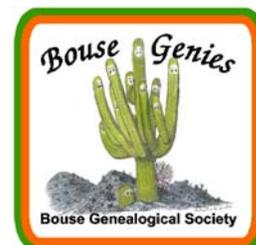


# BOUSE GENIES NEWSLETTER

Volume 11, Number 1

Winter 2017



## ON-SITE RESEARCH: ARCHIVES

[From the Winter 2016 SKP Genies Newsletter]

In the last edition of the *Bouse Genies Newsletter*, we focused on the many public, academic and private libraries with published materials of genealogical importance. In this edition our emphasis is on various archives and the valuable documents they hold.

Most of us tend to equate archives with libraries, but there are significant differences between the two.

Libraries collect published material. The holdings of one library may be duplicated in whole or in part by collections of others. If a book is lost or stolen, or a microfilm/fiche is destroyed, or a digital image is corrupted, it can be replaced. Thus, we are free to browse our way through the library and select books, microfilm/fiche or digital images from open stacks.

Archives specialize in original unpublished documents, rare objects and artifacts. Their collections are unique, irreplaceable and often one-of-a-kind. By their very nature, archival materials are fragile and vulnerable to frequent or improper handling. If an archival item is lost, stolen or irreparably damaged, the information within it is lost forever.

Having said all that, you will notice there can be an overlap between archives and libraries. You may find an archives has library as part of its name or an archives may be a department within a library.

### ARCHIVAL MATERIAL

Archives get their materials from towns, counties, states and countries, as well as individuals, organizations and businesses, with the materials arriving in all shapes, sizes, media, and condition. Plus, every archives is different in purpose, funding, technological levels and physical structure. Thus, the arrangement, type of storage containers and descriptions of archival holdings will be different than in libraries and even other archives.

Therefore, it is vital we familiarize ourselves with how a repository describes its materials before we can determine if their holdings will fulfill our research needs and if the archive is worth an on-site visit.

Archival materials are priceless primary documents that may not be found anywhere else and give us a direct connection with an ancestor or event. Due to the unique nature of archival material, archives have put stringent security procedures in place. We cannot browse through the stacks as we do in a library, and archival material can only be accessed and used in supervised areas known as reading rooms.

In the following pages you will find descriptions of genealogically-important archival materials and explanations of the workings of archives so you will have successful on-site visits to these valuable repositories. ❁

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### *Bouse Genealogical Society* Electronic Newsletter

Published 4 times a year for the members of the Bouse Genealogical Society

Please send all general correspondence to:

Bouse Genealogical Society  
P.O. Box 624  
Bouse, AZ 85325  
or e-mail  
[BouseGenies@gmail.com](mailto:BouseGenies@gmail.com)

The Bouse Genies meet the first and third Friday of the month from October–April, 9:30 - 2:30 in the Bouse Community Building.

The Bouse Genies Website is:  
<http://bousegeniesaz.org>

# FROM THE COMPUTER DESK

## SPAM EMAILS AND TEMPTING ONLINE OFFERS

By Carolyn H. Brown [From the Winter 2016 SKP Genies Newsletter]

It seems like everyone is having issues with spam emails and very tempting neat popup ads on websites like Facebook.



### SPAM EMAILS

The bad guys are out in force trying to get us to believe there is a problem with our credit card, bank account or computer. They are sending messages which are slipping through our email spam settings, and when we read them we believe them. We often fall into their trap, only to discover later that a worm or virus was attached to the file. The unwanted file gets into our system and wreaks havoc on our system and files.

It is important to remember your bank will not contact you via email without including the last three or four digits only of your account. If the account number is referenced in the front of the message, it is spam. In all cases, do not access the website from the email or reply to the email. Delete the email immediately. If the email instructs you to contact what you think is your bank or computer supplier, then do it through the bank's or company's official website, or via phone to their known phone number—not the phone provided in the email.

### SPAM POPUP ADS

Some websites like Facebook have a lot of popup ads which appear on the left or right side of the page. Some of these ads look really inviting. Some even have cute pictures of babies and little animals to try to drag us in. DO NOT click on these side ads. Not all of the ads are bad, but there is no way to tell which are good and which are bad. If the ad is from a legitimate company, go directly to their website and see what they are advertising.

### So You Did It

If you do activate one of the emails or popup ads and your computer starts doing strange things or stops working, immediately shut it down with the power button. Start the computer up and access the program or website you were in when the problem occurred. It should indicate that the computer did not shut down correctly. STOP and shut it again through the start bar. Do not use the restart option in this process. In some cases, you may have lost your internet connection. Turn off your Internet access device and then restart it.

### CONTINUED PROBLEMS

If the problems persist, you probably got a worm or virus on your computer. If you are under contract with your computer manufacturer, contact them for support, or take your computer to your local repair shop. ❄



## Bits & Bytes

### AN OUNCE OF PREVENTION

On the web there is professional, up-to-date advice on preventing spam emails and unwanted pop-up ads from showing up on your electronic devices. Keep informed. An ounce of prevention is worth a pound of cure.

Federal Trade Commission article on reducing the amount of spam

[www.consumer.ftc.gov/articles/0038-spam](http://www.consumer.ftc.gov/articles/0038-spam)

Guide to removing pop-up ads from Chrome, Firefox and Internet Explorer

<https://malwaretips.com/blogs/remove-adware-popup-ads>

Instructions on controlling pop-up ads on your Mac, iPhone, iPad, or iPod

<https://support.apple.com/en-us/HT203987>

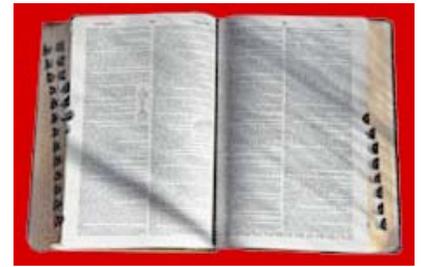
How to mark or unmark spam in Gmail

<https://support.google.com/mail/answer/1366858?co=GENIE.Platform%3DiOS&hl=en> ❄

## WORDS FOR SUCCESSFUL ON-SITE ARCHIVES RESEARCH

By Barbara A. H. Nuehring [From the Winter 2016 SKP Genies Newsletter]

**KNOW** what materials the archives has. Most archives only have historical documents for their geographical area of responsibility. Use their online catalog to develop your research plan. Look for any documents that have been electronically reproduced and placed online. No sense taking time at the archives to access textual material when you could have downloaded it at home. Additionally, some digital content is full-text searchable which will certainly speed up your research.



**USE** Finding Aids (a.k.a. registers or inventories) to gain an understanding of a collection in its entirety and to help you find collections relevant to your research goals. These are printed booklets/pamphlets or online electronic documents that provide a description of the scope and content of a collection. Most have narratives describing the providence of a collection, how the archival staff has organized the materials in the collection and the contents of the individual boxes and folders within the collection. Before going on-site, use finding aids.

**STUDY** the archives' patron usage policies and procedures while planning your on-site research trip. If you show up without any knowledge of how the archives is organized or how they allow people to access materials, you will waste valuable research time learning how they work. I have found most archives are very good at providing that type of information on their websites. In order to protect their unique and one-of-a-kind historical documents, archivists have put restrictions on what you can bring into their reading rooms. Know what they are before you assemble your to-go-bag. Some archives require you to obtain an in-house ID card in order to enter their reading rooms and access materials. They are free, but you must present a government-issued picture ID when applying.

**CHECK** the archives' website for floor plans, operating hours, parking situations and public transportation availability. It will relieve the stress of getting there and aid you in getting to the reading rooms and accessing the materials about your ancestors.

**INQUIRE** before you go on-site about the amount of materials you may request at one time and the specific times you may request items. Archives have closed stacks. Some will allow you to have multiple boxes of materials at a time; others only a single box or folder at a time. Knowing that could impact your work flow and time needed at the archives. Also ask if the archives offers internet access, accommodates personal laptop computers, allows scanners and digital photography, has digital copying capability, and charges for paper copies.

**NOTIFY** the archival staff of the date(s) you intend to visit and the materials you would like to see. The staff can tell you of any special circumstances where either the facility or the materials are unavailable. Many archives store materials in off-site facilities—typically due to space constraints. If the materials you are requesting are stored off-site, they may take several days to retrieve. Alerting the staff to your visit and the materials you want to see will enable you to access those materials upon your arrival instead of having to wait for them.

**SCHEDULE** a little additional on-site time for the unexpected. Discoveries and new questions unearthed during your research may lead you to new or different branches of your tree beyond what you had anticipated. Additionally, certain tasks—like deciphering hard-to-read handwritten documents—may take more time.

**ASK** for assistance when you need it. It will speed up your research, just like asking for directions when you are lost will get you to your destination quicker. Unlike courthouse clerks, part of the archivists' job description is to help their patrons, and I have found many of them enjoy that part of their job.

