

Unlocking the Secrets of Your Family Tree

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- ✓ What is Genealogy?
- ✓ Where Do I Begin?
- ✓ Verifying Facts
- ✓ Research, Research, Research!
- ✓ Organizing Your Data
- ✓ Tricks of the Trade
- ✓ Resources

Start with YOU:

- ❖ Start with YOU. Write down what you know about when and where were you born, raised, and the schools you attended.
- ❖ Did you receive any awards or medals? Who were your friends? What major events occurred during your lifetime? When and where were you married?
- ❖ What are your favorite memories about your parents and grandparents?
- ❖ If you have children, write down what you recall for them as well
- ❖ Now ask the same questions about your siblings and other close relatives. This info will help you trace your family back to subsequent generations
- ❖ Make 2 copies of any documents provided. Keep one with you and store another off-site

Verifying Facts:

- ❖ Verify the facts of your recollections with records you already have at home
- ❖ Obituaries, wedding invitations, birth announcements are great sources to verify information
- ❖ Is there a family bible that can verify dates for deceased relatives?
- ❖ Newspaper articles, yearbooks and school or church directories are useful resources as well
- ❖ Employment records and union cards
- ❖ Military service records
- ❖ Mortgages, deeds and property taxes

- ❖ Church records (baptisms, marriages etc.)
- ❖ Citizenship papers, passports and visas
- ❖ Miscellaneous records: library cards, autograph albums, greeting cards and letters

Looking for Clues:

- ❖ Photographs, even unidentified ones, can tell you a lot about your family.
- ❖ Be wary of family bibles where all of the hand-writing is in the same hand.
- ❖ Yearbook and class photos are a great way to identify family members.

Putting it Together:

- ❖ Organizing your records is vital to effectively tracing your family tree.
- ❖ Devise a system that works for you.
- ❖ Purchase a genealogy software program

Software Reviews Updated December 2019: <https://windowsreport.com/family-tree-software>

- ❖ Keep original documents, memorabilia, and negatives in a safe location.
- ❖ Keep a detailed log of where, when, and how you find information.
- ❖ CITE YOUR SOURCES!
- ❖ Re-evaluate your findings once a year.

Tricks and Tips:

- <https://archivesoutside.records.nsw.gov.au/useful-tips-for-reading-handwritten-documents>
- ❖ Try searching for ancestors under various spellings or soundex codes.
- ❖ Try another relative.
- ❖ Use free genealogy sites!
- ❖ Google is only as good as your search. Try www.yippy.com or www.bing.com
- ❖ Blank census sheets are available for every census year.
- ❖ Forms and worksheets are available online for free: www.familytreemagazine.com/freeforms
- ❖ Call the library or historical society in the town you are researching or visit their website.
- ❖ Don't underestimate the usefulness of books & microfilm.

Websites:

- ❖ www.afrigeneas.org
- ❖ Allen County Public Library www.genealogycenter.org
- ❖ Family Search www.familysearch.org
- ❖ Find-a-Grave www.findagrave.com
- ❖ Helm's Genealogy Toolbox www.genealogytoolbox.com
- ❖ Illinois State Archives www.cyberdriveillinois.com/departments/archives
- ❖ Illinois State Genealogical Society www.ilgensoc.org
- ❖ Internet Archives www.archive.org
- ❖ www.jewishgen.org/databases
- ❖ Library of Congress www.loc.gov
- ❖ www.linkpendium.com
- ❖ Newberry Library www.newberry.org/genealogy
- ❖ U.S. National Archives: www.archives.gov



Genealogy Books:

- ❖ Bettinger, Blaine. *Family Tree Guide to DNA testing and Genetic Genealogy*. Family Tree Books. Cincinnati, OH. 2019
- ❖ Crow, Elizabeth Powell. *Genealogy Online*. McGraw Hill. N.Y. 2015
- ❖ Eicholz, Alice. *Ancestry's Red Book: American State, County and Town Sourcebook*. Salt Lake City, UT. Ancestry Publishing. 1992.
- ❖ Helm, Matthew. *Genealogy for Dummies*. Wiley. Hoboken, N.J. 2017
- ❖ Hendrickson, Nancy. *The Unofficial Guide to Ancestry.com*. F+W Books. Cincinnati, OH. 2014.
- ❖ McCullough, Dana. *Unofficial Guide to Familysearch.org*. Family Tree Books. Cincinnati, OH. 2015
- ❖ Morgan, George. *How to Do Everything with Your Genealogy*. 3rd Edition. McGraw Hill. N. Y. 2015.
- ❖ Scott, Kerry. *How to Use Evernote for Genealogy*. Family Tree Books. Cincinnati, OH. 2015.
- ❖ Smith, Drew. *Organize Your Genealogy: strategies and solutions for every researcher*. Family Tree Books. Cincinnati, OH. 2016
- ❖ Szucs, Lou. *The Source: Guidebook of American Genealogy*. 3rd Edition. Ancestry Publishing. Provo, UT. 2006.

