clerk in each Judicial District, to keep in his office, the weights and measures established by law, to be purchased by the Commissioners of Public Buildings." This has not been done in a single District of this Circuit. The want of funds is the reason assigned. The fines and forfeitures are inadequate for all the purposes required by law, and taxation is resorted to with great reluctance.

"The Sheriff.-This officer has been recently elected, and his books conform strictly to the Act of 1839. Some cases and repairs to his office are wanted, and the proper orders were taken.

"The Register and Commissioner in Equity.-An entire new system was prescribed by the Act of 1840, for the regulation of these offices, and efforts are making to carry it into effect. An important feature of this system, is the arrangement of the old records, and bringing up the recording. This is to be done at the charge of the Commissioners of Public Buildings, and it has not been commenced in a single District. The proper orders were made in each."

John D. Edwards,
Solicitor Southern Circuit

From Reports and Resolutions, 1841, p. 139.

Fall Term, 1845:

"The Clerk, James S. Guignard, Esq., occasionally enters the substance instead of the copy of the order signed by the Judge - it is the duty of the Clerk to transcribe a written order, with as much exactness as he should copy in the minutes, an assessment or a verdict. Some of the cases have not been recorded in the book of Pleadings and Judgments: as far as the recording has been executed, it has been well done, and the remaining part is in progress.

"The Ordinary has in some cases taken one surety to an Administration Bond; the Statute of 1670, made of force in this State, requires him to take "sufficient Bonds, with two or more able sureties, respect being had to the value of the Estate." Several suits have been brought on the official bond of the late Sheriff, Eli Kennerly, Esq., and his sureties; the amount of his defalcation has not been ascertained. Some additional fixtures were recommended to be put up in this office."

James J. Caldwell,
Solicitor of the Middle Circuit

From Reports and Resolutions, 1845, p. 204.

CHRONOLOGICAL INDEX

(All numbers refer to entries. A record entry number is listed under each decade which the record covers in full or in part. An entry number is underlined to call attention to the initial appearance of the record; the last listing of the entry number indicates the decade within which the record ends.)

1780-89
189-194

1790-99
161, 164, 165, 189-194

1800-1809
161, 162, 163, 164, 165, 189-194, 204, 231

1810-19
161-165, 166, 189-194, 204, 231

1820-29
161-166, 189-194, 204, 220, 231

1830-39
161-166, 169, 170, 189-194, 204, 216-218, 220, 231

1840-49
132, 161-166, 169, 170, 171, 189-194, 197, 205, 216-218, 220, 231

1850-59
103, 132, 153, 161-166, 169-171, 189-194, 197, 205, 216-218, 231, 257, 565

1860-69
3, 49-54, 56, 62, 63, 73, 80, 82, 83, 104, 109, 112-114, 126-131, 132, 146, 153, 157, 161-166, 167, 168, 169-171, 189-194, 197, 198, 200, 203, 205, 210, 214, 215, 216-218, 220, 223, 231, 249, 257, 261-263, 270, 290, 309, 565

1870-79
3, 7, 30, 35, 50-54, 55, 56, 61, 62, 63, 64-66, 73, 80, 82, 83, 104, 109, 112-114, 126-132, 143, 146, 149, 153, 157, 166, 168, 171, 184, 189-194, 198, 200, 203, 208, 210, 214-218, 220, 223, 231, 234, 249, 257, 260, 261-263, 270, 290, 294, 306, 309, 311, 314, 365, 385, 565, 566-568

1880-89

3, 7, 8, 17, 30, 35, 50-56, 58, 59, 61-66, 67, 74, 79, 80, 82, 83, 85, 104, 107, 109, 112-114, 126-132, 143, 145, 146, 149, 153, 157, 160, 171, 184, 189-194, 195, 198, 199, 200, 203, 206, 208, 210, 211, 214-218, 223, 228, 231, 233, 234, 249, 257, 260-262, 290, 294, 306, 309, 311, 314, 316, 323, 365, 385, 565, 567, 568, 569

1890-99

3, 7, 8, 9, 10, 17, 21, 24, 28, 30, 33, 34, 35, 50-56, 58, 59, 61-67, 69, 74, 79, 80, 81, 82, 83, 85, 104, 105, 107, 109, 112-114, 126-131, 133, 143, 145, 146, 149, 153, 154, 155, 157, 159, 160, 185, 189-195, 198-200, 203, 206, 208, 210, 211, 214-218, 223, 228, 231, 232, 233, 234, 249, 257, 259, 260, 261, 290, 294, 309, 311, 313, 316, 322, 323, 324, 365, 367, 385, 565, 569

1900-1909

3, 7-10, 14, 18, 21, 24, 27, 30, 32, 33-35, 38, 39, 50-52, 55, 56, 58, 59, 61-63, 66, 67, 69, 74, 78, 79-83, 85, 90, 104, 105, 107, 109, 110, 112-114, 115, 119, 126-131, 133, 134-136, 143, 145, 146, 148, 149, 152, 154, 155, 157, 159, 160, 184, 185, 189-195, 198-200, 203, 206, 208, 210, 211, 214-218, 219, 221, 223, 228, 230, 232, 233, 245, 246, 249, 255, 256, 257, 260, 261, 267, 272, 290, 292, 293, 294, 297, 310, 311, 313, 316, 320, 323, 354, 365, 367, 372, 385, 396

1910-19

3, 7-10, 11, 12, 15, 16, 17, 19, 20, 21, 22, 24, 25, 26, 29, 30, 31, 32-35, 46, 50-52, 55, 56, 58, 59, 61-63, 66, 67, 68, 69, 70, 74, 78-83, 85, 88, 89, 90, 101, 104, 105, 107, 109, 110, 111, 112-115, 118, 119, 124, 126-131, 133-136, 141, 142, 143, 145, 146, 148, 149, 150, 154, 155, 157, 159, 160, 172, 173, 176, 177, 180, 183, 184, 185, 188, 189-191, 193-195, 198-200, 201, 203, 206, 208, 209, 210, 211, 213, 214-219, 221, 223, 224-226, 228, 229, 230-233, 236-240, 244, 245, 246, 249, 251, 255-257, 260, 261, 264, 267, 268, 270, 272, 277-283, 287, 290, 291, 293, 294, 295, 296, 297, 299, 311, 313, 315, 318, 320, 323, 324, 325, 354, 355, 357, 359, 365, 367, 371, 372, 382, 383, 385, 389-393, 395, 448-453, 458, 459, 461, 463, 465, 466, 469, 471-475, 478, 481, 482, 486, 491, 521, 532

1920-29

3, 4, 5, 7-9, 12, 15-17, 21, 23, 24, 26, 29-35, 36, 42-45, 46, 47, 48, 50-52, 55, 56, 58, 59, 61-63, 66-70, 71, 72, 74, 75-77, 78-83, 84, 85, 86, 87, 88-90, 91, 93, 94, 99, 100, 101, 102, 104, 105, 106, 107, 108, 109-115, 117, 118, 119, 123, 124, 125, 126-131, 133, 134, 136, 137-140, 141-143, 144, 145, 146, 147, 148-150, 152, 155, 156, 157, 158, 160, 172, 173, 174, 175, 176, 177, 178, 180, 181, 182, 183, 184, 188-191, 193, 194, 199-201, 202, 203, 206, 208, 209, 211, 212, 214-217, 221, 222, 223-225, 228, 229, 235, 236-240, 241, 242, 244-246, 247, 248, 249, 251, 254, 255-257, 261, 266, 267,

Chronological Index

1920-29 (cont'd)
268, 269, 270, 271, 272, 273, 275, 277, 279-282, 284, 287, 288, 289, 290, 293, 294, 296, 297, 298, 299, 300-305, 307, 308, 311, 313, 317, 318, 319, 321, 323-325, 326, 327, 330-332, 335, 345, 346, 354, 355, 359, 360-363, 365, 366, 369, 371, 372, 374-376, 381, 383, 385, 386, 387, 390, 392, 393, 394, 395, 397-400, 406-409, 433, 437, 440-444, 448-453, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 469, 470, 471-475, 476, 478, 479, 480, 481, 482, 483, 485, 486, 488, 491, 492-498, 500-508, 514, 519, 521, 522, 525, 527, 529, 532, 534-546, 570, 571

1930-39
1, 2, 3-5, 6, 7-9, 12, 13, 15-17, 21-23, 26, 27, 30-35, 37, 40, 41, 50-52, 57, 58, 59, 61-62, 68-72, 74-77, 79, 80, 83-87, 89-91, 92, 93, 94, 95-98, 99-101, 104-115, 116, 118, 119, 120-122, 123, 126-129, 133, 137-148, 150, 151, 155, 158, 160, 172-178, 179, 180, 182-185, 186, 187, 189-191, 193, 194, 196, 199-202, 206, 207, 208, 209, 211, 212, 214, 216, 217, 221-223, 225, 227, 228, 229, 235-242, 243, 244-249, 250, 251, 253, 254, 256, 257, 258, 261, 265, 266, 269-272, 276, 277, 279, 282, 284, 285, 286, 287-290, 293, 294, 296-301, 304, 305, 311, 312, 318, 319, 321, 323-327, 329, 330-332, 333, 334, 335, 336-344, 345, 346, 347-353, 354, 355, 356, 357, 358, 359-363, 364, 365, 366, 368, 369, 370, 372, 373, 374, 375, 377-380, 381, 384, 385, 386, 388, 394, 397-400, 401, 402, 404, 406-409, 412, 417-432, 433, 434-436, 437, 438, 439, 440-444, 445-447, 448-453, 454-456, 457-466, 467, 468, 469-476, 477, 478-483, 484, 485, 486, 488, 489, 490, 491, 492, 495-497, 499, 500-508, 509-513, 514, 515-518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 533, 534-538, 540-544, 546, 547-564, 570, 571, 572

Temporary current
60, 252, 274, 328, 403, 405, 410, 411, 413-416, 487

INDEX

(Figures refer to entry numbers, except when underscored to show page numbers)

Abatement, tax, 119, 293
Abstracts
 See also Index records
  auditor's duplicate, 119, 298
  judgments, 63, 73, 127, 132
Academies, 137
Accident, insurance policies, 34
Accountant, certified public, 14, 41, 57, 166, 38, 88, 399, 449, 450
  appointment of, 19, 28
  reports, 150, 2, 84, 399
Accounts
 See also Ledger
  auditing of, 9, 14, 31, 102
  clerk of court, 43
  Columbia Hospital, 528-542
  commissioners
    board of county, 18, 309
    in equity, 153, 169
    permanent roads, 45, 46
    poor, 45
  county dispenser, 322
  estates, 153, 169, 263
  Governor's Guards, 568
  guardians, 171
  magistrates, 102, 18, 248
  Richland Rifle Club, 568
  Richland Tuberculosis Association, 467, 471
  school, 127, 362, 365, 391
  treasurer, 127
  trustees, 171
Act
  circuit court
    of 1769, 46, 62, 69, 107
    - 1799, 48
  county government
    of 1868, 153,
    - 1894, 30
    - 1899, 124
  Habeas Corpus, 27
  Smith-Lever, 184
  supply, 13, 27, 28, 33, 139, 161, 165, 190, 1
Acts and Joint Resolutions of the General Assembly of the State of South Carolina, 26
Adjutant general, 191, 570, 572
Administration
  Civil Works, 377
  Farm Credit, 23
  Federal Emergency Relief, 155, 425
  National Youth, 363
  Public Works, 40
  Works Progress, 155, 31, 363, 421
Administrator of estates, 89
  bond, 193, 197, 198, 200, 201, 203, 204
  letters, 90, 193, 204, 205-211, 214, 215
  returns, 90, 217
Adult, education, 363, 377
  - library department, 149, 404, 405, 407, 414, 416
Advertisements
  bids, 172
  sales, 184, 221, 264, 347, 348, 352
Affidavits, 86, 254, 256
  aliens, 124
  children's court, 100
  claimants, 14, 7
  Confederate veterans, 29, 239
  ex-service men, 429, 430
  liquor permits, 243
  marriage, 236
  militia exemption, 57, 189
  public welfare, 157
  purchase price, 57
  school, 4
  tax collector, 151
  treasurer, 4
Aged, the, public assistance for, 17, 156, 422
Agents, demonstration, 11, 17, 184, 185, 550-564
Agreements, county commissioners, 34
Agriculture
  contracts, 73
  extension work, 17, 184, 185, 550-564
  state commissioner, 57
  United States Secretary of, 49

