

## Getting Started with Your Family History

Learn the Basics

Kathleen Murray

## Topics

1. Build your Pedigree Chart
2. Family Interviews
3. Information Gathering
4. Family Group Sheet
5. Technology & Genealogy
6. Organization
7. Information Types & Sources
8. Information Discovery

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## Building your Pedigree

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## Process

- Work backwards
  - Start with yourself
  - Move back in time for each generation
    - Events – Dates - Locations
- Pedigree Chart
  - AKA: Ancestor Chart & Family Tree
  - Record of direct ancestors
  - BMD information for 3-4 generations
  - Names of 4th or 5th generation with references to additional charts

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### Pedigree Chart

1 Your Name Birth; Location Death; Location	2 Father's Name Birth; Location Marriage; Location Death; Location	3 Mother's Name Birth; Location Death; Location	4 Grandfather's Name Birth; Location Marriage; Location Death; Location
	5 Grandmother's Name Birth; Location Death; Location		6 Grandfather's Name Birth; Location Marriage; Location Death; Location
			7 Grandmother's Name Birth; Location Death; Location

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### Pedigree Chart


Record of births, marriages, & deaths (BMD) for the ancestors from whom you descend

- Date format
  - Day Month Year
  - Example: 14 May 1880
- Place names
  - City, county, state, country
  - Example: Dallas, Dallas, Texas, USA
- Female names
  - Maiden surnames
  - Example: Marjorie Andersen

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### Pedigree Chart

- Start at the left with name of a person
  - Your name if researching your family tree
  - Another name if appropriate
- Numbers are assigned to each person
  - Person number 1
    - Either female or male
    - Generally, no spouse listed
  - Even numbers: Male
  - Odd numbers: Female



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### Family Interviews




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### Interviews

- Talk with your relatives
  - Select convenient time & quiet location
  - Limit to one hour
  - Request permission to record
  - Establish goals
  - Prioritize questions

*A well-positioned "Oh?" speaks volumes.*  
- Fleming, p. 7


Fleming, Ann. 2004. *The organized family historian: how to file, manage, and protect your genealogical research and heirlooms.* Nashville: Rutledge Hill Press. . p. 7



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### Question Guidelines


- Ask simple, short questions
  - What elementary school did you attend?
- Elicit memories of an era
  - Where was your family living during WWII?
- Restate responses
  - Let me be sure I understand . . .
- Avoid questions with yes or no answers
  - Did your brother fight in WWII?



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### Interview Guidelines

- Create a comfortable atmosphere
  - Use photos, news articles, documents
- Keep the conversation on track
  - Remember your goals
- Interview several relatives
  - A more comprehensive picture emerges
  - Conflicting views can be sorted out
- Label audio file & transcript
  - Date, location, person(s)
  - Offer copies of recording and transcript



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### Information Gathering



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## Information Gathering


- Documents, photographs, records, & artifacts
- Offer to copy & return
- Scan, photograph, or transcribe on the spot
- Send letters & email messages
- Participate in social sites
- Make telephone calls



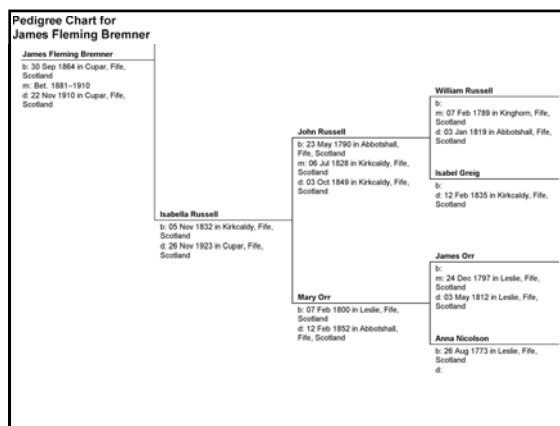
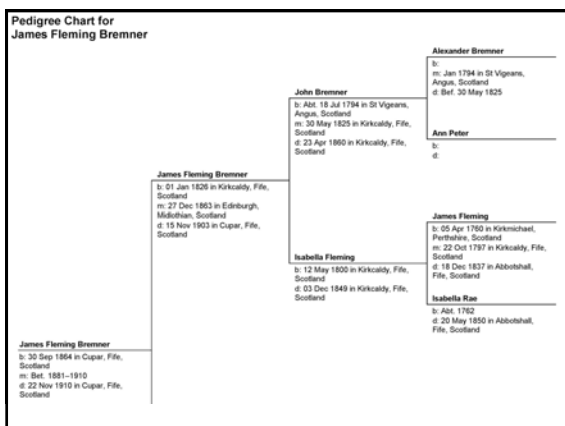
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## Correspondence Log

