GENEALOGY 101 BUILDING THE FOUNDATION



Genealogy, the study of one's family from generation to generation, can be very rewarding. This guide will help lay the groundwork for solid results.

WHERE TO BEGIN?

What do you want to learn?

- How many generations do you want to trace?
- Which side of the family are you wanting to research, paternal (father's side), maternal (mother's side), or both?
- Who will you include in your research: biological only, siblings, and/or step/foster/adopted relatives?

Information to gather:

- Begin with yourself: full name, birth date, marriage, divorce, locations, etc.
- Following this same basic process to learn more about your parents, grandparents, and continue to work backwards from generation to generation.
- Document findings using a <u>family group sheet</u>. A sample is listed below:

SOCIETY.	Family Group Shee
Name and/or Date	Place
Husband:	
Borrc	
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luiet	
Other Marriage:	
Ausband's Father:	Husband's Mother:
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Sources:	
Prepared by / Date:	

- Talk to relatives:birthplace, names of parents and siblings, where they lived, churches attended, burial locations, marriages, occupations, military service, public service, schools attended, etc.
- Collect family documents: birth/marriage/death certificates, photos, letters, family Bibles, etc.

BUILDING A FAMILY TREE

Decide the format to build a family tree:

 Paper tree: Fill out a <u>pedigree chart</u> to begin to organize what is known about your ancestors.

ALOGO I	NATIONAL	Four Generation Pedigree Chart	PATERNAL GREAT-GRANDFATHER
	GENEALOGICAL	PATERNAL GRANDFATHER	Name
	SOCIETY°	Name	Birth Date / Place
ENOED 1903		Birth Date	Death Date / Place
	YOUR FATHER	Birth Place	PATERNAL GREAT-GRANDMOTHER
	Name	Death Date	Name
	Birth Date	Death Place	Birth Date / Place
	Birth Place	Marriage Date	Death Date / Place
	Death Date	Marriage Place	PATERNAL GREAT-GRANDFATHER
	Death Place		Name
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rth Place			MATERNAL GREAT-GRANDFATHER Name
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rriage Place		Birth Date	Birth Date / Place
			Death Date / Place
	September of Property P	Birth Place	MATERNAL GREAT-GRANDMOTHER Name
	YOUR MOTHER	Death Date	
	Name	Death Place	Birth Date / Place
	Birth Date	Marriage Date	Death Date / Place
	Birth Place	Marriage Place	MATERNAL GREAT- GRANDFATHER
	Death Date	MATERNAL GRANDMOTHER	Name
	Death Place	Name	Birth Date / Place
		Birth Date	Death Date / Place
		Birth Place	MATERNAL GREAT-GRANDMOTHER
		Death Date	Name
		Death Place	Birth Date / Place
			Death Date / Place

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- Computer Software: RootsMagic (\$ cost) or Family Tree Maker (\$) are excellent computer software programs to use.
- Online websites: Use <u>Ancestry(\$)</u>, <u>FamilySearch</u> (free), or <u>MyHeritage</u> (\$), to build a
 family tree. Each of these websites will provide hints for further research.

Helpful Tips

- When building a family tree, store your data in multiple locations. If a traumatic
 event were to occur, you have other ways to access your research.
- Use a pencil when researching.
- · Do not abbreviate names and places.
- Enter surnames in CAPS; enter the last name first. Example: DOE, John William
- Document women's birth/maiden surname not her married name.
- Log all surname spelling variations. Example: here are a few variations of Smith, Smyth, Smythe, Schmidt, Schmid, Smitty, Smits, Smithson, and Smithman.

CREATING A RESEARCH LOG

Creating a Research Log is one of the best ways to stay organized and avoid duplicating research. Even if you have an hour to research or an entire afternoon, a log will help determine your next steps.

