

Preserving Your Family History Research: Documents, Bound Volumes, & Photographs

Class 1: Surveying Your Collection

February 2025



American Ancestors

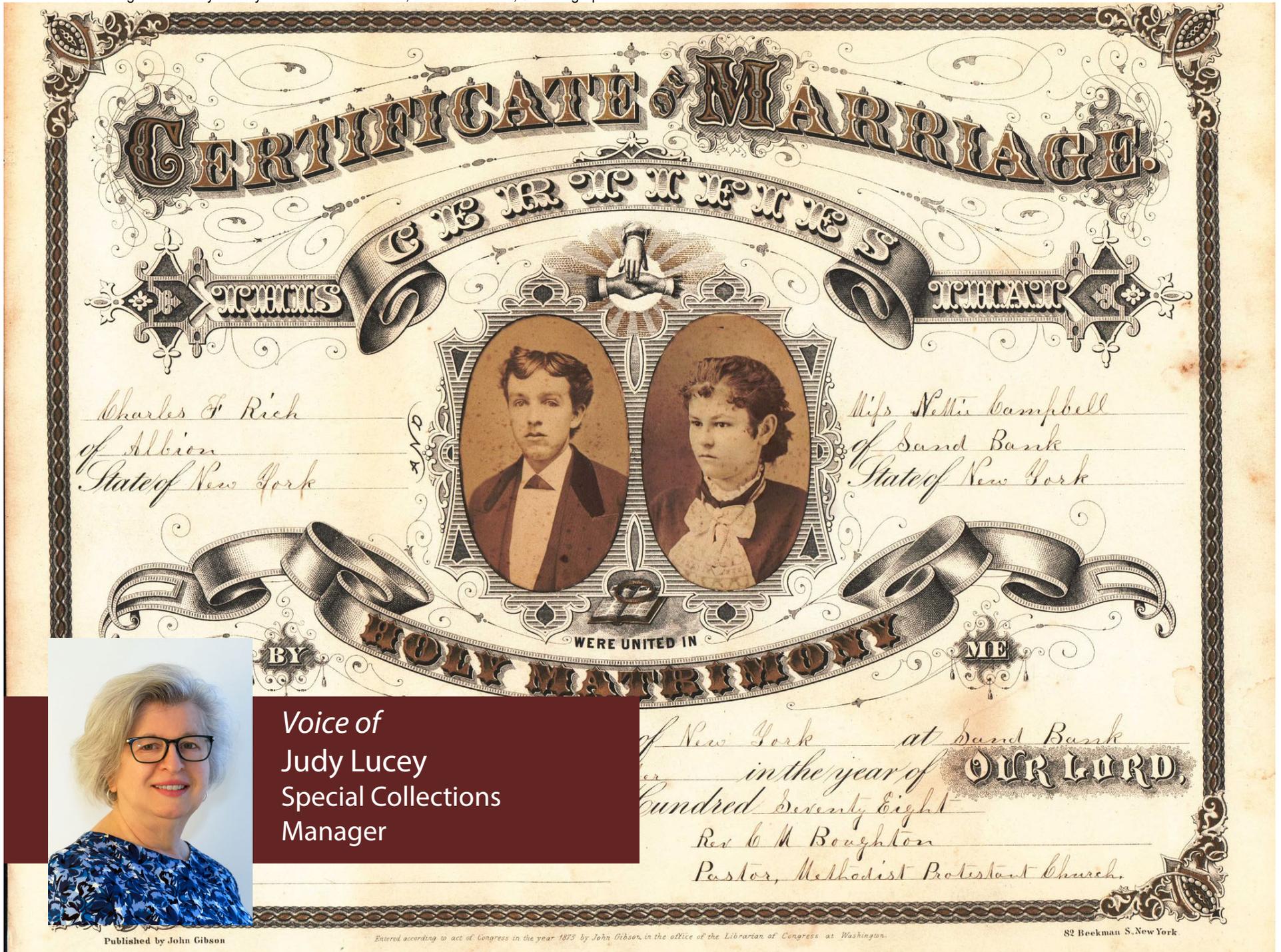
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

Meet today's presenter



Judy Lucey

Special Collections Manager



Voice of
Judy Lucey
Special Collections
Manager

Organizing and Preserving a Family Archive

Where did I put
that family chart?!?



Items stored in trunk in a garage

What is your goal?

- Focusing on your genealogical research
- Writing a genealogy
- Donating to a repository
- Giving to the next generation
- Downsizing

The Archivist's role



Tip

Approach the materials
as one collection

Getting Started

1. Survey the collection: Identify what you have
2. Triage possible and existing preservation issues
3. Place items in proper enclosures: Do I need to re-house anything?

What do I keep?

Save

- Genealogical research
 - Family group sheets, charts
 - Compiled genealogies, narratives
- Vital records (originals and copies)
- Journals, diaries, ledgers
- Correspondence, cards, invitations
- Deeds, estate papers
- Bibles with family records
- Educational and military records
- Scrapbooks, autograph books
- Photographs, photo albums

What about...

- Newspapers
 - Keep clippings of obits, announcements
 - Entire newspaper?
- Club, church or genealogy newsletters
 - Anything related to your family?
 - Consider keeping representative copy
- Genealogical research collections
 - Pamphlets, brochures
 - Conference or class materials
 - *Weed out duplication!!!!*

Survey vs. Inventory

Survey

- To view or consider comprehensively : appraise
- To examine as to condition, situation or value
- High-level



Inventory

- An itemized list of current assets
- A list of goods on hand
- Detailed

A handwritten inventory list with columns for items and values. The items listed include clothing, shoes, and other personal belongings, with values ranging from 2.00 to 82.00.

Item	Value
Three wearing apparel	2.00
63 Buttons the top	82.00
1 Black W heel Sh... 24 Olive Linen Sh...	28.00
Red Shoggs 20.00 Red Shoggs (and) Red Shoggs	8.00
a pair of old Shoggs	2.10
16 Buttons Belt	0.10
2 White Shoggs 1 half Buckle and several others	3.00
1 Leather Gf...	2.26
3 Iron Shoggs 1 Black Gf... 1 Hammer and old Hat	2.00
5 old Broad Buckles	2.13
a pair of old Shoggs	0.10
1 pair Spectacles and 1 Ring	0.26
1 old Spring Pen Gf... 10 Olive Linen Sh...	1.00

<https://www.merriam-webster.com/dictionary/survey>

What does a survey do?

- A survey looks at:
 - General subject matter
 - What formats are the materials in?
 - Is there any kind of arrangement?
 - Does it have any preservation or re-housing needs?



JHC archivists surveying a new arrival of records at American Ancestors

What isn't a survey?

- It's NOT organizing
- It's NOT an inventory
- *These steps come later!*
- A survey and initial triage can take a few passes

Why Should I Survey?

- You don't know what you have until you look at everything
- Genealogical research
 - What summaries have I inherited?
 - What supporting documentation?
- What is the condition of materials?
 - Does anything need preservation?
 - P.S. Remove staples



Surveying – What Names?

- Identify the creators of letters, scrapbooks, and other items
- Review your photographs, can you identify individuals?
- Note condition of documents and photos



Goals of the Survey

- Identify the types of materials in your collection
- Assess the condition of the materials
- Identify the major surnames captured by your collection

Tip

Resist temptation to
begin organizing

Basic Components of a Survey

Gathering information

- Provenance
 - Which family/families generated or accumulated the material?
 - If these have been passed down to you, can you name the family members?
- Names
 - Who created the bulk of the material? Families . . .
 - Note names, dates and places

Arrangement



- Is there an order to the materials?
- Are the materials in labeled folders? Does the folder label match up to the contents?
- Photos – Are they loose? In albums? Identified?

Review current storage methods

- File cabinets and folders
- Binders
- Digital media
 - Computer
 - CDs/DVDs
 - Flash drive
 - Audio and video tapes



Survey worksheet

WHO – (are the major families, major creators and contributors)

WHAT – is in your collection (brief summary)

WHERE – is it currently housed

2nd section – How is it currently stored?

3rd section – divided it into four columns: Document type; Special Formats; Conservation issues; Supply needs

Collection name: _____ Date of Survey: _____

Families in collection: <i>List surnames; include allied lines.</i>	Major contributors to collection: <i>Note major creators of material (i.e. you, your grandparents, etc.).</i>
Collection Summary: <i>Summarize the types of materials.</i>	Location(s) of Collection: <i>Where is the collection stored?</i>

Storage: *Number and type of containers your collection is currently housed in.*

#	Notebook binders	#	File cabinets
#	Boxes	#	Other:

<p>Document type: <i>Check all that apply. Use "other" for items not on list.</i></p> <p><input type="checkbox"/> Family group sheets, charts</p> <p><input type="checkbox"/> Compiled genealogies (typed and handwritten)</p> <p><input type="checkbox"/> General genealogical research (notes, etc.)</p> <p><input type="checkbox"/> Letters/correspondence</p> <p><input type="checkbox"/> Military records</p> <p><input type="checkbox"/> Diaries/Journals</p> <p><input type="checkbox"/> Deeds</p> <p><input type="checkbox"/> Estate papers</p> <p><input type="checkbox"/> Vital records (certificates of birth, marriage, death)</p> <p><input type="checkbox"/> Other :</p> <p>Date range of original items: <i>Note date of original items only.</i></p>	<p>Special Formats: <i>Check all that apply. Add special formats as necessary.</i></p> <p><input type="checkbox"/> General oversized (diplomas, certificates, charts)</p> <p><input type="checkbox"/> Artifacts (medals, etc.)</p> <p><input type="checkbox"/> Film (negative, slide, microfilm, etc.)</p> <p><input type="checkbox"/> Photographs (loose)</p> <p><input type="checkbox"/> Photograph albums</p> <p><input type="checkbox"/> Scrapbooks</p> <p><input type="checkbox"/> Other bound volumes (family bible, etc.)</p> <p><input type="checkbox"/> Digital media (diskettes, flash drives, CD or DVD)</p> <p><input type="checkbox"/> Born digital</p> <p><input type="checkbox"/> Other :</p>	<p>Conservation and Preservation: <i>Issues relating to condition.</i></p> <p><input type="checkbox"/> Tape</p> <p><input type="checkbox"/> Metal fasteners (rusty clips, staples, other)</p> <p><input type="checkbox"/> Mold or water damage</p> <p><input type="checkbox"/> Insect or mice damage</p> <p><input type="checkbox"/> Excessive dirt / dust</p> <p><input type="checkbox"/> Damaged binding(s) in bound volumes</p> <p><input type="checkbox"/> Brittle paper</p> <p><input type="checkbox"/> Newspapers</p> <p><input type="checkbox"/> Other :</p> <p>Professional help: <i>Will you need to consult an expert about any item?</i></p>	<p>Supply needs: <i>What to purchase to properly store your collection.</i></p> <p>Boxes:</p> <table border="1"> <tr> <td>#</td> <td>Record cartons</td> </tr> <tr> <td>#</td> <td>Document boxes (legal/letter size)</td> </tr> <tr> <td>#</td> <td>Oversized (note dimensions):</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Folders:</p> <table border="1"> <tr> <td>#</td> <td>Legal</td> </tr> <tr> <td>#</td> <td>Letter</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Other supplies:</p> <table border="1"> <tr> <td>#</td> <td>Plastic sleeves</td> </tr> <tr> <td>#</td> <td>Photo supplies</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table>	#	Record cartons	#	Document boxes (legal/letter size)	#	Oversized (note dimensions):	#	Other:	#	Legal	#	Letter	#	Other:	#	Plastic sleeves	#	Photo supplies	#	Other:
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Survey Examples

High-level Survey

- Genealogical material
 - Family group sheets, charts
 - Compiled genealogies (typed and handwritten)
- Written material
 - Letters/correspondence
 - Diaries/Journals
 - Books
 - Documents (birth certificate, etc.)
- Photos, Memorabilia

Survey Using a Form

Collection name: Genifred Plowman Date of Survey: 01/06/2022

Families in collection: <i>List surnames; include allied lines.</i> Plowman, Homer, Bell	Major contributors to collection: <i>Note major creators of material (i.e. you, your grandparents, etc.).</i> Genifred Plowman, Maude Bell Plowman
Collection Summary: <i>Summarize the types of materials.</i> Journals, letters, photos, books	Location(s) of Collection: <i>Where is the collection stored?</i> Milton, MA

Storage: *Number and type of containers your collection is currently housed in.*

#	Notebook binders	#	File cabinets
#	Boxes	#	Other:

<p>Document type: <i>Check all that apply. Use "other" for items not on list.</i></p> <p><input type="checkbox"/> Family group sheets, charts</p> <p><input checked="" type="checkbox"/> Compiled genealogies (typed and handwritten)</p> <p><input checked="" type="checkbox"/> General genealogical research (notes, etc.)</p> <p><input checked="" type="checkbox"/> Letters/correspondence</p> <p><input type="checkbox"/> Military records</p> <p><input checked="" type="checkbox"/> Diaries/Journals</p> <p><input checked="" type="checkbox"/> Deeds</p> <p><input type="checkbox"/> Estate papers</p> <p><input type="checkbox"/> Vital records (certificates of birth, marriage, death)</p> <p><input type="checkbox"/> Other :</p> <p>Date range of original items: <i>Note date of original items only.</i> 1860-1945</p>	<p>Special Formats: <i>Check all that apply. Add special formats as necessary.</i></p> <p><input type="checkbox"/> General oversized (diplomas, certificates, charts)</p> <p><input type="checkbox"/> Artifacts (medals, etc.)</p> <p><input type="checkbox"/> Film (negative, slide, microfilm, etc.)</p> <p><input checked="" type="checkbox"/> Photographs (loose)</p> <p><input checked="" type="checkbox"/> Photograph albums</p> <p><input type="checkbox"/> Scrapbooks</p> <p><input type="checkbox"/> Other bound volumes (family bible, etc.)</p> <p><input type="checkbox"/> Digital media (diskettes, flash drives, CD or DVD)</p> <p><input type="checkbox"/> Born digital</p> <p><input type="checkbox"/> Other :</p>	<p>Conservation and Preservation: <i>Issues relating to condition.</i></p> <p><input type="checkbox"/> Tape</p> <p><input checked="" type="checkbox"/> Metal fasteners (rusty clips, staples, other)</p> <p><input type="checkbox"/> Mold or water damage</p> <p><input type="checkbox"/> Insect or mice damage</p> <p><input type="checkbox"/> Excessive dirt / dust</p> <p><input checked="" type="checkbox"/> Damaged binding(s) in bound volumes</p> <p><input type="checkbox"/> Brittle paper</p> <p><input type="checkbox"/> Newspapers</p> <p><input type="checkbox"/> Other :</p> <p>Professional help: <i>Will you need to consult an expert about any item?</i></p>	<p>Supply needs: <i>What to purchase to properly store your collection.</i></p> <p>Boxes:</p> <table border="1"> <tr> <td>#</td> <td>Record cartons</td> </tr> <tr> <td>#</td> <td>Document boxes (legal/letter size)</td> </tr> <tr> <td>#</td> <td>Oversized (note dimensions):</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Folders:</p> <table border="1"> <tr> <td>#</td> <td>Legal</td> </tr> <tr> <td>#</td> <td>Letter</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Other supplies:</p> <table border="1"> <tr> <td>#</td> <td>Plastic sleeves</td> </tr> <tr> <td>#</td> <td>Photo supplies</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table>	#	Record cartons	#	Document boxes (legal/letter size)	#	Oversized (note dimensions):	#	Other:	#	Legal	#	Letter	#	Other:	#	Plastic sleeves	#	Photo supplies	#	Other:
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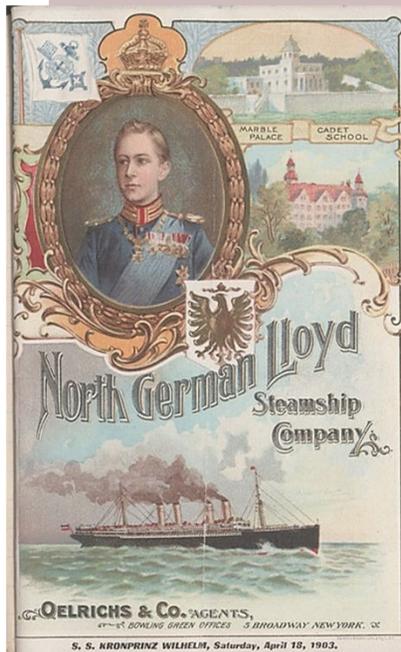
Additional Notes/Questions:

Simple Inventory

Box Number	Item Description	When was it created?	Who created it?	Condition of Item
1	Journal of Maude Bell Plowman with genealogical charts and notes	1940-1947	Maude Bell Plowman	Binding broken, pages falling out
1	Fan chart beginning with Nancy Plowman	1955-1983	Genifred Plowman	Good – some wear and tear at edges
1	Letters from Fred Homer to Genny Homer	1902-1903	Fred Homer	Very good
1	Envelope of photos – mostly of Genifred Plowman	1910-1917	Unknown	Excellent

Survey worksheet

First Column: Identify document types



Saturday April 18-1903
Lynn and I left home taking the
three twenty train from Haverhill
on Friday afternoon for New York.
After a comfortable night's rest, being
called at seven for early breakfast
we were on board of the Kronprinz
Wilhelm in season to start out on
our trip at ten o'clock sharp.
From the New York side her
starting being made from her own
Hoboken slip, just ready for sail.
We find many tourists of the passage
to be Jews and Germans. About
twenty Americans (full blooded) in all.
The German language is everywhere
to be heard. As our table sat
Mr. Arvas next Mrs. Parker, Mr. M. G.
Mrs. Neuburger, Mrs. Jake Schilder's child
Dr. Jare Seagelstein, Mr. Louis Seamburger
Mr. Waizer - Mrs. M. Jean C. Nagli-jewin
(family connection)

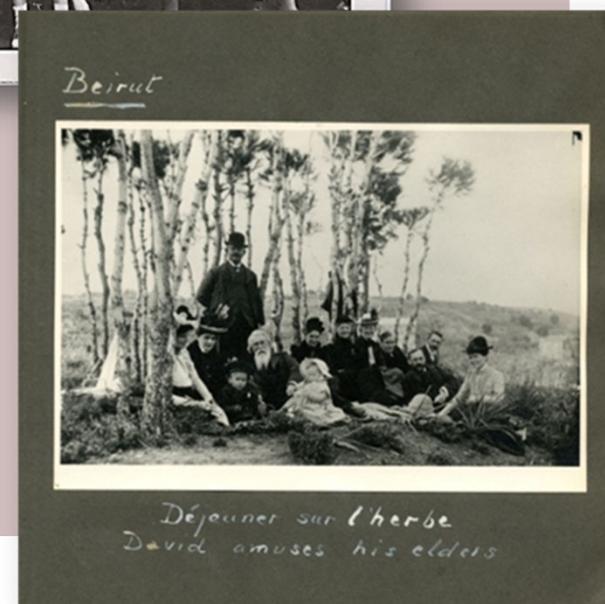
1903 travel diary

[FORM 98.]
STATE OF NEW HAMPSHIRE.

To the Honorable Judge of Probate for the County of Carroll:
Your petitioners Georgie Berry and _____
of Hopkinton, in said County, respectfully represent that they
are residents of Hopkinton, in said County, and are husband and wife, living
together in that relation; that Harland B. Kelley, a minor, now residing at
Hopkinton, in the County of Carroll, is a legitimate
child of Fred A. W. Kelley and Laromia (Rodevick) Kelley; that
said child was born at Hopkinton on the
second day of August, A. D. 1897; and
has been abandoned by his parents
that they are desirous of adopting said child as their own, and of a change of its name; that they are of
sufficient ability to bring up said child, and to furnish suitable nurture and education, having reference
to the degree and condition of its parents; and that it is fit and proper that such adoption should take
effect.
Wherefore they pray that such adoption may be decreed, and that the name of said child be changed
to _____
Dated the twenty-third day of February, A. D. 1906
Georgie Berry
Harland B. Kelley
and _____
respectfully represent that they are husband and wife, and parents of a minor, who is named in the fore-
going petition of _____ and _____
; that said child was born at _____ on the
_____ day of _____, A. D. _____, and that they
hereby give their full consent, respectively, to the adoption of said child and a change of its name agreeably
to the prayer of said petition.
Dated the _____ day of _____, A. D. 1906
Signed in presence of _____

1898 Adoption Petition

Second column: Identify other formats

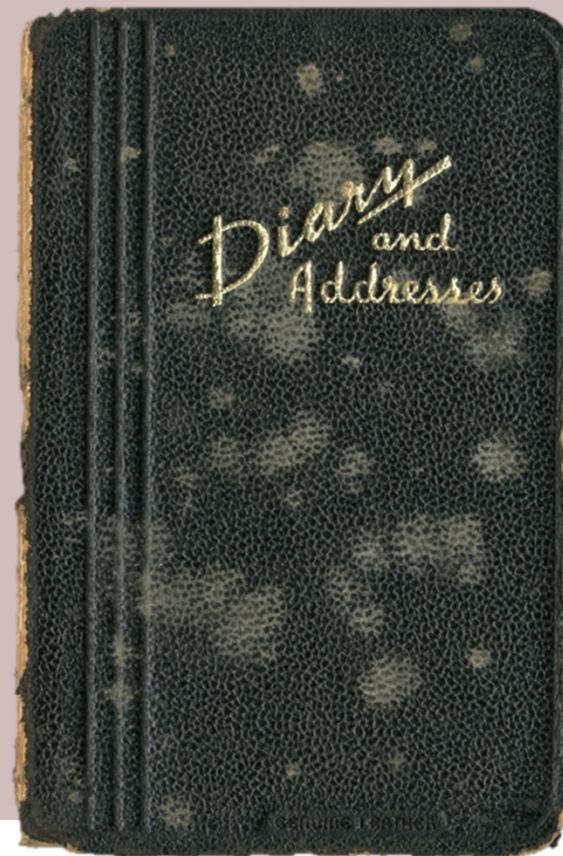


Third column:

Note condition of documents

Insect damage **Mold on diary**

Echlophus Albany N.Y.
Jane Seymour wife Am d Aug 13
Ae 40y 7m. 8d & 7d
Their dau Jane Seymour 13 allcock
Sett 2, 1861 ae 19y 2m. 6 d
Alexandra Dorothy F. DeLaud d
2, 1818 ae 69y 1m. 5d
Mary wife of Alexander d Mac 10, 1
Ae 49 yrs. 4m.
John Forester son Alexander, Mary d 8
11, 1859 ae 20y 5m. 23 d
Herdmant F Seymour son of Am H.
Catharine d Jan 25, 1827 ae 11 y
Am H Seymour d Jan 2, 1821
ae 7m
Annals of Albans
1 46 New York Seymour
1st collector, Am H. H. H.
first ... July 12, 1830
p 250 Robert H. Seymour
from J Seymour, 1st collector
ae 51. June 7, 1849



What's Bad

- Rust - paper clips, staples, etc.
- Rubber
- Folds/creases
- Adhesive - tape, glues, etc.
- Mold
- Insects and rodents
- Humidity
- Light
- Temperature

Identify preservation issues



Genealogical research example



**Ancestors of
Nancy Virginia STINE**

1. **Nancy Virginia¹ STINE**, born 16 Oct 1928 in Lincoln, Lancaster Co., NE, daughter of 2. Elwood Powell STINE and 3. Lora Catharine SABIN. She married on 31 Mar 1951 in Chicago, Cook Co., IL **John Louis BURTON**, born 14 Oct 1925 in Richmond, McHenry Co., IL.

Children of Nancy Virginia STINE and John Louis BURTON were as follows:

- i. **Catharine (Cate) BURTON**, born 6 Sep 1952 in Chicago, Cook Co., IL.
- ii. **John Louis Jr. BURTON (Jr.)**, born 13 May 1956 in Chicago, Cook Co., IL.

Generation 2

2. **Elwood Powell² STINE**, born 16 Sep 1901 in Superior, Nuckolls Co., NE; died 7 May 1961 in Omaha, Douglas Co., NE, son of 4. Clarence Eugene STINE and 5. Laura Luella PUMPHREY. He married on 25 Jul 1927 in Chicago, Cook Co., IL 3. **Lora Catharine SABIN**, born 20 Aug 1902 in Sullivan, Moultrie Co., IL; died 21 Dec 1972 in San Antonio, Bexar Co., TX, daughter of 6. Joseph Alfred SABIN and 7. Florence May WISEHEART.

Children of Elwood Powell STINE and Lora Catharine SABIN were as follows:

- 1 i. **Nancy Virginia¹ STINE**, born 16 Oct 1928 in Lincoln, Lancaster Co., NE.

Generation 3

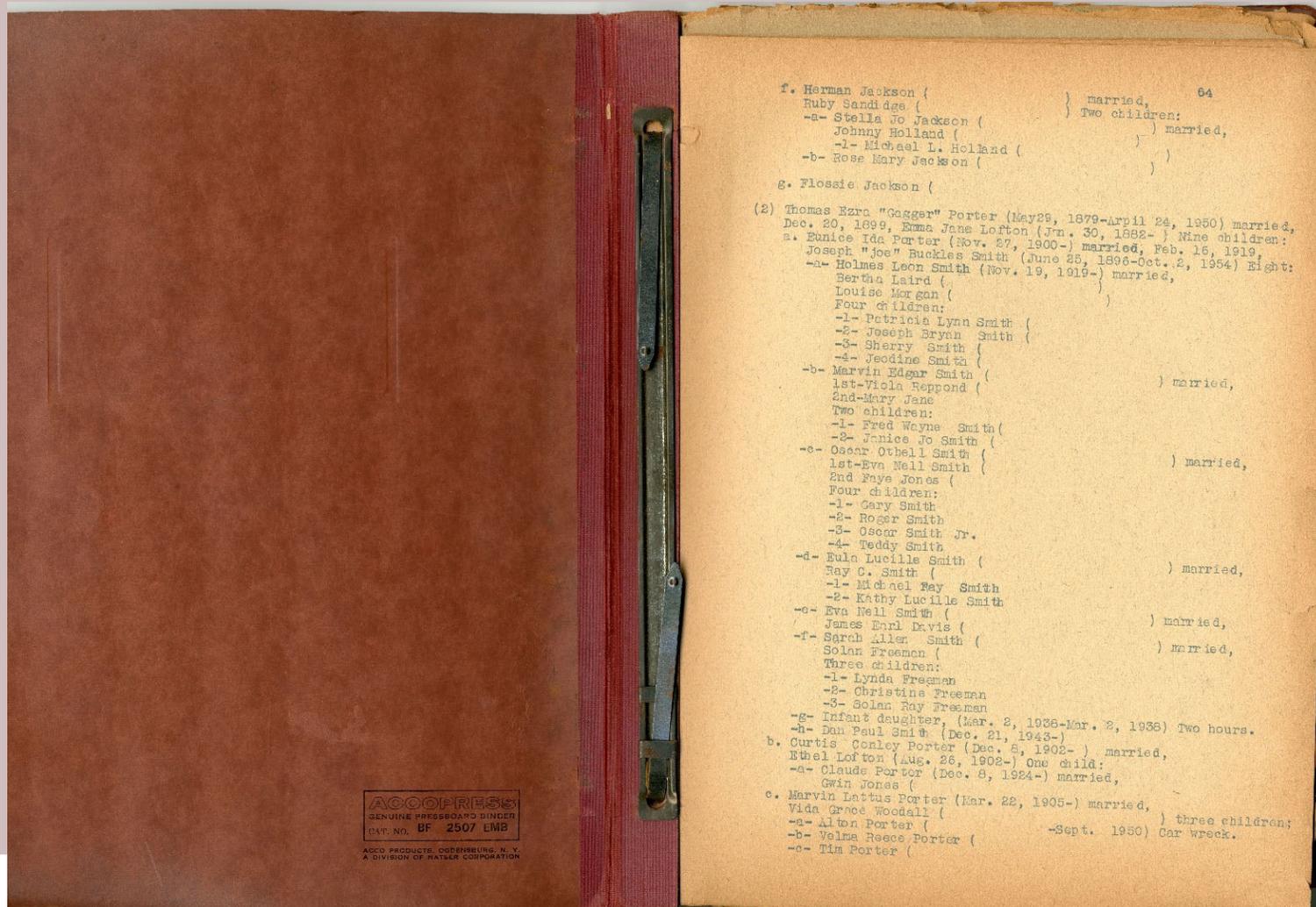
4. **Clarence Eugene³ STINE**, born 17 Oct 1873 in Xenia, Greene Co., OH; died 14 Apr 1930 in Lincoln, Lancaster Co., NE, son of 8. John Daniel STINE and 9. Jennie (Jane) A. EVANS. He married on 29 May 1900 in Clay Center, Clay Co., KS 5. **Laura Luella PUMPHREY**, born 17 Aug 1872 in Bethelton, Wayne Co., IA; died 21 Oct 1961 in Wichita, Sedgwick Co., KS, daughter of 10. Jesse Forsythe PUMPHREY and 11. Jane BOYD.

Children of Clarence Eugene STINE and Laura Luella PUMPHREY were as follows:

- 2 i. **Elwood Powell² STINE**, born 16 Sep 1901 in Superior, Nuckolls Co., NE; died 7 May 1961 in Omaha, Douglas Co., NE.
- ii. **Dorothy Virginia² STINE**, born 26 Apr 1905 in Superior, Nuckolls Co., NE; died bef 23 Jan 1935 in , , , Brazil.