Aid, financial
for charitable institutions, 19, 2, 48, 451
for Confederate veterans, 160, 29
- paupers, 28
state
for schools, 14, 16, 357, 363, 381-384
for welfare, 9, 17, 100, 156, 422, 426
Aid, Travelers, 2
Aiken County, 184
Aliens, see Naturalization
Allison, Andrew, 6
Allotments
dower, 89
farm, 554, 559
Almshouse
chaplain for, 32
deed to, 35
erection of, 17, 45
investigation, 71, 109
matron of, 32
physician for, 17, 32, 25, 32
superintendent, 24, 32, 45, 32
records, 17, 24, 24-27, 30, 31, 33-35
Amendments, constitutional, 17, 58, 89
American Bank, 4
American College of Surgeons, 172
American Legion, 161, 429, 432, 433
American Revolution, 6, 8, 45, 46, 48, 63, 88, 188
Anesthetist, 491
Annals of Congress, 63, 72, 197
Appeals
boxing commission, 188
circuit courts, 12, 64, 89, 100
county court, present, 83
- commissioners, 30
court of, 12, 19, 20
district court, 105
magistrates, 13, 83, 102, 108, 110, 173
probate, 13, 89, 233
from sale, 277
supreme court, 12, 72, 83, 138, 139, 157
taxpayers', 125
Applications
agricultural, 554, 556, 559
Civilian Conservation Corps, 421
commitment, 32, 189
Confederate pension, 160, 29, 239
convict, 267, 268
county positions, 32, 32, 280
doctors', 485
food handlers', 445
militia, 565, 572
nurses', 519, 520
public welfare, 156, 157, 418-420
for state aid, 363, 381-384
teachers', 378
Appointment
attendance teachers, 140
auditor, 118
board
assessors, 124
dispensary, 155
examining, 160
forest fire control, 28, 181, wardens of, 181, 547
registration, 153
venereal clinic, 165
welfare, county, 156
certified public accountant, 28
clerk, county commissioners, 31
clerk, sheriff, 108
- of court, 56, 57
commission
boxing, 28, 188
permanent roads, 41
police, 114
sinking fund, 136
commissioner, commissioners
Capital Highway, 42
election, 154
in equity, 80
free school, 137
jury, 71
location, 55
poor, 44, 47
public buildings, 46, 47
roads, 43, 47
constables, 102
county attorney, 31, 135
- engineer, 28, 30
- physician, 32
demonstration agents, 184
deputies, 69, 108, 115
director, public welfare, 156
dispensers, 155

Appointment (cont'd)
health personnel, 162, 163
jailor, 107
judges
county court, 47
district court, 105
magistrates, 101, 105
managers of election, 154
master, 80, 86
matron of jail, 107
probation officer, 100
rural policemen, 108, 115
school dentist, 139
service officer, 161
superintendent of poorhouse, 45
tax collector, 28, 131
treasurer, 125
trustees
Columbia Hospital, 172
estates, 171
Richland County Library, 149
school district, 139
Township Auditorium, 28
Appraisement, estates, 49, 90, 204, 216, 218, 234
Appropriations
Confederate veterans, 17
pauper burials, 32
school, 365
supply act, 27, 2
See also Supply Act
Arden, 41
Area
of counties, 9
Richland County, 5
Armory, 191
Army, 14, 20, 91
Arrest Warrants, 104, 107, 110, 157, 247, 251, 252, 256
Arthur, Jesse, 19
Arthur and Moore, 103
Artillery, 263rd Coast, 190, 191 570
Assembly Street, 191
Assessment, tax, 9, 13, 31, 119, 189, 286, 288, 289
Assessors, board of, 10, 13, 118, 119, 124, 125, 132, 139, 292
ex officio membership, 124
Assignments, real estate, 12
Assistance, public, see Aid
Assistant tax collector, 131
Associated Charities, 32, 166, 172
Association
of the Blind, 2
Forest Protective, 547
Mutual Life Insurance, 49
Richland Anti-Tuberculosis, 23, 166, 448-483
Richland Bar, 31, 84
- County Teachers, 363
minutes, 376
South Carolina Cotton Growers Cooperative, 77
South Carolina Medical, 162
Asylum, lunatic, 45
Atlanta, 26
Attachment
bonds, 108, 107, 274
of real estate, 49
records of, 147-149
Attendance, school, 16, 140, 356, 357, 380, 395, 572
Attorney
county, 19, 31, 86, 1, 2, 30, 101, 363
term of office, 32
forfeited land commission, 131, 135
permanent roads commission, 41
power of, 51, 196
state, 63, 69
tax collector, 131
Auctioneer, 13
Audit, financial, 14, 19, 28, 31 64, 102, 103, 163, 166, 172, 30, 84, 399
Auditor, 10, 13, 14, 49, 107, 131, 189, 367, 382, 383
essay, 118-120
ex officio membership, 71, 118, 124, 135, 160
fees, 329
office, 21, 22
records, 18, 57, 90, 119, 120, 132, 286-310
term of office, 118
Auditorium, Columbia Township, 20, 28, 4, 33
Automobile, 57, 272-275, 291
Bacteriological laboratory, 172
Bailey, Waller, 196
Bail, prisoners, 83, 108, 108
Bailiffs, 13
Ballots, 15, 48, 55, 56, 63, 69, 72, 97

Bankhead applications, 554, 556, 559
Banks
  Central Union, 23
  Columbia Savings and Trust Company, 84
  Peoples State, 84
Baptist Church, 5
Bar Association, 31, 84
Barnwell District, 80
Barrie, Robert, 196
Bateman, John M., 190
Bates Ferry Bridge Commission, 42
Baton Rouge, Louisiana, 190, 199
Beaufort County, 48
  - District, 80
Beer tax, 4
Bell, Jacob, 20
Bench warrants, 253, 256
Berkeley County, 8
Berry, Joe E., 196
Bids, 135, 33
Billiard tables, 43
Bills
  of indictments, 71
  supply, see Acts
Birth certificates, 17, 58, 99
Blind, the
  Association of, 2
  public assistance for, 17, 156 422, 426
Blythewood, 101
Board
  county
    assessors, 10, 13, 118, 124 125, 132, 292
      ex officio membership, 124, 125
    canvassers, 16, 154
    commissioners, see Commissioners, county board
    dispensary, 18, 155
    education, see Education
    equalization, 10, 13, 31, 119
      essay, 124, 125
      minutes, 3, 309
    forest fire control, 17, 28
      essay, 181, 182
      records, 547-549
    health, 32
     See also Health
    honor, 57, 89, 118, 160
Board
  county (cont'd)
    jury commissioners, 57, 70-72, 83, 107, 118, 126
    pension, 89, 239
      examiners, 160
    registration, 21, 22, 58, 153
      records, 153, 93, 94
    venereal clinic, 165, 166
      records, 166
    welfare, see Welfare
  federal social security, 156, 157
  state
    control, 155
    education, 138, 383, 384
    equalization, 124
    examiners, 85, 87
    health, 162, 163, 501
    pension, 160
    welfare, see Welfare
  township
    assessors, 124
    commissioners, 30, 124
Bond
  issues, 58, 172, 544, 545
    county, 331
    past indebtedness, 4
    public buildings, 33, 4, 331
    railroad, 136
    road, 11, 4
    school, 14, 16, 49, 140, 330, 355, 359, 361, 365, 366, 368
  surety
    administration, 90, 200, 201, 203
    attachment, 107, 147, 274
    civil cases, 148, 149, 152
    criminal cases, 104, 107
    fiduciary, 89, 90, 200, 170, 196, 202, 203
    official, 31, 49, 80
      auditor, 118
      clerk of court, 56
      commissioners
        county, 30
        location, 55
        roads, 41, 44
      constables, 102

Bond
surety
official (cont'd)
coroner, 116
judge of probate, 88
magistrates, 101
master, 86
receivers, 147
rural policemen, 115, 283
sheriff, 107
superintendent
Columbia Hospital, 172
of education, 137
supervisor, 30
tax collector, 131
treasurer, 125
Bondsmen, 107
Boney, Brooks, 196
Bonus, veterans', 429
Bookkeeping, 33
Bostick, Hagood Mrs., 149
Boundaries, Richland County, 5
6
Boxing commission, 28, 188
Bridges, 29, 30, 43, 47, 11, 17
32-34
Brigades, 188
British, the, 6, 63, 80
constitution, 26
Broad River, 6
Brown, Richard, 6
Budget
county, 27, 31
forest fire control board,
181, 547
welfare board, 156, 427
Bureau
state children's, 11
- rural sanitation, 16, 162
- service, 161
vital statistics, 17, 438
Business registration, 57, 77-
79, 89
Buses, school, 16, 384, 386
Butler, Ellen I., 196
Caldwell, James J., 200
Calendars, 83
common pleas, 73, 86, 133,
134, 140-142
county court, 22, 84, 176-
179
district court, 106
Calendars (cont'd)
equity, 81, 167
judge of probate, 90, 230
magistrate, 102, 104, 245, 246
master, 183
sessions, 64, 112, 113
Calhoun County, 42
Cambridge, 80
Camden District, 6, 8, 56, 107
Camden, town of, 6, 20, 80, 88
Camps
Civilian Conservation Corps, 427,
439
county extension, 564
Jackson, 124
Reserve Officers' Training, 191
Ridgewood, 17, 23, 166
records, 449, 450, 467-483
Campaign, Red Shirt, 8
Canals, 7
Candidates, 15, 16, 58, 97
Canon, of church, 79
Canvassers, board of, 16, 154
Capital City Guards, 190
- Highway Commission, 42
Capitation road tax, 313, 332
Carolina Brewing Company, 84
- Hall, 8, 20
- Orphan Home, 89, 2
Carpetbag Constitution, 8
Cases
court, 10, 12, 63, 64, 69, 70, 72,
83, 84, 89, 90, 100, 102, 103,
106, 104-111, 126-137, 159,
172-175, 185, 189
hospital, 462, 463, 465, 466, 474-
483
social, 11, 23, 157, 417-421, 425,
426
veterans, 161, 429
Cash book
board of education, 390
county commissioners, 33, 16
Governor's Guard, 568
judge of probate, 90, 224
magistrate, 248
master, 186
Richland Rifle Club, 568
Richland Tuverculosis Association,
470
tax collector, 336, 338
treasurer, 319-321
Catawba Indians, 5

Catawba River, 6
Cauthen, C. E., 8
Cavalry, 190
Cedar Creek, 6
Cemeteries, 13
Census
  Columbia Hospital, 495
  dog, 131
  federal, 100
  school, 138, 140, 380, 395
Central Union Bank, 23
Certificates
  of appeals, 138
  birth, 17, 58, 99
  death, 17, 58, 100
  discharge
    military, 91, 572
    penal, 268
  farm, 554, 558
  health, 363
  jury commissioners, 119
  marriage, 236
  medical, 106, 189, 235
  naturalization, 124, 125
  practitioners, 85, 88, 399, 520
  registration, 94
  surveyor, 58
  tax commission, 189
  teachers, 140, 357, 363, 372-374, 381
Certified public accountant, 14, 19, 28, 41, 57, 150, 166, 172, 38, 84, 88, 399, 449, 450
Chain gang, 11, 17, 12, 32, 35, 267
  See also Convicts; Criminals; Prisoners
Chamber of Commerce, 2
Chancellor, 12, 80
Chancery, court of, 12, 79
Chapel Hill, North Carolina, 153
Chaplain, for almshouse, 32
Charity
  institutions for, 13, 166
  patients, 166, 172, 4
  organizations for, 28, 163
    Associated, 166, 172
Charleston, 5, 12, 25, 44-46, 48, 62, 63, 69, 79, 80, 83, 88, 104, 106
Chart, governmental, 18
Charter
  of corporations, 49, 79
  for ferries, 31
Charter (cont'd)
  royal, 8, 47, 197
Chattel mortgages, 18, 21, 48, 50, 68, 137, 273
Checks
  county, 9-11, 17
  judge of probate, 225
  master, 188
  pension, 239, 241, 242
  permanent roads commission, 42
  Richland Tuberculosis Association, 456
Cherokee towns, 5
Chester County, 27, 189
  - District, 8
Chief
  police, 115
  probation officer, 100
Children
  adoption of, 100
  clinic for, 11, 17, 162, 2, 442, 518
  court, 12
    essay, 100, 101
    judge, 90, 100
  custody of, 100, 152
  incorrigible, 89
  library department for, 149, 402, 403, 406, 413
  poor, 44, 137
    rescue orphanage for, 32
  school, see Schools, pupils
  state bureau of, 11
  welfare of, 17, 156, 161, 422, 426, 429, 430
Chiropodists, 57
Christmas seals, 166, 448, 453
Church, 79, 172
  Congaree, 5
  parish, 43-45, 154
Circuit, judicial, 10, 69, 200
  court, 7, 12-14, 19, 31, 56, 62-64, 83, 102, 105-107, 269
    act
      of 1769, 46, 62, 69, 107
      - 1799, 48
    clerk of, 7, 84
    judge, 12, 63, 71, 72, 86, 114, 117, 124, 139, 84
    solicitor, see Solicitor
  district, 6, 8, 10, 46, 48, 55, 63, 70, 71, 88, 107

