



Scan either of the above Quick Response (QR) codes with your QR code smartphone reader and you will be taken to the genealogy blog I author for the library titled "Tony's Genealogy Blog at the Schaumburg Township District Library".

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April 9, 2019 Schaumburg Township District Library Genealogy Program "Handouts"

Hi Everyone,

This document should be considered as the program "handouts" document for our April 9, 2019 Schaumburg Township District Library Genealogy Program.

What does this really mean?

Prior to this "new" process, our program handouts would actually be paper handouts that were based on me often printing up the first page related to a web site that I wanted to mention. Then on the paper for the web site I would handwrite what things of importance are associated with the web site that the researcher should know. Maybe it was a new web site or maybe an important date related to a significant event or maybe a new database was released. Whatever it was I noted it on the paper of the first page of the web site.

The source for the vast majority of what is in the Handouts is the monthly Schaumburg Township District Library Genealogy Newsletter. From within this larger document I extract information on upcoming genealogy programs local to our area, important items from Dick Eastman's Online Genealogy Blog, as well as I summarize some key periodical articles of interest that I think are important to be aware of. The Handouts simply provide me with the opportunity to focus in on what I consider are important genealogical bits of information important to the researcher as well as to share my own personal thoughts on why it is of note.

You will also see a small redesign of the PDF Handout package. You will now see a Table of Contents on Page 1 listing what the following "handouts" are by topic. Within the Table of contents you can quickly access the handouts by using the hyperlinks and bookmarks that will get you quickly to your handout of interest. You will no longer have to scroll through the entire package of handouts to get to the one you want.

I also plan on use the "yellow highlight" tool within Word and highlight certain areas of these notes that I think are important to note. The visual highlighting will take your eyes to areas of importance to note. Please let me know if you think this OK or if it may be a distraction? I thought I would give it a try.

Going forward I plan on creating this document on a monthly basis that will include my notes regarding a web site of interest and a link to the web site itself.

The reader of this "handout" list can themselves then read my overview summary of the site and then link to the site directly themselves to get more details or print out what they want from site.

I will clearly identify my own comments when the handout is a combination of material that came from some other source such as Dick Eastman's blog as well as my own comments. I will indicate my comments in Italics, clearly marked so the reader can distinguish between the original verbiage and my own comments. If a handout item was completely created by me then you will see that noted at the top. In this case, the entirety of the handout was created by me and will not be shown in Italics.

This program "Handout" information will then be uploaded to the Schaumburg Township District Library Genealogy Blog that is titled "Genealogy with Tony". This blog will be accessible from the library's main web site page at www.schaumburglibrary.org. Select "Local History and Genealogy" at the top of the page, then look for the icon on the Local History and Genealogy page that says "Tony's Genealogy Blog". Open the blog link and then look at the right hand sidebar of the blog and you will see the "Handouts" information. The direct web address for the blog I author is <http://genealogywithtony.wordpress.com>

Here we go with the list of "handouts"!

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Handout #1 – VISIT THE SCHAUMBURG TOWNSHIP DISTRICT LIBRARY GENEALOGY BLOG

I will continue to remind participants of our library’s genealogy blog. You can access it through our library home page at www.SchaumburgLibrary.org by looking for the tab called “Services”, pull down for “genealogy”. This will take you to my genealogy page at the library. Scroll down a little and look for the bi-colored blue and black box. In the black part of the box is a hot link titled “Tony’s Genealogy Blog”. Click on the link for the blog title and you will get to my blog.

Or you can just go directly to the blog at:

<http://genealogywithtony.wordpress.com>

You will find postings on upcoming programs, both at our library, and elsewhere in the area. You will also find a myriad of other kinds of postings, especially those that I offer on “Genealogy Tips” to help make your research efforts more productive.

You will also find our Schaumburg Township District Library Genealogy Newsletter and our “Program Handouts” at the blog as PDF files for you to view online, or download and save to your own computer for future referral.

Please remember that the blog will be the place to retrieve the newsletter and the “handouts”. I do not plan on making paper handouts of these available for distribution at the program or for mailing to individuals.

Try to visit the blog frequently to see what is going on. Subscribe to the blog via the icon in the lower right part of your screen that simply states “Follow”. By clicking on the “Follow” link you will subscribe to the blog and will receive follow-up e-mail notices when I publish a new post.

Our blog is the way of the future and the future is here now!

