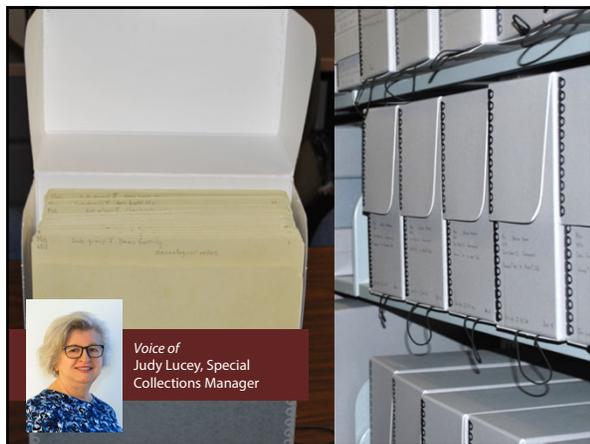


1



2



3

Today's Objectives

- Gaining control of your research and papers
- Arrangement and description of your materials
- Preservation basics - a final reminder
- Donating your collection

4

Why organize?

Long term preservation of your papers and family treasures



5

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

6

Gain control of what you have

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



7

Step # 1

Identify and Organize

8

Moving from Survey to Organization

Survey	Organization
<ul style="list-style-type: none"> • Family surname 1 <ul style="list-style-type: none"> - Genealogical material - Documents - Written material - Photos - Memorabilia • Family surname 2 • General material for multiple families <ul style="list-style-type: none"> - Written material 	<ul style="list-style-type: none"> • Genealogical material <ul style="list-style-type: none"> - Family group sheets, charts - Compiled genealogies (typed and handwritten) - General genealogical research (notes, etc.) • Written material <ul style="list-style-type: none"> - Letters/correspondence - Diaries/Journals • Documents <ul style="list-style-type: none"> - Vital records (certificates of birth, marriage, death) • Photos • Memorabilia

9

Refine Your Classification Scheme

<p>Top Level</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> – Many genealogists begin by starting with four ancestral lines—one for each of their grandparents 	<p>Second Level</p> <ul style="list-style-type: none"> • By Individual • By Couple or Family • By Event <ul style="list-style-type: none"> – All papers related to a specific event type (i.e. birth, marriage, census, etc.) are filed together
--	--

10

Additional Refinements

<ul style="list-style-type: none"> • By Material Type <ul style="list-style-type: none"> – Genealogical material – Documents – Written material – Photos – Memorabilia 	<ul style="list-style-type: none"> • By Location: <ul style="list-style-type: none"> – Country, state, county, or town to reflect your ancestor's migration • By Record Type: <ul style="list-style-type: none"> – Vitals – Church and cemetery – Census – Military – Land – Probate
---	---

11

Arrangement

12

Arrangement vs. Description

<p>Arrangement</p> <ul style="list-style-type: none"> • Analyzing materials to see: <ul style="list-style-type: none"> – 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 	<p>Description</p> <ul style="list-style-type: none"> • 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
---	---



13

Tip

There is no one best arrangement scheme

14

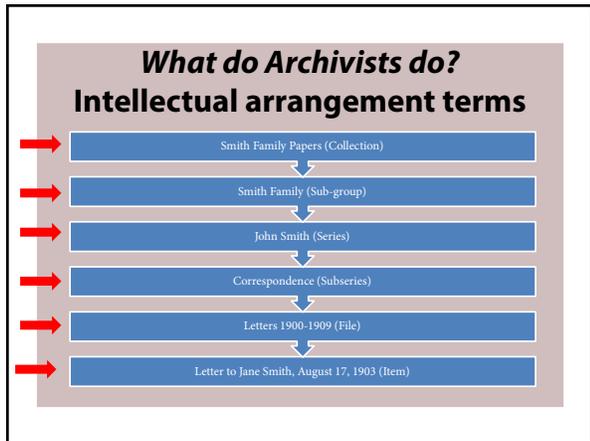
Some Organization Schemes

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

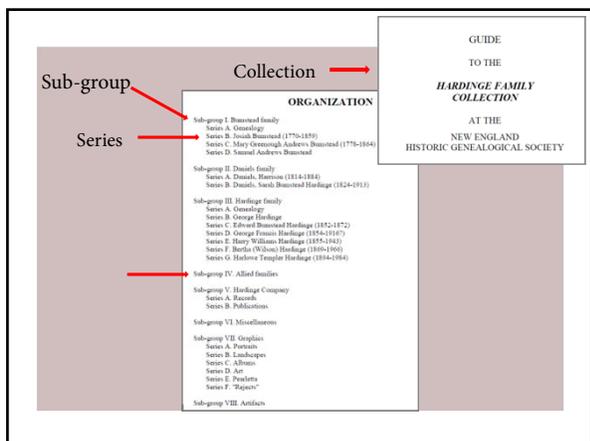
15



16



17



18

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)