Citations, 26, 89, 207, 230
Citizenship, see Naturalization
Civil cases, 70, 72, 83, 102 105, 126-137
Civil War, 7, 8, 20, 69, 118, 125, 154, 189, 190, 565
Civil Works Administration, 377
Civilian Conservation Corps, 421, 427, 439
Claims
  Columbia Hospital, 172
  county, 11, 14, 22, 31, 33, 126, 3, 7, 8
  permanent roads commission, 42-44
  school, 127, 139, 301, 354, 366 368
  sheriff, 157
Clarendon County, 6
Clark, Richard, 19
Clemency, 15, 64, 23, 115, 116
Clemson Agricultural College, 184, 185
Clerk of court, 12, 18, 19, 33, 46, 63, 64, 71, 101, 105, 115, 117, 131, 200, 151
  essay, 56-58
  ex officio membership, 7, 11, 48-50, 55, 57, 72, 83, 105, 135, 160
  fees, 48, 49, 57, 98, 329
  office, 21
  records, 12, 18, 28, 45, 57, 58, 135, 139, 140, 50-182
    board of registration, 153
  term of office, 56
  vacancies, 57, 89
Clients, relief, 45
Clinics
  for children, 11, 17, 162, 2, 442, 518
  Columbia Hospital, 23, 163, 515-518
  dental, see Dentists
  Richland Tuberculosis Association, see Tuberculosis
  venereal, 17, 165, 166
Clubs
  Democratic Party, 15, 16
  extension, 184, 185, 552, 562
  Richland Rifle, 191, 566-568
Coast Artillery, 263rd, 190, 191, 570
Cobb, Owens Taylor, 196
  - Wade Hampton, 196
Code of Laws of South Carolina, 197
Collections
  tax, 13, 107, 259, 260
  treasurer, 13, 126, 318-320
Collector, delinquent tax, 11, 13, 14, 49, 107, 108, 125, 151, 318, 336-340
  agent of forfeited land commission, 131, 135
  essay, 131, 132
  fees, 329
  records, 332-351
College, 7
  of American Surgeons, 172
  state, 184, 185
Colleton County, 8
  - District, 80
Collon, D. B., Jr., 245
Colored Normal, Industrial, Agricultural and Mechanical College, 184
Columbia, 5-7, 12, 18-20, 26, 41 46, 48, 71, 80, 88, 100, 125, 155, 188, 2, 110, 260, 292, 310, 552, 566, 567
  Children's Clinic, 162, 2
  city commissioners, 41
  - council, 165, 172
  - schools, 16, 138
  Hospital, see Hospital
  library, see, Libraries
  magisterial district, 101, 245 246
  map of, 19, 37, 102, 103, 307, 308
  Medical Society, 172
  Railroad Company, 7
  Savings Bank and Trust Company, 84
  Sesquicentennial, 21, 199
  statistics, 37
  Township
    Auditorium, 28, 33, 84
    physician, 32
Columbia 1786-1936, edited by H. K. Hennig, 7, 8, 20, 149, 190, 198
Columbia Record, 199, 348
Commerce, commissioner of, 57
Commission
  boxing, 28, 188
  county sinking fund, 14
    essay, 136, 137

Commission
county sinking fund (cont'd)
ex officio membership, 126
courthouse, 33, 46, 2, 40, 41
federal military, 10, 565
forfeited land, 11, 13, 30, 4
attorney of, 131, 135
essay, 135, 136
membership, 30, 57, 118, 126
records, 120, 136, 60, 346, 352, 353
investigating, 38, 39
permanent roads, 41, 42, 31, 42-48, 109, 304
rural police, 13, 108, 114, 115
records, 280-283
state
highway, 41, 275, 302, 303
historical, 26
railroad, 4, 318, 322
sinking fund, 13, 55, 135, 140
tax, 90, 119, 125, 189, 222, 244, 288, 289, 333, 334, 338
Commissioner, Commissioners
city of Columbia, 41
county board, 9-11, 13, 14, 20, 22, 23, 27, 28, 41, 72, 102, 172, 189
chairman, 30, 33, 181, 3
ex officio membership, 30, 71, 135
clerk, 31, 33, 101
essay, 29-33
expenses, 322
oath, 30
records, 31-33, 126, 189, 3-41, 300, 304, 309
term of office, 30
election, 16, 153
records, 154, 95-97
in equity, see Equity
highway, 31, 4
jail, 46
jury, see Jury
location, 10, 12, 17
essay, 55, 56
ex officio membership, 55, 57
poor, 17, 30, 32, 46
essay, 44, 45
public buildings, 18-20, 30, 200
essay, 45, 46
minutes, 3
Commissioner, Commissioners (cont'd)
roads, 11, 30, 45, 47, 48
essay, 43, 44
records, 49
school, 10, 11, 13, 16, 137, 138
state
of agriculture, commerce and industry, 57
- forestry, 181, 182
- pension, 160
township, 30
United States, 268
Commitments
Carolina Orphan Home, 89, 2
to jail, 23, 268, 270, 271
of paupers, 45, 24, 30
to reformatories, 89, 100, 189, 269
- state hospital, 45, 89, 30, 189
- state pentitentiary, 267
Committee
Democratic, 16, 2, 97
grand jury, 109, 363
judiciary, 18
lunacy, 202
Revolutionary, 6
ways and means, 28
Common pleas
court of, 10, 12, 46, 81, 86, 89, 90, 100
essay, 72, 73
records, 63, 73, 87, 126-160
Community Chest, 149, 2
Commutation road tax, 127, 4, 315
Companies, militia, 188-191, 571, 572
Complaints, 89, 33, 110, 155, 159, 172, 175, 256
Comptroller general, 27, 31, 33, 46, 89, 119, 124, 160, 299
reports to, 31, 4, 327, 360
Condemnations, 41, 15, 33
Confederate veterans, 57, 160, 90
pensions for, 89, 29, 225, 239-242, 244
Confessions of judgment, 73

Congaree Church, 5
Congaree Creek, 5
- River, 5, 6, 41
Congarees, 5, 6
Congress, 153
first provincial, 6, 7
Conservation, 9
Constables, 10, 13, 16, 45, 57 102, 104, 105, 114, 131, 188
dispensary, 155
register of, 57, 82, 83
Constitutions, 197
British, 26
Federal, 47, 57, 58, 63, 80, 138
amendments to, 17, 58, 89
South Carolina
fundamental, 8, 26, 29, 47
of 1776, 26, 48, 63, 80, 101, 107, 116, 154
- 1778, 6, 14, 26, 47, 48, 55, 63, 80, 88, 101, 107, 116, 154
- 1790, 8, 14, 26, 27, 47, 48, 63, 80, 101, 107, 116, 154
- 1861, 15, 22, 88
- 1865, 8, 15, 26, 88, 105, 106
- 1868, 8, 9, 11, 12, 26, 30, 49, 56, 69, 70, 81, 88, 101, 106, 116, 137, 153 189
- 1895, 8-10, 14-16, 26-28, 56, 57, 62-64, 69, 70, 72, 73, 83, 86, 88, 89, 101, 102, 107, 115-118, 125, 137, 138, 153, 160, 162, 190
Contests, 188, 548
Contingent fund, 28
Contracts, 8, 11, 47, 48, 34
agricultural, 49, 73, 554, 556 559
labor, 77, 78
county, 20, 31, 3
jail, 19, 3, 34
roads, 41, 43, 47, 49
school, 387
state engineer, 46
Control
county board of, 18, 155
state board of, 155
Conveyances
real estate, 21, 22, 119, 294-297
Convicts, 15, 268
See also Chain gang; Criminals; Prisoners
pay roll, 22
superintendent of, 106
Cook, J. G., 196
Cooper, Thomas, 7, 26
Cooper, T. W., 196
Coroner, 10, 13, 32, 47, 105, 125, 255
essay, 116, 117
magistrate as, 102
office of, 21, 22
records, 22, 64, 117, 106, 284, 285
as sheriff, 107, 117
Corporations, 14, 49, 149, 79, 288, 289
Correspondence
auditor, 119, 288, 306
clerk of court, 101
Columbia Hospital, 519, 520, 546
delegation, 28, 2
demonstration agents, 185, 550-553, 563, 564
forest fire control board, 548
judge of probate, 239, 244
National Guard, 565, 569, 570, 572
public welfare, 418, 420, 425-427
Richland Tuberculosis Association, 457
rural policemen, 280
service officer, 429, 430
sheriff, 267, 279
supervisor, 35
superintendent of education, 363, 369
tax collector, 347
treasurer, 331
Costs
See also Fees
clerk of court, 184
constable, 246
court, 120-123, 181, 182
judge of probate, 228, 229
magistrate, 246
master, 183, 184
sheriff, 184, 249, 257, 259, 312, 332. 335
tax collector, 131, 332 335
treasurer, 312, 313, 332, 335
Cotton
acreage contracts, 554, 556

Cotton (cont'd)
adjustment program, 557, 558
mills, 5, 8, 138
weighers, 32
Cotton, John, 196
Council
Columbia city, 165, 172
county relief, 32
grand, 43, 88
legislative, 48, 63
privy, 43, 80
County
area limits, 9
attorney, see Attorney
status of, 31
Courthouse, 6, 8, 19-23, 33, 47, 48, 72, 3, 4, 33-35
commission, 33, 46, 2, 40, 41
committee, 71
investigation, 109
library, 20
picture, frontispiece
plans, 20, 40, 41
Court
of appeals, 12, 19, 20
chancery, 12, 79
children's, 12
essay, 100, 101
judge, 90
records, 189
circuit, 7, 12, 13, 19, 31, 56, 102, 105-107, 269
clerk of, see Clerk of Court
common pleas, see Common Pleas
general sessions, see General Sessions
county
defunct, 10-12, 17, 43, 56, 70, 88, 101, 107
essay, 47, 48
justices, 29, 45, 70, 71, 116
records, 6, 7, 48, 189, 193
present, 12, 69, 102, 104,107 108, 118, 119, 126, 145, 148 155, 184, 267, 269
essay, 83, 84
records, 22, 84, 172-182
coroner, 106
district, see District Court
equity, see Equity, court of
of errors, 12
federal, 31, 63, 268
high stewards, 29, 43, 45
Court (cont'd)
magistrates, 10, 83, 102, 105, 104, 126, 173
magistrates and freeholders, 10, 12, 17, 104
ordinary, see Probate Court
probate, see Ordinary
regimental, 189
state supreme, 12, 19, 28, 30, 31, 70, 83, 89, 138, 139, 157, 174
system, 9, 69, 79
Craven County, 5, 8
Crenshaw, Thomas, 196
Crews, John Wolf, 196
Criminals, 7, 13
See also Chain gang; Convicts; Prisoners
bond, 104
records of, 117, 27, 111, 234, 267-272, 439, 570
Cromer, Marie, 184
Crop, Crops, 49, 185, 68, 554

Dairies, 5
Davis, George W., 20
- Nora M., 190
- R. E., 196
- Rufus P., 196
Dealers, 119, 90
Death certificates, 17, 58, 100
Debtors, 73
Decrees, 81, 90, 154, 232
Deeds of conveyance
almshouse, 32, 35
armory, 565
auditor's record, 294-297
forfeited land, 135, 60, 352
recording of, 11, 47
records, 48, 49, 50-56
register of, see Mesne Conveyance
right of way, 35, 50
school property, 385
Delegation, Legislative, 8, 9, 11, 13, 14, 30-33, 41, 64, 100-102, 114, 117, 136, 139, 149, 155, 156, 161, 163, 165, 166, 172, 181, 184, 188, 190, 101, 244, 347, 371, 448, 547
essay, 27, 28
office of, 23, 27
records, 19, 23, 27, 28, 150, 1, 2

Delegation, Legislative (cont'd)
report to, 131, 135, 84
Delinquencies
of children, 100, 189
tax, 13, 107, 125, 135, 139, 72, 259, 260, 313, 314, 349, 350
Democratic Party, 8, 15, 63, 2, 97
club roll, 16, 93
tally sheets, 95, 96
Demonstration agents, 11, 17, 23, 184, 185, 550-564
Dentists
clinic, 17, 139
county, 139
reports, 2, 364
licenses, 57, 86, 87
Negro, 139
Department
city fire, 572
county welfare, 11, 17, 156, 157
state
education, 356, 363, 372
health, 16, 17, 58, 162, 501
highway, 31, 32, 275
Medical Detachment, 190, 191, 570
welfare, 156
United States
agriculture, 184
treasury, 473
war, 570, 572
Deputy
assistant tax collector, 131
attorney general, 69
auditor, 118
clerk of court, 57
coroner, 117
sheriff, 13, 102, 107, 108, 114, 115, 131, 276
surveyor, 56
Derelict estates, 73, 89, 153
Dickson, J. E., 196
Derrick, S. M., 7
Diphtheria
immunity test, 572
toxoid, 440
Director, Directors
board of public welfare, 156
health units, 163, 438
Richland Tuberculosis Association, 166, 449
Discharges, militia, 58, 91, 572
Diseases, 490, 494, 498
contagious, 162, 438
control of, 9
venereal, 165, 439
Dispensary, 10, 18, 114
county board of, 155
Dispenser, 120, 155, 322
Distress warrants, 256
District court, 12
essay, 105, 106
records, 106, 73, 104, 112
Districts
circuit court, 6, 8, 10, 46, 48, 55, 63, 70, 71, 88, 107
clerk of, see Clerk of Court
congressional, 10
court, see District Court
election, 5, 6, 8, 9, 27, 137
forest fire control, 181
highway, 31, 42
records of, 49
judicial, 8, 55, 62, 200
magisterial, 8, 101, 102, 105
military, 10, 188
school, 16, 125, 126, 138-140, 149, 37, 286-291, 311, 317, 325, 332, 336, 351, 354-363, 365-371, 383-385, 388-393, 395, 396, 444
tax, 16, 119, 124, 125
Doctors, 486-494, 497, 498, 500-502, 504, 505, 507, 509-511, 514-518, 527, 528, 531, 532
applications, 485
certificates, 106
licenses, 57, 85-87
Dockets, see Calendars
Dogs
census, 131
tax, 139, 311-313, 318, 332, 335, 361
Domestic relations, 89
Door of Hope, 2
Dower, 48, 86, 89, 102, 50, 234
Duncan, J. W. H., 155
Duplicates, tax, 13, 119, 126
auditor, 290, 291
treasurer, 311, 315
Dutch Fork, 101

