



Using the South Carolina Archives & History Online Records Index

What is the South Carolina Department of Archives and History Database?

The South Carolina On-Line Records Index is an effort by the South Carolina Department of Archives and History to provide an easy method for locating records within its collection. This on-going project has indexed Confederate Pension Applications, 19919-1938, Colonial Plats for State Land Grants 1784-1868, Will Transcripts 1782-1855, and the Index to Multiple Record Series ca 1675-1929 to name the most valuable ones for genealogical research. While this site does not have the document images, the index listing provides sufficient information to use in locating the desired record at the Family History Library. There are also instructions on their for ordering records directly from the South Carolina Department of Archives & History should that be necessary. There is a charge for record copies ordered from them.

Accessing the South Carolina Archives & History Database

- Go to <http://www.archivesindex.sc.gov/search/default.asp>

Using the South Carolina Archives & History Database

- Use the drop-down **Database to search** menu to select a database. One of the options is "**All Databases.**"
- Under 1st **Search category** drop-down menu, select a category. The choices are **Individual, Location, Topic, or Document Type**. If using the name of a person, select **Individual**.

NOTE: You do NOT have to enter more than a last name; however, you may use a first name also. When using a name, *the program searches for index terms by looking for exact characters in the exact order they are entered.* Personal names were indexed last name first followed by a comma, a space, and then the first name (example: McCary, Richard). It is not a case-sensitive search, so you do not have to use both upper and lower-case letters when entering your search. The program will look for the character string anywhere it appears in the indexing terms so a search for Smith, Samuel will also bring up documents indexed to NESMITH, Samuel.

NOTE: Because names were often spelled many different ways, checking the box "Use Soundex for Name Searches" avoids the problem of exact spelling matches for personal names but results in less precise results. The Soundex system was developed by the United States Census Bureau to deal with this problem. Checking the "Use Soundex" box will automatically convert last names of individuals to the Soundex code and then give search results for the Soundex equivalent of that name. For example, there are only eight documents indexed to the last name TUTTLE in the Combined Index to Multiple Records Series, 1675-1929. If the Soundex option is used, sixty-seven documents indexed to TUTTLE, TUTLE, and TOOTLE, as well as TIDWELL, TIDEWELL, TEDWELL, TWADEL, and TWADDLE will be listed. First names are ignored when using this option.

NOTE: Shortening (truncating) the search term will bring up a listing of more documents. A search for PURCELL, J will retrieve a listing of items indexed to PURCELL, JOSEPH; PURCELL, JOSEPH R.; and PURCELL, JAMES.

- To use the **Soundex** feature, click on the box provided.
- If you have entered all you wish, click on **Submit** to start the search process.

OPTIONAL

- If you wish to use a Boolean search option, select it from the **Boolean Search Option** drop-down menu. For instance, if you want the name Franks AND Laurens County, you would select **AND** from the Boolean Search Option.
- If you are using a combination of search categories and have selected your Boolean search type, then you will make a selection from the 2nd **Search category** drop-down menu.
- After having selected the 2nd search category, enter the search name or term in the next field.
- If you wish to choose a date range, enter the dates in the field provided under **Specify a Date Range for your search.**
- To use the **Soundex** feature, click on the box provided.
- Click on **Submit** to start the search process.

Using the Search Results

Search results appear in chronological order in pages of 100 items. If there are more than 100 documents indexed to the term, there will be more than one page of results. Undated documents (documents with N.D. [for No Date] in the date field) are listed at the end.. The index term entered may not be included in the brief description of the document that appears in the list.

Search Results Window

Below is a screen shot of the **Search Results** window.

- View the list and, if there is a document for which you wish to see the details, click on **View Details**.

Page 1 of 1 -- Select Page: 1

[View Details](#) - Record: 1 of 7 records
Series: S108092 **Reel -** 0048 **Frame -** 00282 **ignore -** 00
Date: 1776 C. OR LATER
Description: FRANKS, NEHEMIAH, ACCOUNT AUDITED (FILE NO. 2545) OF CLAIMS GROWING OUT OF THE AMERICAN REVOLUTION.

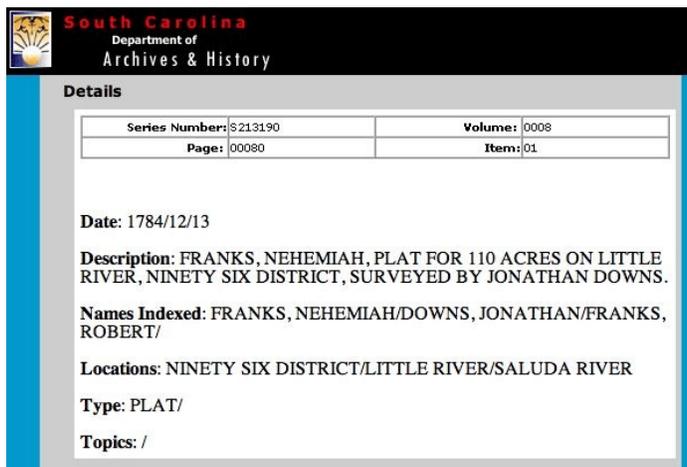
[View Details](#) - Record: 2 of 7 records
Series: S213190 **Volume -** 0008 **Page -** 00080 **Item -** 01
Date: 1784/12/13
Description: FRANKS, NEHEMIAH, PLAT FOR 110 ACRES ON LITTLE RIVER, NINETY SIX DISTRICT, SURVEYED BY JONATHAN DOWNS.

[View Details](#) - Record: 3 of 7 records
Series: S213190 **Volume -** 0009 **Page -** 00304 **Item -** 01
Date: 1784/12/16
Description: FRANKS, NEHEMIAH, PLAT FOR 340 ACRES ON MAHARGS CREEK, NINETY SIX DISTRICT, SURVEYED BY ROBERT HANNA.

[View Details](#) - Record: 4 of 7 records
Series: S213190 **Volume -** 0003 **Page -** 00115 **Item -** 01
Date: 1784/12/17
Description: FRANKS, NEHEMIAH, PLAT FOR 80 ACRES ON BRANCH OF LITTLE RIVER, NINETY SIX DISTRICT, SURVEYED BY JONATHAN DOWNS.

Details Window

Below is a screen shot of a **Details** window.



South Carolina
Department of
Archives & History

Details

Series Number: S213190	Volume: 0008
Page: 00080	Item: 01

Date: 1784/12/13

Description: FRANKS, NEHEMIAH, PLAT FOR 110 ACRES ON LITTLE RIVER, NINETY SIX DISTRICT, SURVEYED BY JONATHAN DOWNS.

Names Indexed: FRANKS, NEHEMIAH/DOWNS, JONATHAN/FRANKS, ROBERT/

Locations: NINETY SIX DISTRICT/LITTLE RIVER/SALUDA RIVER

Type: PLAT/

Topics: /

The series number and volume will not help unless you have to order the item; however, because you know from the type record, it will be easier to locate at the Family History Library if they have a microfilm for the record type and date range.