

# GENEALOGY IN CHAOS: GETTING & STAYING ORGANIZED

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Before getting started, or before getting too far along, have an effective and efficient organization system in place, from filing cabinets to software, from researching to a presentable sharing end product.

## BEGIN ORGANIZED

Important priority

Get organized from beginning

Dealing with extensive information

Information grows exponentially

No one established system

Organization is Personal

Use existing or create a system

Important features

1. Allow for growing research
2. Assure it can be followed by others

Concept can be Ideological / Philosophical



## TOOLS

Pedigree Charts and Family Group Sheets

For research

To organize information

To share findings

Computer

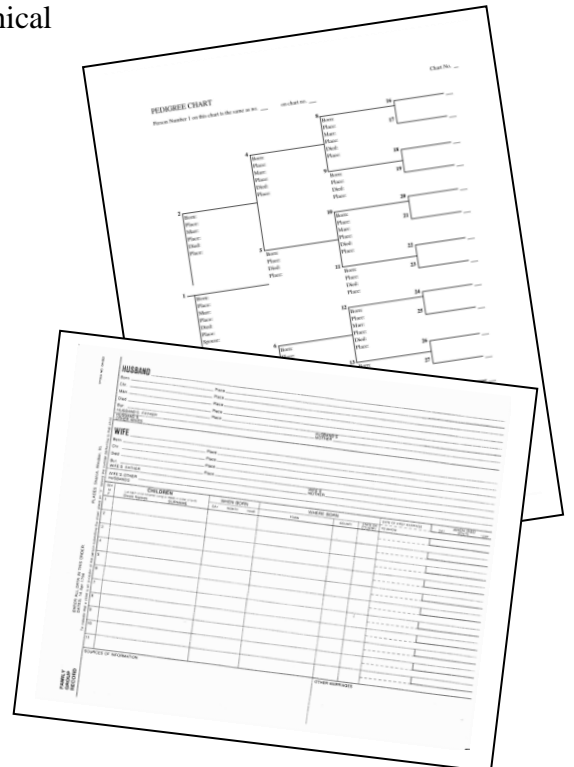
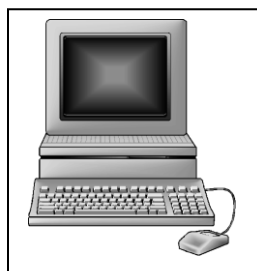
Writing Program

For organization and filing

Genealogy Programs

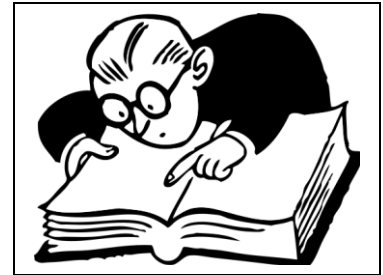
Filing materials

Copier, scanner, printer, camera



## ORGANIZATION CATAGORIES

- Stage 1 – During Act of Research
- Stage 2 – Filing System
- Stage 3 – Presentation



## GENEALOGICAL RESEARCH

- Stage 1 Organization – During Act of Research
  - Part 1 – During Research Process
  - Part 2 – Research Preparation

### Documentation

- Recording Information
  - Make Good Notes
  - Record and cite everything
    - What you find
    - What you don't find
    - Where you look

### Research Logs

- Checklists

### Research Planning / Tracking

- Analyze and evaluate
- Strategy
  - What to look for
  - Where to look

### Location

- Localities and Jurisdictions
- Extant records and availability

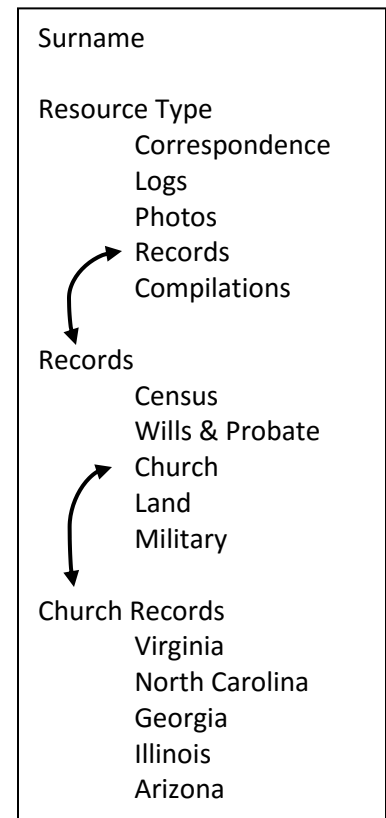
### Research Facilities

- Courthouses & Records Offices
- Archives
- Private & Public Libraries
- Family History Library
- Historical & Genealogical Societies
- Local Libraries



## FILING SYSTEM

- Stage 2 Organization
    - Methods of filing / storage
      - Hardcopy / digital
      - More permanent / final
- Example:



# EXAMPLE FILING SYSTEM

JONES

- CORRESPONDENCE
  - LETTERS
    - 2011
    - 2012
    - 2013
  - E-MAIL
- RECORDS
- PHOTOS
- WRITINGS
- MISC
- ETC.

