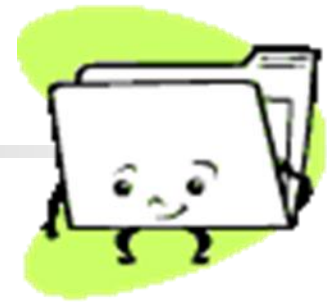
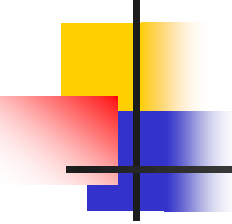


Be More Effective by Staying Organized





When you look at the name of a deceased ancestor, think of him or her in this way:

“You are a spirit child of Heavenly Father, and you existed as a spirit before you were born on the earth. During your life on the earth, your spirit [was] housed in your physical body, which was born of mortal parents. . . .

“. . . At the time of physical death, the spirit does not die. It separates from the body and lives in the post-mortal spirit world” (*True to the Faith: A Gospel Reference* [2004], 164).



President Gordon B. Hinckley

(1910–2008) said: “I do not like to speak of them as ‘the dead.’ I believe that under the great plan of our Eternal Father and through the atonement of Christ, they are living. Though they have died as to their mortal bodies, they have retained their identity as individuals. They are personalities as much so as are we, and as entitled to the blessings that pertain to eternal life” (in Conference Report, Oct. 1985, 73; or Ensign, Nov. 1985, 59).



Each name represents a real person.

You are doing research on those names to provide the opportunity for them to progress toward the final phase of their existence, where they are assigned to a kingdom in the eternities, when the spirit is reunited with the body, “never to be divided; thus the whole becoming spiritual and immortal” (Alma 11:45).



Accurate and Organized Records Facilitate the Gathering and Recording Process

“Towards the end of Joseph’s life, a series of instructions were given the Prophet relative to the necessity of keeping records. It is on the basis of this revelation that the careful system of records is being followed in the temples. Every person is accounted for . . .

Elder John A. Widtsoe (1872–1952)



The Part You Play

- When you gather and organize your family history records, there are guidelines for recording names, dates, relationships, and places.
- There are also standard forms—in written and electronic formats—for keeping records of lineage and family relationships.



Efficiency & Accuracy Increases

- To simplify your research, you should become familiar with these guidelines and forms, **as well as at least one of the record manager software programs.**
- The practice of keeping accurate records increases the efficiency and accuracy of family history work.



Determine a system for . . .

- Keeping track of what you have done,
- The information you currently have, and
- The direction you want to go next.

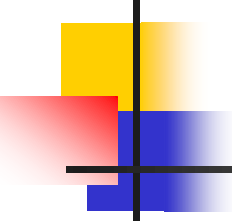
Use a system that works best for you. Some like to use file folders (either paper or digital). Computer technology and various family history software programs are available to help organize your family history records.



www.provoeastfhc.org

- Has several suggestions under the tab *FamilySearch* and Week 5 Sunday lesson.
- Also suggested in REL 261 at BYU . . .

“Visit with your ward, branch, or stake family history consultant and others who are doing family history research to learn how they organize and store their records.”



One way we can keep track of what we have done is to . . .

“Use the Church’s family history website and family history programs. You could also investigate commercially produced [affiliated software] for organizing information you currently have. Choose something that appeals to you, is easy to learn, and will likely serve your purposes for a long time. Organize your materials so that someone else could easily understand what you have done.”



Good Record Keepers

- Know how to take good notes
- Use technology to maintain long-term results
- Apply appropriate technology to work faster
- Know how to preserve, organize, and file research materials



Organization Brings Success to any Kind of Research

- If you cannot find information when it is needed, it will cost you a great deal of time that could be spent in productive research.
- Being organized and filing things in a systematic and orderly way promotes that kind of thinking.



Points to Taming Chaos

- “Note taking” involves those principles which are applied at the time research is conducted and results are recorded in the GCP (genealogy computer program).
- “Note filing” involves what is done with the original record or the notes of the research results.



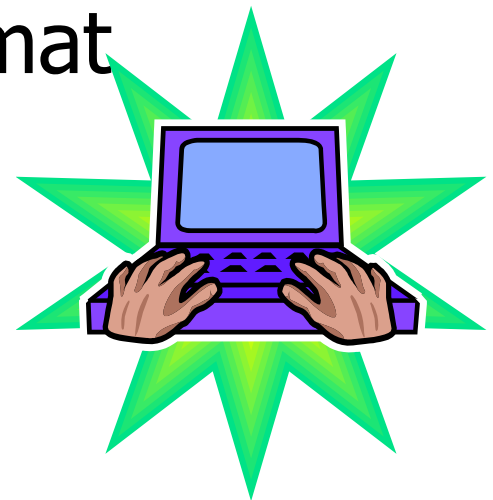


Ten Big Points to Note Taking and Note Filing

- 1. Consistency
- 2. Sort-ability
- 3. Adequately record clues
- 4. Separation of facts from traditions
- 5. Application of note-taking principles
- 6. Study it out in your mind
- 7. Do it your way first
- 8. Build on the success of others
- 9. A filing system to match your computer system
- 10. Refining the data

#1 Consistency

Record information in an orderly manner that is the same format each time.





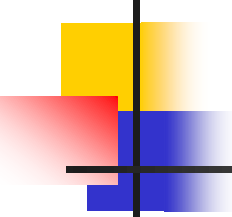
What to record?

- Researchers need details to prove statements or assertions of fact such as a person's name, year of birth, or place of marriage.
- What kind of things are known? Complete name, dates, locations, and associates.
- Remember, record your evidence the same way each time. You do not need to rethink your reasoning if time is spent entering sources properly.

