

# CHECKLIST OF HOME SOURCES

*By Leslie Griffith Jacoby*

This checklist is a guide to the records you should find in the homes of your relatives. Check each record you search. Write additional sources you may discover in the empty blanks.

## PERSONAL RECORDS

Journal  
Diary  
Biography  
Letters  
Photographs  
Autograph Album  
Personal Knowledge  
Baby Book  
Wedding Book  
Scrapbooks  
Funeral Book  
Guest register  
Travel Account/Log  
Bookplates

## CERTIFICATES

Birth  
Marriage  
Death  
Divorce  
Adoption  
Graduation  
Christening  
Blessing  
Baptism  
Confirmation  
Ordination  
Ministerial  
Membership  
Apprenticeship  
Mission Release  
Achievement  
Award

## FAMILY RECORDS

Bible  
Pedigrees  
Family Group Sheets  
Genealogies  
Books of Remembrance  
Family Bulletins  
Family Histories  
Printed Histories  
Manuscript Histories  
Local Histories  
Family Traditions  
"Birth Briefs"

## MILITARY RECORDS

Service  
Pension  
Disability  
Discharge  
National Guard  
Selective Service  
Bounty Award  
Service Medals

## LEGAL PAPERS

Wills  
Deeds  
Land Grants  
Water Rights  
Mortgages  
Leases  
Bonds  
Loans

## ANNOUNCEMENTS

Wedding  
Birth  
Death  
Funeral  
Graduation  
Divorce  
Anniversary  
Memorial Cards

**Ribbons**  
**Sword**  
**Firearms**  
**Uniform**  
**Citations**  
**Separation papers**  
**War Rosters/Memorials**

**Contracts**  
**Summons**  
**Subpeona**  
**Tax Notices**  
**Guardian Papers**  
**Abstracts of Title**  
**Adoption Papers**

**New Job**  
**Travel**  
**New Home**  
**Birthday**  
**Professional**  
**Engagement**

**MEMBERSHIP RECORDS**

**Cards**  
**Publications**  
**Programs**  
**Uniforms**  
**Awards**

**HEALTH RECORDS**

**X-rays**  
**Insurance Reports**  
**Hospital Records**  
**Medical Records**  
**Immunications**

**SCHOOL RECORDS**

**Diplomas**  
**Report Cards**  
**Honor Roll**  
**Awards**  
**Transcripts**  
**Yearbooks**  
**Publications**  
**Alumni Lists**  
**Frats/Sororities**

**CITIZENSHIP PAPERS**

**Naturalization**  
**Denization**  
**Alien Registration**  
**Deportment**  
**Passport**  
**Visa**  
**Vaccination**

**NEWSPAPER CLIPPINGS**

**Announcements**  
**Obituaries**  
**Special Events**  
**Vital Statistics**  
**Home Town Newspapers**  
**Professional**  
**trade**  
**Human Interest**

**LICENSES**

**Business**  
**Occupation**  
**Professional**  
**Hunting**  
**Firearms**  
**Drivers**  
**Motor Vehicle Registration**

**FINANCIAL RECORDS**

**Accounts**  
**Bills**  
**Receipts**  
**Check Stubs**  
**Estate records**

**HOUSEHOLD ITEMS**

**Silverware**  
**Needlework**  
**Sampler**  
**Tapestries**  
**Dishes**

**BOOKS**

**Atlases**  
**Yearbooks**  
**Testbooks**  
**Prizes**  
**Treasured Volumes**

**Friendship Quilt**  
**Coat of Arms**  
**Insignias**  
**Souvenirs**  
**Clothing**  
**Tools**  
**Plaques**  
**Engraved Jewelry**

**Vocational**  
**Foreign Language**  
**Inscriptions**  
**Bibles**

**EMPLOYMENT RECORDS**

**Apprenticeship**  
**Awards**  
**Graduation**  
**Citations**  
**Severance papers**  
**Social Security**  
**Retirement papers**  
**Pension**  
**Union**  
**Income tax**

**Those I can visit personally:**

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**Those with whom I must correspond:**

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**NOTES:**

# Essentials of a Genealogical Letter

## THE SEVEN Cs:

**CLEAN** in appearance. Attractive letters make a favorable first impression. Typewritten, if possible.

**CORRECT** in composition. Make your letter correct in details of grammar, spelling, punctuation, sentencings, and paragraphing. Use a dictionary.

**CLEAR** in expression. A letter that is vivid, easy to read and easy to answer stimulates a reply. Definite questions usually get definite replies.

**COURTEOUS** in manner. Do not demand. Express your appreciation. Always acknowledge a reply.

**CONSIDERATE** in tone. Never write an "I" letter. Make your request so interesting that it will be answered out of a desire to help, rather than merely out of a sense of duty.

**CONCISE** in wording. Go directly to the point; say it concisely and quit. Long, rambling requests often end up in the wastebasket, especially with public officials.

**COMPLETE** in thought. Communicate your problem. Give enough background information necessary for the read to grasp your needs.

## SUPPLY NAMES, DATES, and PLACES:

Consider the information needed to complete what is already known about your ancestor. Do you need:

1. Date and Place of birth?
2. Date and place of marriage?
3. Date and place of death?
4. Mother's maiden name?
5. Names of parents?
6. Names of missing children?

Consider fully the type of record needed to supply the wanted information.

**Make Your Request Easy To Answer**

- 1. Ask only questions your correspondent could be expected to have answers. A few questions at a time is the best rule.**
- 2. Write questions a separate sheet of paper and leave room on it for an answer.**
- 3. Enclose standard pedigree or family group charts to make it easier for your correspondent to supply names, places, dates.**
- 4. Enclose a stamped, self-addressed envelope in letters to correspondents in your own country. (Except public officials.)**
- 5. include your own name and address on every letter you write!**

### **Insure Good Public Relations**

**Never ask another to give information or make intensive studies on problems you are too lazy to research for yourself. Ask for evidence instead.**

**Approach discrepancies between your records and those received with tact and diplomacy.**

**Offer to pay for copies of the records, and special postage and insurance cost for mailing the information to you. Be reasonable in your requests. Offer to give information in return for that which is being requested.**

*-- Leslie Griffith Jacoby is an active genealogist and a former librarian at a large LDS Family History Center.*