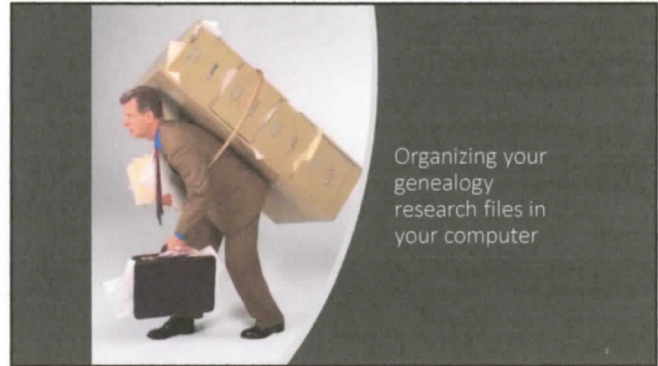## Slide 1

Organizing your genealogy computer files

SOCCGS England SIG Meeting
March 11, 2024
David Flint

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Slide 2

Organizing your genealogy research files in your computer

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Slide 3

Nancy Loe
www.sassyjanegenealogy.com

OVERVIEW

- <u>Own</u> your own data (download records you find and save to your own computer -- don't rely only on your tree in Ancestry)
- Beware of elaborate systems (avoid color coding, elaborate binders, etc.)
- Every item needs a home (more)

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Slide 4

Every item needs a home

- Create a filing <u>and</u> retrieval system
- You don't <u>own</u> it if you can't <u>find</u> it
- Do it <u>once</u> – eliminate rescanning and rearranging (avoids needless duplication)
- Scanning ≠ Retrieval (need to follow a consistent naming convention for effective retrieval)

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Slide 5

Follow best archival organization ideas

- #1 – be consistent!
- use a "controlled vocabulary" – consistency rules
  - -- country, state, county, town
  - -- day, month, year
- consistent punctuation and abbreviations
- be consistent in your <u>data entry</u> and <u>file naming</u> – these are all part of "controlled vocabulary" and will support your ability to retrieve items in your filing system

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Slide 6

Authority File

- Determine your naming conventions
- Keep in authority file as a reminder list

1	Avenue (not Ave.)	
2	Mount (not Mt.)	
3	Saint (not St.)	
4	Street (not St.)	
5	SurnameFirstNameBirth.jpg	Birth certificate
6	SurnameFirstNameChristen.jpg	Christening record
7	SurnameFirstNameDeath.jpg	Death Certificate
8	SurnameFirstNameDN.jpg	Death notice
9	SurnameFirstNameRecordLR.jpg	Low-resolution surrogate
10	SurnameFirstNameObit.jpg	Obituary
11	SurnameFirstNamePortrait.jpg	Thumbnails for family tree
12	SurnameFirstnameSnapshot.tif	Candid photograph
13	SurnameFirstnameStudio.tif	Formal photograph
14	SurnameGroomMaidenSurnameBrideMarriage.tif	Marriage license
15	SurnameGroomMaidenSurnameBrideWedding.tif	Wedding photograph
16	SurnameFirstNameWill.tif	Will - Heirship
17	Township (not Twp.)	
18		
19	Spell out states	
20		

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SIX-FOLDER FILING SYSTEM

Your Computer/Documents/Genealogy Master Folder

1. Administrative
2. Family Tree Software Files
3. Family Photos
4. Primary Sources
5. Secondary Sources
6. Surnames

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If you already have a system that works -- keep it!

- My existing system was longstanding and well-developed – but had its flaws
- I liked most of Loe's organization structure
- I adapted her six-folder scheme to accommodate what I wanted to retain of my old file structure
- Converted my files to reorganized structure, but sill learning -- and refining it

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My new file structure - 2020

Administrative Files
Family Tree Software Files
Family Photographs
Primary Sources
Secondary Sources
Surnames

OneDrive > MY GENEALOGY STUFF-REORG

- @@Reorg File Info
- Administrative Files
- England SIG
- Family Files & Related
- Family Photos
- Family Tree Software Files
- Legacy USERS GROUP
- Primary Source Documents & Images
- Secondary Sources
- Surnames
- Websites

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What's Next?
My next file reorganization ...

?

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