Family & Home Genealogy Information Checklist



Birth

- Birth Certificate
- Baby Book
- Birth Announcement
- Adoption Record
- Hospital ID Bracelet
- Cards

Marriage

- Wedding Announcement
- Wedding Album
- Wedding Guest Book
- Wedding Shower Book
- Wedding/Shower Invitations
- Anniversary Announcement

Death

- Death Certificate
- Obituary/Death Notice
- Funeral Book
- Memorial Cards
- Will
- Probate Records
- Sympathy Cards
- Tombstone Inscriptions

Citizenship Papers

- Ship Manifest
- Destination Papers
- Naturalization Papers
- Alien Registration Papers
- Deportment Papers
- Passport
- Visa

Divorce

- Divorce Papers

School

- Report Cards
- Honor Roll Certificate
- Awards
- Class Pictures
- Graduation Diploma
- Graduation Announcement
- Graduation Program
- Transcripts
- Yearbooks
- Library Card
- School ID
- Class Ring
- Artwork/Class Projects
- Letterman's Jacket

Land/Property

Ownership

- Deeds
- Land Grants/Patents
- Water Rights
- Mortgages
- Leases
- Tax Notices/Liens
- Abstracts of Titles
- Estate Records
- Financial records
- Legal Description of Property
- Rental Agreements
- Home Renovation Book

Health

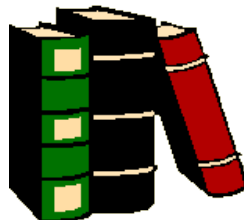
- Medical Records
- Medical Bills
- Dental Records
- Immunization Records
- X-Rays
- Insurance Papers
- Get Well Cards

Licenses

- Driver's License
- Motorcycle
- Truck Driver's (CDL)
- Business
- Professional
- Hunting/Fishing
- Firearms

Everyday Life

- Journals/Diaries
- Biography
- Cards
- Letters
- Photos/Photo Albums
- Scrapbooks
- Autograph Albums
- Newspaper Clippings
- Post Cards
- Christmas Cards
- Party Invitations
- Calendars
- Library Card
- Phone Books
- Membership Cards
- Voter's Card



Employment

- Social Security Card
- Apprenticeship Record
- Citations/Awards
- Disability Records
- Pension Records
- Retirement Records
- Union Card/Records
- ID Card/Badge
- Anniversary Gifts
- Income Tax Records
- Railroad Retirement Records
- Police/Fire Dept. Records

Military Service

- Selective Service Card
- Enlistment Papers
- Pension records
- Service Records
- Citations/Awards
- Disability Records
- Service Medals/Ribbons
- Insignias
- Discharge Papers
- Sword
- Firearms
- Uniform
- Flags

Court Records

- Bonds
- Summons
- Subpoena
- Guardian Papers
- Contracts
- Bounty Awards
- Vehicle Title

Family Documents

- Bibles
- Lineages
- Genealogies
- Histories
- Bulletins/Newsletters
- Coat of Arms

Household Ephemera

- Engraved Items
- Dishes (China)
- Silverware
- Stitched Samplers
- Tapestries
- Quilts
- Needlework
- Linens
- Furniture
- Crystal
- Collections/Antiques

Religion

- Blessing
- Baptismal/Christening Records
- Confirmation Record
- Ordination Record
- Ministerial Record
- Marriage Record
- Annulment Papers
- Last Rights
- Membership Books
- Centennial/Jubilee Books



Five-Generation Ancestor Chart

Chart # ____

1 on this chart = ____ on chart # ____

SEE CHART #

The chart is a tree structure starting from a single box labeled '1' on the left. This box branches into two boxes labeled '2' and '3'. Box '2' further branches into '4' and '5'. Box '3' branches into '6' and '7'. Box '4' branches into '8' and '9'. Box '5' branches into '10' and '11'. Box '6' branches into '12' and '13'. Box '7' branches into '14' and '15'. Box '8' branches into '16' and '17'. Box '9' branches into '18' and '19'. Box '10' branches into '20' and '21'. Box '11' branches into '22' and '23'. Box '12' branches into '24' and '25'. Box '13' branches into '26' and '27'. Box '14' branches into '28' and '29'. Box '15' branches into '30' and '31'. Each box contains fields for 'BIRTH DATE AND PLACE', 'MARRIAGE DATE AND PLACE', and 'DEATH DATE AND PLACE'. Boxes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 also have a small square box on the right side for a reference number. Box 16 has a line connecting it to the 'SEE CHART #' label at the top right.