Why source areas were developed



- Sources in the general notes field of your genealogy computer program transfer between all genealogy computer software programs which use the GEDCOM system of translation between different types of programs and operating systems so no evidence is lost or taken out of context.
- Be sure to arrange notes in chronological order. By doing so you can see what records were already found and which ones are missing. You also see family migration patterns from one state or country to another which can lead to more records if those area record groups are studied.



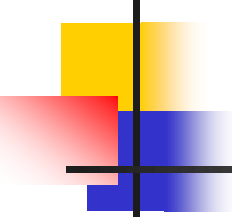
This order assists the mind in determining missing sources (notice movements from OH to KY, and then to IN):

EXAMPLE 1:

1847 BIRTH: OH, Hamilton Co.,
Cincinnati, California Twp.

1850 CENSUS: KY, Jefferson Co.,
Louisville, District 2.

1860 CENSUS: IN, Vanderburg Co.,
Evansville, Evansville



Notice **bolded** sources that could give more information between years of coming to Utah and passing away.

1863 LAND: UT, Great Salt Lake Co.,
Parley's Canyon

1870 CENSUS: UT

1880 CENSUS: UT

1900 CENSUS: UT

1910 CENSUS: UT

1914 DEATH: UT, Salt Lake Co., Mill
Creek

#2 Sortability

Sorting facts helps to make comparisons ... if you are consistent, you can sort facts.





Sort at Several Levels

- As information is entered onto a research calendar before going to a repository;
- As research is performed;
- As photocopies or transcripts are placed behind research calendars and items are marked as completed or incomplete;



Sorting

- As results are data entered in the GCP;
- As the evidence is logically sort through to produce a report;
- As facts are kept separate from traditions; and
- As paper copies, and computer files are maintained.

#3 Adequately

record clues

**before knowing
they are clues**





Data entry can be fun . . .

- . . . when clues start to appear because you are actually reading every word!
- Evidence is found in the details that could prove or disprove a relationship.
- Look to FamilySearch.org for one of the best ways to accomplish this.
- With other online sites ask: “Where does this repository put or store my facts and evidence.”



Use a computer properly

- Don't keep computer files for just the people you have proven. It is a tool for putting people and notes that won't be remembered, but can easily be found! Use the computer as the tool it was meant to be: a personal database of your research. Thus it keeps track of what you have done.



Record All Clues

- The sad thing is, you don't always know what is or is not a clue when you are in the process of entering the information. **But it is a known fact** that if you don't data enter everything, you **WILL** miss the clue. Therefore . . . enter the information completely and accurately.



Example of consistency in data entry

- Evidence Clues: all facts and clues pertaining to an individual should be recorded with that individual.
- Example, if a census lists ten children, copy and paste the information under each of those ten children.
- Can you explain to others specifically what statement or assertion of fact was supported by a source found in one of the online repositories you use?



Notetaking

- Don't copy notes for several surnames on the same piece of paper unless you plan to return home and data enter them under the proper surnamed individuals.
- Do as much as possible in electronic format to save time and allow searches to be done quickly.



Things worth recording

- Names of associates and neighbors.
- Include notes about the record group as necessary.
- Include historical background information.
- Determined all the names of the localities where an individual lived at the time of each event, since records are catalogued and retained in their original jurisdiction.
- Use gazetteers of the time period, geographical dictionaries, maps, and books to guide you to the name of the county, and possibly the town which might have existed during the years your relatives lived there. Mention this detail in their notes.



#4 Separate Facts from Traditions

**Before they
lead you astray.**





Hypothesis from actuality

- If someone on the Internet or a published genealogy has extended your family line three generations, don't just accept it as fact and start going backward from the end of the purported "new" third generation.
- First document the sources for the information provided and analyze it in light of your research.

#5 Apply Note-taking Principles

Set attainable short-term goals and record your results.





Goal setting

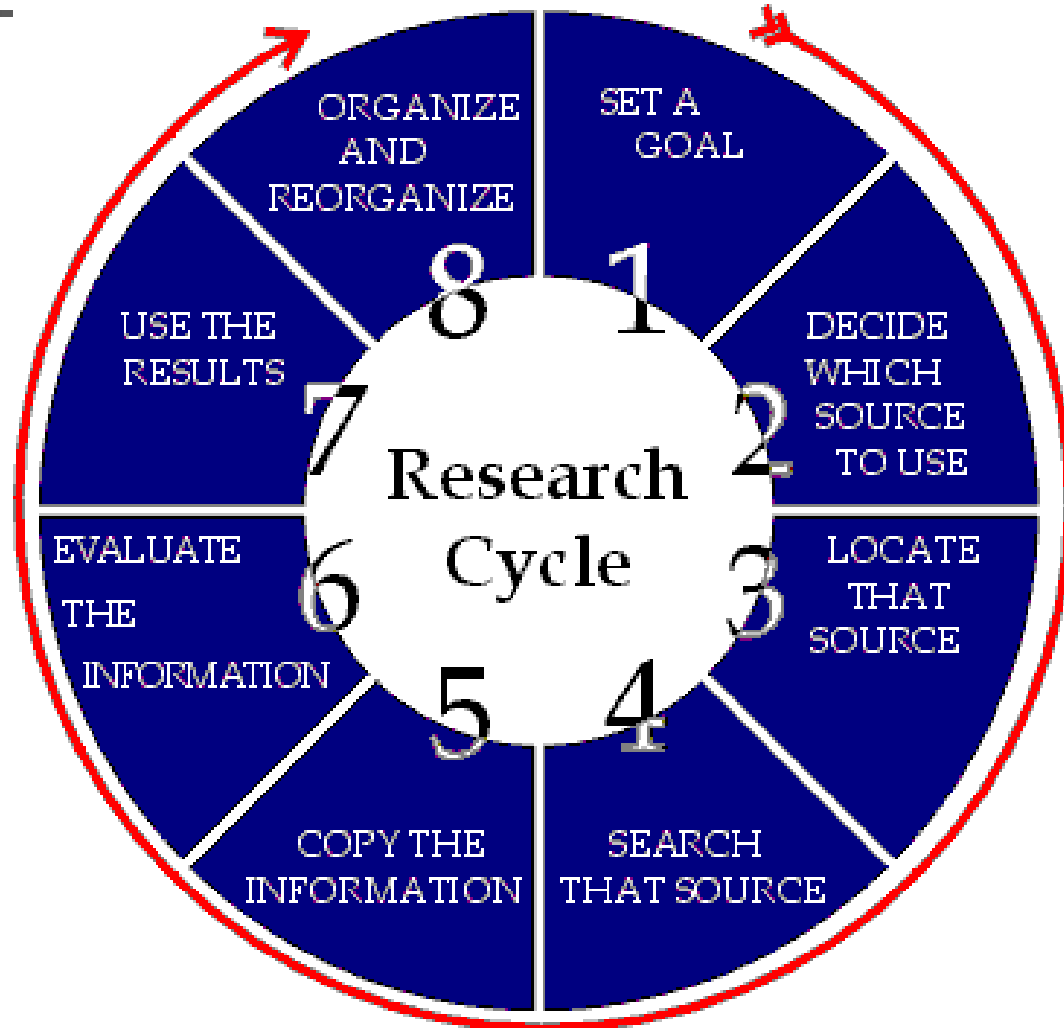
- Become a great goal setter. As goals are reached, the results must be recorded with sufficient detail to give a clear and accurate picture of what took place, who it applied to, and if it points you in another direction.
- Not all of your searches will be positive for a variety of reasons. Can you explain those reasons to others and save them from repeating the same research? Was it due to searching in the wrong locality, or the wrong spelling of the name, or ????



