

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

Class 6: Organizing Your Collection and Preparing for Donation to a Repository

February 2025



American Ancestors®

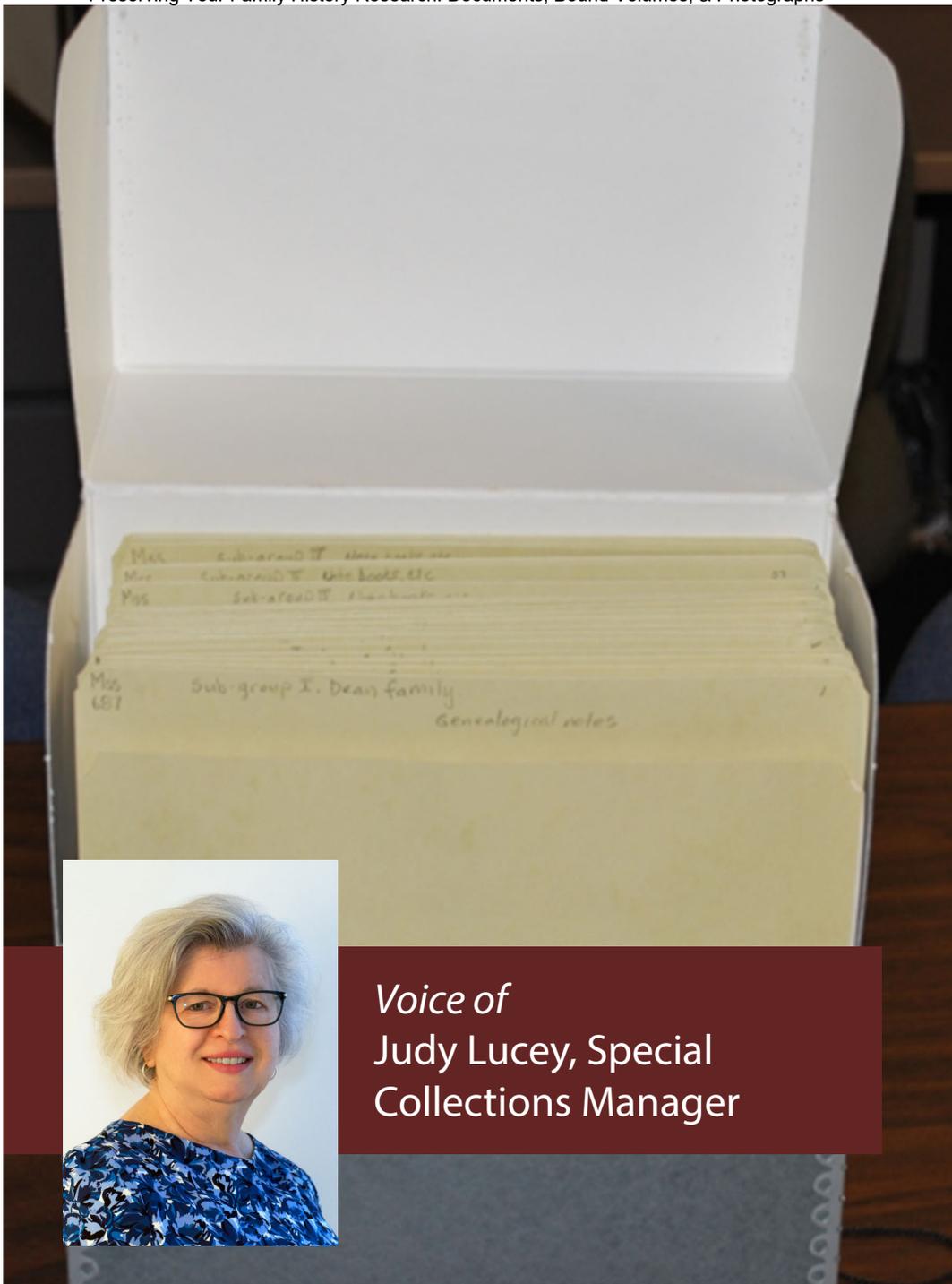
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

Meet today's presenter



Judy Lucey

Special Collections Manager



Voice of
Judy Lucey, Special
Collections Manager

Today's Objectives

Gaining control of your research and papers

Arrangement and description of your materials

Preservation basics - a final reminder

Donating your collection

Why organize?

Long term preservation of your papers and family treasures



Achieve your goals

- Helping solve brick walls
- Focusing your genealogical research
- Writing a book
- Donating to a repository
- Giving to the next generation
- Downsizing
- Ensuring your papers' survival

Gain control of what you have

- ✓ Intellectual Control
 - Know what you have
- ✓ Physical Control
 - Knowing where to find it



Step # 1

Identify and Organize

Moving from Survey to Organization

Survey

- Family surname 1
 - Genealogical material
 - Documents
 - Written material
 - Photos
 - Memorabilia
- Family surname 2
- General material for multiple families
 - Written material

Organization

- Genealogical material
 - Family group sheets, charts
 - Compiled genealogies (typed and handwritten)
 - General genealogical research (notes, etc.)
- Written material
 - Letters/correspondence
 - Diaries/Journals
- Documents
 - Vital records (certificates of birth, marriage, death)
- Photos
- Memorabilia

Refine Your Classification Scheme

Top Level

- A good arrangement groups like items together, so you don't have to look in several places for closely related items
- By Surname
- By Family Line
 - Many genealogists begin by starting with four ancestral lines—one for each of their grandparents

Second Level

- By Individual
- By Couple or Family
- By Event
 - All papers related to a specific event type (i.e. birth, marriage, census, etc.) are filed together

Additional Refinements

- By Material Type
 - Genealogical material
 - Documents
 - Written material
 - Photos
 - Memorabilia
- By Location:
 - Country, state, county, or town to reflect your ancestor's migration
- By Record Type:
 - Vitals
 - Church and cemetery
 - Census
 - Military
 - Land
 - Probate

Arrangement

Arrangement vs. Description

Arrangement

- Analyzing materials to see:
 - Who or what created them
 - What or how they were created
 - What they document
 - When they were created
- Using this analysis to organize materials within a collection

Description

- Laying out and explaining the arrangement
- Describing what the materials are and where to look to find them
- For archives: sharing the knowledge of this collection with others



Tip

There is no one best
arrangement scheme

Some Organization Schemes

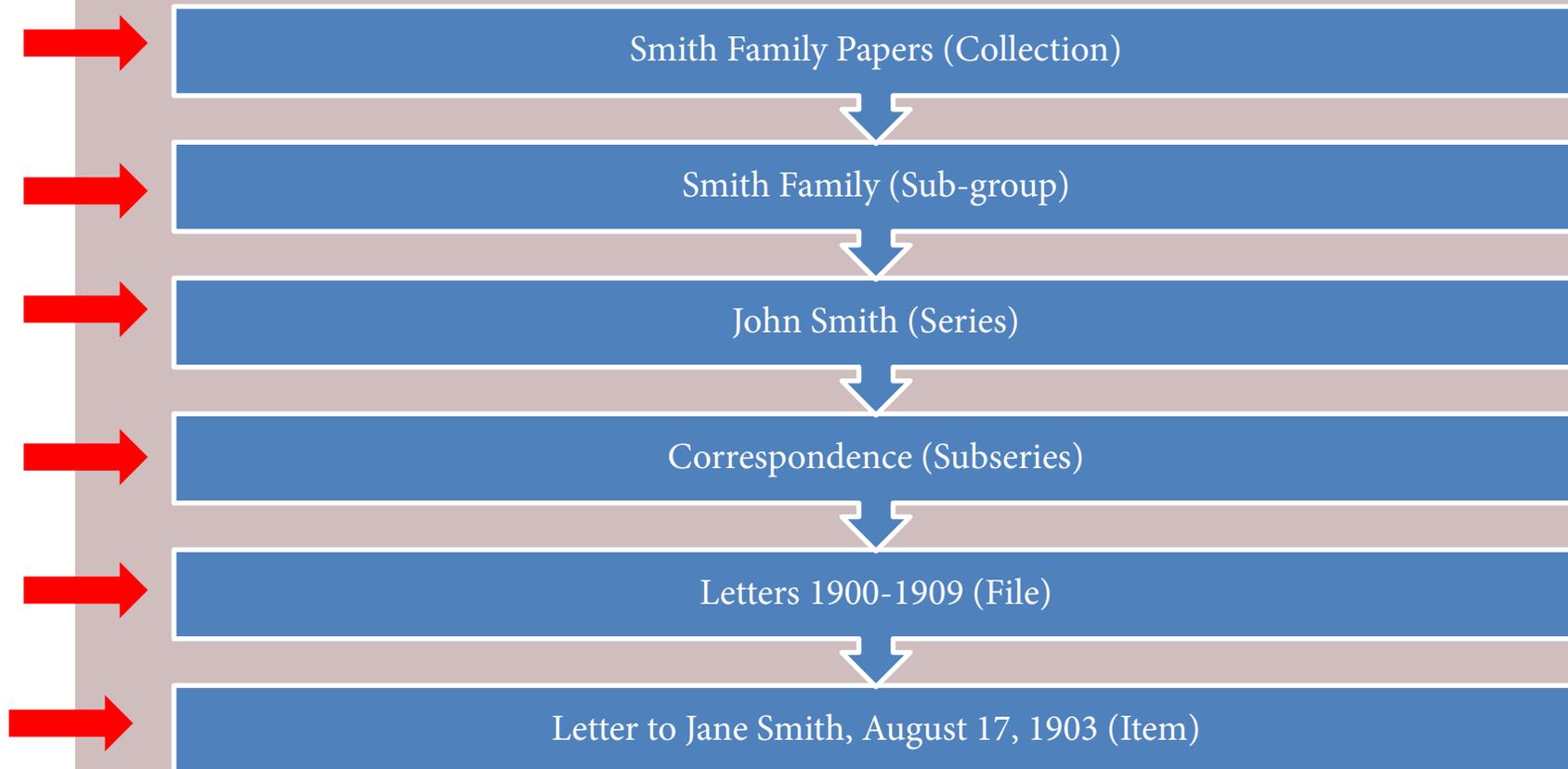
- Alphabetically
 - Organize multiple surnames
- Chronologically
 - Correspondence
 - Diaries and journals
 - Military records
- Organize by individual
 - Arrange by generation

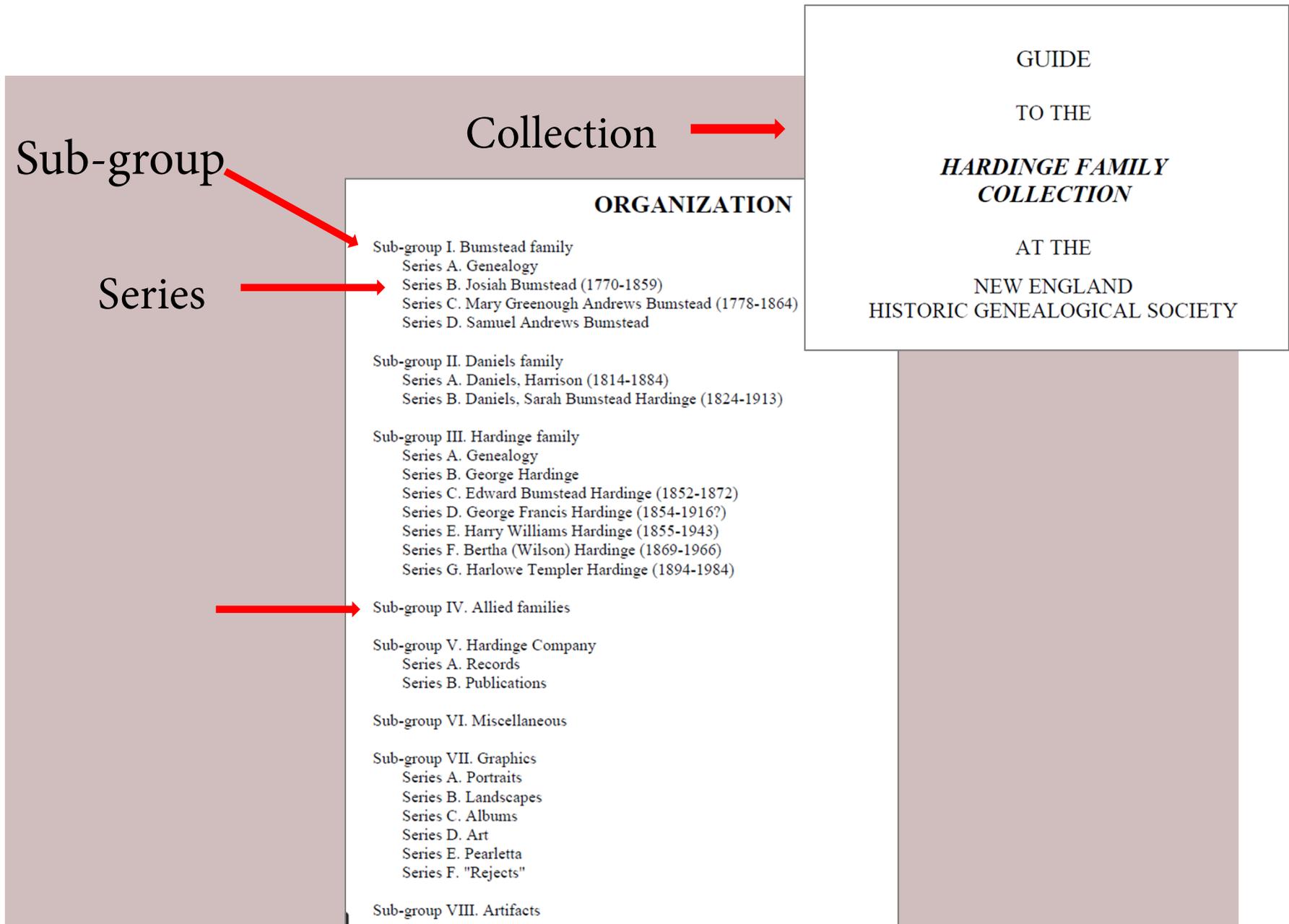
Tip

Keep it Simple!

What do Archivists do?

