

Look for materials such as certificates, letters, photos, awards, books, and other memorabilia at your home. Ask relatives for any materials they are willing to share. As your family history collection grows, organize it for easy access.

Do This . . .

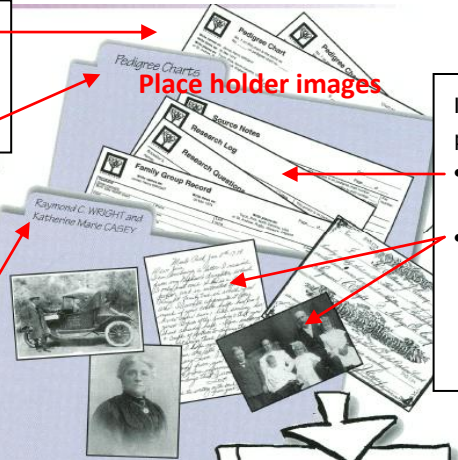
1. Gather any of the following types of materials from your home and your relative's homes.

Birth <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Baby book <input type="checkbox"/> Adoption record <input type="checkbox"/> Guardian papers 	Marriage <ul style="list-style-type: none"> <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Wedding or Anniversary Announcement <input type="checkbox"/> Divorce Papers 	Death <ul style="list-style-type: none"> <input type="checkbox"/> Death Certificate <input type="checkbox"/> Obituary, Funeral Book <input type="checkbox"/> Will <input type="checkbox"/> Burial Record 	<p>Contact others to request Information.</p> <ul style="list-style-type: none"> • Make your request simple. • Give a brief reason for your information needs. • Send the person a pedigree chart or family group record to fill in. • If you request materials to be copied and mailed, send money to cover costs.
Everyday Life <ul style="list-style-type: none"> <input type="checkbox"/> Journal, Diary, Biography <input type="checkbox"/> Letters, Photographs <input type="checkbox"/> Newspaper Clippings <input type="checkbox"/> Scrapbooks 	Family Records <ul style="list-style-type: none"> <input type="checkbox"/> Pedigree Chart <input type="checkbox"/> Family Group Records <input type="checkbox"/> Family Histories or Newsletters 	Religious Activity Bar Mitzvah/ Bat Mitzvah Baptism, christening)	
Citizenship <ul style="list-style-type: none"> <input type="checkbox"/> Naturalization papers <input type="checkbox"/> Alien Registration <input type="checkbox"/> Passport, visa 	School <ul style="list-style-type: none"> <input type="checkbox"/> Graduation Diplomas <input type="checkbox"/> Yearbooks <input type="checkbox"/> Report Cards 	Health <ul style="list-style-type: none"> <input type="checkbox"/> Medical Records <input type="checkbox"/> Insurance Papers <input type="checkbox"/> Yearbooks 	
Military Service <ul style="list-style-type: none"> <input type="checkbox"/> Service Records <input type="checkbox"/> Pension Records <input type="checkbox"/> Citations <input type="checkbox"/> Disability Records <input type="checkbox"/> Service Medals, Ribbons <input type="checkbox"/> Discharge Records 	Employment <ul style="list-style-type: none"> <input type="checkbox"/> Union Records <input type="checkbox"/> Membership Records <input type="checkbox"/> Income Tax Records <input type="checkbox"/> Severance and Pension Records <input type="checkbox"/> Achievement Awards 	Land and Property <ul style="list-style-type: none"> <input type="checkbox"/> Mortgages and Leases <input type="checkbox"/> Tax Notices <input type="checkbox"/> Deeds and Abstracts of Titles <input type="checkbox"/> Estate Records <input type="checkbox"/> Financial Records 	

2. Organize your records in a way that meets your needs and is easy to access.

Here is a method to consider:

Number and organize Pedigree Charts 1 - 2 - 3, and so forth, and place them in a separate folder.



Place holder images

In the folder, place the:

- Family Group Record.
- Documents, records and photos that you gathered.

Preserve Your Information.

- Store your materials in a cool, dry, dark place.
- Handle photographs on the edges.
- Do not use paper clips, staples, rubber bands, glue, or tape on original photos or documents. Use copies of the original.
- Make backup copies of your files, if you are storing your information on a computer.

For each couple on a pedigree chart, write their names on a file folder. Use the woman's maiden name. For example:
 Raymond C. WRIGHT and Katherine Marie CASEY