Organize and reorganize

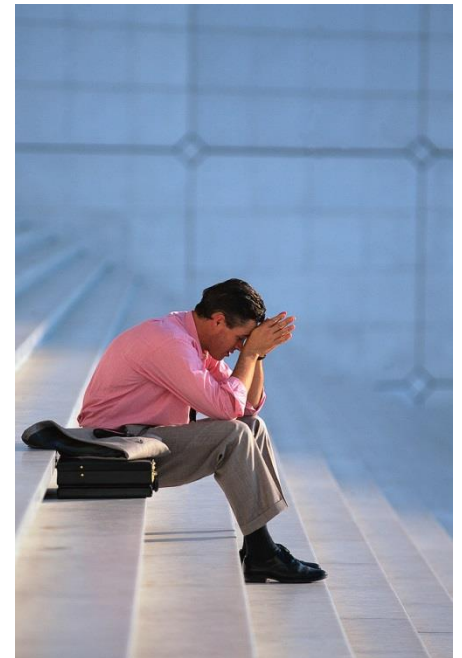
- When you have documented the methodology used to solve your goal, it is time to organize and reorganize what currently is entered in your GCP. You may have found a new child, a new birth year for a parent, another spouse, etc. Update the Family Group Record.
- Now it is time to begin the research cycle anew as shown on the image which follows.

The Research Cycle



6. Study it out in your mind

The most neglected step in the research process is to take sufficient time to analyze your results.





Charts and forms can help!

- Add any new evidence from the last research cycle into the chronological time line. Check counties in books like the *Handybook for Genealogists* or the *RedBook* or AniMAP (online animated gazetteer) to see if boundaries have changed.
- Point out using comparative charts differences in dates, county changes, names, history, or results.
- Keep the research focused
- Guide readers systematically through records



Analysis needs to see . . .

- Information arranged in different ways.
- Information side-by-side with other information.
- Information as it might be considered in light of that generation's or family's customs and folkways.

7. Do it your way first

It is easier to recognize the proper place, and the correct people, if you have tried to solve the problem yourself before accepting the work of others.





Plan the research

- Put all of this information onto your Research Calendar or directly into your GCP (Genealogy Computer Program).
- Work your plan.
- List negative searches in your GCP (so they are not repeated), as well as positive searches.



New things you may have learned:

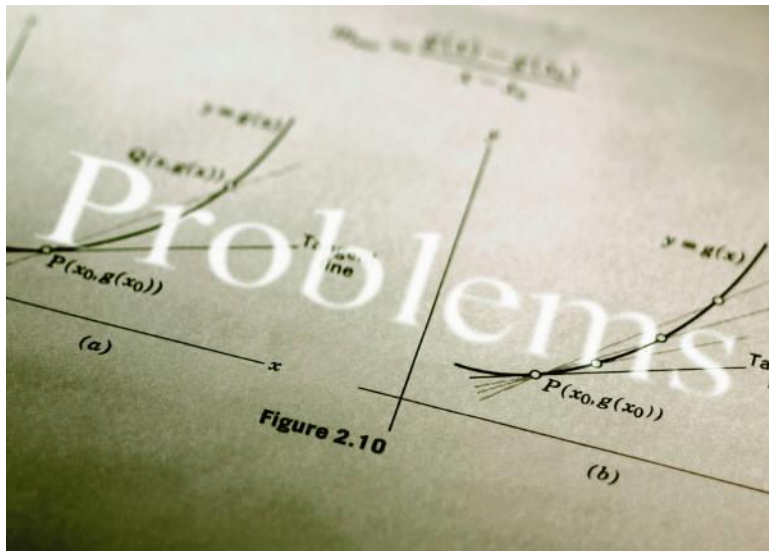
- Why the problem was not already solved by someone else.
- Unique information about the records of that place in the time period you are searching.
- Which record groups are not giving up their answers because earlier records did not ask as many questions as later records.



