

Caring For Your Family History Archives

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Introduction

- ◆ What are family archives?
- ◆ Recordkeeping for family history
- ◆ Organising the family archives
- ◆ Conservation and preservation
- ◆ Disaster planning
- ◆ Writing & Publishing
- ◆ Who inherits the family archives?





Yarra Plenty Aug 2012

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What Are Family Archives?

◆ Physical Records

- Archival documents
- BDM certificates
- Clothing
- Family letters, diaries
- Jewellery
- Photographs, albums
- Sporting trophies
- War medals

◆ Digital Records

- Ecopies of census records
- Emails
- Family history software programs & data
- Photographs
- Videos and films
- Word docs



Recordkeeping for Family History

- ◆ Physical Records
 - ◆ Have a system and be consistent
 - ◆ Various examples
 - ◆ File as you go
 - ◆ Back up
- ◆ Digital Records
 - ◆ Same system for consistency
 - ◆ File emails as well as documents
 - ◆ Back up





"Gee, now that your mother's diaries have been documented, I can see why she never liked me."

Cartoon courtesy of Australian Society of Archivists Inc

Organising the Family Archives

- ◆ Recordkeeping system for
 - Paper documents
 - Photographs, negatives
 - Books
 - Objects
 - E-files
 - Digital images



Recordkeeping Systems

- ◆ Need to be simple to maintain and follow
- ◆ Need to be consistent
- ◆ Need to keep up to date with filing
- ◆ Need to be understood by others
- ◆ Range of methods and systems – talk to others, try out software





The musings of an amateur Australian genealogist excited by Web2.0 applications

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FRIDAY, MAY 20, 2011

Fling it in the folder - my digital filing system

In a couple of previous posts I have alluded to my digital filing system and, in a comment on one of those posts, Sharon Brennan asked me "Can you describe your filing system??"

I have hesitated in doing so because my system is neither scientific or complex. It is a simple system that works for me. Having trained in Librarianship many years ago I am in the habit of putting things in alphabetical order so this is the simple basis of my system. With digital systems I prefer a flat structure to one that is deeply hierarchical requiring lots of drilling down to access information.

I have already spoken of my [scanning station](#) and my commitment to scanning all the bits of paper I have related to my genealogy obsession. I have also talked about what I do with [conference papers](#).

My system is to "Fling it in the folder". I have a series of folders set up on my hard drive, each file I have, irrespective of format, goes into the appropriate folder or sub-folder. All my image files are additionally tagged with Picasa software.

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<http://geniaus.blogspot.com/2011/05/fling-it-in-folder-my-digital-filing.html>

WEDNESDAY, SEPTEMBER 28, 2011

Tag Queen

Tina Lyons in a comment on Google+ today indicated that she was tagging her photos. I commented asking what software she used and a conversation ensued. After I had written a very long comment I thought "wow - here is something I can share in a blog post with other genies".....

Tina indicated that "I'm using Adobe Lightroom. I needed something that would add the metadata to all my photos. It's easy to do batches and allows me to easily compare photos and delete doubles. Picasa is great for tagging people, but I needed something more robust for the metadata." Adobe Lightroom, is a product with a \$AU136.40 pricetag. Now I am a cheapie and use free apps wherever I can.

I use the free Picasa software. I'm sure Picasa isn't as sophisticated as Lightroom but I'll share my story for other cheap amateurs like me who may be interested. One can add some metadata beyond names with Picasa, it also deals with duplicate images and allows for batch processing.

Picasa deals admirably with the 85.000+ images I have stored on an external HDD. I had previously



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<http://geniaus.blogspot.com/2011/09/tag-queen.html>

Organize, edit, and share your photos

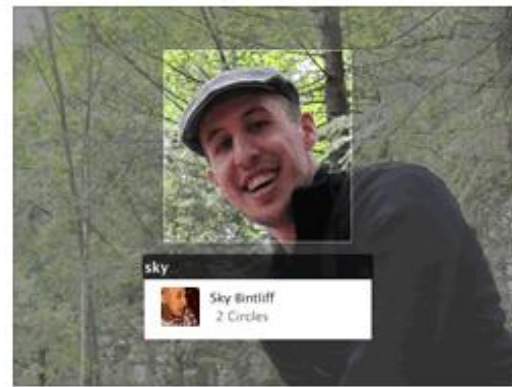
Picasa 3.9 – Now with Google+ sharing and tagging

[Download Picasa](#)

Windows XP/Vista/7



Upload and share your photos on Google+



Tag your Google+ friends and share pictures of them



Transform your photos with 24 new effects

<http://picasa.google.com>

Adam Conroy

Remove

The image shows a Picasa interface for a user named Adam Conroy. At the top left is a small profile picture of Adam. Below it are several icons for photo management. To the right is a 'Remove' button. The main area contains a 3x3 grid of nine photos of Adam in various settings: a close-up, a childhood photo, a photo with a goatee, a photo with a tiara and an eye patch, a photo with a dark background, a photo with a black cap, and a photo with a black cap and a goatee.

Picasa's Facial Recognition

Max Spencer

3 suggestions

Confirm all Remove

Press tick to confirm match, press "x" to ignore.