**CITE** the sources as you use the archival material. It is much more critical than citing books or journal articles because the material is unpublished and there is no other means of getting the details as there are for publications. As a general rule of thumb, the first reference is the name of the individual item followed by the series numbers, group names and archives' name and location. Naturally, source citations will vary according to the type of material, so it is best to seek the advice of the archivist or refer to Elizabeth Shown Mills' book *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*. ❁

## ARCHIVAL MATERIAL: BOUNTY LAND WARRANTS AND GRANTS

By Carolyn H. Brown [From the Winter 2016 SKP Genies Newsletter]

Bounty land warrants—or in the case of Virginia “bounty land grants”—provided bounty land for those who served in the American Revolution, War of 1812, Mexican War, and Indian wars between 1775 and 3 March 1855. They were first offered as an incentive to serve in the military. However, they were later offered as a reward for service. They could have been claimed by veterans or their heirs.

The veteran or his heirs had to apply for the warrant or grant, as they were not automatically issued to every veteran who served. If the bounty land warrant was granted, they could use the warrant to apply for a land grant. Once received, the bounty land warrants could also be transferred or sold to other individuals.

The application had to be filed at a local courthouse. The application papers and other supporting documents were placed in bounty land files kept by a federal or state agency. These documents contain information similar to military pension files and included the veteran’s age and place of residence at the time the application was filed. Many of the bounty land application files relating to the Revolutionary War and War of 1812 service have been combined with the pension files. If the application was approved, the individual was given either a warrant to receive land, or scrip which could be exchanged for a warrant.

Many veterans applied for their bounty land warrants, but did not use them. So even if your ancestor did not relocate following the American Revolution, the War of 1812 or the Mexican War, he may have received a land warrant or grant and given it away or sold it.

Not all states issued bounty land grants. For example, there was no bounty land policy in Delaware, New Jersey, New Hampshire, Rhode Island, or Vermont, as those states lacked enough vacant land to support such a policy.

The bounty land states of Connecticut, Maryland, North Carolina, Pennsylvania, South Carolina and Virginia used land in their western domains which included: Indiana, Kentucky, Ohio, and Tennessee. Georgia and New York used land within their reserves on their western borders as they existed in 1783. Massachusetts used its northern domain of Maine for its bounty land warrants.

Most bounty land was awarded for military service, however, there were two exceptions. Connecticut compensated its citizens with lands in Ohio if their homes, outbuildings, and businesses were destroyed by the British. They did not award any bounty land for military service. Georgia issued bounty land to its citizens who remained loyal, or at least neutral, to the Revolutionary cause.

Copies of Bounty Land Warrant Applications for Federal Military service before 1856 can be ordered online at <https://eservices.archives.gov/orderonline/start.swe?SWECmd=Start&SWEHo=eservices.archives.gov>. ❁



PAINTING THAT HUNG IN THE MISSION, TEXAS, POST OFFICE WAS CREATED UNDER THE FEDERAL ART PROJECT OF THE WPA

## ARCHIVAL RECORDS: CCC & WPA DOCUMENTS

By Barbara A. H. Nuehring

[From the Winter 2016 SKP Genies Newsletter]

The Civilian Conservation Corps (CCC) and the Works Projects Administration (WPA) were two relief programs created to put unemployed Americans to work during the Great Depression of the 1930s. Source material— enrollment cards, employee records, descriptions of projects, and narratives/photographs/movies of living and working conditions—can be found in the National Archives and in the state archives and historical society archives where camps and projects were located.

### **CIVILIAN CONSERVATION CORPS**

The CCC recruited unemployed, unmarried male citizens between the ages of 18 and 26 to perform hard physical labor. Over 4,500 CCC camps were established throughout the United States, employing more than three million men between 1933 and 1942.

An enlistment was six months in length and could be renewed three times for a total service limit of two years. Participants were paid \$30 a month (of which \$25 were sent to their families) and were often given vocational education while they served.

CCC employees built public campgrounds and more than 800 parks; planted three billion trees; built wildlife refuges, fish-rearing facilities, water storage basins and animal shelters; cleared and maintained access roads; and fought forest fires.

### **WORKS PROJECTS ADMINISTRATION**

In April 1935, the WPA (originally called the Works Progress Administration) was established under the Emergency Relief Appropriation Act as a means of creating government jobs for some of the nation's many unemployed by providing one paid job for all families in which the breadwinner was unemployed.

The WPA was charged with selecting projects that would make a real and lasting contribution but would not vie with private firms. Actually, the federal projects ended up stimulating private businesses during the depression years.

Between 1935 and 1943 the WPA provided more than \$10 billion in federal funds, employed more than 8.5 million men and women and completed 1.4 million projects. Accomplishments included construction of miles of roads, streets and highways; building, repairing or refurbishing bridges, public buildings, parks, and airports; cleaning slums; extending electrical power to rural areas; and composing and publishing travel guides for each state and the District of Columbia describing the geography, history, and culture and including maps, drawings and pictures.

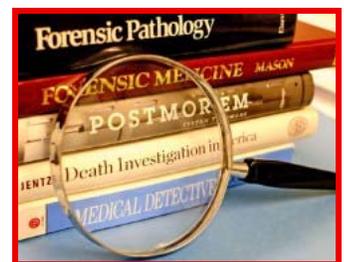
As genealogists we are indebted to the WPA's Historical Records Survey project which was responsible for surveying and indexing significant records in state, county and local archives. Its largest project was the Survey of County Records, which located, identified, arranged, and described massive amounts of public records found in county archives which resulted in 628 volumes of inventories. (Hint: Check the FHL catalog some are digitized and can be read on your home/RV computer.) Other projects included the soundex coding of some Federal censuses and the indexing of vital statistics, books, bibliographies, cemetery tombstones and newspapers. ❀

### ***ARCHIVAL MATERIAL: CORONER'S INQUEST AND MEDICAL EXAMINER'S RECORDS***

**By Barbara A. H. Nuehring** [From the Winter 2016 SKP Genies Newsletter]

Coroners are primarily responsible for determining the time and cause of death if it occurred while the individual was in jail or police custody; when an individual was dead on arrival at a hospital; if the death was not certified by an attending licensed physician; and any death involving suspicious or unusual circumstances. Coroners do not normally resolve cause of death on their own—they call for an Inquest. Facts, autopsy results, eye witness accounts and police testimonies are given to a jury and recorded by a court reporter. If a finding of possible homicide is returned by the jury, the records are turned over to prosecutors. However, in most cases records are filed away because the cause of death was undetermined or a result of the deceased's own actions, an accident, or from natural causes.

Medical Examiners are physicians specializing in forensic pathology within a police or sheriff's department. They visit the crime scene; conduct an autopsy; examine the medical evidence; study the victim's medical history and events leading up to the death; and make an official report of their findings to the district attorney. The report may become evidence in a criminal or civil case, but in most instances it is just filed away.



A Coroner's Inquest or Medical Examiner's Report provides a substantial amount of information about the deceased—the name of deceased; date, address and location of the autopsy/inquest; the witnesses' names, residences, and occupations; detailed testimony of the witnesses; property found on the deceased; date and place of death; the circumstances surrounding the death and the cause of death. The records are maintained in the jurisdiction where the individual died and are filed by date. After a certain amount of time they are likely transferred to the State Archives, or in a Federal case, to the National Archives. ❁



### *ARCHIVAL RECORDS: COURT CASE DOCUMENTS*

**By Barbara A. H. Nuehring** [From the Winter 2016 SKP Genies Newsletter]

Records created by the various court systems throughout the USA are valuable sources of genealogical data. They can establish family relationships and places of residence, as well as providing birth/age and marriage data, occupations, financial situations, and any number of clues and fascinating tidbits about our ancestors. In Vol.10, No.3, Summer 2016, we described many of the records created by courts across the nation.

Depending on prevailing laws or practices, court records—when reaching a certain age—will be moved to the archives of the jurisdiction in which the court proceedings were held. Therefore, if you had no luck in finding the court documents you seek at the courthouse where the case was heard, then check the state or county archives.

Federal court records more than 15 years old are held by the National Archives and Records Administration (NARA). Until then they are in the possession of individual courts, and you will have to search the records of the appropriate federal court.

District, circuit, territorial and Confederate States records (RG 21) are filed by state and are housed in the NARA Regional Facility responsible for that state.

Circuit Court and Appeals Court records (RG 276) are organized by circuit court number, for example: Illinois, Indiana and Wisconsin are in the Seventh Circuit and will be held by the NARA Regional Facility responsible for that geographical area.

Records of the Supreme Court (RG 267) are located at the National Archives at Washington, DC.

Tax Court Records (RG 308) are housed in the NARA facilities in Washington, DC, and College Park, Maryland.