22

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

23

Genealogical Research

24

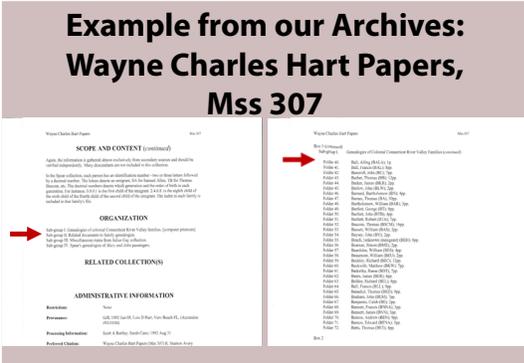
Use plastic sleeves

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



25

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



26

Organizing by Families

27

Organizing by families

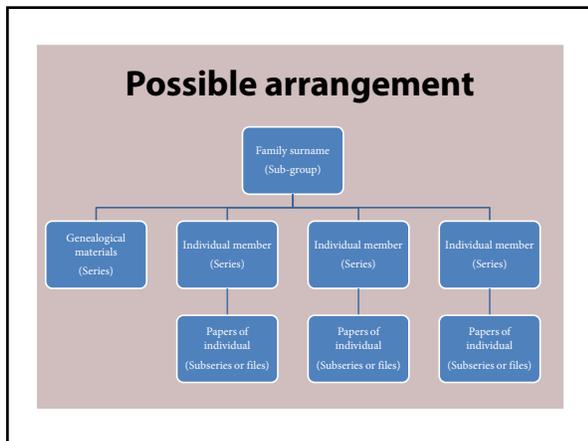
- Organize your papers by surnames
- Keep compiled genealogies, family charts, etc. with surname
- Within those surnames, organize by individual family members. Within individual family members groupings (series):
 - If few files, order chronologically
 - If many, organize by format and/or function (subseries)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

