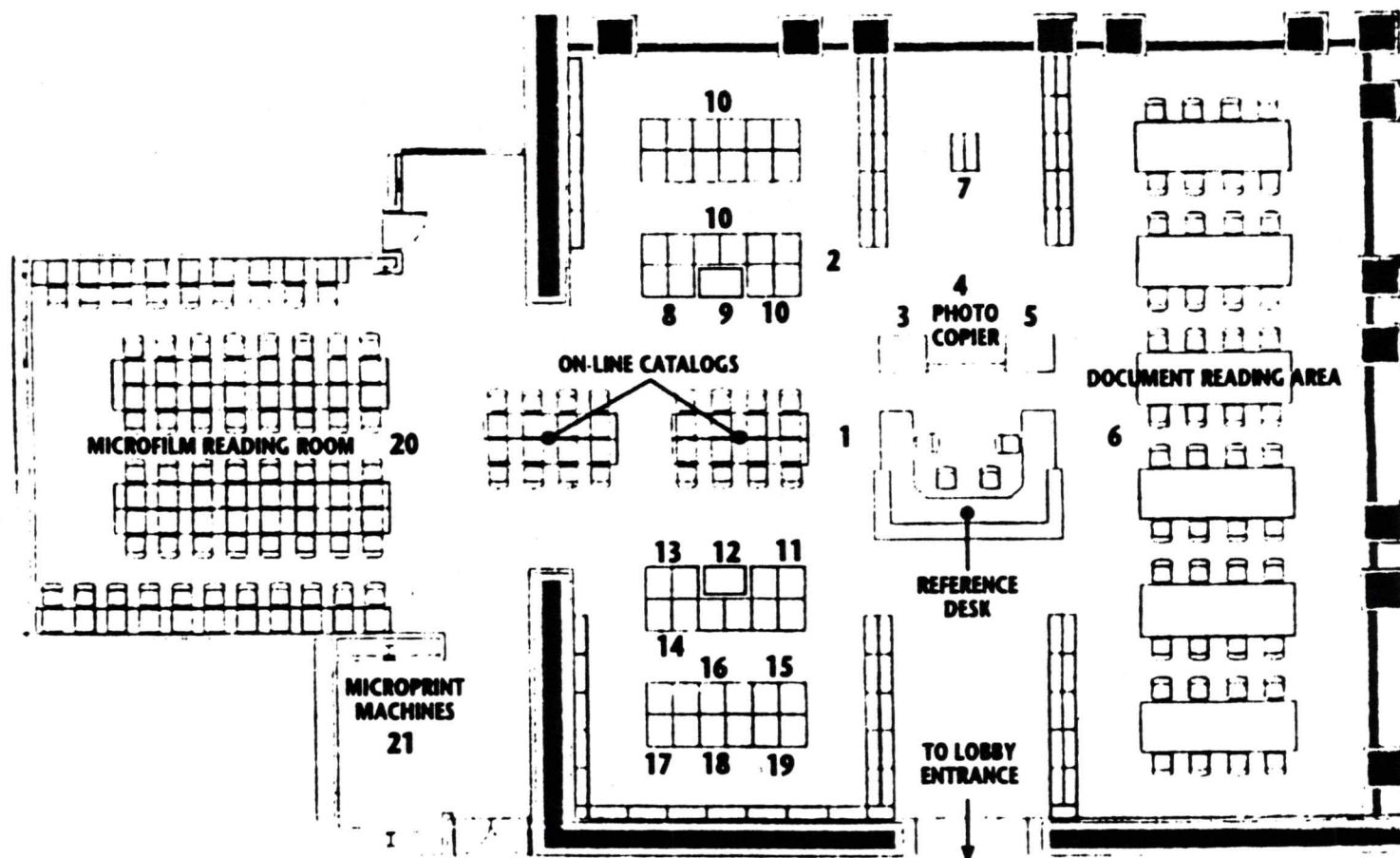


MAP GUIDE TO THE SOUTH CAROLINA ARCHIVES REFERENCE ROOM

Compiled by Robert H. Mackintosh, Jr., January, 2007

Welcome to the South Carolina Archives and History Center. The Reference Room houses on-line and printed catalogs of its collection holdings, a library, microfilm collection, and self-service xerox and microprinting machines. By using the numbered map and map key on this page along with the full explanation of the map key on the following pages, you can quickly find the location in the Reference Room to the indexes or records you are seeking. Note that the TITLES on this map key are also displayed on signs located on top of the designated index stands and microfilm cabinets in the Reference Room. Also note that on top of these microfilm cabinets are guides titled Microfilm Lists Notebooks, and that each cabinet has NUMBERED DRAWERS which will be referred to in the explanation of the map key to designate locations in this room. If you find that you need an original record that is not on microfilm, just fill out a request slip at the Reference Desk. Please consult the staff if you have any questions or need assistance.



MAP KEY TO THE REFERENCE ROOM

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| 1. On-Line Catalogs & Databases | 12. Card Catalog of Revolutionary War & Confederate War Soldiers |
| 2. Census Indexes & Archives Collection Guides | 13. Death Certificates, 1915-1959 |
| 3. Will Indexes & Additional Archives Guides | 14. Revolutionary War Records |
| 4. Xerox Copy Machine | 15. Civil War & Reconstruction Records |
| 5. Death Certificate Indexes | 16. Colonial & State Records |
| 6. Document Reading Area | 17. British & Other Government Records |
| 7. State Plats & Miscellaneous Records Index Stand | 18. Miscellaneous Federal Records |
| 8. County Records Indexes | 19. Church, Newspaper, & Private Records |
| 9. Card Catalog of Library Books, Maps, & Miscellaneous Records | 20. Microfilm Reading Room |
| 10. County and Municipal Records Microfilm Collection | 21. Microfilm Copying Machines |
| 11. Census Records | |