Intellectual arrangement terms





Sub-group

Series

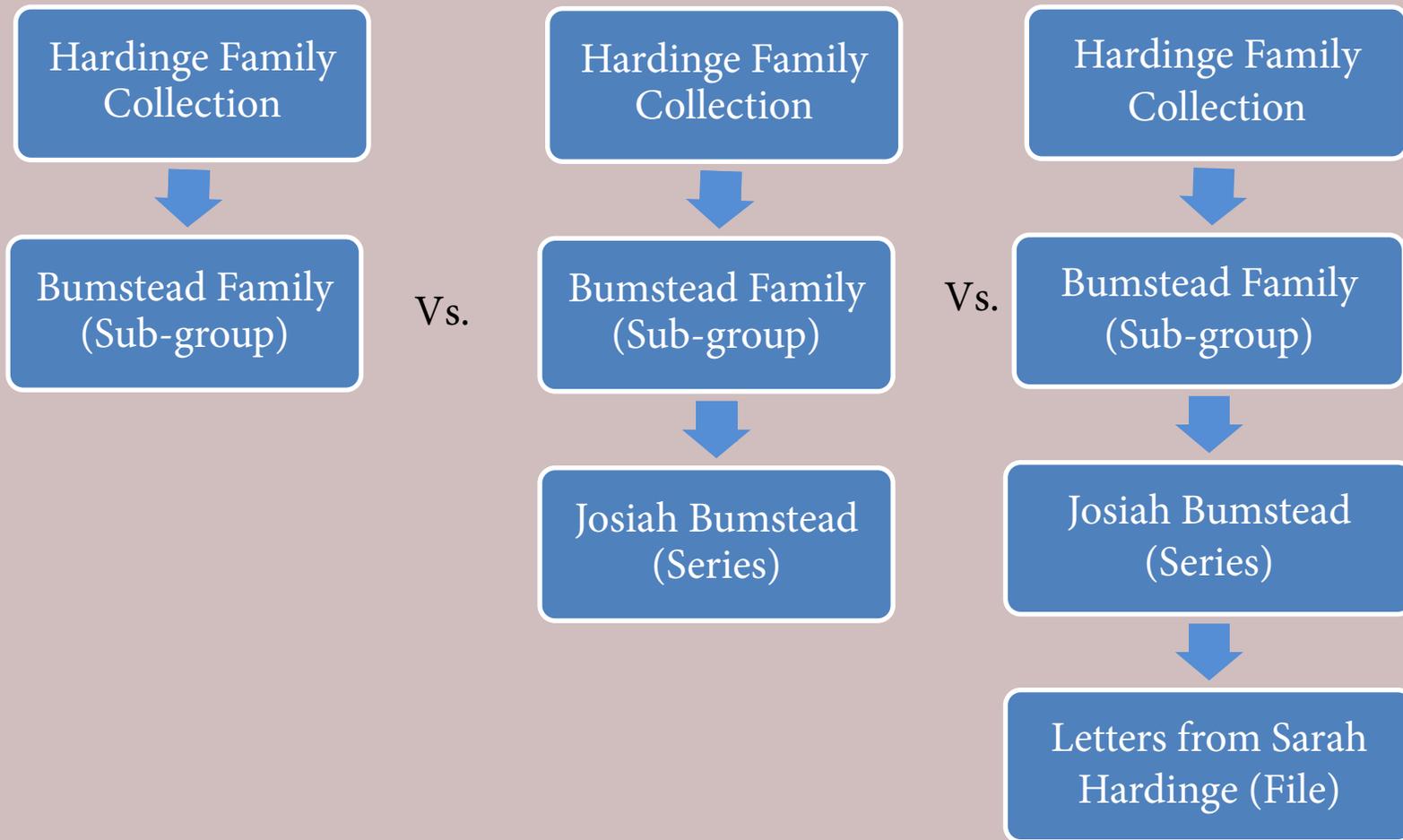
Files

Item

Letter from Sarah (Bumstead) Hardinge, 6 December 1854

Sub-group I. Bumstead family				
Series A. Genealogy				
Genealogical notes, 1561-1904.	1842-1911	[29] p.	1	1
Genealogical correspondence	1895, 1904	6 ALS	2	1
Daniels, Sarah A.L. <i>Genealogical account of the first settlers of the Bumstead's in N. England N. America from the first to the tenth generation 1640-1895.</i>	1895	1 v. (98 p.)	3	1
Bumstead genealogy from the 7 th to the 10 th generation		1 v. ([50] p.)	4	1
Bumstead genealogy (draft)		1 v. ([23] p.)	5	1
Plan of estate of Sarah Bumstead, Nos 409, 411 & 413 on Washington Street to be sold at public auction on Friday	1869 April 16	1 broadside	6	1
Notes concerning Jeremiah Bumstead and his diary with entries from 1722-1727		[19] p.	7	1
Newspaper clippings of obituaries	1843-1912	[2] p.	8	1
Series B. Josiah Bumstead (1770-1859)				
Letter by Josiah Bumstead from Boston to a friend describing his conversion	1787 December 25	1 ALS, [4] p.	9	1
Letter by S.K. Upham from Sacramento City 29 May 1850; Letter by John Bigler from Sacramento City 12 July 1850 both concerning the death of Edmund Bumstead	1850 May-July	2 ALS, [4] p.	10	1
Letters from Sarah (Bumstead) Hardinge written at Seguin, Texas dated 14 October 1854, 6 December 1854, and 29 July 1855	1854-1855	3 ALS, [25] p.	11	1
Will of Josiah Bumstead, 1853 and probate (handwritten copies) [legal size]	1853-1899	[22] p.	429	20

Granularity



Collections at American Ancestors

- Fall into two general categories
 - Genealogical research collections
 - Direct line with some related families
 - Families of a specific geographic area
 - Major surname studies – beyond the direct line
 - Family papers
 - Contain original papers related to lives of a specific family or multiple family lines
 - Can include some genealogy
 - Papers of one individual

*Key to organizing genealogical
research papers:*

Present your data *then*
present your evidence

(from Tim Salls' article , *Preparing Collections for Donation to
NEHGS*, Vol. 14, No. 3, Summer 2013)

Organizing tips

- Place family charts, group sheets and compiled genealogies at the beginning of each family group
- Possible arrangement:
 - Major Surname(s)
 - Allied or other related families
 - Records, documents, notes
 - Research tips/research logs
 - Other miscellaneous items
 - Graphics and ephemera

Genealogical Research



Use plastic sleeves

- No! to *bad* plastic
 - Made of PVC
 - Emits off-gases
- Yes! to *good* plastic
 - Polyethylene
 - Polypropylene
 - Polyester



Example from our Archives: Wayne Charles Hart Papers, Mss 307

Wayne Charles Hart Papers

Mss 307

SCOPE AND CONTENT *(continued)*

Again, the information is gathered almost exclusively from secondary sources and should be verified independently. Many descendants are not included in this collection.

In the Spear collection, each person has an identification number - two or three letters followed by a decimal number. The letters denote an emigrant, SA for Samuel Allen, TB for Thomas Bascom, etc. The decimal numbers denote which generation and the order of birth in each generation. For instance, 0.0.0.1 is the first child of the emigrant. 2.4.6.8. is the eighth child of the sixth child of the fourth child of the second child of the emigrant. The index to each family is included in that family's file.

ORGANIZATION

- Sub-group I. Genealogies of colonial Connecticut River Valley families. [computer printouts]
- Sub-group II. Related documents to family genealogies.
- Sub-group III. Miscellaneous items from Julius Gay collection.
- Sub-group IV. Spear's genealogies of *Mary and John* passengers.

RELATED COLLECTION(S)

ADMINISTRATIVE INFORMATION

Restrictions: None

Provenance: Gift; 1992 Jun 08; Lois D Hart, Vero Beach FL, (Accession #92-0104)

Processing Information: Scott A Bartley; Sarah Cano; 1992 Aug 31

Preferred Citation: Wayne Charles Hart Papers (Mss 307) R. Stanton Avery

Wayne Charles Hart Papers

Mss 307

Box 1 *(continued)*

Sub-group I. Genealogies of Colonial Connecticut River Valley Families *(continued)*

- Folder 40. Ball, Alling (BALA); 1p.
- Folder 41. Ball, Francis (BAL); 8pp.
- Folder 42. Bancroft, John (BC); 7pp.
- Folder 43. Barber, Thomas (BB); 12pp.
- Folder 44. Barker, James (BKR); 2pp.
- Folder 45. Barlow, John (BLW); 2pp.
- Folder 46. Barnard, Bartholomew (BN); 4pp.
- Folder 47. Barnes, Thomas (BA); 30pp.
- Folder 48. Bartholomew, William (BAR); 3pp.
- Folder 49. Bartlett, George (BT); 8pp.
- Folder 50. Bartlett, John (BTB); 4pp.
- Folder 51. Bartlett, Robert (BTA); 7pp.
- Folder 52. Bascom, Thomas (BSCM); 16pp.
- Folder 53. Bassett, William (BAS); 2pp.
- Folder 54. Baysey, John (BY); 2pp.
- Folder 55. Beach, [unknown immigrant] (BEH); 8pp.
- Folder 56. Beaman, Simon (BME); 2pp.
- Folder 57. Beardslee, William (BES); 4pp.
- Folder 58. Beaumont, William (BEU); 2pp.
- Folder 59. Beckley, Richard (BEC); 12pp.
- Folder 60. Beckwith, Matthew (BKW); 7pp.
- Folder 61. Bedortha, Reese (BDT); 7pp.
- Folder 62. Beers, James (BER); 4pp.
- Folder 63. Belden, Richard (BEL); 8pp.
- Folder 64. Bell, Francis (BLL); 9pp.
- Folder 65. Benedict, Thomas (BED); 9pp.
- Folder 66. Benham, John (BLM); 7pp.
- Folder 67. Benjamin, Caleb (BE); 2pp.
- Folder 68. Bennett, Francis (BNA); 3pp.
- Folder 69. Bennett, James (BNN); 3pp.
- Folder 70. Benton, Andrew (BEN); 9pp.
- Folder 71. Benton, Edward (BENA); 3pp.
- Folder 72. Betts, Thomas (BET); 4pp.

Box 2

Organizing by Families

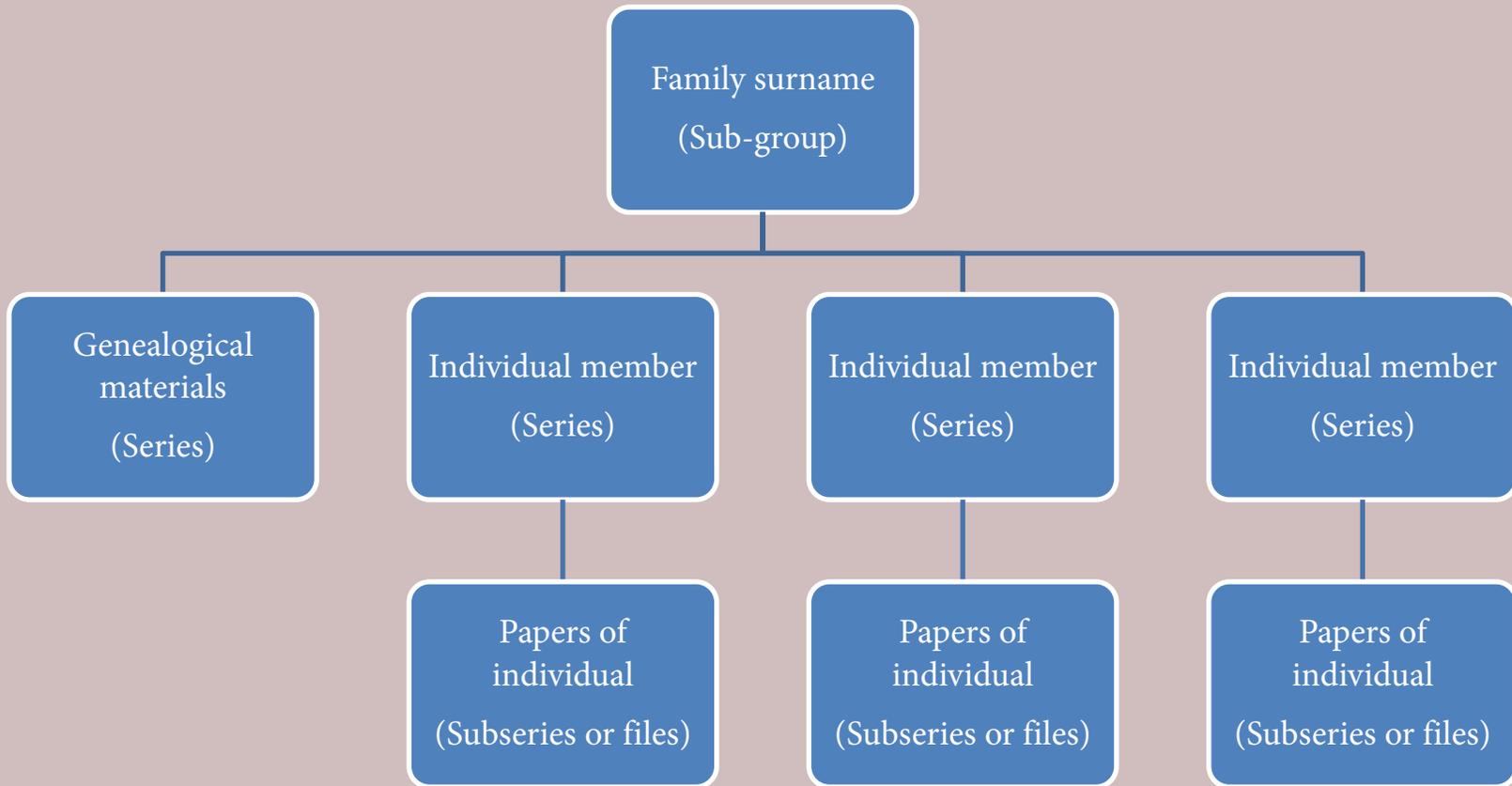
Organizing by families

- Organize your papers by surnames
- Keep compiled genealogies, family charts, etc. with surname
- Within those surnames, organize by individual family members. Within individual family members groupings (series):
 - If few files, order chronologically
 - If many, organize by format and/or function (subseries)
- Miscellaneous or other families

Tip

Married women:
Doesn't matter, just
keep consistent!