28

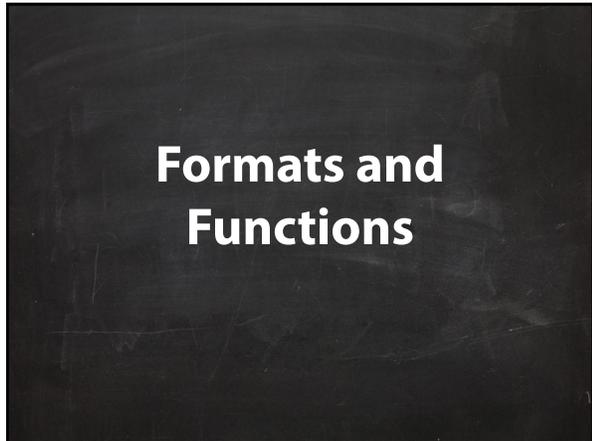
Tip

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

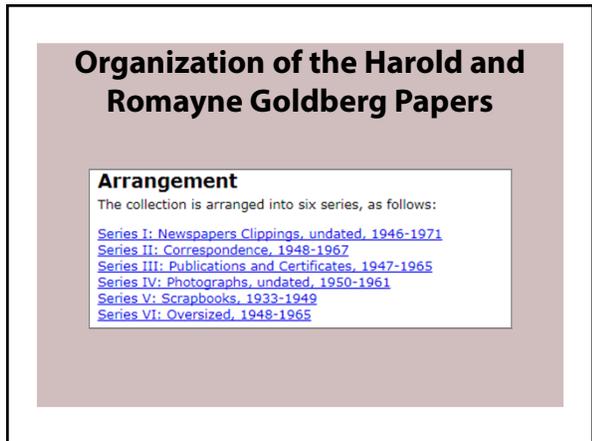
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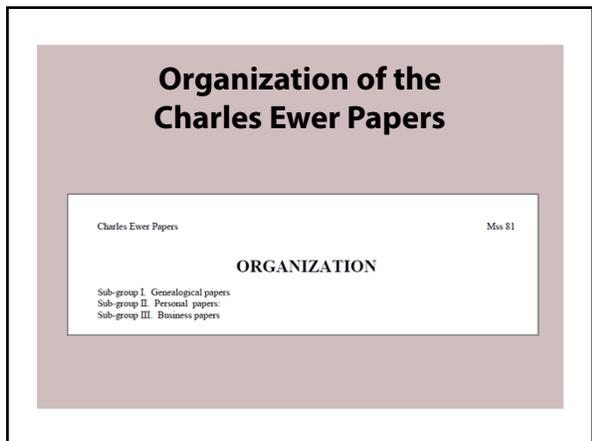
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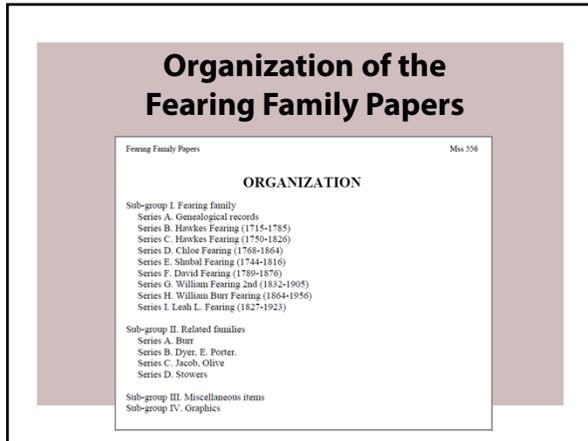
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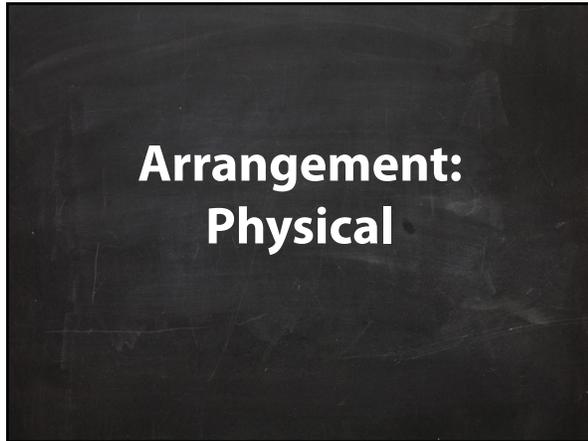
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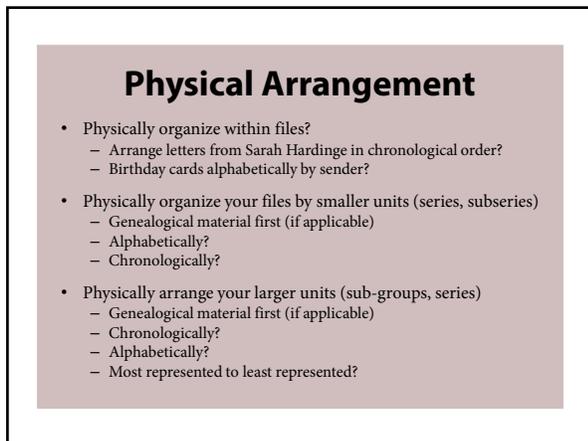
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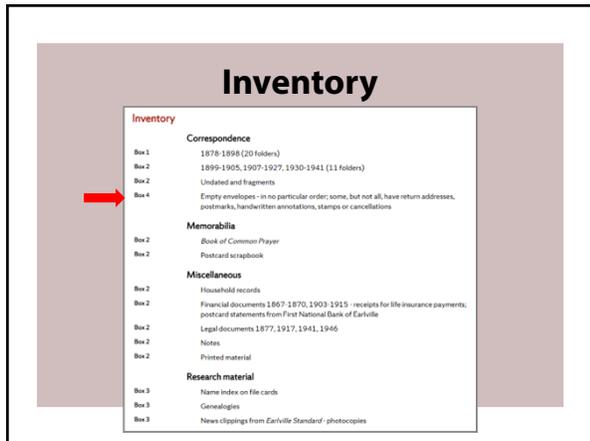


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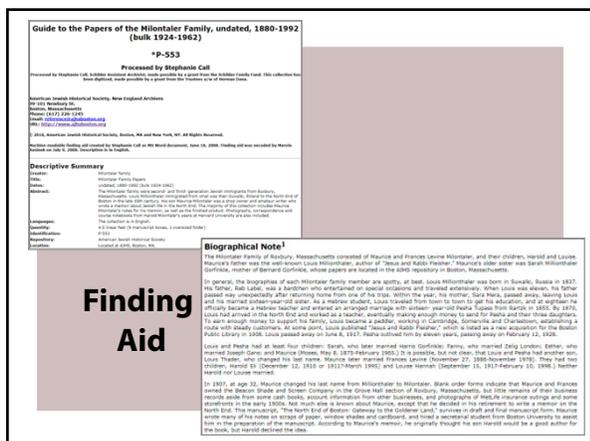
40

Horizontal lines for notes, consisting of 10 parallel lines.



41

Horizontal lines for notes, consisting of 10 parallel lines.



42

Horizontal lines for notes, consisting of 10 parallel lines.



43



44



45

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

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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.