Easter elections, 43
Easterling, 245
Eastover, 101, 102

Eau Claire, 41
Education, 16, 156
See also Schools; Teachers
adult, 363, 377
county board of, 11, 16, 149, 155, 31
essay, 137-140
records, 354, 365
county superintendent of, 11, 16, 49, 72
essay, 137-140
office, 21
records, 18, 22, 354-396
reports, 119, 126, 325, 327
warrants, 301
health, 166
rural, 16, 383
agricultural, 9, 17, 184
state department of, 138, 363, 372, 382-384
state superintendent of, 139, 140
vocational, 9
Edwards, John D., 200
Eleazer, James W., 196
Election
commissioners of, 16, 154
district, 5, 6, 8, 9, 27, 137
Easter, 43
general, 9, 14, 15, 56, 83, 116, 137, 154
managers of, 16, 58, 153, 154, 15, 97
of attorney, 32
- board of honor, 160
- circuit judge, 63
- circuit solicitor, 69
- clerk of court, 56
- commissioners of poor, 44, 45
- commissioners of roads, 43
- coroner, 116
- county board of education, 137
- county commissioners, 30
- - board of public welfare, personnel, 426
- county judge, 83
- delegation, 27
- judge of district court, 105
- judge of probate, 88
- magistrates, 101
- ordinary, 88
- register of mesne conveyance, 48
Election (cont'd)
of sheriff, 107
- state board of public welfare, 156
- supervisor, 30
- superintendent of education, 137
primary, 9, 15, 16, 56, 58
special, 9
Embalmers, 86
England, 27, 101, 116
English, the, 5, 27, 56
Engineer, 561
county, 28, 30, 31, 32, 35
office of, 22, 23
permanent roads commission, 41
reports, 109
Enlistment, 91, 124, 570-572
Enrollment
committee, 16
Confederate veterans, 57, 239
militia, 189
school children, 355, 357, 383, 388
teachers, 327
voters, 153, 93
Epidemics, 32
Epileptics, 45, 100
Equalization, board of, 10, 13
appeals to, 119
essay, 124, 125
membership, 31, 124
records, 125, 309
Equity
See also Master
court, 10, 63, 86, 88
circuits, 80
commissioners in, 10, 20, 46, 80, 81, 153, 161-163, 169
essay, 79-81
records, 81, 200, 161-171
jurisdiction, 12, 83, 105
Errors, court of, 12
Establishment, the English, 46
Establishments, industrial, 5, 57, 89
Estates, 7, 8, 47, 88
accounts for, 153, 169, 223-226, 263
derelict, 73, 89, 153
fiduciaries, 89
$500 and less, 89
records, 89, 90, 170, 189, 232, 262-264

Estimates, 2, 31, 101, 244, 347, 371, 426
Estrays, 44, 73
Examinations
See also Investigations
financial
county officers, 41, 102
judicial, 102
cross, 64
lunacy, 17, 32, 234
physical, 441, 502, 510, 515, 518, 570
microscopic, 507
post mortem, 32, 117, 106
school children, 139, 162, 364, 442, 443, 446
X-ray, 514
Examiners
county board for teachers, 10, 11, 137
board for pensions, 160
state boards for professions, 85, 87, 88
Executions
against property, 160, 256-258
coroner, 117
sheriff, 107, 108, 189, 104, 332
tax, 13, 21, 119, 126, 127, 135, 259, 260, 311, 313, 332-335, 346
nulla bona, 311, 313
of sentences, 13
Executor, 208, 209, 214, 215, 217
Exemptions
homestead, 49, 234
tax, 13
"Expansion of South Carolina", by R. L. Meriwether, v, 198
Expenditures, 13, 14
See also Accounts; Ledger
Experiment stations, 184
Explanatory notes, 25, 26
Explosives, 119
Extension service, 17, 184, 185, 550

Fairfield County, 6, 27, 189
- District, 8, 80
Family Welfare Society, 11, 17, 32, 156, 172, 2, 418, 427
Farm, 5, 561
Farm (cont'd)
county poor, 32, 17
Credit Administration, 23
demonstration agents, 11, 17,
essay, 184, 185
records, 550-560
Farmers' movement, 10
Feagan, R. A., 196
Federal Government, 13, 157, 161, 184
See also United States
Fees
See also Costs
attorney's, 31
commissioner in equity, 80
county officers, 49, 126, 4
clerk of court, 48, 49, 57, 98, 329
coroner, 116
judge of probate, 227-230, 329
magistrate, 102, 103
master, 80, 187, 329
sheriff, 107, 265, 266, 329
tax collector, 131, 329
fee bill, 98, 328
Governors' Guards, 568
register in equity, 80
Richland Rifle Club, 568
Ridgewood Tuberculosis Camp, 166
school, 139
Ferries, 30, 31
Fiduciaries, 89, 90, 190, 213, 222
Field Artillery Brigade, 190
File book
claims, 8, 10, 43
common pleas, 143-145
county court, 84
probate court, 90
register of mesne conveyance, 49
treasurer, 324-326
Finance, 13, 28
See also Accounts; Costs; Fees; Fines; Ledger; Tax, Taxes
Fines, 200
collection of
clerk of court, 57, 64
commissioners of roads, 44
magistrates, 14, 102, 5, 6, 18
rural police, 282
sheriff, 107
imposed
by county commissioners, 3
- district court, 105
- militia, 188, 189

Fines
imposed (cont'd)
on commissioners public buildings, 46
militia, 188, 189
treasurer's report, 126, 4
Fire
city department, 572
insurance policies, 34, 386
Fireman's Insurance Company, 137
Florence
county, 83
town of, 269
Foreigner, see Naturalization
Foreman, grand jury, 71, 157, 84 109
Forester, state, 181
Forest fire control board, 17, 28
essay, 181, 182
records, 547-549
Forest ranger, 23
Forfeited land commission, see Commission
Forfeitures, 14, 44, 46, 57, 64 126, 200, 4
Foundation, Rockefeller, 162, 163
Four-H clubs, 552, 553, 562
Fowles, James H., Jr., 166
Free schools, 137
Fundamental constitutions, 8, 26 29, 47

Gadsden, 101, 102
Game warden, 2
Garners, 101, 102, 245
Gas tax, 4
General
adjutant, 190, 191
brigadier, 188
General Assembly, 5, 9, 11, 15, 27, 31, 44, 46-48, 56, 63, 64, 70, 72, 83, 88, 102, 105, 107, 125, 138, 153, 154, 156, 160
See also Legislature
report to, 19, 33, 163
General committee, 6
General elections, see Elections
General sessions, court of, 12, 41, 46, 48, 70, 72, 106, 108, 114, 115, 117, 139, 23
essay, 62-64
records, 19, 64, 71, 115, 104-125
Georgetown County, 48
Gibbes, W. H. Jr., 136
Gills Creek, 5
Girl Scouts, 23
Girls' Tomato Club, 184, 185 562
Good Samaritan Hospital, 17, 2
Government
county, 5, 8-11, 27, 29, 31, 190
act, see Act
chart of, facing 18
federal, 5, 13, 157, 161, 184, 43
insurance, 570
hospital, 4, 429
state, 5, 7, 69, 160
Republican, 160
Governor, 9, 69, 79, 88, 126, 189, 23, 115
appointments, 16, 30, 33, 42, 43, 46, 56, 57, 71, 86, 89, 105, 114, 117, 118, 124, 125, 136, 153-155, 161, 172, 2
commissions, 47, 48, 55, 80, 101, 107, 137, 36
Guards, see Guards
pardons, 15, 115
reprieves, 116
Graham, Frank Atwood, Jr., 196
Grand council, 43, 88
Grand jury, see Jury
Grants, 5, 8, 12, 56
Granville County, 8
Green, Edwin Luther, 5, 6, 19, 20, 198
- John S., 105
Greenville County, 48, 83
Grenadiers, 189
Grimké, J. F., 46, 56, 62, 69, 72, 107, 197
Guardian, 88, 171, 191
public, 73, 89, 223, 224
records of
bond, 199, 203
letters, 90, 211, 214, 215, 233
reports on, 169
returns, 90, 217
Guards
Capital City, 190

Guards (cont'd)
Governor's, 190, 191, 565, 567-569
National, 189, 190, 570-572
Richmond, 190
Guide to Columbia, 7, 199
Guignard, James S., 200
Gunter, Wm. A., 196

Habeas Corpus, 27
writs of, 72, 105, 107, 256
Hair, Thomas E., 245
Hall, Dr. Henry F., 196
Hamby, Theod C., 103
Hamilton, L. A., 161, 196
Hampton Street, 23, 163
Hampton, Wade, 6, 8, 27
Hand Book of South Carolina, 198
Harden Street, 23, 163
Harrisburg, Pennsylvania, 191, 199
Hawkers and peddlers, 57, 90
Headquarters Company, 190, 191, 571, 572
Health, 9
certificates, 363
vital statistics, 17, 58, 99, 100
county unit, 11, 16, 17, 31
essay, 162, 163
estimates for, 19
physicians, 32
records, 163, 434-447
state board, 16, 17, 58, 162, 434, 501
Heise, T. Alex., 196
Henderson Street, 20
Hennig, Helen Kohn, 7, 198
High steward's court, 29, 43, 45
Highway, 30
act, 43
commission, 31, 4
Capital, 42
district, 31, 42, 49
state department, 11, 41, 31, 32
records, 275, 302, 303
United States, 24, 102
Hinnant, C. E., 196
- H. H., 196
Historical Annual, National Guard of the State of South Carolina, 190, 199
Historical commission, 26
History, 7, 8
History of North Carolina, by John Lawson, 5, 198
History of Richland County, by E. L. Green, 5, 6, 19, 20, 198
History of South Carolina, by D. D. Wallace, 5, 6, 198
Hogan, William Sanders, 196
Holden, Winnie Belle, 196
Holman, A. W., 196
Home demonstration agent, 11, 17, 184, 185, 562-564
Homestead exemptions, 49, 234
Honor, board of
essay, 160
members, 57, 89, 118
records, 225, 239-242
Hooker, Edward, 19
Hookworm, 162, 446
Hopkins, 101, 102, 245, 246
Hopkins, David R., 196
Horner, Marion Vance, 196
Horrell Hill, 6
Hospital
Columbia, 11, 24, 71, 2, 84
bond issue, 4
essay, 172
funds, 326
investigation, committee, 109
records, 172, 484-546
warrants, 305, 326
Good Samaritan, 17, 2
Government, 4, 429
library service for, 149
State, for Insane, 7, 89, 189, 235, 244
Waverly Fraternal, 17, 2
House of Representatives, 8, 27, 48, 55, 63, 69, 101, 116, 188
Hunt, James Green, 27
Hunter, James E., Jr., 184, 198
Hutchinson, Major Manly E., 191
Hygienist, school, 139

Idiocy, 45, 89
Idiots, 89
Illustrations, list of, 4
Income tax returns, 14
Indebtedness, past, 4
Indexes
bonds, 58, 90, 203

Indexes (cont'd)
cases
social, 421, 423, 431
tubercular, 466, 483
Christmas seal sales, 453
deeds, 21, 49, 51-56
auditor's, 296, 297
equity, 164, 165
estates, 190-192
bonds, 58, 90, 203, 215
letters, 215
returns, 218, 219
wills, 194
executions, 334
judgments, 73, 128-131
marriage, 237, 238
miscellaneous, 49, 64
mortgages, 62-67, 69, 70
chattel, 49, 50, 69, 70
sessions, 64, 105
Index records
chattel mortgages, 71
federal tax liens, 49, 76
labor contracts, 78
money decrees, 81, 90, 232
undertakings, 73, 149
Indians, 5, 104
Indictments, see Jury, grand
Industrial school, 269
Industries, commissioner of, 57
Infantry, 189, 191
Inheritance, 90, 119, 222
Injunctions, 135, 136, 149, 166
Inoculations, 32, 440
See also Vaccinations
Inquests, 13, 32, 117
records of, 64, 104, 106, 284
Inquisitions, see Inquests
Inspection
board of health, 162, 445
fire, 548, 572
military, 188, 570, 572
of records, 102, 114, 119, 126, 140, 153, 157,
Institutions
charitable, 13, 19, 166
county, 11, 71, 149, 162, 2
eleemosynary, 309
English, 70
of learning, 7, 15
penal, 7, 100
private, 149
Insurance, 401
Insurance (cont'd)
companies, 272
Fireman's, 137
mutual fire association, 49
federal, 161, 570
policies, 34, 363, 386
school, 140, 365, 386
Internal revenue, 75
Inventories, of estates, 90, 189, 193, 216, 218
Inventory of the County Archives of South Carolina, 25, 42
Inventory of Federal Archives in the States, 185
Investigation
children's court, 100
coroner, 106, 284, 285
county institutions, 71, 38, 39, 109, 499
public welfare, 156, 157, 418, 420, 499
state board of health, 162
Island, Person's, 6