When searching for older court documents, check the websites of the county, state and NARA to determine the location of the records and perhaps find online digitized or indexed sources or guides for researching those records. ❁

### *Archival Records: Family Bibles*

**By Carolyn H. Brown** [From the Winter 2016 SKP Genies Newsletter]

A Bible was often given by relatives to a bride as a wedding gift where she recorded information about her immediate family and close relatives. Relationships were seldom stated but were often implied. Names of parents, children and their spouses, including maiden names, were frequently given along with dates of birth, marriage and death. Sometimes the age of a person was given at the time of death. Many families kept Bible records from the 1700s (and sometimes earlier) to more recent times, although few have survived.

Some have been donated to local and state archives or historical societies and will be in their manuscript collections. Also look in the special collections and vertical files of libraries.



You would be amazed at the Bible records discovered in archives and historical society libraries far from where the family recorded in the Bible actually lived. Often descendants came into possession of a family Bible and took it with them when they moved. If the descendant ended up in Nevada and died there, the family Bible may have been part of a manuscript collection of the family and donated to the Nevada archives or historical society—even though all family members recorded in the Bible were born in Virginia.

One way to determine if a family owned a Bible is to analyze the inventory contained within the probate records of your ancestor. If a family Bible was listed among the inventory items, you know there was a family Bible. It may be possible to track the family Bible for a period of time through wills. It would not be unusual to find a family Bible listed in a will as a bequest to one of the children of the deceased.

When marriages or survivorship needed to be proved in order to collect the military pension file of a deceased soldier, the family Bible was often the only proof available. Since there were no copy machines in the 1800s, it is not unusual to find the family record pages of a Bible contained in a military pension file. The page was torn out of the family Bible and provided as part of the pension file.

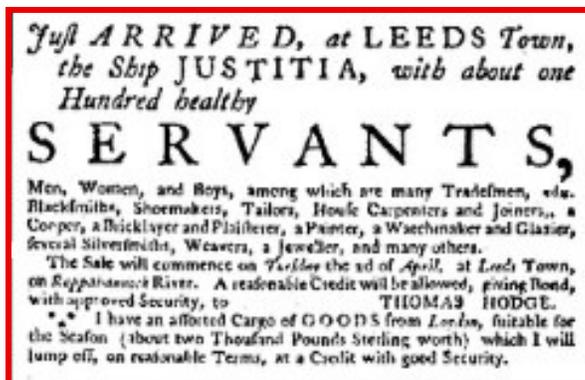
The records may have survived in the Revolutionary War Pension application files which are on file at the National Archives in Washington, D.C. and available online at three commercial websites: Ancestry, Fold3, and HeritageQuest Online.

Bible records can be extremely helpful in filling out your family tree. Make sure you analyze the information contained in Bible records before considering it the "gospel truth." ❀

## *ARCHIVAL RECORDS: HEADRIGHT AND INDENTURED SERVANTS*

By Carolyn H. Brown

[From the Winter 2016 SKP Genies Newsletter]



The early inhabitants of Jamestown were employees of the Virginia Company and were supposed to direct their labors toward the production of profits for the investors. It quickly became apparent gold and silver did not exist in appreciable amounts in eastern North America, a fact that left the colony without a cash crop and the resultant threat of bankruptcy.

The advent of the tobacco economy in the 1610s changed the course of Virginia's development. Tobacco production required large tracts of land and many workers. The company held title to tremendous amounts of land, but had few workers at their disposal.

In 1618, the headright system was introduced as a means to solve the labor shortage. Initially, large land investors did not receive free land under the headright system. However, once they became colonists they could participate by paying the passage of other immigrants.

In 1624, Virginia became a royal colony when Britain dissolved the Virginia Company. However, the headright system was allowed to continue by the Crown.

The Plymouth Company soon followed suit. The headright system was implemented in all thirteen British colonies, though it was more widespread in Virginia, Georgia, Maryland, North and South Carolina.

In 1699, Britain restricted the headrights to only British citizens, thus excluding slaves and foreign immigrants. Moreover, the crown introduced treasury rights, which meant land patents could now be obtained by paying five shillings for 50 acres of land. It was cancelled by the Virginia General Assembly in 1779.

The headright system continued for a few decades after the 1699 ruling, though it received a lesser response. Finally, in May 1799, the British Parliament abolished the system and gave a year's deadline for patentees to claim their land, failing which it was to pass to the Crown.

## HEADRIGHT SYSTEM

The implementation of the headright system was an important ingredient in Virginia's success. Land ownership gave many people a reason to work hard with the assurance they were providing for their own futures, not that of the company. Colonists already in Virginia were granted two headrights, meaning two tracts of 50 acres each, or a total of 100 acres of land. New settlers who paid their own passage to Virginia were granted one headright.

Land grants were only given to men, not women and children, though one could receive grants for sponsoring their voyage too. For this reason, entire families were encouraged to emigrate together, as the head of the family would receive grants for every member.

The person sponsoring an immigrant's voyage was called a 'patentee' (since he would obtain a land patent), while both the claim of land and the immigrant were called a 'headright'.

A lesser number of headrights were immigrants from Europe, Africa, the Caribbean, and even other North American Colonies.

## INDENTURE SERVANTS

Most of the immigrants sponsored by patentees were white British men from the lower economic strata, though women, teenagers, and children were also included. These people worked as indentured servants, meaning they pledged to work for their sponsor for five to seven years to pay back the six pounds paid by their employer for each immigrant's sea voyage. These indentured servants worked clearing new land and moving the edge of English settlements further west. As long as they were working off their indenture their room, board and clothing were provided by the landowner. During their term of service, they could not acquire title to the land.

After the completion of their contract, these laborers were given some wages, clothes, a gun, and some land at the frontiers of the colony.

## HEADRIGHT ABUSE

Abuses of the headright system allowed some people to expand legitimate claims. In many cases, both the patentee as well as the captain of the ship that brought the immigrant would separately claim a land grant for the same individual. Since the grant of land required a petition detailing the immigrants to be presented before a county court, some sponsors would present multiple petitions for the same immigrant to several county courts. In other cases of fraud, sponsors would claim grants for people who had not immigrated at all. While the Virginia Company expected the land grants to attract more immigrants, in the end, these corrupt practices resulted in only a few wealthy landholders owning most of the land.

## SLAVERY

The increasing tension between indentured laborers and their employers led to many landowners turning to imported African-American or Negro slaves for labor. Slave labor fell under the same headright system. Both large and small landowners imported slaves, or purchased them from ship captains who brought them to the colonies for sale. In fact, until 1699, the headright system gave equal weight to the immigration of both laborers and slaves for distributing land grants. This was an added incentive for sponsors to turn to slave labor. Thus, it can be said the headright system contributed to the scourge of slavery in the future.

The headright claims for the indentured servants listed the names of the individual, but the claims for slaves rarely identified individual slaves.

## GEORGIA HEADRIGHT GRANTS

With land came power. Georgia was faced with hostile Creek and Cherokee Indians, and the headright system seemed to be the perfect solution. By granting lands to settlers, they would build a buffer zone around the state.

## PROCEDURE TO OBTAIN A HEADRIGHT

To obtain a grant of land, a sponsor needed to give a petition to a county court regarding the number and identity of immigrants whose journey he was paying for.

The court then issued a "certificate of importation", which was to be taken to the Secretary of the Colony to obtain a headright for the land. The sponsor now had to approach a surveyor with the headright, so that he

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could inspect the land and generate a map. The sponsor had to submit these documents to the Secretary, and he would receive a land patent if they were approved.

### THRIVING COLONIES

The headright system helped draw in a large number of immigrants who were attracted by the chance of having their own land at the end of their contract. These people realized they were working for their own future, and not for the company. This influx of workers helped in the expansion of the British colonies by occupying land previously under forest cover. Tobacco cultivation reached new heights during this period. Many of these indentured servants would later set up their own farms and become the forerunners of the future colonists.

### REBELLIONS

While the laborers were promised wages, their freedom, clothes, weapons, provisions, and land at the end of their contract period, this was easier said than done. Many laborers would fall victim to diseases and starvation, sometimes even during their voyage. Besides, the land granted to them at the end of their labor was, more often than not, on the frontiers of the colony where they had to brave fierce attacks from the Natives, which claimed many lives. In other cases, they were given possession of unproductive land. These land grants to indentured servants were later completely revoked by the British Crown when the availability of good land decreased. Moreover, the plantation owners received newer grants of land for every single laborer they brought to the colony, which greatly widened the gap between the patentees and the laborers. This led to frequent tensions between the workers and the employees, such as the Bacon's Rebellion in 1676 in which the Governor of Virginia himself was driven away by rioters.

The importance of the headright system in securing British Colonies in America cannot be overemphasized. Besides populating the new colony, it bolstered its growing economy and helped create a "protective buffer" between the colony and marauding tribes like the Creoles and the Cherokees.