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Handout #2 – NEXT MEETING OF THE NORTHWEST SUBURBAN GENEALOGY SOCIETY WILL BE ON MAY 4, 2019

The next meeting of the Northwest Suburban Genealogy Society will take place on Saturday morning May 4, 2019. The program for the morning is titled **“Processing Family Papers”**. The speaker for the morning will be **Tony Burroughs**.

This meeting will take place at the **Arlington Heights Memorial Library (NOT The Arlington Heights Senior Center where the meetings normally occur)** , 500 N. Dunton Ave., Arlington Heights, IL 60004 at 10:00 AM. There is a round table discussion that takes place at 9:00 AM prior to the main meeting/program that starts at 10:00 AM. Participants are invited to attend this round table and bring their research questions for discussion.

You may visit the society web page at:

<http://www.nwsgenealogy.org/>

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

We do our best here to try to be sure that information we convey about programs is accurate. However, sometimes we are unable to convey changes unless we are made aware of those changes.

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**Handout #3 – DUPAGE COUNTY GENEALOGICAL SOCIETY NEXT
REGULAR SOCIETY PROGRAM ON APRIL 17, 2019**

Please note that meetings that will take place for the society will occur between September 2018 and May 2019. The September 2018 program will occur at the DuPage County Historical Museum located at 102 E. Wesley Street in Wheaton, IL. The October 2018 through May 2019 programs are once again taking place at the Wheaton Public Library in the Lower Level. The address of the library is 225 N. Cross St. in Wheaton, IL. Please note the times for refreshments and the program. Refreshments are offered at 6:30 PM. The meeting will start at 7 PM and last till no longer than 8:45 PM.

The next regularly scheduled meeting of the DuPage County Genealogical Society will take place on Wednesday evening, April 17, 2019 between 7:00pm to 8:30pm at the Wheaton Public Library. Refreshments are offered at 6:30pm. The program scheduled for that evening is **"Mapping the Past: Navigating Your Family History with Maps"**. The speaker for the program will be **Dr. Daniel Hubbard**.

Mapping the Past looks at different types of maps and how to use them to understand your ancestors' towns and migrations; changing borders and extracting data and even names from maps.

You may visit the society's web page at:

www.dcgcs.org

The society also has a blog that you can visit to find out about "this and that" related to the society as well as find genealogical tips. You can visit the DuPage County Genealogical Society blog at:

<http://dupagecountygenealogicalsociety.wordpress.com/>

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

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Handout #4 – COMPUTER ASSISTED GENEALOGY GROUP OF NORTHERN ILLINOIS (CAGGNI) NEXT PROGRAM ON APRIL 20, 2019 AT THE SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

The next regular meeting of CAGGNI will take place on Saturday morning, April 20, 2019 at the Schaumburg Township District Library between 10:30am to 12:30pm. The program scheduled for this day is "***Making the Back Story Come Alive (Webinar)***". The speaker will be **Nicka Smith**.

Uniquely engage family members through the use of video to share the compelling and evocative stories. From short web clips to full length documentaries, learn how to curate, craft and execute a strategy to get your family stories off of paper and into motion.

Nicka Smith is a professional photographer, speaker, host and documentarian with more than 19 years of experience as a genealogist. She has extensive experience in African ancestored genealogy, reverse genealogy and family reunion planning and execution. She is also an expert in genealogical research in the Northeastern Louisiana area, sharing genealogy with youth, documenting the ancestral journey and employing the use of new technology in genealogy and family history research.

You may visit the organization web page at:

www.CAGGNI.org

Please note that it has happened once in a while that the society may change a program schedule without actively sharing that fact. Checking their web site may also not give you notice of such a change if they do not change the web site. That is still the first place to check. You may also want to contact someone at the society if a phone number is available to verify that a program is still scheduled as they had advertised. That is always not available either.

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Handout #5 – SCHAUMBURG TOWNSHIP DISTRICT LIBRARY NEXT GENEALOGY PROGRAM ON MAY 14, 2019

Our next genealogy program will take place on Tuesday evening, May 14, 2019.

Our guest speaker for the evening will be Debra Dudek. Debra will present a program titled **“Using Fold3 Library Edition”**.

Come early to review genealogical materials. At 7:45 p.m., guest presenter Debra M. Dudek, Head of Adult and Teen Services at the Fountaindale Public Library District in Bolingbrook, IL, will show you how to navigate Fold3, browse resources effectively and find hidden gems on this user-friendly database.