Jackson, Camp, 124
Jackson Creek, 5
Jackson, John B., 103
- Philip, 5
- Richard, 5
Jail, 6, 13, 17, 22, 46, 47, 63, 100, 107, 117, 15, 33-35, 267, 268, 270
See also Penitentiary
bond issue, 4
commissioners of, 46
commitments to, 23, 268, 270, 271
committee, 71
contract for, 19, 3, 34
expenses of, 19
investigation, 109
records, 271
Jailor, 13, 107, 117, 267, 268
Jeans teachers, 369
Johnson, Dr. D. B., 184
Journal
See also Minutes
board of education, 391
- - equalization, 119
county commissioners, 33, 14, 16, 20
courts
common pleas, 73, 146
county, 180, 181
district, 105, 106

Journal
courts (cont'd)
general sessions, 64, 114
probate, 90, 231
general assembly, 88, 197
grand council, 56, 88, 197
house of representatives, 88, 197
senate, 197
superintendent of education, 374
tax collector, 342, 349
treasurer, 316, 317
Judge
children's court, 90, 100
circuit court, 12, 63, 71 72, 86, 114, 117, 124, 139, 84
county court
defunct, 10, 47
present, 83, 84, 179
records, 22, 176
court of appeals, 20
district court, 105, 106
probate, see Probate Court
Judgments
common pleas, 49, 73, 84, 126, 160
abstracts of, 63, 73, 127, 132
federal tax liens, 75
county commissioners, 30
probate court, 90, 232
supreme court, 139, 157, 174
Judicial circuits, 10, 69
- districts, 8, 55, 62
Judiciary, 12, 18
Jurisdictions
chancery, 10, 81
children's court, 100
common pleas, 72, 89
coroner, 117
county commissioners, 17, 30, 31
county court, 83
district court, 105
general session, 63, 64
high steward's court, 43, 45
magistrates, 47, 70, 102
magistrates and freeholders, 104
master, 86
Jurisdiction (cont'd)
probate court, 89
summary of, 12
Jurors, 278
drawing of, 70, 108
grand, 70, 118
pay bills, 33, 64, 7, 120, 121, 182
petit, 70, 118, 182
rolls, 33, 64, 117, 118
verdict, 106
writs for, 119, 157, 158
Jury
box, 57, 70-72, 106
circuit court, 22
commissioners, 70, 83
essay, 71, 72
membership, 57, 107, 118, 126
coroner, 117, 284
county court, 22, 181, 182
district court, 106
grand, 13, 14, 19, 23, 41, 57, 69, 101, 106, 139, 2, 118, 255, 363, 367
essay, 70, 71
foreman, 71, 157, 84, 109
indictments, 64
pay bills, 120
presentments, see Presentments
reports to, 28, 115, 126, 157, 109, 281
petit, see Petit jury
Justice
of county court, 10, 29, 45, 47, 48, 70, 71, 107, 116
- peace, 10, 44, 47, 71, 73, 101, 104
- the quorum, 47
Juvenile cases, 100, 101, 189

Kennerly, Eli, 200
Kershaw County, 6, 69, 189
- District, 80
Killian, 101
Knapp, Dr, Seaman A., 184

Laboratories, 172, 488, 502-508, 520, 530
Ladies Benevolent Society, 2
Lancaster County, 189
- District, 80
Land, Lands
See also Property
almshouse, 32, 35

Land, Lands (cont'd)
cases, 12, 47
condemnation of, 41, 15, 33
deeds, 47, 49, 90, 120, 35, 50-56
forfeited, see Commission
forest, 181
grants, 5, 8, 56
college, 184
inheritance of, 90, 195
plats, 12, 58, 59, 560
vacant, 18, 55, 56
Landrum, Lonny F., 184
Laurens Railroad Company, 136
Law
See also Act
canon, 79
Lawson, John, 5, 198
Leagues, Union, 8
Leases, 49, 50, 68
LeContes, the, 7
Ledger
See also Accounts
board of education, 392
Columbia Hospital, 533, 534
county commissioners, 33, 17
judge of probate, 90, 223
master, 87, 185
permanent roads commission, 45, 46
Richland County Library, 150 401
Richland Tuberculosis Association, 455
superintendent of education, 139, 365, 370
tax collector, 341
treasurer, 318, 322, 323
Leesburg Road, 102
Legion, American, 161, 432, 433
reports to, 429
Legislative council, 48, 63
Legislative delegation, see Delegation
Legislative Manual, 184, 198
Legislature, 8, 9, 18, 26, 45, 63, 69, 105, 107, 116, 118, 125, 137, 189
Legs, artificial for veterans, 160
Legumes, 185
Letters
See also Correspondence
administration, 90, 205-211 215
Letters (cont'd)
committeeship, 211, 212
dismissory, 213, 214
guardianship, 90, 205, 210, 211, 215
testamentary, 205, 206, 210, 215
Lever, Irene L., 196
Levies, tax, 13, 14, 27, 30, 125, 149, 290, 347, 365
Lexington County, 6, 42, 552 553
- District, 80
Libraries
Columbia Public, 149
court of appeals, 20
Richland County Public, 11, 24, 2, 4, 84, 363
branch for Negroes, 149
essay, 149, 150
funds, 399
records, 150, 397-416
Timrod, 149
University of South Carolina, 191, 565-567
Licenses, 44
automobiles, 275
billiard tables, 43
collection from, 57, 120, 126, 4
dealers, 57, 90
liquor, 14, 43
marriage, 89, 236-238
narcotics, 473, 492
professional, 57, 85-88
revenue from 14
taverns, 43, 47
Lieber, Francis, 7
Liens
crop, 49, 68, 73
statutory, 48, 49, 73-76
mechanics, 74
tax, 126
federal, 49, 75, 76
Lightsey, Harry M., 196
Lindler, Dr. C. K., 196
Liquor, alcoholic
control of, 10, 18
licenses, 14, 43
permits, 58, 89, 92, 243
prescriptions, 58
prohibition, 58, 89
tax, 4
Lists, jury, 3

Lis pendens, 73, 143, 144
Location, see Commissioner, commissioners
Locke, John, 26
Lomas, J. S., 196
Louisiana, 190, 199
Lunacy
  commitment, 45, 30, 189
  examinations, 17, 32
  jurisdiction in, 89
  records, 202, 212, 234, 235, 244
Lunatics, see Lunacy
Lykesland, 101, 102
Lynn, Charles F., 196

McCord, David J., 26
McCravy, Albert, 196
  - C. E., 196
McCullough, Dr. T. G., 196
McLemore, Joel, 6
Magisterial district, 8, 101, 102
Magistrates, 10, 12, 14, 47, 55, 83, 105, 106, 114, 131, 23, 108, 126, 157, 173, 250, 267, 269, 276, 282
 See also Peace, justices of the
  accounts, 102, 18, 248
  city, 23, 110
  as coroner, 102
  essay, 101-103
  records, 102, 104, 245-248
    reports, 64, 119, 5, 6
    warrants, 157
  register of, 57, 82, 83
Magistrates and freeholders, see Court
Main Street, 19, 20
Managers of election, 153, 154, 97
  appointment, 16, 15
  oath, 58
Mandamus, writs of, 72, 105
Maps
 See also Illustrations
  Columbia, 19, 37, 102, 103, 307, 308
  farm, 554
  fire occurance, 549
  South Carolina, 387
Marriage
  records, 89, 236-238
Marriage
  records (cont'd)
    settlements, 48
Marshal, 107, 117
Martins, N. G., 245
Master, 10, 80, 81, 84, 255
 See also Referee
  essay, 86, 87
  fees, 329
  office of, 21, 22
  records, 22, 73, 87, 126, 154-157, 183-188
Maternity, 441
Matron
  for almshouse, 32
  of jail, 107
Matthews, J. P., 136
May Day Clinic, 442
Mayor of Columbia, 155, 188
Mechanics liens, 49, 74
Mefford, Ollie, 245
Memorial, World War, 26
Memoirs of the American Revolution of North and South Carolina and Georgia by W. Moultrie, 154, 198
Merchants, tax assessments, 288
Meriwether, M. B., 149
  - Robert L., 198
Mesne conveyance, see Register of Mesne Conveyance
Messers Mill Road, 102
Metabolism tests, 505, 506
Mexican War, 190
Meyers Hill, 6
Meyers, William, 6
Midwives, 99, 441
Militia, 10, 30
  affidavits of exemption, 57, 189
  duty, 138
  essay, 188-191
  National Guard, see National Guard
  notices of completion of rolls, 57
  officers, 15
  records, 91, 565-572
Mill Creek, 5
Mill districts, cotton, 138
  - villages, 114
Military commission, 10, 565
Military petitions, 124

Ministers of the Gospel, 5, 15
Minors
See also Children
court for, 89
education of, 156
guardian of, 89
incorrigible, 100, 30, 189, 269
property of, 216
Minutes
See also Journal
associations
Forest Protective, 547
Richland County teachers, 376
- Tuberculosis, 448
boards
education, 139, 140, 354, 362
equalization, 125, 309
public welfare, 426
trustees Columbia Hospital, 484
- Richland County Library, 150, 397
commissioners
county, 32, 3
public buildings, 3
rural police, 280
courts
county, 84
equity, 80, 168
general sessions, 115, 114
delegation, 1, 2
Governor's Guards, 565
Money
borrowed, 41, 43, 355, 365
decrees, 81, 232
Monopoly, 18
Moore and Arthur, map, 103
Mortgages
chattel, 18, 21, 48, 50, 68 137, 273
crops, 49
real estate, 21, 49, 61-67, 345
recording of, 135
satisfactions of, 12, 49
Motor vehicles, 57, 273-275 291
Moultrie, W., 154
Mounted policemen, 114
Musters, militia, 188
Mutiny, 188
Mutual insurance association, 49
Narcotics, 473, 492
National defense system, 189
National Guard, 189-191
Coast Artillery, 263rd, 190, 191, 570
Medical Department Detachment, 190, 191, 570
Field Brigade, 55th, see Guards
records, 190, 191, 570-572
National Youth Administration, 363
Naturalization, 12, 63, 72, 124, 125
Navigation, 5, 7, 15
Navy, United States, 91
Negro
demonstration service, 184, 185
dentist, 139
education
schools, 16, 355, 356, 395
Jeans teacher, 369
State A and M College, 184
library division for, 149
National Guard, 190
patients, tuberculosis, 166, 467
pensions for, 160
voters, 97
Newberry Railroad, 136
New South, 8
Newspapers, 135, 172, 433, 564, 565
The State, 71, 199, 348, 552
Columbia Record, 199, 348
Night School, 138
Ninety Six, District, 55, 80
North Carolina, 5, 47
Notaries public, 15, 57, 83
register of, 82
Notices
for bids, 33
completion of militia rolls, 57
condemnation, 15
court, 107
appeals, 108, 110, 138, 233
mortgage owners, 72, 345
of rewards, 272

Notices (cont'd)
sale, 136, 348
tax, 119, 135, 72, 151
Nulla bona executions, 160
317, 332, 349, 350
See also Executions
Nullification, 7
Nurses, 502, 515, 519-527
clinic, 474, 482
report, 449, 450
county visiting, 166, 463-465, 467
graduate, 525, 526
Negro, 467, 520
public health, 163, 444
report, 436, 437
register, 523
student, 520, 524
training school, 519-521, 524

Oath
administration of, 30, 57 102, 156
of allegiance, 124
bondsmen, 107
of office
auditor, 118
board of equalization, 125
clerk of court, 56
commissioner of location, 55
commissioners of public buildings, 46
coroner, 116
county commissioners, 30
judge of district court, 105
judge of probate, 88
magistrates, 101
managers of election, 58
master, 86
peace officers, 283
rural policemen, 280
superintendent of education, 137
supervisor, 30
treasurer, 125
of witnesses, 193
Obstetrics, 515
Office
auditor, 21, 22
board of registration, 21, 22
city magistrates, 22, 23
clerk of court, 21
coroner, 21, 22, 117
county commissioners, 22
delegation, 23
demonstration agents, 23
Farm Credit Administration, 23
forest ranger, 23
Girl Scouts, 23
health unit, 24
judge of probate, 21, 22
master, 21, 22
Richland Tuberculosis Association, 23, 166
service officer, 23
sheriff, 21, 22, 117
superintendent of education, 21, 22
supervisor, 21
tax collector, 21
treasurer, 21
welfare, 23
Officers
chief probation, 100
city, 8
county, 8, 11, 14, 32, 57, 70, 117, 137, 82-84, 97
bonds, 31
fees, 49
reports of, 31, 71, 327
district, 18
militia, 15, 188, 189
peace, 16, 30, 283
registration, 15
service, see Service, military
state, 15, 69, 184
Olympia, 101, 245
Opticians, 57
Optometrists, 86
Orangeburg County, 48, 83, 184
- District, 80
Orders
clerk of court, 151
of commitment, 269
county commissioners, 30, 126
court, 86, 107, 108, 261, 262, 277
common pleas, 150, 152, 154, 159, 173
naturalization, 72
county, present, 173
equity, 80, 150-157