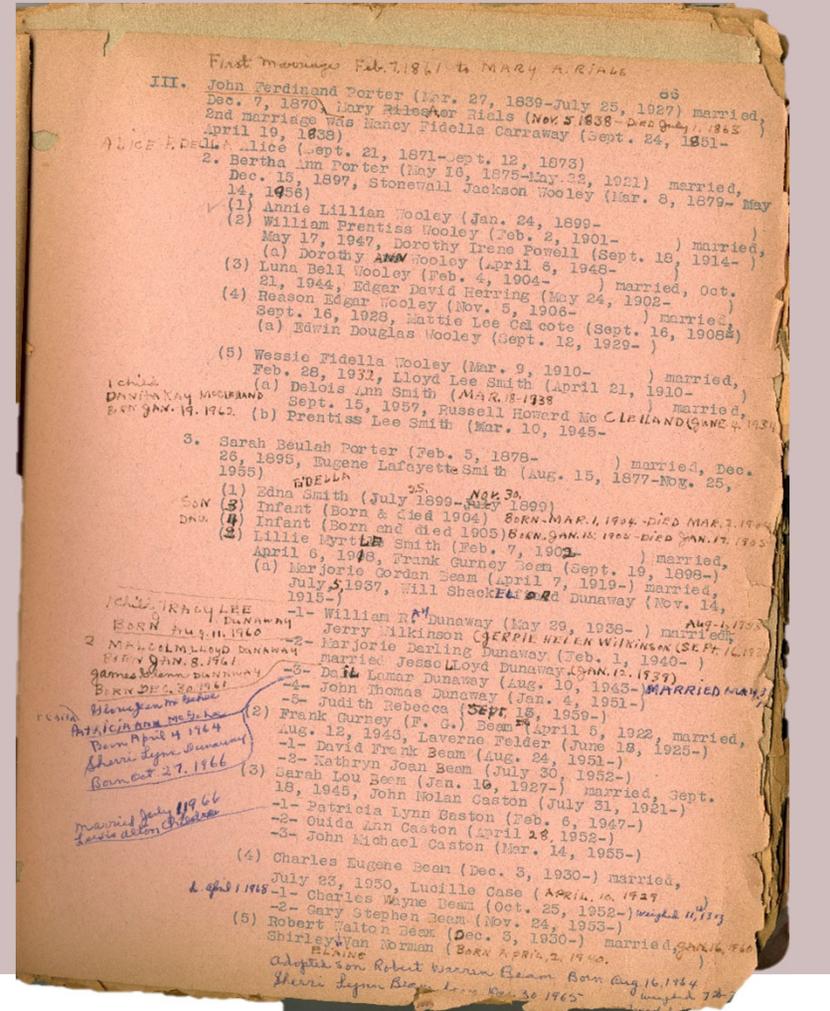
6. **Joseph Alfred³ SABIN**, born 22 Feb 1877 in Oskaloosa Twp, Clay Co., IL; died 22 Sep 1951 in Sullivan, Moultrie Co., IL, son of 12. Morgan Lewis SABIN and 13. Harriet RUSSEY. He married on 17 Apr 1898 in Iola, Clay Co., IL 7. **Florence May WISEHEART**, born 28 Aug 1877 in Oskaloosa Twp, Clay Co., IL; died 17 Sep 1953 in Decatur, Macon Co., IL, daughter of 14. George Hayes WISEHEART and 15. Gillian (Gilley) Ann CRAIG.

Genealogical research example



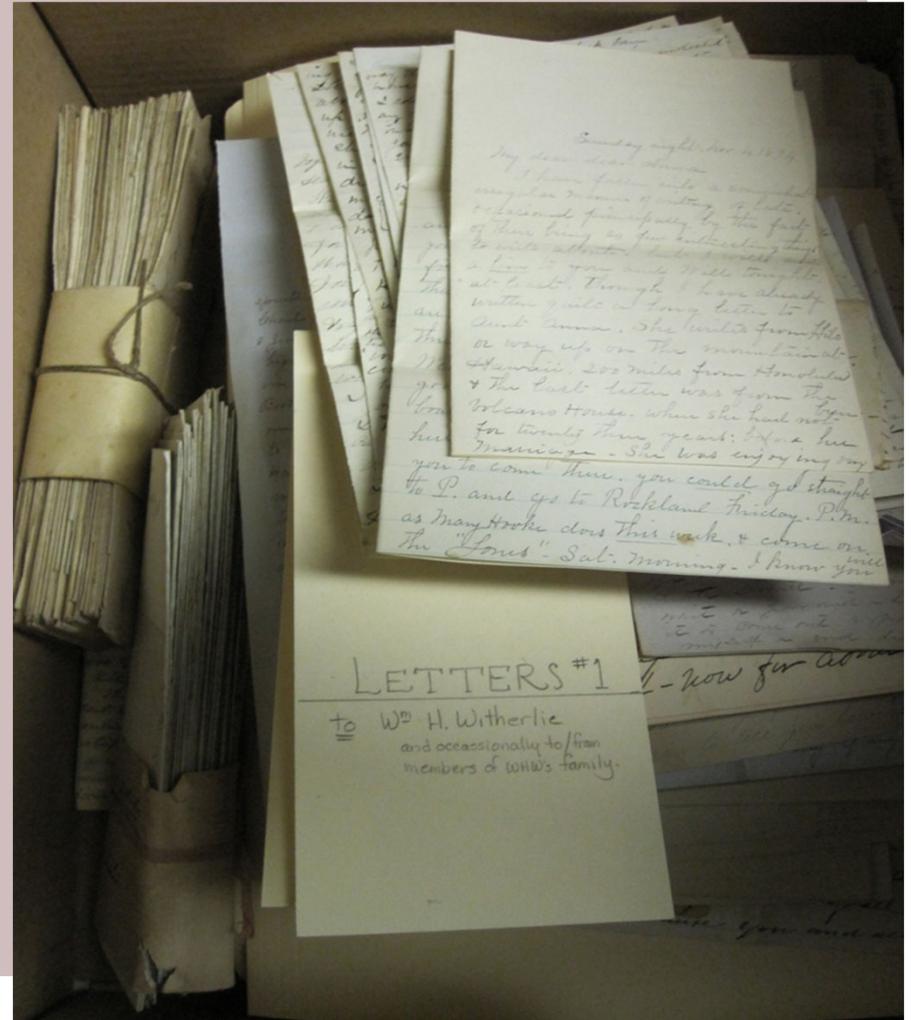
Decisions to make

- Definitely remove from present enclosure
- To keep or throw away?
 - Does another copy exist in the collection?
 - Make sure annotated information is recorded elsewhere
- If you choose to keep, create preservation copy



Preserving paper documents

- Most vulnerable to deterioration
- Since 1840s paper has been made from wood pulp
- Threats to paper
 - Environment
 - Light
 - Poor handling and storage



Fourth column: Supply needs

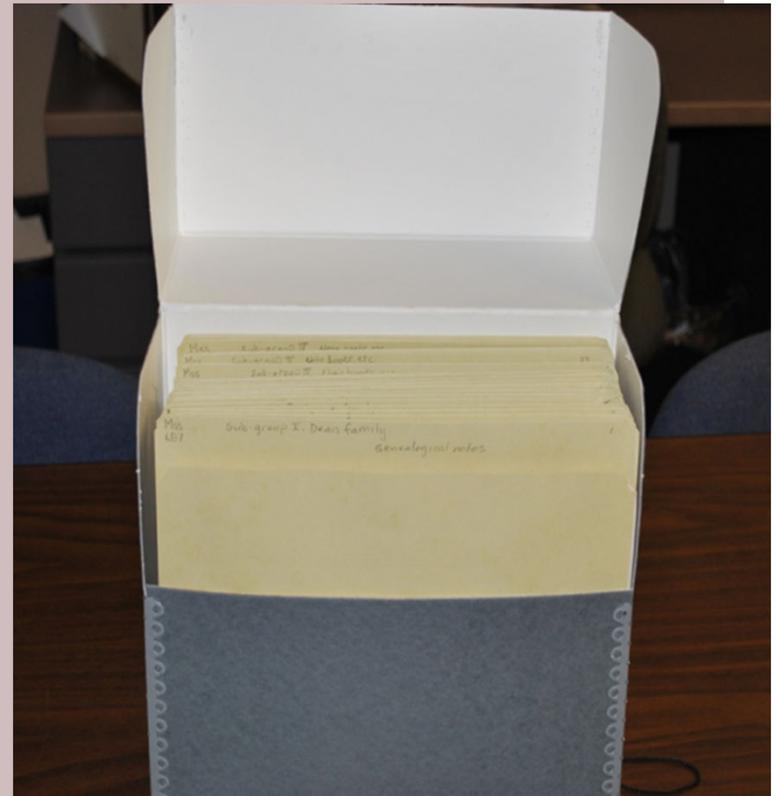
- Provides a stable environment for materials
- Prioritize your needs
 - Can't afford?
 - Use present enclosures but monitor for possible deterioration
- Acid-free, lignin-free
 - Buffered vs. Unbuffered storage materials



American Ancestors
Special Collections Stacks

Storage Best Practices

- Store papers inside folders or boxes
- Try not to crowd papers
- Make sure items fit enclosures
- Don't mix your materials
 - Separate newspaper print from family letters and photos



Bound Volumes

- Don't take apart if possible
- Falling apart?
 - Remove items
 - Store separately
 - BUT keep in original order



When to do a survey?

- Make sure you can devote time to the project
- Can do this process in chunks
- It's an ongoing process

Getting Ready

- ✓ Gather all materials together in one area
- ✓ Clear a large workspace with plenty of light
- ✓ Have a genealogical chart or report handy
- ✓ Have your survey worksheet ready
- ✓ Wash your hands!

Tip

Handle materials
gently!

QUESTIONS?

DEMO: **Let's survey a collection!**

First step

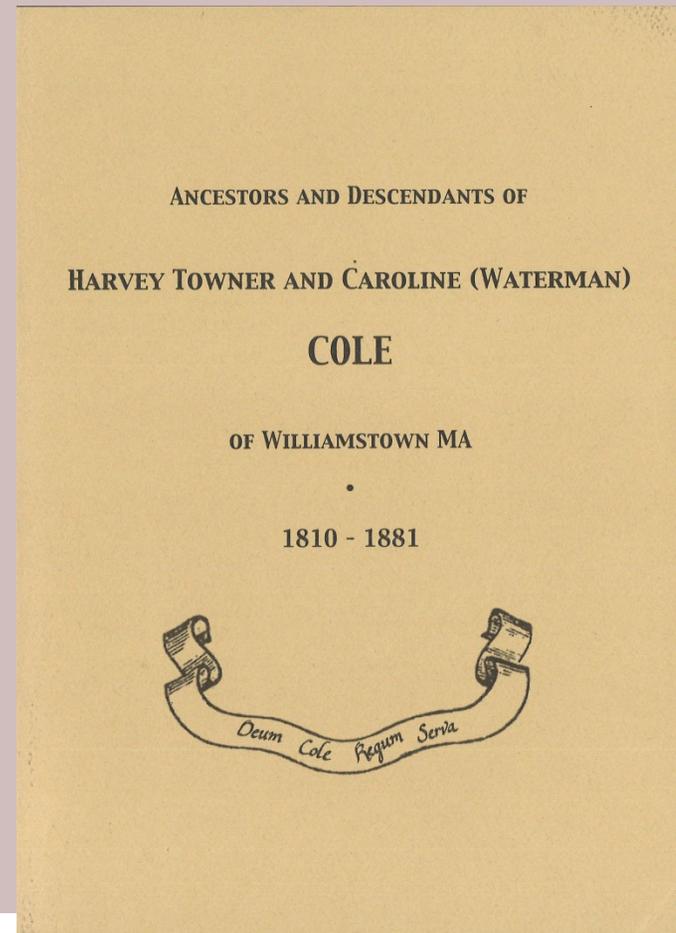


Tip

Resist temptation to
begin organizing

Cole family research and papers

- Mix of genealogical research and family papers and photos
- Original manuscript of Cole family book
- Papers passed down to descendant (niece) of the compiler



Let's use our survey worksheet

Collection name: _____ Date of Survey: _____

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#	Boxes	#	Other:

<p>Document type: Check all that apply. Use "other" for items not on list.</p> <p><input type="checkbox"/> Family group sheets, charts</p> <p><input type="checkbox"/> Compiled genealogies (typed and handwritten)</p> <p><input type="checkbox"/> General genealogical research (notes, etc.)</p> <p><input type="checkbox"/> Letters/correspondence</p> <p><input type="checkbox"/> Military records</p> <p><input type="checkbox"/> Diaries/Journals</p> <p><input type="checkbox"/> Deeds</p> <p><input type="checkbox"/> Estate papers</p> <p><input type="checkbox"/> Vital records (certificates of birth, marriage, death)</p> <p><input type="checkbox"/> Other :</p> <p>Date range of original items: Note date of original items only.</p>	<p>Special Formats: Check all that apply. Add special formats as necessary.</p> <p><input type="checkbox"/> General oversized (diplomas, certificates, charts)</p> <p><input type="checkbox"/> Artifacts (medals, etc.)</p> <p><input type="checkbox"/> Film (negative, slide, microfilm, etc.)</p> <p><input type="checkbox"/> Photographs (loose)</p> <p><input type="checkbox"/> Photograph albums</p> <p><input type="checkbox"/> Scrapbooks</p> <p><input type="checkbox"/> Other bound volumes (family bible, etc.)</p> <p><input type="checkbox"/> Digital media (diskettes, flash drives, CD or DVD)</p> <p><input type="checkbox"/> Born digital</p> <p><input type="checkbox"/> Other :</p>	<p>Conservation and Preservation: Issues relating to condition.</p> <p><input type="checkbox"/> Tape</p> <p><input type="checkbox"/> Metal fasteners (rusty clips, staples, other)</p> <p><input type="checkbox"/> Mold or water damage</p> <p><input type="checkbox"/> Insect or mice damage</p> <p><input type="checkbox"/> Excessive dirt / dust</p> <p><input type="checkbox"/> Damaged binding(s) in bound volumes</p> <p><input type="checkbox"/> Brittle paper</p> <p><input type="checkbox"/> Newspapers</p> <p><input type="checkbox"/> Other :</p> <p>Professional help: Will you need to consult an expert about any item?</p>	<p>Supply needs: What to purchase to properly store your collection.</p> <p>Boxes:</p> <table border="1"> <tr> <td>#</td> <td>Record cartons</td> </tr> <tr> <td>#</td> <td>Document boxes (legal/letter size)</td> </tr> <tr> <td>#</td> <td>Oversized (note dimensions):</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Folders:</p> <table border="1"> <tr> <td>#</td> <td>Legal</td> </tr> <tr> <td>#</td> <td>Letter</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Other supplies:</p> <table border="1"> <tr> <td>#</td> <td>Plastic sleeves</td> </tr> <tr> <td>#</td> <td>Photo supplies</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table>	#	Record cartons	#	Document boxes (legal/letter size)	#	Oversized (note dimensions):	#	Other:	#	Legal	#	Letter	#	Other:	#	Plastic sleeves	#	Photo supplies	#	Other:
#	Record cartons																						
#	Document boxes (legal/letter size)																						
#	Oversized (note dimensions):																						
#	Other:																						
#	Legal																						
#	Letter																						
#	Other:																						
#	Plastic sleeves																						
#	Photo supplies																						
#	Other:																						

Additional Notes/Questions:

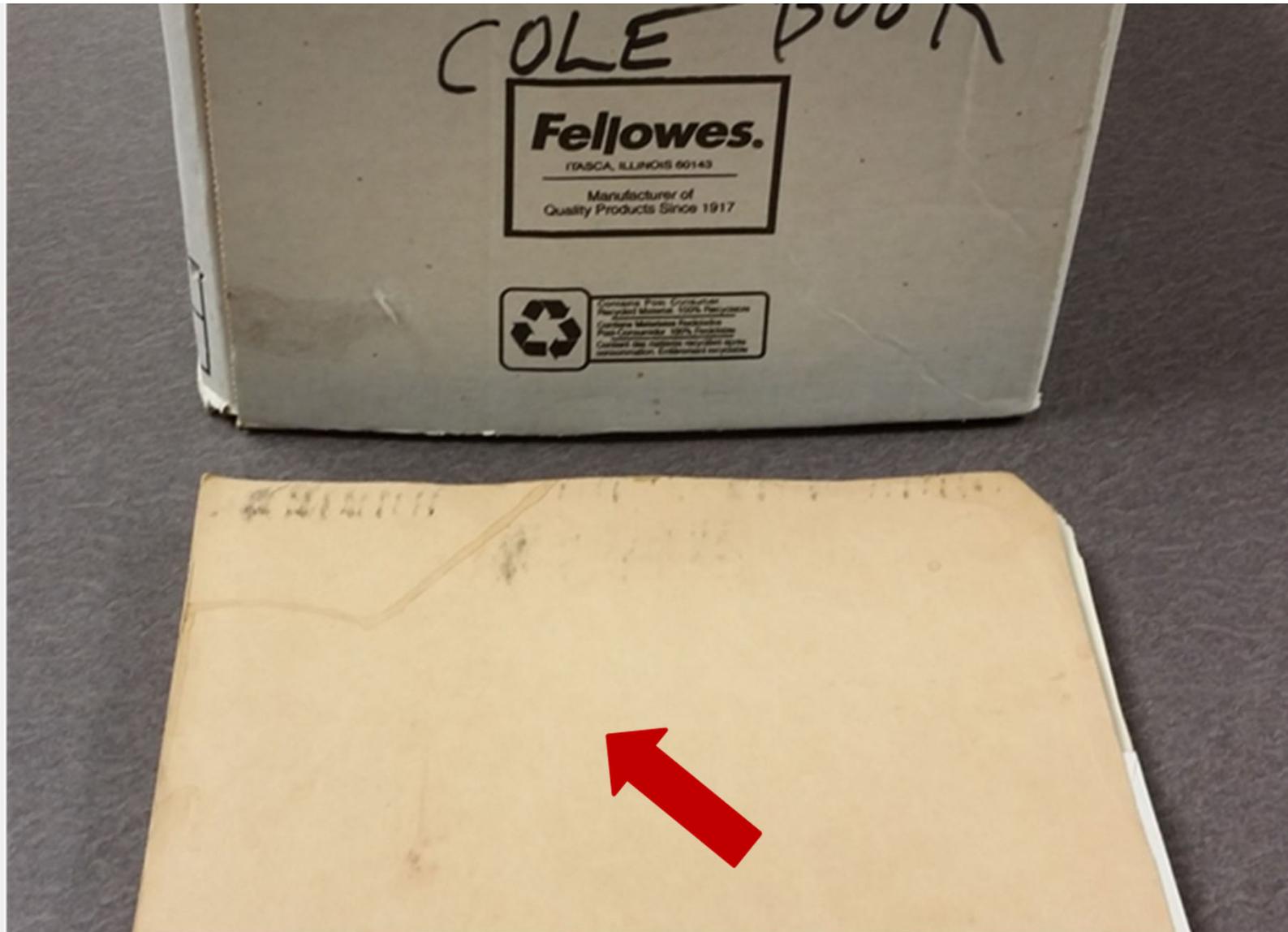


One carton from collection. What are your observations?



**What do you think of
the folders in this
example? Keep?
Replace?**

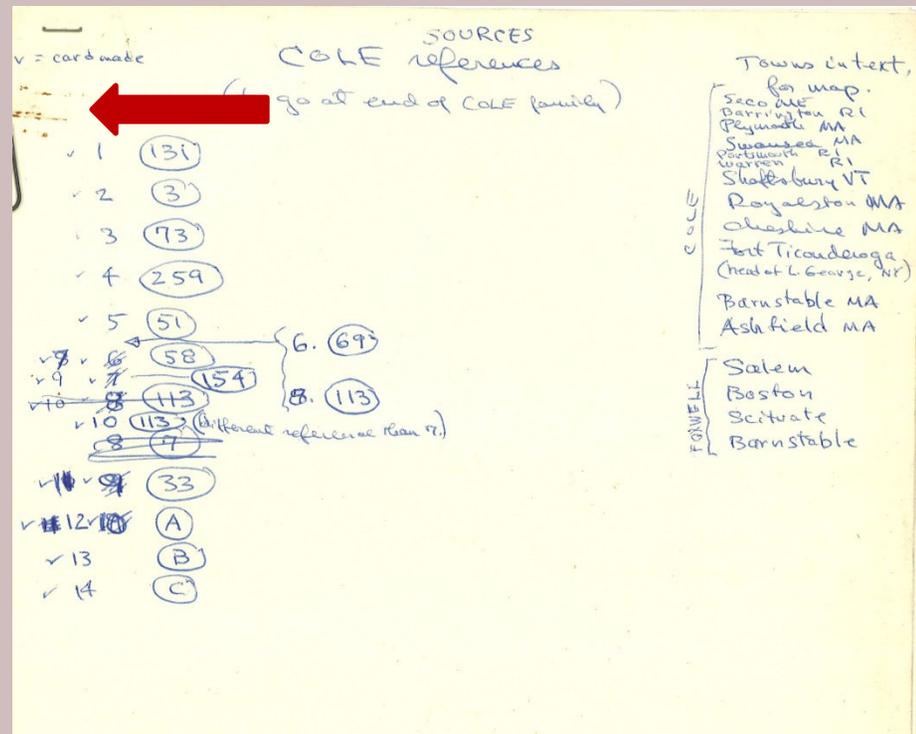
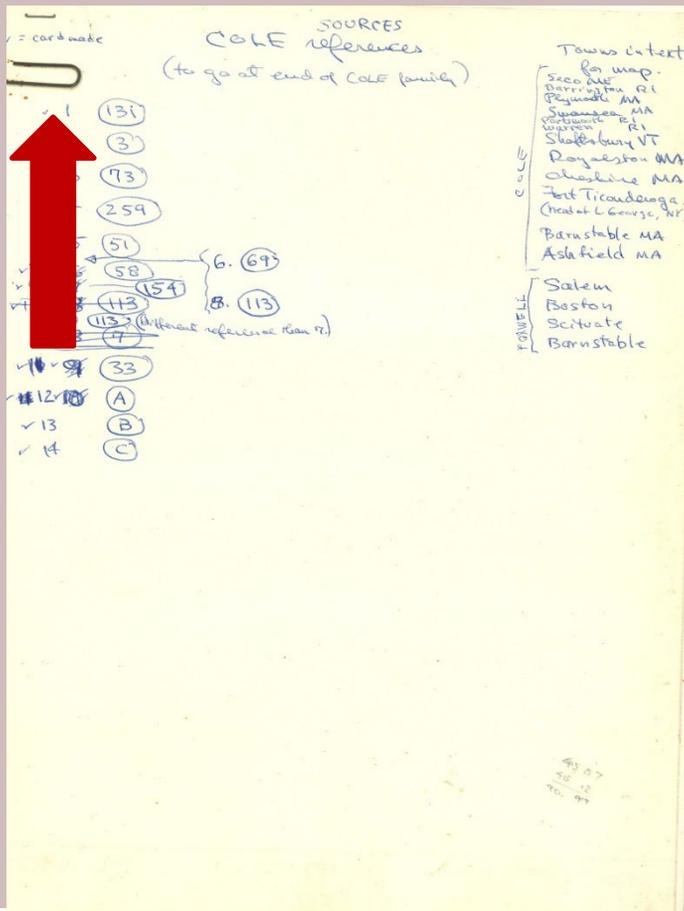
**Let's pull a folder to
review the contents**



Folder from box

**Now let's open this
folder to see what is
inside**

Any conservation issues here? If so, what do you recommend?



What do we have here?



Cole family bible

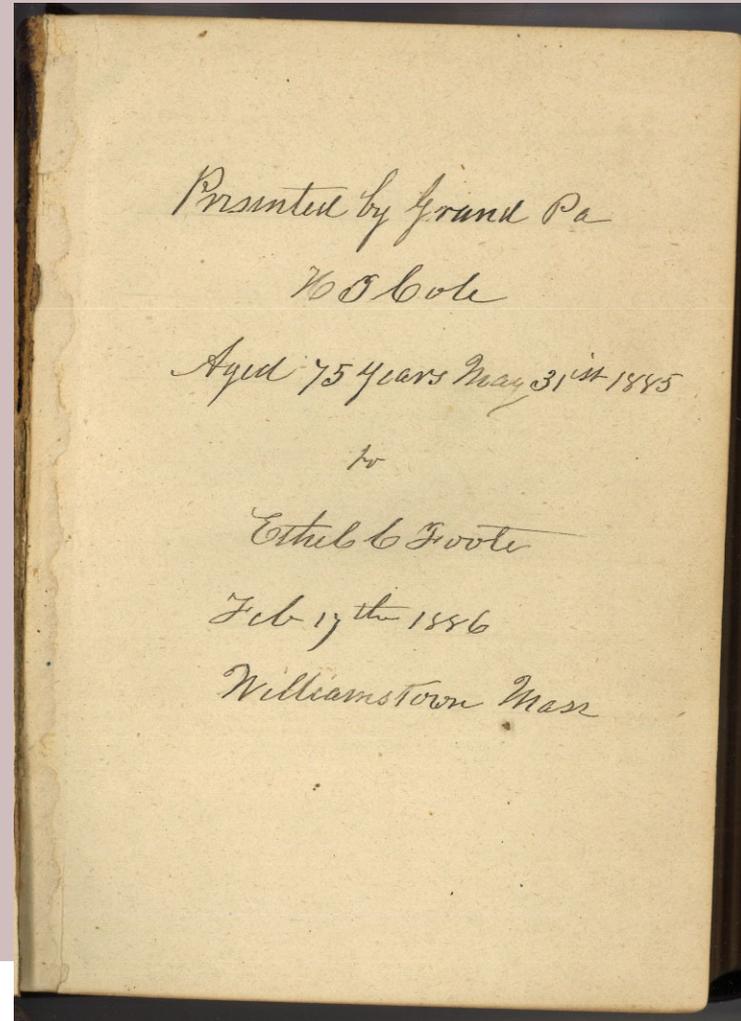
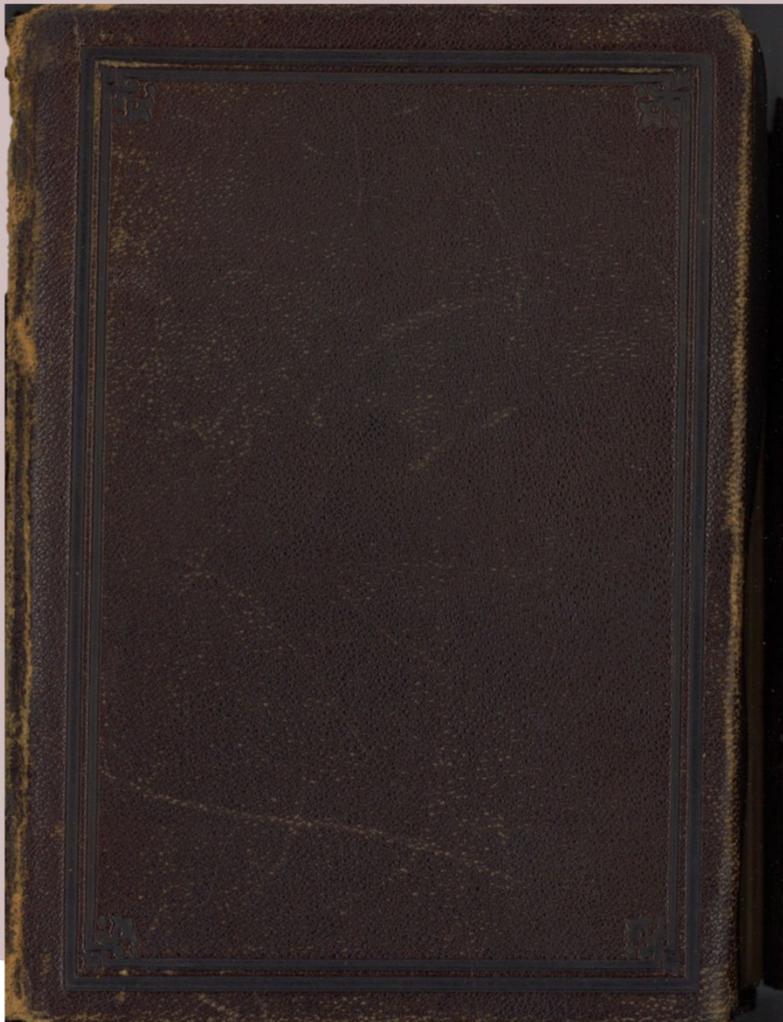


Photo album



Provenance of photo album

- Album of Sarah Caroline Cole Foote
- Placed in box on 25 July 1957 by Caroline Bennett Fogle to Louise
- Box not opened until 24 July 1983!



Tip

Preserve the
provenance of the
album!