More insights...best time to compare

- Possible problems with the spelling of the name or the person had multiple given names not yet identified.
- Insufficient research on the preceding generation so cannot tell which family works.
- Now is a better time to understand and recognize the research of others on the same family. Previously, you might have been sucked into time-consuming and ineffective research.

8. Build on the success of others



Understanding well the problem, makes it easier to find the solution.



Preliminary survey

- You now search the records of others on the Internet, in databases, and in published formats and indicate in your general notes area what you discovered—even if nothing, but sometimes the biggest find is that someone else is also looking for your same relatives.
- Spend time networking, not just lurking around, by sharing your sources with them.
- Set up a study group if necessary.

9. A filing system



If it matches your
Genealogy
Computer Program
it is the best!



Filing

- File in a notebook, or
- File in a folder and put in a cabinet.
- Consider portability.
- Consider saving time and money by avoiding shuffling and constant need for arranging papers back into order if loose files are used.

Standardize Paper Sizes for Easier Filing





Filing is not the problem, retrieval is the problem

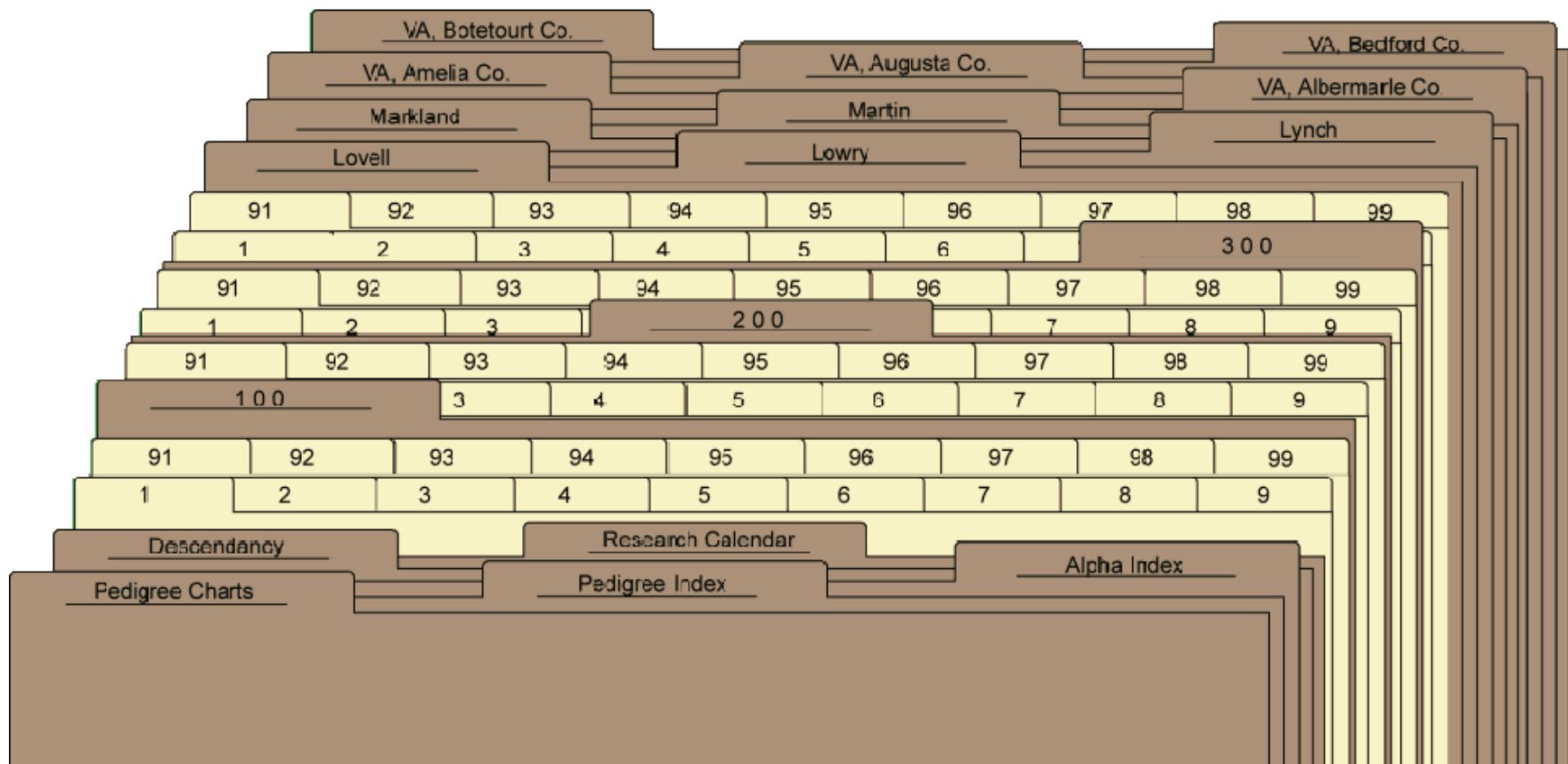
- Filing must be orderly.
- It must be simple.
- It should cross reference to avoid the necessity of duplicate paper work in numerous places. This is where your genealogy computer program helps.



