

Are you drowning in the tsunami of records you have accumulated in your years of family history hunting? Are you confused about how to organise them and in what format?

Or are you just starting out? This guide is for you.

The attached guide was prepared by Chris Harris, FHWA's IT Manager. It covers a range of subjects including:

1. Background to the changing nature of records in genealogy
2. How to decide what formats to use - Digital or analogue
3. First principles of record keeping
4. Records about people
5. Records about places
6. Documents and storage
7. Summary - be consistent

[Read the guide here: Organising Your Records](#)