

## Where To Put All This Stuff

*Death Certificates, Obituaries,  
Marriage, Children's Birth Certificates  
Town and Church Records  
Family Bibles, Letters, Photos  
Copies of Original Documents (e.g. Census)  
Newspaper clippings  
Military Pensions, e.g. Mexican War  
Copies of books, web pages, etc., etc., etc.*



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## Your Dining Room Table?



## Where Do I Put All My Stuff?

- ◆ Fully describe all sources
  - author(s), title, publisher, year published
  - where found, e.g. “Aunt Matilda’s attic”
- ◆ Design a short form for all sources to minimize distraction when embedded in a report
- ◆ Put paper copies in file cabinets/boxes
  - one drawer/“family” (mother/father)
  - if overflow, break “family” in two
  - “place” drawers town/state/country
  - drawers: town vitals & city directory
- ◆ Remember to refile!
- ◆ **Warning: 43 and piles**

## Alternate Ways to Organize

- ◆ Decide how inclusive to be
    - impossible to do it all\*
    - only your surname
    - back to year 420; back only to g-grandparents
    - include lines of spouse or kids’ spouses
  - ◆ File by family of each g-grandfather
  - ◆ File by family group
    - father, mother, children
    - when child moves out, start new family group
  - ◆ File web material in family folders
- \*no matter how far back you go ...  
that person also had a mother and a father!**

## Designing a Short Form of a Source

- ◆ **Identify each type of document by code, e.g.**  
a=all vitals, b=birth, c=christening, cd=city directory  
d=death, f=family book/bible, g=genealogy, i=burial  
k=confirmation, m=marriage, n=newspaper, o=obit,  
t=transaction(e.g.deed), v=pension, w=will, x=tax
- ◆ **Every family surname has a special 2-letter code**  
<http://copland.udel.edu/~tdoherty/ancestry.pdf>
- ◆ **Every given name in surname has a unique 1-3 letter code**
- ◆ **Every place has a special 2 or 3-letter code**  
<http://copland.udel.edu/~tdoherty/tpdsources-abv.pdf>
- ◆ **Every source type has a special 4 to 5-letter format**  
(commonly used sources 1 to 3 -letter format)  
followed generally by volume#(if one):page#  
<http://copland.udel.edu/~tdoherty/tpdsources-abv.pdf>
- ◆ **System extended to folders on computer**

## Short Form Examples of Sources\*

- ◆ **M-oNa2 is a Nathaniel Melcher Jr. obit**  
M- = Melcher, o=obit, S in caps because he's a direct ancestor
- ◆ **MHvjb is John B. Melchior pension**  
MH = Melchior, v=vet, j lower case because not a direct ancestor
- ◆ **cdBOp is Boston city directory by Polk (p)**  
no year or page given in short form source if assumed in context
- ◆ **gGLa:77 is Gilman Genealogy by Ames p.77**
- ◆ **bMEo:272 is Owen's History of Bath Maine p.272**
- ◆ **MAM is a letter from Aunt Mary Alice MacMillan**
- ◆ **roo7:163 is Ancestral Roots by Weis, edition#7 p.163**
- ◆ **n9:55 is NEHGR v.9 p.55 (article on Starbuck)**
- ◆ **P-6L is Louis Pronovost 1861 St Maurice QB census**

\*add additional characters when need to distinguish, e.g. see  
<http://copland.udel.edu/~tdoherty/tpdsources-abv.pdf>

## Use of Short Form Sources

Jonathan<sup>5</sup> MELCHER was born 27 Mar 1769 in Kensington NH and died there 6 Apr 1841 [#gM-m:5, #dNH]. He married Eunice CRAM 30 Nov 1791 in Hampton Falls [#vaHF:51, hNHb:144]. As a yeoman and husbandman, Jonathan owned land in that part of Hampton Falls which was later called Kensington [DeedsRock 145:459]. In Feb 1805 Jonathan sued his father to collect \$887.47 [SuperRock #24776]. In September of that year, Eunice (Jonathan's wife) filed for divorce on grounds of "extreme cruelty" and because "her life has been greatly endangered," she being supported by several sworn affidavits citing physical and verbal abuse [SuperRock #26159].

## Another Solution

- ◆ Get a Scanner – 300-1200 dpi (zoom)
- ◆ Digitize Everything (front, back, envelopes)!
- ◆ Store Electronically
  - on CD/DVD or whatever technology is next
- ◆ Searchable and Easy to Retrieve
- ◆ Make multiple copies to Share with Family
- ◆ Post on Web to find more relatives
  - give some, get some back
  - be the place to visit for a surname
    - display databases
    - describe brick walls
- ◆ Discard all but originals, but update digital!