Ms. Dudek specializes in British genealogy and technology topics. She is currently pursuing a second masters degree in Genealogical, Palaeographic & Heraldic Studies from the University of Strathclyde in Glasgow, Scotland.

Doors will open at approximately 7 p.m. so you can pick-up handouts, review books and journals, and network with other participants. Tony Kierna will start the program at 7:30 p.m. with introductions of new participants and a brief review of handouts and genealogical matters.

For further information, contact Tony Kierna at 847-923-3390.

You may visit the library’s web page at:

www.SchaumburgLibrary.org

to view a Calendar of Events section of the library web page for this program and for many more non-genealogical programs offered by our library.

You can also visit the Genealogy Blog of the library that is authored by Tony Kierna. Visit the blog at <http://genealogywithtony.wordpress.com> for all things related to genealogy and the genealogy programs at the Schaumburg Township District Library.

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Handout #6 – HOW TO PRESERVE OLD FAMILY LETTERS

The following was found at Dick Eastman's Blog at www.eogn.com dated March 14, 2019.

[Dick Eastman](#) · [March 14, 2019](#) · [Preservation](#) · [4 Comments](#)

The [MyHeritage Blog](#) has an interesting article about preserving old letters:

"If you are fortunate enough to have a cache of old family letters, you are sitting on a gold mine. Letter writing has gone by the wayside since the invention of the telephone, e-mail, texting, Twitter, and Facebook, just to name a few ways of modern communication. Those old letters in your genealogy records collection should be preserved for future generations. Whether you have 100 letters or just one, they are important to your family history and add to your family story.



"Some you may have in your collection could include war letters. These are not only important to your family history but to world history, especially if your ancestor wrote about the war in their letters. Love letters are a great resource for genealogy information and to learn how your ancestors met and fell in love. Some of my favorite letters are migration letters, those letters written by family members who migrated to different parts of the US or from one country to another. Preserving their experiences is essential to ensure the information is not lost."

You can read the full story at: <https://blog.myheritage.com/2019/03/preserving-old-family-letters/>.

Comments by Tony Kierna

I told agree with the above comments. Discovering and having possession of old, family, handwritten records is a real goldmine for you. Of course, it helps if their penmanship was impeccable for you to be able to read the letter. There is nothing worse than discovering and old letter that you cannot read it because of poor penmanship. Another obstacle to overcome is also if the letter you have is written in another language causing you to jump through translation efforts first and foremost. But then why would genealogy be fun if you did not have to jump through hoops over and over.

I actually have in my possession some not so old letters in my possession that I cherish. One is a letter from my Aunt that spelled out some of my family history connecting me to a specific location in Poland. Goldmine! Without a geographic area your research is challenging. Another set of letters I have is also from an Aunt who was a nun in the Order of the Congregation of the Resurrection. She was a high level nun in the order who traveled the world on behalf of the order and wrote to me frequently. She ultimately wound up as the representative of the order to Vatican City and those "Air Mail" envelopes were also a goldmine that included the highly prized stamps from Vatican City. A third set of letters I have is from my friend who served in Vietnam. His letters really told me of the reality of war as he experienced it. His words on paper almost made it sound like words from someone who I did not even know.

The author of the piece also suggested you do the following to preserve your goldmine of letters:

Arrange your letters in chronological order. This is a simple way to begin organizing your letters. Use the date on the letter or the date on the envelope postmark. Just be consistent, use one or the other.

Do you have letters by multiple family members? Organize them first by surname, and then chronological order for each surname. This is a good choice for organizing if you worry about finding a certain person's letters quickly and efficiently.

If you have groups of letters for different events in your ancestors' lives, perhaps organize them by event. For example, put all the World War II letters together, all the college letters together, etc. After you have grouped them, then organize by date.

The most important part of organizing the letters is to find a system that works for you. Then be consistent in your methods throughout the process.

The author also suggested the following for physical care of the letters themselves:

Take each letter out of its envelope and unfold it so it is flat. CAUTION: Be careful that you do not mix up letters and envelopes. Keep each letter with its envelope. I suggest that as you remove and flatten each letter, use a plastic paper clip to hold the letter to its envelope. DO NOT USE METAL PAPER CLIPS Please do not use metal paper clips, in fact, NEVER use any metal on any of your documents. Metal paper clips will damage your documents by rusting and adhering to your documents. This can cause rust stains and perhaps tearing when you try to pry the clips from the paper.