- Physical or electronic correspondence
- Includes:
  - Date sent
  - Follow-up response
  - Charge/refund
  - Addressee & address
  - Subject/citation
  - Results
  - Document number



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## Family Group Sheets




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## Family Group Sheet

*Family Unit* information for each pedigree ancestor

- Information for *husband & wife*
  - Date & location: BMD & burial
  - Names of their parents
  - Additional marriages
- Information for couple's *children*
  - Date & location: BMD & burial
  - Spouse's name
- Other information
  - Residences, occupations, church affiliations, military service
- Record of source for each item of information



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**Family Group Sheet (partial)**

<b>Husband:</b>	<b>James Fleming Bremner</b>
Birth:	01 Jan 1826 in Kirkcaldy, Fife, Scotland
Death:	15 Nov 1903 in Cupar, Fife, Scotland
Marriage:	27 Dec 1863 in Edinburgh, Midlothian, Scotland
Father:	John Bremner
Mother:	Isabella Fleming
Other Spouses:	Mary Hillocks Ferrier ←

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<b>Wife:</b>	<b>Isabella Russell</b>
Birth:	05 Nov 1832 in Kirkcaldy, Fife, Scotland
Death:	26 Nov 1923 in Cupar, Fife, Scotland
Father:	John Russell
Mother:	Mary Orr

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<b>Children:</b>	
1 ←	<b>Name:</b> James Fleming Bremner
M	<b>Birth:</b> 30 Sep 1864 in Cupar, Fife, Scotland
	<b>Death:</b> 22 Nov 1910 in Cupar, Fife, Scotland
	<b>Marriage:</b> Bet. 1881–1910 ←
	<b>Spouse:</b> Herminia von der Hoyte

**Family Group Sheet**

	Name or Date	Place
<b>Husband</b>	Samuel James	
Born	18 September 1817	St. Ferdinand, St. Louis County, Missouri Ⓜ
Married	27 February 1848	St. Ferdinand, St. Louis County, Missouri Ⓜ 2
Died	15 July 1898	St. Ferdinand, St. Louis County, Missouri Ⓜ
Buried	17 July 1898	St. Ferdinand Cemetery, St. Louis County, Missouri Ⓜ
Father	John Griffith James Ⓜ	Mother: Julia Crevy Ⓜ
Other Spouse	None	Marriage Date & Place
<b>Wife</b>	Virginia Robertson	
Born	21 August 1820	St. Louis County, Missouri Ⓜ
Died	27 April 1901	Florissant, St. Louis County, Missouri Ⓜ
Buried	24 April 1901	St. Ferdinand Cemetery, Florissant, St. Louis County, Missouri Ⓜ
Father	William Robertson Ⓜ	Mother: Sarah Baker Ⓜ
Other Spouse	None	Marriage Date & Place

**Documentation**

1	St. Ferdinand Catholic Church Baptismal Record, St. C1, film 156
2	St. Louis County Marriage, Recorder of Deeds, Bk 2: 85, Bk 11: 431, Bk 18: 442
3	St. Louis Archdiocese Cemetery Index, St. Ferdinand Cem., Calvary Cem., St. Martin's Cem.
4	Samuel James obit., St. Louis Post-Dispatch, 18 July 1898
5	Leitch County, Missouri Marriage Record 2: 29
6	William Robertson probate file, St. Louis Probate Office, no. 1118
7	Samuel James probate file, St. Louis County Probate Office, no. 4988
8	Julia James probate file, St. Louis Probate Office, no. 1187
9	St. Louis County Marriages, 1: 187
10	SEARCHED indexes 1: 63