### LOCATING HEADRIGHT AND INDENTURED SERVANT RECORDS

Headright documents are land records and will likely be in the county or state archives. You may want to check the FamilySearch catalog first for published indexes and digital reproductions. Search using the keyword HEADRIGHT, or do a location search and scroll to the sub-heading LAND AND PROPERTY. The eight volumes of the *Cavaliers & Pioneers - Abstracts of Virginia Land Patents & Grants* by Nell Marion Nugent, cover the period from 1623 through 1800. Volume 1, which deals with Land Patents and Grants from 1623–1666, is available for download from the NARA website <[https://archive.org/details/cavalierspioneer\\_00nuge](https://archive.org/details/cavalierspioneer_00nuge)>.

Records of indentured servants can be hard to locate because they're held in a variety of places. They may be part of court records or in manuscript collections of the master's personal papers, both of which will be held in the state archives. There are also registers of indentured servants in the British National Archives. Start your search at the *Virtual Jamestown* website which has "Registers of Servants Sent to Foreign Plantations" at <[www.virtualjamestown.org/indentures/about\\_indentures.html#Bristol](http://www.virtualjamestown.org/indentures/about_indentures.html#Bristol)>. Also look for the series of books by Peter Wilson Coldham on emigrants from England from the 1600s through the Revolutionary War on WorldCat <[www.worldcat.org](http://www.worldcat.org)>. ❁

## ARCHIVAL RECORDS: MANUSCRIPTS COLLECTIONS

By Barbara A. H. Nuehring [From the Winter 2016 SKP Genies Newsletter]

Manuscript collections contain a diverse assortment of personal papers, organization records and government documents. Most often gifts of private citizens and organizations, they are unique sources that chronicle the cultural, social, political, and economic history of the area. Naturally, because they are primary sources found nowhere else, they are invaluable resources for genealogists.

The variety of manuscript collections are extensive. There is nothing that cannot be put into a manuscript container. A few examples of the types of documents you may find within a manuscript are pedigree charts, source documents, files, photographs, and family histories donated by genealogists; records of churches, schools, businesses, labor unions, benevolent agencies, and social clubs; and governmental records such as



poll tax lists, political appointments, prison records, military unit muster rolls, town surveys and historical photographs of the area.

Manuscript collections can be found in all archives—national, regional, state, county, local and private. Most describe their manuscript holdings in finding aids, and larger archives are putting a catalog of their collections on their websites. To determine exactly what archives may have the manuscript collection you want, search the National Union Catalog of Manuscript Collections (NUCMC). There are two paths to it—the Library of Congress website <[www.loc.gov/coll/nucmc](http://www.loc.gov/coll/nucmc)> and WorldCat <[www.worldcat.org](http://www.worldcat.org)>. Visit each to see which format is easier to use for determining your on-site research destination. ❁



## *ARCHIVAL RECORDS: MAPS AND GAZETTEERS*

By **Barbara A. H. Nuehring** [From the Winter 2016 SKP Genies Newsletter]

Although archives specialize in original unpublished documents, most have a major collection of maps and gazetteers which are, technically, published documents. Some of the maps are unique and some are duplicated in print material or digitized and online; still they are historic, archival materials important to our research and should not be ignored. You will find them in archives, historical society libraries and in special collections of local and academic libraries. The Library of Congress has the largest collection of

American historical maps in the world. A great portal for locating them is <<https://www.loc.gov/maps/collections/>>. Another source for online maps is the Perry-Castañeda Library Map Collection <[www.lib.utexas.edu/maps/](http://www.lib.utexas.edu/maps/)>.

There are three types of maps that are priceless for identifying specific areas, understanding the geographical and physical environment of former generations and even locating ancestors!

### **PLATS**

Usually found in bound volumes, plats are maps that show detailed divisions of land for the purpose of describing and recording ownership. They are sometimes referred to as Cadastral Maps. Some have been privately published and may be called county atlases.

Plats for areas surveyed using the Metes and Bounds method are typically referred to as Landowner Maps. They show a rough outline of the real estate and the owner's name. These maps do not replace the accuracy you get by plotting the property boundaries using the measurements in the deed and are not considered legal documents. Still, they do give a priceless synopsis of property ownership over the years.

In the mid-1800s, plats were created by surveyors in the 30 federal land states using the Public Land Survey System (PLSS). These original plats divided the public domain land into townships and salable-sized lots. Unlike Landowner Maps, they are legal land records and all subsequent property boundaries and deed descriptions are derived from them. Each map depicts the shape, acreage and ownership of the land. An example of a current-day plat book is at <<http://yourdirectory.dirxion.com/farmandhomer/ia1082016>>.

### **SANBORN FIRE INSURANCE MAPS**

The maps, originally created for assessing fire hazards in urban areas between 1867 and 1970, are great family history research tools. They will not tell you who the owners or residents are, but will show you:

The city's infrastructure—street names; alleys and rights-of-way; building numbers; utility lines and pipes; water tanks; transportation routes; and sidewalk sizes and materials.

Description of each building—the footprint; number of stories and height; number of parapets, porches and balconies; location and number of doors, windows, and other openings; interior and external construction materials; and type of heating equipment.

Information about the purpose of the building—single residence, apartment, or hotel; office, store, church, school, or theater; stable, corral, or blacksmith; garage; warehouse; factory; outhouses; and the use of individual rooms in large commercial buildings.

Sanborn Maps are published in huge bound books. More and more are appearing online, but for details it is best to put your hands on the print version. An example of a few pages from the Santa Fe, New Mexico, Sanborn Map are at <[www.lib.berkeley.edu/EART/images/sanborn-map.jpg](http://www.lib.berkeley.edu/EART/images/sanborn-map.jpg)>

## GAZETTEERS

These dictionaries of place-names describe towns, villages, parishes, counties, geographical features and political boundaries. They are helpful to genealogists because we can look up the name of the place where our family lived and determine the civil and church jurisdictions, where the cemeteries were located at the time of our ancestors and other interesting facts about the community. Look for gazetteers at state archives and in manuscript collections of historical societies.

If you are researching ancestors who lived in Europe, gazetteers are invaluable for pinpointing the specific administrative areas responsible for various types of governmental and ecumenical documents. Many have been placed online, such as the *Historical Gazetteer of England's Place-Names* the *German Meyers Orts- und Verkehrs-Lexikon des Deutschen Reichs*. If you cannot find a gazetteer for your area of interest by doing a Google search, check the FamilySearch catalog for their holdings and then WorldCat for an American repository having the gazetteer you need. ❀

## ARCHIVAL RECORDS: MARRIAGE BANNS

By Carolyn H. Brown [From the Winter 2016 SKP Genies Newsletter]

Marriage banns were used for centuries by the churches in the USA as well as in Europe. When new people came into town and were not known to the people of a congregation or local officials, "marriage banns" were used as the formal process whereby the church or community deemed the couple making the request were free to marry.

Before the couple could be married, they had to meet with the minister or a town/county official. They were questioned about why they wished to marry, what they expected from the marriage and the minister or civil employee would question them as to any reason why they should or could not be married.

When the questioner was satisfied the marriage could go forward, then the marriage banns were read to the public, either in church on three consecutive Sundays, or in a council meeting for three consecutive weeks. If there were no objections, the marriage was allowed to take place. If someone came forward with a valid reason the couple could not be married, then the individual who was at fault would have to prove why the statement against them was false. If either the bride or groom were not of age, they had to have the consent of a parent or guardian.

There were three principle legal barriers to marriage: 1) either the man or woman was not yet of legal age; 2) either or both were already married; or 3) the bride and groom were too closely related to marry under the laws of the jurisdiction where the marriage was to take place.

The date of the third posting is not the actual date of the marriage. The marriage usually took place shortly after the third posting of the banns. This is why in most marriage ceremonies today the person officiating asks the attendees to "speak up or forever hold their peace."

Most people believe marriage banns went out of style in the 1800s, however, in some churches marriage banns were published as late as the 1950s. Today, the couple still has to speak with the person performing the marriage, for either a religious or civil ceremony.

In some religions, especially where children are concerned, there are much more stringent rules to be followed.

