Organizing Genealogy Finds
-- Electronic Files --
(Amy's typical method – there ARE others)

1. Start with miscellaneous new finds "bucket" folder

   - Naming individual files
     - Start with surname then 1st name
     - Include year/date if appropriate
     - Include type of record
     - Examples:

       RenshawGeorgeSr_1875NYcensus_Brooklyn

       RenshawGeorgeSr_1899probate_p1

       RenshawGeorgeSr_WoolleyMartha_1847marriage

   - Move files into family folders after transcribe important information into family tree & print paper copy if important

     Yes – Amy's "bucket" folder has LOTS of files still to be transcribed, printed, moved to folders. ☹ A never ending game of 'catch up'.

2. Folder for each direct line family

- Naming convention
  - ➤ Start with relationship of husband to "root" person
    - f=father, m=mother
    - fmf = father's mother's father
  - ➤ Include husband's name then "_family"
  - ➤ Examples:

    ff_FrankNelson_family

    fff_CharlieNelson_family

    ffff_GustafNilsson_family

    fffff_NilsTufvesson_family

    …

    ffmf_GeorgeRenshawJr_family

    ffmff_GeorgeRenshawSr_family

    …

    mff_ElmerMann_family

    mfff_JedediahMann_family

    mffff_NoyesMann_family

    …

3. Subfolders for members of family

- Files relevant to multiple family members stay in folder for the family
- Subfolder naming convention for files relevant to just 1 person in the family
  - Parents:
    - Start with combination of 'f', 'm' for relationship to "root"person , for example:
      - ffmff_GEORGE_RENSHAW_Sr
      - ffmfm_MARTHA_WOOLLEY
  - Children:
    - Start with number indicating chronological birth order
    - Include child's name
    - Reference to another folder if direct ancestor
    - Examples:
      - **1_see_also_ffmf_GeorgeRenshawJr_family**
      - 2_William_Renshaw
      - 3_Annie_Renshaw
      - 4_JamesH_Renshaw
      - 5_FrederickJ_Renshaw
      - 6_LauraB_Renshaw
- Other subfolders as needed for special collections of files (e.g. 50th Anniversary, Baby book, Bride's book, Probate, …)

*** Don't forget to back up your electronic files regularly ***

Do you use a significantly different method to organize your genealogy electronic files that works well for you?

Tell us about it and we'll summarize it for others to consider also!