AT HOME ORGANIZATION

Look at each piece of paper
Sort into notes according to family name

Divided into piles
Do you know how this information pertains?
Or is this something that may tie in later?

If there are more than on family name on a piece of paper make
photocopies for each file

Further divide piles into generations

Put into notes into folders
One folder for each family or subgroup

Keep original documents and pictures in acid free boxes or folders

Start to record the information

Start with yourself or your parents
Put information into computer
Or put information onto FGS and Pedigree charts
Write a running narrative for additional facts

Check off what you have entered with red pen or pencil

Document   Document   Document