

How To Use Maxbal Genealogy Record Forms

Overview

Maxbal Genealogy record forms provide you with an efficient and effective way of organising and recording your family history and when used together create an easy to use family history research management system. The forms are provided as working documents and are cross referenced for easy access to all of your research information for any individual or family.

Organising your research from the beginning will eliminate problems and confusion later on when you reach the point of information overload from your interviews, research at public records offices and the internet. By using the Maxbal forms you don't have to create your own plan for organising your information. You use your valuable time for research and not its administration.

The forms are designed for filing in any A4 size folders and binders.

Reference Numbers On The Forms

The reference numbers on the forms provide a simple and effective way of cross referencing the information for any individual and family group. Only three series of reference numbers are required - one for each individual - another for each family group - another for the pedigree charts.

Starting with 1 allocate a reference number for each individual's *Personal Record* - **P1 - P2 P500 etc.**

The same reference number is allocated to the individual's *Research Log* - **RL1 - RL2 RL500 etc.**

Starting with 1 allocate a reference number for each *Family Group* - **F1 - F2 F500 etc.**

Starting with 1 allocate a reference number for each *Ancestral Pedigree Chart* - **1 - 2 500 etc.**

Creating an Index

In the early stages of your research you will not have too many records to deal with so locating them quickly is not a problem. As you discover more of your ancestors, their descendants and spouses, the number of individuals will increase dramatically to hundreds or even thousands and you then have the problem of quickly accessing the information that you want. We strongly advise that you create an index for your records based on the *Personal Records*. It does not have to be complex; a simple card index system will be more than adequate. The cards should be filed in alphabetical order by surname (use a wife's maiden name) and the information to include on each index card should be the reference numbers for the *Personal Record*, *Family Group Record* and *Pedigree Charts* that the individual appears on.

The Research Log

The *Research Log* is a record of your family history research - what you looked at, when you looked at it and what you found. It helps you keep track of the information you've found and the sources of that information. A separate research log is created for each person.

The first four events of the research log are pre allocated as *Birth, Baptism, Marriage and Death*. Additional events and information that you record include entries in census records, where the individual lived, military service details, occupation details and will details. In fact you should record all events that relate to the individual to build up their complete history. Use as many continuation sheets as necessary. You should enter details of all records and sources that you have searched even where the results are negative. This will ensure that you do not waste time duplicating searches.

Information from successful searches should be entered on the individual's *Personal Record*.

Allocate the same reference number to individual's research log that you allocated to their *Personal Record*.

The Personal Record

The *Personal Record* form is used for recording all of the proven known facts about an individual and gives an overview of their life. It is used in conjunction with the *Research Log* and you should only include actual proven facts and events on the *Personal Record* relating to the individual. The full details of any event will be recorded in the *research log* so you need only enter the most relevant and interesting information in the *notes* field. Where possible, events should be entered on the form in date order with the earliest event first. Allocate a reference number to the *Personal Record* and also allocate the same number to their *Research Log*. For married females use the wife's maiden name.

The Family Group Record

Family Group Records are detailed records of one family and include the main information about a husband and wife, their parent's names and the main details of all of their children.

The full names of the husband and wife (use the wife's maiden name) should be entered at the top of the form and each *Family Group Record* should be allocated a unique reference number.

You list the children on a family group record in order of birth with the eldest child first.

Enter the reference number that you have allocated for the *Personal Record* of each person in the **Ref No. P** fields. Each *Family Group Record* form allows you to record up to 6 children and one continuation sheet extends the total to fourteen. Use additional continuation sheets if required.



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Census Records

Censuses are an excellent source of information on family groups and individuals. However, census records should be supplemented with other evidence because of the many errors, especially misspelled names, incorrect ages and birthplaces. More information on the British Censuses is provided on the document enclosed with the forms.

In most cases where you have access to the original census image you will be able to obtain a copy either as a photocopy or, via the internet, as a downloadable image file. There will however be occasions when you cannot copy the original census page. If you have purchased the starter kit without census working sheets then the forms for each of the British census years from 1841 to 1911 are available from Maxbal Genealogy to allow you to record the information from the original record.

The Pedigree Chart

Pedigree Charts allow you to record a graphical snapshot of three generations of an individual's ancestors.

You fill in the chart starting with the root individual and their siblings in the left hand boxes and their father and mother in the next column. grandparents are recorded in the next column and great grandparents in the last column. If the root person has more than 8 siblings then create a second chart for the additional siblings (the parents, grandparents and great grandparents will be the same as on the first chart). You do not need to create a separate pedigree chart for the root or siblings when they do not have children or a spouse/partner. You can create a series of cross referenced charts to show everyone that you have researched and an individual may well appear on more than one chart.

