Your Genealogy Legacy
Organization and Preservation
By Nancy Simmons Roberson

Organization

1. **Paper Option-** Comfortable**,** Easy to Use, Familiar
   a. Genealogy Records
      i. Family Group Sheets, Pedigree Charts
      ii. Documents, photos, and notes
      iii. Organization
         1. Color coded method
         2. Numbering: Ahnentafel, Register or Modified Register System
   b. Research Reports
      i. Makes it possible to pick up where you left off.
      ii. Allows one to be able to see what you have done
      iii. Put report in your folders or genealogy software
         1. Date:
         2. Surname(s) Researched:
         3. Question Asked/Information Sought:
         4. Source(s) Consulted:
         5. Findings:
         6. Question Answered:
         7. Next Steps:
         8. Links (include as many as possible)
   c. Ease of Access – No RIGHT Way
      i. Labels
      ii. Individuals, couples, locality
      iii. Binders or folders
      iv. File as soon as you get home from research trip
      v. Have place near computer for easy access to project folders

2. **Digital Option –** Easy Access, Less Space, Can Back-up and Share
   a. Organization - Must have a simple but consistent naming system
      i. Easy to browse - Can do keyword search
      ii. File names can be up to 255 characters
      iii. Surname, given name, birth year, place
      iv. Surname, given name, record, citation
      v. Smith, George-1917-birth
   b. File Back-up Plan
      i. LOCKSS – Lots of copies keep stuff safe
      ii. Cloud-based system – genealogy files
         1. Dropbox
         2. Google Drive
         3. Microsoft One Drive
         4. Apple icloud

      c. Computer Back-up Plan – everything on your computer
-     i. Carbonite.com
-     ii. BackBlaze.com

3. **Hybrid Option** – NOT Paperless Just LESS Paper
    a. Sort out original papers
        - i. Scan for working copy & preserve the original
        - ii. Flat-bed scanner
        - iii. Digital Camera
            1. CamScanner – www.camscanner.com
            2. Genius Scan - www.thegrizzlylabs.com/genius-scan
            3. Flip-Pal Mobile – http://flip-pal.com

    b. Use a Computer Software Program
        - i. Desk-top Software
            1. Family Tree Maker – Most used
            2. Integrated – Legacy 9, Roots Magic & Family Tree Maker
        - ii. Online Software
            1. Ancestry.com
            2. MyHeritage
            3. Find My Past
        - iii. Digital Format – print ONLY when you need too!
            1. Family group sheets & pedigree charts
            2. Can attach documents & photos in software & easy to share

    c. Adjust Your Workflow - Don't Need It – Toss It
        - i. Learn to digitize instead of print – use a flashdrive
        - ii. Use a note-taking program
            1. Evernote
            2. Microsoft OneNote
        - iii. Extract information in emails and save in note program

    d. Create Research Reports – store in paper folders, genealogy software or digital files
        - i. The focus of your research problem
        - ii. The information with which you started
        - iii. The resources you used
        - iv. Your research discoveries
        - v. Your thoughts and analysis
        - vi. Your summary or conclusion
        - vii. Your ideas for future research

Preservation

1. **Physical Material** – DONATE for Preservation
   a. Local Library and History or Genealogy Society – ASK
      i. Letters and photos
      ii. Diaries, Journals, unpublished family books
   b. Allen County Public Library
      i. Accepts digital family books, stories, bibles
      ii. Copy and bind in book format
      iii. Give you a copy of book
      iv. Need to make sure you request if want material back

2. **Digitize Your Heirlooms**
   a. Scan family scrapbooks, manuscripts, dairies, journals
   b. Digitize your jewelry and furniture
   c. Scan Photos, letters and communications
   d. Scanner – free use at Family History Centers

3. **Extending Your Legacy**
   a. Publish
      i. Photo Books
      ii. Self-publish
      iii. Publishing company
   b. Personal Website & Blogs
   c. Facebook – Search for Location + Genealogy
      i. Kentucky Genealogy
      ii. Start a family page
   d. Family Reunions – share your research – remember to make it appealing