Orders
court (cont'd)
general sessions, 104, 108, 114, 124, 125
ordinary, 220
purchase
service officer, 432
supervisor, 12
sheriff, 102
state board of health, 162
tax collector, 131, 151
United States commissioners, 268
Ordinary, the
court of, 7, 10, 12, 46-48, 88, 105
governor as, 88
records, 189, 193, 204, 216, 217, 220, 231
Organizations
charitable, 28, 163, 2
Columbia militia, 190
Orphanage, Rescue, 32
Orphans
Carolina Home for, 89
court, 88
Outline History 118th Infantry Palmetto Regiment, by Nora M. Davis, 190

Pacific Armory, 191
Palmetto Regiment, 190
Pardons, 15, 64, 23, 115
Parishes, 5, 43-46, 125
Parol, application for, 267
Partition, 80, 86, 89, 162
Party
Democratic, 8, 15, 63
Republican, 8, 63, 160
Revolutionary, 6
Paschal, Gary, 245
Pathological laboratory, 502, 505, 507, 508
Patients
charity, 166, 172, 4
Columbia Hospital, 23, 484-517 527-533
Ridgewood Tuberculosis Camp, 166, 449-451, 467-483
Patrick Creek, 5
Patrol system, for slaves, 10
Patrolmen, forest, 181, 182
Paupers, 14, 15, 30, 31, 105
Paupers (cont'd)
burying of, 32, 34
commitment of, 45, 24, 30
county aid for, 28
records of, 45, 24-28, 30
Pay bills, see Jurors
Pay rolls
adult education teachers, 377
almshouse, 25
Columbia Hospital, 540
convicts, 22
National Guard, 570, 571
welfare, 422, 423, 427
Peace, justices of the, 10, 44, 47, 48, 71, 73, 101, 104
See also Magistrates
Peace officers, 16, 30, 283
Peach orchards, 5
Penalties
commissioners of public buildings, 46
non-performance of duty, 19, 188
Penitentiary, 7, 267
See also Jail
Pensions
act of 1887, 160
Confederate, 89, 29, 225, 239-242, 244
applications for, 160, 29
for Negroes, 160
county board of, 89
records, 160, 29, 225, 239-242
state commissioner of, 160
Peoples State Bank, 84
Permanent roads commission
essay, 41, 42
records, 31, 42-48
warrants, 304
Permits
to enter Columbia Hospital, 499
food handlers, 445
liquor, 58, 89, 92, 243
Persons of color, courts for, 10, 12, 104-106
Person's Island, 6
Petitions, 89, 196, 256
for appeals, 108
children's court, 100

Petitions (cont'd)
for citizenship, 124
common pleas court, 152, 154,
equity, 162-165, 168
habeas corpus, 107
homestead exemptions, 234
for injunctions, 136
military, 124
probate court
division of real estate, 220
examinations of lunatics, 234
guardianship, 233
letters of administration, 207
for roads, 32
Petit jury, 63, 64, 72, 118, 182
pay bills, 33, 64, 71, 7, 121, 182
Photography, 117, 285
Physicians
certificates, 99, 100, 106, 189
clinic, 474, 482
Columbia Township, 32
county, 17, 31, 32, 117,162, 172, 32, 189
for paupers, 32, 25
- prisoners, 32
register of, 85, 86
Ridgewood Tuberculosis Association, 166, 467
Pillory, 6
Pinckney District, 46
Plans
courthouse, 40, 41
forest fire control, 181
Plantations, 6
Plats, 12, 49, 56, 58, 59
almshouse, 35
courthouse, 35
school property, 385
Pleadings and judgments, 73
Pledges, candidates, 58
Policemen, county, 13, 108
essay, 114, 115
records, 280-283
reports, 30
Policies, insurance, 34
Poll tax, 14, 15, 119, 126, 131, 139, 286, 310-314, 316, 318, 322, 332, 335, 351, 359, 361, 396
Pontiac, 101
Poor
See also Almshouse
apprentices, 44, 137
commissioners of, 17, 30, 32, 46
essay, 44, 45
convicts, 268
funds for, 43, 44
records of, 24-28
relief of, 17, 31, 45
Poorhouse, see Almshouse
Population
minimum of county, 9
Richland County, 5
Positions, county, 32
Post mortems, 17, 32, 117, 106
Presentments, 57, 64, 70, 71, 30, 104, 108, 109, 114
Pride, Dr. H. P., 196
Primary, the, 9, 15, 16, 56, 58, 101, 116, 118, 125, 95-97
Principals, school, 140, 381
reports, 357, 358
Prisoners, 17, 21, 22, 69, 107, 108, 18-23, 116
See also Chain Gang; Convicts; Criminals
bail, 108
custody of, 13
dieting of, 157
Federal, 16, 268
jail, see Jail
pardons, 15, 64, 23, 115
sentences, 13, 104, 21, 23, 104, 107, 114-116, 267
Private schools, 137, 140
Privy council, 43, 80
Probate court, 10, 12, 81, 83, 100
judge, 18, 32, 166
as clerk of court, 57, 89
children's court, 90, 100
essay, 88-90
office, 21, 22
ordinary, see Ordinary, the
records, 20, 22, 90, 104, 189-244, 269

Prohibition, 58
Processes, 63, 107, 117
  district court, 105
  final, 257, 258
  mesne, 108, 249-256
Program
  health education, 166
  radio, 564
Project, federal housing, 149
Property
 See also Real Estate
  attachments, 49, 147-149
    bonds, 108, 107, 274
  for forestry purposes, 182
  personal, 13, 48, 132, 216
    286, 290, 311-314, 345
    346
    stolen, 272
  persons of color, 105, 106
  real, 13, 48, 132, 135, 149
    143, 216, 286, 290, 311,
    314, 345, 346
    condemnation, 31, 15
    conveyance of, 21, 22, 119,
      50-67, 294-297
    county, 8, 16
      almshouse, 35
      contracts for, 34
  sales, see Sales
  school, 139, 357, 369, 385-388
  taxes, see Tax, Taxes
  titles, see Titles, property
  transmission of, 89, 189-222
  value, 119, 124, 125, 57, 290,
    292, 293, 311-314, 332, 335
Proprietors, of Carolina, 43, 45,
  48, 86
Prosecutions, 13, 64, 69
Province of Carolina, parliament
  of, 27
Provost marshal, 107
Public accountant, see Certified
  public accountant
Public buildings, 6, 19, 31
  commissioners of, see Commis-
    sioners
Public guardian, 73, 89, 223-225
Public Laws, by J. F., Grimké, 46,
  56, 62, 69, 72, 107, 197
Public works, 11, 46
Public Works Administration, 40
Pupils, see Schools

Questionnaire, school, 388
Quorum, justices of, 47

Raiford's Creek, 5
Radio programs, 564
Railroad
  Columbia Company, 7
  commission, 4, 318, 322
  Newberry, Laurens Company,
    136
  tax, 136, 322
Rangers, forest, 23, 182
Real estate
 See also Property
  deeds, 11, 47, 50-57, 294-297
  inheritance of, 90, 119, 220
  mortgages, 21, 49, 61-67,
    345
  plats, see Plats
Reames, Mrs. C. Y., 196
Receipts
 See also Vouchers
  Columbia Hospital, 541,
    542
  for deeds, 297
  fines collected, 282
  Governor's Guards, 567
  industrial schools, 269
  judge of probate, 226
  postal, 331
  for prisoners, 267
  Richland Rifle Club, 567
  school, 366, 369, 395
  sheriff, 72, 264, 279
  treasurer, 351
    tax, 126, 127, 312, 316,
      343
Recognizances, 64, 104
Records
  audit of, see Audit
  destruction of, 18, 20, 23
  housing and care of, 19-24
  system of keeping, 18, 19,
    46, 90
Records in the British Public
  Record Office Relating to
  South Carolina, 26, 198
Red Shirt campaign, 8
Referee, 153
 See also Master
  report, 135
Reformatories, 7, 89, 189, 439

Reformatories (cont'd)
commitments, 89, 189, 269
federal, 439
Regiments, militia, 188-191
571, 572
Register
of almshouse inmates, 26
- automobiles, 275
- births, 496
- bonds, 331
- constables, 82
in equity, 80, 81
of inheritance tax, 90, 222
- magistrates, 103, 82
marriage, 89, 237, 238
of notaries public, 82
- nurses, 523, 526
- patients, 476, 486
- physicians, 85, 86
- relief clients, 45
Richland County Library,
402-405
of school claims, 139
- teachers' certificates, 140,
372, 373
Register of Mesne Conveyance,
7, 10, 19, 135
clerk of court as, 11, 12, 101
essay, 48-50
office, 21, 140
records of, 21, 49, 50-81
Registrars, vital statistics, 17
Registration, 9, 11, 12, 49
board of, see Board
business, 57, 77-79, 89
officer, 15
professional, 57, 85-88
Relief, 17
See also Welfare
Administration, Federal Emer-
gency, 155, 425
board of, 106
clients, 45
council, county, 32
Reporter, court, 106
Reports and Resolutions of the
General Assembly, 18, 46, 198,
200
Reports
audit, see Financial Audits
board
of canvassers, 154
Reports
board (cont'd)
dispensary, 155
forest fire control, 182
district forester, 548
towerman, 548
of honor, 160
- welfare, 157, 30, 109, 427,
428
city fire department, 572 vii
commissioner in equity, 80, 161,
163, 169
commission
forfeited land, 135
permanent roads, 41, 109
sinking fund, 136
committees
grand jury, 2, 109
Richland County Teachers Asso-
ciation, 376
of county officers, 19, 64, 71
auditor, 119
clerk of court, 57, 111
county commissioners, 31, 33, 3
commissioners of poor, 45
judge of probate, 73, 90, 189
lunacy, 234
magistrates, 102, 119, 5, 6
master, 73, 87, 126, 154-157
referee, 135, 168
service officer, 161, 429
sheriff, 46, 115, 281
deputy, 108, 276
rural policemen, 114, 30, 109,
281, 282
superintendent of education,
139, 327, 355, 356, 361,
363, 383
annual mass meeting, 362
attendance officer, 395
bus drivers, 358
dentists, 364
principals, 357, 358
private schools, 140
teachers, 139, 357
tax collector, 131, 351
treasurer, 106, 126, 131, 138,
139, 155, 3, 327, 351, 359
demonstration agents, 185, 551,
564
engineer, soil conservation,
561

Reports (cont'd)
district court, 106
health unit, 162, 163, 435
on diphtheria toxoid, 440
nurses, 436, 437
physicians, 438
United States Health Department, 434
on venereal diseases, 439
Hospital
historian, 490
doctors, 488, 511
laboratory, 519
trustees, 484, 485
X-ray, 488, 509, 510
militia, 570 viii, 571 vii, 572 viii
committees, Governor's Guards, 565
Richland Anti-Tuberculosis Association, 163
board of directors, 449, 450
clinic, 458
nurses, 448-450
Ridgewood Camp superintendent, 448-450, 467
treasurer, 450, 451
Richland County Library, 150, 397, 389
solicitor, 18, 19, 70, 200
Republican Party, 8, 63, 160
Requisitions, 13, 427
Rescue Orphanage, 32
Reserve officers training Manual, 191
Returns
appraisers', 49
dispensers', 120
to district court, 106
election, 58
fiduciaries', 90, 171, 217-219
magistrates', 64, 110
sheriff's, 64, 119, 127, 147, 157
tax, 13, 18, 21, 70, 71, 118, 119, 124, 125, 286, 287
Revenue, 9, 13, 14, 31
Revolution, American, 6, 8, 45, 46, 48, 63, 88, 188
Rewards, 272
Richland Anti-Tuberculosis Association, see Tuberculosis
Richland Bar Association, 31
Richland County, History of, by E. L. Green, 6, 19, 20, 198
Richland District, 7, 19, 20, 56, 80, 88, 107, 137, 3, 49
Richland Guards, 190
- Light Dragoons, 190
- Rifle Club, 191, 566-568
Richland Volunteer Rifle Company, 190
Ridgewood Tuberculosis Camp, see Tuberculosis
Riflemen, militia, 189
River
Broad, 6
Catawba, 6
Congaree, 5, 6, 41
Santee, 5
Wateree, 5, 6, 102
Rivers, Dr. W. J., 196
Roads, 7, 11, 16, 29, 31
commissioners for permanent essay, 41
record, 42-48
commissioners of, see Commissioner, Commissioners
condemnation for, 31, 41, 15
records of, 17, 31-34
reports on, 109
supervision of, 43, 47
tax, 4, 286, 311, 312, 318
Two Notch, 47
financing of, 11, 11, 302-304
Roberts, F. C., 20
Rockefeller Foundation, 162, 163
Roentgenological laboratory, 172
Rogues, 45
Rolls
court papers
common pleas, 73, 84, 104, 118, 126-131
county court, 84, 118, 126
equity, 161, 162
general sessions, 64, 71, 104, 105, 118
lists
commissioners of roads, 57
county officers, 57
constables, 33, 57, 64, 82
magistrates, 57, 82
Democratic Club, 58, 93
jurors, 64, 117, 118
notaries public, 57
pension, 239