SMITH

- CORRESPONDENCE
- RECORDS
  - CENSUS
  - VITAL RECORDS
  - LAND RECORDS
    - ALABAMA
    - ILLINOIS
    - PENNSYLVANIA
  - CHURCH RECORDS
  - ETC.
- PHOTOS
- WRITINGS
- MISC
- ETC.

BOYLE

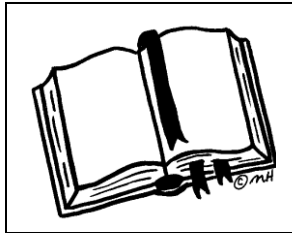
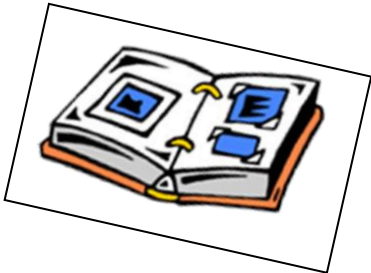
- CORRESPONDENCE
- RECORDS
  - ALABAMA
  - ILLINOIS
  - NEW YORK
    - CENSUS
    - VITAL RECORDS
    - LAND RECORDS
    - CHURCH RECORDS
    - ETC.
- PHOTOS
- WRITINGS
- MISC
- ETC.

FITZPATRICK

- CORRESPONDENCE
- RECORDS
- PHOTOS
- WRITINGS
  - History of Fitzpatrick
  - Fitzpatrick Pedigrees
- MISC
- ETC.

## PRESENTATION

- Stage 3 Organization
  - Writing, Printing, Publishing
    - Creating shareable research
    - Books, Albums, Poster Boards, etc.
  - Formal Genealogy Writing Styles
    - Genealogical Numbering Systems
      - Register, NGSQ, Henry, Ahnentafel
  - Genealogy Software



### GENEALOGY SOFTWARE

RootsMagic  
 Family Tree Maker  
 Legacy Family Tree  
 Ancestral Quest  
 Family Tree Heritage

**Top Ten Software Review**  
<http://www.genealogy-software-review.toptenreviews.com>

## GENEALOGICAL NUMBERING SYSTEMS

### AHNENTAFEL

(Ascending System)

(First Generation)

1 Subject

(Second Generation)

2 Father

3 Mother

(Third Generation)

4 Father's father

5 Father's mother

6 Mother's father

7 Mother's mother

(Fourth Generation)

8 Father's father's father

9 Father's father's mother

10 Father's mother's father

11 Father's mother's mother

12 Mother's father's father

13 Mother's father's mother

14 Mother's mother's father

15 Mother's mother's mother

### REGISTER SYSTEM

(Descending System)

(-Generation One-)

1 Progenitor

2 i Child

ii Child (no progeny)

iii Child (no progeny)

3 iv Child

(-Generation Two-)

2 Child

i Grandchild (no progeny)

ii Grandchild (no progeny)

3 Child

4 i Grandchild

(-Generation Three-)

4 Grandchild

5 i Great-grandchild

ii Great-grandchild (no progeny)

