

## LESSON 2- GATHERING AND RECORDING INFORMATION

“Identifying your ancestors can be enjoyable and rewarding. As you find out who they were, where they came from and what their lives were like, you learn more about yourself. “

*A Members Guide to Temple and Family History Work p.8*

### **1- Look through Your Family Records-**

“Look in your home and contact relatives to find family records that have already been gathered and organized. You may find such records as pedigree charts and family group records; birth, marriage and death certificates; family Bibles; obituaries; family histories; diaries; and journals.

When gathering information about your ancestors, coordinate your efforts with relatives. This will make your work easier; help ensure that names, dates, and places are complete and accurate; and minimize duplication of effort.”

*A Members Guide to Temple and Family History Work pg. 8*

### **Talk from Boyd K. Packer “Someone Up There Loves You”, Ensign Jan 1977**

There are two very simple instructions. Here’s what you are to do:

.....get a cardboard box. Any kind of a box will do. Put it some place where it is in the way, perhaps on the couch or on the counter in the kitchen—anywhere where it cannot go unnoticed. Then, over a period of a few weeks, collect and put into the box every record of your life-

your birth certificate, your certificates of blessings, of baptism, of ordination, of graduation.

Collect diplomas, all of your photographs, honors, or awards, a diary, if you have kept one, everything that you can find pertaining to your life— anything that is written or registered or recorded that testifies that you are alive and what you have done. Don’t try to do this in a day.

.....Once you begin this project, very interesting and inspiring things will happen. You cannot do this much without getting something of the spirit of it and without talking about it at least in your family circle. Some very interesting things will start to happen once you show some interest in your own genealogical work. It is a very real principle. There are many, many testimonies about it. It will happen to you.

*Let us, therefore, as a church and a people, and as Latter-day Saints, offer unto the Lord an offering in righteousness; and let us present in his holy temple...a book containing the records of our dead, which shall be worthy of all acceptance.” (D&C 128:22-23,24)*

### **Review- Things to Gather-**

shoebox of letters, pictures, family group sheets, birth, marriage or death certificates, social security numbers, journals, histories, etc.

### **2-Record Your Information-**

-use **standardized genealogical forms** and record information in standardized methods.

-you can use a computer program such as **PAF-(Personal Ancestral File)**

PAF will help you organize your family history information into family groups and pedigrees. Using this program, you can identify areas where additional research is needed and keep track of ordinances that need to be completed. You can also prepare ancestors’ names for temple ordinances.

-**Pedigree charts** are used to list your direct ancestors for several generations. Some pedigree charts include boxes you can mark to show which temple ordinances have been performed.

-**Family Group Records** are used to list all members of an ancestor’s family along with information such as dates and places of births, marriages and ordinances. You can use completed family group records to type information into computer programs such as TempleReady or PAF.

-**Complete a family group record for each couple listed on your pedigree chart.** To determine

what should be included on your family group records for ordinances to be performed, see pgs. 10-12 in *A Member's Guide to Temple and Family History Work*

### **3-Organizing and Storing Your Information**

- Organize the forms, sheets and charts, etc. in a way that they are easily accessible and useable not only by you but by anyone else (ie: binders, filing system, genealogical programs such as PAF. There are several organizational ideas on the family search site.
- \*A simple system is to put the pedigree charts first in a binder or file. Then alphabetize family group sheets, histories, etc. behind.
- \*Another idea is to arrange the family group sheets by the #s on the pedigrees. Put a child's info behind his parents family group sheet until they are married.
- \*\*\*The best method is the one that works the best for you.\*\*\*  
(See handout Organizing Family History)
- Where possible, store your family records in a safe place. You may want to send additional copies to relatives. In this way, your family information will be preserved even if your own copies are lost or destroyed.

### **4-Preserve the information**

- Preserve what you have by using PAF, Submitting to Pedigree Resource File, making a backup, etc. Use multiple methods so you don't lose it-BACKUP your computer files regularly. Keep the info on multiple computers or on a CD.

### **5-Continue gathering**

- Always continue to gather information from all sources but particularly check with family members to see what they may have that you are not aware of.

#### **Helpful Sources of Information-**

Obituaries

Newspapers clippings

scrapbooks

journals

family bibles

certificates

family group sheets and pedigrees

announcements & invitations

written histories

letters

pictures

programs-funeral, etc.

household registers

etc.

