



A Checklist For the Novice Family Historian



***ALWAYS* work from the present to the past *AND* list all sources used !**

1. GET ORGANIZED

- ◆ Fill in an Ancestor or Pedigree Chart. Start with yourself and fill in as many blanks as possible.
- ◆ Fill in a Family Group Sheet for each family on your Ancestor Chart. A Family Group Sheet contains information about the husband, wife and children from EACH marriage. This allows the researcher to organize information by family.
- ◆ Supplies - Pedigree Charts, Family Group Sheets, 3 ring binders, pencils, pens, top loading plastic (archival safe) sheet protectors, manila folders, 3 hole punched spiral notebooks. Ancestor Charts & Family Group Sheets can be found in how-to books in the library.

2. DOCUMENT!!!!!!!!!!!!

- ◆ List the source for every piece of information. Where did you get your information ? Author & title of the book, document, picture, interview. Where is the source housed ?

3. INTERVIEW FAMILY MEMBERS.

- ◆ Don't dispute their information. Every story has a grain of truth.
- ◆ Don't forget to talk with the younger (age 29 - 40) people also.
- ◆ Use a tape recorder only with permission.



4. HOME SOURCES. Check your home and those of relatives for items which have names, dates, and places. The following is a very short list. Add this information to your Ancestor Chart & Family Group Sheets.

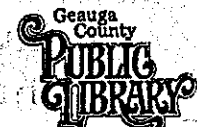
- | | | | |
|-----------------------|--|----------------|----------|
| birth announcements | military records | school records | diaries |
| naturalization papers | religious records | obituaries | deed |
| funeral programs | family Bible | | passport |
| old letters | baby book | | will |
| newspaper clippings | photographs - check back for names, dates and places | | |
| | certificates (birth, marriage, death, baptismal) | | |
| | wedding invitations and announcements | | |

5. SOCIAL SECURITY INDEX. This is part of *FamilySearch* which is available at all Family History Centers, Chardon Library, Western Reserve Historical Society Library, and Fairview Park Library as well as on the internet at <http://www.ancestry.com>

- ◆ Information about people who worked under Social Security or received Social Security (i.e.: a spouse) and died between 1962 and June 1999. There are a few records from 1937 - 1961. Information may include date of birth, state where card was issued, card #, date and place of death.

6. VITAL RECORDS. Write for birth, marriage, death records.

- ◆ Death and marriage records generally have the most information.
- ◆ *The Handy Book for Genealogists* by Everton Publishers has helpful address and information about the availability of records.



You MUST know the county & state in which your ancestor lived.

7. INTERNATIONAL GENEALOGICAL INDEX (IGI) - birth, marriage, and christening information for deceased persons. Available at Chardon Library, Kirtland Family History Center, and online at <http://www.familysearch.org>

- ◆ Records generally date before 1900 though there are an increasing number after 1910. The index is worldwide in scope. NOT everyone is included. It is part of *FamilySearch*. **No** documentation included. This is only a clue. You must verify all information with original records.

8. CEMETERY AND FUNERAL HOME RECORDS

- ◆ Many cemetery records have been published. Check for these published works at libraries & historical societies as well as in Locality Section of the Family History Library Catalog (card catalog for Salt Lake City).

- ◆ Geauga Co. cemetery inscriptions are in book format as well as on the internet at <http://www.rootsweb.com/~ohgeauga/geauga.html>

- ◆ Funeral homes can be located by using the *National Yellow Book of Funeral Directors*. It is available in the reference section of most libraries. It can also be accessed on the internet at <http://www.funeralnet.com>

9. U. S. FEDERAL CENSUS - taken every 10 years from 1790 - 1990. 1790 - 1920 are available to the public.

- ◆ Chardon Library has 1) all available census records for Geauga Co. plus a few censuses for other Ohio counties, 2) all available indexes for Geauga Co. except 1910, and 3) the ability to order census records for all states and indexes for 1880 - 1920 for all states.

- ◆ Other area libraries with major census collections include 1) Western Reserve Historical Society Library - all population schedules for 1790 - 1920 and most indexes 2) all population schedules and soundex (index) for 1880 - 1920 can be ordered from Salt Lake City through the Kirtland Family History Center.

10. CITY AND RURAL DIRECTORIES AND NEWSPAPERS

- ◆ City and rural directories were the precursor to the telephone book. Information included name, address, occupation for head of household. Some also included name of all members of the household, ages, year of birth, telephone number, number of acres, etc.

- ◆ Newspapers may include announcements of births, marriage, deaths, parties, new addresses, advertisements, accidents, church news, etc. Chardon Library has all available Geauga Co. newspapers through the *Geauga Times Leader* which stopped publication in late 1992.

11. COMPILED RECORDS.

- ◆ Found in libraries with local history and genealogy collections.

- ◆ Indexes to church, cemetery, vital records, funeral home records, county histories, probate records, obituaries, etc. Also, includes abstracted records.

12. ONLINE CATALOGS

- ◆ Check the Public Access Catalog (lists all materials in the library) at your local library or from home.