- Fleming, p. 22

## Source Summary Sheet

Record of source for each item of information

- Co-locates information for individuals, families, places:
  - Preparer's name
  - Person, family, or location of interest
  - Pedigree chart number or family number
- Information includes:
  - Date
  - Source
  - Type of Information
  - File number assigned to source documents
  - Information found

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## Source Documentation

- Where you found the information
- What you found it in
- Publication information
  - Title, author, publisher, publication date, page number
- Date you found it
- Copyright information
  - Critical when you publish your research

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## Citing Sources

Elizabeth Shown Mills

- Standard formats for each item of information
  - Where did it come from?
  - Who produced or published it?
- Applies to genealogical publications – including your “working documents”:
  - Pedigree charts
  - Family group sheets

Mills, Elizabeth Shown. 2009. *Evidence explained: citing history sources from artifacts to cyberspace*. Baltimore, Md: Genealogical Pub. Co.

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## Technology & Genealogy

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**DGS Technology SIG**  
<http://dallasgenealogy.org>

Dallas Genealogical Society  
 Genealogical Records, Resources & Activities for Dallas, Dallas County and North Texas

Technology SIG  
 Hardware & Software

**Hardware & Software**  
 Free hour video presentation!

- What is “the cloud”?
- What hardware do I need?
- How do I access the Internet?
- Scanners & Cameras
- Genealogy software
- Organizing your files
- Backing up your data

<http://dallasgenealogy.org>

**Organization**

**Research Log**

- Also called a Research Calendar
- Records sources that you have reviewed & the results
- Includes every publication or website reviewed
- Value: Prevents repeating a search for the same information

**Research Log**

- Use genealogical software, database, spreadsheet, word processor, or paper
- Include:
  - Date of research
  - Repository
  - Title, author, publication date
  - Results
- Take your log with you when you travel


**Preservation of Materials**

- Physical materials
  - Acid-free or conservation quality board boxes
  - Packaging depends on material type
    - Documents: Acid-free envelopes or polyester sleeves
    - Photographs: Plastic or paper folders or pockets; free of sulphur, acids, and peroxides
    - Old photograph albums: Kept in tact in boxes
- Digital materials
  - Personal Archiving: [Library of Congress](http://www.loc.gov)

## Information Types & Sources

Saturday, April 21: Ancestors in the Census


Saturday, April 28: Find New Resources



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## Types of Records


- Census
  - Federal (1790 – 1940) & State
- Vital Records
  - Birth, marriage, & death certificates
- Legal Court Records
  - Divorce decrees, tax records, deeds of trust, property titles, mortgage certificates, contracts



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## Types of Records

<ul style="list-style-type: none"> <li>• Church Records           <ul style="list-style-type: none"> <li>– Baptismal, confirmation, marriage, sacramental</li> </ul> </li> <li>• City Directories</li> <li>• Military Records           <ul style="list-style-type: none"> <li>– Pension files, draft registrations, service records</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Artifacts           <ul style="list-style-type: none"> <li>– Clothing, medals, jewelry</li> </ul> </li> <li>• Photographs           <ul style="list-style-type: none"> <li>– Studio, amateur</li> </ul> </li> <li>• Letters</li> <li>• Interviews</li> <li>• Recordings, notes</li> </ul>
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## Finding US Records

- Census Records
  - Free online: FamilySearch
  - <http://www.familysearch.org>
  - Free to public library patrons: HeritageQuest Database
- Vital Records
  - State, county where ancestor lived
  - CDC – Where to Write for Vital Records
    - <http://www.cdc.gov/nchs/w2w.htm>
- Court Records
  - Locality where ancestor lived



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## Libraries & Archives: National, State & Local