The image shows a Picasa interface for a user named Max Spencer. At the top left is a small profile picture of Max. Below it are several icons for photo management. To the right is a 'Remove' button. Below the icons is a '3 suggestions' label and a 'Confirm all' button. The main area contains three identical photos of Max wearing sunglasses and a blue and white striped shirt. Below each photo are two buttons: a green checkmark and a red 'x'.



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Recordkeeping Elements

- ◆ Filing system for paper based records
- ◆ Filing system for computer based records
- ◆ Software program for genealogical data
- ◆ Back up regime
 - Paper based systems
 - Computer based systems



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Basic

Free

www.dropbox.com

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Genealogy Software Programs

- ◆ Range of programs – various features compared in *Which Genealogy Program?*
- ◆ Usually trial versions on the Internet
- ◆ Top 4 in *Unlock the Past* survey
 - *Family Tree Maker*
 - *The Master Genealogist*
 - *Legacy Family Tree*
 - *Brothers Keeper*



Handy Hints

Paper Based Records

- ◆ Photocopy newspaper clippings onto archival paper
- ◆ File documents without folds
- ◆ Don't use sticky tape, post it notes, metal paper clips, staples
- ◆ Don't use coloured paper (more acidic)
- ◆ Don't laminate documents





Handy Hints

Computer Based Records

- ◆ Hardware obsolescence
 - Floppy disks – no longer read them
- ◆ Software obsolescence
 - Upgrades – convert files
 - Save as PDFs
- ◆ USB drives – cheap and handy



Archival Advice

- ◆ Australian Society of Archivists Inc (ASA)
 - www.archivists.org.au
 - Branches and Special Interest Groups in all Australian states
- ◆ Keeping Archives 3rd edition, 2009
 - Getting Started; Managing the Archives; Promoting the Archives; Managing More Than Paper!





Keeping Archives: Bringing order and calm to archives world-wide.

Richly illustrated, packed with practical examples and tools, *Keeping Archives* is the most comprehensive and popular guide to establishing, managing and developing archives. Written by professional archivists and conservators this authoritative text is theoretically robust but accessible to all. It is the essential guide for anyone embarking on a career in archives and for those navigating the diversity of archival conundrums, big or small.

This third edition builds on the experience of its two previous editions and extends its content to include advice on managing digital archives and leveraging technology for preservation, access and educational purposes. It also includes a CD containing templates, samples, checklist and other resources fundamental to any archives.

Click one of the below images to look at an excerpt of what's inside the book and see for yourself what it's all about! The images may take a little time to load, but it is well worth it.



www.archivists.org.au/onlinestore/publications-hardcopy/keeping-archive-3rd-edition

Conservation & Preservation

- ◆ Storage within the family home
 - Major issues are
 - No direct sunlight
 - Temperature and humidity
 - Pests and vermin
 - Dust
 - Accidents or disasters



Temperature & Humidity

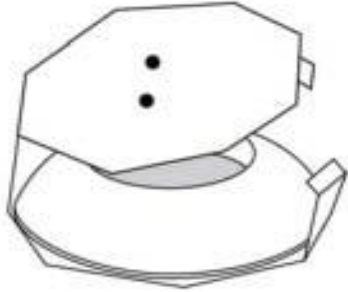
- ◆ More stable inside a house than under it, in a garage or roof area
- ◆ Southern side is preferable, away from an external wall
- ◆ More important to minimise sudden fluctuations in temperature & humidity - do more damage than slight changes over time



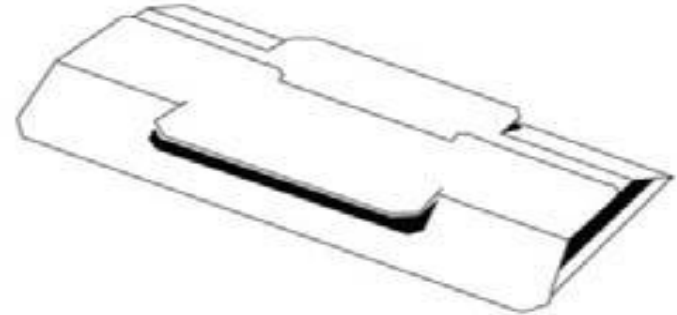
Pests & Vermin

- ◆ Don't eat or drink near family records
- ◆ Accidental spills
- ◆ Attract cockroaches and other insects
- ◆ Watch out for book lice, moths, beetles
- ◆ Don't use mothballs, naphthalene or camphor as fumes can harm records
- ◆ Pest traps can help

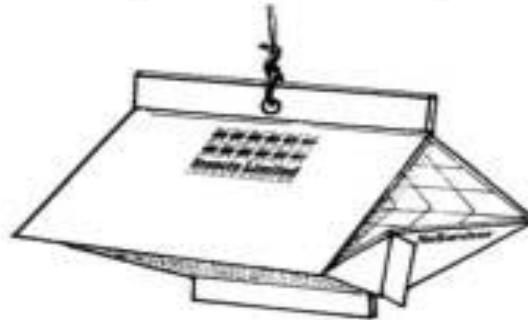
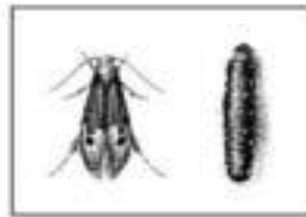