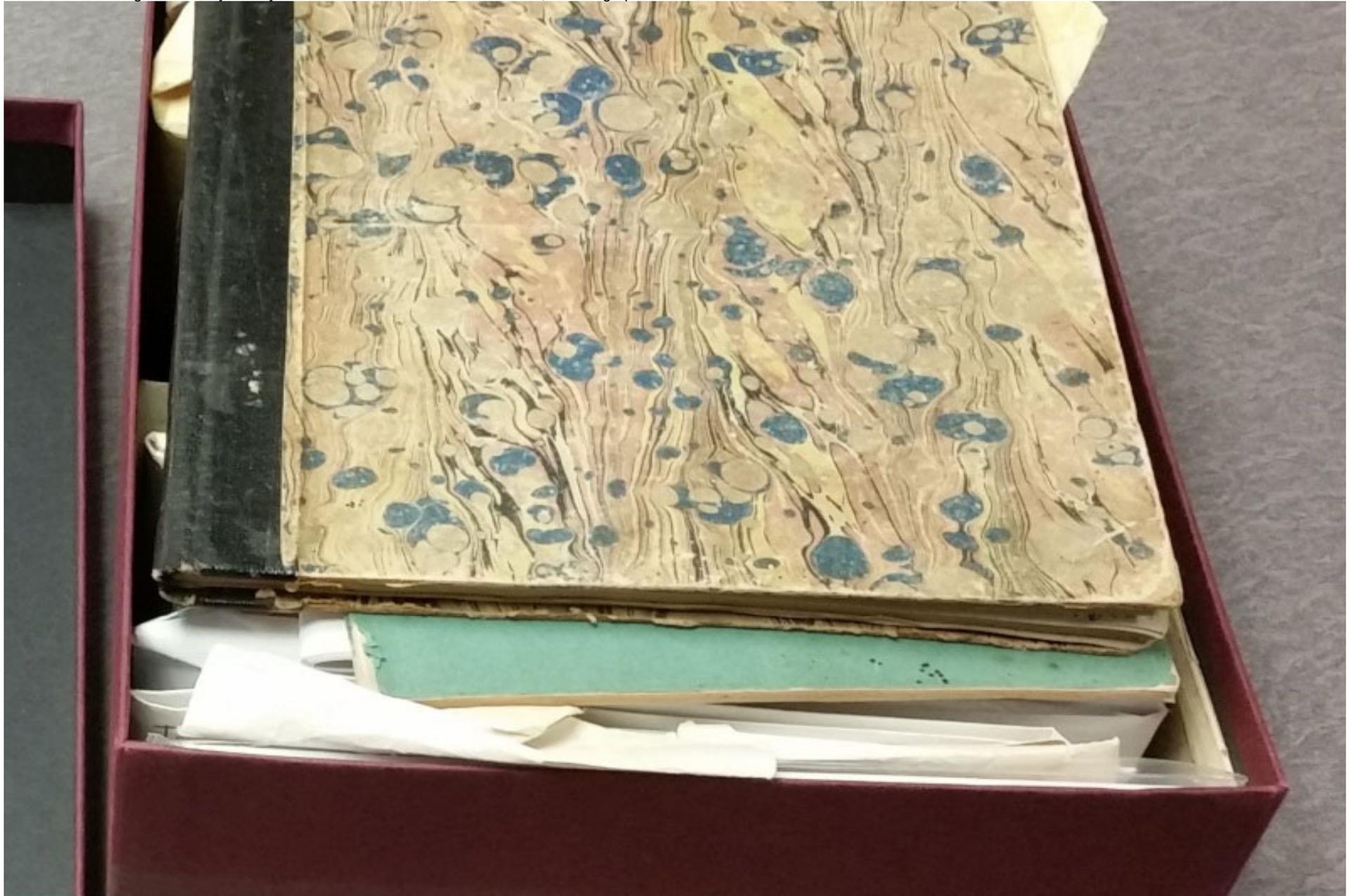
What should we do with the photo album?



The purple box

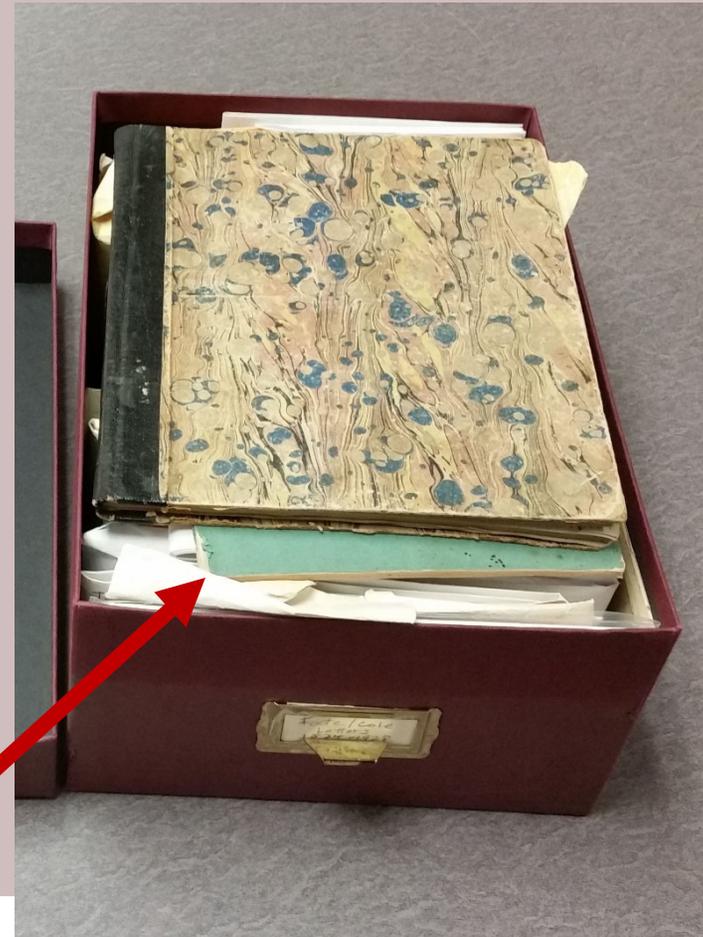
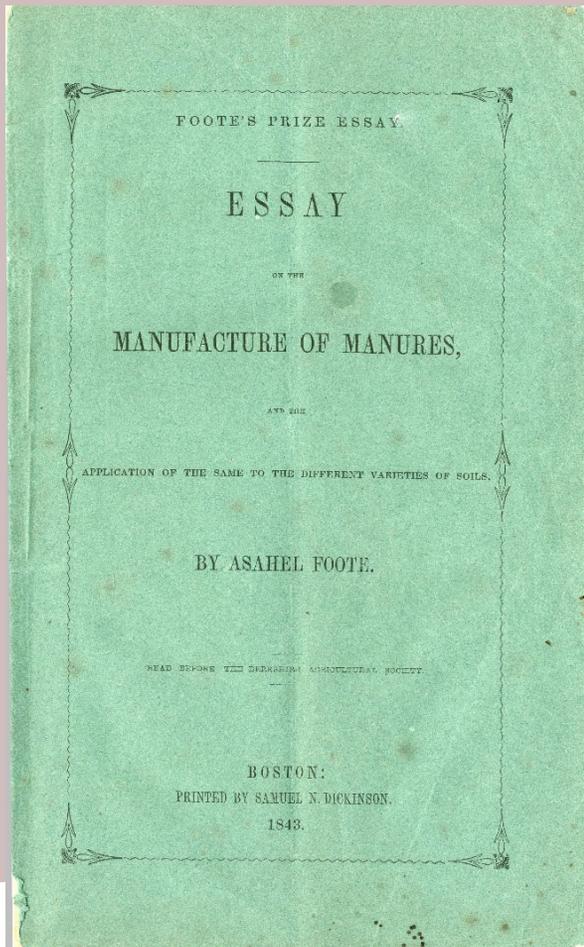


- Found in carton labeled “Cole-Foot Family Papers”
- Content label “Foote-Cole letters 1824-1928”



Let's take a look inside...

“Essay of the Manufacture of Manures” by Asahel Foote



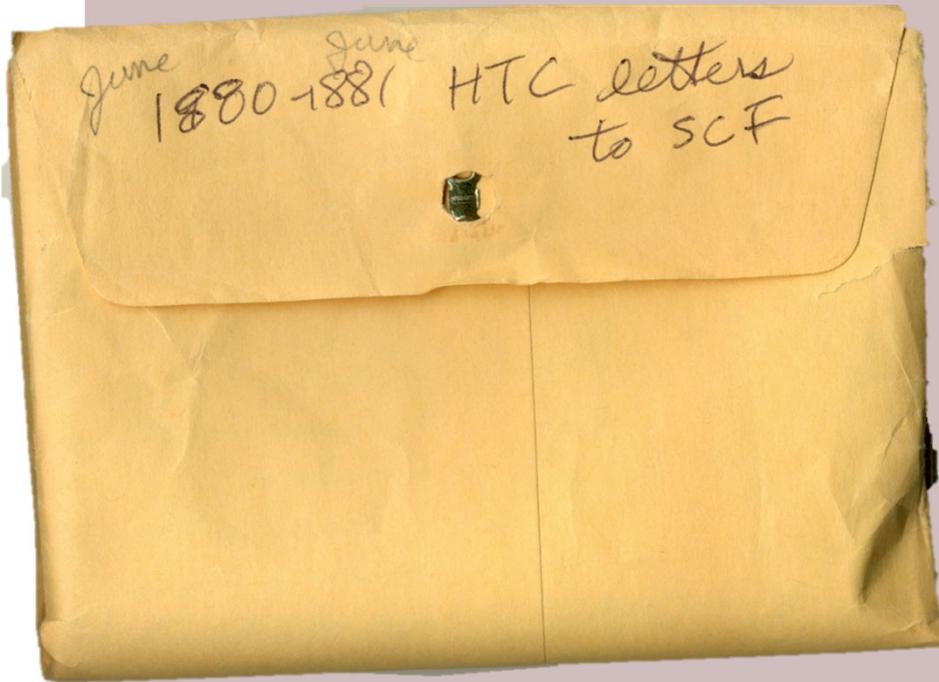
Keep or discard the booklet?

Purple carton

General observations?

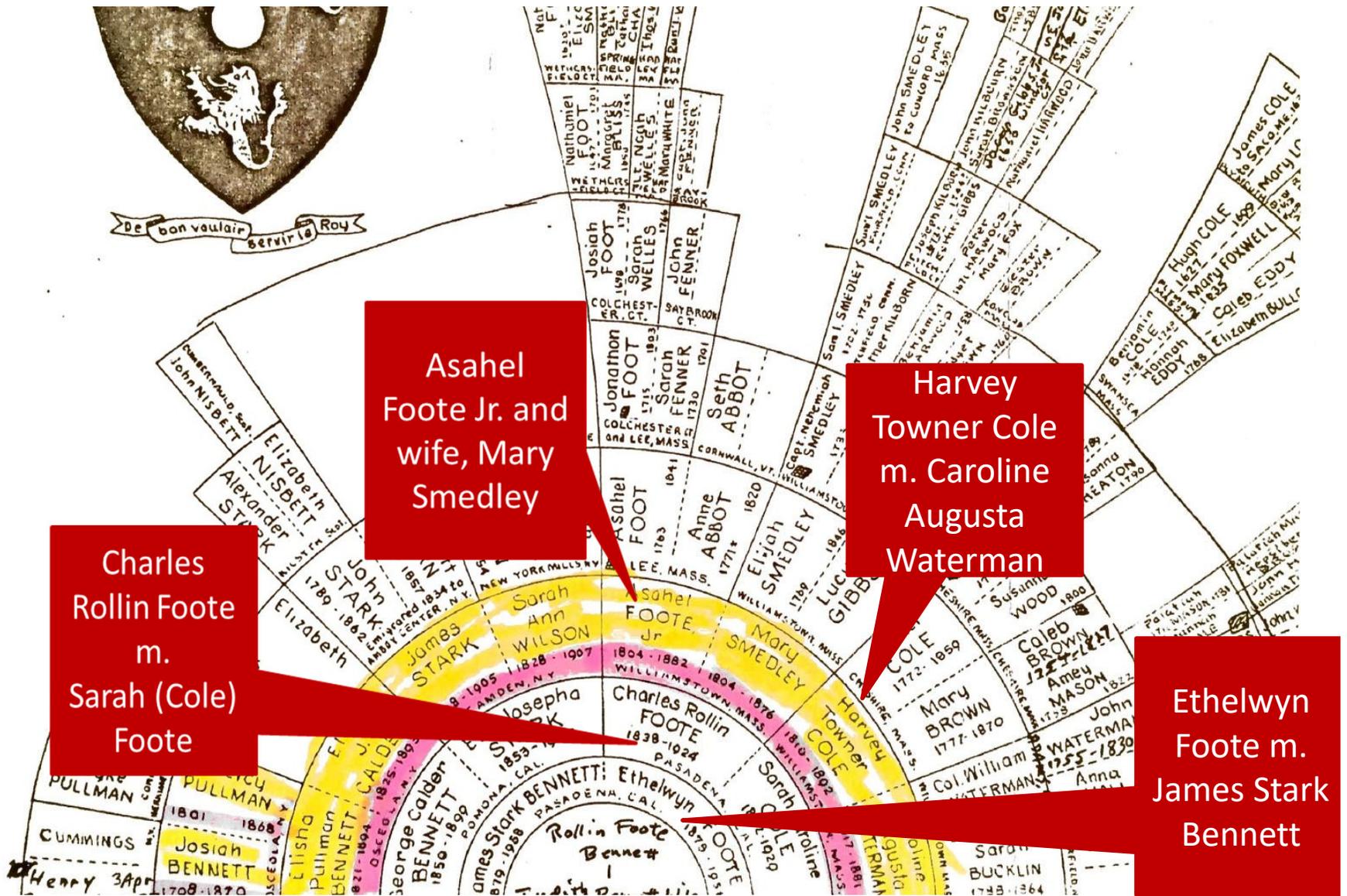


Example



- Folded manila envelope
- Contains letters from 1880-1881
- To do?
 - Let's remove the contents to check condition
 - *Next identify the people with initials HTC and SCF*

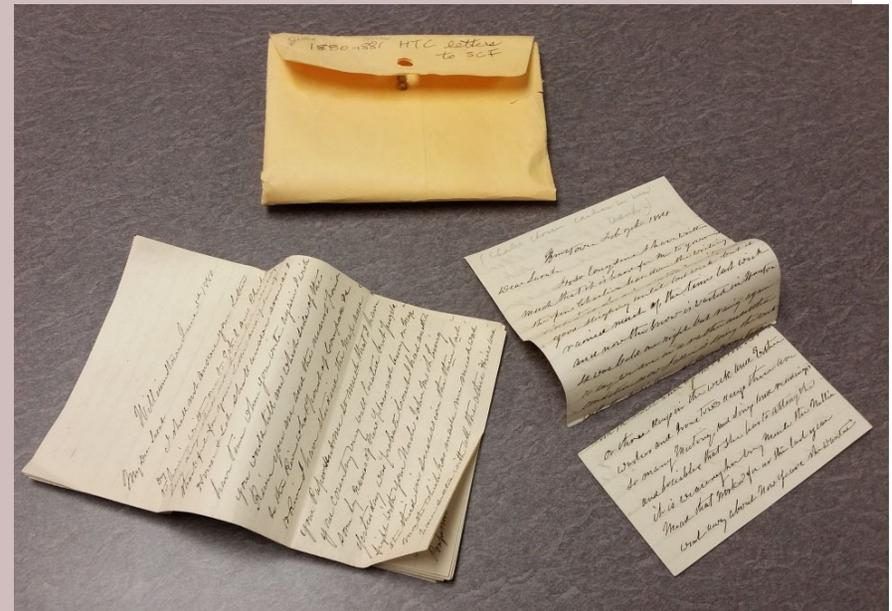
**Let's consult the
family chart to
identify family
members**



Cole-Foote family chart

Contents

- Letters are curled
- Tears in two of the letters along the fold
- Identified SCF as Sarah (Cole) Foote and HTC as her father, Harvey Towner Cole
- *What to do?*



Another example: 1853 report card

Sarah Cole b. 4/18/42

In here: "Baba's report card
from the Whist'n Fern School when
she was 11 yrs old 1853

~~same~~
noted in short Cole
Pamphlet by CBL + RFB

Report of Miss S. Cole's standing as a scholar
in the Williamstown Com. Sch. during the yr.
ending July 22, 1853