## **6-Personal Interview with family or friends**

*Oral interviews can be a helpful source of information-*

Call or write and ask for an interview

Tell them what you want to learn

Give them some time to gather thoughts, papers, etc.

Explain your relationship to them

Bring your info, compare it with theirs and share it

Bring some blank pedigree charts and group sheets

Show respect for them, their home, their information and anything else they are kind enough to share

**Bring pictures** and ask for identifications

If you are going to tape or video tape the interview make sure the person is aware of this and is comfortable with it. Make sure your equipments works properly beforehand.

Set the person at ease and show appreciation for their efforts

Ask them if they would like a copy of the interview and ask for permission to distribute it to other family members

Proofread the draft and ask the person to review it if possible

## **7-Specific questions to ask for temple work information**

Names and nicknames

Sex

Relationships

Dates

Places

### ***D&C 128:15-***

*“And now, my dearly beloved brethren and sisters, let me assure you that these are principles in relation to the dead and the living that cannot be lightly passed over, as pertaining to our salvation. For their salvation is necessary and essential to our salvation, as Paul says concerning the fathers-that they without us cannot be made perfect-neither can we without our dead be made perfect.”*

### **Assignment for next week-**

**Bring back a 3 generation pedigree sheet**

**4 Family Group Sheets-**

**a-self as child**

**b-family as it is now**

**c-mother as child**

**d-father as child**

### **TEACHER NOTE-**

**you can get pedigree charts and family group records**

**-through the Church Distribution Center**

**-print blank charts on PAF**

**-download off [www.familysearch](http://www.familysearch)**

**It is a good idea to provide the blank sheets for the students listed in the homework.**

## **Ten Steps for an Organization of Paper Documents into Files**

by Karen Clifford (a professional researcher)

A pedigree chart serves as the index. Photocopies of the source documents are kept right with the family information they support.

1. Gather loose papers and documents and sort by surname.
2. Organize the information into Family Group Sheets and Pedigree Charts. Do NOT put them in order, let the computer do the organizing.
3. Enter this information into a computer genealogy program and reference each paper or document to a computer record. For example, write the RIN (record identification number) or some other identification number from the computer record on each document.
4. In the computer record list all document sources and references to each event.
5. From the computer program print Pedigree Charts which serve as a table of contents to the paper file.
6. Print Family Group records, including associated notes and sources.
7. Decide on some system to organize the family groups, such as file folders with clear or white tabs labeled with MRIN (marriage record identification number) or some other family number.
8. File the Family Group Records.
9. Setup files with colored tabs for supportive research aids, locality files (records about places rather than people), and miscellaneous documents (for example, people not linked to the family).
10. File the source documents in some consistent manner with the Family Group records. For example, put all birth records together with the family which they document, then all marriage records together, etc. She has folders only for pedigree families and includes collateral families there. If necessary create cross reference notebooks. These notebooks can be arranged by MRIN or by surnames listed in alphabetical order. An alphabetical list of names on a set of pedigree charts can be printed by most computer genealogical programs. Put instructions at the front of each notebook so that anyone can understand what you have done.

### Preservation of source documents-

They should be kept in a safe place. They can be digitized and burned onto writeable compact disks. Don't carry around your only copy of a document, make a copy to take with you. Use archival boxes or high quality binders with rings that close securely and align properly. Use acid free paper, acid free file folder, and protective sleeves which maintain a proper low acid PH level. Remove the acid from high acid paper, such as newspaper clippings.

The time spent learning to organize and document your research will eventually be added to your research time.

## **Organizing Family History**

2 suggested methods-binders or folders

### **1. Binders-**

Pedigree charts in the front

Family group sheets behind organized in

**a. alphabetical order by surname**

**or**

**b. numerical order by pedigree number, RIN #, or other**

Place histories, pictures, certificates, documents, etc. behind the family group sheet

Use **archival quality sheet protectors** for documents, pictures, etc. (preferably copies not originals) and **store original somewhere safe from fire, water, etc.**

### **2. Files**

Use **colored file folders** to differentiate the four lines or use colored markers, dots, etc. follow above procedure with a file for pedigree charts and then other files organized in alphabetical or numerical order.

A miscellaneous file is helpful for items that pertain generally and not specifically, i.e. country info, basic genealogy info, etc.

Binders are hard to transport but quickly become awkward as your papers grow (and they do grow!)