A basic Research Log documents:

- What you're looking for
- Where you searched
- · When you searched
- · What you found (including negative results)

Basic template for a Research Log:

Date	Person/Family	Research Goal/Question	Source/Repository	Search Terms/Details	Results/Findings	Notes/Next Steps
2025- 05-27	John Smith	Find birth record	Ancestry.com (vital records)	"John Smith", b. ~1850, NY	Found 1852 NY birth index	Check the 1850 census next
2025- 05-26	Sarah Carter	Confirm the immigration date	Ellis Island Passenger List	"Sarah Carter", 1890-1900	No match found	Try FamilySearch immigration

From the example above, the main columns of a Research Log include:

- 1. Date When was the research done?
- 2. Person/Family Who was researched?
- 3. Research Goal/Question What specific question was researched? Examples: What was the birthdate of John Smith? When did Sarah Carter immigrate to the United States?
- 4. Source/Repository Where was the research done? Examples: website, library, archive
- 5. Search Terms/Details What details were entered for the search?
- 6. Results/Findings What information, positive or negative, was found?
- 7. Notes/Next Steps What are the next steps to consider for future research?

INTRODUCTION TO VITAL RECORDS

Vital records are essential in documenting ancestors.

Basic vital records can provide additional information on an ancestor:

- Birth records can confirm birth date, place, and parents
- Marriage records can confirm spouse, date, place, and often parents
- Divorce records can confirm spouse, date, and place
- Death records can confirm birth date, death date, place, cause, and informant, funeral home, and cemetery

When researching vital records, two questions need to be considered:

Where did the event (birth, marriage, death, etc.) happen? When did the event happen?

Determine the city, county, and state for which you are looking for information. Based on the period, determine who holds which collections.

In the state of Kentucky, the Kentucky Department of Library and Archives, the Kentucky Office of Vital Statistics, the County Court Clerk office, and the County Circuit Clerk office primarily house vital records.

Records available through the Kentucky Department of Libraries and Archives (KDLA):

 Henderson County, Kentucky Birth Records – 1852-1859, 1874-1876, 1878, 1903-1904, 1907

Order Birth Record (\$)

- Henderson County, Kentucky Marriage Records 1810-2003
 Order Marriage Record (\$)
- Henderson County, Kentucky Civil/Divorce Records 1799-1899
 Order Divorce Record (\$)
- Henderson County, Kentucky Death Records 1852-1859, 1874-1878, 1903-1904, 1911-1966

Order Death Record (\$)

Records available through the Kentucky Office of Vital Statistics:

- Kentucky Birth Records beginning January 1911
 Application for a Certified Copy of a Kentucky Birth Certificate (\$)
- Kentucky Marriage Records since June 1958
 <u>Application for a Certified Copy of a Kentucky Marriage/Divorce Certificate (\$)</u>
- Kentucky Death Records since 1911
 <u>Application for a Certified Copy of a Kentucky Death Certificate (\$)</u>

 Applicant must describe their relationship to the individual whose certificate is

Records available through Henderson County Clerk (\$):

Marriage Records

being requested.

Records available through Henderson County Circuit Clerk (\$):

Divorce Records

Records available at the Henderson County Public Library:

- Henderson County, Kentucky Birth Records to 1969
- Henderson County, Kentucky Death Certificates to 1967
- Henderson County, Kentucky Death Records to 1969
- Microfilm Collection:
 - Henderson County, Kentucky Marriage Books 1808-1995
 - Henderson County, Kentucky Licenses and Returns and Marriage Bonds 1864-1900

CENSUS RECORDS

Information gleaned from the US Federal census records provides a perfect snapshot of where an ancestor lived and their connection to family members. From one census to the next, one would notice migration patterns of their ancestors.

Federal census records are accessible from 1790 to 1950. Due to a 72-year privacy rule, the 1960 census will be available in 2032.

Please remember that:

- The 1890 census was mostly destroyed in a fire in 1921.
- Due to a 72-year privacy rule, the 1960 census data will be released in 2032.
- The questions on each census will vary slightly.

Examples:

- In the 1900 census, there were questions about birth month/year, years married, and number of children.
- In the 1910 census, there were questions about military service, and what language was spoken.
- In the 1930 census, questions included did the household own a radio and the age at the first marriage.