Arithmetic	55
English Grammar	55
Geography	35
Spelling	40
Composition	55

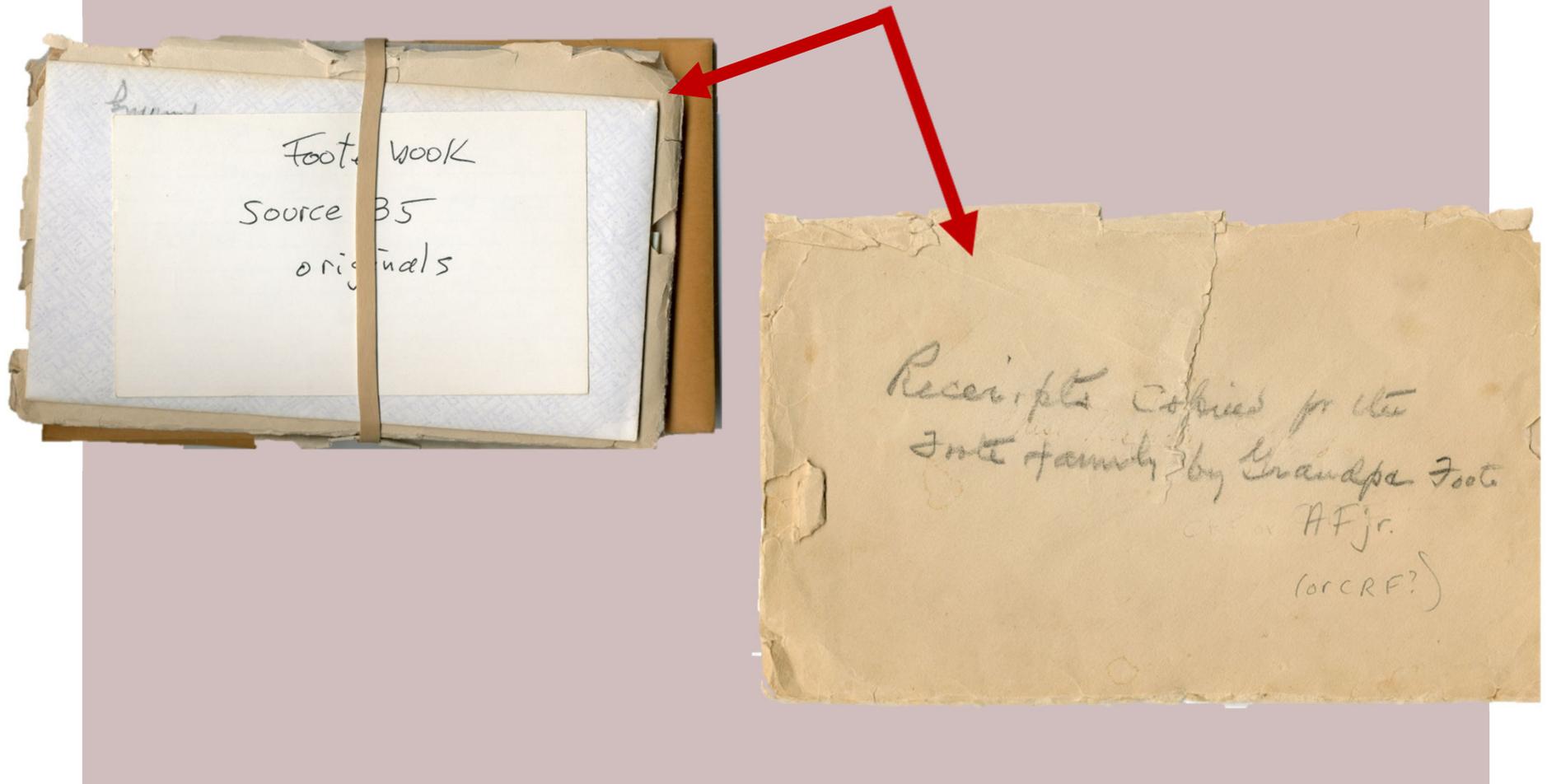
Department very commendable

Mary L. Brown Principal

P.S. The 52-55 constitutes the maximum
in each branch.

**Sarah Cole's 1853 report
card, Fern School
Williamstown, MA**

Group of envelopes



FOUND!

Handwritten recipe book

Cakes.
Turnbridge Cake. Take 5 oz. of butter
mix 1 lb. of flour. Then mix 5 oz. of sugar
beat and strain 2 eggs and make into
a paste. Wash over with the white of an egg
dust with sugar and bake in tin pans.
Shrewsbury Cake.
1 lb. of flour, 1/2 lb. of butter, 3/4 lb. of sugar
3 eggs and a little more, beaten till
it, and baked in a hot oven.

stir thoroughly and leave till morning.
Then strain through a cullender, add 1 1/2
pints of water and mix the flour in
a bowl or tray and leave it to rise. When
risen put it into pans and bake immediately.
Boston Brown Bread.
2 qts of Indian meal, 1 do. of rye flour,
1 teacup of home-brewed yeast, 1 gill
of molasses, 2 teaspoons of salt, 1
do. of saleratus.
Brown Bread.
3 pints of Indian meal, 1 do. of rye,
1/2 do. of molasses, 1/2 do. of yeast, 1/2 tea-
spoon of salt. Mix with warm water
or milk, and let stand until light.
Then stir in a teaspoon of saleratus,
let it again get light, and bake
in a hot oven, leaving it in over night.
Soda Biscuit.
1 qt. of flour, wet with sweet milk, 2 tea-
spoons of cream of tartar, 1 of soda, and a bit
the salt. The tartar should be sifted

**What conservation
issues did we see in
the previous two
slides?**

Review our survey sheet

Collection name: Cole and Foote Family Papers

Date of Survey: 02-06-2025

Families in collection: *List surnames; include allied lines.*

Foote and Cole families

Major contributors to collection: *Note major creators of material (i.e. you, your grandparents, etc.).*

George Wirt Clapp, Harvey T. Cole, his daughter Sarah (Cole) Foote, Asahel Foote, Charles Rollin Foote, Ethelwyn (Foote) Bennett

Collection Summary: *Summarize the types of materials.*

.

Location(s) of Collection: *Where is the collection stored?*

American Ancestors-Special Collections workroom

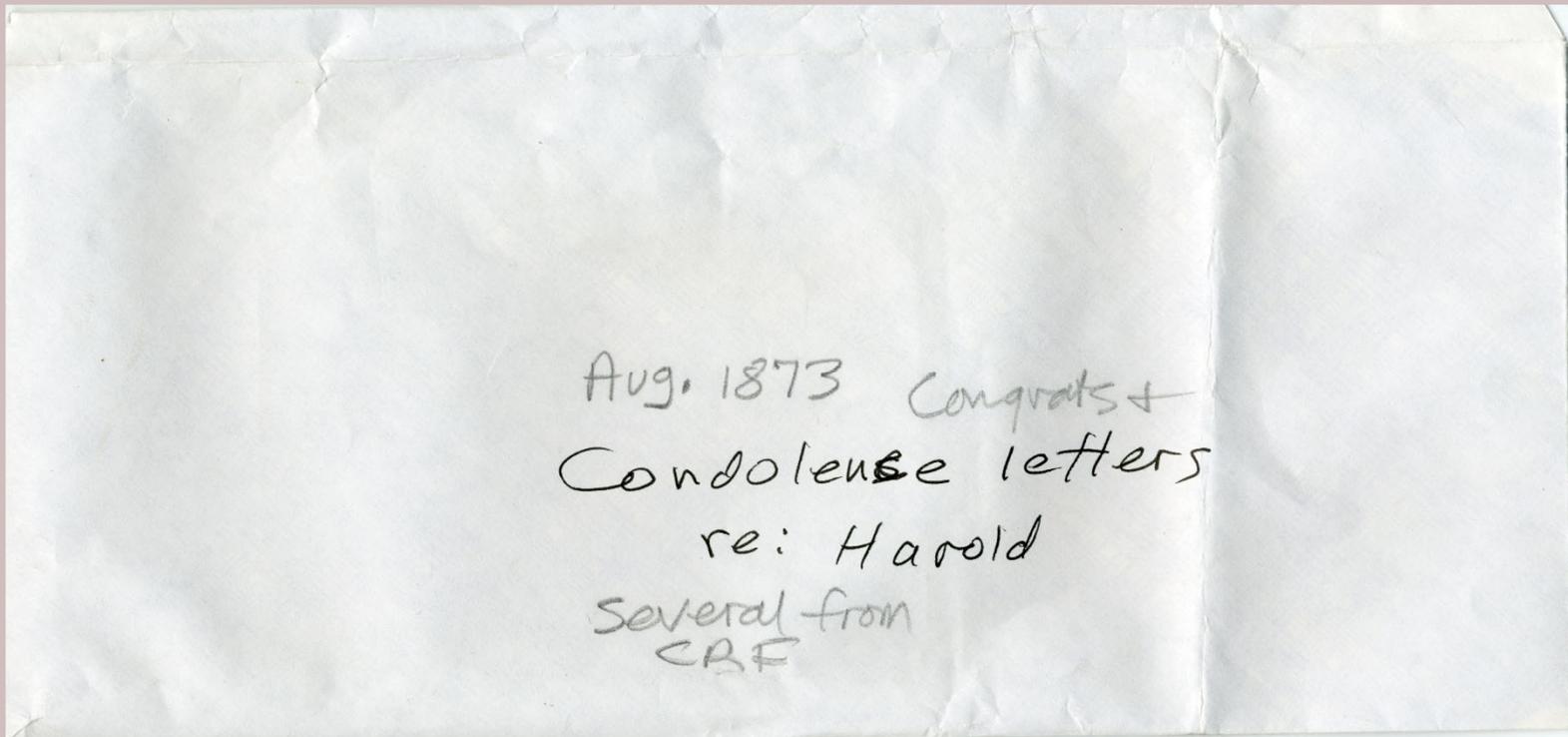
Storage: *Number and type of containers your collection is currently housed in.*

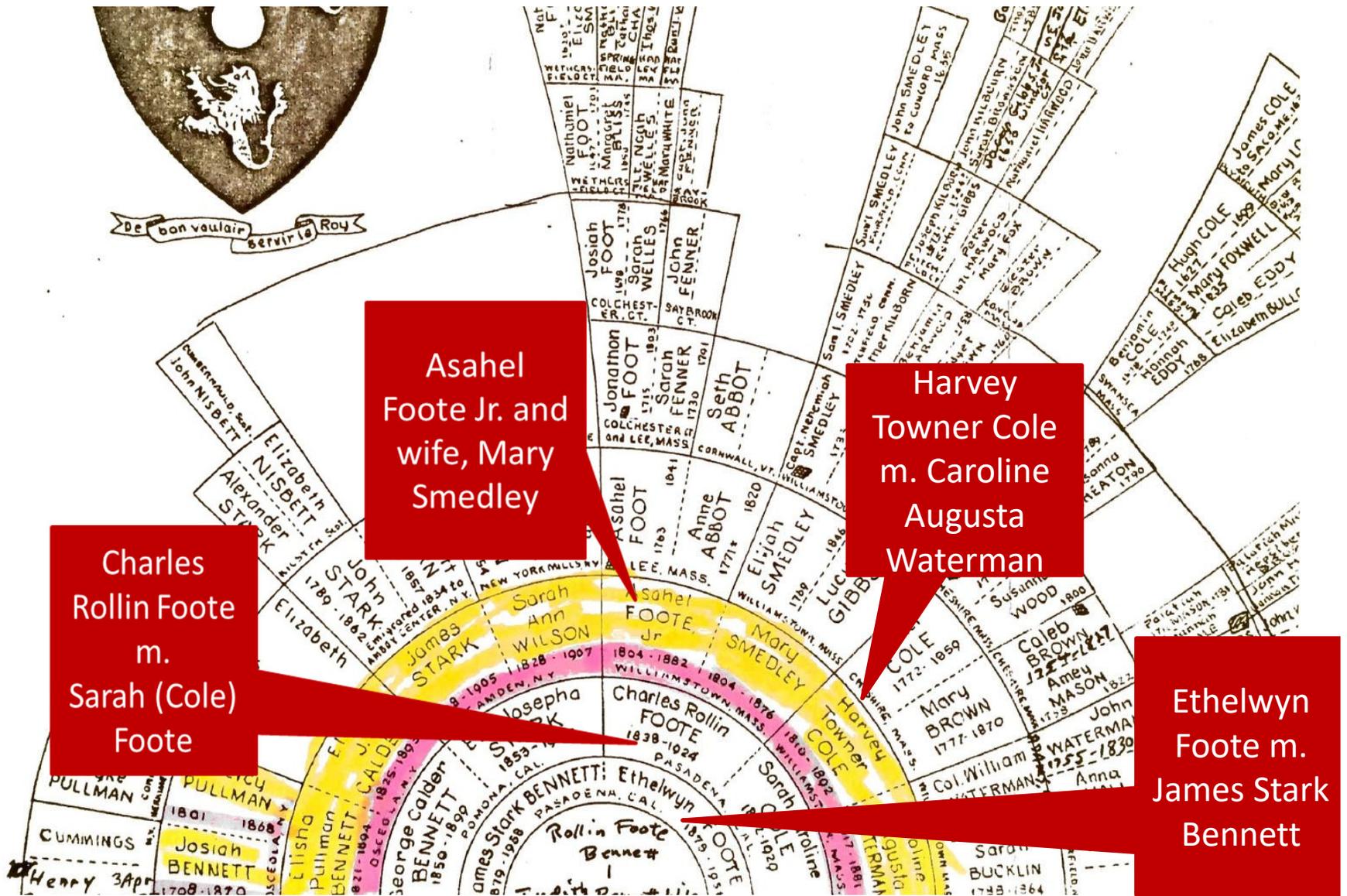
#	Notebook binders	#	File cabinets
# 4	Boxes	#	Other: Original manuscript of Cole book

Let's choose another item



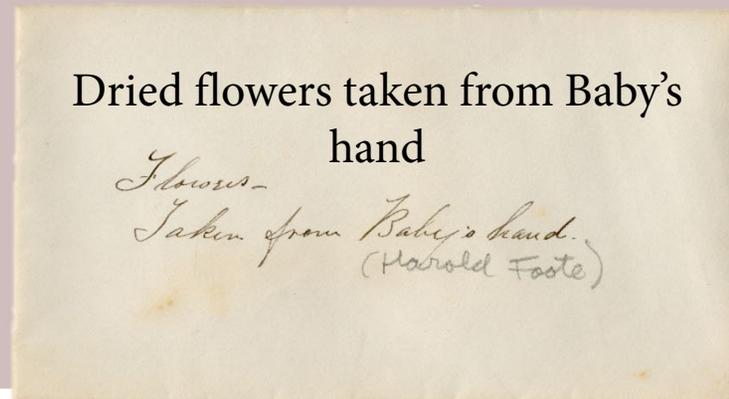
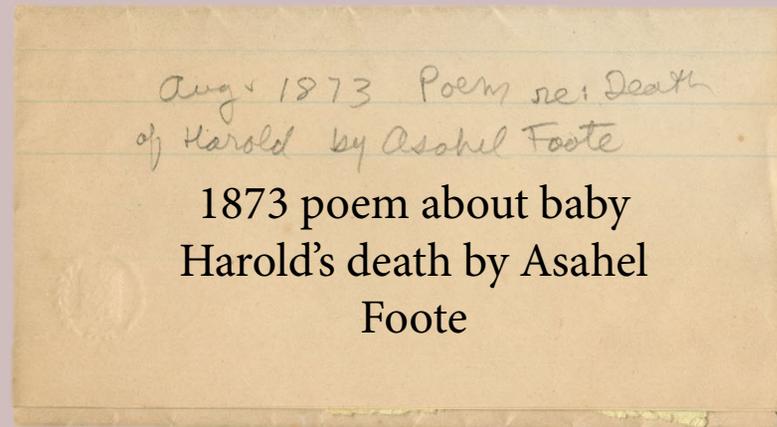
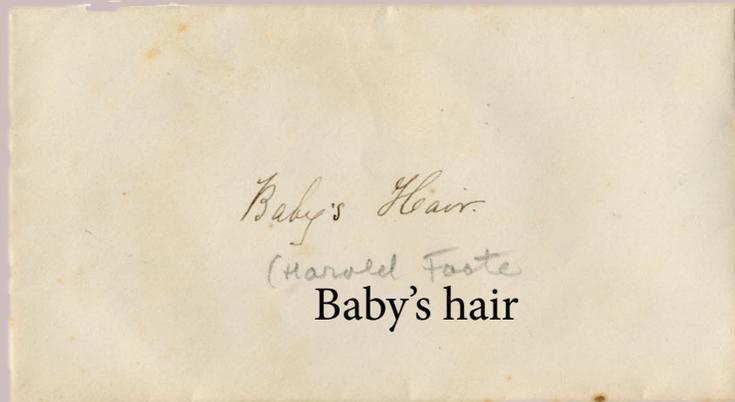
Condolence letters regarding Harold? Who is he?