Beetle traps



Cockroach traps



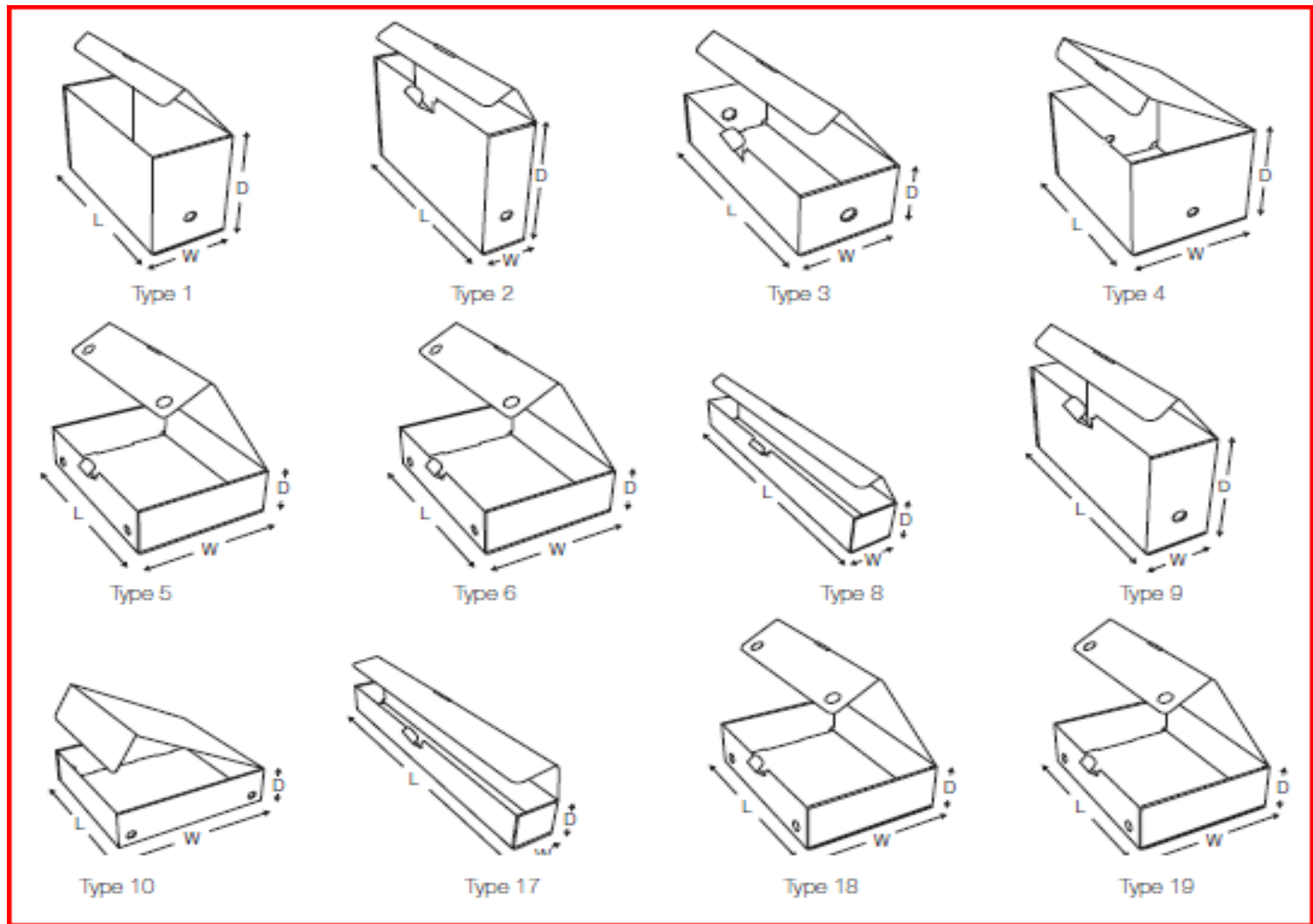
Webbing clothes moth traps

Images courtesy of
Archival Survival

Archival Supplies

- ◆ Acid free
- ◆ Document wallets, folders, boxes
- ◆ Polypropylene envelopes/sleeves/binders for photos, negatives
- ◆ Cylinders for maps, plans, family charts





Courtesy Archival Survival

- home
- products
- made-to-order service
- special orders and trading service
- archival survival tips
- about us
- contact us



Image courtesy of National Archives of Australia

Catalogue
Now available.
[find out more](#)

Welcome to Archival Survival

Who are we?

... a motivated team of professionals, dedicated to providing high quality preservation materials to museums, galleries, libraries and archives.

What do we do?

Our standard [Catalogue](#) covers most requirements for museum and archive collections, whilst our [Made-to-Order](#) service provides customized packaging to suit specific collections. We also offer a free advice service to help point you in the right direction with regard to preserving collections of cultural significance.

What's in our name?