- ◆ Geauga County Public Library <http://www.geauga.lib.oh.us>

13. GEAUGA CO. RECORDS ONLINE <http://www.rootsweb.com/~ohgeauga/geauga.html>

- ◆ Select Archives of Geauga Co.

- ◆ 1) Birth & Death Records 1867 - 1908, 2) Cemetery Records, 3) Marriage Records 1806 - 1919

FILLING IN AN ANCESTOR CHART

GENERAL INSTRUCTIONS

Begin with yourself.

Use pencil for information that has not been verified.

Print.

Men are even numbers. Wives are odd numbers (husband's number + one)

NAMES

Use a person's full name - first, middle, last (surname).

Capitalize last names (surname).

Use a woman's maiden name.

DATES

Do NOT use 1/5/63 or 1-5-63
Could be read Jan 5, 1863 OR 1963 OR May 1, 1763

Correct 5 Jan 1863 - day, month abbreviated, full year

PLACES

City/town/township - county - state (2 letter abbreviation) Not necessary to use U.S.

Example Cleveland, Cuyahoga Co., OH

City/town - county (if known) - province/state - foreign country

Example Toronto, (county if known), Ontario, Canada

REMEMBER: Always take your Ancestor Chart to the library or courthouse when doing research. The staff will better be able to assist you.

ANCESTOR CHART

FATHER

PATERNAL GRANDPARENTS

PATERNAL GR. GRANDPARENTS

Completed By:

Name _____
 Address _____
 City _____
 State, Zip _____
 Date _____

1
 YOUR NAME

2

Born _____
 Place _____
 Married _____
 Place _____
 Died _____
 Place _____

4

Born _____
 Place _____
 Married _____
 Place _____
 Died _____
 Place _____

5

Born _____
 Place _____
 Died _____
 Place _____

6

Born _____
 Place _____
 Married _____
 Place _____
 Died _____
 Place _____

7

Born _____
 Place _____
 Died _____
 Place _____

8

Born _____
 Married _____
 Died _____
 Place _____
 Place _____
 Place _____

9

Born _____
 Died _____
 Place _____
 Place _____

10

Born _____
 Married _____
 Died _____
 Place _____
 Place _____
 Place _____

11

Born _____
 Died _____
 Place _____
 Place _____

12

Born _____
 Married _____
 Died _____
 Place _____
 Place _____
 Place _____

13

Born _____
 Died _____
 Place _____
 Place _____

14

Born _____
 Married _____
 Died _____
 Place _____
 Place _____
 Place _____

15

Born _____
 Died _____
 Place _____
 Place _____

YOUR SPOUSE

Born _____
 Place _____
 Married _____
 Place _____
 Died _____
 Place _____



MOTHER

MATERNAL GRANDPARENTS

MATERNAL GR. GRANDPARENTS

FAMILY GROUP NO.

Husband's Full Name

This Information Obtained From:

Husband's Data	Day	Month	Year	City, Town or Place	County or Province, etc.	State or Country	Add. Info. on Husband
Birth							
Chr'nd							
Mar.							
Death							
Burial							

Places of Residence

Occupation Church Affiliation Military Rec.

Other wives, if any. No. (1) (2) etc. Make separate sheet for each mar.

His Father Mother's Maiden Name

Wife's Full Maiden Name

Wife's Data	Day	Month	Year	City, Town or Place	County or Province, etc.	State or Country	Add. Info. on Wife
Birth							
Chr'nd							
Death							
Burial							

Compiler Places of Residence

Address Occupation if other than housewife Church Affiliation

City, State Other husbands, if any. No. (1) (2) etc. Make separate sheet for each mar.

Date Her Father Mother's Maiden Name

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Sex	Children's Name in Full (Arrange in order of birth)	Children's Data	Day	Month	Year	City, Town or Place	County or Province, etc.	State or Country	Add. Info. on Children
1	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
2	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
3	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
4	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
5	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
6	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
7	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
8	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
9	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
10	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							

FAMILY GROUP NO.

Husband's Full Name

This Information Obtained From:

Husband's Date	Day	Month	Year	City, Town or Place	County or Province, etc.	State or Country	Add. Info. on Husband
Birth							
Chr'nd							
Mar.							
Death							
Burial							

Places of Residence

Occupation Church Affiliation Military Rec.
Other wives, if any, No. (1) (2) etc.
Make separate sheet for each mar.

His Father Mother's Maiden Name

Wife's Full Maiden Name

Wife's Date	Day	Month	Year	City, Town or Place	County or Province, etc.	State or Country	Add. Info. on Wife
Birth							
Chr'nd							
Death							
Burial							

Complier Places of Residence

Address Occupation if other than housewife Church Affiliation

City, State Other husbands, if any, No. (1) (2) etc.
Make separate sheet for each mar.

Date Her Father Mother's Maiden Name

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lists and full descriptions of many genealogical aids.

Sex	Children's Name in Full (Arrange in order of birth)	Children's Date	Day	Month	Year	City, Town or Place	County or Province, etc.	State or Country	Add. Info. on Childr
1		Birth							
		Mar.							
		Death							
		Burial							
2	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
3	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
4	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
5	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
6	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
7	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
8	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
9	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							
10	Full Name of Spouse*	Birth							
		Mar.							
		Death							
		Burial							