### CASE IN POINT:

When Sid and I were married in the Episcopal Church in 1969, we had both been married before and divorced. At the time, Sid's ex-wife was deceased. He had full custody of their four children ages 9, 11, 13,

Page 56 The Year 19\_\_

No. <i>Frederick George Goulard, Bachelor</i>		Banns of Marriage between	
<i>Lily Louisa Wood, Spinster both of this parish</i>		and	
Were published as follows:-			
1st, on Sunday	<i>Dec 1</i>	by	<i>W.C.C.</i>
2nd, on Sunday	<i>2</i>	by	<i>W.C.C.</i>
3rd, on Sunday	<i>3</i>	by	<i>W.C.C.</i>
No. <i>George Francis Cobb, Bachelor</i>		Banns of Marriage between	
<i>Catherine Sarah Fowler, Spinster both of this parish</i>		and	
Were published as follows:-			
1st, on Sunday	<i>Dec 1</i>	by	<i>W.C.C.</i>
2nd, on Sunday	<i>2</i>	by	<i>W.C.C.</i>
3rd, on Sunday	<i>3</i>	by	<i>W.C.C.</i>

and 15. In order for us to be married in the church, we had to petition the Bishop of the Diocese for permission. Sid had to prove his ex-wife was deceased, and I had to provide proof of my divorce.

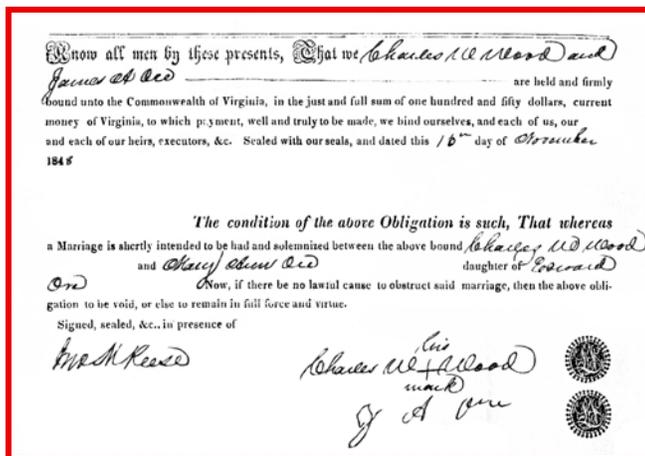
It was my desire that I marry the whole family with their consent, and we wanted to have the four children take part in the marriage ceremony. I wanted the eldest girl to be my bridesmaid, and he wanted the eldest boy to be his best man. We wanted the youngest girl as the flower girl, and the youngest boy as an usher. To allow that to take place in the church, we had to petition the bishop again, explaining our reasoning. The minister interviewed the children and added their request to our petition.

Religious marriage banns may be located in the local church, or in the archives of the church/parish/dioceses where the banns were posted. Civil marriage banns may be found in the archives of the jurisdiction where they were originally posted. ❀

## ARCHIVAL RECORDS: MARRIAGE BONDS

By Carolyn H. Brown

[From the Winter 2016 SKP Genies Newsletter]



Marriage bond for the marriage of  
Charles W. Wood and Mary Ann Ore  
15 November 1848, Bedford County, Virginia

The marriage bond is a reflection of an official “engagement.” A civil document, the bond is a form of guaranteeing there were not any legal reasons the marriage could not take place. The bond was an amount of money the prospective groom would have to pay as a penalty if an impediment to the marriage was found. No money actually changed hands at the time it was posted. The amount of the bond was most often \$50.00, but could be as high as \$1,000.00.

It was often signed by a member of the bride’s or groom’s family to ensure he didn’t go back on his promise to marry the bride. The bond to the left was signed by Charles W. Wood with his mark and Mary Ann Ore’s brother, James A. Ore.

The bond ensured the couple were both of legal age, not currently married to someone else, and were not too closely related. In many cases, the bride or groom may have had to obtain permission from a parent or guardian to marry.

Most bonds were normally posted in the court of the prospective groom’s residence. However, the bonds may appear in the county where the bride lived or in the county where the marriage was to take place. Marriage bonds may appear in court orders or deed books. The clerk of court was supposed to annotate the document with the date of the marriage, but due to clerical failure most are not.

Societal norms and prevailing laws determined the requirement of posting of marriage bonds. Thus, they were not used in all counties, states/colonies or countries, and the posting of bonds did not occur during some time periods.

When looking at marriage bonds, pay attention to those who signed as the bondsman. This person was often a relative of the bride—usually the father, or if deceased, then the mother or brother of the bride or another close relative. If there is a consent form with the bond, pay close attention to the person signing the consent, as they should be a parent or guardian.

The marriage usually took place shortly after the bond was secured; however, it may have taken place a month or more later. The marriage bonds are not absolute proof the marriage ever took place.

In cases where there were strict regulations on marriage, the marriage may have taken place in the closest adjoining state where regulations were not so strict. In the case of several members of my family who lived in Virginia—which had a six-month waiting period—the couples went to North Carolina to be married as the waiting period was only three days. ❀

## ***NATIONAL ARCHIVES AND RECORDS ADMINISTRATION***

By **Barbara A. H. Nuehring** [From the Winter 2016 SKP Genies Newsletter]

In 1934, Congress established the National Archives and Records Administration (NARA) to preserve, store and safeguard valuable Federal records. Previously, records were kept in various locations with little security nor concern for storage conditions. A year later with labor and funding provided by the Works Progress Administration, the archives staff began to survey and categorize the records and transfer them to the newly built National Archives building in Washington, DC. Since then the National Archives has grown.



**NATIONAL ARCHIVES IN WASHINGTON, DC  
700 PENNSYLVANIA AVENUE, NW,  
WASHINGTON, DC 20408  
PHONE: 866-272-6272**

Today there are 11 regional archives responsible for preserving historical federal records created in specific geographical areas. A list of them and links to their individual websites are at <[www.archives.gov/locations#](http://www.archives.gov/locations#)>. The Presidential Libraries are combination museum and archives, and are managed by NARA. The Federal Records Centers (the Records Administration function of NARA) store and manage records of the agencies within their region; they are not open to the public.

### **RECORD GROUPS**

NARA arranges its holdings in Record Groups (RG). Each RG is comprised of records of a federal agency—a large agency may be broken into several RGs. The number assigned to an RG reflects the order in which an agency's records were initially transferred to the National Archives. Of particular interest to genealogists are:

- RG15 Records of the Veterans Administration (including pension and bounty land application files)
- RG21 Records of the District Courts of the United States
- RG29 Records of the Bureau of the Census
- RG49 Bureau of Land Management (formerly the General Land Office [GLO])
- RG85 Immigration and Naturalization Service (passenger lists and naturalization papers)

Normally, RGs include the records created by predecessors of the organization. For example, some of the predecessor agencies of RG15 are the Military Bounty Lands and Pension Branch of the War Department; Pension Bureau of the War Department; and U.S. Veterans Bureau.

Within an RG the records of the agency are organized into series. A list of the series of any RG is online <[www.archives.gov/research/guide-fed-records/groups/XXX.html](http://www.archives.gov/research/guide-fed-records/groups/XXX.html)>. Replace the XXXs with the three digit number of the RG. (If the RG has only two numbers, use a leading zero.) When you click on the series or sub-series number the page will drop down to a detailed description of the contents in the series and the Regional Research Center having those records.

### **RESEARCHING AT NARA**

Before you point your RV towards our nation's capital and look for reasonably priced RV parks, make sure it is the main NARA facility you need to visit in order to find records about your ancestors' lives. The records you seek may be in a regional archives so you won't have to drive as far. Records could also have been digitized and placed online, which means you won't have to drive anywhere!

You probably know NARA has formed partnerships with FamilySearch, Ancestry and Fold3 for those companies to digitize NARA's records and post them online. Before you go on-site you should check the list of those records <[www.archives.gov/digitization/digitized-by-partners.html](http://www.archives.gov/digitization/digitized-by-partners.html)> to see if what you need is online.

Search the NARA Catalog <[www.archives.gov/research/catalog](http://www.archives.gov/research/catalog)>. If the documents you want are paper, the website will give a description of the series/records and contact information of the NARA facility that has the documents so you can make an appointment to view the documents. You may also have the option to order copies of the document(s)/file(s). A link will provide a form for you to complete.

If the result of your search is a microfilm publication, you have two options:

- 1) Check to see what regional archives or public library has that film. Click on the repository of your choice to get contact information to confirm they have the film/fiche and to schedule a time to view it.

2) Log on to the FamilySearch Catalog <<https://familysearch.org/catalog/search>>. Do a keyword search on the NARA film/fiche number. You will then have the FHL film/fiche number to access at the FHL or order for viewing at your local Family History Center.

When you do go to a NARA facility—don't just drop in. The archives keep their textual documents and manuscripts in closed stacks, sometimes off-site, and microfilm readers may be limited. Therefore, call or email the facility at least a few days before you want to do research; set an appointment and provide the archivists a list of the documents you want to review.