6 iii Great-grandchild

7 iv Great-grandchild

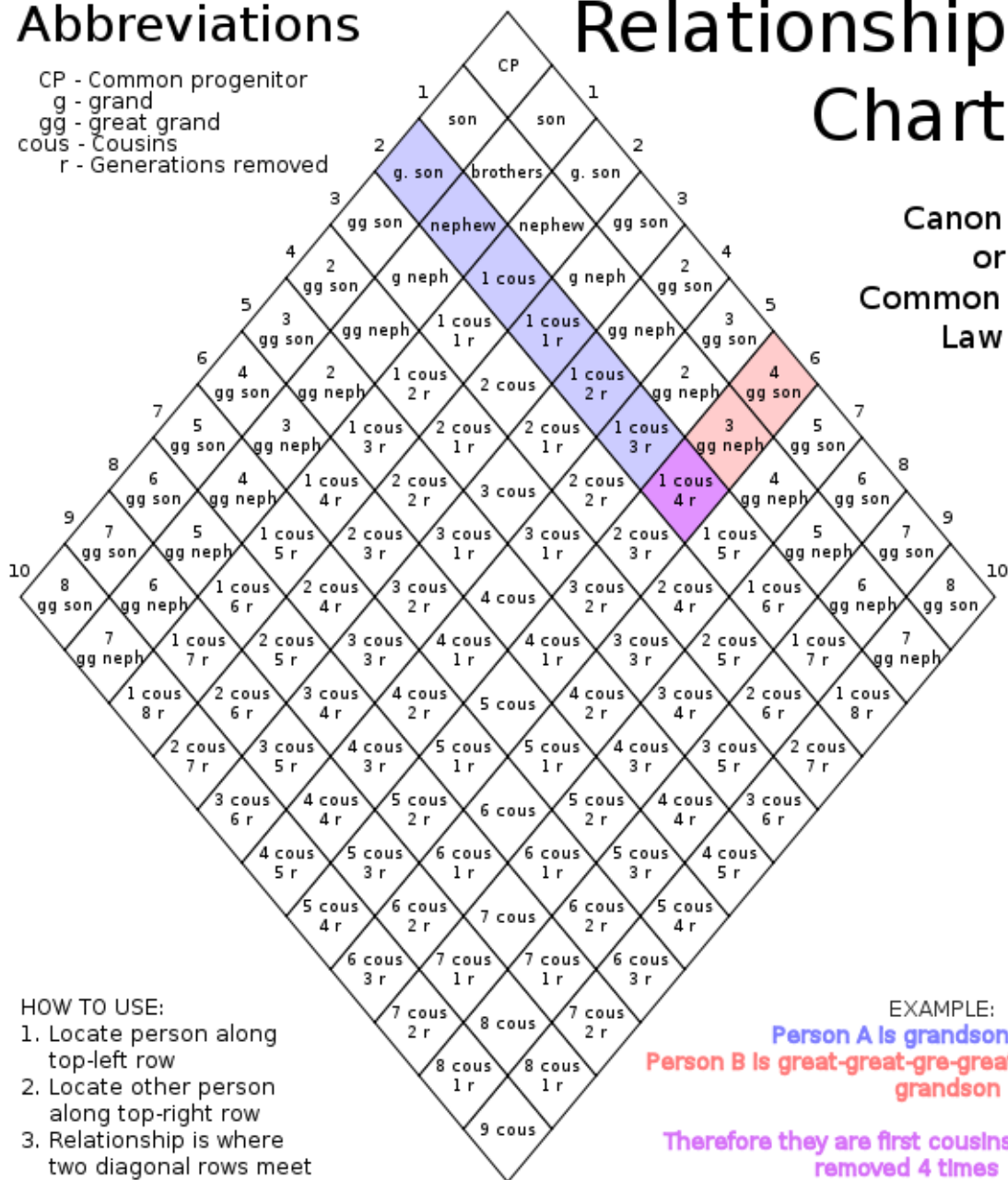
On Wikipedia: [https://en.wikipedia.org/wiki/Genealogical\\_numbering\\_systems](https://en.wikipedia.org/wiki/Genealogical_numbering_systems)

# Abbreviations

CP - Common progenitor  
 g - grand  
 gg - great grand  
 cous - Cousins  
 r - Generations removed

# Relationship Chart

Canon  
 or  
 Common  
 Law



## THE RESEARCH PROCESS

There is no standard method of research generally accepted by historians, but genealogists do have a generally recognized standard research method and the use of particular source materials. The steps may vary according to unique circumstances and availability of sources, or the steps may not be followed in sequence, but each step must be followed. The main thing is to stay focused and stay on task.

The following is the generally accepted outline of the genealogical research principles and process:

### Select a Goal

Go from what is known to the unknown. Begin simple. Decide on one specific piece of information to search for. Pick one individual, in one family, in one locality.

- Search for a name or a date
- Search for a locality
- Search for a relationship
- Search for an event
- Search for a document
- Research in reverse chronology (backwards in time)

### Select a Source

Decide which record or records is most likely to answer the question. Learn about the general background of record types, and the locality history and types of records created.

- For the time-period
- With appropriate contents
- With genealogical value
- Every source is potentially important

### Locate the Record

Determine the location, availability and accessibility of the desired source material, and the medium format that exists for it. Understand geography, jurisdictions and the relative history, both civil and religious.

- In the library
- In the archive
- In the records office
- At home or elsewhere
- Be thorough

### Search the Records

Be thorough in your search through the source material. Note information on extended family. Note errors and readability issues. Make a record of findings, particularly noting particular lacking information that theoretical should have been found.

- What records were created?
- Are the records extant?
- Can the record be searched?
- Is the information there?
- Is there related information?

### Make good Notes / Record the Information

Make good photocopies and proofread abstracts and transcriptions. Be consistent in size of paper or format of electronic document. Make full and complete citations of all your findings. Be organized.

- Make a photocopy
- Transcribe information
- Abstract information
- Extract information
- Include source information
- Cite your sources

### Evaluate / Analyze the Information

Question your findings? What is the type of information? Is it thorough and complete? Is it logical? Do elements of the information match what is already proven? Does it fit correctly in the biographical and/or family story? Do the facts connect?

- Is it primary?
- Is it secondary?
- Is it accurate?
- Is it verifiable?
- Is it direct?
- Is it circumstantial?

### Use the Results

Add the information to the biography or family history. Analyze the complete picture and determine the next direction for research. With new information comes clues for new families and new directions to research. Also, in light of new information, be prepared to go back through previous research to search for new information not previously noted as relevant.

- Fill the information gap
- Add to the biographical / family story
- Create a chronology of events
- Keep good notes
- Set a new goal