If your letters have been folded up and in their envelopes for a long time, they may not lay flat automatically. In this case, you will need to take steps to help them flatten. Lay the letter on a clean, dry surface that is away from sunlight where they can be left untouched for a period of time. Be sure to lay the envelope with the letter. While the envelope probably doesn't need to be flattened, you don't want to separate the letter from the envelope.

I can only hope you too have discovered handwritten or typewritten letters from your ancestors. The above tips for organizing and caring for the letters are good pieces of advice.

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Handout #7 – HOW TO FIND SOME OF THE MORE OBSCURE COLLECTIONS OF GENEALOGY RECORDS

The following was found in Dick Eastman's Online Blog at www.eogn.com dated March 22, 2019.

[Dick Eastman](#) · [March 22, 2019](#) · [Genealogy Basics, Online Sites](#) · [3 Comments](#)

Google, DuckDuckGo, Bing, and other search engines are great for finding online databases that are useful to genealogists. However, smaller collections and even obscure ones are not prominently listed in the big search engines. Yet there are a few online listings that can point the way to finding what you seek.

The **Genealogy Roots Blog** at <https://genrootsblog.blogspot.com> contains pointers to many online genealogy databases, records and resources. The focus is on vital records (birth, marriage and death records), obituaries, census records, naturalization records, military records and ship passenger lists. Although the blog is based in the USA, online European, Canadian, and other records sources are sometimes included. You may also occasionally see a fun post or genealogy news. Joe Beine does a great job of adding more and more links as time goes by.

Cyndi's List

Another huge resource is **Cyndi's List**, available at: <https://www.cyndislist.com>. The site contains roughly 336,000 links to genealogy-related web pages in more than 200 categories. The various categories include many sources online records as well as pointers to newsletters, religious groups, historical information, geography, and much, much more.

Cyndi's List is free for everyone to use and is meant to be your starting point when researching online for information in the United States and also in many other countries. Indeed, Cyndi Ingle has labored many thousands of hours since 1996 to produce this huge online resource at <https://www.cyndislist.com>.

I would suggest you check out both the **Genealogy Roots Blog** and **Cyndi's List** to see if they contain information that may help you in your family history searches.

Comments by Tony Kierna

As researchers we are all generally aware of the major categories of records we seek ... Census Records, Church Records, Military Records etc. We search these kind of records all of the time. Sometimes we can also get hits in databases that are at the end of a long list of databases with hits. Maybe we just do not even bother looking at the full list of hits. Sometimes, these are the obscure kinds of records we might not even think about.

I think the best thing about becoming aware of obscure record types is that it will give you an idea of a type of record you perhaps never even thought about related to a particular ancestor. Sure, you may not have any hots for an ancestor, but you can now start thinking about how else to investigate the ancestor and what other questions to ask.

Perhaps you see an obituary in which an ancestor's occupation was mentioned. Maybe he was a janitor. Now you can start thinking about discovering what company he worked for which can take you to employment records. Maybe janitor services type jobs were unionized. How about pursuing requests with the local union that covered the category of janitors in its union agreements?

Consider going to Ancestry.com and rather than searching for surnames, open up the catalog of databases and just start typing in the "Title" box or the "Keyword" box things like town names of your ancestors, country names of your ancestors, occupations, voting registrations, fraternal organizations, society names etc. You get the picture. Just discover what some of the obscure databases actually are within an Ancestry.com or FamilySearch that you may never even think could be associated with an ancestor.

Visit Dick Eastman online at www.eogn.com. Look for his summary postings on what new kinds of records have been added to the various providers of database records such as FindMyPast. Here is a typical posting from Dick Eastman on the new things added to that resource <https://blog.eogn.com/2019/03/29/new-records-available-to-search-on-findmypast-7/#more-28134> .

