

Traits Of A Good Organizational System

- Intuitive and not arbitrary
- Easy to Use
- Adaptable
- Expandable
- Consistent
- Easy to File
- Easy to Retrieve and File Again
- Right for You
- Helpful in Analysis

Physical Information Organization

- By Surname
- By Location
 - All relatives in a specific location
- By Type
 - All census records for the Smith surname
 - All property tax receipts from Lake Geneva, WI