EXPLANATION OF THE MAP KEY TO THE SOUTH CAROLINA ARCHIVES REFERENCE ROOM

1. **Reference Room On-Line Catalogs and Computerized Databases** are located on the first two tables to the left of the Reference Desk as you enter the room. Here you will find computers for the Reference Library, the Internet, SC Arch Cat, and the South Carolina Archives On-Line Records Indexes. SC Arch Cat lists the complete S.C. Archives collection holdings, as do the printed guides, but it also offers subject and title searching and provides historical notes, series descriptions, finding aids/indexes, and container listings for many record series. The On-Line Records Indexes (on our website — <http://archives.sc.gov>) are a database indexed by name, location, topic, or document type to over 304,000 selected colonial, state, and county records — see the handout for a list of all of the 49 record series now included in this index. **Note: Microfilm indexes used in this database are designated [On-Line Indexes] in brackets in this Map Guide.**
2. **Printed Indexes and Guides to Census Records, 1790-1930, and Archives Collection Holdings** are located in a metal bookcase to the right of microfilm Drawer 276. In this bookcase you will find printed indexes to the population census of 1790-1870 for South Carolina; the microfilm of these records is located in Drawers 199-200. This index stand also contains indexes for the 1850 and 1860 Mortality and Slave Schedules to microfilm located in Drawers 204-205.
For the census of 1880-1930, this case also holds a one-volume Soundex (Code) Index Guide used to locate the index and the census records which are filed in Drawers 200-204 & 210-211. *See www.familysearch.org for the entire U.S. census of 1880. **Note: the 1890 census exists only for Union veterans or their widows living in S.C. — see the one-volume index. See MAP KEY 11 for additional census information and S.D. Tuttle's pamphlet, *Census Records at the Archives* at MAP KEY 3 & 6.**
This case also holds Document and Microfilm listings of all Archives Collection Holdings, and also finding aid notebooks for State Agencies, Records of the Governors, Reports and Resolutions, Private Papers, Subject File, National Register of Historic Places, S.C. Archives and National Archives microcopy pamphlets, and numerous other sources. **Note: Microfilm Lists Notebooks are located on top of the film cabinets, and other guides relating to South Carolina are in the Document Reading Area.**
3. **Printed Indexes to County Wills, 1671-1868, and additional Archives Collection Guides** are located to the right of the Xerox machine as you face the machine. This index case holds a large one-volume Index to County Wills, 1782-c. 1855, and a smaller Index to Charleston Wills, 1671-1868; both indexes are to W.P.A. Will Transcripts located on microfilm in Drawer 95. The W.P.A. county wills are also indexed on the [On-Line Indexes] except for the Charleston wills. An Index to Wills, Inventories, & Miscellaneous Records, 1687-1746, is available to film in Drawer 94. For additional probate sources covering 1671-1721, see Charles Lesser, *South Carolina Begins*, pgs. 310-397 (F 272.L47 1995) indexing records in Drawers 93, 95, & 97, & see Brent Holcomb, *Index to Inventories, 1746-1785* (F 268.H64 1977) for additional inventories in Drawer 95.
4. **A Xerox Copy Machine FOR PUBLISHED BOOKS ONLY** is located at the back of the Reference Desk Area. Cost per copy is 25 cents. **Note: Original Documents Must Not Be Copied On This Machine.** For copies of original records, bring the entire file to the Reference Desk and the staff will fill out an Order Form to have documents copied in our Photocopy Lab.
5. **Microfiche Indexes to South Carolina Death Certificates, 1915-1949**, are in a small box to the left of the xerox machine, and are divided into 4 time periods each in alphabetical order. 1950-52 Indexes are in Drawer 225 & DHEC website has death certificate indexes 1915-1958. You may view the index cards on the fiche viewers on the left wall of the Microfilm Reading Room. Once you have the year of death and the certificate number, then go to Drawers 221-225 to find the certificate.
6. **The Document Reading Area** is located to the right of the Reference Desk as you enter the room, and this area has six large tables, each equipped with lamps and electrical outlets for laptop computers. *All original documents must be read in this area.*
7. **The State Plats and Miscellaneous Records Index Stand** is located behind the Reference Desk near the window. The seven-volume Index to State Plats, 1784-c.1870, refers to State Plats that are located on microfilm in Drawer 96. An expanded and cross-referenced State Plats Combined Index also exists on microfilm in Drawer 96, and on the [On-Line Indexes] located at MAP KEY 1. You will find a one-volume Green's Index of Grants and Conveyances, 1675-1739; 1765-1766, with the records appearing in Drawers 92-93, and 98. Also of importance is the seven-volume set of Indexes to Miscellaneous Records, 1729-1825, plus four additional Miscellaneous Record indexes covering 1682-1690, 1776-1846 (2 volumes), and 1825-1851. Drawers 92-95 hold microfilm copies of these state-wide records which include a variety of recorded documents such as bills of sale of slaves, and power of attorney, etc. For additional Miscellaneous Records indexes, see Drawer 93, rolls ST 411 and ST 412 & MAP KEY 9 for card indexes, 1823-1843. Note that some miscellaneous records are indexed on the [On-Line Indexes]. This stand also holds a Topographic Map Guide to South Carolina — a Map Key is on a table in the Document Reading Area.
8. **Microfilm Indexes to County Records** are located in microfilm Drawers 243-257. Here you will find the microfilm indexes to the county records that the Archives houses either on microfilm in Drawers 265-465, or to the originals that are in the stacks. Be advised that some county records are not indexed on film or do not have an index (see MAP KEY 1 or 2 for complete listings of available county records).