Session references: <http://dallasgenealogy.org>

- Dallas Public Library: Genealogy Section
  - <http://dallaslibrary2.org/genealogy/index.php>
- Texas State Library and Archives: Genealogy Resources
  - <https://www.tsl.state.tx.us/arc/genfirst.html>
- National Archives (NARA): Resources for Genealogists
  - <http://www.archives.gov/research/genealogy/>




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## Identifying Sources

Session references: <http://dallasgenealogy.org>



- FamilySearch Research Wiki
  - [https://www.familysearch.org/learn/wiki/en/Main\\_Page](https://www.familysearch.org/learn/wiki/en/Main_Page)
- Cyndi's List
  - <http://www.cyndislist>
- RootsWeb
  - <http://www.rootsweb.ancestry.com/>
  - [http://helpdesk.rootsweb.com/get\\_started/charts\\_forms.html](http://helpdesk.rootsweb.com/get_started/charts_forms.html)




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## Information Discovery

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## Variant Spelling




"Remember, you and your family know how your name is spelled and has been spelled for generations, but the recording clerk [or transcriptionist] did not know." - Sipe, p. 9


Sipe, Karen V. 1998. *Genealogy made easy*. Mineola, N.Y.: Dover Publications.




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## Be Aware – Be Wary




- Records and information vary greatly
- Death certificates rely on informants
- Focus on “collateral” ancestors when you get stuck with a pedigree ancestor
- Indexes v. transcripts v. original sources
- Information items often conflict



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## Conflicting Information




"There are times when no matter how many information sources you search, you cannot find consistent records verifying an event. When this happens you must build your case based on the preponderance of evidence you have collected"

- Sipe, p. 16


Sipe, Karen V. 1998. *Genealogy made easy*. Mineola, N.Y.: Dover Publications.




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## Online Search Tips



- When stuck: Search for siblings or children
- Use wildcards for variant spellings
  - Asterisk (\*): matches zero or more characters
    - John\*: John, Johns, Johnson
  - Question mark (?): matches one character
    - Ann?: Anne or Anna
    - Ann??: Annie
- Use quotation marks (“ ”): matches phrase
  - “Ann Johnson”: Only matches Ann Johnson



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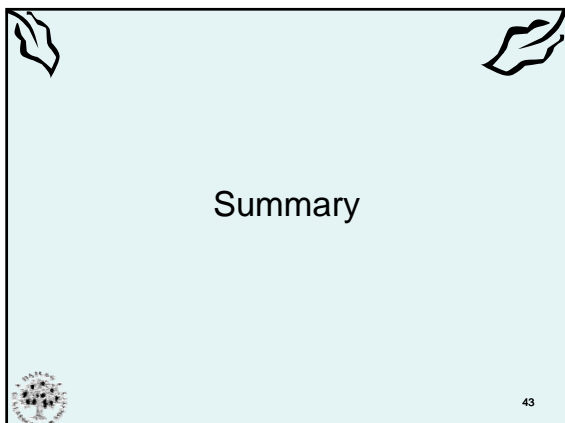
## Searching Online



- Census: [1880 Census](#)
- Cemeteries: [Find A Grave](#)
- Newspapers:
  - Library of Congress: [Chronicling America](#)
  - Portal to Texas History: [TX Digital Newspaper Program](#)
- Multiple Information Types
  - [FamilySearch](#)
  - [Ancestry.com](#)