There are rules for using NARA Research Rooms <[www.archives.gov/research/start/nara-regulations.html](http://www.archives.gov/research/start/nara-regulations.html)> including what is allowed in the facility <[www.archives.gov/research/start/whats-allowed.html](http://www.archives.gov/research/start/whats-allowed.html)> and the requirement to get a Researcher's Card <[www.archives.gov/research/start/researcher-card.html](http://www.archives.gov/research/start/researcher-card.html)>. You may find the rules vary slightly at different facilities, but if you follow the procedures for researching at NARA in Washington, DC, then you will have an easy go of it at the regional archives. ❁

## *Historical Society Libraries and Archives*

By Carolyn H. Brown [From the Winter 2016 SKP Genies Newsletter]

There are several levels of historical society libraries and archives. They start at the city or county and continue up to the state, regional and national levels. These types of libraries and archives tend to take items not suitable for the government-run libraries and archives.

### **COUNTY HISTORICAL SOCIETY LIBRARY AND ARCHIVES**

At the county level they collect items specifically relating to the local community. Usually the items they held are not court documents, unless they are copies residents have donated.

They may contain documents or items pertaining to past local businesses, such as the local general stores' patron records, funeral home records, documents and photos from a photographer who has passed, as well as the records from other older businesses which allowed individuals to pay on account. Most of the latter applies to the time period before the creation of bank credit cards.

Historical societies also keep documents and items concerning events of special interest to residents such as natural disasters, wars, crimes, and special programs put on by various organizations within the city or county.

Genealogists often donate their family records to the local historical society archives.

### **STATE HISTORICAL SOCIETY LIBRARY AND ARCHIVES**

State historical societies generally house documents and other personal items reflecting what has happened within the state. They often focus on items owned by individuals who had a major impact on the entire state.

In some states, the state archives their older items, usually not legal documents, in the state historical society. Some states have created a single building which houses the state library and archives in the same building where they maintain old legal documents, maps and books. These are different from the state historical societies. Though the historical society may house books and other documents, they are more often of a personal nature.

If, for some reason, a local historical society disbands, the items they housed may have been donated to the state historical society.

### **REGIONAL HISTORICAL SOCIETY LIBRARY AND ARCHIVES**

In some areas of the county there are special libraries and archives which are considered regional. They house books, documents and other items which apply to the entire region, and less to the individual states within the region's boundary. However, they do have a section for items pertaining to individual states.

Genealogists who are working on families covering several states within a particular region may donate their files and items to a regional library or archive, rather than to a state library or archive.

When you can't find what you are looking for in the city, county or state library or archives, look in the historical society library and archives for the area of interest. ❁

## *NATIONAL PERSONNEL RECORDS CENTER*

By Barbara A. H. Nuehring

[From the Winter 2016 SKP Genies Newsletter]

The National Personnel Records Center (NPRC), a regional facility of the National Archives and Research Administration (NARA), is tasked with preserving 20<sup>th</sup> century records of military and civilian personnel who are retired or deceased. (Military service records prior to the First World War are housed in the NARA building in Washington, DC.)

In addition to the 474,500 square foot research center, the NPRC also has a modern state-of-the-art annex (similar to the Family History Library Granite Mountain storage facility), known as the Rock City Cave Complex in Valmeyer, Illinois.

The NPRC Archival Research Room is open to the public. However, if you wish to have access to records, appointments are required because some records are stored off-site and there is limited seating in the reading room. When scheduling an appointment you will need to give the following when you call or email—your full name, phone number, the date(s) and time you want to research, if you plan to bring in a computer, scanner and/or camera, and the specific files you want to access.

Rules for using NPRC Research Rooms are strict, but reasonable because they protect the records. The rules are at <[www.archives.gov/st-louis/archival-programs/archival-research-room-policies-procedures.html](http://www.archives.gov/st-louis/archival-programs/archival-research-room-policies-procedures.html)>. If you have never researched at the NPRC, you must obtain a Researcher Identification Card. Tip: applying in advance is easy and will save you research time.

NPRC maintains a number of different records series among its holdings.

### **OFFICIAL MILITARY PERSONNEL FILE (OMPF)**

An OMPF was kept on all officers and enlisted personnel in the Army, Navy, Air Force, Marine Corps and Coast Guard. It is archived 62 years to-the-day from when the veteran retired, was discharged or was killed in service and, therefore, are open to the public. (If the OMPF is newer, it is designated as non-archival and can only be accessed by the veteran, next-of-kin, military service department, or law enforcement. If you qualify, there is a separate Reading Room for non-archival records.)

The file contains valuable genealogical data of an individual's military service:

- Date and type of enlistment/appointment;
- Duty stations and assignments;
- Training and qualifications;
- Performance reports;
- Awards and decorations received;
- Non-judicial disciplinary actions (e.g., Article 15; Letter of Reprimand);
- Insurance;
- Emergency data;
- Administrative remarks;
- Date and type of separation/discharge/retirement.

The OMPF may also contain birth certificates, marriage certificates, divorce decrees, photographs, and letters. Details about a veteran's participation in battles is not contained in the file, however, the justification for an award or decoration and the citation provide clues to such. NPRC does not hold state militia records, so you will need to contact the appropriate State Archives.

To request access to an OMPF you must know, at a minimum, the veteran's complete name(s) as used during his or her service, branch of service, service or social security number, date and place of birth, beginning and ending dates of military service.



**NATIONAL PERSONNEL RECORDS CENTER**  
**1 ARCHIVES DRIVE, ST. LOUIS, MISSOURI**  
**Phone: 314-801-0850**

### **OFFICIAL PERSONNEL FOLDER (OPF)**

A Civil Service or government employee's work history is contained in the individual's OPF. You can access OPFs created from the 1850s through 1951. A list of OPFs created by various agencies is at [www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/official-personnel-folders-archival-holdings-table.html](http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/official-personnel-folders-archival-holdings-table.html).

The contents of OPFs will vary depending on the type of job(s) and level of responsibility the individual had and the employing agency/agencies. A folder typically contains many of these documents:

- Job applications including those for job transfers;
- Oaths of Office and/or Security Clearance issuances if required for the position;
- Correspondence;
- Performance appraisals and evaluations;
- Leave, pay and retirement information;
- Letters of Recommendation;
- Changes in work status;
- Disciplinary actions or counseling;
- Photographs.

To access or request an individual's OPF you will need the person's full name including any alternate names or spellings, date of birth, employing agency/agencies location(s), beginning and ending dates of employment, and social security number (if known).

### **CCC AND WPA EMPLOYMENT DOCUMENTS**

Personnel sheets of the Civilian Conservation Corps (CCC) and cards of the Works Project Administration (WPA) employees have been archived and are accessible to the public. There are fill-in-the-blanks forms for requesting these documents—for CCC records [www.archives.gov/files/st-louis/archival-programs/civilian-personnel-archival/NA\\_form\\_14136.pdf](http://www.archives.gov/files/st-louis/archival-programs/civilian-personnel-archival/NA_form_14136.pdf) and for WPA records [www.archives.gov/files/st-louis/archival-programs/civilian-personnel-archival/NA\\_form\\_14137.pdf](http://www.archives.gov/files/st-louis/archival-programs/civilian-personnel-archival/NA_form_14137.pdf).

### **SELECTIVE SERVICE SYSTEM REGISTRATION CARDS**

The NPRC maintains Selective Service Records for three periods—First World War, Second World War through Vietnam era, and men born before 1 January 1960. Draft Registration Cards for the First World War have been microfilmed and digitized and are available from many other repositories including the FHL, as have some Second World War draft registration cards.

To request copies of the original cards created for the Second World War through to those born before 1960 use the form at [www.archives.gov/files/st-louis/archival-programs/other-records/na-13172.pdf](http://www.archives.gov/files/st-louis/archival-programs/other-records/na-13172.pdf).

### **AN INFAMOUS FIRE**

On 12 July 1973, a fire broke out at NPRC's military personnel records building. Documents destroyed or damaged by fire and/or water included an estimated 16 to 18 million military records.

The area which suffered the most damage held the records of Army veterans discharged or deceased between 1 November 1912 and 31 December 1959, and Air Force veterans discharged, deceased or retired before 1 January 1964, whose names come alphabetically after Hubbard, James E. The NPRC has been constantly working to repair damaged records and reconstruct files from other military record sources such as the Veterans Administration (VA).

If your ancestor's military files do not exist, you can do some reconstructing yourself. Many veterans later worked for the CCC or WPA. Applicants were required to provide much of the same information as individuals who joined the armed forces, plus their military service branch and rank.

The VA may also be a source if the veteran registered his or her military service with the VA, and if the veteran or his or her dependents filed any claims with the VA. Veterans and dependents who filed claims after the fire had to prove the veterans' service, so the VA may have copies of records that were obtained when claims were made, including enlistment or separation papers that had been retained by the families. ❁

## ON-SITE RESEARCH: FOREIGN ARCHIVES

By Barbara A. H. Nuehring

[From the Winter 2016 SKP Genies Newsletter]

The United States is not the only country that has archives. Every country and its various lower jurisdictions will have repositories holding valuable archival material. Everything pertaining to doing research at an American archives—stringent usage policies, limited access to materials, scheduling visits, requesting materials in advance—will also pertain to the archives of other countries. You will likely find other procedures and/or requirements also exist.



