SESSION I CLASSES

Introduction – 1 hour

- What is Genealogy?
- Establish a goal, i.e.
  Lineage Society
  Maternal lineage
  Paternal lineage
  Everything I can find!
- Establish a Research Plan
  What information is needed to meet goals?
  Where might that information be available?
  How do you plan to obtain it?
- Record What You Already Know

Recording Information – 2 hours

- Organizing Your Records System
  Family Group Sheets
  Description
  How to complete
  Sources
  Relationship to Pedigree Charts

- Pedigree Charts
  Description
  How to complete
  Sources
  Relationship to Pedigree Charts

- Research Log
  Description
  How to complete

- Source Summary
  Description
  How to complete

- Correspondence Log

Research Log and Source Summary - 2 hours

- Research Log
  Importance of keeping a Research Log
  How to locate a previous search
  Pen & pencil vs. computer forms
  Software availability and how to create your own worksheets & forms

- Source Summary
  Importance of Sources
  Difference between Primary and Secondary Sources
  How to cite your source
  Chicago Manual of Style
  Evidence! Citation & Analysis for the Family Historian, Elizabeth Shown Mills
SESSION II CLASSES

Record Types - What They May Provide and Where to Find Them

- **Vital Records**
  - Birth
  - Marriage
  - Death
  - Secondary records

- **Bible Records**

- **Biographical, Family Histories, and Genealogies**

- **Census Enumerations**
  - Population Schedules
  - Mortality Schedules
  - Veteran Schedules
  - Other Schedules

- **Church Records**

- **Court Records**
  - Criminal and Incarceration Files
  - Civil Case Files
  - Probate Record Files
  - Adoption Records

- **Directories**
  - City
  - County and Multi-area
  - Telephone

- **Emigration, Immigration, and Passenger Records – 2-4 hours**
  - The difference between Emigration and Immigration
  - Passenger Records
    - Castle Gardens
    - Ellis Island
    - Other Ports of Entry
  - Naturalization Records
    - Notice of Intent
    - Naturalization

- **Fraternal and Social Societies and organizations**

- **Historical Records and Books**
  - History relating to specific event
  - County and Local History
  - Centennial and Bi-centennial publications

- **Land Records – 2-4 hours**
  - Public Land Records
    - History of Public Land
    - BLM – General Land Office records
    - Bounty Land Warrants
    - Local Land Records
      - Mortgage records
      - Insurance records
      - Mining, water rights, and other claims
  - Private Land Records
Military Records - 2-8 hours
- Compiled Military Service Record
- Official Military Service Record
- Bounty Land Warrants
- Military Pension Files
  - Colonial Wars
  - Revolutionary War
  - War of 1812
  - Mexican War
  - Civil War
  - Spanish American War
  - World War I
  - World War II
  - Viet Nam
  - Other Wars

Freedom of Information Requests
- What is the FOIA?
- FOIA Requirements
- How long will it take?

- Newspapers
- Periodicals (PERSI)
- School Records
  - Attendance Records
  - Graduation Records
  - Yearbooks and school newspapers

- Tax Records
- Voter Registration Rolls
SESSION III CLASSES

Sources – Interviewing Family Members – 1-2 hours

- **Interview Techniques**
  - Setting up the interview
  - Challenges you may face
  - Questions to ask
  - Creating an interview form

- **Recording the interview**
  - Basic note taking skills
  - Recording equipment
    - Tape
    - Digital

- **Telephone Interviews**

- **Successful Letter Writing**

- **Forms**

Sources – General Reference Material – 1-2 hours

- **General Reference Sources**
  - The Source
  - Everton’s Handybook for Genealogists
  - The Red Book

- **The Family History Library**

- **Gazetteers and Maps**

- **Dictionaries and Encyclopedias**
  - Specialized
  - Medical
  - Law

Searching in the Right Place – 1-2 hours

- **Maps, Atlases, Gazetteers, and other geographical aides**
- **Boundary changes (countries, states, counties, etc)**
- **animap mapping software**

Searching in the County Courthouse – 1-2 hours

- **What records are available?**
- **Prepare for the trip.**
- **What to take**
- **What to expect**

Searching in the State Archives – 1-2 hours

- **What records are available?**
- **Prepare for the trip.**
- **What to take**
What to expect

Searching the Family History Library – 2-8 hours

- Family Search
- The Library Catalog
  - Place Search
  - Surname Search
  - Keyword Search
  - Title Search
  - Film/Fiche Search
  - Author Search
  - Subject Search
  - Call Number Search
- Research Guides
- Research Help
- Web Sites
- Ancestral Files
- Census
- International Genealogy Index (IGI)
- Pedigree Resource File
- SSDI
- Vital Records Index
- Preparing for a trip to the library

Searching the Internet – 2 hours

- Making the most of your internet browser
- Free Sites
  - What records are available?
  - What to expect
- Subscription Sites
  - What records are available?
  - What to expect

Subscription Genealogy Sites – 1-2 hours

- Ancestry.com
- Genealogy.com
- WorldVitalRecords.com
- HeritageQuest Online
- Others appropriate for nationality

Free Genealogy Sites – 1-2 hours

- FamilySearch.org
- Rootsweb.com
- Genweb.org
- Worldgenweb.org (worldgenweb.org/countryindex.html)
Family Research Group
Beginning Genealogy Classes

- CyndisList.com
- Internment.net
- other sites

Genealogy Software – 1-2 hours
- PAF (free)
- Brother’s Keeper
- Family Tree Legends
- Family Tree Maker
- Master Genealogist

Seeking Assistance – 1 hour
- Genealogy Societies
  - National Organizations
  - Local Organizations
  - Foreign Societies and organizations
- Specialized Societies
- Local Family History Center
- Local Library
- Professional Researcher

Professional Genealogists – 1 hour
- How to get the most for your money
- Association of Professional Genealogists
- Areas of expertise
- Specialties
- Certifications

The National Archives – 1-4 hours
- Digital Data online
- Searching for Records
- Index of microfilmed records
- Other Records online

Libraries
- The Library of Congress
- Allen County Library in Fort Wayne, Indiana
- Newberry Library in Chicago