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Donating Your Collection

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Records of historical value

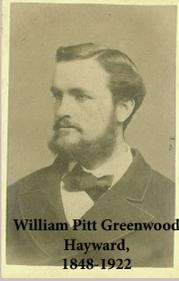
- Genealogical research
 - Family group sheets, charts
 - Compiled genealogies, narratives
- Vital records (originals and copies)
- Journals, diaries, ledgers
- Correspondence, cards, invitations
- Deeds, estate papers
- Bibles with family records
- Educational and military records
- Scrapbooks, autograph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



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Why donate?

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



William Pitt Greenwood
Hayward,
1848-1922

50

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



W. H. JONES BEVERLY, CALIFORNIA, PHOTOGRAPHER

51

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

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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?

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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?

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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

Box 1 1870-1888 (20 folders)

Box 2 1890-1900, 1907-1927, 1930-1941 (11 folders)

Box 3 Unsorted and fragments

Box 4 Envelope envelopes - in no particular order, some, but not all, have return addresses. Contents in handwritten annotations, change in nomenclature

Memorabilia

Box 2 Book of Common Prayer

Box 2 Photograph scrapbook

Miscellaneous

Box 2 Miscellaneous records

Box 2 Financial documents 1867-1870, 1903-1915 - receipts for life insurance payments, general documents from First National Bank of Cayote

Box 2 Legal documents 1877, 1917, 1941, 1948

Box 2 Notes

Box 2 Printed material

Research material

Box 3 Name index on file cards

Box 3 Copying log

Box 3 Name listings from Cayote Standard photographs

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Donating Personal Digital Records

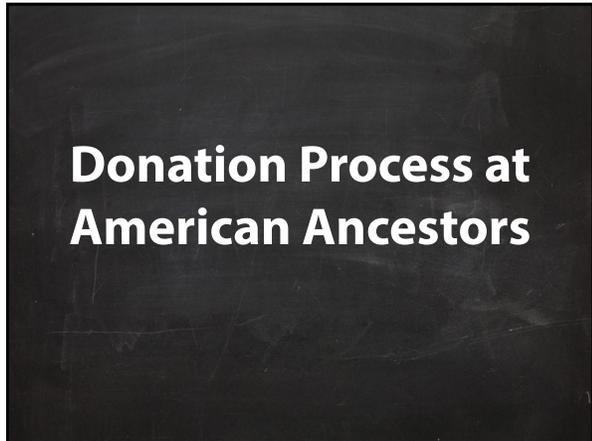
- Create a summary description of the files (with your inventory)
- Create intelligent file names that include date, location, and context
- Remove inappropriate material (ask yourself: do you want other people to see this image/document/video)
- Use open formats (PDF, TIFF, JPEG)
- For family trees/narrative 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.

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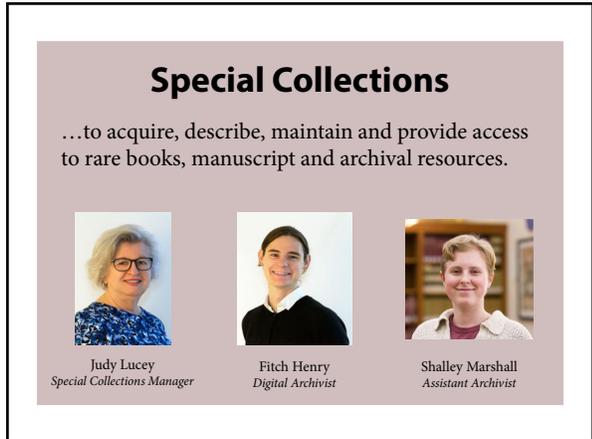
Donation Process

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

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Collection Strengths

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

Personal History, Incidents, &c.
Relating to the Family
Van Craan.
Compiled by Daniel H. Craan.

This manuscript is copied from the paragraphic copy & register compiled in red ink by your ancestor of forefathers in the General Court.

This manuscript is copied from a copy made from the original manuscript of Daniel H. Craan for John W. Craan of No. Street, N. H. (1828-1871)

The Original Manuscript is now (1871) in the possession of Mrs. Van Craan, widow of Daniel H. Craan.

61

We still want these!!!