9. A Card Catalog of Library Books, Maps, and Miscellaneous Records is located in the case to the right of microfilm Drawer 254. Housed in this case are a Library Book Catalog (incomplete — see Reference Library On-Line Catalog MAP KEY 1), a Map Collection Index, and Indexes to S.C. Miscellaneous Records, 1823-1843 (to microfilm of records in Drawers 92-93). It also contains indexes for Militia Pay Rolls, 1759-1760; Auditor General's Accounts, 1778-1780; Loyalist, War of 1812, Mexican War, and Citizenship records. All library books and microfilm of Miscellaneous Records and (some) Citizenship Records are in the Reference Room — other records indexed in this case require a call slip to be retrieved from the stacks.
10. The Archives Microfilm Collection of County and Municipal Records is located in microfilm Drawers 265-471. *Helpful Hint: First check the indexes at MAP KEY 8 and find your reference, then consult the Microfilm Lists of County Records notebooks on top of the microfilm cabinets to find the county, the record group, and matching volume (or other record) and microfilm roll number.* Once you have matched the record with the film number, then the microfilm rolls will be located as follows: Drawers 265-303 hold LDS (Mormon) Film; Drawers 309-394 hold Archives C Film; Drawers 397-419 hold Archives E Film; Drawers 419-457 hold Archives D Film; Drawers 474-476 hold Archives N Film; Drawers 479-483 hold Archives M Film (Municipal Records).
11. Census Records for South Carolina are located in microfilm Drawers 199-205 (for 1790-1920), and Drawers 210-211 (for 1930). The census are arranged in the drawers chronologically (every 10 years) from 1790-1930, and then by county within the census year. Soundex Indexes for 1880-1930 precede the census year they index. Microfilm Drawers 204-205 include the 1850 and 1860 Slave Schedules, and the Federal 1850-1880 Agriculture, Industry, Social Statistics, and Mortality Schedules, plus some surviving state population and agricultural census (for a list of surviving years and counties, see Steven D. Tuttle's S.C. Archives guide, *Census Records at the Archives*). Consult Map Key 2 for census indexes.
12. A Card Catalog of S.C. Revolutionary War and Confederate War Soldiers is located in the case to the right of microfilm Drawer 199. Here you will find a name index to Accounts Audited of Claims Growing Out of the Revolution in S.C. with the records located in Drawers 168-170. *Helpful Hint: The underlined number in red on the card will be the main Account Audited (listed by AA file number) — other numbers are usually cross-references or Stub Entries to Indents Issued in Payment of Claims (abbreviated S.E.), published & located at E 263.S7S7.* For Continental Regiments, see the explanation card on top of this cabinet to microfilm rolls RW 3101 and RW 3103, which are located in Drawer 174.
The right side of this case houses an incomplete but still very useful card catalog to the Confederate Historian's Roll of S.C. Volunteers in the Confederate States Provisional Army located on microfilm in Drawer 75. Note that this catalog is now mainly used as a quick-finding index to the more detailed service records of individual soldiers found in Drawers 70-73.
