

The FAMILY GROUP SHEET

The Family Group Sheet (referred to as the **FGS**) is considered to be the genealogist's single most important recording device, yet it is often very difficult to instruct the "new genealogist" on their proper use and how to fill them out so we can make full use of them.

Some of our reasons for requesting that family unit information be entered on this form properly are:

1. It **SAVES TIME** when family members file all their information on these forms. We do not have the time to always update family files without a **FGS** on file. Although all information you send in is filed with your family branch, we only have time, as a rule, to update the file if a **FGS** is also available. **FGS's** are filed alphabetically so we can easily find the family unit.
2. The **FGS** provides for an **orderly system** of recording all vital statistics and biographical data. It is too cumbersome to transcribe data received in a letter and, if attempted, vital information may be left out.
3. The **FGS** provides a means for **documenting all entries**, being of major concern to all family historians. A **FGS** without documentation has little future value and consequently the work will often have to be done all over again.

Some commonly accepted genealogical standards for entering data on a FGS are noted below:

1. Always write **DATES** in the form of DAY - MONTH - YEAR. As example, write **01 Dec 1932**, **NOT** as 12/1/32, 1/12/32, or any other combination -- always use the three-letter abbreviation for the name of the month. At the present time the above usage of day-month-year is the accepted **professional** and international manner in which to record dates. (Errors on filling out dates cause us all sorts of problems!)
2. **ALWAYS** use the MAIDEN NAME [birth surname] for females listed on the **FGS**. If a **male subject** later changed, or had changed, any part of their name, please explain this in the "Notes" section, but do not record this new name as their birth name, unless there was a known error made when the birth certificate was filled out.
3. **DO NOT** write the surname **after** the given name for children listed on a **FGS**, only do so for the parents. (Although some computer genealogy programs may do this, it is redundant and any change in the surname will be noted on the **FGS** for that subject with documentation given for the reason of the change.
4. **Try to include** the name of the **COUNTY** in which an event occurred. The name of the town is less important as most records will be found in the county in which an event occurred (birth, marriage, death, deeds, wills, tax records, etc.). Write locations as: Pikeville, Pike Co., KY- [If typing, do not use all CAPS, include "Co." after the name of the county, and use the official USPS abbreviation for states.
5. **ADOPTED CHILDREN:** (1) If a child of **Tackett blood descent** is adopted by a stepfather, and the surname changes, the new surname should be noted as a hyphenated surname, such as **Tackett-Jones** (**Tackett** being the surname of the blood father and **Jones** being the surname of the stepfather.) (2) Adopted children **who are not of Tackett descent** should be recorded on the **FGS**, but it should be noted

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that they **are adopted**. Some adoptive parents may also wish to record the full names of the birth parents as these children, in turn, may also wish to seek out their blood lineage.

6. **At the top of the FGS**, next to Descendant's Name, please provide the **FULL BIRTH NAME** of the parent who is the actual blood Tackett descendant. If this is a female, please **NO NOT** write in her married surname, or as Mrs. [husband's name].

DOCUMENTATION: It is very important that some reference be given for **each entry** on the **FGS**. It is very important, too, that these footnotes be a proper notation, to the best of your ability. Some guidelines are noted below:

1. **YOURSELF** as the source. This can only be given if you were alive when the event occurred and can attest to the accuracy of the entry.

2. **A Relative** as the source. This relative (or some other person) also must have lived at the time the event occurred and can attest to the accuracy of the entry. The name & address of the person should be given along with the date the information was secured and whether by letter or personal interview.

3. **A Bible Record** or Family Register, as the source. To be accepted by most organized societies (D.A.R., etc.), xerox copies of the original pages must be included along with a copy of the title page of the Bible. The name, last known address, and relationship of the person who owned the Bible to the original owner should also be noted. Also include any other information concerning the Bible record that might have importance.

4. **Court Records:** The name of the county/state, book & page number, and an abstract should be given. Please do not just write: "information from court records." This has no value.

5. **Census Records:** Please include the county/state jurisdiction and as full an abstract of the enumeration as you are able. Please also try to include the names of the two heads-of-households that live on each side of the subject.

6. If the parents of the children noted were not married, cross off the title of **HUSBAND** or **WIFE** and write in **FATHER & MOTHER** and then write in the space given for marriage date, "not married."

7. Make our lives more interesting to future generations by including a **BIOGRAPHICAL SKETCH** on the mother-father who are subject of the **FGS**. Tell us something about this family: **military service, vocation, hobbies, church membership, physical characteristics, personal opinions on life in general**, and other activities. Use an additional sheet of paper is necessary. This type of information will be far more interesting to future generations than just your birth, marriage & death dates!

If you have email, please send us updates for the "Notes/Source" section of the FGS as email and we can then easily "cut & paste" to our computer file. Send to [jtackitt@jps.net]

Please HANDLETTER or TYPE all your data; do not use cursive style writing. Please use only a dark blue or black pen or dark typewriter ribbon.
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