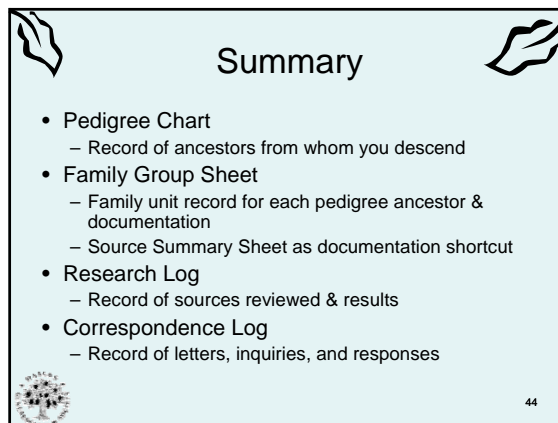


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## Summary

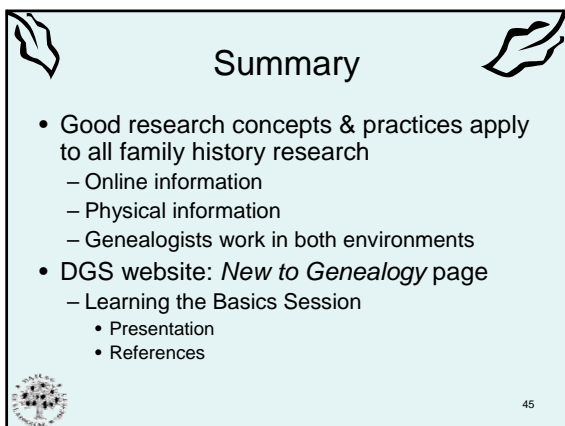
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## Summary

- Pedigree Chart
  - Record of ancestors from whom you descend
- Family Group Sheet
  - Family unit record for each pedigree ancestor & documentation
  - Source Summary Sheet as documentation shortcut
- Research Log
  - Record of sources reviewed & results
- Correspondence Log
  - Record of letters, inquiries, and responses

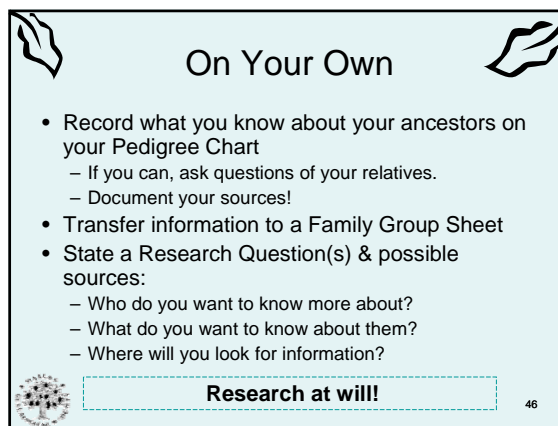
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## Summary

- Good research concepts & practices apply to all family history research
  - Online information
  - Physical information
  - Genealogists work in both environments
- DGS website: *New to Genealogy* page
  - Learning the Basics Session
    - Presentation
    - References

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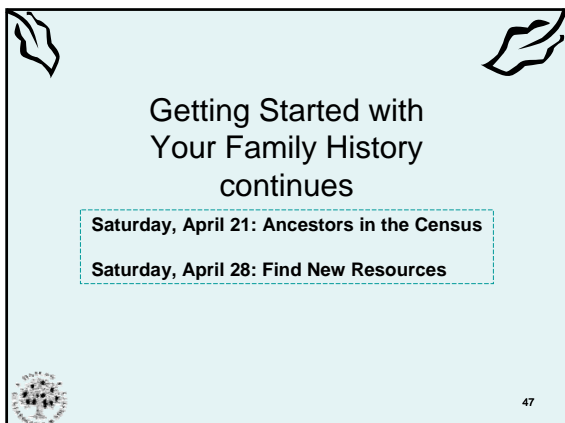


## On Your Own

- Record what you know about your ancestors on your Pedigree Chart
  - If you can, ask questions of your relatives.
  - Document your sources!
- Transfer information to a Family Group Sheet
- State a Research Question(s) & possible sources:
  - Who do you want to know more about?
  - What do you want to know about them?
  - Where will you look for information?

**Research at will!**

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## Getting Started with Your Family History continues

**Saturday, April 21: Ancestors in the Census**

**Saturday, April 28: Find New Resources**

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# Pedigree Chart



Preparer:

Address:

Date:

# Family Record Sheet

Ref.