Some countries only allow professional researchers who have been vetted to have access to their reading rooms and archival materials. You may or may not be permitted to accompany them. Although I lived in Germany for 12 years, if I were to return to do research in an archives, I would still hire a professional genealogist who would make the necessary preparations and accompany me to the archives. It is an added expense to the research budget, but I would certainly have a much better success rate with far less frustration.

European countries have archived their censuses; emigration/immigration documents; maps/gazetteers; history; court documents; and church, civil, and military records. However, they may be kept in any number of archives—national, state/provincial, local, military, or church/parish/diocese. They may also be divided up by time periods, location or subject matter and housed in regional archives.

Needless to say, it is important to learn all you can before you even plan to make an on-site visit to a foreign country's archives. Go online first.

Check the FamilySearch catalog <[www.familysearch.org/Eng/Library/FHLC/frameset\\_fhlc.asp](http://www.familysearch.org/Eng/Library/FHLC/frameset_fhlc.asp)>. For decades the Family History Library (FHL) has been permitted to microfilm/fiche or digitize the genealogy-related records of a country's archives. Access those first; it may save you loads of time and money and allow you to focus on records not copied when you are at the archives. Additionally, if you view the film/fiche/image at the FHL, you will have the advantage of free and real-time translation services.

Most, if not all, of the major archives in a country will have a presence on the web. You will learn the organization of the archives system of the country and the policies for researching in them. Some even have free, searchable databases and digital images. Because genealogical research has become a worldwide phenomena, many have an English-language version of their website. If the website is in the native language, look for a tab or icon with the American or British flag, the abbreviation of EN, or the word English, and click on that. Also look for the archives' web pages specifically on genealogy research. Good guidance is there for doing research in the country and in the archives.

There are three good sources for locating the websites of archives in other countries.

Archives Wiki <[http://archiveswiki.historians.org/index.php/Main\\_Page](http://archiveswiki.historians.org/index.php/Main_Page)>, sponsored by the American Historical Association, provides information and links to archives throughout the world.

FamilySearch Wiki <[https://familysearch.org/wiki/en/Browse\\_by\\_Country](https://familysearch.org/wiki/en/Browse_by_Country)>, in addition to guidance on researching in particular countries, has links to their archives.

Do a Google search on the term "Archives in [country]".

**Tip:** It pays to send a letter to the facilities you plan to visit informing them when you plan to arrive and specifically what you are looking for in that facility. Some facilities may have all of the documents you are seeking waiting for you when you arrive.

Like the archives in the USA, there are untold and unique sources in the various archives in the country of your roots. If you are making a trip to your ancestors' homeland, do include a visit to the archives of the area. Just plan ahead. No telling what discoveries you will make. ❁

## *RESEARCHING IN STATE AND LOCAL ARCHIVES*

By **Jeanette Fisher** [From the Winter 2016 SKP Genies Newsletter]

In Vol. XVIII, No. 5 you will find an article comparing researching in libraries versus researching in archives. The information in that article is still valid today. That being said, the major differences in these two types of repositories are that archives, unlike libraries, have original records; stringent usage policies; limited access to materials and the necessity to schedule your visit and request materials in advance.

While libraries hold general historical, factual, biographical and statistical information, archives hold original records created at the time of an event or occurrence at that particular agency or institution. Because these records are originals, state archives **must** place certain restrictions on access and use of their materials—no open bookshelves and one group or file at a time.

This excerpt from the Michigan History Center website at <[www.michigan.gov/mhc/0,4726,7-282-61083---,00.html](http://www.michigan.gov/mhc/0,4726,7-282-61083---,00.html)> is a good example of the importance of these records and the care taken to preserve them: “The records preserved by the Archives of Michigan are one-of-a-kind and extremely important. The records receive impeccable care. They are placed in a secure, fire-resistant area and stored in shelves, drawers or filing cabinets designed for record preservation and efficient use of space. Humidity and temperature levels are also carefully controlled to ensure longevity of the records.”

### **TYPES OF RECORDS**

It's important to understand original records were created when the person(s) experiencing the event and giving the information sat face-to-face with the person recording the information. For example, when inducted into the military, the inductee sat in an office giving answers to questions asked by a military officer who recorded that information.

You never know what types of records you might find in a state archive. In a quick online search I discovered these interesting records listed on the Hawaii State Archives website: Portuguese Passenger Manifests and Mahele Book which, according to Wikipedia, was the land redistribution in Hawaii proposed in the 1830s by King Kamehameha III and enacted in 1848. At the Colorado State Archives I was able to find and access prison records as well as old school records in which I found my mother listed as a student in elementary school.

### **USAGE POLICIES**

Because the job of archivists is to maintain and safe-guard these original records, they place restrictions on their use, and the records may be stored at a different facility. This simple fact alone means you should plan ahead and contact the facility to learn about their requirements before your arrival date.

### **SCHEDULING A VISIT**

Before scheduling a visit to an archives facility, study their website carefully. Archives have joined the digital revolution and many have digitized and indexed their collections and placed them online. The website <[www.digitalstatearchives.com](http://www.digitalstatearchives.com)> is a great place to begin. Here you will find a link to each one of our 50 states and their digital archive collections. As you peruse the website of interest, make detailed notes of indexes or items you want to view. Giving the archivist as much information as possible in advance will allow him or her to assist you more quickly and, most likely, you will have better results.

### **REQUESTING MATERIAL IN ADVANCE**

A perfect example of why you should study the archive's website very carefully before you visit can be found in the Oregon State Archives website where you will find this statement: “Patrons shall obtain written permission from the state or local agency, or its successor, which placed the public records in the official custody of the State Archivist in order to use public records exempted from disclosure.” The impediment of having to obtain written permission to view any public record(s) exempted from disclosure could take days or weeks at the very least, so it can't be stressed enough to plan ahead and do your homework on the site's website or with a phone call or letter, if necessary.



Colorado State Archives

**BEYOND STATE ARCHIVES**

The majority of information above applies mainly to state archives. I would venture to say the majority of states include county archives within the state archives, but there are exceptions such as the Park County, Wyoming Archives whose resources are housed in the Park County Library Building in Cody, Wyoming. Notice the archives in this case are housed in a library. Nevertheless, these are archival collections.

Other places you may not normally think of as housing archival collections are museums, such as the Los Angeles Museum of the Holocaust or religious archives such as the Menaul Historical Library of the Southwest in Albuquerque, New Mexico, which preserves records on the history of the Presbyterian presence in the southwest.

Consider, also, places your ancestors may have been employed. The Colorado Fuel and Iron Company located in Pueblo, Colorado, opened the Steelworks Center of the West Museum in what used to be the old, on-site medical dispensary building. This facility houses records and other information about the hundreds of thousands of people employed there and with its subsidiaries over its 121-year history.

Be aware that in some cases states have combined their "state" libraries with their state archives in one facility.

Don't hesitate to ask archivists for assistance, but keep in mind they are not there to do the research for you. They can be a great source of information, though, especially if they've worked in that particular field or facility for a good length of time.

State and local archives are jam-packed with materials for our genealogical searches. It just depends on the types of records you want to access. Use your fingers and digital device to help you explore what's available, take good notes, and do your homework before making any on-site visits to archives. You'll be glad you did. ❀

**TIPS:** Many of the 50 states have archives similar to National Archives and Records Administration (NARA) to keep records relating to information on state laws, census information, etc. There is a list of state archives/libraries with links to most of their websites at <[https://en.wikipedia.org/wiki/List\\_of\\_U.S.\\_state\\_libraries\\_and\\_archives](https://en.wikipedia.org/wiki/List_of_U.S._state_libraries_and_archives)>.

Take multiple avenues of research with you when you go to an archives. It may take forever for items to be retrieved for your use, or worse, you may not find anything on your primary questions. Have other avenues you can work on in between, and be prepared to switch focus if you cannot follow your initial research plan. ❀



# BOUSE GENIES NEWS

By Carolyn H. Brown

The New Year is upon us and we are in the middle of another very active season here in Bouse. We have gained six new members since our first meeting in October. We welcome all of you and hope you are able to advance your research with the information, tips and tricks we offer in the pages of this newsletter, on our website, and at each meeting and workshop. We are here to help you, but we can't if you don't attend the meetings.

## NEW OFFICERS FOR 2017

The election of officers took place at the first December meeting. The elected BGS officers for 2017 are:

**Carol Brown**, *President*,  
**Vicke Southam**, *Vice President*  
**Gloria Freemon**, *Secretary*  
**Patricia Smith**, *Treasurer*

Of course Nikki, Gloria, Carol, Norman, David, Brenda, and Shirley hold volunteer positions which keep the society going. Check out what they are doing on the back page.