Possible arrangement



Organization of the Faith Adams Griefen Family Papers

<i>Faith Adams Griefen Family Papers</i>		Mss 445
ORGANIZATION		
Sub-group I. Adams family		
Series A. Genealogy, charts, etc.		
Series B. Thomas Adams (1783-1847)		
Series C. Edward Payson Adams (1829-1895)		
Series D. Ellen Germain Fisher Adams (1848-1934)		
Series E. Ernest Germain Adams (1874-1954)		
Series F. Charles Perkins Adams (1876-1950)		
Series G. Kenneth Sydney Adams (1879-1952)		
Series H. Philip Adams (1881-ca. 1955)		
Series I. Elizabeth Fisher Adams (1906-1990)		
Series J. Mary Russell Adams (1911-1995)		
Sub-group II. Cate family		
Series A. Charles Adams Cate (1814-1868)		
Series B. Jane Adams Cate (1817-1891)		
Series C. Jane Russell Cate (1840-1912)		
Series D. Russell Adams Cate (1847-1868)		
Sub-group III. Cobb family		
Series A. Genealogical notes		
Series B. John Cobb		
Series C. William Davis Cobb		
Sub-group IV. Fisher family		
Series A. Genealogy		
Series B. William Sydney Fisher (1813-1897)		
Series C. Ann Elizabeth Fisher		
Series D. Elizabeth Inglesbee Hallett Fisher (1818-1897)		
Series E. Sydney Inglesbee Fisher (1842-1855)		
Series F. William Fisher (1844-1912)		
Series G. Elijah Loring Fisher (1846-1910)		
Series H. Annie Elizabeth Fisher (1851-1921)		
Sub-group V. Gale family		
Series A. Rev. Wakefield Gale		
Series B. Justin Edward Gale		
Series C. Emma Whitman Gale		
Series D. Mary Whitman Gale		
Series E. Lyman Gale		
Series F. Miscellaneous poems, etc.		
Series G. Newspaper clippings		
Sub-group VI. Hallett family		
Series A. Genealogy		
Series B. Andrews Hallett (1775-1859)		
Series C. Mehetable Davis Cobb Hallett (1788-1875)		
Series D. Andrews Hallett (1814-)		
Series E. Henry Hallett (1822-)		
Series F. Hetty Davis Hallett (1827-1869)		
Sub-group VII. Porter family		
Sub-group VIII. Miscellaneous		
Sub-group IX. Graphics		

Organization of the Pulsifer Family Papers

Pulsifer Family Papers

Mss 1071

ORGANIZATION

Sub-group I. Bickford Pulsifer ←
Series A. Correspondence
Series B. Documents

Sub-group II. Bickford Pulsifer (1800-1880) ←
Series A. Correspondence
Series B. Documents

Sub-group III. David Pulsifer (1802-1894) ←
Series A. Correspondence
Series B. Documents

Sub-group IV. Ebenezer Pulsifer ←
Series A. Correspondence
Series B. Documents

Sub-group V. John Stanwood Pulsifer (1798-1866) ←
Series A. Correspondence
Series B. Documents
Series C. New York
Series D. Aubaot alphabet
Series E. Sermons and orations
Series F. Jounals and memoranda
Series G. Surveys

Sub-group VI. Miscellaneous documents

The Three Fs

- Families
- Formats
- Functions

Formats and Functions

Organization of the Harold and Romaine Goldberg Papers

Arrangement

The collection is arranged into six series, as follows:

[Series I: Newspapers Clippings, undated, 1946-1971](#)

[Series II: Correspondence, 1948-1967](#)

[Series III: Publications and Certificates, 1947-1965](#)

[Series IV: Photographs, undated, 1950-1961](#)

[Series V: Scrapbooks, 1933-1949](#)

[Series VI: Oversized, 1948-1965](#)

Organization of the Charles Ewer Papers

Charles Ewer Papers

Mss 81

ORGANIZATION

Sub-group I. Genealogical papers

Sub-group II. Personal papers:

Sub-group III. Business papers

Organization of the Fearing Family Papers

Fearing Family Papers

Mss 556

ORGANIZATION

Sub-group I. Fearing family

- Series A. Genealogical records
- Series B. Hawkes Fearing (1715-1785)
- Series C. Hawkes Fearing (1750-1826)
- Series D. Chloe Fearing (1768-1864)
- Series E. Shubal Fearing (1744-1816)
- Series F. David Fearing (1789-1876)
- Series G. William Fearing 2nd (1832-1905)
- Series H. William Burr Fearing (1864-1956)
- Series I. Leah L. Fearing (1827-1923)

Sub-group II. Related families

- Series A. Burr
- Series B. Dyer, E. Porter.
- Series C. Jacob, Olive
- Series D. Stowers

Sub-group III. Miscellaneous items

Sub-group IV. Graphics

Arrangement: Physical

Physical Arrangement

- Physically organize within files?
 - Arrange letters from Sarah Hardinge in chronological order?
 - Birthday cards alphabetically by sender?
- Physically organize your files by smaller units (series, subseries)
 - Genealogical material first (if applicable)
 - Alphabetically?
 - Chronologically?
- Physically arrange your larger units (sub-groups, series)
 - Genealogical material first (if applicable)
 - Chronologically?
 - Alphabetically?
 - Most represented to least represented?

Description

Inventory

Inventory

Correspondence

- Box 1 1878-1898 (20 folders)
- Box 2 1899-1905, 1907-1927, 1930-1941 (11 folders)
- Box 2 Undated and fragments
- Box 4 Empty envelopes - in no particular order; some, but not all, have return addresses, postmarks, handwritten annotations, stamps or cancellations

Memorabilia

- Box 2 *Book of Common Prayer*
- Box 2 Postcard scrapbook

Miscellaneous

- Box 2 Household records
- Box 2 Financial documents 1867-1870, 1903-1915 - receipts for life insurance payments; postcard statements from First National Bank of Earlville
- Box 2 Legal documents 1877, 1917, 1941, 1946
- Box 2 Notes
- Box 2 Printed material

Research material

- Box 3 Name index on file cards
- Box 3 Genealogies
- Box 3 News clippings from *Earlville Standard* - photocopies



Guide to the Papers of the Milontaler Family, undated, 1880-1992 (bulk 1924-1962)

*P-553

Processed by Stephanie Call

Processed by Stephanie Call, Schilder Assistant Archivist, made possible by a grant from the Schilder Family Fund. This collection has been digitized, made possible by a grant from the Trustees u/w of Herman Dana.

American Jewish Historical Society, New England Archives
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Boston, Massachusetts
Phone: (617) 226-1245
Email: reference@ajhsboston.org
URL: <http://www.ajhsboston.org>

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Machine-readable finding aid created by Stephanie Call as MS Word document, June 18, 2008. Finding aid was encoded by Marvin Rusinek on July 9, 2008. Description is in English.

Descriptive Summary

Creator: Milontaler family
Title: Milontaler Family Papers
Dates: undated, 1880-1992 (bulk 1924-1962)
Abstract: The Milontaler family were second- and third- generation Jewish immigrants from Roxbury, Massachusetts. Louis Millionthaler immigrated from what was then Suwalki, Poland to the North End of Boston in the late 19th century. His son Maurice Milontaler was a shop owner and amateur writer who wrote a memoir about Jewish life in the North End. The majority of this collection includes Maurice Milontaler's notes for his memoir, as well as the finished product. Photographs, correspondence and course notebooks from Harold Milontaler's years at Harvard University are also included.
Languages: The collection is in English.
Quantity: 4.5 linear feet (9 manuscript boxes, 1 oversized folder)
Identification: P-553
Repository: American Jewish Historical Society
Location: Located at AJHS, Boston, MA.

Finding Aid

Biographical Note¹

The Milontaler Family of Roxbury, Massachusetts consisted of Maurice and Frances Levine Milontaler, and their children, Harold and Louise. Maurice's father was the well-known Louis Millionthaler, author of "Jesus and Rabbi Fleisher." Maurice's older sister was Sarah Millionthaler Gorfinkle, mother of Bernard Gorfinkle, whose papers are located in the AJHS repository in Boston, Massachusetts.

In general, the biographies of each Milontaler family member are spotty, at best. Louis Millionthaler was born in Suwalki, Russia in 1837. His father, Reb Label, was a *bardchen* who entertained on special occasions and traveled extensively. When Louis was eleven, his father passed away unexpectedly after returning home from one of his trips. Within the year, his mother, Sara Mera, passed away, leaving Louis and his married sixteen-year-old sister. As a Hebrew student, Louis traveled from town to town to get his education, and at eighteen he officially became a Hebrew teacher and entered an arranged marriage with sixteen-year-old Pesha Tupass from Rartzk in 1855. By 1870, Louis had arrived in the North End and worked as a teacher, eventually making enough money to send for Pesha and their three daughters. To earn enough money to support his family, Louis became a peddler, working in Cambridge, Somerville and Charlestown, establishing a route with steady customers. At some point, Louis published "Jesus and Rabbi Fleisher," which is listed as a new acquisition for the Boston Public Library in 1908. Louis passed away on June 8, 1917. Pesha outlived him by eleven years, passing away on February 12, 1928.

Louis and Pesha had at least four children: Sarah, who later married Harris Gorfinkle; Fanny, who married Zelig London; Esther, who married Joseph Gans; and Maurice (Moses, May 8, 1875-February 1965.) It is possible, but not clear, that Louis and Pesha had another son, Louis Thader, who changed his last name. Maurice later married Frances Levine (November 27, 1886-November 1978). They had two children, Harold Eli (December 12, 1910 or 1911?-March 1995) and Louise Hannah (September 15, 1917-February 10, 1998.) Neither Harold nor Louise married.

In 1907, at age 32, Maurice changed his last name from Millionthaler to Milontaler. Blank order forms indicate that Maurice and Frances owned the Beacon Shade and Screen Company in the Grove Hall section of Roxbury, Massachusetts, but little remains of their business records aside from some cash books, account information from other businesses, and photographs of MetLife insurance outings and some storefronts in the early 1900s. Not much else is known about Maurice, except that he decided in his retirement to write a memoir on the North End. This manuscript, "The North End of Boston: Gateway to the Golden Land," survives in draft and final manuscript form. Maurice wrote many of his notes on scraps of paper, window shades and cardboard, and hired a secretarial student from Boston University to assist him in the preparation of the manuscript. According to Maurice's memoir, he originally thought his son Harold would be a good author for the book, but Harold declined the idea.

Tip

Don't get bogged
down with description

Step #2

Preserve

The two extremes



Why Archival Supplies?

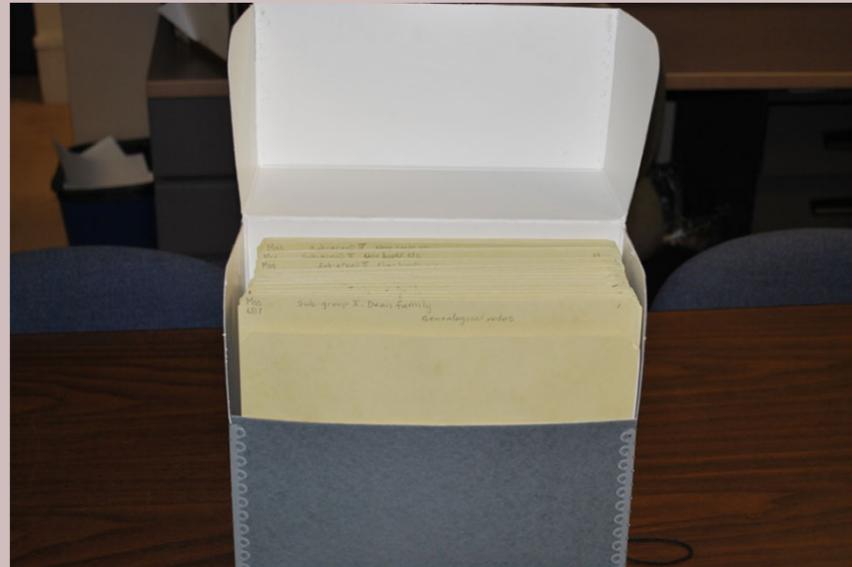
- Provides a stable environment for materials
- Prioritize your needs
 - Can't afford?
 - Use present enclosures but monitor for possible deterioration
- Acid-free, lignin-free
 - Buffered vs. Unbuffered storage materials



Special Collections at American Ancestors

More preservation tips

- Try not to crowd papers
- Make sure items fit enclosures
- Store papers in archival quality materials
- Remove fasteners such as paper clips, staples, pins, etc.



Donating Your Collection

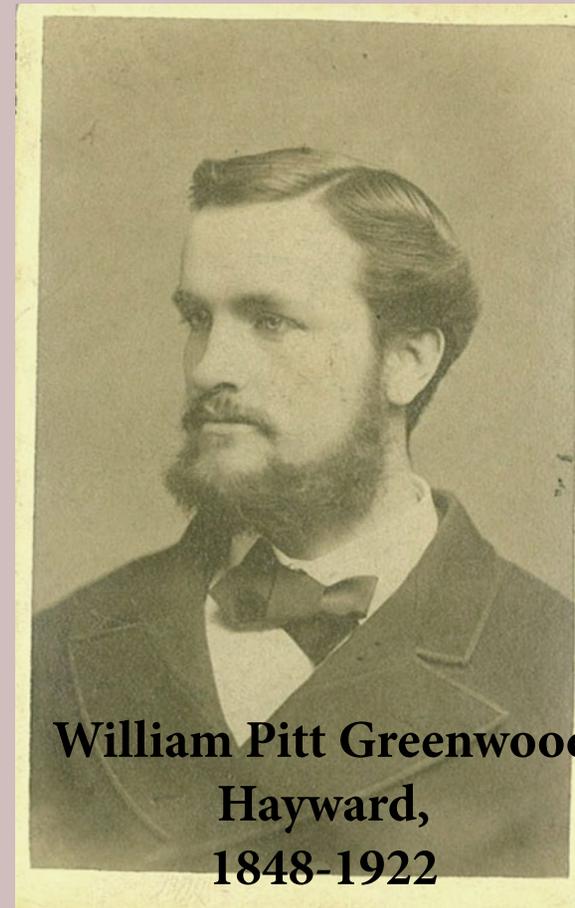
Records of historical value

- 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
- Business records



Why donate?

- Long term preservation
- Environmentally-controlled environment
- Research access to your papers/photographs



Things to consider

- Where do you want to donate?
 - Local historical society
 - Museum
 - Research library and archive
 - University/College
- Once you have identified a place
 - Contact repository
 - Look at their website



Donating papers and photographs

- What does the archive or library collect? What is their mission?
- Other Questions/Concerns to consider
 - Who will have access?
 - Restrictions on access?
 - Do I have to donate money for the care of the collection?
 - Copyright
 - Monetary appraisal
 - Born digital media



Using manuscripts at American Ancestors

Also consider



What happens to my materials once they are donated?
What is the process?



How long will it take? Do you have a large backlog?



Will my collection be digitized and put online?



Who staffs the organization – volunteers or
professionally trained individuals?

Questions to ask

- Do I need to re-organize or remove anything prior to donation?
- Who will have access?
- Restrictions on access?
- Do I have to donate money for the care of the collection?
- Copyright
- Monetary appraisal for tax purposes?

Steps to take

- Prepare a simple list or inventory
- Identify photographs whenever possible. Include dates and places if known.
- Provide a biography of the person or family who created the records.

Inventory

Correspondence

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Memorabilia

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Miscellaneous

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- Box 2 Printed material

Research material

- Box 3 Name index on file cards
- Box 3 Genealogies
- Box 3 News clippings from *Earlville Standard* - photocopies

Donating Personal Digital Records

- Create a summary description of the files (with your inventory)
- Create intelligent file names that include date, location, and context
- Remove inappropriate material (ask yourself: do you want other people to see this image/document/video)
- Use open formats (PDF, TIFF, JPEG)
- For family trees/narrative reports/group sheets: provide these as PDFs
- Do not give files that are proprietary to the genealogical software
- GEDCOM files are acceptable- but not preferable.

