

# RECORD THOSE RECORDS

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**H**ow many times have you gone through your file folder or your notebook to see which documents you may need and for whom? The various available source checklists have not made the researcher's job easy. The available lists do not provide a way to keep track of the documents that you have obtained for each individual family member.

I chose the years from 1900 to 1920 because most of my family came to this country during that period. I extracted the names from my genealogy program, Family Roots by Quinsept. Then I imported the list of names onto the spreadsheets. I have assigned each person a number. I enter an X for the documents I have for an individual, or a series of slash marks (///) to indicate that the document is not applicable to an individual. If I have not found a type of document, I use NF (not found) to indicate that an

Id	Last Name	First Name	BC	MC	DC	Will	Nat	1900	1910	1920	Mil	Cem	Obit	Bapt	Fun	Pass	Conf	Oth	SS

I have designed my own source checklist, which I found I cannot do without. I have created this source checklist on my computer using a spreadsheet.

I used abbreviations in the heading of my source checklist, shown in parentheses. I used the following headings: ID, Last name, First name, Birth Certificate (BC), Marriage Certificate (MC), Death Certificate (DC), Wills (Will), Naturalization (Nat), 1900 census (1900), 1910 census (1910), 1920 census (1920), Military (Mil), Cemetery (Cem), Obituary (Obit), Baptism (Bapt), Funeral (Fun), Ship Passenger List (Pass), Confirmation (Conf), Others (Oth), Social Security (SS).

attempt has been made. This way, when I go to various repositories, I can check my lists and quickly see what documents I need to look for.

This method has given me an easier way to keep track of all the documents that are needed to do family research. 🍷

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