Caring for Personal Collections
Kits available.
[find out more](#)

Survival Kits for Personal Collections



Now you can care for your photographic, document and textile collections with the same preservation materials that museums and archives use.

How the kits protect precious collections

- Polypropylene materials used are all archival quality. They are inert, stable and do not contain harmful plasticisers that off-gas and cause deterioration of original materials. The polypropylene passes the Photographic Activity Test making it safe for long term storage of photographic material.
- Storing documents and photographs in clear inert sleeves gives protection against wear and tear and allows viewing without handling the originals.
- Slipcases and boxes create a dust and light-proof housing that protects items from discolouration and fading.
- Wearing cotton gloves while handling precious materials can prevent staining and deterioration caused by acidic body oils and dirt.
- No adhesives, tape or stickers are used that can discolour or tear original materials.

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Archival.....So Stories Can Remain Told

Conversation with Ian Batterham from the National Archives of Australia on the longevity of Zetta Florence archival products:

Fact: The paper in this paper, folders and boxes will, if stored appropriately, last for 500years.

<http://zettaflorence.com.au>

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Handy Hints

- ◆ Books should be stored upright
- ◆ If flat, no more than 2 or 3 high
- ◆ Fragile books should have tailor made boxes
- ◆ Don't use PVC plastics (give off damaging vapours)
- ◆ Use archival quality paper and storage products



- Using the collection
- A-Z for researchers
- Fact sheets
- Family history
- Researching your family
- Case studies
- Resources
- Looking after your family archive**
- Popular research topics
- Snapshots of the collection
- Publications and podcasts

Looking after your family archive

Most family historians start their research at home, with the documents and photographs in their own family archive.

Family documents typically include birth and marriage certificates, letters, greeting cards, diaries and journals. Family photographic collections can include historic studio portraits, 20th-century happy snaps and digital images.

Advice from the National Archives

The following advice has been prepared by specialist conservators at the National Archives.

- [Preservation overview](#)
- [Preserving paper documents and artworks](#)
- [Preserving photographs](#)
- [Creating a scrapbook](#)
- [Creating a time capsule](#)
- [Recovering fire-damaged records](#)
- [Recovering flood-damaged records](#)



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Creating a time capsule

Time capsules are created to commemorate an event or to capture a moment for the future. Some time capsules are buried, some are located in specially-designed building cavities and some are placed in vaults or safety deposit boxes. In recent times commercial providers have developed family capsules intended to be placed prominently in the home to be opened on a particular date.

Careful choice of materials to be included in a time capsule will contribute to the longevity of both contents and capsule.

Planning the project

Before constructing a time capsule or deciding what to put in it, set aside some time to plan the project. This will deliver a better result in the long term – which is precisely the point of a time capsule. Four questions should be asked as part of the process:

- Who is your proposed audience?
- What do you want to say?
- Where will the capsule be placed when closed?
- When will the capsule be opened?

Considering these questions will make it easier to choose items that meet the aims of the project as well as items that are most likely to survive intact until the capsule is recovered in the future.

What to include in the capsule

www.naa.gov.au/collection/family-history/family-archive/time-capsule.aspx

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Disaster Planning

- ◆ What is a disaster?
 - Small and simple to large and extreme
 - Tap left on, an overflowing bath, storm damage, cyclone, flood, earthquake or fire
- ◆ What is the response?
 - Depends on the nature of the disaster
 - 4 stages



4 Stages of Disaster Planning

- ◆ Prevention
 - Identify threats and priorities
- ◆ Preparation
 - Emergency supplies, pre-pack priority items
- ◆ Response
 - Remember safety first, appropriate clothing, tools
- ◆ Recovery
 - Salvaging and cleaning – depends on nature and extent of disaster



PERSONAL CONTINUITY PLAN

for Household/Personal Records

This document is intended as a guide for the maintenance and protection of personal records in the prevention of, or reduction in loss of important information should a disaster occur. It is intended for use by members of the general public regardless of record keeping experience.

There are many personal documents that can be considered important. A checklist has been provided for your convenience containing documents which are essential and documents which are important but not essential. Further to this are a number of suggestions for storing your personal records, these suggestions range in complexity and cost and it is up to the individual to choose the method which will best suit them and their personal situation, however in all cases some commitment is required to maintain the records to ensure you have current and complete documentation stored.

Personal Records Checklist

IDENTITY RECORDS

Copies (photocopy or scanned image) of these records will not be valid but will at least contain all of the necessary information to obtain replacements.