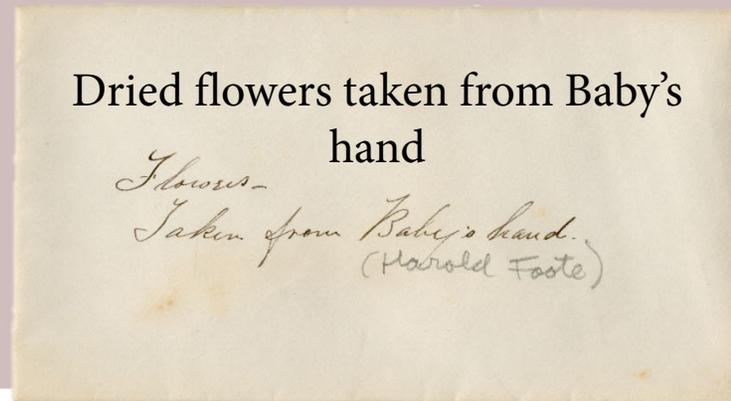
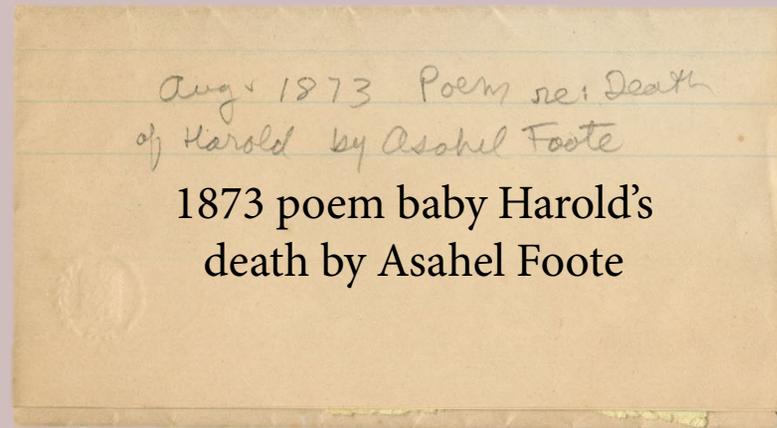
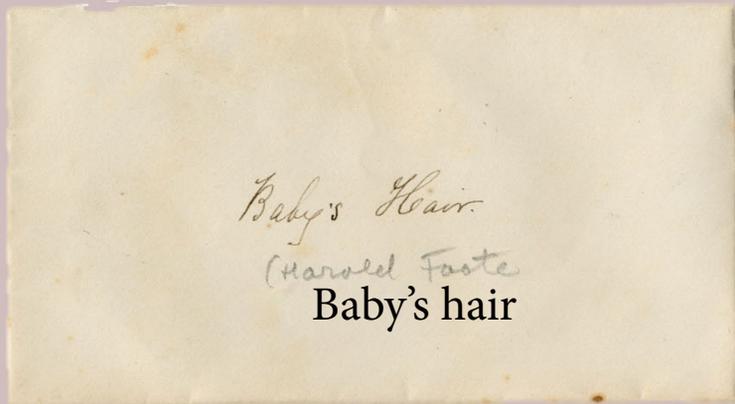


Cole-Foote family chart

Some of the contents



Should we keep these items in white envelope? How should we store them?



Let's choose another item



**Flatten or
keep it
folded?
Any
suggestions
for
enclosures**

Poughkeepsie, N.Y., March 25 1879

Mrs James Octor

To LEONARD CARPENTER'S SONS, Dr.,
Fine Groceries, Teas, Coffees, Spices, Fruits, &c.,
NO. 320 MAIN STREET.

1878	Oct 10	To 3 Dz Eggs .75	2 Lemons .08	83
	12	" 2 Butter .54	" 1 ⁶ / ₄ Ad Candles 30	84
	16	" 1/4 Soda .04	4 qts Sweets 13	17
		" 14 Flour 70	15 Gra. Sugar 1.00	170
	21	" 3 Meal Flour 13	4 B. Flour 12	27
		" 2 Lemons .06	1 Bot Oil 50	1 Bread .06
	24	" 1/2 C. Tea .50	1/2 Pk Sweets 13	3 meal 18
				81
		By 2 3/4 Oat Meal Flour		5 24
		Dr		13
				5 11
	26	To 4 qts Sweets 13	30 th 3 B. Flour 84	97
	30	" 14 Flour 70	4 qts Sweets 13	85
		" 2 qts C. Salt		06
	Nov 4	" 4 " Sweets 15	1 Cornflower 30	45
		" 1 Butter 16	1/2 Cheese .08	24
	11	" 1 Brick 10	10 Gra Sugar 1.00	1 00
		" 3 Dz Eggs 84	1 Bot Blue 25	1 09
		" 2 Raisins 36	4 qts Sweets 15	51
	12	" 1 Gal Molasses 65	15 th 1/2 Bush Poto 50	1 15
	18	" 4 qts Sweets 15	14 Flour 70	85
		" 1 qts C. Berries 12	23 rd 4 qts Sweets 15	27
	23	" 2 oz Cinnamon 10	2 Lemons .06	16
	30	" 1/2 C. Tea 50	6 Oranges 30	80
		" 8 Gra Sugar 83	14 Flour 70	1 53
		" 4 qts Sweets 18	1 Dz Eggs 30	48
	Dec 11	" 4 qts Sweets 15	14 Flour 70	85
		" 1 Dz Eggs 30	10 Gra Sugar 1.00	1 30
		" 1 M Cracker 12	4 Graham 20	32
		" 2 Lemons 12	10 Dz Flour 50	60
		" 1 " Animal 25	14 th Dz Eggs 30	55
	17	" 1/2 Bush Poto 50	15 th 2 B. Pepper 05	55
	19	" 6 Oranges 30	6 Oranges 30	60
	21	" 4 Lemons 16	24 th 4 qts Sweets 15	31
	26	" 4 qts Sweets 15	1 M Cracker 12	30
	27	" 6 Oranges 25	1/2 Tea 50	75
	30	" 6 Oranges 25	31 st 1/2 Tigs 13	38
	31	" 3 Oat Meal 12	1 M Cracker 12	24
		" 1 Animal		25
				22 60

Orton family

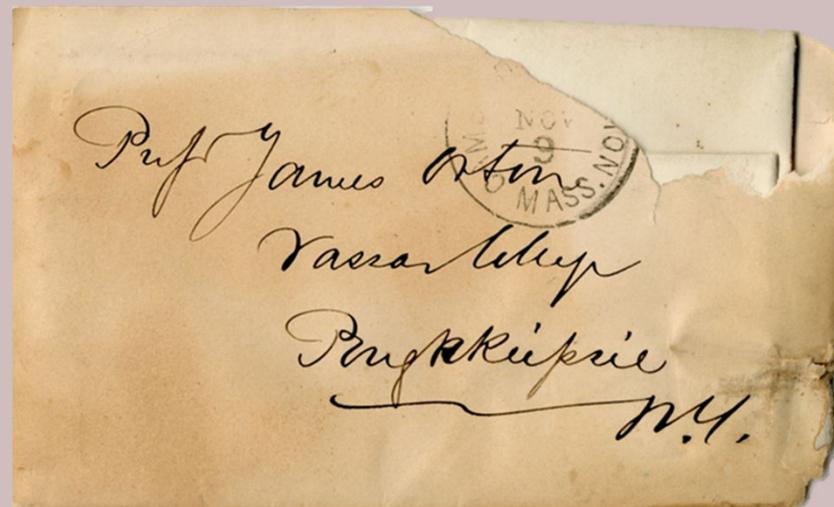
Leaves for Peru to ¹⁹²¹
Unveil Monument to
Her Father's Memory

Miss Anna B. Orton Is to
Have Prominent Part in
South American Event

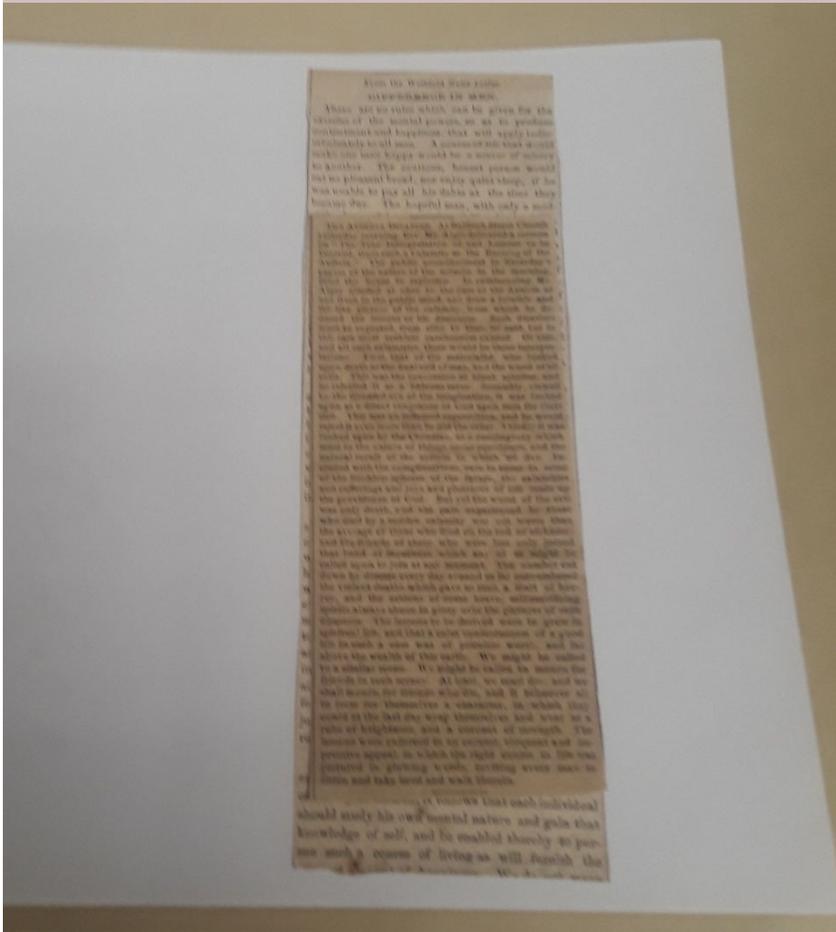
Miss Anna B. Orton of the Orton School for Girls, left yesterday for New York City where on August 24 she will sail for Peru to unveil a monument that the Vassar College Alumni Association will erect on Esteves Island, Lake Titicaca, Peru, to the memory of the late Prof. James Orton, her father.

The unveiling ceremony will be held on September 21, the forty-third anniversary of the death of Prof. Orton, who was one of the foremost scientists of his day and whose books on South America, particularly the west coast and the Amazon valley, are still regarded as authorities on the subject. Miss Orton is to sail from New York in company with a large party of Vassar College students and alumni who are making the trip to pay honor to the memory of the intrepid explorer who gave his life in the cause of science.

The party will sail on the steamship Santa Luisa of the Grace line, touching at Cuban points, the Panama Canal, Mollendo and other South American points. Miss Orton expects to return to Pasaden some time in October.

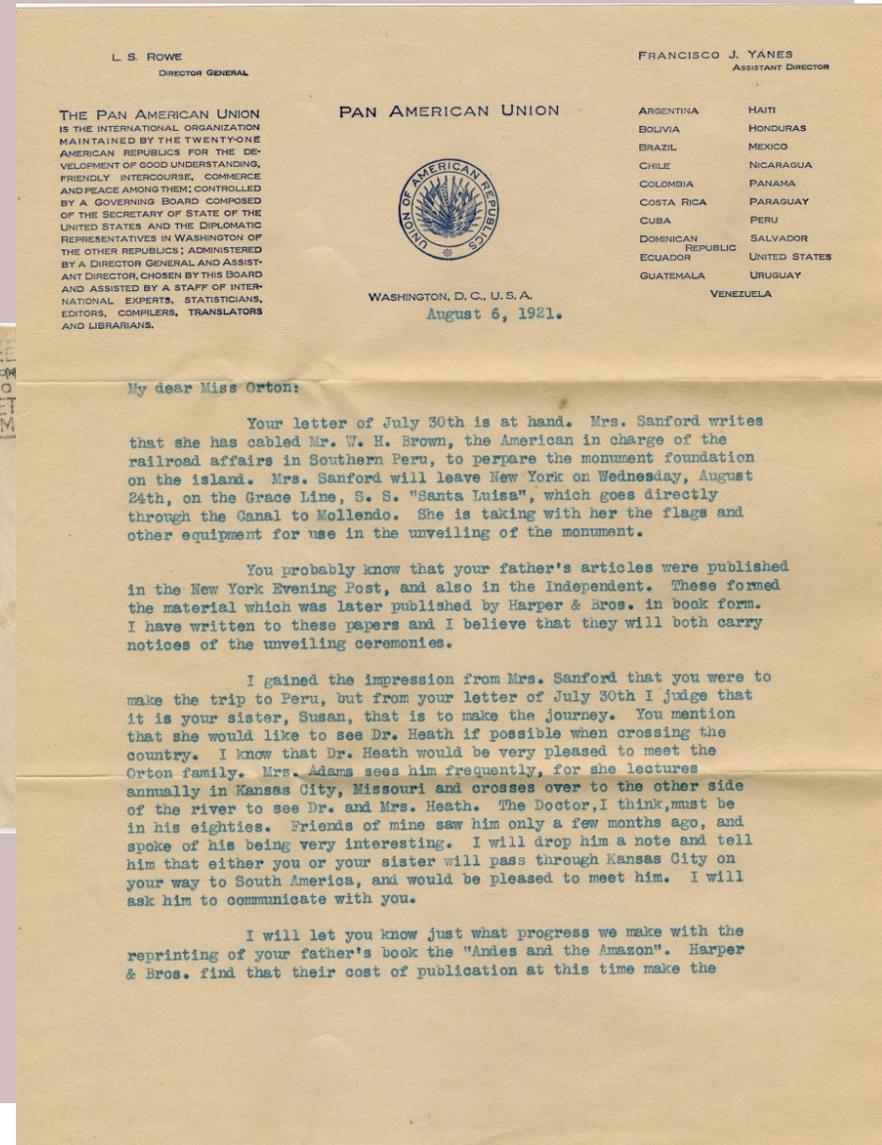
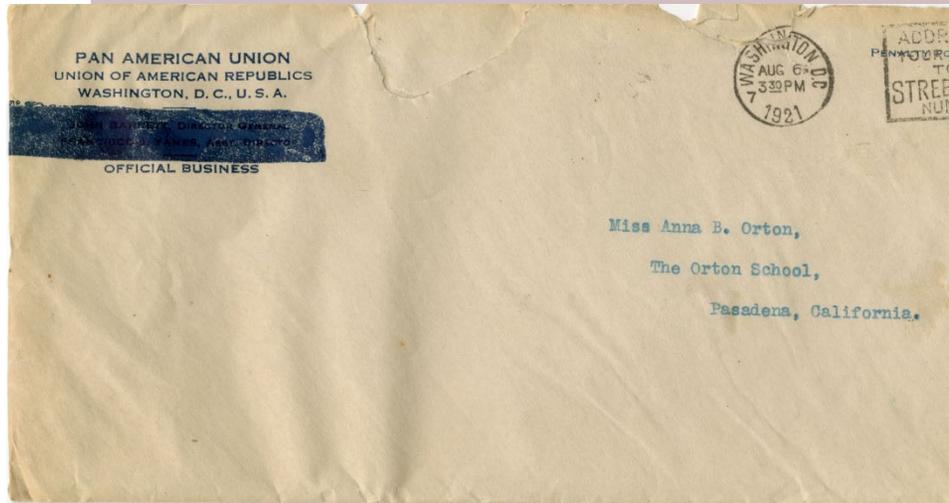