13. Death Certificates for South Carolina are located in microfilm Drawers 221-225. These microfilm rolls cover the years 1915-1959. After checking the microfiche index located at MAP KEY 5, use the year of death and the certificate number to locate the film you need — the certificates are arranged first by year, then by certificate number.
14. Revolutionary War Records are located in microfilm Drawers 133-177. Here you will find the complete microfilm collection of all Federal Revolutionary War Pensions for all states arranged in alphabetical order by the veteran's or widow's name and located in Drawers 133-168. To check for a pension use the published four-volume *Genealogical Abstracts of Revolutionary War Pension Files* (E 255.W4). In Drawers 168-170, you will find the Accounts Audited of Claims Growing Out of the Revolution in S.C. (indexed by AA file number described in MAP KEY 12 and on the Consolidated Index and [On-Line Indexes]). These are payments to South Carolinians after the war for having fought or supplied food, etc. Also, see Bobby G. Moss, *Roster of South Carolina Patriots in the American Revolution* (E 263.S7 M5), which is the best published source on S.C. Revolutionary War Service Records. Drawers 170-177 hold additional material on the Revolution such as Continental Congress Papers, Loyalist Claims, Draper Manuscript Collection, and other important records — also see Dr. Charles H. Lesser's guide, *Sources for the American Revolution at the S.C. Dept. of Archives and History*, and the Microfilm Lists Notebook.
15. Civil War and Reconstruction Records are located in microfilm Drawers 67-79. The first four drawers of this cabinet house the Consolidated Index to Compiled Service Records of Confederate Soldiers for all Confederate States listed in alphabetical order by the soldier's name (we have S.C. Service Records & General Staff Records only). A published Confederate *South Carolina Name Roster* is at E 577.3.S68, with the South Carolina Service Records referred to in this index located on film in Drawers 70-73. If you find a listing in the Consolidated Index to "General Staff" this refers to the records of all Confederate staff officers and non-regimental enlisted men on film in Drawers 73-75. Drawer 75 (films CW 1203-1208) also contains the Confederate Historian's Roll of S.C. Volunteers in the Confederate States Provisional Army indexed (partially) in the old card catalog at MAP KEY 12. In Drawer 76, you will find the index and records to S.C. Confederate Pension Applications, 1919-1926, for Confederate veterans or their widows — both index and images of these pensions are available on the [On-Line Indexes]. Reconstruction Records such as the Freedmen's Bureau Records and the Southern Claims Commission can be found in Drawers 78-79. This last drawer also contains records of Confederate Troops Paroled in North Carolina, 1862-1865, and Compiled Service Records of Union Troops (Black). Also see Patrick McCawley, *Guide to Civil War Records — A Guide to the Records in the S.C. Department of Archives and History* located at CD 3504 .S68 M2, and the Microfilm Lists Notebook.

