Build Your Family Archive

Bring a small group of family records together so that their stories remain connected to the people who know them.

LEARNING OBJECTIVES

1. Describe five items using the same fields.
2. Give each item a reference and location.
3. Distinguish facts, memories and uncertainties.
4. Record permissions and plan your copies.

STARTER ACTIVITY

1. Choose five items; assign references FAMILY-001 to FAMILY-005.
2. Complete a record for each. Note unknown facts and sources.
3. Keep records and copies in a folder. Make a backup and check it opens.
4. Review permissions before sharing outside the family.

RESOURCE CATEGORIES

DOCUMENT
Family Archive Record - use one worksheet for each item.

ORGANIZE
Inventory - reference, title, type, date, location and access.

PRESERVE
Copy and Care - note condition; separate originals and copies.

RECORD HISTORIES
Interview Prompts - who kept it, why, and what is missing?

SHARE RESPONSIBLY
Permission Notes - who agreed, the uses and any limits.

DOWNLOAD TEMPLATES / Future releases: editable inventory, naming guide, interview sheet and backup log.