Donation Process

1. Contact institution
2. Appraisal of materials
3. Deed of gift
 - Transfers ownership and title of the donated material from the Donor to the Archives
 - Form signed by Donor
 - Copy of form given to Donor
 - Deed of Gift filed in Archives
4. Acknowledgement letter

Donation Process at American Ancestors

Special Collections

...to acquire, describe, maintain and provide access to rare books, manuscript and archival resources.



Judy Lucey
Special Collections Manager



Fitch Henry
Digital Archivist



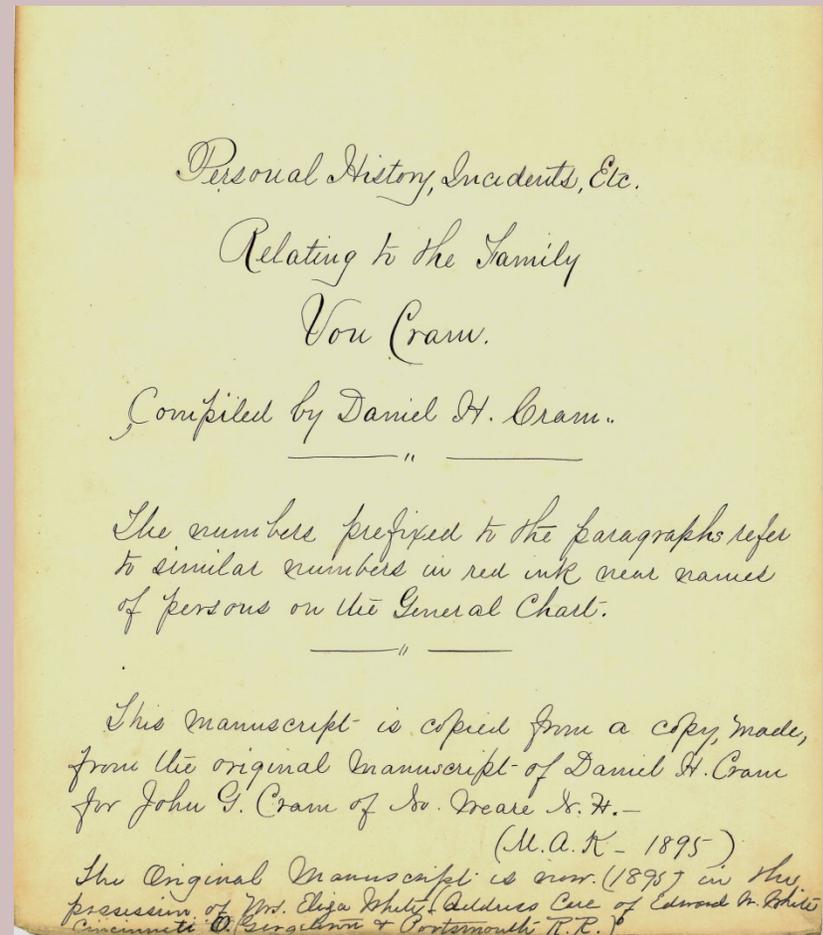
Shalley Marshall
Assistant Archivist

What we do

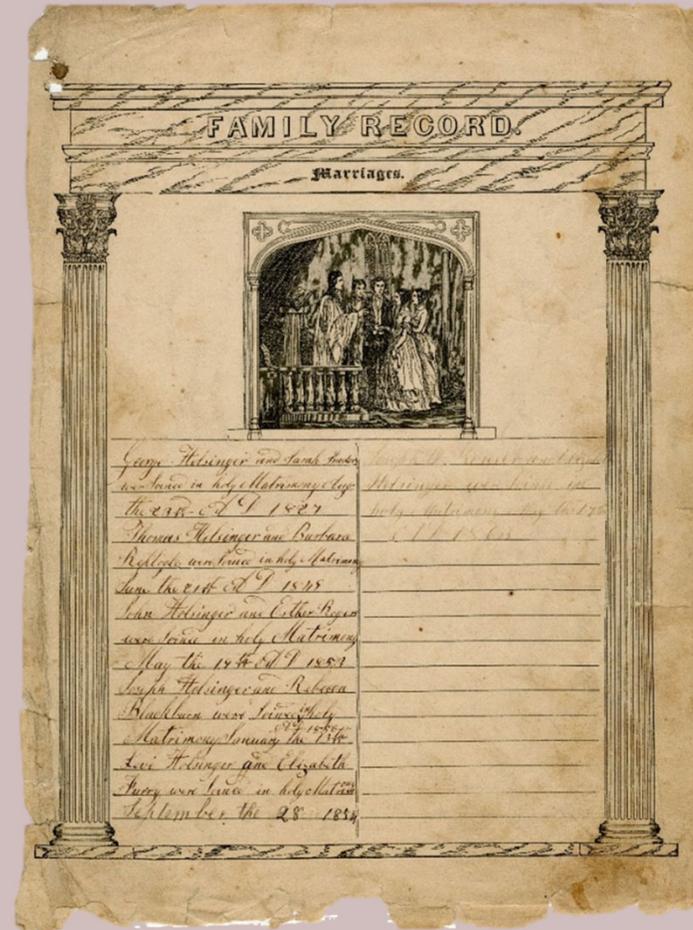
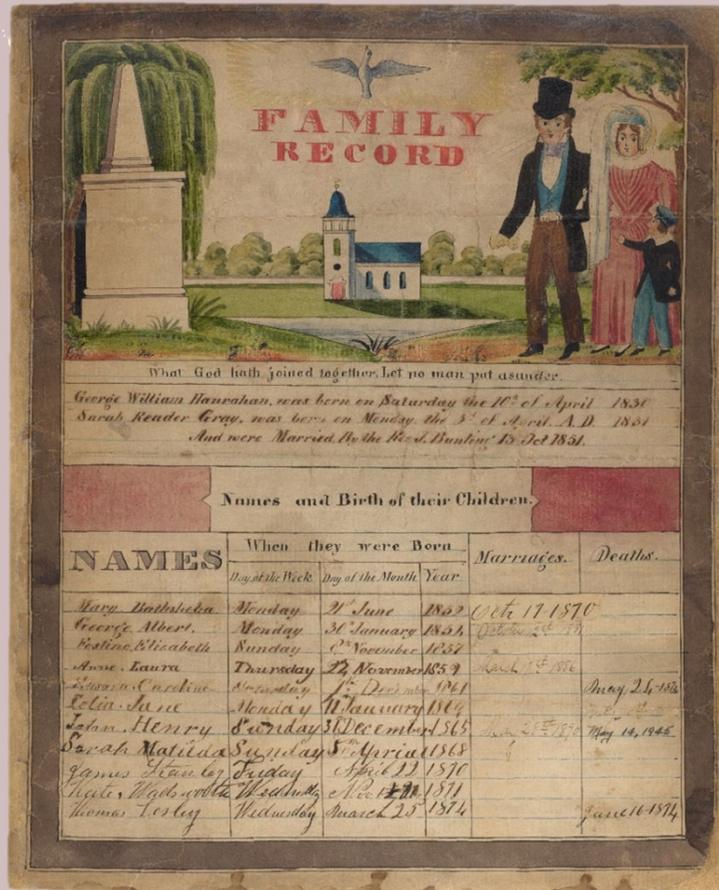
- Acquire, process, catalog, preserve, assist, and promote the use of manuscript and archival materials.
- Digital Collections
- Reference
- Outreach
- Exhibits
- Other activities ...

Collection Strengths

- Early New England families
 - Many Mayflower lineages
 - 18th century Massachusetts
- Local History
- Church and cemetery records
- Genealogical research papers



We still want these!!!



What we really want

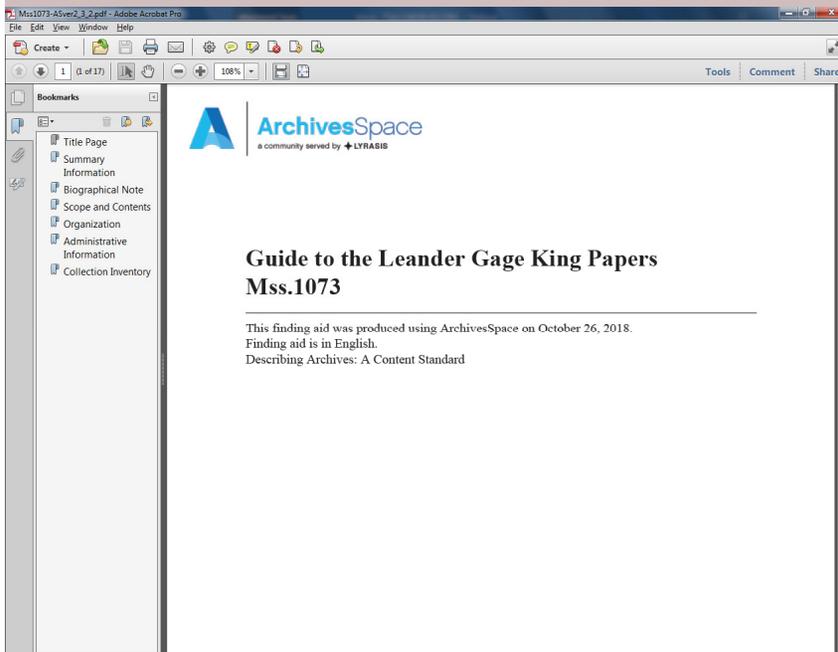


Providing Access

Description

Finding Aids

Catalog records



Extensive scope and content note

[Save to My Lists](#)
[Add to email/print queue](#)
[Modify Search](#)
[Similar Records](#)

(Search History) ▾

KEYWORD ▾ sarah hardinge

Limited to: Location "Manuscripts" and 1 result found. Sorted by [relevance](#) | [date](#) | [title](#).

Title **Hardinge** family collection, 1787-1999.

Rating ☆☆☆☆☆

[Permanent link to this record](#)

[f](#) [t](#) [e](#) [+](#)

Connect to

Finding aid available online in American Ancestors Digital Collections

Location	Call No.	Status
Manuscripts	Mss 1050	AVAILABLE

Description 10 linear ft.

Summary Collection contains documents, ephemera, paintings, photographs and objects primarily concerning **Sarah** Ann Lillie (Bumstead) (**Hardinge**) Daniels (1824-1913), her son Harry (Hal) Williams **Hardinge** (1855-1943), and her grandson Harlowe Templer **Hardinge** (1894-1984). Documents concerning **Sarah** include a handwritten genealogy on the Bumstead family, poetry and acrostics, diary, paintings, autograph book, correspondence, and photographs of friends and family. Her correspondence includes some letters exchanged between **Sarah**, while living in Texas (1852-1856), and her family in Boston concerning their health, birth announcements, childrens growth, violent relations with the local Native American tribes, and a brief description of the local wildlife. There are letters from her son Hal concerning his health, business activities, inventions, and updates about his family, 1870-1913. Her business activities are documented by some correspondence, an order book for her studio (1877-1889), her diary, receipts, patent certificate, advertisements, and eleven samples of her Pearletta Pictures including one of Molly Fancher, the Brooklyn Enigma. Documents concerning Harry Williams **Hardinge** (1855-1943) include a penmanship sample, scrapbook of clippings, passport, invitations, ship passenger lists, copy of his will, typescript genealogies and correspondence from Lieut. Col. Henry Reginald **Hardinge** of India. His personal letters consists of 39 letters from his mother, primarily providing moral and spiritual support, and seventeen letters from his son Harlowe. Business documents of Hal include correspondence, letters of introduction and recommendation, magazine and newspaper articles, and material documenting his many professional awards and honors. A photograph album attributed to him contains photographs of landscape scenes taken at and traveling to various mines in California, Nevada, Arizona, Colorado, Idaho, and Mexico. Documents concerning Harlowe Templer **Hardinge** (1894-1984) include school

How to cite material

Cite As:

newspaper articles, and dramatic programs. There are report cards, programs, memorabilia, and bills that document Harlowes education at the Jacob Tome Institute (Port Deposit, Maryland) and Cornell University. There is a photo album with images taken while Harlowe was a student at Cornell University, an officer in the military during World War I, and during some family vacations. The first three volumes of his diary were written at ages nine, eleven, and fourteen. The volume covering 1917-1918 was written while he served in the army. His correspondence consists of eleven letters written to him from his father and some business letters. Correspondence of Harlowe also includes 274 letters written to his mother, thirteen to his father, and two letters written to his grandmother. The first three volumes of his diary were written at ages nine, eleven, and fourteen. The volume covering 1917-1918 was written while he served in the army. The **Hardinge** Company is represented in the collection by a record book of accounts (1891-1892), newspaper clippings, company publications, and notes, drawings, and photographs of **Hardinge** Company mills. There is also a typescript corporate history called **Hardinge** History 1877-1977.

Hardinge family collection, Mss 1050, R. Stanton Avery Special Collections, New England Historic Genealogical Society.

Note

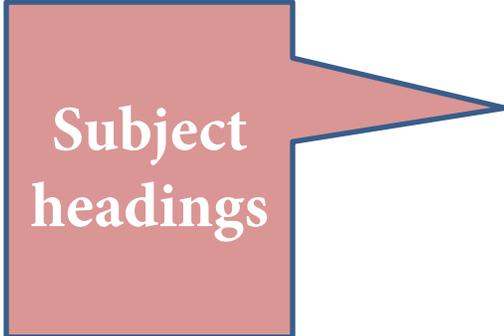
Sarah Ann Hardinge Family Papers; Amon Carter Museum; Fort Worth, TX.

Sarah Ann Lillie (Bumstead) (Hardinge) Daniels b 23 March 1824 Boston, Massachusetts; d 3 October 1913 Boston, Massachusetts; m (1) 24 November 1851 George **Hardinge**; m (2) 11 May 1875 Rev. Harrison Daniels (1814-1884). George and **Sarah Hardinge** lived in Seguin and Sutherland Springs, Texas to claim land granted to her brother. Unsuccessful, the family returned to Boston. George **Hardinge** abandoned the family. **Sarah** and her three sons moved to Philadelphia (1861), Brooklyn (1863), and Buffalo (1870). In 1869, **Sarah** received a US patent for her invention of Pearletta Pictures, a photograph finishing process that resembled paintings on ivory.

Biographical note

Harry Williams **Hardinge** (1855-1943) b 30 September 1855 in San Antonio, Texas; d 15 September 1943; m 12 November 1889 Denver, Colo. to Bertha M. Wilson. Hal attended night school at the Franklin Institute in Philadelphia (1876-1879) and graduated from Colorado School of Mines in 1883. He worked as a prospector, mine superintendent and assayer-chemist (1883-1887); general manager and mining engineer (1890) at Arkansas Valley Smelting Company (Leadville, Colo.) & Aspen Smelting Company; constructed and operated the Cripple Creek Ore Sampling Works; founded the **Hardinge** Conical Mill Company (1911); and investigated / reported on the potential value of gold, iron, diamond, nickel and silver mines throughout the world. Hal held U.S. patents on more than sixty inventions including the telthermoscope and fire-damp detector for coal gas in mines. He was awarded the John Scott Medal by the Franklin Institute of Philadelphia (1915), Longstreth Medal (1927), and the James Douglas Gold Medal (1938).

