

# Organizing Your Family History Research

## Preliminary

Family Roots 9 generation pedigree chart	Pointer Pen
Storage box - Yellow	Mary Hill Video
Biography of Henry Maiben – Green	Research Findings
Three-ring binders Yellow, Red, Green	
Maps – England, Germany	

## (1) Organizing Your Family History Records

Why would you do this work?

When I was the HP Group Leader we had a Sunday School Class on How to do Family History work. During the summer we had ward members bring in their family history records so we could see where they were and how we could help them. Many brought in just a stack of papers and said, “This is what I’ve got.”

What a mess. My counsel to them was to organize their records. Many people do not have much time to do their family history work. If they are unorganized, they spend the only time they have in searching for their records.

If they are organized, they can immediately get to the records they are working on and spend that 30 minutes in getting some productive work done.

## (2) Why do Family History?

Find ancestors who need temple ordinances done.

Pres. Hinckley said

“If temple ordinances are an essential part of the restored gospel, and I testify they are, then we must provide the means by which they can be accomplished. All of our vast family history endeavor is directed to temple work. There is no other purpose for it.”

Get acquainted with your ancestors.

Pres. Joseph Fielding Smith said

“It doesn’t matter whether your computer is able to compile all the family group sheets for everyone that ever lived on the earth, it remains the responsibility of each individual to know his kindred dead ... Even if the work is done, then it is still each person’s responsibility to study and become acquainted with his ancestors.”

Hearts Turned to the Fathers, Page 184

Fulfill the promises you made to your fathers in the Council in Heaven

The Prophet Joseph Smith said

“... without us, they could not be made perfect, nor we without them; the fathers without the children, nor the children without the fathers.”

Teachings of the Prophet Joseph Smith, Page 337

Why cannot we (Saints in the Latter days) be perfect without our ancestors? We promised in the Great Council to do the temple ordinances for them if they would go before us to earth and lay the foundation for us to do the work.

Feel the Spirit of Elijah in your Heart

“Behold, I will send you Elijah the prophet before the coming of the great and dreadful day of the LORD: And he shall turn the heart of the fathers to the children, and the heart of the children to their fathers, lest I come and smite the earth with a curse.

Malachi 4: 5 and 6

You who do this work know the great spirit of peace that you feel when your “heart is turned to your fathers”. This is the spirit of Elijah that brings these blessings into your life.

Share temple experiences with your family

Great blessing of performing baptism, sealing with family.

Pass on a heritage to your family

Biographies, pictures, etc.

Family Group Records that are accurate and with sources documented for each event

Pedigree Charts that show – Ordinances completed - BESPC

End of Line for next step in research

Who will take over when you are gone? Leave them a mess?

### **(3) What can I do to keep my Family History Work Organized?**

Printed history of your ancestors

Pedigree chart of your ancestors

File boxes to store the records you have discovered

Folders for each ancestor couple

Folders for locations researched

Folders for possible relatives

**(4) Printed History of Your Ancestors**

**Preserve and Distribute the History of Your Ancestors**

Use PAF to print a history of ancestors or descendants

Create your own history book – biography, pictures, family group sheets, pedigree charts

Submit to Pedigree Resource File on FamilySearch.org

Post to WorldConnect Project on RootsWeb.com

(5) Use PAF to create a Web Page, because Google will index the names on the page

**(6) Pedigree Chart of Ancestors**

Mary Hill Scheme - a great video explains the details of her plan

Four Colors – one for each of Grand Parent's Family Lines

Recommend – red, blue, yellow and green

Complete a 9 generation chart

**(7) File Box to Store Records**

Plastic box with a lid to store hanging folders

Manila folders, 4 colors – red, blue, yellow, green

Pedigree chart with color codes

Surname folders – alphabetical

Couples folders, one for each family

Location folders – maps, information about city, county, state, country where ancestors lived

(8) Folders for Research Helps – language, religion, handwriting, etc.

**(9) Three-ring Binder**

Color to match the line you are working on

Take binder to Library for research  
Pedigree Chart for contents of binder  
Several couples folders  
Plastic pocket for pencil, pen, coins, etc.

**(10) Couples Folder – outline of contents**

Pedigree chart for a child of this couple  
Family group sheet for this family  
Map to show the location of major events in the lives of this family  
Research Log  
Research Findings  
Slash pocket or Packet Binders plastic sheets for documents and certificates

**(11) To Do List**

Any other items that relate to this family

**(12) Couples Folder – Examples of what is in each folder**

**(13) Pedigree Chart**

**(14) Example**

**(15) Family Group Sheet**

**(16) Example**

**(17) Map of Family Locations**

**(18) Example**

**(19) Research Log - key document to organize and track your research**

**(20) Example - packet of 100 sheets available at the Distribution Center**

**(21) Research Findings**

(22) Example

(23) **Slash Pocket or Packet Binder**

(24) Example

(25) **Copies of Documents**

(26) Example

(27) **Example of how these forms are used to keep your research organized.**

(28) **Purpose of Research Log**

Record the research you have performed

List – Date of Search, Research Location, Description of Source and Event,  
Person Researching, Document Link, Research Findings Link

(29) Example of Research Log

(30) **Filled out Example**

(31) **Purpose of Research Findings**

For each search, fill out a Research Findings Sheet

Record the results of only one search on each Finding Sheet

Record the results of your search, positive or negative

Record all source information, film number, search objective, findings

(32) **Example of Research Findings**

(33) Filled out sheet

(34) **Linking of Documents and Certificates to Research Log**

Make a copy of the record you have found

Label with an alphabetical letter to link it to the entry in the Research Log and in  
the Research Findings

**(35) Example of Documents**

(36) Birth of Hans Klingbiel

**(37) Return Home from the Library**

Be sure to enter the new information you have found into your PAF data base  
Celestial data base

Always list the source for each piece of data in you database, each event

Make notes for interesting facts you found during your research  
Name of proxy for temple ordinances

Check the Internet IGI for each member of the family for needed temple work

**(38) Summary**

**This is how you can keep your Family History work organized !**

Print the history of your family in books, include biography including photos,  
pedigree charts and Family group sheets

Post your family file in Pedigree Resource File and WorldConnect Project

Create a Web Page to post your family records

Use plastic file boxes to store the records you have researched

Maintain a folder for each couple you research