## DUES ARE NOW DUE

Dues are due on January 1, 2017, as of Dec. 19<sup>th</sup> we have 10 members who have not paid their dues for 2017. The dues are now \$20 per person or \$30 for two or more people in the same household. You are welcome to pay for multiple years. On or about January 25<sup>th</sup> the password on the Members Only page of the website will be changed and will be sent to all currently paid members. After that date only current members will receive messages from us or have access to the Members Only page of the website.

Please make your check payable to: **Bouse Genealogical Society** and send it to: **PO Box 624, Bouse AZ., 85325-0624.**

## GENEALOGY WORKSHOP 2017

The 2017 BGS Genealogy Workshop is almost here, and we are finalizing the classes to be presented. The workshop will be held in Booster Club on February 17<sup>th</sup> from 8am-3:30pm. The cost of the workshop is \$15 including lunch. You must pre-register to be sure of a lunch. You are welcome to bring your lunch if you so choose.

There will be one track of classes because of the limited space, however this format provides more time for those attending to interact with each other. The registration form is on the Events page of our website. We will have the flyer on the website by January 6<sup>th</sup>, and the handouts on the website by January 15<sup>th</sup>. You are welcome to print the handouts to bring with you. We will offer the Syllabus for sale for \$5 with pre-registration only. Please, put the workshop on your calendar.

Along with the workshop, we are establishing the classes to be presented during our meetings for the remainder of the season. Are you stuck on a particular problem? Is there a topic you would like to see us cover in a class? Please let us know.

## DNA USERS GROUP

More and more members are getting interested in DNA, and those of us who had our DNA done a while ago are marking more connections. Some of us have found new relatives, and had some real surprises. If you have had your DNA done, or are interested in learning more about the process and what it can and can't do for you, come to the DNA User Group following the second meeting of the month, and we will help you. There are always some good stories to share.

## Legacy Users Group

Last year we spent a lot of time working on using the SOURCE WRITER and SOURCE CLIPBOARD. Several members have told us they are still having problems with this area of the program. We started last season at the front of the Legacy Users Manual and worked through it page by page. We didn't get by the Sources area.

We will continue to work through the manual this season. Whether you use Legacy or another genealogy program, there are things to be learned by seeing how Legacy accomplishes the task. All genealogy programs are similar, so you may see something in Legacy that you didn't know your software can do.

For those of you who have your genealogy online only, it is time for you to see what you are missing without having your information in a program resident on your computer. The current list of genealogy programs provide so many more tools than can be provided with the online programs. Ask yourself what you would do if the company you have your tree with went out of business or stopped supporting trees? You need another form of backup for your data. If you don't pay the fee (if one is required) for the website where your tree resides, you won't be able to access it.

### BOUSE GENIES BOOKS IN THE LIBRARY

BGS has three shelves full of genealogy related books on the Genealogy in the Bouse Public Library. They are available for all patrons of the library to use while in house. However, our members in good standing may check these book out to enjoy at home. You must present your current BGS Membership card along with a valid Bouse Public Library card or a library card from any other library in the county to the library staff to check these books out. We have books on how-to-do research at every level, on researching in the states, and some which are just a good read—such as those by Nathan Dylan Goodwin on forensic genealogy. These books are there for your use. Please pick up your new membership card at the next meeting to ensure you have it with you when you use our books in the Bouse Public Library.

### WEBINAR UPDATES

The BGS Webinar Library now has 153 CDs and DVDs for your use. You can check them out at the meetings and return them at the next meeting. They are a wonderful source of knowledge, so take advantage of what we have to offer. Many of the webinars are presentations by professional or world famous genealogists. You can learn from the pros with the Legacy webinars.

### WEBSITE UPDATES

We have a fabulous website at <[www.bousegeniesaz.org](http://www.bousegeniesaz.org)>. Please take a few minutes to read through the pages of the site. If you see anything which should be changed, or you think of something you would like to have added to the site, please let us know at <[bousegenies@gmail.com](mailto:bousegenies@gmail.com)>. The handouts for each class and all newsletter will be placed on the Members Only page. You must be a member in good standing to access the Members only page.

### REMINDER

If you move, change your email address, PO Box or phone number please let us know. If you or a member of your family are sick, or there is a death in your family, please let us know. We are sorry to report that Sue Mahoney's husband died.

## From the Editor's Desk

By Carolyn H. Brown

The newsletter staff is compiling a list of possible themes for 2017 and are looking for more ideas for 2018 and beyond. If there is topic you would like to see covered in the future let us know.

This is your newsletter, please do your part to help us make it better.

The Spring 2017 edition of the newsletter will feature articles on beginning genealogy research. Those of us who have been obsessed with family history for quite awhile know there is always something we may learn from articles about starting the researching process. We are looking for articles on methods, tips and techniques to help the novice researcher as they begin to delve into their family history. Please send them to <[GenieCarol@gmail.com](mailto:GenieCarol@gmail.com)> before the deadline of 1 March 2017. ❁



## ***BOUSE GENIES ADMINISTRATIVE TEAM***

Send general correspondence, membership renewals and address/email changes to:

**BOUSE GENEALOGICAL SOCIETY**  
**PO Box 624**  
**BOUSE, AZ 85325-0624**

or e-mail them to: [BouseGenies@gmail.com](mailto:BouseGenies@gmail.com)

**Carol Brown**, *President, Program Chairman, Newsletter Editor, Legacy Users Group Moderator, & Website Coordinator*  
[GenieCarol@gmail.com](mailto:GenieCarol@gmail.com)

**Vicke Southam**, *Vice-President*  
[vsoutham@tds.net](mailto:vsoutham@tds.net)

**Gloria Freemon**, *Secretary, Librarian & Facebook Coordinator*  
[gloriafreemon@gmail.com](mailto:gloriafreemon@gmail.com)

**Patricia Smith**, *Treasurer*  
[patitiasmith@usa.net](mailto:patitiasmith@usa.net)

**Nikki Cowel-Mackey**, *Corresponding Secretary & Historian*  
[nrcmackey@gmail.com](mailto:nrcmackey@gmail.com)

**Brenda Dixon**, *Assistant Treasurer & IRS Liaison*  
[geniebj16@yahoo.com](mailto:geniebj16@yahoo.com)

**David Bull**, *Webmaster*  
[David.BMDS@bluemoosedesignservices.com](mailto:David.BMDS@bluemoosedesignservices.com)

**Shirley Baker**, *Webinar Librarian*  
[dnsbaker.50@gmail.com](mailto:dnsbaker.50@gmail.com)

**Norman Cutshall**, *DNA Users Group Moderator*  
[ncutshall@msn.com](mailto:ncutshall@msn.com)



## ***WHAT'S HAPPENING?***

While "hanging your stockings with care", take a break and spend time seeking learning opportunities in 2017. Some require registration far in advance.

**Pinal County Genealogists Annual Workshop**  
 28 January in Casa Grande, Arizona  
 Info: <http://pinalctyazgen.com/workshop2017.htm>

**Genealogical Society of Palm Beach County**  
 28 January in West Palm Beach, Florida  
 Info: <http://gensocofpbc.org/eventListings.php?nm=89>

**Green Valley Genealogy Society Annual Seminar**  
 4 February in Green Valley, Arizona  
 Info: <http://azgvgs.org/pdf-files/seminar2017main.pdf>

**Root Tech Annual Conference**  
 8–11 February in Salt Lake City, Utah  
 Info: [www.rootstech.org/rootstech-2017](http://www.rootstech.org/rootstech-2017)

**New England Regional Genealogical Consortium**  
 26–29 April in Springfield, Massachusetts  
 Info: <http://nergc.org/>

**National Genealogical Society**  
 Family History Conference  
 10–13 May in Raleigh, North Carolina  
 Info: <http://conference.ngsgenealogy.org/>

**Gen-Fed 2017**  
 10–14 July at NARA in Washington, DC  
 Info: [www.gen-fed.org/gen-fed-2017](http://www.gen-fed.org/gen-fed-2017)  
*(The Genealogical Institute on Federal Records (Gen-Fed) is an annual one-week long program offering in-depth study of material held by the National Archives in Washington, D.C. and College Park, Maryland.) ❄️*

## ***BOUSE GENIES NEWSLETTERS 2007–2015***

All 9 volumes including a full index are available on the Members Only page of our website  
[<www.bousegeniesaz.org/MembersOnly.html>](http://www.bousegeniesaz.org/MembersOnly.html)  
 or you may purchase a CD containing same  
 for \$8.00 including shipping

Send Your Order with Check Payable to:

**Bouse Genealogical Society**, PO Box 624, Bouse, Arizona 85325-0624  
 Please be sure to include the address where you want the CD to be sent.