Harlowe Templer **Hardinge** (1894-1984), a Cornell University graduate, served in the Signal Corps during World War I. Harlowe was Vice President and General Manager (1923-1939) and President (1939-1965) of **Hardinge** Company, Inc. He received U.S. patents for more than seventy-five inventions and was honored with the Richards Award from the Mining Institute (1972).



- Subject** Bumstead, Josiah, 1770-1859.
 Bumstead, Mary Greenough Andrews, 1778-1864.
 Daniels, Harrison, 1814-1884.
 Daniels, Sarah Bumstead Hardinge, 1824-1913.
 Fancher, Mary J., 1848-
 Hardinge, Edward Bumstead, 1852-1872.
 Hardinge, George Francis, 1854-1916.
 Hardinge, Harry Williams, 1855-1943.
 Hardinge, Bertha Wilson, 1869-1966.
 Hardinge, Harlowe Templer, 1894-1984.
 Bumstead family.
 Daniels family.
 Harding family.
 Aspen Smelting Company.
 Cornell University -- Students.
 Hardinge Conical Mill Company.
 Jacob Tome Institute -- Students.
 United States. Army. Signal Corps.
 Assayers.
 Ball mills.
 Corporations -- History.
 Consolidation and merger of corporations.
 Desertion and non-support.
 Mines and mineral resources.
 Ores -- Sampling and estimation.
 Photographs -- Patents.
 Prospecting.
 Sermons.
 Women painters.
 Women inventors.
- Genre** Autograph albums.
 Bible records.
 Diaries.
 Photographs.
- Added Author** Daniels, Harrison, 1814-1884.
 Daniels, Sarah Bumstead Hardinge, 1824-1913.
 Hardinge, Harry Williams, 1855-1943.

Digital Collections

American Ancestors. Join Visit Give About

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Ella (Davis) Isaacs, second left, with the University of Cincinnati basketball players from the senior class of 1908. From the the Davis and Isaacs papers, P-936, Wyner Family Jewish Heritage Center. View

About Our Digital Library & Archives

This website contains digitized materials from the three repositories at [American Ancestors](#). The repositories include the [Wyner Family Jewish Heritage Center](#), [R. Stanton Avery Special Collections](#), and the [Brim-DeForest Library](#). The site features digitized archival and published materials such as letters, diaries, photographs, newspapers, business records, genealogies, city directories, organizational records, and other sources for historians and genealogists. The contents focus on the study of family history in America and on the Jewish community in New England.

New to the site? [Start here](#).

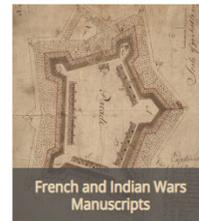
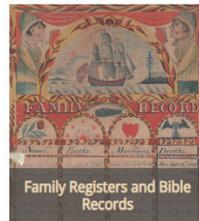
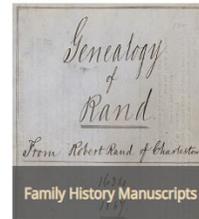
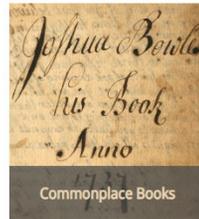
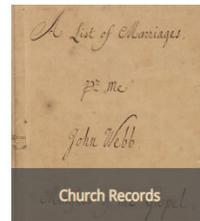
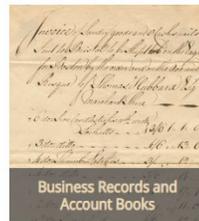
 American Ancestors. A NATIONAL CENTER FOR FAMILY HISTORY, HERITAGE & CULTURE  The Wyner Family Jewish Heritage Center[™] at AMERICAN ANCESTORS

Digital Collections

R. Stanton Avery Special Collections

Unpublished manuscripts are held by the Library's [R. Stanton Avery Special Collections](#) and include family and personal papers, the records of family associations, the papers of professional and amateur genealogists, military records, town and government records, church records, and unique primary source documents. Select manuscripts from Special Collections have been digitized and are now available online.

REPOSITORY COLLECTIONS



Useful Links

- [American Ancestors Research Center](#)
- [R. Stanton Avery Special Collections](#)
- [Library Catalog](#)

Goal: To serve you!



Contact Us

- Judy Lucey, Special Collections Manager
- judy.lucey@americanancestors.org
- 617-226-1223



QUESTIONS?

Let's Organize a Collection at American Ancestors

Papers of Idella Sophia Hewes Horsefield (1915-1985)

- Mix of genealogical research and family papers
- Daughter of Charles Frederick and Harriette (Kent) Hewes of Norfolk, Mass.
- Married George F. Horsefield in 1939, resided in Cohasset, Mass.
- Her papers were donated to us in 2011

My observations

- Idella focused on her paternal ancestry
- Family papers and items belonged to male ancestors
- Suggests her father had some family items and passed them down to Idella

Collection name: Idella Sophia Hewes Horsefield Papers Date of Survey: 1/30/2025

<p>Families in collection: List surnames; include allied lines. Hewes, Jones, Emmons, Fuller, Swan, Sheldon, Olney, and Rogers</p>	<p>Major contributors to collection: Note major creators of material (i.e. you, your grandparents, etc.). Idella Hewes Horsefield (1915-1985) Charles Frederick Horsefield (1858-1925) Rev. William Hewes (1809-1890) William Orville Hewes (1848-1909)</p>
<p>Collection Summary: Summarize the types of materials. Genealogies, military records, diary, estate papers, vital records, bible and family records</p>	<p>Location(s) of Collection: Where is the collection stored? R. Stanton Avery Special Collections at American Ancestors</p>

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

#	1	Notebook binders	#	File cabinets
#	1	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 <input checked="" type="checkbox"/> Compiled genealogies (typed and handwritten) <input checked="" type="checkbox"/> General genealogical research (notes, etc.) <input type="checkbox"/> Letters/correspondence <input checked="" type="checkbox"/> Military records <input checked="" type="checkbox"/> Diaries/Journals <input type="checkbox"/> Deeds <input checked="" type="checkbox"/> Estate papers <input checked="" type="checkbox"/> Vital records (certificates of birth, marriage, death) <input type="checkbox"/> Other: Bible and family records, report card, newspaper clippings, DAR materials</p> <p>Date range of original items: Note date of original items only. 1854-1935</p>	<p>Special Formats: Check all that apply. Add special formats as necessary.</p> <p><input checked="" type="checkbox"/> General oversized (diplomas, certificates, charts) <input checked="" type="checkbox"/> Artifacts (medals, etc.) <input type="checkbox"/> Film (negative, slide, microfilm, etc.) <input checked="" type="checkbox"/> Photographs (loose) <input type="checkbox"/> Photograph albums <input type="checkbox"/> Scrapbooks <input type="checkbox"/> Other bound volumes (family bible, etc.) <input type="checkbox"/> Digital media (diskettes, flash drives, CD or DVD) <input type="checkbox"/> Born digital <input type="checkbox"/> Other:</p>	<p>Conservation and Preservation: Issues relating to condition.</p> <p><input type="checkbox"/> Tape <input type="checkbox"/> Metal fasteners (rusty clips, staples, other) <input checked="" type="checkbox"/> Mold or water damage <input type="checkbox"/> Insect or mice damage <input type="checkbox"/> Excessive dirt / dust <input checked="" type="checkbox"/> Damaged binding(s) in bound volumes <input type="checkbox"/> Brittle paper <input type="checkbox"/> Newspapers <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>Yes</td> <td>Legal</td> </tr> <tr> <td>#</td> <td>Letter</td> </tr> <tr> <td>X</td> <td>Other: Envelopes</td> </tr> </table> <p>Other supplies:</p> <table border="1"> <tr> <td>#</td> <td>Plastic sleeves</td> </tr> <tr> <td>7</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	#	Letter	X	Other: Envelopes	#	Plastic sleeves	7	Photo supplies	#	Other:
#	Record cartons																						
#	Document boxes (legal/letter size)																						
#	Oversized (note dimensions):																						
#	Other:																						
Yes	Legal																						
#	Letter																						
X	Other: Envelopes																						
#	Plastic sleeves																						
7	Photo supplies																						
#	Other:																						

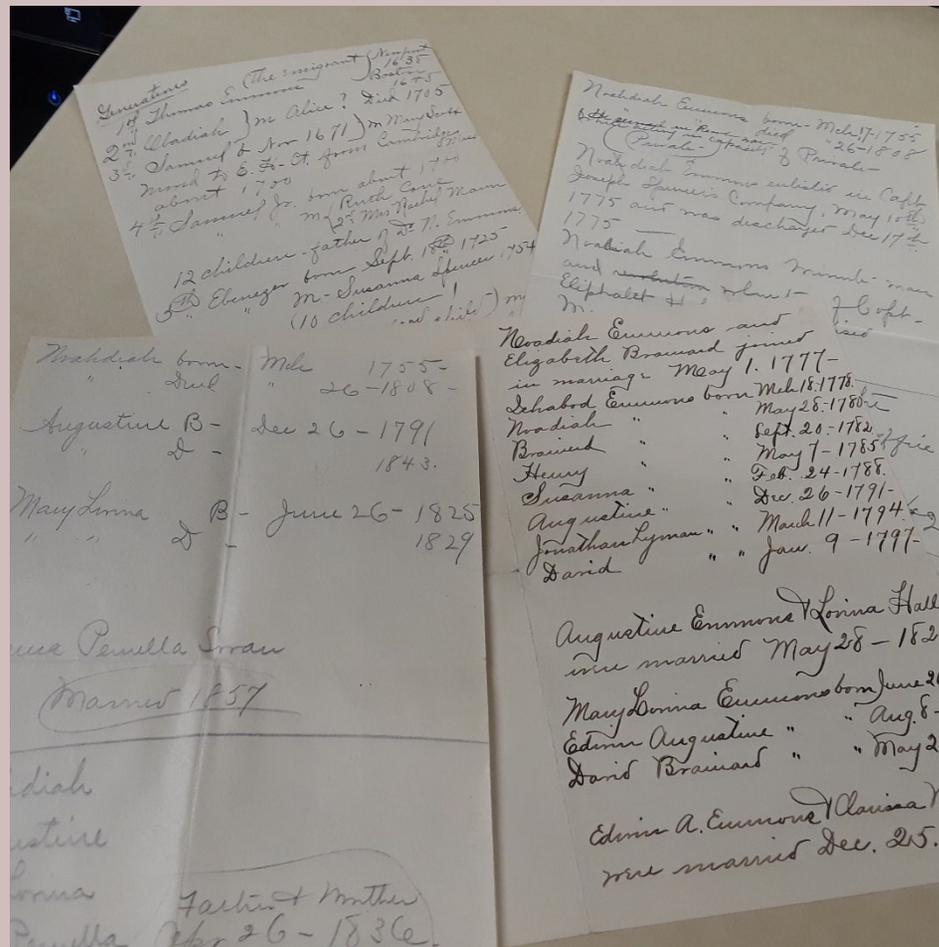
 **American Ancestors**
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

Let's review my survey worksheet

**I have started to sort
materials into piles**

**Let's review the
genealogical papers
first...**

Emmons Family Records



“Samuel Emmons, grandson of Thomas the immigrant”

Legal size document

*Spencer
from England*

3. Samuel Emmons. (grandson of Thomas the immigrant)
came from Cambridge, Mass to E. Hadam about 1700
had 6 children

4. Samuel Emmons, Jr. (his eldest)
m. Ruth Cone
had 12 children -

5. Ebenezer Emmons (third child)
b. Sept. 14, 1725. Susanna Spencer
m. Apr. 4, 1754.
had 10 children - (I have records of only six)

6. Noadiah Emmons (first child)
(5 children) b. 1754 Elizabeth Brainard
m. d.?

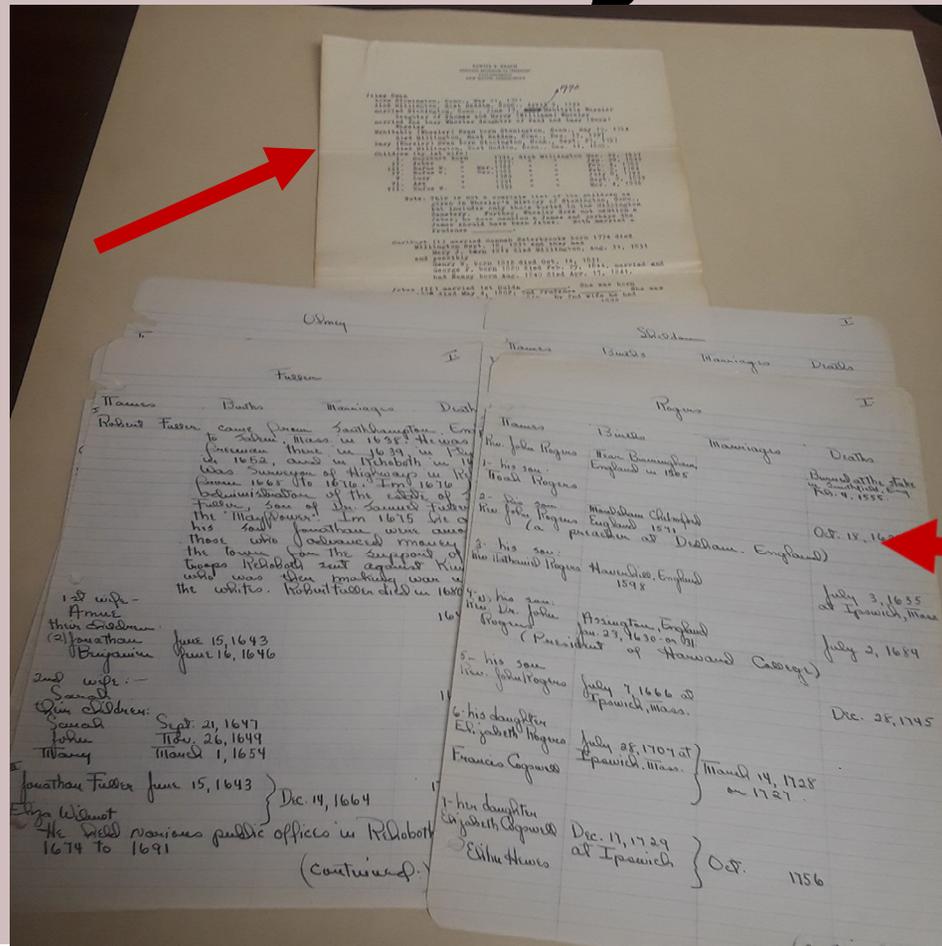
6. Daniel Spencer Emmons (second child)
(3 children -) b. 1757 Sarah Beebe
m. d. 1841

7. Augusta (6th child of Noadiah)
b. Dec. 26, 1791 Lewisa Hall of E. C.
m. ?
d. ?

Children
1. Edwice A. (Hm) - b. ? m. ? - had 2 d.