My Favorite Method

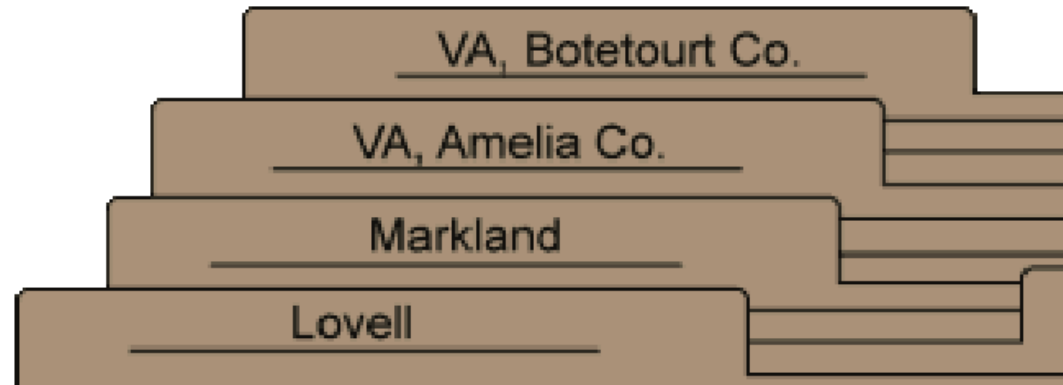
- **Equipment needed**
 - **Three-ring binder, or filing cabinet,**
 - **Numbered tabs**
 - **Blank tabs of a different kind,**
 - **Hole punch,**
 - **Document protectors**

Goals – One numbered tab for every family group assigned by computer



One titled tab for compiled surname or locality records

- IF those surname records cannot fit behind a specific family tab—such as a book with many chapters.
- Or if the same state locality records contain more than one surname, break it down further to counties.





Ten Steps for Filing

1. Put all loose papers and documents into one place, and sort by SURNAME.
2. Enter data so it will print onto Family Group Records and Pedigree Charts.
3. Cite sources and references to each fact involving each individual in chronological order.



Ten steps to filing (cont.)

4. Attach the specific information found in the source to the person(s) to whom it belongs in order to completely identify the person in the future.
5. Print Pedigree Charts which act as a table of contents to the direct-line collection being sure to set the preferences in your computer program to include the ID#s on the print-outs. Look across from the marriage date for the number.

Pedigree Chart

1 Ezekiel FOSTER-725

B: Abt 1787/1792
 P: Scarborough, Cumberland, ME
 M: Abt 1817 -- 477
 P:
 D: Aft 1870

2 Daniel FOSTER-608

B: 1761
 P: Scarborough, Cumberland, ME
 M: 29 Mar 1787 -- 471
 P: Lyman, York, Maine
 D: 16 Jul 1841
 P: Antwerp, Jefferson, NY

4 Isaiah FOSTER-824

B: 18 Jul 1734
 P: of, Rockingham, New Hampshire
 M: 18 Jul 1754 -- 125
 P: Scarborough, Cumberland, Maine
 D: 1813/1815
 P: Cornish, York, Maine

5 Lydia FOGG-205

B: 5 Apr 1734
 P: Scarboro, Cumberland, Maine
 D: 1800
 P: Limerick, York, Maine

8 Benjamin FOSTER-884

B: 1689
 P: Ipswich, Essex, Massachusetts
 M: 1 Nov 1716 -- 481
 P: Portsmouth, Rockingham, NH
 D: 1763
 P: of Scarboro, Cumberland, ME

9 Wilmot GRIFFITH-885

B: Bef 1698
 P: of Portsmouth, Rockingham, New Hampshire
 D: Abt 1776
 P: of Scarboro, Cumberland, ME

10 Seth FOGG-277

B: Dec 1701
 P: Kittery, York, Maine
 M: 28 Nov 1727 -- 126
 P: Kittery, York, Maine
 D: 18 Oct 1748
 P: Kittery, York, Maine

11 Mary PICKERNALL-476

B: Abt 1710
 P: , Maine
 D: Aft 1748
 P: , Maine

12 Benjamin GOULD-3373

B: Abt 1693

One box from a pedigree chart enlarged

6 Asa CLARK [101]

b. 12 Feb 1742

p. Pomfret, Windham, Connecticut

m. 24 Feb 1763 [5]

p. Pomfret, Windham, Connecticut

d. 29 Jul 1774

p. Pomfret, Windham, Connecticut

Expanded view of pedigree chart with #s highlighted

6 Asa CLARK [101]

b. 12 Feb 1742
p. Pomfret, Windham, Connecticut
m. 24 Feb 1763 [5]
p. Pomfret, Windham, Connecticut
d. 29 Jul 1774
p. Pomfret, Windham, Connecticut

12 Captain Nathaniel CLARK [103]

b. 1720
p. Haverhill, Essex, Massachusetts
m. 15 Oct 1740 [6]
p. Pomfret, Windham, Connecticut
d. 29 Nov 1793
p. Woodstock, Windham, Connecticut