Do the same for checking on new additions to FamilySearch and see what new databases were added to that provider. I guarantee you will scratch your head on the types of record databases that were added. Use the discovery of these kinds of records to your advantage and think how such a category could help you discover more about your own ancestors. You will have better ideas on what to search for related to your own ancestors. Here is a typical Dick Eastman post on what was recently added to FamilySearch <https://blog.eogn.com/2019/03/26/new-free-historical-records-on-familysearch-week-of-march-25-2019/>

Just browse around the variety of links offered by CyndisList and how she categorizes data. You may discover a category of records you never even thought of for which you could structure future searches for finding your own ancestors in such obscure databases. Remember, databases could exist outside of the norm of Ancestry.com or FamilySearch. Just search the general internet looking for unattached databases to major providers.

Broaden your thinking of things that could be associated with your ancestors.

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Handout #8 – ANCESTRY.COM ADDS EVANGELICAL LUTHERAN CHURCH IN AMERICA CHURCH RECORDS, 1781-1969

The following was found in Dick Eastman's Online Blog at www.eogn.com dated March 15, 2019.

[Dick Eastman](#) · [March 15, 2019](#) · [Online Sites](#) · [One Comment](#)

Ancestry.com has added a new set of records that will be valuable for many genealogists. Here is the announcement:

 This collection contains baptism, confirmation, marriage, and burial records from more than 2,000 Evangelical Lutheran Church in America (ELCA) congregations. The records range from the mid-19th century through the early 20th century. Select records may be found prior to the year 1926. The information contained in the records varies from congregation to congregation (and sometimes from minister to minister). In some ethnic congregations, you may run into records in German, Danish, or some other language.

The ELCA was formed in 1988 with the merger of the American Lutheran Church, the Association of Evangelical Lutheran Churches, and the Lutheran Church in America. Use the browse tool on the right to see which congregations are represented.

Baptisms (sometimes listed as christenings) typically include the name of the child, birth date and place, parents' names, baptism date, and sponsors' names. In some cases, the birth date is noted as well. In some registers of children baptized, you may find family groups being baptized together. An infant baptism can be a clue that that member had been in the congregation for all of his or her life, whereas later christenings could indicate the family had more recently joined the congregation.

Marriage records include the marriage date, the couple's names, residences, and the name of the officiant. Ages and remarks were sometimes recorded as well.

Death records typically included the name of the deceased, date of death, date and place of the funeral, and officiating minister.

Within the collection you may also find membership records, with some listing the names and dates of admission, communion records, and how they were received into the church (e.g., baptism, certificate/transfer from another church, or other, which could indicate a transfer from another denomination). You may also find death dates listed in the membership registers. There are also some registers of church officials that can include dates of service, day-to-day business of the church, and functions of the congregation.

The *Evangelical Lutheran Church in America Church Records, 1781-1969* may be accessed by paid Ancestry.com subscribers by starting at: <https://search.ancestry.com/search/db.aspx?dbid=60722>.

Comments by Tony Kierna

It is always nice to hear about the addition of more church records to collections to help genealogists. Church records can and do provide some great information on our ancestors over and above birth, marriage and death records. Think of Communion records. Think of confirmation records. Think of marriage banns. Think of church societies.

My own personal research has not made me dig deep into church records outside of Roman Catholic church records. So I am not the most informed about the specifics of these Evangelical Lutheran in American church records. And also believe it or not, the headquarters of the archive for these kind of records exists right in our own backyard in Elk Grove Village. Here is a link to their website <https://www.elca.org/archives>.

If you have been researching church records of any kind you are probably aware of the specifics of what you can find e.g. date of baptism, date of birth, name of parents, names of sponsors, mother and father of the bride and groom etc. You can expect to find the same within this group of records also.

It is definitely worth taking a look at the specifics of this database all by itself from the link above in the Dick Eastman post. You will discover that there are about 8.8 million records. The database is searchable by surname with many ways to include other items in the search template such as family names, birthdates, record types and keyword. You can also browse the database itself and select certain types of the database for browsing such as Pastoral Acts or Congregational Records. Once you select one of these categories you can then select from a list of states for which the records exist and then select even further at the town or county level. All of these geographic locations will ultimately get you down to the Lutheran church for that town for which records exist that you can browse.

I actually selected a Lutheran church from Woodstock, IL and was able to browse through various kinds of records for the church for the time period 1862-1885. In this case many of the pages were typewritten for easy viewing as well as having images of the original records handwritten.

Always read the "About" description of the database so you will not be disappointed if you do not find something or you will be ecstatic on discovering something you would not have thought was included. Here is one paragraph of many from the "About" section describing this database.