Handwritten and Typed Family Genealogies

Fuller
Hewes
Rogers
Sheldon
Olney
Swann

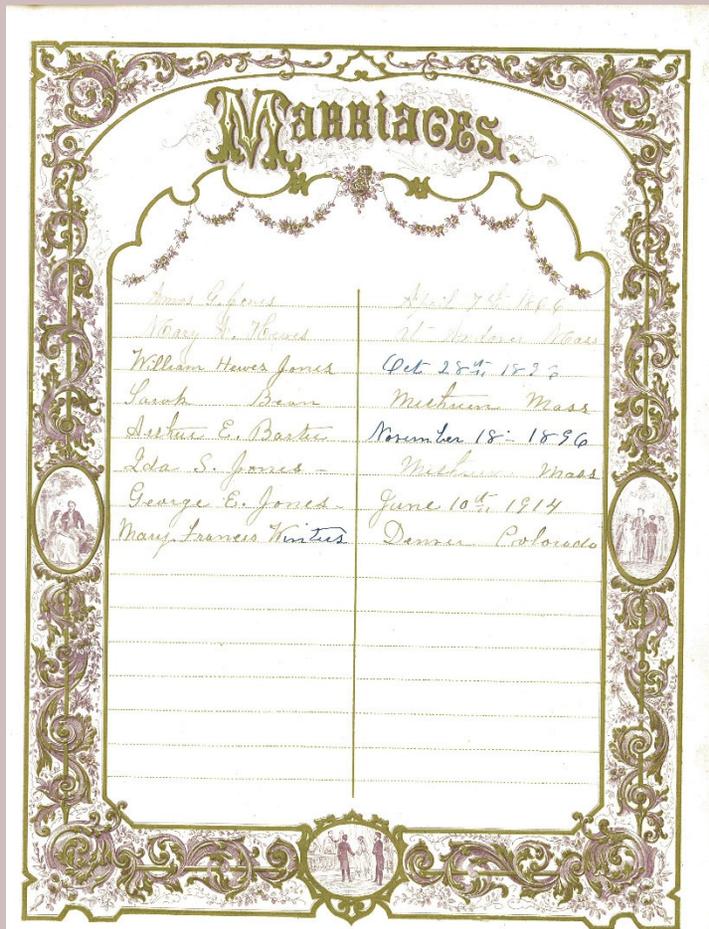


Questions

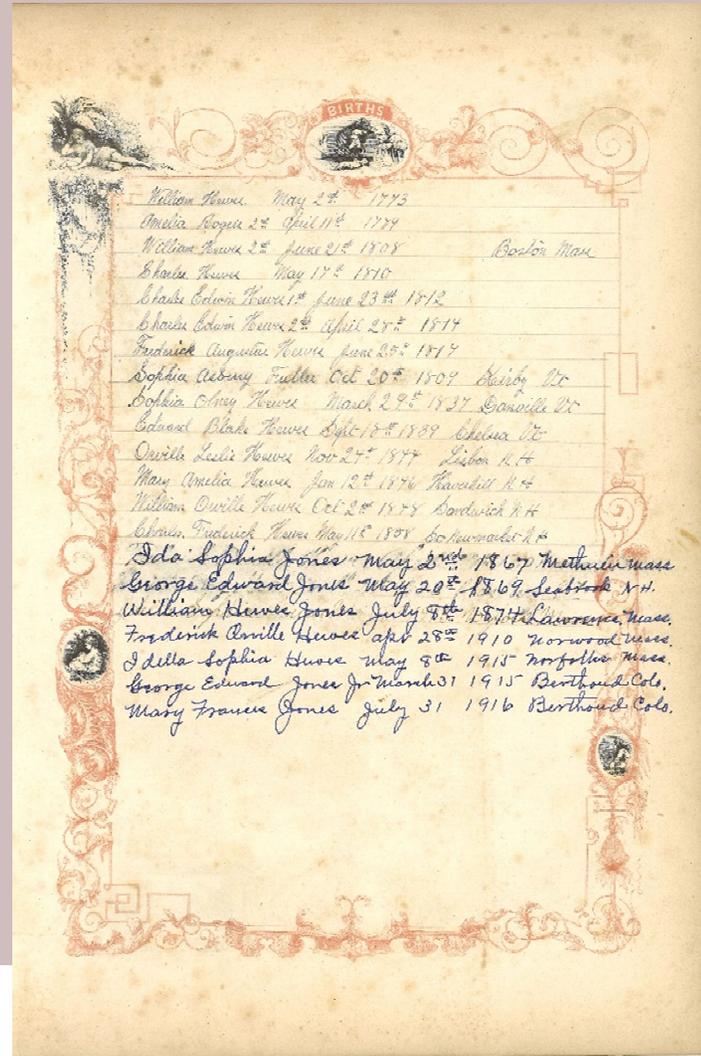
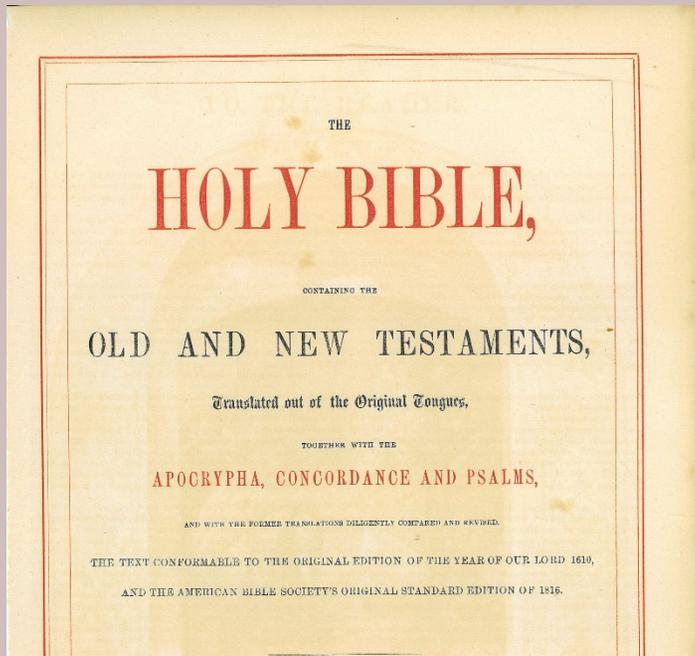
- What arrangement scheme should we consider?
- We are going to use folders for this collection:
 - Should we place all the genealogy papers in one folder?
 - Or separate further? How would you do so?

Jones family bible: Mary Amelia Hewes married Amos Jones

Who is Mary
Amelia Hewes?



Hewes Family Bible Records



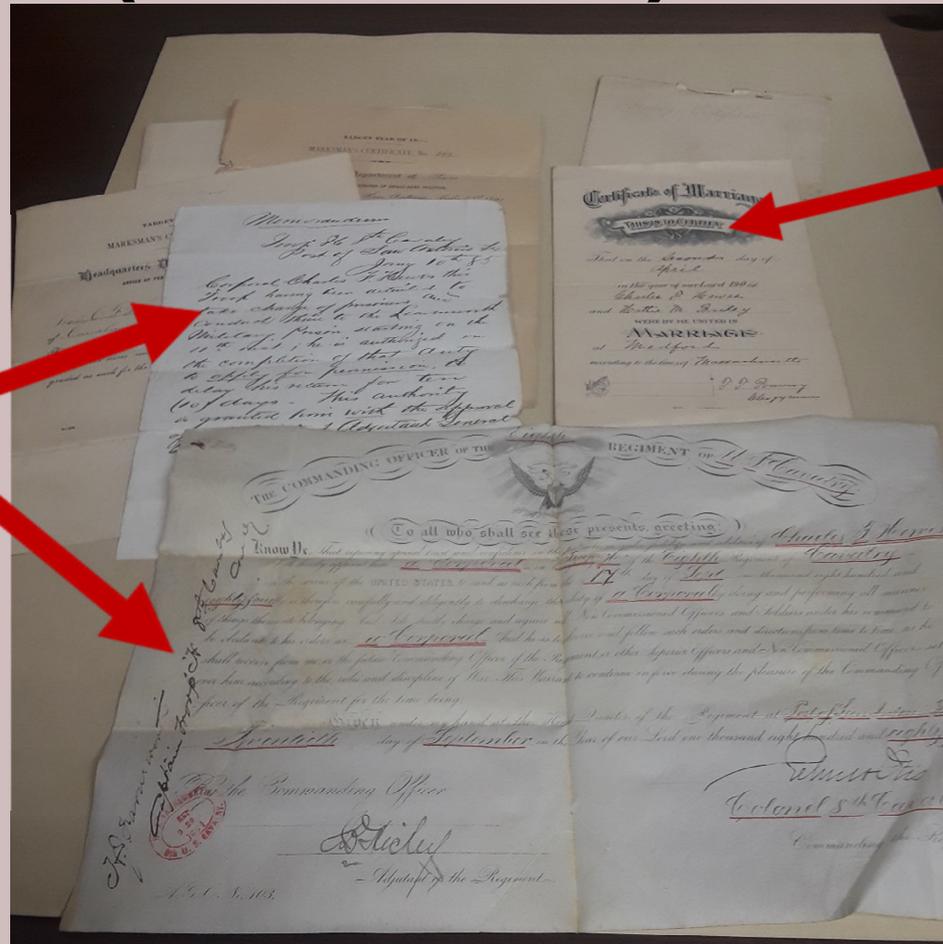
Organizing the Genealogies

Family Papers

Papers of Charles F. Hewes (1858-1925)

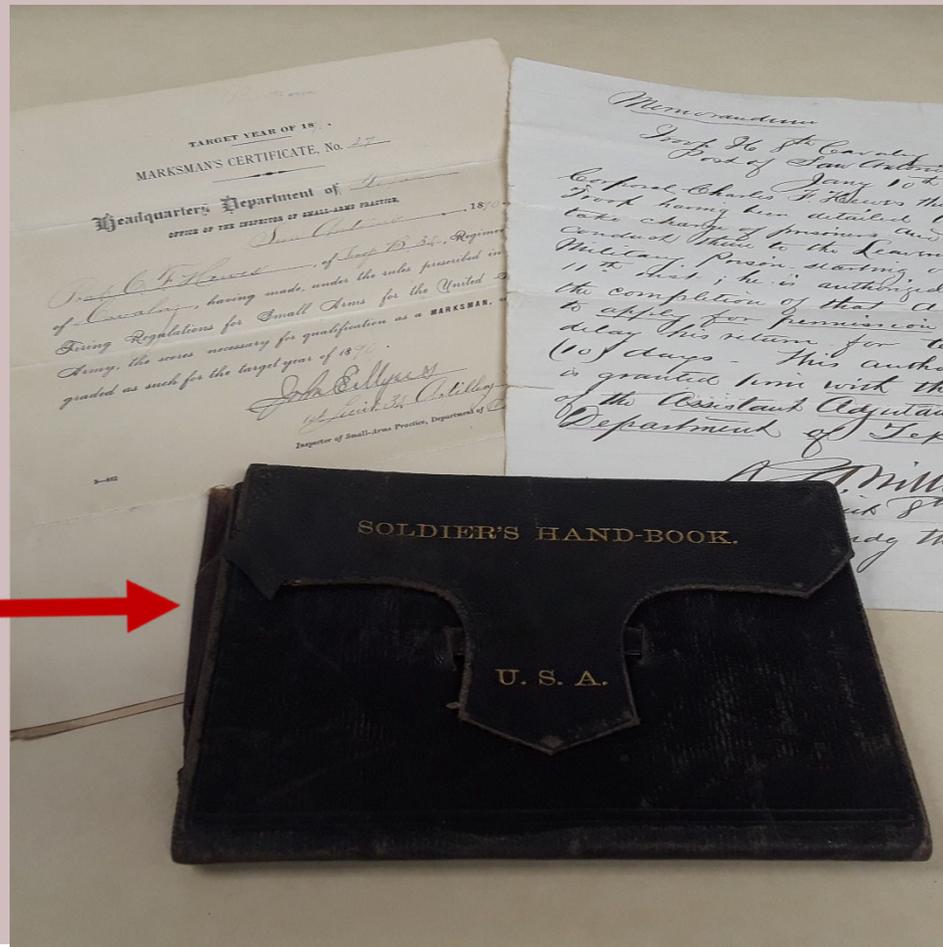
Military records:

- Marksmen certificates
- Military Commission (Troop H, 8th Cavalry Regiment) on parchment paper



Papers of Charles F. Hewes

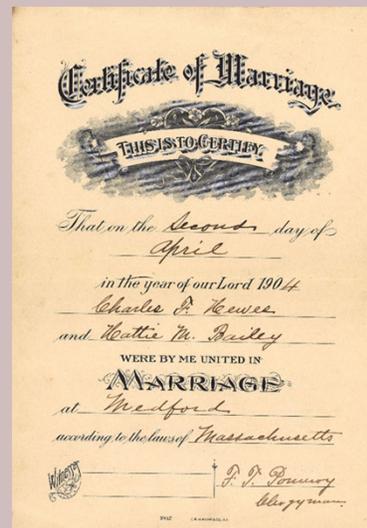
Soldiers Hand-Book



Organizing Charles' Papers Next Steps?