Husband: \_\_\_\_\_  
 Born: \_\_\_\_\_ Place: \_\_\_\_\_  
 Married: \_\_\_\_\_ Place: \_\_\_\_\_  
 \_\_\_\_\_  
 Died: \_\_\_\_\_ Place: \_\_\_\_\_  
 Church: \_\_\_\_\_ Buried at: \_\_\_\_\_  
 Military Service: \_\_\_\_\_  
 Father: \_\_\_\_\_  
 Mother: \_\_\_\_\_

Wife: \_\_\_\_\_  
 Born: \_\_\_\_\_ Place: \_\_\_\_\_  
 Died: \_\_\_\_\_ Place: \_\_\_\_\_  
 Church: \_\_\_\_\_ Buried at: \_\_\_\_\_  
 Father: \_\_\_\_\_  
 Mother: \_\_\_\_\_

	Full Name of Child	Born	When Where	Died	When Where	Spouse	Marriage Date Location	Ref.
1								
2								
3								
4								
5								
6								
7								
8								

References and Notes:

Prepared by:  
 Address:  
 Date:

# Correspondence Record Sheet

Surname: \_\_\_\_\_ Researcher: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Entry Date Sent	Follow-up Response	Charge Refund	Addressee & Address	Subject or Citation	Results	Doc. No.
1						
2						
3						
4						
5						
6						
7						
8						







# Glossary of Record Types

The descriptions below are definitions of the majority of record types that exist throughout the world. Library catalogs list and describe the content of each record in a library's collection. This list includes all of the types of records in the Family History Library in Salt Lake City, Utah, U.S.A., the largest genealogical library in the world. Most of the records described are available in more than 3,500 Family History centers worldwide. You may also find many of these types of records at other repositories.

## A

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**Almanacs**— Books that describe the events of one year (weather, floods, cycle of moon, statistics on people, etc.) for a place. They may give addresses of governments, organizations, or churches.

**Archives and Libraries**— Descriptions of archives, libraries, museums, and other places where records are stored.

## B

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**Bible Records**— Pages from family Bibles which record births, marriages, deaths, family relationships, and some genealogies. These pages may have been copied, collected, or indexed by family name.

## C

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**Cemeteries**— Records about burial places, tombstone and monument inscriptions, records of sextons, lists of the buried, cemetery landscape and design, or how to copy gravestones or take rubbings. May give birth, marriage, and family information.

**Census**— An official count of a people taken by government or church. Depending on the place and time, it may be sketchy (only the name of the head of household and the number of persons living there) or detailed (names of all people in household, ages, sex, occupation, income, etc.).

**Centennial Celebrations, etc.**— Records of celebrations of historic events, anniversaries (100th, 50th, etc.) in which the history of a country, church, place, or organization may be told.

**Chronology**— Records which tell how different people measure days, months, years, and keep track of time.

**Church History**— Histories of Christian churches, which may be general (e.g., history of a denomination, worldwide) or specific (e.g., a certain church building, a Catholic parish, a Latter-day Saint ward, etc.).

**Church Records**— Records of Christian churches that often give information about christenings, baptisms, marriages, and deaths, as well as church membership and other things. In many places, churches kept the only official records.

**Civil Registration**— Official records of vital information (births, marriages, and deaths) kept by civil leaders, outside the United States and Canada.

**Colonization**— Records of colonies in new lands, often with lists of persons, ethnic groups, and classes of people. Colonists may

have been prisoners sent to settle new lands, free men enticed to go to new lands, those who chose to go to new lands, or those forced to leave their homelands.

**Compiled Records**— Information that has been gathered from various sources and compiled as a record of events, relationships, circumstances, often in the form of biographies, family histories, etc.

**Concentration Camps**— A written descriptive work pertaining to institutions who detain groups of people based on their race, religion, national origin, etc.

**Correctional Institutions**— Records of institutions which confined people (those who committed crimes, debtors, etc.) as inmates. May list names of persons held there and their guardians.

**Court Records**— Proceedings, actions, and discussions of various. Court records cover criminal offenses, licensing, contracts, divorce, probate, land and property, etc.

## D

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**Description and Travel**— Records about the geography of a place, which may include personal impressions and descriptions. Provide background material, historical descriptions, and social history.

