Organizing Family Folders or Files -These same divisions can be used on the computer in separate files, within a family tree program under "notes" or in three ring binders. (I use these in binders and on Family Tree Maker research notes)

Family Surname File (This is mainly on the computer. In the binder system I use a different colored binder or label to separate family surname groups)

Family Group- a couple and their children (ie. John DOE and Mary SMITH) I place a FGS

in the front of the binder/folder. The following are the tabs in the folders,

the headings on the FTM notes or the subfolders on the computer.

Birth/Death/Marriage- this can include things like BC, MC, DC, tombstone photos,

census analysis, probate records, SSDI, Bible Record, widow

pension, retirement documents, obituaries, anniversary or

wedding announcements, birth announcements- basically

anything you used to determine an actual or relative date of

birth, death or marriage. (includes a link to parents)

Census records- try to obtain a copy of every census for the years this couple lived

Land Records-   deeds and maps primarily. Sometimes photos of homes.

Church Records- I have many ministers and family members that donated property to

churches as well as Quaker Records. Skip this one if it does not apply to

you.

Military Records- enlistment, draft cards, pension applications or actual pensions,

DD214, Commission Document

Other Children- your direct line will have their own binder or area of FTM but for the

binders the siblings of your direct line may have documents that will

really help you.

 Family Stories/Interviews

Photos- people as well as places/events- can be a list or photocopy of photos you keep

in an album for binders. In the computer you can scan them in to either your

folder or most family tree programs.