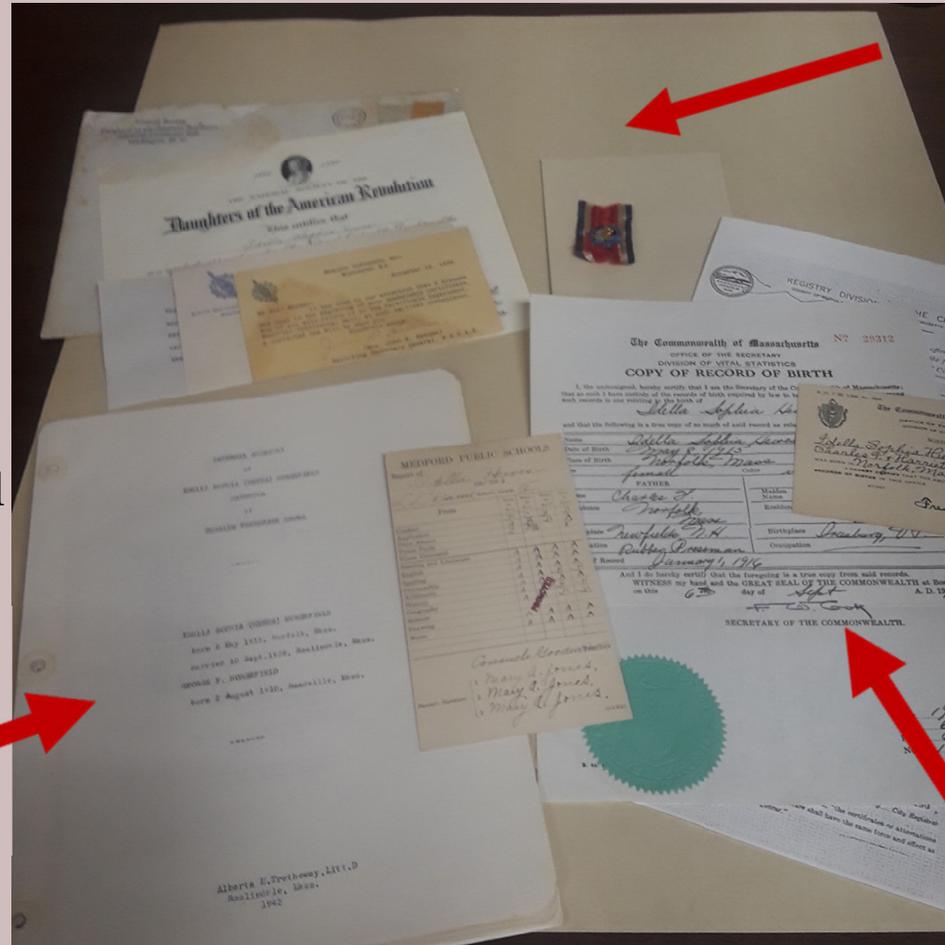
Questions

- What arrangement scheme should we consider?
 - Should we place all his papers together in one or two folders?
 - Or separate further? What would you do with his marriage certificate?



Papers Belonging to Idella

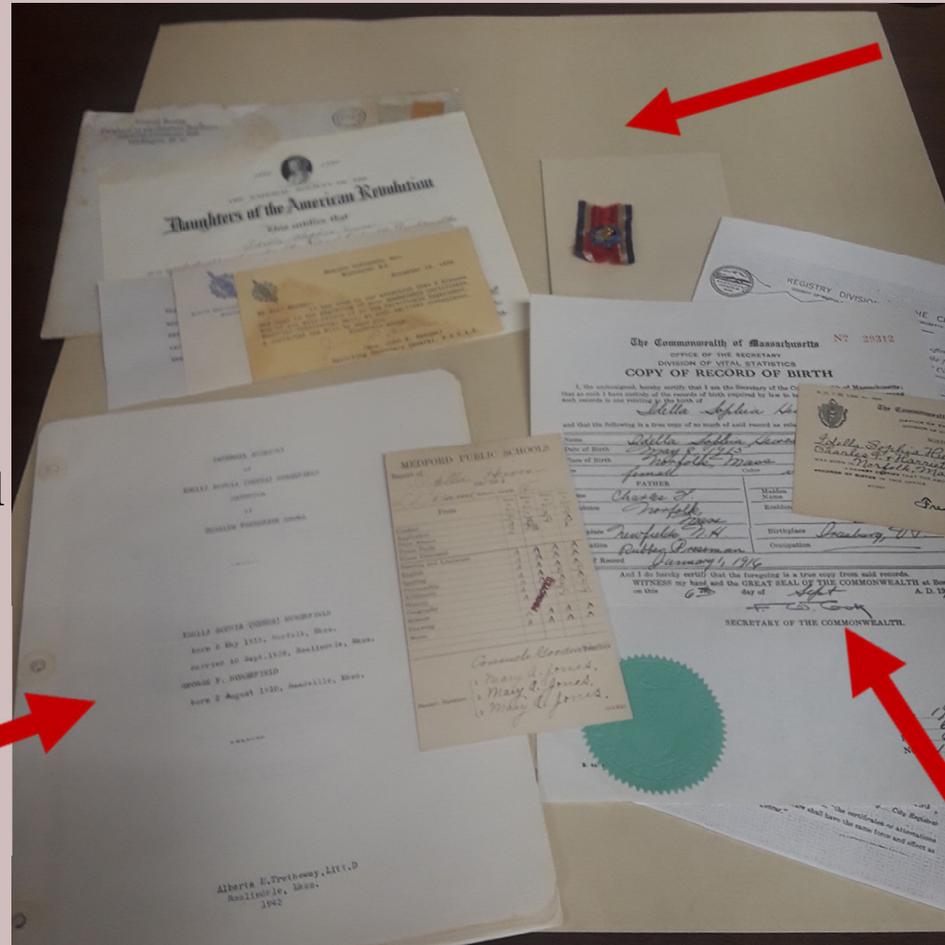
- Birth certificate
- Copy of death record
- Report card 1925-1926
- DAR certificate
- DAR Pin
- Gen. research, her paternal ancestry
- Diploma from Wheelock College



How would you organize Idella's papers?

Organizing Idella's Papers

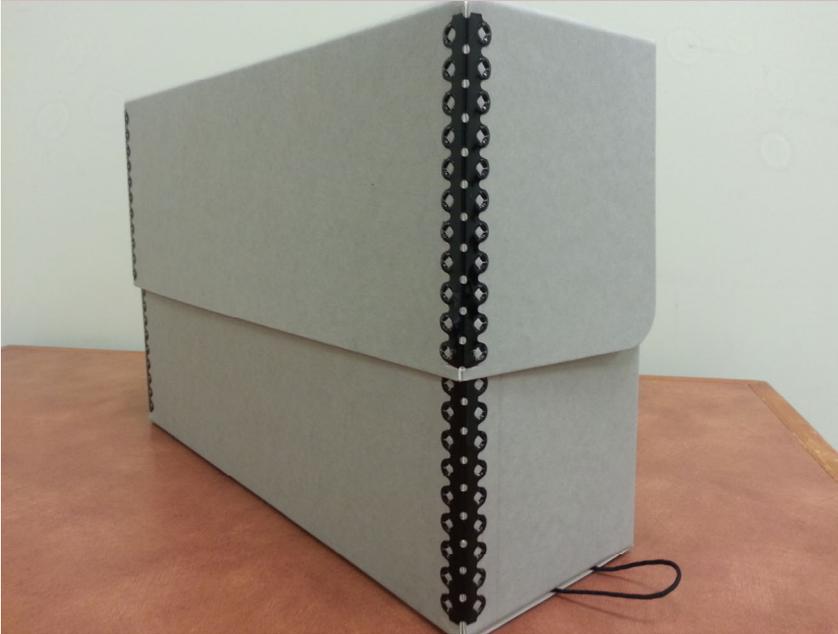
- Birth certificate
- Copy of death record
- Report card 1925-1926
- DAR certificate
- DAR Pin
- Gen. research, her paternal ancestry
- Diploma from Wheelock College



What supplies will we need?

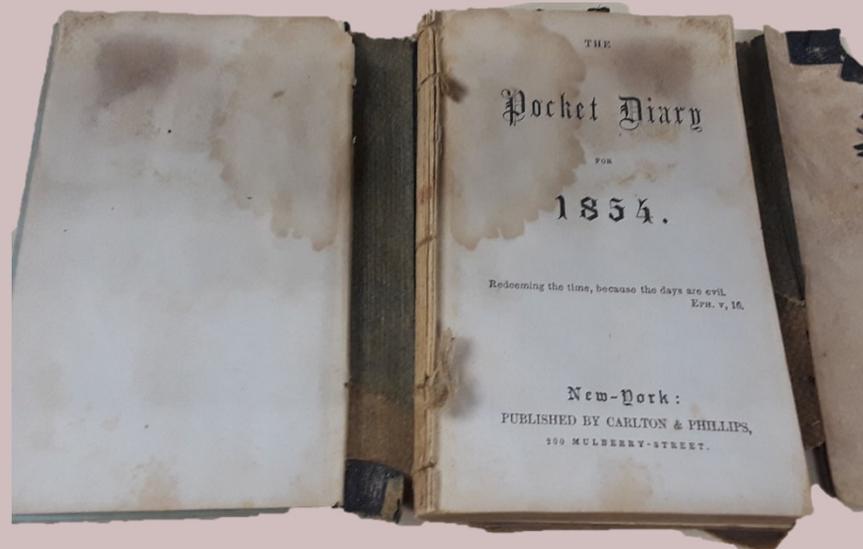
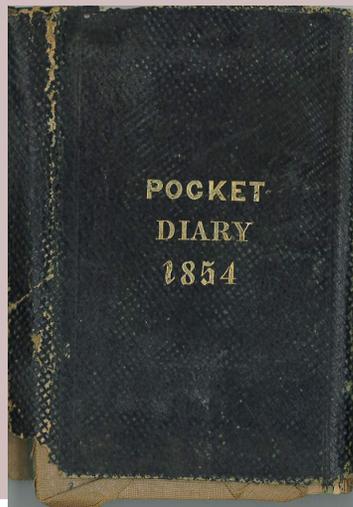
Supplies I Will Need

- Hollinger box(es)
- Folders
- Envelopes for small items



**Who does this belong
to?**

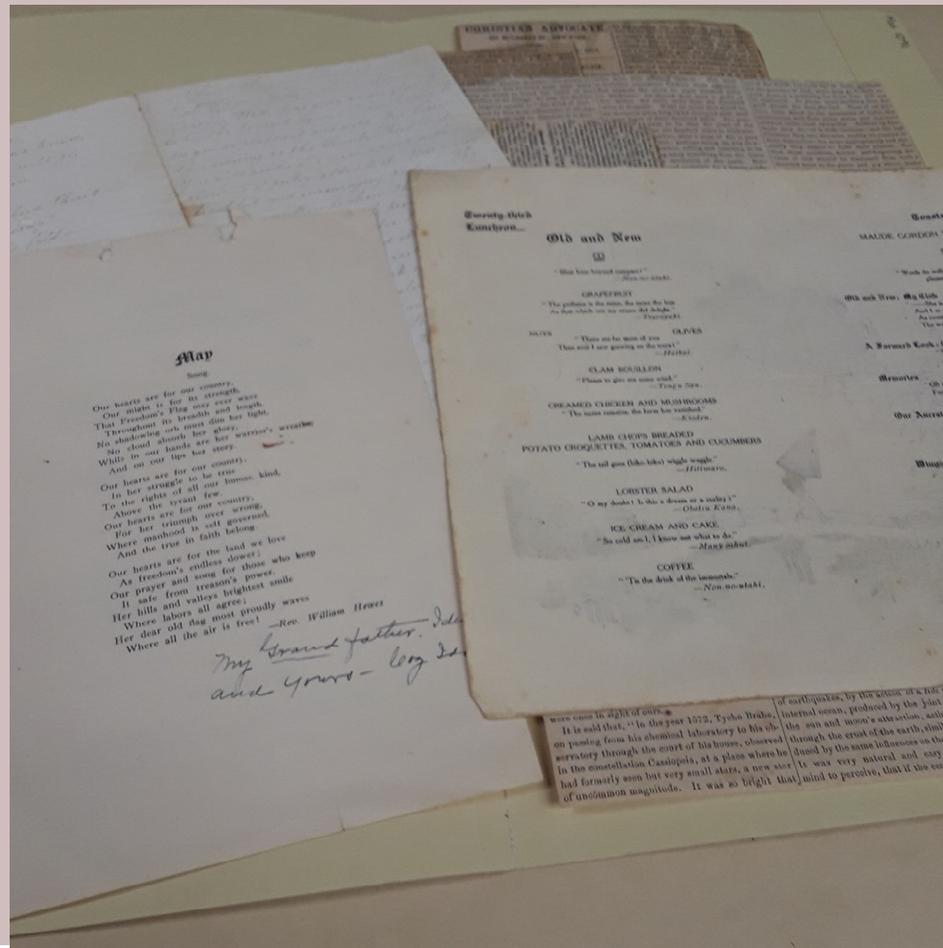
1854 Pocket Diary



“Scrapbook”



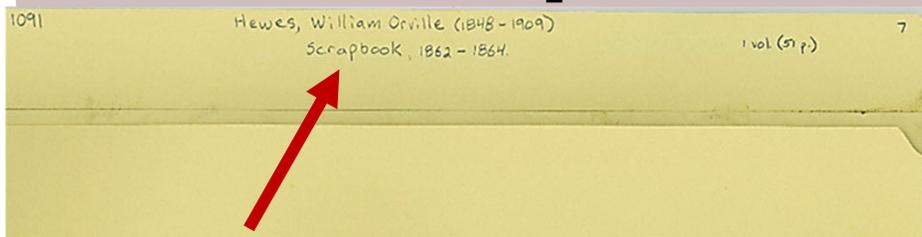
Loose Documents From Scrapbook



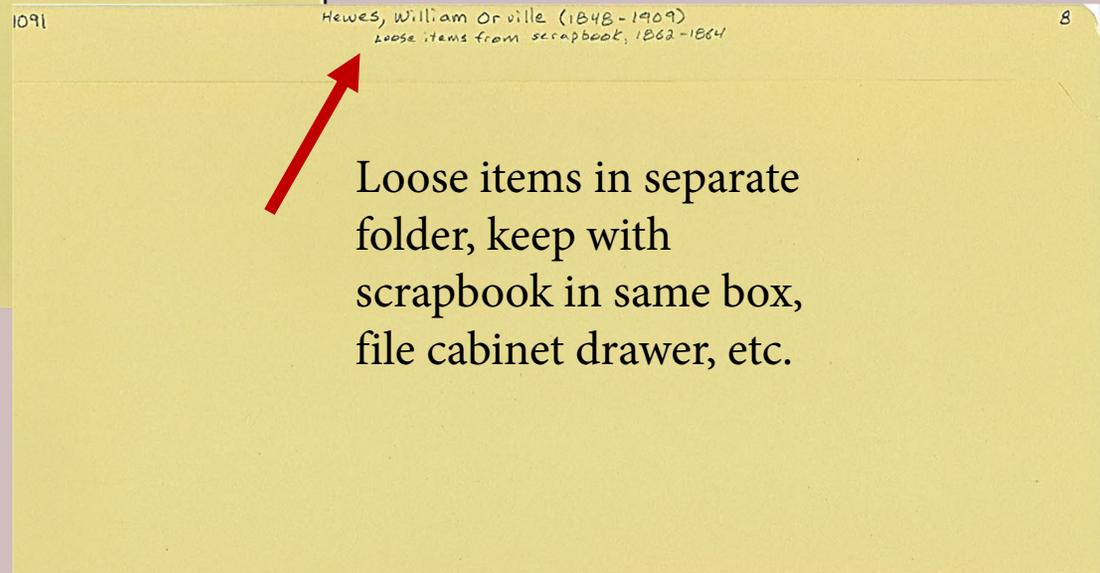
Questions

- Scrapbook conservation issues. What to do?
- Would you keep loose papers in scrapbook?
- Pocket diary belongs to Rev. William Hewes (1808-1890), Charles' father.
- Scrapbook belongs to William Orville Hewes (1848-1909), Charles' brother