62

What we really want

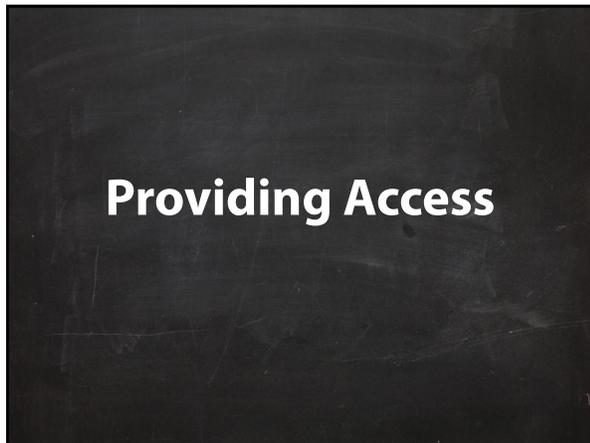




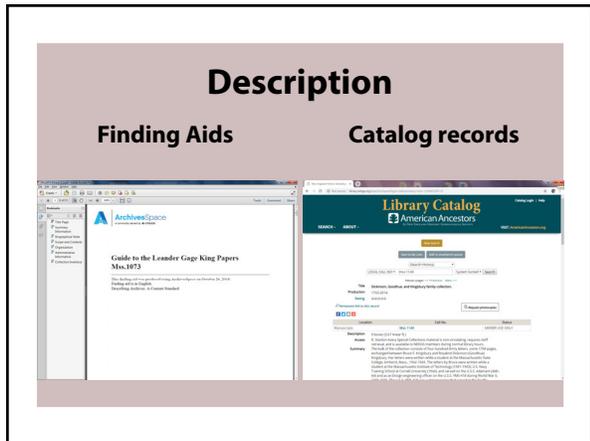

View of Building from Square, Portland, Me.

We have all worked here. Our family works here now. From Mr. E. P. Phillips, Portland, Me.

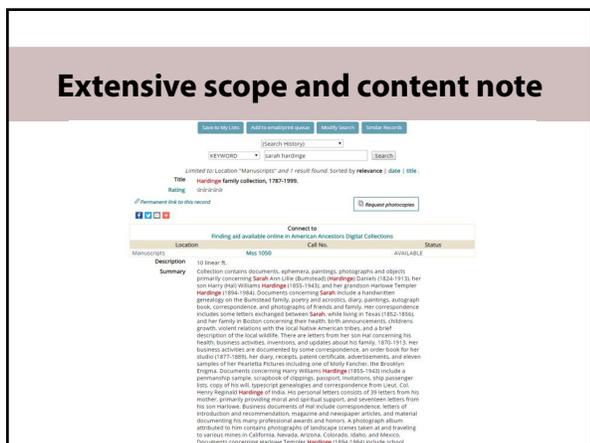
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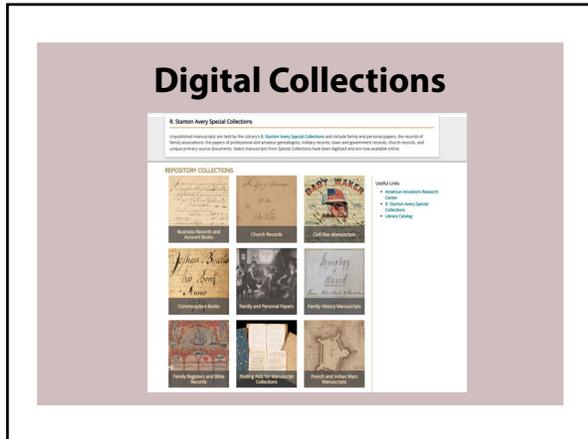
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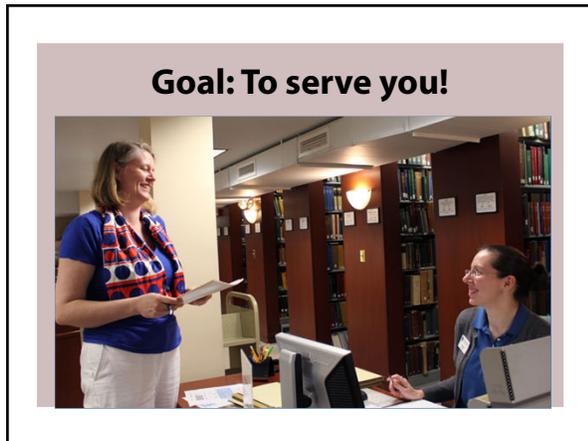
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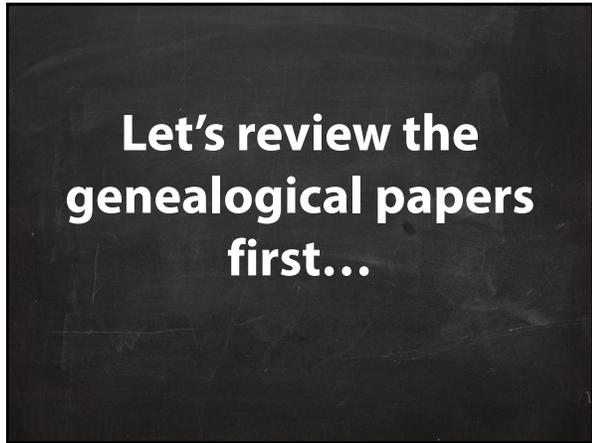


