



Genealogy On Demand

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Episode 001: *Clear Your Clutter: Organizing Genealogy Paper Files*

Using the Category Filing System: Below is a short list of possible category binders. Choose categories based on the records in your collection. Then create sections/sub-sections which will allow you to easily file and retrieve documents. The categories below are ONLY suggestions of how to organize your binders or file folders.

Binder/Category	Section	Subsection
Cemetery	Cemetery	Surname
Census (Pop. & Non Pop.)	State	Year
Census: Slave Schedules	State	Year
Church Records	Church	Surname
Correspondence	Surname (To)	Date
Court	Surname	Given Name
Directories	State	Year/Surname
Funeral Programs/burial	Surname	Given Name
Genealogies	Surname	
History	State and Surname	County Town
Land and Property	Surname	Given Name
Maps/Gazetteers	State	County/Town
Military	Surname	Given Name
Newspapers/Periodicals	Surname	Year
Obituaries	Surname	Given Name
Other (Taxation, Voters, SSDI, etc)	Surname	Given Name
Probate Records	Surname	Date
Reports Binder	Surname	Type
Repositories	State	Repository Name
Research Logs	Year	Month
Resources	Category	
Slavery /Freedmen	Surname	Given Name
Vital Records	Type	Surname

Web site

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Email

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Feed

<http://jordonsh.hipcast.com/rss/genealogyondemand.xml>

Also in iTunes store