16. **Colonial and State Records** are located in microfilm Drawers 89-107. This section contains a wide variety of colonial and later state period records, but only selected series mainly of interest to genealogists will be described in this Map Guide. Refer to the Microfilm Lists Notebook and handouts on top of this microfilm cabinet for full listings. Note that five of the Combined Indexes on microfilm in this section may be viewed in updated versions on the Archives computer [On-Line Indexes] at MAP KEY 1, and they are designated [On-Line Indexes] in brackets in this guide.
- Drawer 89** contains the **Consolidated Index, c. 1675-1929** [On-Line Indexes], also called the Combined Alphabetical or COM Index that combines 28 record series on one index in alphabetical order by the individual's name and by geographic place name with some cross-referenced series. See the handout sheets to this COM Index which includes colonial plats, grants, memorials, deeds, judgment rolls, Revolutionary War records, bills of sale, and other important records, most of which are located in Drawers 89-93.
- Drawers 92-95** house the **Proprietary, Royal, and State Miscellaneous Records, 1671-1875**; these are state-wide recorded documents such as bills of sale, etc., indexed in this section and at MAP KEYS 3, 7, & 9. You can find colonial period criminal court records in microfilm Drawer 92, which contains the S.C. General Sessions Combined Index [On-Line Indexes] and the General Sessions Journal, 1769-1776 (on microfilm rolls ST 339 and ST 340).
- Drawer 95** contains the **W.P.A. Will Transcripts, 1671-1868**, that are indexed in two volumes at MAP KEY 3. *Helpful Hint: The archives [On-Line Indexes] cross-references all of the names that appear in these WPA typescript copies of the county wills EXCEPT Charleston wills.* For early S.C. & Charleston wills, 1670-1800, see the four-volume set of abstracts at F 268.M67.
- Drawer 96** contains the **State Plats Combined Index, 1784 -1868** [On-Line Indexes], and **State Plats Collection** — these are state-wide surveys of vacant land usually sold by the State of South Carolina. State Grants are the formal titles to the land and they appear in this same drawer and in Drawer 97, where the indexes are located on film rolls ST 659, ST 659A, and ST 659B.
- Drawer 99** contains the important but often overlooked **Combined Index to General Assembly Legislative Papers, 1776-1877** [On-Line Indexes], which includes name and subject indexes to thousands of petitions (located in Drs. 104-105) directed to the S.C. Legislature to charter churches, societies, or to build bridges, roads, or to review other important local or state matters.
17. **British and Other Government Records** are located in microfilm Drawers 1-3. This cabinet houses a very important collection of British records dealing with South Carolina in the Proprietary (1663-1719) and Royal (1719-1775/83) periods. The most important source for genealogists are the Council Journals located in Drawers 1-2 (and Dr. 98) that record thousands of individual petitions for land, 1734-1775. *Helpful Hint: Located to the left of this cabinet is Brent Holcomb's seven-volume abstract of these records, Petitions for Land from the South Carolina Council Journals, 1734-1775 (F 268.H6426), and Janie Revill, A Compilation of the Original lists of Protestant Immigrants to South Carolina, 1763-1773 (F 268.R49).* Drawers 2-3 hold a few records from France, and some colonial and state records from Georgia, North Carolina, and Virginia.
18. **Miscellaneous Federal Records** are located in microfilm Drawers 23-24. These two drawers house a variety of Federal records — most notable are the Returns from U. S. Military Posts for South Carolina, 1800-1916; Records of Appointment of Postmasters in South Carolina, 1789-1971; Index to South Carolina War of 1812 Service Records (the Service Records are at the National Archives); U.S. District Court Records of Admissions to Citizenship, 1790-1906; and World War I Draft Registration Cards for South Carolina (for published WWI S.C. Service Records, see D 570.85.S6A5; for WWII, see D 769.85.S6A5). Check the Microfilm Lists Notebook on top of this cabinet for complete listings of the microfilm records in this section.
19. **Church, Newspaper, and Private Records** are located in microfilm Drawers 45-47. This cabinet houses film copies of church records such as colonial period parish registers, and later Baptist, Episcopal, Lutheran, Quaker, and Presbyterian church records (see *Church Records at the S.C. Archives*, a bound microfilm guide located on a table in the Document Reading Area, and section BL to BX in the Reference Library for published church records). Our Newspaper Collection is limited to the colonial period gazettes for Georgia, Virginia, and South Carolina (see F 268.C64 and F 268.E37 for published indexes to the S.C. Gazette, covering 1732-1775). *The Virginia Gazette, 1732-1780*, is indexed in two volumes located at Z 1346.C3. Our Private Papers section contains microfilm of over 50 separate collections which are listed in the Microfilm Lists Notebook on top of this cabinet. For private papers that are not on microfilm, see the printed list at MAP KEY 2.
20. **The Microfilm Reading Room** is located to the left of the Reference Room. To load microfilm, follow the instructions on the machine. Should you wish to have the archives copy pages from the microfilm for you, leave the film in place, come to the Reference Desk, and we will fill out an order form for the copy to be made in our Photocopy Lab at 40 cents per page. Copies produced by the Photo Lab may be picked up at the Reference Desk or mailed at a cost of \$2.00 per 25 pages.
21. **Microfilm Copying Machines** are located in a small room to the left of the Microfilm Reading Room. These two self-service copiers can make 8 1/2" x 11" or 11" x 17" copies at a cost of 50 cents per copy — **QUARTERS ONLY**. See operating instructions on the machine — change for use in this copier can be made at the Reference Desk.