Within the collection you may also find membership records, with some listing the names and dates of admission, communion records, and how they were received into the church (e.g., baptism, certificate/transfer from another church, or other, which could indicate a transfer from another denomination). You may also find death dates listed in the membership registers. There are also some registers of church officials that can include dates of service, day-to-day business of the church, and functions of the congregation.

If you have Evangelical Lutherans in your research it is well worth visiting this wonderful new database within Ancestry. You may discover it as a goldmine for your ancestral research for ancestors connected to the Evangelical Lutheran Church in America.

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Handout #9 – “CITY FOLD: STRATEGIES FOR URBAN RESEARCH”

The following review and comments were created by me, Tony Kierna, based on my having read an article that was seen in the October-December 2018, Volume 44, Number 4 issue of NGS Magazine.

A good article in this issue on the theme of “urban” research is one titled “City Folk: Strategies for Urban Research”. The author of the article is Meryl Schumacher, CG.

The author quantifies an exact example of the challenge researching an urban area versus a rural area. The author notes that for the 1880 Census for DuPage County, Illinois there was a total population of just over 19,000 individuals. In particular, there was a total of 7 men with the name “John Smith”. Yet just next door to DuPage County is Cook County in Illinois. In Cook County for the 1880 Census there was a total of about 607,000 residents and full 271 men named “John Smith”. Literally, there were 40 times as many “John Smith” names in Cook County versus DuPage County. Why the difference? Cook County contains the City of Chicago.

Thus, you have the research quandary of urban versus rural research.

The author suggests the following ways to approach urban research:

- **Fork in the Road: Where Urban and Rural Research Diverge**

- Cities often attract a steady influx of new residents
- Unusual surnames were seldom unique; you will often run into same-name, same birthplace, same birth year for individuals.
- Cities have a higher proportion of renters compared to rural areas and renters tend to move more frequently; lack of land ownership can make your research more challenging.
- Urban research often has its benefits especially when it comes to City Directories; city directories in urban areas was more common than in rural areas.

- **Go Hyperlocal: Communities Within Cities**

- Know the history and boundaries of the location you are researching.
 - Be sure you are aware of what are today’s suburbs that are independent versus knowing which parts of city today were formerly independent towns that were often incorporated into cities.
 - Study the political districts of a city often known as “wards”. These were often communities all unto themselves; these ward distinctions were often identified on the various census ledgers.

- Check local libraries and historical societies for the area in question to discover ward maps that may have existed for the time.
 - New York Public Library maps at <http://digitalcollections.nypl.org>
 - David Rumsey collections at Stanford University at <http://www.davidrumsey.com>
 - eBay has lots of historical maps and reproductions at www.ebay.com

- **Making the Most of Google Maps: Finding the House**

- Always be aware of any possible historical street numbering changes that may have occurred during the time of your ancestors; today's address may not be the same location as at the time of your ancestor.
- Always be aware of any historical street name changes that may have occurred between the time an ancestor was associated with a street name versus a current street name.
- Take a digital stroll around an ancestor's location in a city using Google Maps. Buildings may no longer be present today that were once inhabited by your ancestors.

- **Censuses, City Directories, and Tax Records: the Trifecta**

- Use at least 2 of the 3 record groups to:
 - Create a comprehensive list of all of the "John Smiths" in a single jurisdiction and tell them apart.
 - Track annual changes in residence and occupation.
- Locate the target ancestor in a federal census.
- Determine if there were any additional special state censuses in the years between the decennial federal census interval.
- Create a timeline for the individual.
- Check out the ancestor in the usual annual City Directories, noting address changes or even occupation changes.
- Absent ancestors may have moved or died.
- Tax records can also fill in gaps between census years.
- Widows that may not have been identified in City Directories, may very well be identified as owners of the land through tax records.

- **Religious Records**

- Because of the significant distance involved in rural areas, families may have connected to closer churches that were not of their denomination; in cities, churches for different denominations can be very close.

- o If you do not know a congregation of an ancestor, look for marriage records that can name the officiant of the ceremony and the religious affiliation to use as a clue.
- o Compare an ancestor's home location to the surrounding church congregations to also use that as a clue to determine religious affiliation.

- **Municipal Records: For the Ancestors Who Didn't Empty Their Privies**

- o Research dog licenses.
- o Spats between neighbors.
- o News articles.
- o City Council records

My own personal research ties in almost 100% to urban areas where my Polish ancestors arrived into the City of Chicago. Some of their Polish surnames and forenames can make it easier in one respect to find or it can make it much more difficult when Eastern European names are often butchered in census records during the indexing efforts to make them searchabale. You often face a double-edge sword.