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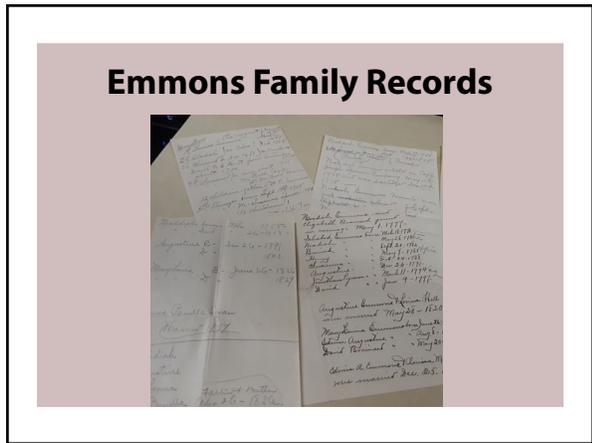
Papers of Idella Sophia Hewes Horsefield (1915-1985)

- 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

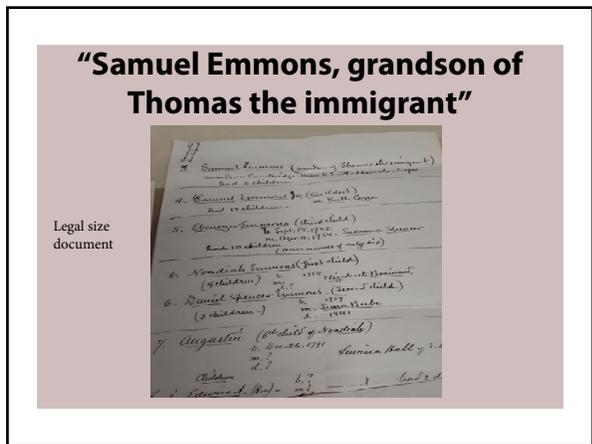
75



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80



81

Handwritten and Typed Family Genealogies

Fuller
Hewes
Rogers
Sheldon
Olney
Swann

82

Questions

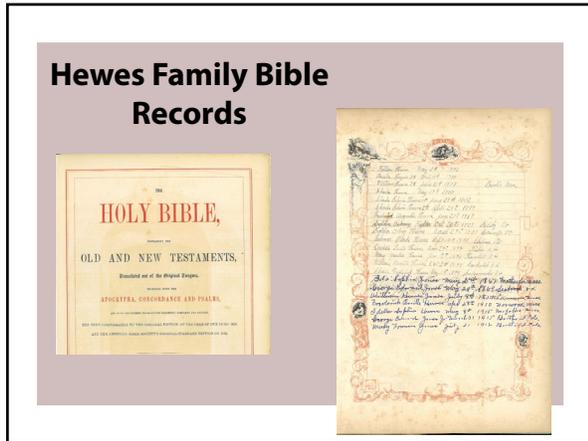
- What arrangement scheme should we consider?
- We are going to use folders for this collection:
 - Should we place all the genealogy papers in one folder?
 - Or separate further? How would you do so?

83

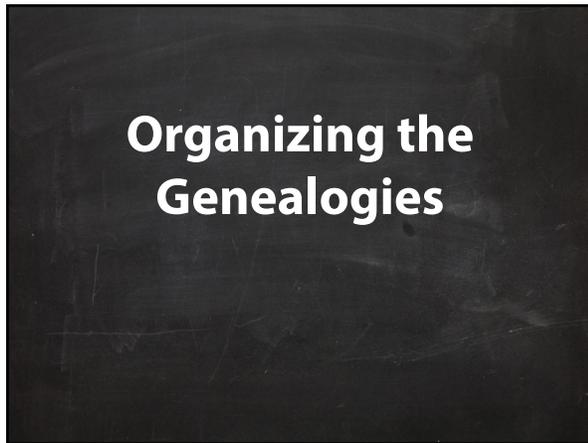
Jones family bible: Mary Amelia Hewes married Amos Jones

Who is Mary Amelia Hewes?