- Birth Certificates for each family member
- Marriage Certificate
- Certificate of Divorce
- Death Certificates
- Drivers Licences for each family member
- Passports for each family member

FAMILY RECORDS

Essential

- Insurance Policies
 - Vehicle/s – Cars, Boat, Caravan, etc
 - Personal liability
 - Property – House and House Contents
 - Specific: Property eg Jewellery, Equipment
 - Life
 - Health
- Health Records or Physicians' names and addresses who have records of each family member.
- Licences to practice
- Family Court documents eg custody arrangements, etc

Non-Essential

- Family Professionals - Create a reference list of the names, addresses and telephone numbers for medical, legal, financial, tax, insurance, investments, property, veterinarian or other important contacts.
- Education & Employment. Even outdated resumes list important education and job experience as evidence of qualifications for certain work, reliability and tenure.
- Your Family Tree
- Family Burial details
- Commemorative items eg newspaper clippings, sporting certificates

LEGAL RECORDS

Essential

- Living will - Keep copy at home with medical records and provide a copy to your solicitor or keep in safe deposit box.
- Will (copy) - Unsigned copy for home reference should questions arise, keep original filed with lawyer or public trustee or in a safe deposit box with access by someone trusted as your executor.
- Durable power of attorney - Gives others the power to make health care or business decisions when you are no longer able to make decisions on your own. Provide to law-

PROPERTY RECORDS

Essential

- Contract or Lease for current Domicile (If renting)
 - Titles for any property/ies owned
 - Vehicle - Certificate of title and bills of sale, proof of registration
- #### Non Essential
- Guarantees and warranties - Provides proof of date of purchase to determine service and parts guaranteed
 - Household inventories - For insurable items, maintain an up-to-date list. Record item, cost and date of purchase or sale and photos to establish values. Make a copy also for safe-deposit box.
 - Instruction books - For reference on use and care

FINANCIAL RECORDS

Essential

- Bank statement - proof of payments for income tax purposes (child support/maintenance payments, child care expenses). Credit cards - Keep a list of names and addresses of issuing company, plus card number, if any. In case of loss or theft notify nearest office of company immediately by telephone or email. Give your name, address, number of card, where and when you think it was lost or stolen, and whether you reported loss to police. Follow up with a letter giving same information.
- Safe-deposit box item list - Revise list annually. For the information of family members.

Non Essential

- Maintain a monthly budget or accounting book to track spending, income & expenses. Useful to determine net worth.
- Receipts and proof of payment. For accounts that are tax deductible. May also be useful in filing insurance claims to prove value.
- Bank Accounts - Statements. List of accounts and numbers should be in safe-deposit box.
- Tax returns - Keep ALL copies of every tax return. Keep invoices, receipts and accompanying papers accessible for at least seven years.

PHOTOS

Essential

- Family photos – keep a CD or DVD of your favourite family photos (either scanned or digital) so that if everything else is destroyed you will be able to recreate at least a few.

Storage Suggestions for Safe Keeping of Family Information & Records

It is highly recommended that in every suggested scenario below a list of enclosed documents is included which specifies every document that should be in the box, folder, CD, etc. Particularly in the case of the archive box or concertina file should a document have been removed eg your son's birth certificate when he applied for his driver's license, and not replaced you will at least know that it is missing because a note was made of it on the list.

SCANNING

Essential records could be scanned and saved on a CD or DVD. With the exception of Identity Records in most cases an electronic copy is sufficient for proof. If you do not own a scanner there are companies who will scan your information for you for a reasonably low cost.

Make a couple of copies and keep them in separate locations for example keep one at home in a location that allows it to be grabbed quickly in an emergency and then another copy in one of the following:

1. Ask a trusted friend or relative to store one
2. Keep one in a safety deposit box
3. Keep a copy securely at work

SECURE BANK SERVICES

Essential records could be stored, for an annual fee, in a bank using a Safe Custody Service (pocket storage) or in a Safe Deposit Box.

HARDCOPY RECORDS STORAGE

A simple and relatively inexpensive solution is to store your records at home in a safer way, such as:

- Keep important records together
- Store them in a custom polypropylene archive box (water resistant, mould retardant and being poly-propylene do not give off a toxic gas as the plastic breaks down which in turn damages the records)
- Store the archive box in a location which is within the main home, at least one metre (3 feet) off of the ground and can be easily accessed during an emergency evacuation of your home

An alternative to this is to purchase a document sized, fire retardant, metal lockable storage box.

A more complex version of the plastic archive box, although still relatively simple and inexpensive to implement, is to separate your documents into Essential and Non Essential (or any other classification you choose, eg split it into Personal (Family & Health), House & Vehicle, Legal & Financial, Photos) and store each one in a different coloured archive box with the colour of the box representing the importance of the documents and therefore the order in which they should be saved dependant on how much time you have. For example, under this system you may have three boxes which are red, yellow and green, like a traffic light the red one would represent 'grab this box first', the yellow one 'grab this box next' and the green one 'leave this one until last'. In an emergency it is easier to be specific when asking someone else to rescue your records for you if you can say to them 'It's the red plastic box on the centre shelf' and it is the only red plastic box there.

If all else fails, or seems too daunting, a very quick, cheap and simple solution is the Concertina file.

In all of the suggestions made in this document the key to maintaining your important personal records is to make conscious decisions as to what you need to keep, how it is stored, where it is stored and who will be responsible for it if an emergency arises.

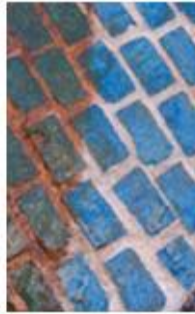
The bad news is that this is not a once off task it is a lifetime commitment, at least yearly (tax time would be appropriate since you are reviewing your documents anyway) but in a perfect world every time a document is updated (ie when the new insurance policy arrives) the information contained in your personal records should also be updated.