**Dictionaries**— Books of words and their definitions, arranged alphabetically. Dictionaries may define words used in one language or may contain words translated from one language to another.

**Directories**— Alphabetical or classified lists that include the names and addresses of (1) the inhabitants or organizations of a place, or (2) members of an organization.

**Directories**— Alphabetical or classified lists that include the names and addresses of (1) the inhabitants or organizations of a place, or (2) members of an organization.

**Divorce Records**— Collections of records of divorces and annulments.

**Dwellings**— Records about buildings and homes—the design, construction, traditions, etc. May discuss architecture generally (e.g., Georgian home styles) or note specifics (e.g., the buildings on one Scandinavian farm). Useful for background information for personal or family histories.

## E

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**Emigration and Immigration**— Records about people moving out of or into a country. May contain lists of ship's passengers, people who bought tickets from a ticket agent, police registration on leaving or arriving in a country, etc. Does not include records of moves within a country.

**Encyclopedias and Dictionaries**— Records which inform concisely about many general subjects or which explain one subject thoroughly.

**Ethnology**— Records about races of peoples—their traditions, origin, background; where

or how they lived; their physical, social, and religious characteristics, etc.

## F

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**Family Histories**— Records that contain genealogical information, biographical sketches, or stories about members or branches of a family, or those having a common surname.

**Folklore**— Records of stories, tales, and oral traditions of a people. May discuss religious beliefs, explanations of creation of the world, and sagas that depict history and heroes.

**Funeral Homes**— Records pertaining to funeral homes or mortuaries, including business records, burial expenses, and information on the deceased.

## G

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**Gazetteers**— Records which list geographical names alphabetically, often giving descriptions of those localities or their map coordinates.

**Genealogy**— Records that trace family ancestors or descendants, and family histories of many families who do not share a single surname. May have descriptions or charts of pedigrees, family trees, and family groups.

**Guardianship**— Court decisions, legal records, and any information about a guardian's responsibility for a child, including adoption.

## H

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**Handbooks, Manuals, etc.**— Reference works in which facts and information pertaining to a certain subject are arranged for ready reference and consultation.

**Handwriting**— Records about early forms of handwriting (alphabets, writing samples, instructions on how to decipher, etc.).

**Heraldry**— Records about coats of arms, family crests, flags, emblems, seals, etc., and how they were devised, granted, or used.

**Hindu Records**— Records, documents, or registers created by Hindu sects which often contain birth, marriage, or death information.

**Historical Geography**— Records about changes in boundaries, jurisdictions (civil or church), or territories at different times in history. May include background of prominent families, including genealogies.

**History**— Descriptions of the past events of a place, an institution, or a field of knowledge.

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## J

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**Jewish Records**— Records, documents, or registers of Jewish religious groups, usually giving information on births, marriages, or deaths.

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## L

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**Land and Property**— Records (private and civil) about the ownership and transfer of land and other property, including deeds, mortgages, brands, and marks of ownership.

**Language and Languages**— Records that define, teach, or describe major languages and specific dialects.

**Law and Legislation**— Records, histories, and descriptions of laws, codes, ordinances, etc.

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## M

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**Manors**— Records about the feudal manor system: descriptions of the lord, his lands, buildings, and dealings with people on the land. May include lists of people, genealogies, histories, and probate and civil court records. A manor was an English or Middle Ages estate under the ownership of a lord who had rights over land and tenants. This included the right to hold court.

**Maps**— Maps, charts, or plans which may show current or historic locations of towns, buildings, boundaries, roads, rivers, railroads, parish boundaries, etc. Includes atlases.

**Medical Records**— Records about the medical field-hospital records; records of doctors, midwives (babies delivered), or other practitioners; lists of patients; licenses; etc.

**Merchant Marine**— Works and records dealing with publicly or privately-owned ships and their personnel.

**Migration, Internal**— Records about the movement of people within a country. May show growth of cities, movement of tribes or ethnic groups, or population changes due to industrialization, famine, plague, etc.