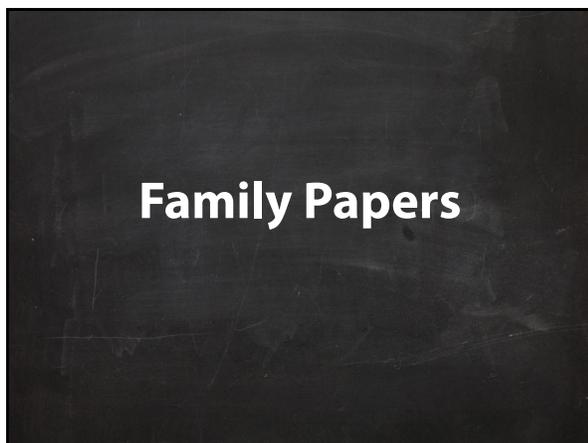
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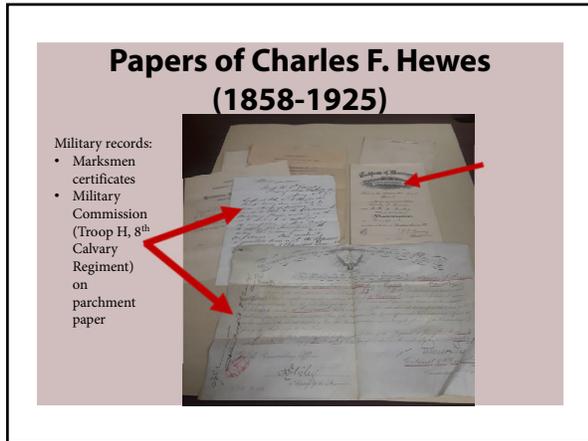
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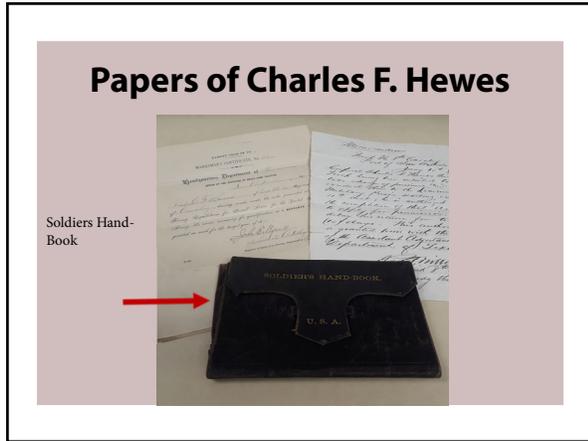
86



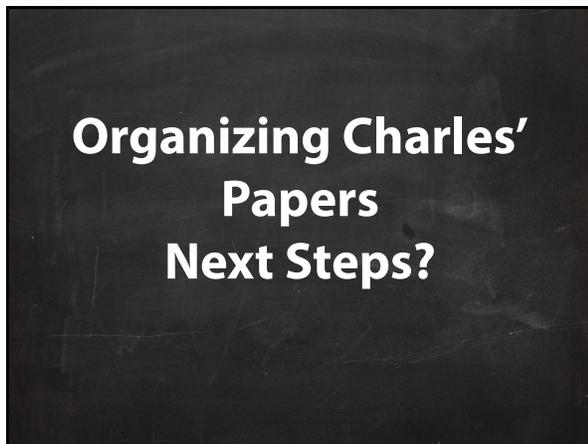
87



88



89



90

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?



91

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



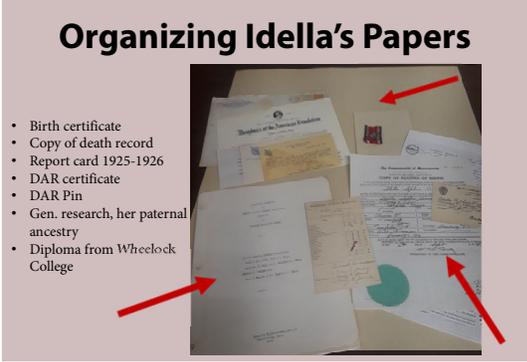
92

How would you organize Idella's papers?

93

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



94

What supplies will we need?

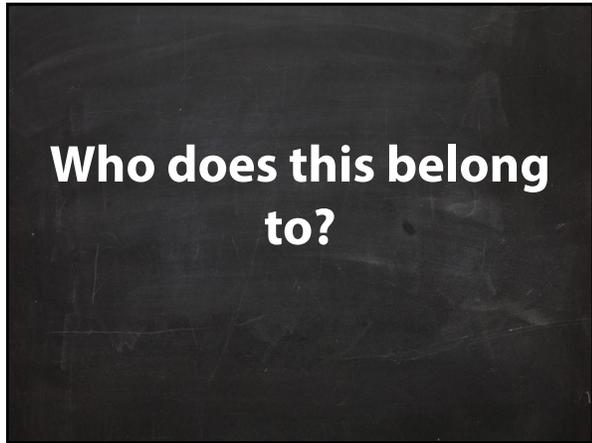
95

Supplies I Will Need

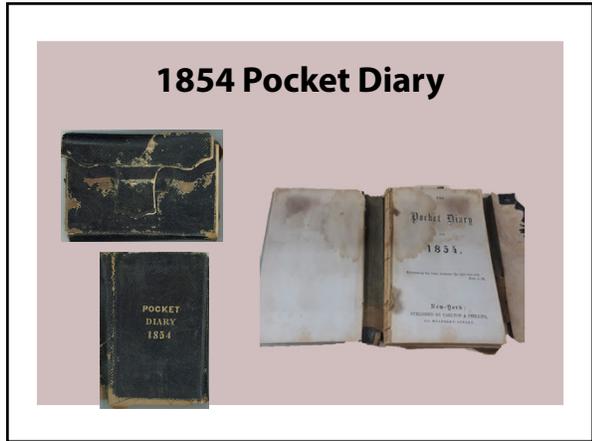
- Hollinger box(es)
- Folders
- Envelopes for small items