Handling newspaper clippings



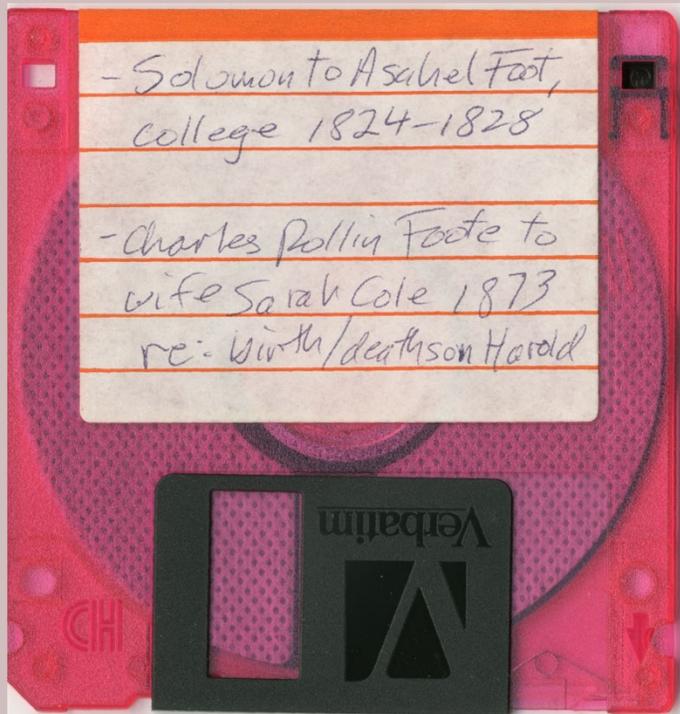
Who are the Ortons? How are they related?

Letters to Anna B. Orton The Orton School Pasadena, CA



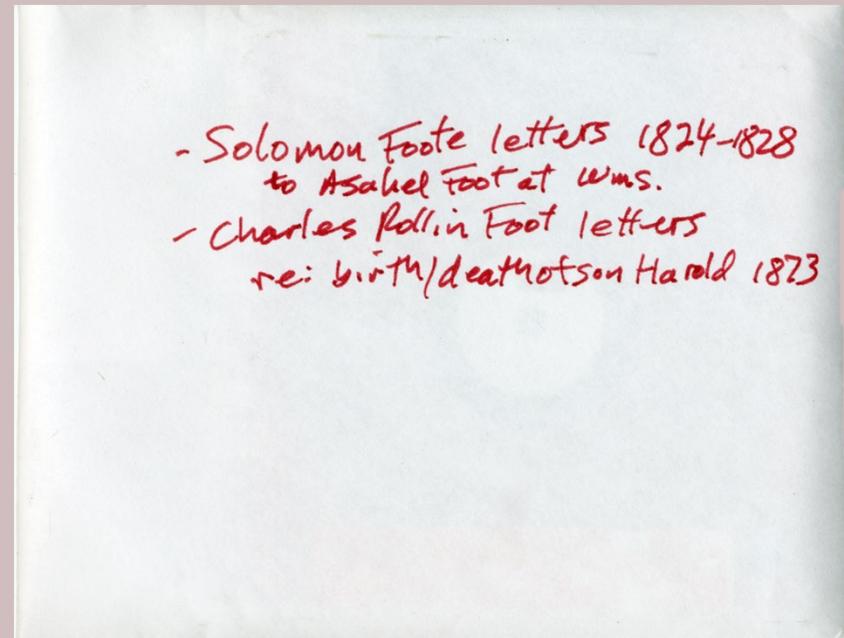
Obsolete Media

Digital media – scanned copies of letters? Keep?



- Solomon to Asahel Foot,
college 1824-1828

- Charles Rollin Foote to
wife Sarah Cole 1873
re: birth/death of son Harold



- Solomon Foote letters 1824-1828
to Asahel Foot at Wms.

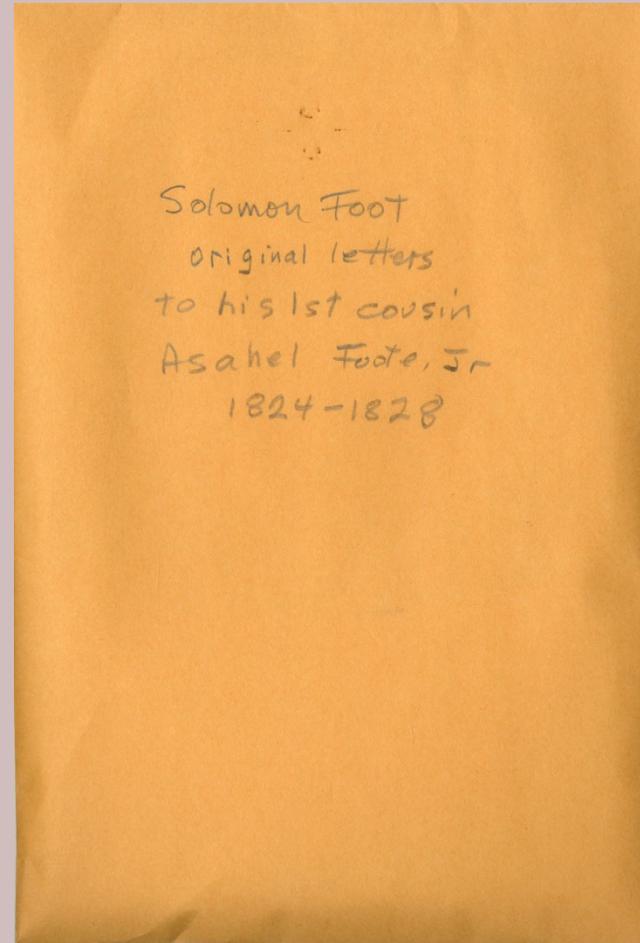
- Charles Rollin Foot letters
re: birth/death of son Harold 1873

Accessing data from floppy disks and diskettes



I found this in the box!!!

1824-1828 letters by
Solomon Foot to his first
cousin, Asahel Foote, Jr.



Can we access genealogical data?

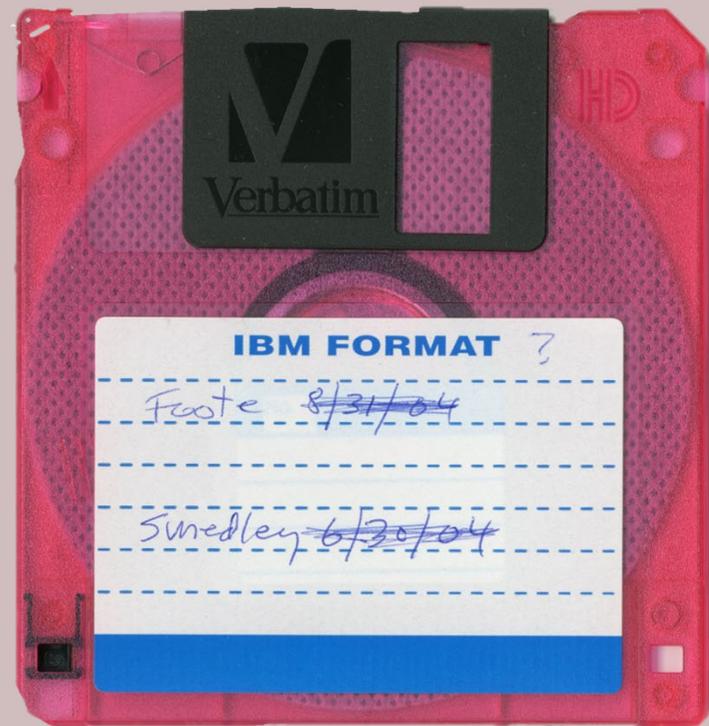
OLD → Mac OS 9.2

+ Cole corrections
Eugene Cole Zubriusky
2 Sep 2005
(not final)

+ our Smedley/ged
3/28/05

+ note 16 May 05
disk

Family tree
database



**Final questions:
What conservation
issues did we see?**

**Will we need to
purchase archival
supplies?
If so, what should we
buy?**

Let's review our final survey sheet

Collection name: GEORGE WIRT CLAPP FAMILY COLLECTION

Date of Survey: 1-17-2018

<p>Families in collection: <i>List surnames; include allied lines.</i></p> <p>Foote, Bennett, Stark and Cole; allied lines include the Orton family</p>	<p>Major contributors to collection: <i>Note major creators of material (i.e. you, your grandparents, etc.).</i></p> <p>George Wirt Clapp, Harvey T. Cole, his daughter Sarah (Cole) Foote Asahel Foote, Charles Rollin Foote Ethelwyn (Foote) Bennett</p>
<p>Collection Summary: <i>Summarize the types of materials.</i></p> <p>Genealogical research for the Cole book and family papers.</p>	<p>Location(s) of Collection: <i>Where is the collection stored?</i></p> <p>Special Collections workroom</p>

Storage: *Number and type of containers your collection is currently housed in.*

#	Notebook binders	#	File cabinets
# 4	Boxes	#	Other: Original manuscript of Cole book

<p>Document type: <i>Check all that apply. Use "other" for items not on list.</i></p> <p><input checked="" type="checkbox"/> Family group sheets, charts</p> <p><input checked="" type="checkbox"/> Compiled genealogies (typed and handwritten)</p> <p><input checked="" type="checkbox"/> General genealogical research (notes, etc.)</p> <p><input checked="" type="checkbox"/> Letters/correspondence</p> <p><input type="checkbox"/> Military records</p> <p><input type="checkbox"/> Diaries/Journals</p> <p><input type="checkbox"/> Deeds</p> <p><input type="checkbox"/> Estate papers</p> <p><input checked="" type="checkbox"/> Vital records (certificates of birth, marriage, death)</p> <p><input checked="" type="checkbox"/> Other : recipe book Postcards SCF Report card 1853</p> <p>Date range of original items: <i>Note date of original items only.</i></p> <p><i>1860s to 2005 some transcribed letters pre-date 1860</i></p>	<p>Special Formats: <i>Check all that apply. Add special formats as necessary.</i></p> <p><input checked="" type="checkbox"/> General oversized (diplomas, certificates, charts)</p> <p><input type="checkbox"/> Artifacts (medals, etc.)</p> <p><input type="checkbox"/> Film (negative, slide, microfilm, etc.)</p> <p><input checked="" type="checkbox"/> Photographs (loose)</p> <p><input checked="" type="checkbox"/> Photograph albums</p> <p><input type="checkbox"/> Scrapbooks</p> <p><input checked="" type="checkbox"/> Other bound volumes (family bible, etc.)</p> <p><input checked="" type="checkbox"/> Digital media (diskettes, flash drives, CD or DVD)</p> <p><input type="checkbox"/> Born digital</p> <p><input type="checkbox"/> Other:</p>	<p>Conservation and Preservation: <i>Issues relating to condition.</i></p> <p><input type="checkbox"/> Tape</p> <p><input checked="" type="checkbox"/> Metal fasteners (rusty clips, staples, other)</p> <p><input type="checkbox"/> Mold or water damage</p> <p><input type="checkbox"/> Insect or mice damage</p> <p><input checked="" type="checkbox"/> Excessive dirt / dust</p> <p><input checked="" type="checkbox"/> Damaged binding(s) in bound volumes</p> <p><input type="checkbox"/> Brittle paper</p> <p><input checked="" type="checkbox"/> Newspapers (clippings)</p> <p><input type="checkbox"/> Other:</p> <p>Professional help: <i>Will you need to consult an expert about any item? Yes, ask NEHGS conservator about photo album</i></p>	<p>Supply needs: <i>What to purchase to properly store your collection.</i></p> <p>Boxes:</p> <table border="1"> <tr> <td>#</td> <td>Record cartons</td> </tr> <tr> <td>#</td> <td>Document boxes (legal/letter size)</td> </tr> <tr> <td>#</td> <td>Oversized (note dimensions):</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Folders:</p> <table border="1"> <tr> <td>Yes</td> <td>Legal</td> </tr> <tr> <td>Yes</td> <td>Letter</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Other supplies:</p> <table border="1"> <tr> <td>#</td> <td>Plastic sleeves</td> </tr> <tr> <td>Yes</td> <td>Photo supplies</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table>	#	Record cartons	#	Document boxes (legal/letter size)	#	Oversized (note dimensions):	#	Other:	Yes	Legal	Yes	Letter	#	Other:	#	Plastic sleeves	Yes	Photo supplies	#	Other:
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#	Document boxes (legal/letter size)																						
#	Oversized (note dimensions):																						
#	Other:																						
Yes	Legal																						
Yes	Letter																						
#	Other:																						
#	Plastic sleeves																						
Yes	Photo supplies																						
#	Other:																						

Review and Next Steps

- ✓ Completed a survey of our collection
- ✓ Identified and triaged preservation issues
- ✓ Identified necessary supplies for proper storage
 - ✓ Rehouse your collection
- Deal with specific formats
- Digitize and create preservation copies
- Now onto organizing the collection...

QUESTIONS?



THANK YOU!

AmericanAncestors.org/Education



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