Roman law, 79
Rosenwald Fund, 149
Ross, Arthur Brown, 6
Royal charter, 8, 47
Rural education, 16, 383
Rural policemen, 11, 108
  essay, 114, 115
  records, 115, 280-283

Sailors, 91
Saint Mark's Parish, 5
Salaries
  county, 49
    attorney, 32
    auditor, 118
    director of health unit, 163
    forest fire control board, crews, 548 vii
    librarians, 399, 401
    magistrates, 103
    public welfare officers, 426
    service officer, 161
    superintendent of education, 355
    teachers, 355, 367, 369, 381
    treasurer, 125
Sales
  of Christmas seals, 166, 448, 453
  - cotton, 558
  - estrays, 44, 73
  - explosives, 119
  - intoxicants, 155
  - property, 13, 184, 346 365
  master's, 86, 184
  probate, 89, 90, 189, 216, 218, 221, 262-264
  sheriff, 107, 108, 257, 261-264, 277, 345, 346
  tax, 13, 120, 125, 135, 136, 60, 151, 338, 345-348, 352
Saluda County, 42
Sanitation, rural, 185
  bureau of, 16, 162
Sanitorium, tuberculosis, 166
Santee River, 5
Sargeant, J. A., 196
Satisfaction, mortgages, 12, 49
Schedules, farm, 554
Schools
  See also Education; Teachers
  bonds, 14, 16, 49, 331, 365, 366, 368
  buses, 16, 384, 386
  commissioners, see Commissioners
  consolidated, 16
  curriculum, 137
  district, see District
  funds, 9, 13, 14, 87, 126, 127, 139, 155, 325, 327, 359, 361, 362, 365, 369
    estimates, 31
  industrial, 269
  investigation of, 71, 109
  library service, 149
  for Negroes, 16, 355, 356, 395
  night, 138
  nurses training, 519-521, 524
  principals, 140, 381
  private, 137, 140
  property, see Property
  pupils, 16, 138-140, 162
    attendance, 363, 379, 383
    census, 140, 380, 395
    enrollment, 355, 357, 383, 388
    examinations, 139, 162, 364, 442, 443
    transportation of, 16, 355, 357, 358, 363, 384
  state aid for, 14, 16, 357, 363, 381-384
    rural, 16, 383
  statistics, 355, 357, 379, 380
  tax, see Tax, Taxes
  text books, 363, 365
  trustees, see Trustees
  vocational, 16, 138
  Winthrop Training, 322
Scott, J. S., 245
  - Murrel C., 190
Scouts, Girl, office of, 23
Seal
  state board of examiners, 88
  supervisor, 30
Search warrants, 256, 269
Second Military District, 10
Secretary of state, 31, 48, 55, 101, 137, 154, 23, 79, 115
Seibels, R. E., 7, 172
Senate, 8, 27, 48, 55, 63, 69, 86, 101, 116, 118, 126, 153

Senator, 27, 33, 172, 188
Sentences, 13, 104, 21, 23, 104, 114-116, 267
  sealed, 107
Sergeants, 188
Serum, 32, 185
Service, military, 15, 17
  officer, 11, 161
  records, 23, 161, 429-433
Sesquicentennial Historical Marker Committee, Guide to Columbia, 7, 199
Settlements, financial
  annual, 14, 71, 119, 127, 298-305, 324
  estates, 47, 189, 208, 213, 221, 222
  marriage, 48
  master, 184
  sheriff, 107
  superintendent of education, 367
  tax collector, 131, 349-351
  treasurer, 324
Settlers, colonial, 5
Shealey, Forrest C., 196
Sheriff, 10, 19, 22, 30, 45, 47, 49, 70-72, 83, 106, 115, 116, 125, 131, 135, 158, 184, 283
  clerk of court as, 107
  coroner as, 107, 117
  deputies, 13, 102, 107, 115, 131
  essay, 107, 108
  ex officio membership, 105, 107, 114
  funds, 43
    fees, 312, 329, 332, 335
  office, 21, 200
  records, 18, 22, 43, 108, 131, 72, 160, 249-279, 345
    reports, see Reports
    returns, 64, 119, 127, 147, 157
Sherman's army, 20
Simkins, Francis B., 153, 198
Sinking fund commission, see Commission
Siouan Indians, 5
Sites, J. L., 245
Slaves
  courts for, 104
Slaves (cont'd)
  patrol system for, 10
Smallpox, 32, 444, 572 xi
Smith-Lever Act, 184
Social revolution, 10
  - service, 418, 419, 426, 499, 517, 518
Society
  Columbia Medical, 172
  Family Welfare, 11, 17, 32, 156, 172, 2, 418, 427
  Ladies' Benevolent, 2
Soil, 185, 4, 561
Soldiers
  Confederate, 239, 240
  United States, 91
Solicitor, circuit, 13, 22, 63, 64, 69-71, 102, 106, 114, 113, 167, 253
  report, 18, 19, 70, 200
South Carolina, 5, 8, 11, 27, 47, 72, 79, 80, 83, 86, 88, 89, 107, 114, 116, 137, 149, 153-155, 161-163, 184
  See also State
  boards
    canvassers, 154
    control, 155
    education, 138, 356, 363, 372, 382-384
    equalization, 124
    examiners, 85, 87, 88
    health, 17, 58, 162, 163, 501
    pensions, 160
    public welfare, see Welfare
    public works, 46
  bureaus, see Bureau
  capital, 5, 7
  cases sued by, 135-137
  commissions
    forestry, 181, 182
    highway, 11, 41, 4, 275, 302, 303
    sinking fund, see Commission
  commissioner of agriculture, 57
    - - pensions, 160
  courts, 30, 31, 70
    of appeals, 19
    supreme, see Supreme Court
  deputy constables, 16
  dispensary, 155

South Carolina (cont'd)
Fair, 7, 552
financial system, 118
funds, 163, 184
government, 69, 160
history of, 8, 198
Hospital, 7, 45, 89, 189, 235, 244
legislature, 80
See also General Assembly
Medical Association, 162
officers, 15, 184
adjutant general, 190, 191
attorney general, 19, 63, 69, 114, 162
comptroller general, 17, 27, 89, 119
reports to, 31, 126
demonstration agent, 184
engineer, 46
forester, 181
secretary of state, 31, 48, 55, 101, 137, 154
superintendent of education, 126, 139, 140
surveyor general, 56
treasurer, 13, 14, 105, 125, 127, 222
penitentiary, 7, 267
pensions, 89, 160, 29, 242
population of, 9
University of, 7, 18
library, 191, 565-567
Volunteers, 189
South Carolina Baptists, by Leah Townsend, 5
South Carolina During Reconstruction, by Robert H. Woody and Francis B. Simkins, 153
South Carolina, A Handbook, 198
Spanish American War, 190
Spartanburg County, 83
Special investigating commission, 38, 39
Specifications
county buildings, 33, 40
road, 47
Stage coach, 7
State, 188, 189
See also South Carolina
tax, 13, 127, 293, 312, 314, 316, 322, 335, 560
State (cont'd)
ward of, 100
State House, 7, 19, 105
Statements
board of canvassers, 154
clerk of court, 57, 58, 126
county commissioners, 18, 31
district court, 106
doctors', 532
exemption from military duty, 189
fiduciary, 90
magistrates, 18
permanent roads commission, 48
sheriff, 18, 107, 126, 262
sinking fund commission, 136
superintendent of education, 18
treasurer, 126, 139
Richland Tuberculosis Association, 450
trustees, Columbia Hospital, 172
Statistics
bureau of vital, 17, 438, 495, 496
Columbia, 37
criminal, 111
Lake Murray, 37
patients, 448, 450
public welfare, 156, 428
Richland County, 37
service officer, 429
school, 355, 357, 379
Statutes at Large of South Carolina, 197
Stevenson, Charlotte, 196
Stocks, 6
Students, 7, 15
nurses, 522, 524
Subpoenas, 156, 254, 255
Summons
and complaints, 33, 110, 126, 134, 145, 155, 159, 172, 175, 256
jurors, 158
Sumter District, 80, 189
- Street, 20, 21, 150
Superintendent
almshouse, 24, 32, 45, 26, 32
city schools, 16, 138
Clemson extension division, 184

Superintendent (cont'd)
Columbia Hospital, 172, 540
education, see Education
public roads, 43
Ridgewood Camp, 166, 472 473
report, 448-450, 467
State Hospital, 189, 235
Supervisor, 30, 103, 267
county, 11, 108
essay, 29-33
ex officio membership, 30, 71, 135
office, 21, 22, 33
records, 22, 31, 42, 103, 155, 3-41
nurses, 527, 528, 535, 536
of registration, 153, 154
school, 138
Supplies
Columbia Hospital, 535
county, 11, 12
Supply act, 13, 27, 28, 31, 33, 57, 139, 161, 165, 190, 1
Supreme court, 12, 28, 83, 89, 138, 139, 157
Surety bonds, see Bonds
Surgeons, 491
American College of, 172
licenses, 86
registration, 57, 85
Survey
county records, 23
hookworm, 446
public welfare, 156
school buildings, 388
vacant lands, 12, 18, 56
Surveyor, 43, 55, 56
Symbols, list of, 24, 25
System
court, 6, 9, 47, 56, 63, 69, 79
dispensary, 10, 155
fee, 80
financial, 118, 125
land, 55
militia, 10, 188, 189
one-party, 15
parish, 43
quarantine, 162
records, 18, 46, 90, 119, 126, 139

System (cont'd)
rural police, 115
school, 16, 137
state highway, 11
state penal, 7
tax, 124

Tally sheets, 95, 96
Tavern, licenses for, 43, 47
Tax, Taxes, 4
abatement, 119, 293
American Bank account, 4
assessment, see Assessments
collector, 9-11, 13, 14, 28, 49, 70, 71, 107, 108, 118, 125, 135, 189, 60, 259, 260, 318, 336-340
ante bellum, 10, 70, 71, 118, 125, 131, 189
present
affidavit, 151
essay, 131, 132
fees, 329
office, 21
records, 21, 136
commission, see Commission
county, 293, 312, 314, 316, 335, 360
delinquent, see Delinquencies
executions, see Executions
district, 16, 119, 124, 125, 312
dog, see Dogs
duplicates, see Duplicates, tax
exemptions, 13, 118, 554
income, 13, 14, 120
inheritance, 90, 222
intangibles, 13
levies, see Levies, tax
liens, 126, 75, 76
motor vehicles, 291
poll, see Poll tax
property, 9, 13, 15, 118, 4, 318, 346
railroad, 322
records
auditor's, 286-293
receipts, 119, 126, 127, 312, 315
returns, see Returns
revenue, 31
alcoholic, 4
gasoline, 4

Tax, Taxes (cont'd)
road, 125, 127, 286, 311-313, 315, 318, 332, 335, 351
sales, see Sales, property
school, 14, 126, 139, 312, 314, 316, 335, 359-361, 365, 367
sinking fund, 139
special, 139, 293, 312, 322, 335
state, see State
state commission, see Commission
system, 124
units, 9
Taylor, Colonel Thomas, 6
- George W., 5, 245
- Simon, 7
Taylor Street, 20
Taylor, Thomas, 27
Teachers, 139, 184, 383, 458
See also Education; Schools
applications, 378
Association, 363, 376
attendance, 140, 363, 380
certificates, 140, 357, 363, 372-374, 381
enrollment of, 327
Jeans, 369
records, 372-374, 376-380
reports, 140, 357
salary, 355, 367, 369
Testimony, 102, 138, 106, 138, 154-156, 161, 233, 284
Tests
diphtheria immunity, 572
metabolism, 488, 505
milk production, 185
Textile schools, 138
Theft insurance, 34
Thomas, Frances, 196
- W. C., 101
Thornton, T. C., 196
Tillman, B. R., 8, 10
Timber, 49, 119
Timrod Library, 149
Titles, property, 9, 11, 12, 47, 49, 90, 102, 135, 143, 144
school, 385
Tomato club, 184, 185
Tory, 6
Towermen, 181, 182
Towns
incorporated, 9
Indian, 5
Townsend, Leah, 5, 198
Township, 14, 32, 137, 149
auditorium, 20
board of assessors, see Board
- of commissioners, 30, 124
- of equalization, 124
Columbia, 247, 248
county as agent of, 9
examining board, 160
government of, 9
Upper, 14
Traders, 5
Traffic, river, 7
Transfer, school pupils, 16
Transportation, 47
school children, 16, 355, 357, 358, 363, 384
Travel vouchers, public welfare, 427
Traveler's Aid, 2
Treasurer
city, 260
county, 13, 163, 166, 172, 189
essay, 125-127
ex officio membership, 71, 124, 126, 135, 136, 160
office, 21, 126
records, 18, 311-331
receipts, see Receipts
reports, see Reports
settlement, 119, 349, 351
statement, 139
tax duplicate, 119, 292
vouchers, 14
commissioners of poor, 45
commissioners of roads, 44
Richland Tuberculosis Association, 166, 449-451
Richland County Library, 24, 149, 397
state, 13, 14, 105, 127
Trial jurors, 70
- justices, 10, 101
Troops, volunteer, 190
Trustees, 88, 169, 171
Clemson College, 184
Columbia Hospital, 172, 484, 485