Label: Hewes, William Orville (1848-1909) Scrapbook, 1862-1864

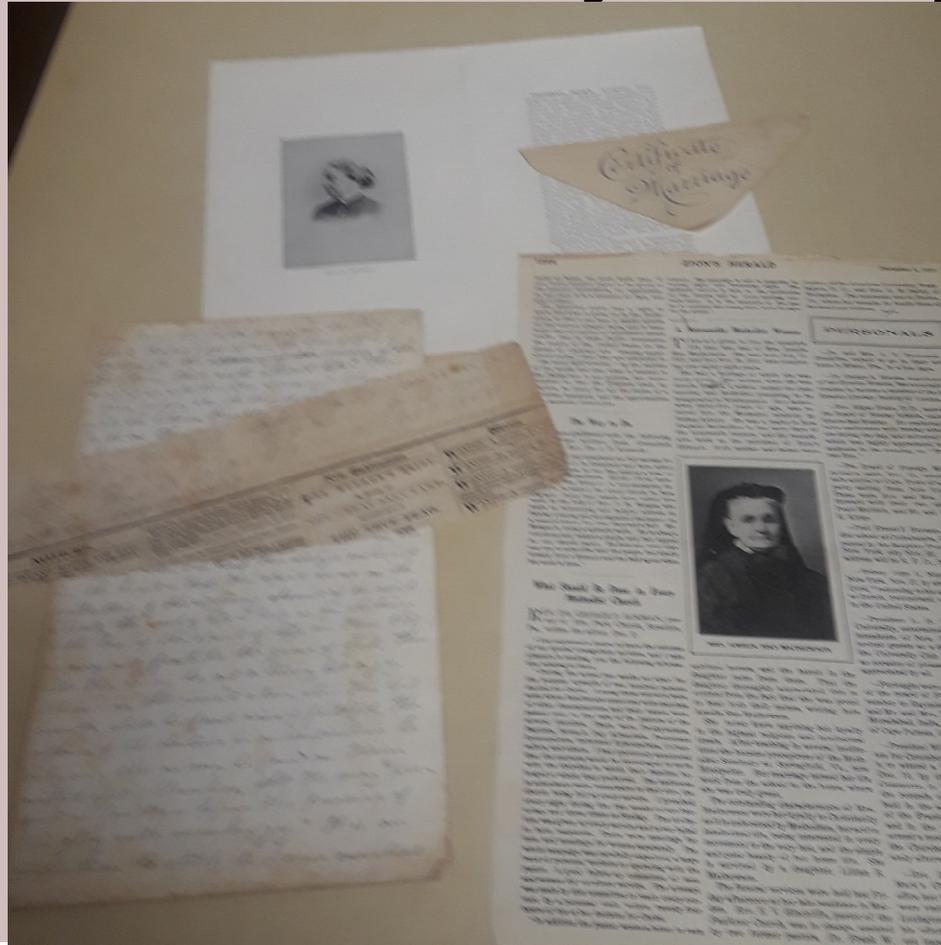


Store scrapbook spine down
in folder



Loose items in separate
folder, keep with
scrapbook in same box,
file cabinet drawer, etc.

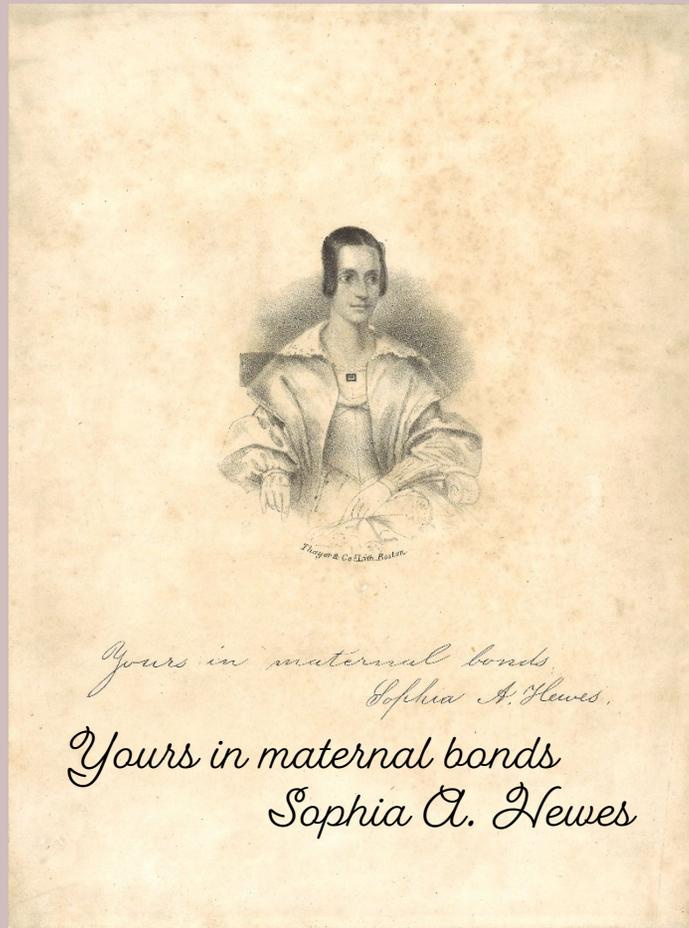
Cannot determine what these items are nor who they belong to



How should we classify these items?

Graphics

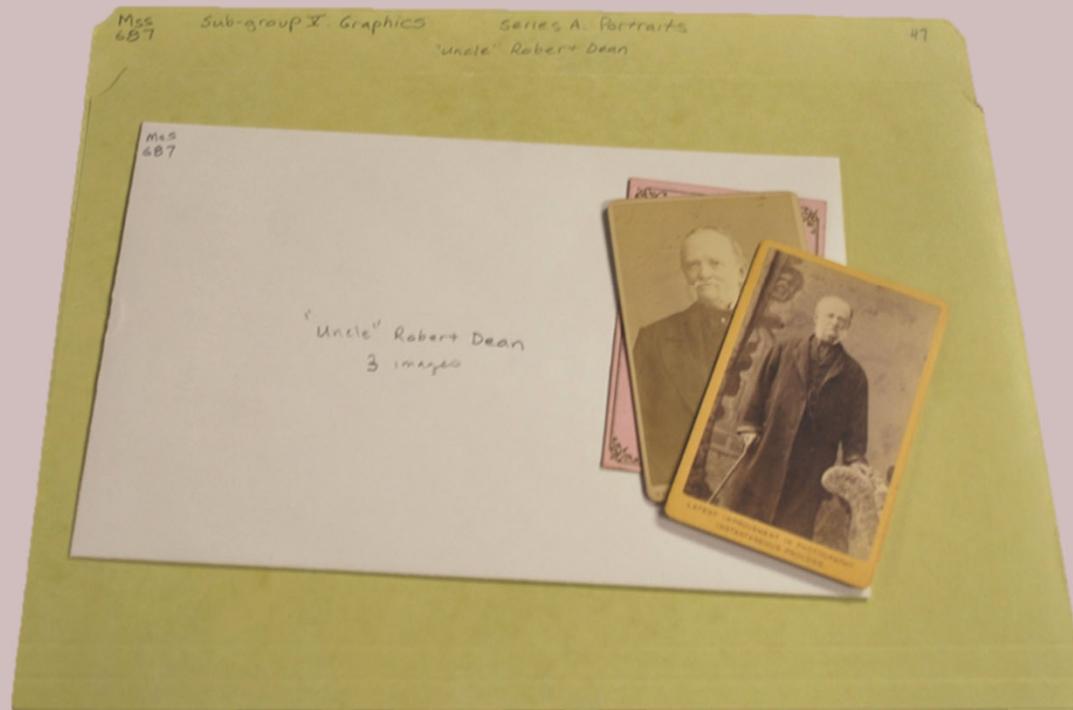
Lithograph



Unidentified Photos



Storage Options



**Bonus question:
Overall,
what arrangement
scheme should we use
for the entire
collection?**

Sorted Alphabetically by surname

Idella Sophia Hewes Horsefield Collection

FOLDER LIST

Note to Researchers: To request materials, please note the collection name and call number along with folder numbers shown below on a manuscript request form.

Folder Description	Document Date(s)	Physdesc	Folder #	Box #
Genealogical notes and correspondence on the Emmens family 1725-1904		[15] p.	1	1
Appraisal of Clarissa Emmens Estate	1895-1896	Ms., [3] p.	2	1
Genealogy - Fuller Family - 1638-1890, a handwritten list of the Fuller family genealogy beginning with Robert Fuller, who travelled from England to Salem, Mass. in 1638.		[4] p.	3	1
Genealogy - Hewes Family - 1773-1925, a handwritten list of the Hewes family genealogy beginning with William Hewes in 1773 through Idella's father, Charles F. Hewes.		[2] p.	4	1
Bible record for the William and Ameila (Rogers) Hewes family with entries for the allied Jones family.	1773-1916	[3] p.	5	1
Pocket diary of William Hewes (1808-1890)	1854	1 v.	6	1
Scrap book of William Orville Hewes (1848-1909)	1862-1864	1 v. (51 p.)	7	1
Loose items from scrapbook			8	1
<i>The Soldier's hand-book for the Use of the Enlisted Men of the Army</i> (1884) belonging to Charles Frederick Hewes [clothing account on pages 57-58 has handwritten entries by CFH]	1884-1887	1 v. (58 p.)	9	1
Military records of Charles F. Hewes: leave pass, and marksman certificates.	1885-1892	1 ADS, 3 DS, [4] p.	10	1
Military commission certificate as Corporal of Troop H Eighth Cavalry Regiment for Charles F. Hewes	1884 September 20	1 DS, 1 p.	11	1
Marriage Certificate - Charles F. Hewes to Hattie M. Bailey, Medford, Mass.	1904 April 2	1 DS, 1 p.	12	1
Paternal Ancestry of Idella Sophia (Hewes) Horsefield, written by Alberta M. Trethewey which traces Idella Hewes Horsefield's paternal ancestry to the 1500's in England.	1945	[16] p.	13	1
Records of Idella Sophia Hewes Horsefield including a birth certificate, report card from Medford Public Schools, and death certificate.	1915-1985	[5] p.	14	1
Diploma from Wheelock School	1935 June 3	1 DS, 1 p.	15	1

Idella Sophia Hewes Horsefield Collection

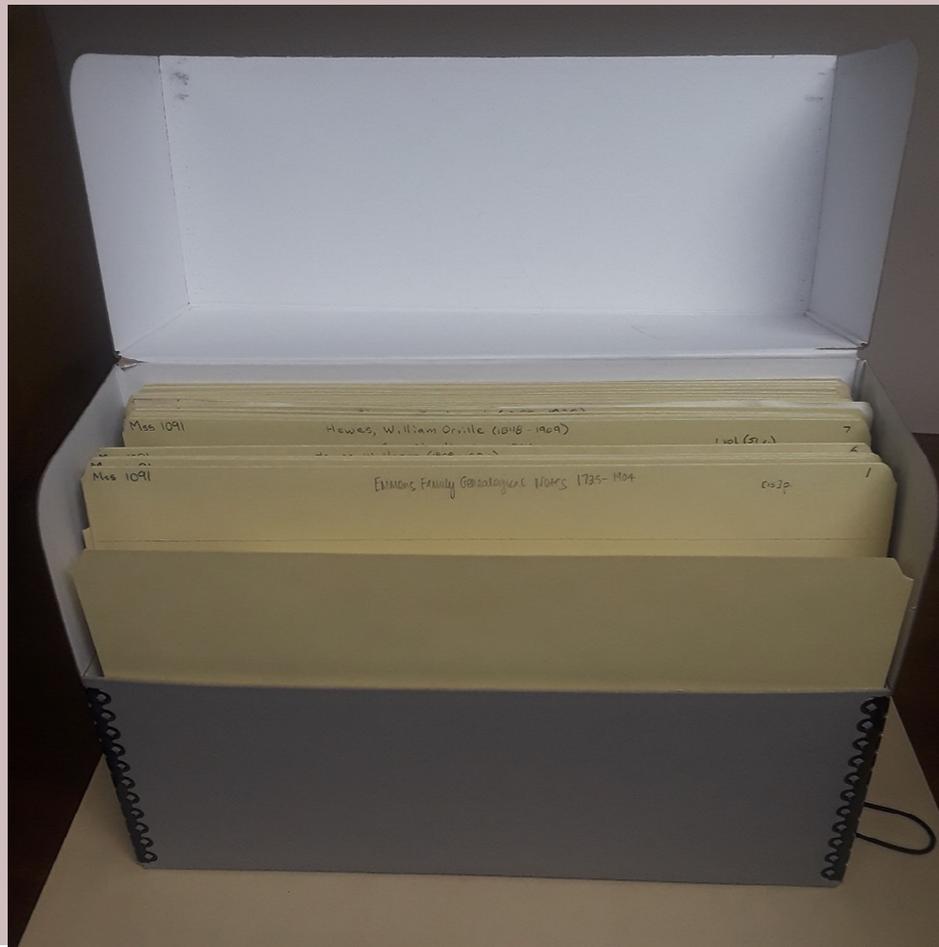
Mss 1091

Folder Description	Document Date(s)	Physdesc	Folder #	Box #
Records of the American Revolution Records, including certificate of membership and correspondence.	1938	[6] p.	16	1
Children of the American Revolution pin and ribbon belonging to Idella Hewes Horsefield			17	1
Bible record for the Amos G. and Mary Amelia (Hewes) Jones family	1840-1916	[5] p.	18	1
Data on Amos Jones		[31] p.	19	1
Genealogy - Olney Family - 1600-1865, a handwritten list of the Olney family genealogy beginning with Thomas Olney in 1600.		[2] p.	20	1
Genealogy - Rogers Family - 1505-1858, a handwritten list of the Rogers family genealogy beginning with Revered John Rogers, born 1505.		[2] p.	21	1
Genealogy - Sheldon Family - 1630-1902, a handwritten list of Sheldon family genealogy from John Sheldon, born 1630, to William Hewes, born 1808.		[2] p.	22	1
Genealogy of the Jabez Swan family of Stonington, Connecticut, 1751-1913 [typed on letterhead of DeWitt T. Keach of Yale University]		[2] p.	23	1
Miscellaneous, contains the flap of an envelope marked Certificate of Marriage, a scrap of newspaper with handwritten notes, a clipping from December 8, 1915 including the obituary of Amelia Sias Mathewson (mother was Amelia Hewes) and a writing on stationary with a lithograph of Sophia A. Hewes.		[6] p.	24	1
Newspaper clippings.	1841-1856	[8] p.	25	1
Graphics, including a copy of a lithograph of Sophia A. Hewes, 2 photographs of unidentified males, 2 photographs of unidentified females, and three photographs of an unidentified group.		7 Photos, 1 Lithograph	26	1

3

Finding aid to Idella Horsefield Papers

Organized and ready to use!



QUESTIONS?



THANK YOU!

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