

FOLD

ANCESTOR NAME(S)—WHO IS THIS RECORD ABOUT?

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REPOSITORY

RECORD GROUP / COLLECTION / MICROFILM ROLL NUMBER

RECORD NUMBER / PAGE NUMBER / IMAGE NUMBER

SCANNED

NOTES / FOLLOW-UPS / TO-DOS

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INSTRUCTIONS

Print out or make copies of this page (preferably on a piece of color paper) and keep a small stack handy the next time you are at an Archive, Library, or other research repository.

As you make printouts or copies, use this sheet to record information and details about the record, who it relates to, as well as thoughts about next steps, related collections, or notes. When done making prints, fold the sheet in half and place your printouts inside. Since many repositories do not allow staplers or paper clips, its a great way of keeping the sheets together.

The preprinted form is intended to help guide you to create a consistent system of recording your information about the record.

Recording this information—at the time you are researching it—will make it easier to properly place it in your research. Details about where the record comes from and the specifics (record group, microfilm roll number, etc.) will inform how you write your citation for this record and help others understand where this record came from and how to find it again. Happy researching!

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