Trustees (cont'd)
estates, 214, 217
Richland County Library, 149
397, 398
school, 16, 125, 131, 139, 354,
357, 363, 365-367, 374, 375,
381, 383, 384
records, 374, 375
reports, 140
Tuberculosis, 162
health unit reports, 437
Richland Association
clinic, 166, 450, 458-466
essay, 166
office, 23
patients, 166
records, 23, 166, 448-483
sanitorium, 166
Ridgewood Camp, 9, 17, 23, 166,
449, 450, 462, 465, 467-483
Twenty-Five Mile Creek, 6
Two Notch Road, 47
Typhoid inoculation, 32, 440

Undertaker, 100
Undertakings, 73, 149, 256
Union Leagues, 8
United Kings' Daughters, 172
Unit, health, see Health
United States, 136, 572
See also Administration
agencies, 41, 156, 2, 302
aid, 48
Annals of Congress, 197
archives, 185
army, 20, 41, 91
candidates, 15
citizenship, 124
Code, 197
commissioners, 268
constitution, 15, 17, 57, 89,
138, 197
department of agriculture, 49,
184
district court, 12, 31, 63, 268
emergency relief administration,
155, 425
employment in service of, 15
funds, 156, 163, 16, 43
highways, 24, 102
history, 138
hospital, 4, 429
housing project, 149
military service, 58, 161, 432
navy, 91
prisoners, 16, 268
Public Health Service, 163, 434
reformatories, 439
Social Security Board, 156
Statutes at Large, 197
tax liens, 49, 75, 76
treasury department, 473
War Department, 570, 572
University of South Carolina, 7, 18
library, 191
University Terrace, 149
Upper Battalion, 49
Upper Richland, 245
Upper Township, 101, 114
Urologist, 165

Vacancies, filling of, 69
auditor, 118
board of education, 137
- - honor, 160
- - jury commissioners, 72
- - registration, 153
- - venereal clinic, 165
clerk of court, 89
commissioners of roads, 43
coroner, 116, 117
director of public welfare, 156
forest fire control board, 181
judge county court, 83
- district court, 105
- probate, 89
master, 86
sheriff, 107, 117
superintendent of education, 137
treasurer, 126
trustees
Richland County Library, 149
school, 139
Vacant lands, 55, 56
Vaccinations, 442
smallpox, 32, 444, 572
Vault, for records, 21, 23, 22,
170, 300, 301, 305
Venereal disease
clinic, 17, 165, 166
record, 439
Venire, 70, 119, 157, 158
Verdict, 106, 284

Verner, James S., 155
Vestry, 44, 45
Veterans
  Confederate, 17, 57, 89, 118, 160, 90, 239, 240
  World War, 429-432
Villages, mill, 114
Virginia, 47
Vital statistics, 99, 100, 495, 496
  bureau of, 17, 438
Vocational schools, 16
Volunteers
  companies, 189, 190
  troops, 190
  South Carolina, 189
  Richland Rifle Company, 190
Voters, 8, 15, 69
  enrollment of, 153, 154
  qualification, 14, 154
  Negro, 97
  registration, 153, 154, 94
Vouchers
 See also Receipts
  Columbia Hospital, 543
  of disbursements, 119
  judge of probate, 225
  jurors pay, 7
  pay bills, 33
  travel, 427
  treasurers, 14, 127
  trustees of school, 139
  welfare, 427

Walker, Julius H., 136
Wallace, D. D., 5, 6
Wallace House, 8
War
  Civil, 7, 8, 20, 118, 125 125, 154, 189, 190, 565
  Mexican, 190
  Revolution, 6, 8, 188
  Spanish American, 190
  World, 8, 190
    Memorial, 26
  Yamassee, 5
Wardens
  church, 45, 154
  forest fire, 181, 182
Wards, 100, 225
Warrants
  financial, 119
    commissioners of roads, 44
    county commissioners, 14, 32 33, 9, 10, 20, 27, 31, 300 304, 324
    courthouse commission, 33
    hospital, 172, 305, 326
    permanent roads commission, 304
    school, 138, 300, 301, 325, 365 366
    state highway commission, 302 303
    treasurer, 9, 326
  judicial, 30, 157
    appriasement, 204
    arrest, 104, 107, 110, 157, 247 251, 252, 256
    bench, 253, 256
    distress, 45, 256
    justice of peace, 44
    magistrates, 102-104, 269
    probate, 189
    search, 256, 269
    sheriff, 250
    survey, 18, 56
Washington
  city, 434
  district, 46
  street, 19-21, 150
Wateree River, 5, 6, 102
Waverly, 101, 245
Waverly Fraternal Hospital, 2
Ways and means committee, 28
Weapons, forfeited, 64
Weights and measures, 57
Welfare, public
 See also Relief
  categories, 9, 17, 100, 156, 161, 422, 426, 429, 430
  county board, 11, 23
    essay, 155-157
    records, 156, 157, 417-428
  Family, Society, 17, 172
  state board, 109
    - department of, 156, 157, 426
  reports, 30, 279
Westberry, S. T., 155
Whig, 6
Whipping post, 6
Whiskey, 135, 136
 See also Liquors
Williams, C. F., M. D., 166

Wills, 88, 189, 193-195, 209, 210
Wine, tax on, 4
Winthrop College, 184
- training school, 322
Witnesses, 64, 156, 7, 106, 254 255
Woman suffrage, 15
Wood, R. N., 166
Woody, Robert H., 153, 198
World War, 8, 190
- - Memorial, 26
Workhouses, 29, 44, 45
Works Progress Administration, 31, 155, 363, 421
Works, public, 11
Writs, 70, 72, 80, 105
coroner's, 117
of partition, 80, 166
sheriff's records of, 107, 108, 249, 254-258, 266
subpoena, 156, 166, 254, 255
of venire, 70, 119, 158

X-ray, 488, 509-514

Yamassee War, 5

P U B L I C A T I O N S
of
The South Carolina Historical Records Survey Project
The University of South Carolina
Columbia, South Carolina

INVENTORY OF THE COUNTY ARCHIVES OF SOUTH CAROLINA:

No. 1, Abbeville County, Columbia, April 1938

No. 2, Aiken County, Columbia, December 1938

No. 3, Allendale County, Columbia, August 1938

No. 4, Anderson County, Columbia, August 1939

No. 17, Dillon County,* Columbia, December 1938

No. 21, Florence County, Columbia, August 1938

No. 27, Jasper County, Columbia, October 1938

No. 31, Lee County, Columbia, January 1937

No. 37, Oconee County, Columbia, June 1939

No. 40, Richland County, Columbia, April 1940

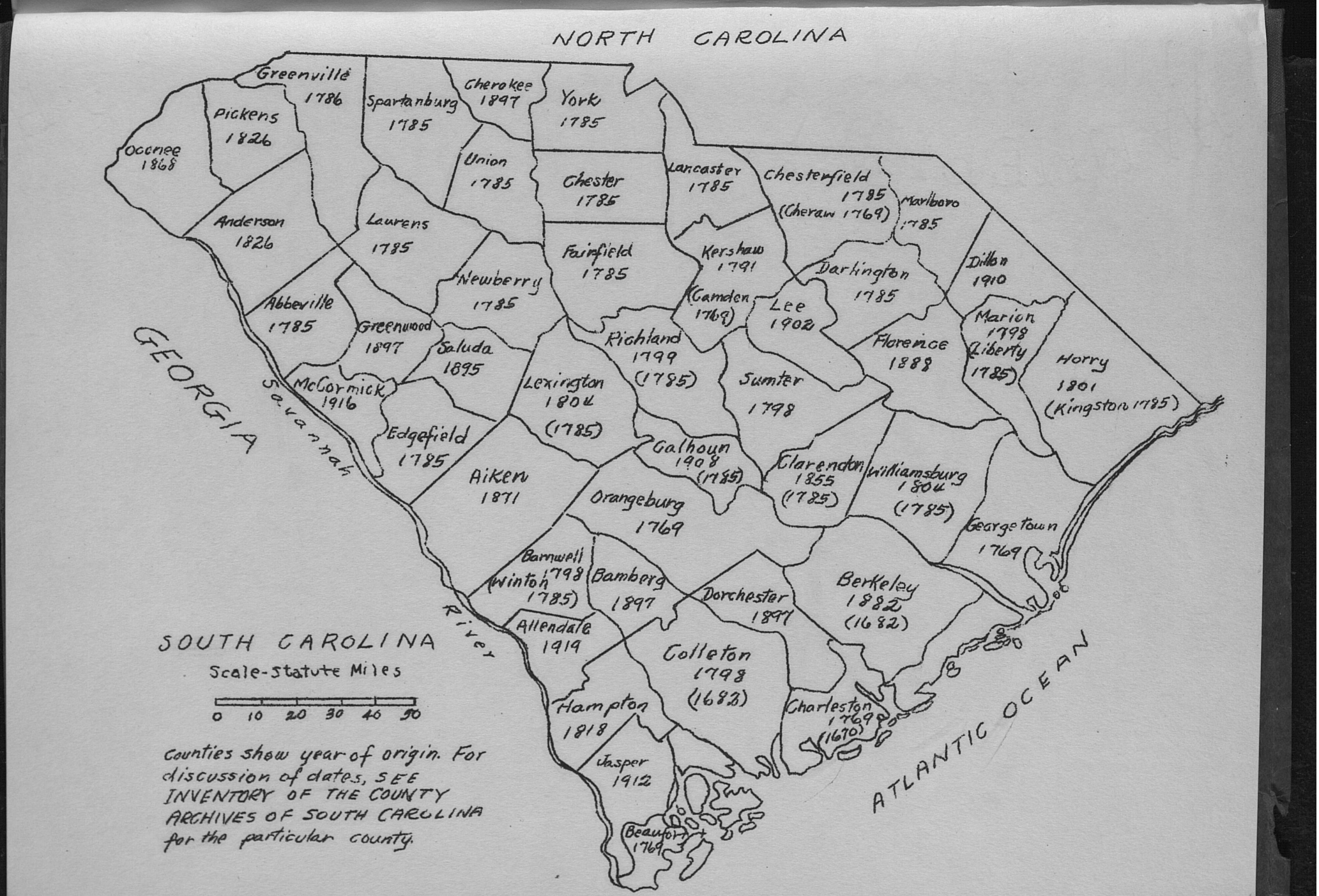
In preparation:

No. 35, McCormick County

No. 41, Saluda County

No. 11, Cherokee County

* Supply is exhausted.


NORTH CAROLINA
Greenville 1786
Spartanburg 1785
Cherokee 1897
York 1785
Pickens 1826
Oconee 1868
Union 1785
Chester 1785
Lancaster 1785
Chesterfield 1785 (Cheraw 1769)
Marlboro 1785
Anderson 1826
Laurens 1785
Fairfield 1785
Kershaw 1791
Dillon 1910
Darlington 1785
Newberry 1785
(Camden 1769)
Lee 1902
Abbeville 1785
Greenwood 1897
Saluda 1895
Richland 1799 (1785)
Florence 1888
Marion 1798 (Liberty 1785)
Horry 1801 (Kingston 1785)
GEORGIA
McCormick 1916
Lexington 1804 (1785)
Sumter 1798
Savannah River
Edgefield 1785
Calhoun 1908 (1785)
Clarendon 1855 (1785)
Williamsburg 1804 (1785)
Aiken 1871
Orangeburg 1769
Georgetown 1769
Barnwell 1798 (Winton 1785)
Bamberg 1897
Berkeley 1882 (1682)
Dorchester 1897
Allendale 1919
SOUTH CAROLINA
Colleton 1798 (1682)
Scale-Statute Miles
0 10 20 30 40 50
Hampton 1878
Charleston 1769 (1670)
ATLANTIC OCEAN
Jasper 1912
Beaufort 1769
Counties show year of origin. For discussion of dates, SEE INVENTORY OF THE COUNTY ARCHIVES OF SOUTH CAROLINA for the particular county.

NORTH CAROLINA
GEORGIA
ATLANTIC OCEAN