The good news is that with a bit of effort on your part should the unfortunate disaster occur (and we sincerely hope it doesn't) you will not be burdened with tracking down and recreating every important document that affects your life, property and family and you will be able to concentrate on more immediate issues.

This document has been prepared as a general guide by the Records Management Association of Australasia a professional industry Association for people working in the records & information industry.

Website: www.rmaa.com.au Email: admin@rmaa.com.au Telephone: (07) 3210 2171





Becoming a Conservator

Career showcase

Project showcase

Conservators at Work

In the Media

Remedies Gone Wrong

Visual Glossary

Caring for Collections

Grants and Funding

Caring for Collections

Many of the AICCM's member organisations provide information sheets about caring for different types of cultural collections.

Three useful general references are as follows:

[reCollections](#) is a six-volume Australian publication about caring for a wide range of collection materials, prepared by Australian conservators for the Heritage Collections Council. Information about storage, display and handling and a glossary of terms is also included.

The [National Park Service \(NPS\) Conserve-O-Grams](#) and the [Canadian Conservation Institute's 'CCI Notes'](#) include information sheets about caring for archaeological items, paper, photographs, textiles, metals, stone, ceramics, natural history specimens, ethnographic collections, paintings, preservation issues, health & safety and disaster response. The NPS is a US government organisation; CCI is part of the Department of Canadian Heritage.

- [Book and paper](#)
Links to online resources about caring for book and paper collections.
- [Digital media](#)
Links to online resources about caring for digital media.
- [Disaster preparedness and risk management](#)
Links to online resources about emergency preparedness for heritage collections, risk management and salvaging collections damaged in disaster situations.
- [Objects](#)
Links to online resources about caring for metals, ceramics, glass, wood, ethnographic material and other object-based collections.
- [Photographs, film and audiovisual material](#)
Links to online resources about caring for photographic and film-based collections.
- [Paintings and frames](#)
Links to online resources about caring for paintings, frames and painted and gilded surfaces.
- [Storage and the environment](#)
Links to online resources about environmental control, pest control, storage conditions and other preventive conservation activities.
- [Textiles](#)
Links to online resources about caring for fashion, furnishing and other textile collections.
- [Time capsules](#)
Links to online resources about preparing and opening time capsules.

Photographs, film and audiovisual material

Links to online resources about caring for photographic and film-based collections.

Filter Display # 20

[Article Title](#)

1 [Audio and video tape](#)

2 [Film](#)

3 [Photographs](#)

www.aiccm.org.au

Conservators

- ◆ Expert advice and assistance
- ◆ Can be expensive but worthwhile
- ◆ Australian Institute for the Conservation of Cultural Material (AICCM)
 - Guidelines for commissioning treatments
- ◆ Centre for Cultural Materials Conservation
- ◆ Conservation Resources



The conservation of objects of historic, artistic or other value is a skilled task based on the structural and chemical knowledge of the materials involved and an understanding of the nature and significance of each object. Conservation treatment of these objects should therefore be carried out by or with the advice of a qualified conservator.

Availability of Conservators

A [directory of AICCM members in private practice](#) is available on this website. Major custodial institutions such as museums, art galleries, libraries and archives, may also be able to provide information on conservators in their area. It must be understood, however, that neither the AICCM nor institutions can recommend or accept responsibility for the work of an individual conservator.

Qualifications and Specialisations

Conservators generally have formal qualifications from Australian or overseas institutions. Other conservators have developed their expertise on the basis of industry training. Good practical experience and a sound knowledge of the structure and chemistry of materials are essential for any practising conservator.

Through their training, conservators have an understanding of the principles of the conservation of most materials, but tend to specialise in the treatment of one type of object or material. Examples of specialisations include paintings, works of art on paper, documents, ceramics, photographic material, ethnographic objects, metal objects, textiles, furniture and preventive conservation. Selection of a conservator for a particular job should therefore be based on an assessment of both the skills and specialisation needed. Clients should feel free to seek reference from other conservators or previous clients who have used their services.

Conservation Ethics

Conservators who are members of AICCM are required to subscribe to the [Code of Ethics and Code of Practice](#), which was revised in 2000. This document sets out principles of ethical practice for all those involved in the conservation of cultural materials and outlines the general obligations of the conservator. It includes relationships with the owner and with other members of the profession and recommends practice as regards examination, treatment and preventive conservation of objects.

www.aiccm.org.au/

Shauna Hicks
History Enterprises

Writing & Publishing

- ◆ Can be a comprehensive family history
- ◆ May be just short stories, or articles in society journals, or blogs
- ◆ Can be a draft, printed at home, self published or more lavish
- ◆ Important thing is that you capture the stories and information that only you know



March 6th, 2010

This week's blog is my contribution to the [Carnival of Irish Heritage & Culture, 18th edition](#)

4

tweets

retweet

With four gg grandparents born in Ireland it is no wonder that I am interested in Irish heritage and culture. Of the four it is only my gg grandmother Maria Jeffers who gives me any real insight into her life back in Ireland. However, I will also outline the other Irish gg grandparents just in case someone else is interested in those families.