13 Mary CUMMINGS [104]

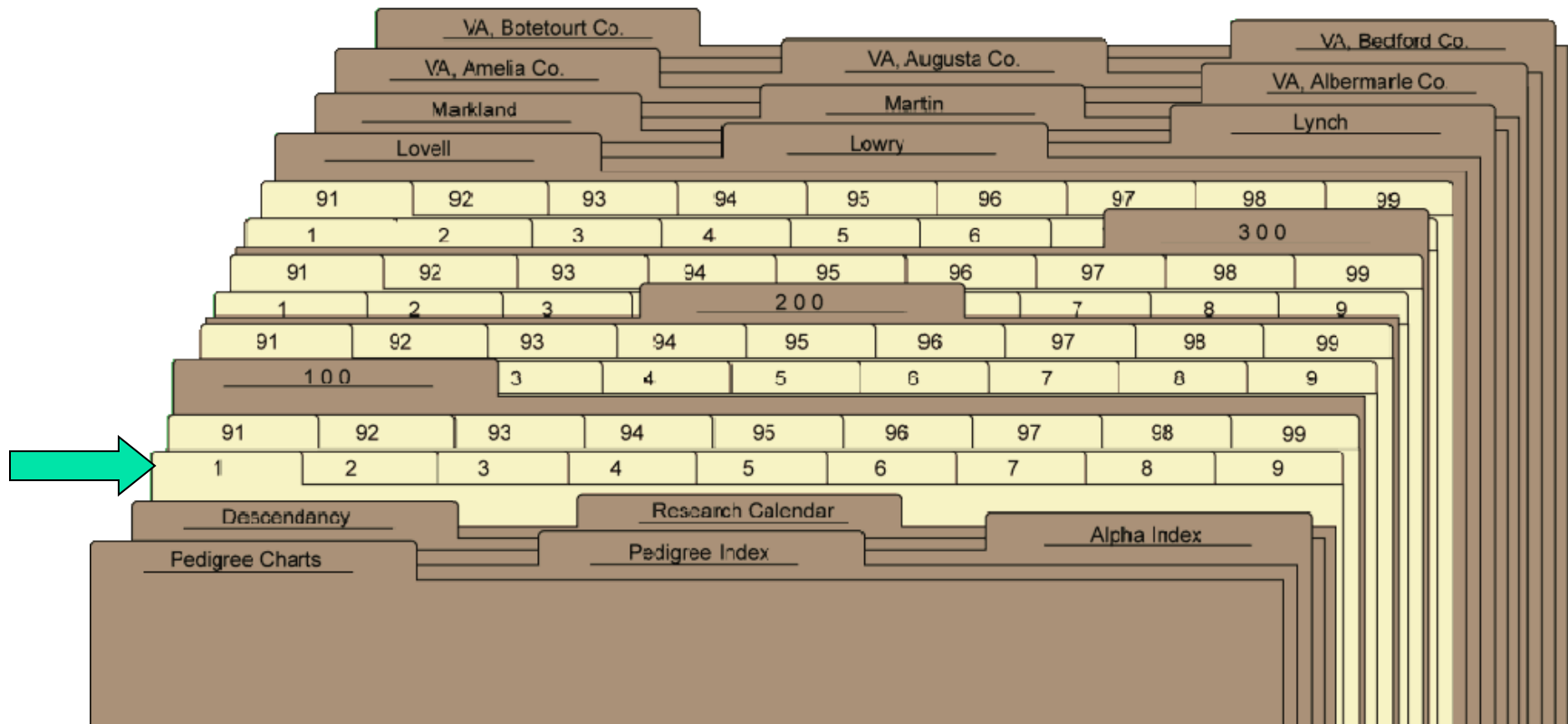
b. 2 Feb 1725
p. Woodstock, Windham, Connecticut
d. 26 Dec 1777
p. Woodstock, Windham, Connecticut



Ten steps (cont.)

6. Print out Family Group Records with accompanying notes and sources being sure to include the identification numbers on the print-outs.
7. Separate one family unit from another with Family Number tabs starting with 1.

There is tab #1. Put Family Group Record #1 behind tab.





Ten steps (cont.)

8. File the Family Group Records by their Family Group Record number and any loose documents, pictures, certificates, etc. behind the Family Group Record using archival sleeves and protectors for original documents. Copies from printers do not require sheet protectors, such as the printed Family Group Records, so you can write on them as you find more information.



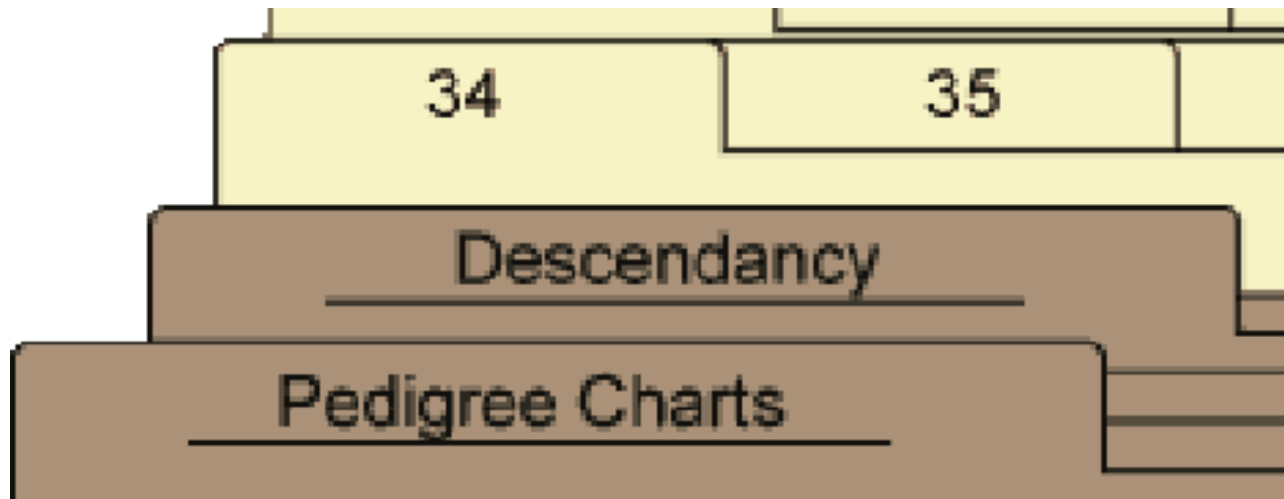
Ten steps (cont.)

9. Set up supportive locality, research aids, and miscellaneous surname files by putting post-it notes on the documents by the first title that comes into your mind, putting them in alphabetical order, and then labeling the tabs to identify them. This might include "alpha index," "maps," etc.



Ten steps (cont.)

10. File supportive documents and consistently put them into their respective areas.





www.FileYourPapers.com

- Supportive printing and filing instructions using specific genealogy computer programs are found at www.fileyourpapers.com



Organize your paper files!

Find anything in seconds


[Home](#)
[How-To](#)
[Supplies](#)
[Resources](#)
[Contact Us](#)

Software

[Download Ancestral Quest](#)

[Download Legacy free!](#)

[Download PAF free!](#)

[Go to MyTrees Online](#)

Other Resources

Search Here:

Hold "Ctrl" key for multiple selections.

