

GENEALOGY RESEARCH TOOLKIT

When researching at the various agencies & organizations, below are helpful items to bring on your visit:

- Pencils (Some places do not allow pens)
- Few loose sheets of paper
- Quarters, for parking meters and copy making
- Digital camera (Turn off flash when taking pictures)
- USB Flash drive
- Post-its

Helpful tips for researching at the various agencies & organizations:

*Make sure your cell phones/electronic devices are turned off or set to silent mode.

*Bring a sweater/jacket; most places have air conditioning.

*Go with an idea of the kinds of information you are looking for- have names, dates, places, etc., anything that will help your search.

Helpful tips for conducting your genealogy research:

- **Double check the spelling of names:** sometimes there are discrepancies in the way the names are spelled in different resources or by family members.
- **Double check the dates:** sometimes there are discrepancies with dates in different resources or by family members.
- **Take pictures of 'ohana:** family members & relatives, at reunions, parties or other get-togethers. It is helpful to place a name to a face in your mo'okū'auhau project.
- It is also helpful to take pictures of burial places; to double check spelling of names and accuracy of dates and also to document where your deceased family is buried. Some headstones have photos on them as well. A rubbing of a headstone may be optimal if the headstone is hard to read. Attach the pictures with their family file in your mo'okū'auhau project.
- If you are serious about your family's mo'okū'auhau project, there are genealogy software programs that allow you to input your information and keep it in an orderly, digital manner, leaving your original notes & paperwork as a backup.

Genealogy Forms

Included are genealogy forms to help you record and organize your mo'okū'auhau. You can make copies of them to use at your preferred place of research or hand them out & collect at a family reunion. It is just one way of collecting, recording, and organizing your mo'okū'auhau research so you have an easier time when going back for reference.

- **Research Log**
 - Document the agencies/organizations searched, the resources found, name searched, notes. It is also a way of reminding you what was searched/found, and where you searched.
- **'Ohana Group Record**
 - A chart to keep immediate family member information together. Document the names of husband/wife or spouse/partner, birth/death dates, places born/buried, occupation; children's names, sex, birth/death dates, places born/buried. A new chart is used for separate families.
- **Kupuna Chart**
 - A flowchart that shows from whom a person descends. It flows from left to right. The first person on each of these charts is numbered so that they are easy to find in a trail. Document the names of the individual, birth/death dates, birth/death place, marriage dates/place, name of spouse, then proceed with the same information of parents, then grandparents, etc.
- **Resource Overlap Chart**
 - This chart displays the resources available at each of the agencies/organizations provided in this guide.

