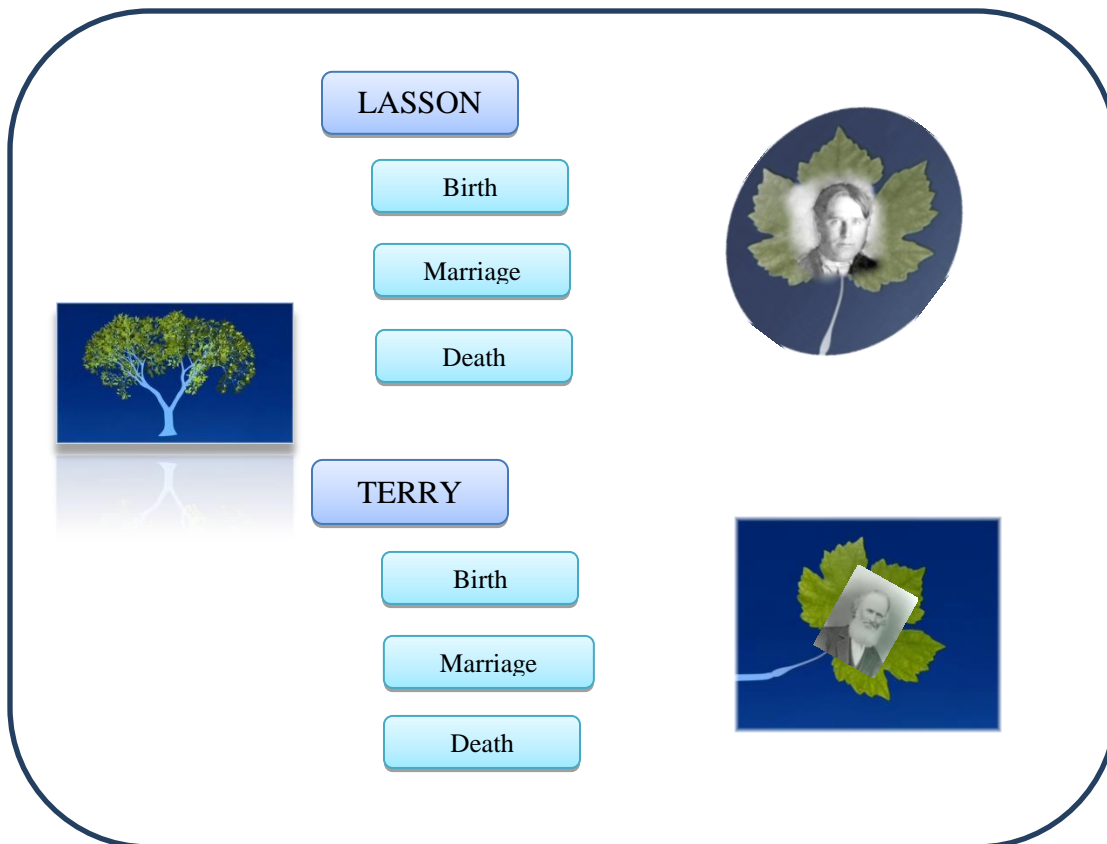
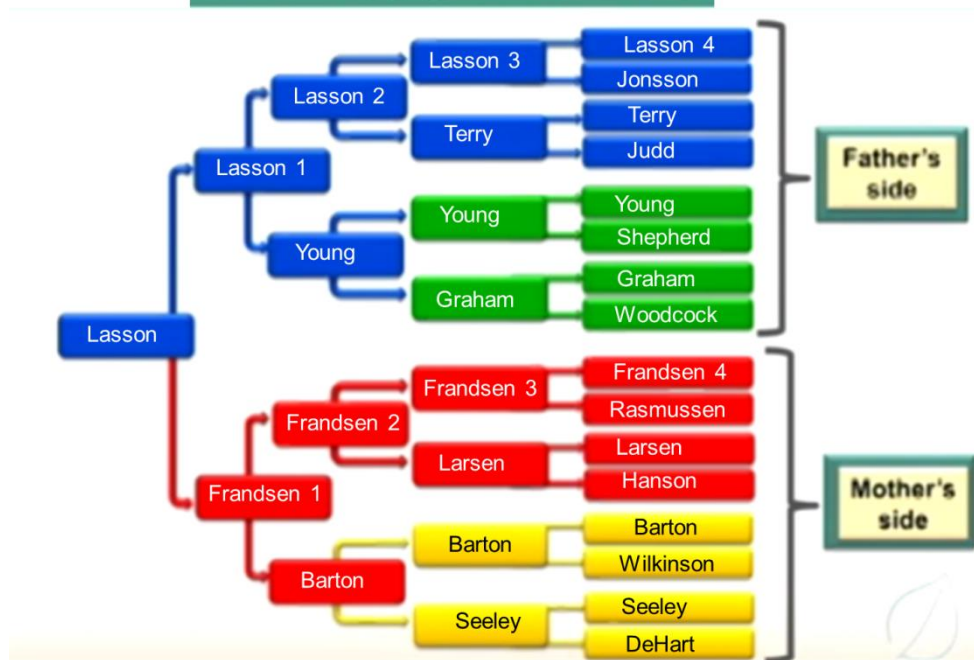


# ORGANIZING FILES BY SURNAME THEN RECORD TYPE



## How to apply color-coding



# How to organize your Family History & Genealogy Files

## Commonly used genealogical filing systems include:

- **By Surname** - All papers for an individual surname are filed together.
- **By Couple or Family** - All papers related to a husband and wife or family unit are filed together.
- **By Family Line** - All papers related to a specific family line are filed together. Many genealogists begin by starting with four such ancestral lines - one for each of their grandparents.
- **By Event** - All papers related to a specific event type (i.e. birth, marriage, census, etc.) are filed together.
- **By Location** - Papers are first grouped by one of the four genealogy filing systems listed above, and then further broken down by country, state, county, or town to reflect your ancestor's migration. For example, if you chose the Surname Method, you would first group all SURNAME ancestors together, and then further break the Files down into the England SURNAME, the North Carolina SURNAME, and the Tennessee SURNAME.
- **By Record Type** - Papers are first grouped by one of the four genealogy filing systems listed above, and then further broken down by record type (i.e. birth records, census records, wills, etc.).

Many combinations could be used. I have chosen to start organizing files with each Surname of the 3<sup>rd</sup> ancestral generation with each record type under the surname. More generation Surnames may be added as desired.

## Organizing FH research sites and creating a personal research tool box.

1. Get into your computer files through MS Windows explorer or click on my computer.
2. Go to the location in your files where you want to create your folders for filing FH data.
3. R. click and select new folder and give it a name. Such as: SURNAME FH MASTER
4. Repeat this process under this master folde to create a hierarchy of folders where you want to store your data.
5. You may also build a research "Tool Box" by Using MS Word or Excel to create a list of desired information and add hyper links to websites that you choose to link to.

More sources for file organization ideas:

<http://net.lib.byu.edu/fslab/consultant/BYUFHLmissionaryGUIDE/BYUFHMissionaryGuide.pdf> (p.23)

[http://barrysblog.mygenshare.com/lunch\\_and\\_learn/color\\_codes](http://barrysblog.mygenshare.com/lunch_and_learn/color_codes) (11 minute video)

<http://familyrootsorganizer.com/>