All Localities:

- Africa
- Alabama
- Alaska
- Arizona

All Record Types:

- Ringraphies
- Census
- Church
- City Directory

Search Selections!

Organize Your Paper Files

If you use **Ancestral Quest**, [click here for the lesson](#).

If you use **Legacy Family Tree**, [click here for the lesson](#).

If you use **MyTrees Online**, [click here for the lesson](#)

If you use **Personal Ancestral File**, [click here for the lesson](#).

If the organization of materials can be easily organized, quickly organized, cheaply organized, and can cross-reference itself to other aspects of your files, it will free your mind. This will allow you much more time to devote your energy to the research itself and time to analyze your information more effectively.

For other genealogy training resources, see the [free online courses](#) at Genealogy Research Associates, Inc.

Software[Download Legacy free!](#)[Download PAF free!](#)**Other Resources****Search Here:**

Hold "Ctrl" key for multiple selections.

All Localities:

- Africa
- Alabama
- Alaska
- Arizona

All Record Types:

- Biographies
- Census
- Church
- City Directory

How-To: Organize Your Paper Files - Personal Ancestral File

Page 8 of 30

2 **Nathan BROWN-54**

B: 1755/1765
P: Of Woodstock, Windham, Connecticut
M: 13 Nov 1791 -- 1
P: Pomfret, Windham, Connecticut
D:
P:

4 **Samuel BROWN-134**

B: 1730
P:
M: -- 28 ↑ New RIN
P: ↙ New MRIN
D: 1788
P:

5 **Mary SMITH-135**

B: 1732
P:
D: 1798 ↑ New RIN
P:

Where do these numbers come from? They are actually automatically assigned to each individual and marriage, as they are created. Let's say that you have 133 individuals, and 27 families in your database. The next person you add will be assigned RIN 134. When you add that person's spouse, they will be RIN 135, and that couple's marriage record identification number, or MRIN will be 28.

[| Previous Page](#) | [Next Page](#) |

Software[Download Legacy free!](#)[Download PAF free!](#)**Other Resources****Search Here:**

Hold "Ctrl" key for multiple selections.

All Localities:

- Africa
- Alabama
- Alaska
- Arizona

All Record Types:

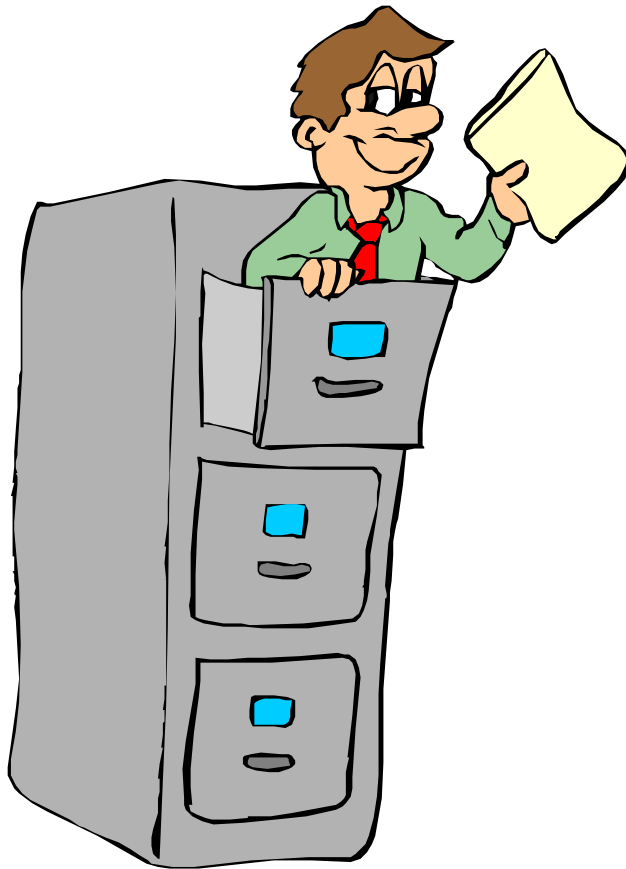
- Biographies
- Census
- Church
- City Directory

How-To: Organize Your Paper Files - Personal Ancestral File
Page 28 of 30

Because both PAF and these archival notebooks use the MRIN system to organize documents, the notebooks are always expanding. As new families are entered into PAF, they are assigned the first available MRIN. When one notebook gets full, you can easily set up another notebook and begin adding to it. In an alphabetical organizational system, there is always the need to rearrange notebooks as they get full

[| Previous Page](#) | [Next Page |](#)

Variety of Filing Approaches Necessary



- Pieces of paper with multiple surnames on them but one locality.
- Papers with one surname but more than one family.
- Instructions on how to do research.



Notekeeping Systems Can Work with a Genealogy Computer Program

- If you can print your forms out in numerical order in the order you want, then set up a numerical order.
- If you can only print it out in alphabetical order, do it that way.
- Do it the way that it is simple,
- Inexpensive,
- Orderly and long-lasting for you.



Surnames not entered yet in the GCP are filed behind a Surname Tab

1. Everything not filed by unique family ID number is grouped together by family surname.
2. It allows for quick and easy retrieval.
3. It is infinitely expandable.
4. It takes more time to sort through, but often people who lived in the same location are found to be relatives later.



Alphabetical by locality

5. Even if material is filed alphabetically by surname, if you cannot sort through it within 10 seconds, it is time to break down by locality within the surname materials.
6. File by largest locality first (U.S.A.), then by next area (State), then by smaller jurisdiction (County), then by towns, etc.