The South Carolina Department of Archives and History, 8301 Parklane Road, Columbia, S.C. 29223/Telephone 803-896-6104

Visit our website at <http://archives.sc.gov> and view the [On-Line Indexes] and Summary Guide that list our collection holdings.

REFERENCE ROOM RULES AND PROCEDURES

The Reference Room provides public access to the official records of the state of South Carolina and its political subdivisions. Use of these records is restricted to the Reference Room area proper. The following regulations are intended to provide equal access to all patrons and ensure the protection of the state's documentary heritage for future generations.

◆ **Registration**

- ◆ All researchers must complete a registration card on their first visit. On subsequent visits researchers only need to sign the **SIGN IN SHEET**. Persons who have registered since **1 July 1994** need only to sign in. Please register/sign in at the main lobby reception desk.
- ◆ Before entering the Reference Room place all purses, fanny packs, computer bags, tote bags, handbags, briefcases, backpacks, or any portfolio or container in lockers located behind the gift shop. Any papers needed for research, as well as pencils and ballpoint pens, may be taken into the Reference Room. Laptop and personal computers are permitted. The use of personal copiers and scanners are prohibited. Use of photographic equipment must receive prior approval from the Supervisor of Access Services. Staff reserves the right to inspect any patron items upon leaving.
- ◆ No eating, drinking or smoking is permitted in the Reference Room.

◆ **General Rules**

- ◆ Reference staff is happy to assist and advise researchers as to Archives holdings and research. They cannot, however, do your research for you.
- ◆ Please do not engage in excessive or loud conversations. Parents or chaperones are responsible for monitoring the appropriate behavior of children.
- ◆ Please do not reshelve library books. After use they may be left on Reference Room tables or placed on the yellow cart. Books should not be taken into the microfilm reading room.

◆ **Use of Manuscripts and Microfilm**

- ◆ Manuscripts will not be pulled after 4:30 p.m. All records, whether microfilm or manuscript, should be returned by 4:45 p.m.
- ◆ When requesting manuscripts, please follow the five guidelines listed on the **DOCUMENT REQUEST SLIP**. If a manuscript is available on microfilm, then the microfilm will be used for research. Only the desk supervisor or the Supervisor of Access Services can waive this provision.
- ◆ Handle manuscripts with care. Do not write or trace on records, stack open volumes on top of one another, place objects on manuscripts or lean on them.
- ◆ All manuscripts must be viewed at the library tables and returned to the reference desk. Please take only one document at a time to the tables. Please retain the exact file order and arrangement of manuscripts. If documents are out of order or items appear missing, notify staff immediately.

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- ◆ All microfilm is self-service. Please take only **one** reel at a time to the microfilm readers, and return the microfilm to the top of the cabinet from which it was pulled. As a courtesy to other researchers, please rewind microfilm after viewing.
 - ◆ Do not write or trace on microfilm reader screens.
 - ◆ A time limit of one hour governs use of the microfilm readers when all machines are occupied.
 - ◆ The microprint machine is only to be used for copying. Researchers should first find the material to be copied on a regular reader and then transfer to the copier.
- ◆ **Copying Policies**
- ◆ The self-service photocopier is for copying reference library books only. **The researcher is responsible for the quality of the copies.**
 - ◆ Archival staff must copy manuscripts. If you wish copies, alert staff and an order will be taken, which can later be picked up or mailed. The reference staff must fill out all photocopy forms each time that you find a record to copy. **Orders filled out by researchers will not be accepted.**
 - ◆ There are two options for obtaining copies from microfilm:
 1. Researchers can make their own copies on the self-service microprinter. Please limit your time on the copier to making ten copies if others are waiting to use the machine. **Researchers are responsible for the quality of copies made.**
 2. If you wish staff to make copies, leave the film on the reader at the document you wish copied and alert staff. The procedure for filling out microprint orders is the same as that for manuscript orders. Staff must see the document in order to write up an order. Only microfilm copies made by archival staff will be stamped with a statement verifying the copies came from records held by this agency, and a written description as to source.
- ◆ **Restricted Records**
- ◆ Browsing through unsorted or unarranged material is not permitted without express consent of the Supervisor of Access Services.
 - ◆ Access to and copying of records restricted due to their poor physical condition can only come by approval of the Supervisor of Access Services.
 - ◆ For access to restricted records please see the supervisor of Access Services.