Common information that is located in census records include:

- Names
- Ages and birthplaces
- Occupation
- Residence
- Marital status
- · Immigration and naturalization info
- · Relationships within a household

Websites where census records are accessible include:

- · Free websites:
 - FamilySearch.org
 - National Archives
 - Library of Congress

- Ancestry.com Henderson County Public Library (In House)
- Heritage Quest (access from home through your HCPL library card)
- Subscription-based websites (\$):
 - Ancestry.com
 - MyHeritage

Examples of what types of questions were asked during each census:

U.S. Census Headings 1790-1860

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U.S. Census Headings 1870-1930

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00	1900 Census - Un	nited States	County	Supervisors	Town/Town district number Enumeration de		Sheet number F	age number
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0]	1910 Census - U State	nited States	County	Supervisor's district number	Town/Township		Sheet number Page n	umber
1910	Location 15	Name of each person whose place of bode on April 15, 1910 , was in this family	Personal description	Nativity 8 4 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Ottorship Place of 18 5 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Conspetion Po Service	Education Property Educat	
	1920 Census - l	Inited States			Town/Township/City a	ad Miland		
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1920	House Davelder Davelder Family MA Family MA Market Market	Name of each person whose e of abode on January 1, 1920 , was in this family	Tenure Personal description	Contraction Property of the Co	Nativity and moth Person Fathe Place Mother Place If birth longue of birth	Mother Place	Mother State Occup	pation
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U.S. Census Headings 1940

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INCORPORATED PLACE WARD OF CITY LOCAT- HOUNEHOLD DATA NAME				BLOCK NO.						EDPLACE				ENUME		BY ME ON			ENUME					
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				Relationship of this person to the head of the				day		ollege wch 1,	lo		If born in U.S. give staterritory or possession			In what place For a person v town, county,	vho lived in	rson live on A a different pla	ce , enter					
Line No.	OWNSHIP OR OTHER DIVISION OF COUNTY COORDORATED PLACE ARED OF CITY LOCATION HOUSEHOLD DATA TON 19 19 19 19 19 19 19 19 19 19 19 19 19 1		Farm? (Yes or No)	BE SURE TO INCLUDE: 1. Persons temporarily absent from household. Write "Ab" after names of such persons. 2. Children under 1 year of age. Write "Infam" if child high on the engine a first name. Enter Quality after name of person furnishing information.	household, as wife, daughter, father, mother-in- law, grandson, lodger, lodger's wife, servant, hired hand, etc.	CODE (Leave Blank)	Sex	Color or Race	Age at Last Birthday	Marital Status	Attended school or co at any time since Mar 1940?	Highest grade of sche completed	CODE (Leave Blank)	If foreign born, give cou in which birthplace w situated on Jan. 1, 193 Distinguish: Canada-Fre from Canada-English a Irish Free State from Northern Ireland.	E (Leave Blank)	Citizenship of the foreign bom	City, town, or village having 2,600 or more inhabitants If less, enter "R."	County	State (or Territory or foreign country)	On a Farm? (Y or N)				
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U.S. Census Headings 1940 (continued)

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U.S. Census Headings 1950

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	FOR HEAD OF HOUS		SEHOLD				F	OR A	LL PERSO	NS						
E.D. Number FOR HEAD Of HOLE FOR HEAD OF HOLE	house on a farm (or ranch)?		Agriculture Questionnaire Number	What are the nam List in this order: The head His wife Unmarried sons & de Other relatives Other persons, su	NAME of the head of this household? les of all other persons who live here? daughters (order of age) aughters and their families to as lodgers, roomers, maids or to live in, and their relatives (Last name first)	RELATIONSHIP Enter relationship of person to head of the household, as: Head Wife Daughter Grandson Mother-in-law Lodger Lodger's wife Maid Hired hand Patient, etc.	White Neg Ame Inc Japa Chin Filip Othe	RACE te (W) tro (Neg) prican dian (Ind) anese (Jap) nese (Chi) ino (Fil) er race ell out	Male (M) Female (F)	he on his last birthday? (If under one year of age,	Is he now married, widowed, divorced, separated, or never married?		? Is na	he turalized? es, No, or Al born abroad American rents)		
1	2	3	4	5	6		7	8	Α	9	10	11	12	13	В	14

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			FOR	PERSONS 14 Y	EARS OF AGE AND OVER			
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week - working, keeping house, or something else? (Wk, H, Ot, or U for unable to work)	and only training	person looking for work? (See Special Cases below)	didn't work last week, does he have a job or business?	(Include unpaid	What kind of work was he doing? For example: Nails heels on shoes	What kind of business or industry was he working in? For example: Shoe factory—State university—Farm—Farm—	For GOVER In OWN but WITHOUT	TE employer (P) RNMENT (G)
	(Yes or No)	(Yes or No)	(Yes or No)	(Number of hours)	(Occupation)	(Industry)	(P, G, O, or NP)	LEAVE BLANK
15	16	17	18	19	20a	20b	20c	С