Additionally, as the article states, you do need to know the history of street numbering changes as well as street name changes that may have occurred during times of an ancestors stay in a city like Chicago. Yes, the City of Chicago did change the numbering system in 1909. My ancestors appear to be a d different home address in the 1910 census versus the 1900 census. They were in the same building. Only the street address changed as a result of the citywide change that took place in 1909.

Ancestors of mine also lived near what is known today as Damen Avenue in Chicago (2000 west, running north and south). At one time, that street was known as "Robey" street. If you only know of a family connection to one version, always learn of such possible changes that occurred so you know the family you research is in fact your family.

This is definitely a recommended article to read if you are doing urban research in large cities.

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Handout #10 – “ORGANIZING GENEALOGY FILES AND NOTES”

The following review and comments were created by me, Tony Kierna, based on my having read an article that was seen in the October-December 2018, Volume 44, Number 4 issue of NGS Magazine.

I thought that another good article in this issue is one titled “Organizing Genealogy Files and Notes”. The author of the article is Jordan Jones.

Over the years, genealogy researchers can easily end up with thousands of document images. Organizing them in some orderly fashion is a must, unless you want to spend countless hours just flipping through images and documents hoping the one you want to look at is the next one in the pile.

The author has some great ideas on how to make your data work for you. From desktop management tools like Evernote to just developing a working system you stick to that will work for you.

Here are some suggestions from the author:

- **Dates**

- If filenames or notes start with a date these can be sorted into a meaningful timeline if you consistently have a naming convention that makes sense and will work to create a timeline of data.
 - The date should be designed for sorting.
 - Begin with the year as a full four digit.
 - Then the numerical month with leading zeros where needed for January through September.
 - End with day of the month.
 - All of the records for a year will be grouped together e.g. 1932 and will then be in month order within the year.

- **Places**

- Also include the location associated with the record.
 - Current location, starting with city or town, then the county, then the state and finally the country.
 - Example by the author for Fresno, CA is “Fresno, Fresno Co, CA, United States”.

- **Names**

- Surnames first, then comma, then first name
- Women should be identified with their maiden name, not married name.

- **Tags**

- Adding tags equates to metadata.
- Think of this as “categories” such as census records, Sanborn maps, vital records etc.
- Marriage record can be tagged with both the name of the husband and the wife.
- An example from the author about tagging is “Hill, Johnson, Marriage, BMD, Valley Co NE”
- Length of file names may have limits but length for tagging generally does not giving the chance to be very detailed.
- In Windows 10 tag as follows:
 - Right-click the file
 - Select Properties
 - Click Details
 - Under Tags type as many tags as desired separated by a semi-colon.
- In Mac Os tag as follows:
 - Ctrl-Click a file
 - Select Tags
 - Type a tag
 - Select Create New Tag
- For Evernote users:
 - Author recommends both notebooks and tags

- **Searching**

- Once a small group of files is renamed and/or tagged, try some small searches on that group to see how it works and if it looks good for you to then make changes to other files.
- Each operating system or note-taking tool has its own tips and tricks. Search online to find these for your system.

- **Organizing Files and Notes**

- Plan – think through the people, places and names and plan on how to best organize them. Use folders to try out ways of collecting before renaming or tagging your data.
- Simplify – Make the file-naming or tagging straightforward, so it will be easy to remember.
- Implement the scheme little by little. Continue to validate your process through each conversion step.
- Fine-tune the methodology for things that just don't look correct.

- The most important feature of going through this process is that you should be able to easily find what you are looking for.

- **Examples From the Author on How Re-Named Files Look**

- 1912-09-12 – Ord, Valley Co, NE – Hill, Theodore.jpg
- 1917-06-02 – Ord, Valley Co, NE, Hill, Ernest Melvin.jpg
- 1917-06-05 – Arcadia, Valley Co, NE, Hill, Ray S.jpg
- 1917-06-05 – Arcadia, Valley Co, NE, Hill, Roy.jpg

I thought this was a good article. It could involve a lot of work. It is well worth thinking through especially if you are having a hard time finding unorganized material. The key is to have consistency once you go with a standard naming convention.

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