Family Group Record

If typing, set spacing at 1 1/2. Page _____ of _____

Write date as: 4 Oct. 1896

Write place as: Tryon, Polk, North Carolina, USA or
St. Martins, Birmingham, Warwick, Eng.

Husband		Given name(s)		Last name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		LDS ordinance dates		Temple	
Christened		Place		Baptized			
Died		Place		Endowed			
Buried		Place		Sealed to parents			
Married		Place		Sealed to spouse			
Husband's father Given name(s)		Last name		<input type="checkbox"/> Deceased			
Husband's mother Given name(s)		Maiden name		<input type="checkbox"/> Deceased			
Wife		Given name(s)		Maiden name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		LDS ordinance dates		Temple	
Christened		Place		Baptized			
Died		Place		Endowed			
Buried		Place		Sealed to parents			
Wife's father Given name(s)		Last name		<input type="checkbox"/> Deceased			
Wife's mother Given name(s)		Maiden name		<input type="checkbox"/> Deceased			
Children List each child (whether living or dead) in order of birth.				LDS ordinance dates		Temple	
1	Sex	Given name(s)		Last name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		Baptized			
Christened		Place		Endowed			
Died		Place		Sealed to parents			
Spouse Given name(s)		Last name					
Married		Place		Sealed to spouse			
2	Sex	Given name(s)		Last name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		Baptized			
Christened		Place		Endowed			
Died		Place		Sealed to parents			
Spouse Given name(s)		Last name					
Married		Place		Sealed to spouse			
3	Sex	Given name(s)		Last name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		Baptized			
Christened		Place		Endowed			
Died		Place		Sealed to parents			
Spouse Given name(s)		Last name					
Married		Place		Sealed to spouse			
Select only one of the following options. The option you select applies to all names on this form.				Your name			
<input type="checkbox"/> Option 1—Family File Send all names to my family file at the _____ Temple.				Address			
<input type="checkbox"/> Option 2—Temple File Send all names to any temple, and assign proxies for all approved ordinances.							
<input type="checkbox"/> Option 3—Ancestral File™ Send all names to the computerized Ancestral File for research purposes only, not for ordinances. I am including the required pedigree chart.				Phone ()			
				Date prepared			

Husband Given name(s)		Last name	
Wife Given name(s)		Maiden name	
Children List each child (whether living or dead) in order of birth.			LDS ordinance dates
			Temple
Sex	Given name(s)	Last name <input type="checkbox"/> See "Other marriages"	
	Born (day month year)	Place	Baptized
	Christened	Place	Endowed
	Died	Place	Sealed to parents
	Spouse Given name(s)	Last name	
	Married	Place	Sealed to spouse
Sex	Given name(s)	Last name <input type="checkbox"/> See "Other marriages"	
	Born (day month year)	Place	Baptized
	Christened	Place	Endowed
	Died	Place	Sealed to parents
	Spouse Given name(s)	Last name	
	Married	Place	Sealed to spouse
Sex	Given name(s)	Last name <input type="checkbox"/> See "Other marriages"	
	Born (day month year)	Place	Baptized
	Christened	Place	Endowed
	Died	Place	Sealed to parents
	Spouse Given name(s)	Last name	
	Married	Place	Sealed to spouse
Sex	Given name(s)	Last name <input type="checkbox"/> See "Other marriages"	
	Born (day month year)	Place	Baptized
	Christened	Place	Endowed
	Died	Place	Sealed to parents
	Spouse Given name(s)	Last name	
	Married	Place	Sealed to spouse
Other marriages List other marriages and sealings of the husband, wife, and children on this form. List any necessary explanations.			
Sources of information Add further information on attached sheets as necessary.			

Note: Please take every reasonable step to see that the information on this form is as accurate and complete as practical. This will help maintain the integrity of Church family history files and reduce duplication of temple ordinance work.