4. **Share Digital Material**
   a. Share with family members
      i. Select one family member as administrator of your genealogy research
      ii. Give them a copy of your backup software
      iii. Give them names of online sites you have membership
      iv. List of passwords
      v. Share your research with all family members
   b. Donate – Remember to call and ASK what they take
      i. Local Library, History or Genealogy Society
      ii. State Library or Archive

5. **Extend Your Sharing**
    a. Make a Gedcom
        i. FamilySearch wiki – learning center
        ii. Create a Gedcom with your software
        iii. Share with family members
        iv. You can use a Gedcom for submission to -
            1. Ancestry
            2. MyHeritage
            3. FamilySearch – Tree
                a. https://www.familysearch.org/search/tree
6. **DONATE**
    a. **Family History Library** – Salt Lake City, Utah
        i. https://www.familysearch.org/wiki/en/Donations
        ii. Accepts the following –
            1. Family Histories
            2. Local histories

    b. **Allen County Public Library** – Ft Wayne, Indiana
        i. http://www.genealogycenter.org/Donate.aspx
        ii. Accepts donations both digital and hard copies
        iii. Accepts papers, books, disk of data
        iv. Digital format
            1. Completed family books
            2. Family records in family Bible

    c. **Sons of the American Revolution**
        i. www.sar.org   Contact Joe Hardesty – jhardesty@sar.org
        ii. Donations based on a case by case – ASK

    d. **NEHGS** - New England Historical and Genealogical Society
        i. https://www.americanancestors.org/Support/Donate-Materials
        ii. Donate books and published material
        iii. Contact and ASK

    e. Other Repositories
        i. **Newberry Library** – Chicago, Illinois
            1. http://www.newberry.org/collecting-newberry
            2. Books & historical documents
        ii. **Midwest Genealogy Center** – Mid-Continent Public Library - Missouri
            1. https://www.mymcpl.org/genealogy/mgc-information/donations
            2. Gentle used genealogy books & yearbooks
            3. Considered on case by case / Does not accept unpublished materials

"We are the Chosen" – Discover and Share your Family History!

Resources

Articles and Books
- **4 Things To Do Before You Donate Your Genealogy**
  https://www.abundantgenealogy.com/gendonate1
- **Cleaning Mother's House**
  http://rootdig.blogspot.com/2010/11/cleaning-mothers-house.html
- **Donating Your Personal or Family Records to a Repository**
  http://www2.archivists.org/publications/brochures/donating-familyrecs
- **How to Protect Your Digital Afterlife**
  https://www.abundantgenealogy.com/digilife1
- **Managing Your Digital Afterlife**
  https://www.abundantgenealogy.com/digilife2
- **Preparing for Your Digital Afterlife** (infographic)
  http://www.whoishostingthis.com/blog/2013/12/19/preparing-for-digital-afterlife/#
- **What Happens to Your Social Media Profiles When You Die?**
  http://mashable.com/2014/06/24/social-media-death/
- **Will Essentials: What happens to your tangible and digital "stuff" when you die?**
  http://media.familysearch.org/will-essentials-what-happens-to-your-tangible-and-digital-stuff-when-you-die/

Organizations Accepting Items
- **Allen County Public Library**
  http://www.genealogycenter.org/Donate.aspx
- **FamilySearch**
  https://www.abundantgenealogy.com/fsdonate
- **Library of Congress**
  http://www.loc.gov/rr/genealogy/gifts.html

Apps and Websites
- **Genealogical Codicil to Last Will and Testament**
  https://abundantgenealogy.com/genwill
- **Knotify.me**
  https://knotify.me/
- **Protect Their Memories**
  http://protecttheirmemories.com
- **The Digital Beyond**
  http://www.thedigitalbeyond.com/