Maria Jeffers arrived in Brisbane in 1864. Maria (daughter of Isaac Jeffers and Harriet Ballantyne) was born in Portadown, County Armagh in 1844. Maria came to Queensland, Australia on board the *Legion of Honour* in 1864. She married Adam Johnston (see below) in 1864 in Brisbane, Queensland. In later life she had a close friend Abraham Francis and she is seen with him in this photograph.

Of my four Irish ancestors, Maria Jeffers is the only one known to have kept contact with her family back in Ireland. A few surviving letters to and from one of her brothers who stayed in Portadown confirms this. The letters were in poor condition with pages and pieces missing and had been given to one of Maria's grandsons on a collateral line who kindly let me photocopy them many years ago.

One of my father's elderly cousins also said that Maria wrote to a brother in the USA but we had no proof until I recently received an email from someone in the USA descended from that brother. We are now exchanging information and pooling what we know on



www.shaunahicks.com.au

Charles Douglas Spencer – Military Medal for Bravery

April 18th, 2011



Charles Douglas Spencer

11

tweets

retweet

This ANZAC day I want to commemorate Charles Douglas Spencer, and other Spencer family members who have all been involved in the defence services for over four generations.

Charles Douglas Spencer (SX 428), or Doug as he was more commonly known, enlisted in the Australian Army in World War II on 20 October 1939 at Keswick, South Australia. He was 20 years old. We have a copy of his army dossier from the [National Archives of Australia](#) which outlines all his activities during the war. He was discharged on 26 September 1945 and at the time was a Sergeant with the HQ SIGS 1 Australian Corps.

Charles Douglas Spencer

Of more interest to us as a family, we have Doug's own memoirs which he wrote out for his sons Noel who served in the Australian Army for 20 years and Max who served in the Australian Army for 6 years and then transferred to the RAAF for a further 20 years.

Doug's memoirs start with his leaving Australia, his training camps, and places such as Egypt, Libya, Greece as well as North Queensland in 1943 and Papua New Guinea. It's only a half dozen pages of typescript but in it he gives personal stories of his army adventures that otherwise would have been lost to history.

We are even more fortunate to have a photocopy of a letter written by then Lt Col R Kendall, at AIF Headquarters in the Middle East on 21 September 1941. In that letter Kendall outlines why he nominated Doug for the Military Medal.

Andrew Jeffers

16 May 2010 at 1:11 pm

Hi,

I have some goose pimples running along my back at the moment.

10 Years ago I went to portadown to find some family heritage. I took my father Kerry.

Story is My great gandfather's name is James Jeffers. We went to the church where he was married and is seemes his ther was isaac and his mother was harriot.

I am blown away!!!! I was reading the rest of your Blog taliing about Albert.

My Granfather Albert was from Tandragee, His mother died and his father remarried. His Father James Died.

The Albert in your letter is My Grandfather.He had an older brother Moses who was about 10 years older.

Can you please send me your contact details it would be great to talk to you.

Thanks

Andrew Jeffers
Sydney

Kerry Jeffers

1 June 2010 at 11:10 am

Hi Shauna

I am Andrew's father, the son of Albert Jeffers.It seems that I have information regarding Annie (Albert's stepsister) who went to America. She married a parson with the sirname of Paul and I have the last known e-mail address of their son Samuel Paul who lives in a retirement village in the USA. Annie used to live in Acron Ohio. Sam's last known e-mail address is spaul@summeronridgewood.com

Regards Kerry Jeffers

David Gunderson

13 March 2010 at 8:02 am

Thanks Shauna for this great information on our mutual grandmother Maria Jeffers. We are the mirror counterparts of two trees - the Johnstons and the Gundersons. I must start following your advice and record all my mother's 'stories' for future generations. Hope to stay in touch and share more of our family history.

Cheers,

David Gunderson

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On Pictures, Blogging, and Experience

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Top 5 Favourites From the Classics Section

Bundleofbooks

Suggested Reading

- ◆ Carol Baxter 2009 – *Writing Interesting Family Histories*
- ◆ Hazel Edwards revised edition 2011 – *Writing a 'Non-Boring' Family History*
- ◆ Noeline Kyle 2007 – *Writing Family History Made Very Easy: A Beginner's Guide*
- ◆ Noeline Kyle 2011 – *How to Write & Publish Your Family History in 10 Easy Steps*

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www.writingfamilyhistory.com.au

Shauna Hicks
History Enterprises

Yarra Plenty Aug 2012



Check the following articles for strategies on how to craft your ideas and words.

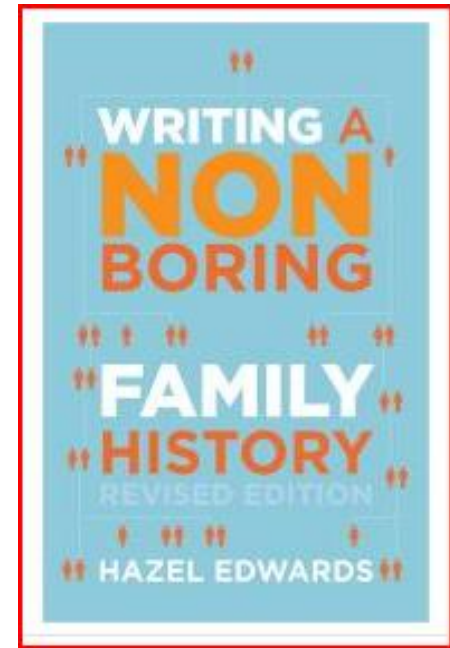
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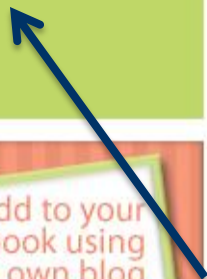


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www.mymemories.com

Who Inherits the Family Archives?