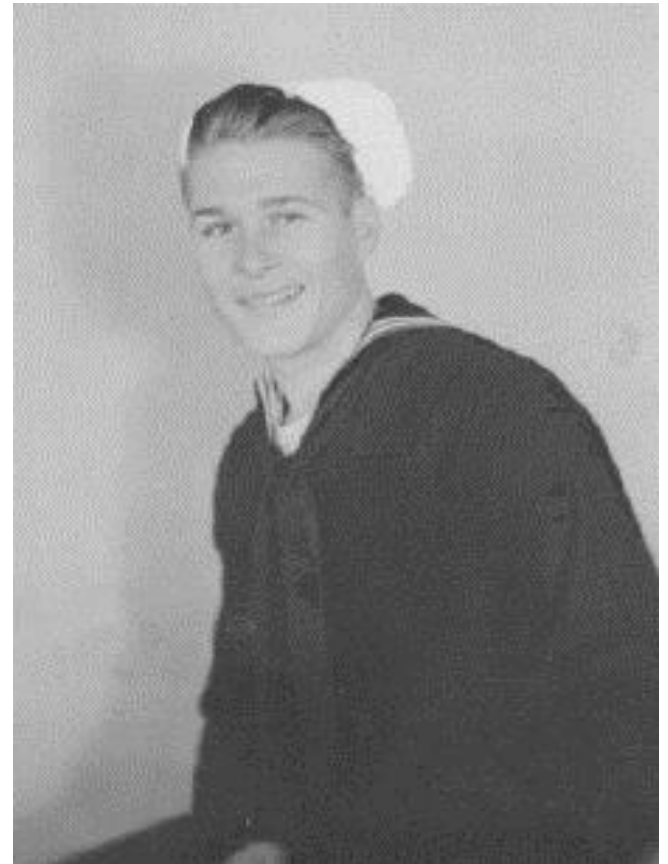


Indexed files

7. File by unique marriage ID numbers provided by computer programs.
8. Easy to make an alpha index by name with the FSFT ID# and the GCP number both provided.

Dealing with

- Photographs,
- Original documents,
- Correspondence,
- Histories, and
- Artifacts





Photographs

- Photographs need special care and preservation.
- Scan them to increase the chance of their surviving.
- Study how to scan properly at provoeastfhc.org "Preserving Your Records."



Original documents

- Original documents also should receive special care and archival preservation if you want to preserve them.
- They should be transcribed so the information is accessible, scanned if possible, and put in archival protectors.



Correspondence

- Correspondence is really a type of research note. It should be transcribed and the original should be treated as a photograph.
- Scan it, preserve it, share it in case you ever lose it.



Histories

- Histories and other compiled materials may be research notes, but they may be bound and, therefore, need special filing techniques or references in your notes notifying the family where the original might be found.
- Includes bound baby books, scrapbooks, etc.



Artifacts

- Artifacts often need special care to preserve them. Museum techniques should be used. See this web site under Preserving Your Records for “Preserving Heirlooms.”
- For the purpose of preserving something that will eventually decay, photograph it, record its value to the family “why important to you,” and share with others.

10. Refining data

Always take time to enter a memory at the end of the research on a person or family.





Good Research Requires a Constant Sifting of Information

- Writing a memory refines the research.
- By gathering all available evidence discovered while solving the goal you set for yourself, you will have established an individual identity.
- Complete the research by putting positive sources at FSFT, arranging them in chronological order, and posting a memory of a few paragraphs regarding unique items learned.



One format can include some or all of these items:

- Stating the original goal
- Review previous research
- Provide background information
- Explain research performed
- Summarize findings
- Suggestions for continued research, if any
- Conclusion

Programs developed to help

- Systematically enter sources,
- Guide you in your research,
- Write your report.
- At www.provoeastfhc.org

See *FSFT and GCPs Work Together for Best Results* under **Consultant Resources.**





Catch the vision.

"... I believe that the Lord is anxious to put into our hands inventions of which we laymen have hardly had a glimpse."

Spencer W.

Kimball



Congratulations!





President Boyd K. Packer

“When the servants of the Lord determine to do as He commands, we move ahead. As we proceed, we are joined at the crossroads by those who have been prepared to help us.”

“They come with skills and abilities precisely suited to our needs. And we find provisions; information, inventions, help of various kinds, set along the way waiting for us to take them up.”



Elder Russell M. Nelson

“Ultimately, the earth will become celestialized (see Revelation. 21:1; D&C 77:1; 88:25–26). But its last days must be preceded by its latter days! We live in those latter days, and they are really remarkable.”

People throughout the world, once little concerned with family history, now search for roots of their ancestral heritage using technologies unavailable a century ago” (in Conference Report, Apr. 1990, 18–19.)



Elder David A. Bednar

“It is no coincidence that *FamilySearch* and other tools have come forth at a time when young people are so familiar with a wide range of information and communication technologies. Your fingers have been trained to text and tweet to accelerate and advance the work of the Lord—not just to communicate quickly with your friends. The skills and aptitude evident among many young people today are a preparation to contribute to the work of salvation” (in Conference Report, Oct. 2011, 26)



Elder David B. Haight

“These marvelous new technological developments have been revealed in this dispensation in greater fullness and greater plainness than ever before in the history of the world as far as we know so that His purposes might be speedily brought to pass. The Church, in establishing family history centers, is now bringing these marvelous developments directly to you.” (in Conference Report, Apr. 1991, 99, 101, 103.)



Elder Russell M. Nelson

“Now, what about those of you who have no access to a computer or prefer not to use this technology? Don’t worry! Take one step at a time. . . . Avail yourself of assistance from your ward or branch family history consultant. The new *FamilySearch* system enables a consultant to perform all needed computer functions for you, including preparing names for the temple.”



Do you need help...

- Using a genealogy computer program?
- Using *FamilySearch.org*?
- Setting up an organizational system?
- Learning to use a Research Planner?
- Finding an answer to a genealogy problem involving an ancestry?

Come to the Family History Center. Ask a Family History Consultant to help you. Look under callings at LDS.org for consultants in your ward.