96



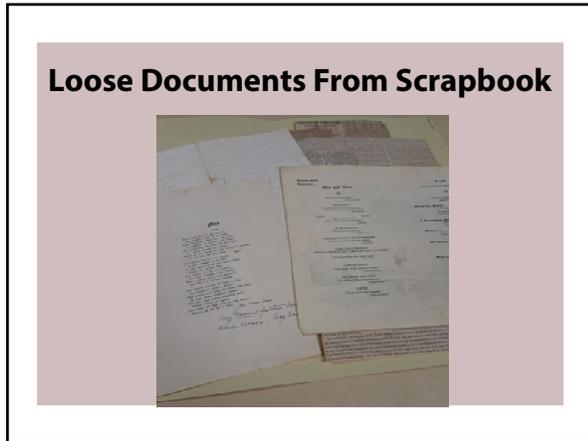
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100

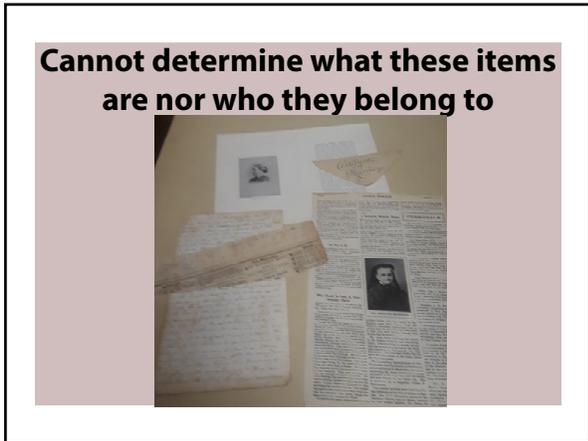
Questions

- 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

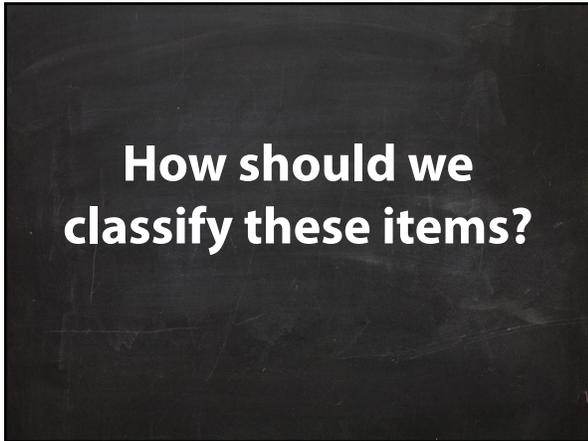
101

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

102



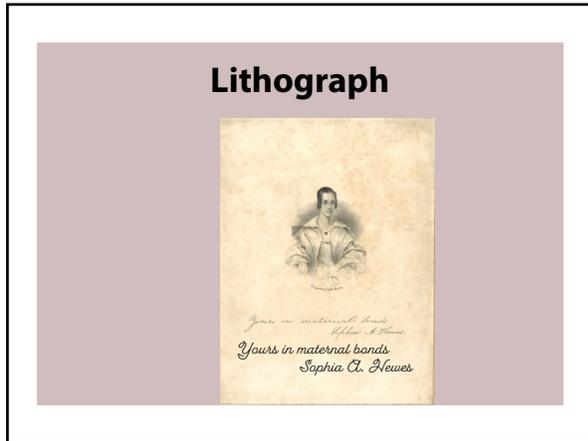
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104



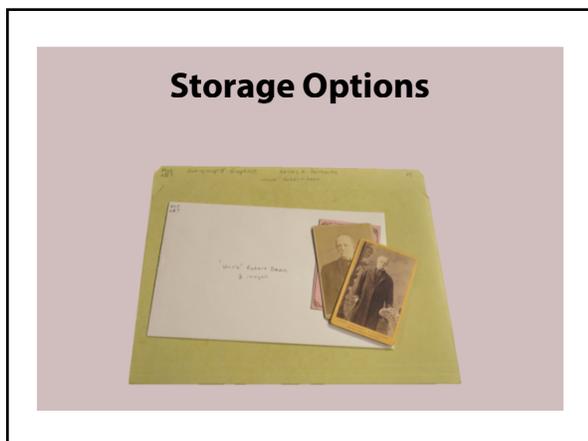
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