**Military History**— History of battles, wars, and armed forces (rarely includes names of soldiers).

**Military Records**— Military service records and lists of primarily men and boys who are serving, have served, or are eligible to serve in the armed forces. May include pensions, muster, or discharge lists.

**Minorities**— Histories and descriptions of racial, ethnic, religious, or other groups of people who were a small segment, distinct from the larger population of an area.

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## N

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**Names, Geographical**— Books about names of places (geographical areas, countries, cities, street names, etc.). May give their origin, history, changes, or variations.

**Names, Personal**— Books about names of persons, families, deities, businesses, or ethnic groups. May give variations, histories, meanings, origins, or uses.

**Native Races**— Histories or descriptions of original peoples who lived in regions settled in modern times. Includes peoples such as American Indians, Australian Aborigines, Maori, etc.

**Naturalization and Citizenship**— Books, records, and laws concerning citizenship—the qualifications for, the process of, and country records. Includes oaths of allegiance and naturalization papers. May give birth, marriage, and family information.

**Newspapers**— Copies, clippings, or complete newspapers which usually contain birth, marriage, and death announcements.

**Notarial Records**— Records of notaries, who (in many places) verified business transactions, wills, marriage contracts, intention to marry, sale of land, etc.

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## O

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**Obituaries**— Notices or lists of deaths, often with biographical sketches, usually from newspapers. May include funeral sermons.

**Occupations**— Records that give general descriptions of a specific job or trade. Includes information on guild, unions, apprenticeships, etc.

**Officials and Employees**— Lists and records of government officials and employees, including international agencies and institutions under government direction.

**Orphans or Orphanages**— Records about children raised or cared for by someone other than their parents (includes child-welfare cases). Name and age of child is usually given. May include descriptions of the institutions where these children lived.

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## P

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**Pensions**— Records of compensation for military service, employment, disability, reparation, etc. Includes lists of eligibility, names of family, wife or widow, heirs, etc.

**Periodicals**— Regularly issued magazines or journals containing various articles.

**Politics and Government**— Records about the politics or government of an area. This includes parliament discussions, feudal society, economic policy, national or local governments, etc.

**Poorhouses, Poor Law, etc.**— Records about institutions that care for the poor, including lists of inmates, removal and settlement papers, and laws on care of the poor, etc.

**Population**— Studies of population statistics of certain places which give such things as size and density, growth, migration, vital statistics, average family, historical changes, etc.

**Postal and Shipping Guides**— List of post offices, railroad stations and stops, ports, terminals, etc., with place names and route

information.**Probate Records**— Records, wills, settlements, court proceedings, laws, etc., that deal with a person's estate at death. May include names of relatives.

**Public Records**— Any records created by civil authorities which do not fit under other specific subject headings.

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## R

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**Religion and Religious Life**— Records about beliefs, customs, and practices of religious groups (rituals, tenets, etc.).

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## S

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**Schools**— Records about educational institutions. May contain lists of teachers, students, or graduates.

**Shinto Records**— Records, documents, registers, etc., created by Shinto sects.

**Slavery and Bondage**— Records about slaves, indentured servants, serfs, or those who have been freed. May have lists of people, deeds of people considered as property, etc.

**Social Life and Customs**— Records about manners, customs, ceremonies, traditions, and lifestyles of a certain place.

**Societies**— Records of organizations, institutions, or groups active in particular field of interest. May include lists of members.

**Statistics**— Numerical information about a place or topic, such as tallies, trends, census, population, etc.

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## T

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**Taxation**— Description of records of a tax system, including tax lists, lists of property, etc.

**Town Records**— Records of local civil governments, especially in New England and New York. May contain records of births, marriages, deaths, property, names of officials, tax rolls, business transactions, minutes, etc.

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## V

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**Vital Records**— Collections of records of births, marriages, or deaths. In the United States, these include official government records.

**Voting Registers**— Lists of registered or eligible voters of countries, cities, or electoral districts. May include heads of households only.

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## Y

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**Yearbooks**— Books that summarize the events of one year for a specific place, organization, or topic (such as demographics, farm production, government).