Allocate each chart a unique number

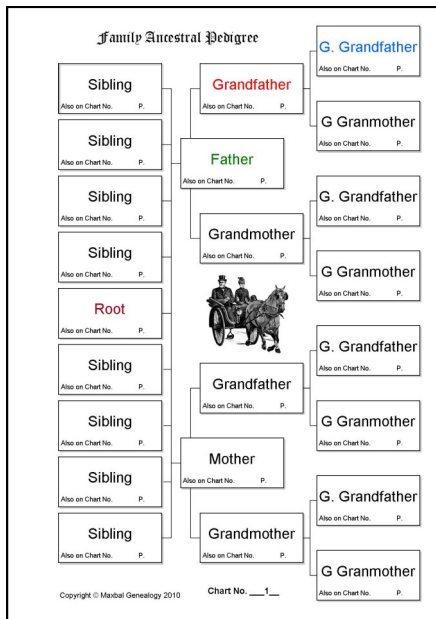


Chart No. 1

The basic 4 generation chart showing who to put into each box.

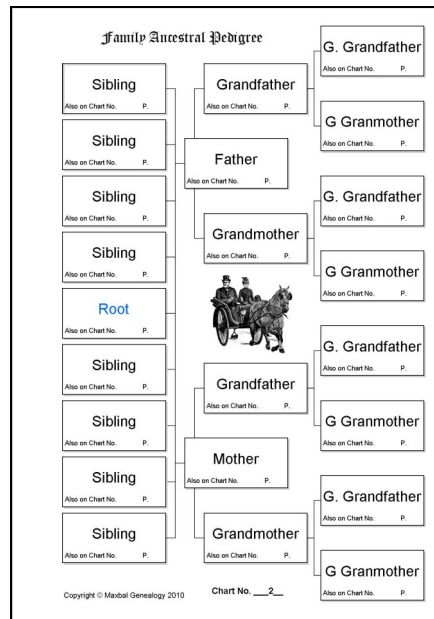


Chart No. 2

The basic chart No. 1 shows the first four generations of the **Root** person. When you have researched more than 4 generations, **Great Grandfather** on Chart No. 1 becomes the **Root** person on chart No.2. You can show his siblings plus a further 3 generations of ancestors. Create a new chart for all Great Grandparents from Chart No 1 to show additional ancestors.

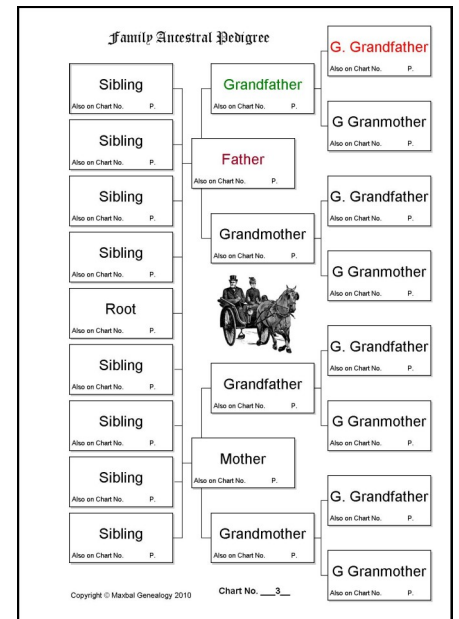


Chart No. 3

When anyone on Chart No.1 has children and a partner/spouse they become **Father** (or **Mother** if female) on this chart. You can then display the children plus a further two generations of their parents ancestors.

Here are two examples of the types of information that can be entered in the boxes on the pedigree charts.

John Smith
 B. 21/10/1853 in London
 D. 26/2/1921 in Colchester
 O. Ag. Lab
 Also on Chart No. 12 & 14 P.38

The boxes have enough space to write in the name plus 3 additional lines of information. You should also note the number(s) of the other charts on which the individuals appear plus the reference number (e.g. P.38) that you have allocated to their *Personal Record*.

Mary Anne Jones
 B. 12/09/1803 in London
 M. 15/08/1824 in Camberwell
 D. 26/2/1875 in Camberwell
 Also on Chart No. 18 & 22 P.47

B. = born - M. = married - D. = died - O. = occupation

A word of caution - If you decide to create an ancestral pedigree chart for everyone in your family tree you may have a very large number of charts. You may want to consider creating the charts only for the main line direct ancestors and other significant individuals and family groups in the tree.