- ◆ Someone in the direct family
- ◆ Someone more distantly related
- ◆ What if nobody in the family wants it?
- ◆ A genealogy or family history society or historical society
 - Where you live now or where your family lived?





<http://sag.org.au/downloads/prdonations.pdf>

SOCIETY OF AUSTRALIAN GENEALOGISTS

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Making a Will

- ◆ Needs to be valid
- ◆ Needs to be clear and concise
 - Everything to
 - Or detailed
 - This part to ? and this part to ?
- ◆ Tell family members and/or societies



How To Leave Your Archives

- ◆ Organised
- ◆ Tidy
- ◆ Up to date
- ◆ With clear instructions
 - If significance of an object is not known, it cannot be appreciated
- ◆ If it is a mess, it will get thrown out





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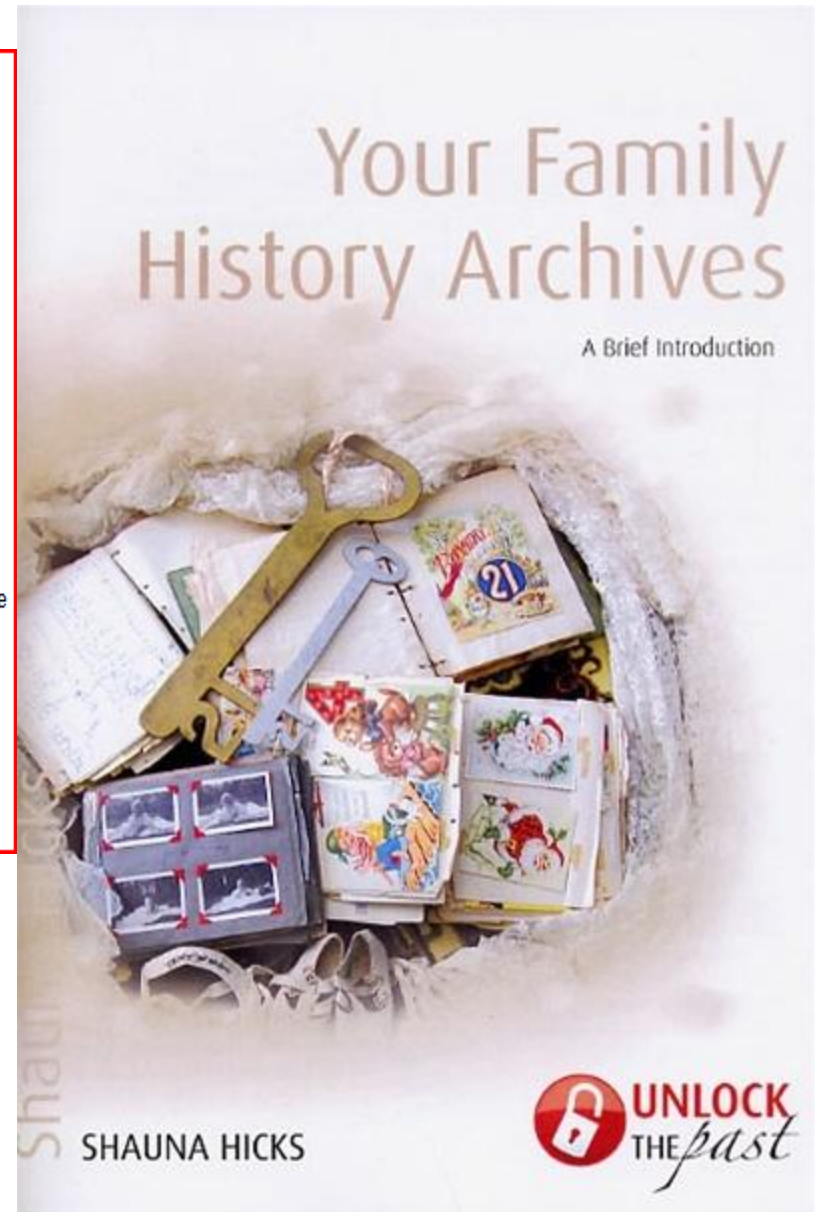
Publication Date: 2007

Pages: 64

ISBN 1 920807 52 8

FURTHER READING

Yarra Plenty Aug 2012



Your Family History Archives

A Brief Introduction

SHAUNA HICKS



Shauna Hicks
History Enterprises

Conclusion

- ◆ Remember the major components
 - Collecting and recording
 - Conserving and preserving
 - Writing and publishing
 - Leaving clear instructions
- ◆ Make a start now, today not tomorrow!