U.S. Census Headings 1950 (continued)

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nple Line	this same	year ago?	year ago?	County (If county unknown, enter name of place or nearest place)	State or foreign country	(Enter US or name of Territory, possession, or foreign country)	LEAVE BLANK	grade - see codes below)		For those 30 years old or over, check 30 or over.)	
Sar	21	22	23	24a	24b	D	25	Е	26	27	28
	Yes [Yes No	Yes No	County: or nearest place:	22/267	7.11.43111	Father: Mother:			Yes No	1 Yes 2 No V 30 or over
	☐ Yes	Yes No	Yes No	County: or nearest place:			Father: Mother:			Yes No	1 Yes 2 No V 30 or over

			THE QUEST				ED ON SAMPLE LI	NES						_
		94		FOR PERSONS	14 YEA	ARS OF AGE AND O	OVER			933			- 20	
f looking for work (Yes in	Last year, in how many	Inco	me received by this pe	erson in 1949			on is a family hear (see eceived by his relatives				(Ask eac	ch question)	9	
tem 17) - How many weeks has	weeks did this person do any work at all,	Last year (1949), how much money	Last year, how much money did he		eive	Last year (1949), how much money	Last year, how much money did his relatives in this	Last year, how muci is money did his relati in this household				erve in the orces during)-	
he been looking for work?	not counting work around the house?	did he earn working as an employee for wages or salary? (Enter amount before deductions earn working in h own business, professional practice, or farm?		veteran's allowand pensions, rents, o income (aside fror earnings)?	es, r other	did his relatives in this household earn working for wages or salary?	household earn in own business, professional practices, or farm?	receive from interest, dividends, veteran's allowance, pensions,		World War	World War	Any other time, including	AVE BLANK	
(Number of weeks)	oer (Number of weeks in 1949)		income)		LEAVE		(Net income)	(aside from earnings)	LEAVE			present	LEA	Sample Line
29	30	31a None	31b	31c	F	32a	32b	32c	G	33a	33b	33c	Н	Sar
-	None		☐ None \$	☐ None S		☐ None \$	☐ None \$	☐ None S		☐ Yes		☐ Yes	П	
(Weeks)	(Weeks)					1				Пио	Пио			
	None	None \$	None \$	None S_		None \$	None S_	None S		☐ Yes		☐ Yes ☐ No		П
(Weeks)	(Weeks)				<u> </u>			100						
Is there a	ny entry in items 2 Skip to item 36	st year (1 or more we 20a, 20b, and 20c? ms 35a, 35b, and 35		35a. What kind of do in his last		d this person	35b. What kind of b did he work in					Class of wor (P, G, O, or l as in item 20	NP.	ouly)
		D, or Sep in item 12 arried more than one		If Wd - How ma	ny year any year any year	rs since this person w is since this person w irs since this person w irs since this person w Less than 1 year	as widowed? vas divorced?		Ho	Wd, D, w many ome, no	or Sep i childre ot count	er married (Non item 12) - n has she e ting stillbirth or Non	ver	(last sample

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ONLINE RESOURCES

Cemetery Websites

Billion Graves

<u>City of Henderson Cemeteries</u> (includes Fairmont, Fernwood, Mount Zion Missionary Historic, and Spring Garden Historic Cemeteries)

Find A Grave

Henderson Obit Index (1952-present)

<u>Interment.net</u> [includes Roselawn Memorial, Saint Louis (up to 2016), Gibson Family (Corydon, Kentucky), and Sandefur (Geneva, Kentucky) Cemeteries]

St. Louis Cemetery (up to 2020)

Veteran Nationwide Gravesite Locator

Charts and Forms

Ancestry

Cyndi's List

Family Search

Family Tree Magazine

Create a free account to access free resources.

National Archives

National Genealogical Society

Create a free account to access free resources.

Pedigree and Family Group Sheets can completed on the computer and saved digitally.

Kentucky Department of Library and Archives Research Guides

County (Local) Records

County Records Inventory

Kentucky Birth and Death Records

Kentucky Census Records

Kentucky Divorce Records

Kentucky Marriage Records

Kentucky Probate Records

Research Websites

FamilySearch Research Wiki

History of County Formations in Kentucky

Map of US

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