



**INSTRUCTIONS FOR COPYING  
SOURCE RECORDS  
AND  
THEIR PREPARATION  
FOR LIBRARY USE**

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DAUGHTERS OF THE AMERICAN REVOLUTION  
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2019-2022

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2019-2022

2020  
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## **Preface**

Without access to primary source records none of us would belong to DAR. It is the ongoing mission of the Genealogical Records Committee to locate, identify, compile, and index unpublished records for inclusion in our DAR Library. The Genealogical Records Committee collection of unpublished sources is one of the most important collections in the DAR Library and is recognized among genealogists as a unique and valuable collection.

Primary unpublished sources may be found in attics, old Bibles, local courthouses, local funeral homes, among the tombstones in a local cemetery, or housed in the basement of the local historical society. The efforts of the Genealogical Records Committee members to find and abstract or transcribe these records brings previously impossible to find records within the reach of those researching their family tree.

This booklet will provide instructions on how to prepare genealogical records for submission to the DAR Library. It defines what records are of interest and how to prepare each type. If in doubt, it would be wise to check with the committee staff to be certain you won't be duplicating material already found in the collection. They are ready to assist you, as is this chair.

Please join in this committee's work to Rise and Shine for America by discovering new never-before-available records and bringing to light previously unknown names and facts. Your efforts may help countless others in their quest to discover their past and assist many in joining NSDAR.

Nancy A. Ball  
National Chair  
Genealogical Records Committee  
2019–2022

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## **General**

The Genealogical Records Committee was established on June 4<sup>th</sup>, 1913. Its mission is to collect and index unpublished records of a genealogical nature and put them in the proper form for use in the DAR Library.

Members copy or make abstracts of certain types of records in the chapter's area with the expectation that eventually all such records will have been copied or abstracted.

Chapter Chairmen send these records to the State Chairman. The State Chairman, depending on the size of the records groups she receives, may have additional work to prepare the records for delivery, such as compiling a volume of similar short groups of records together to reach the minimum page count. After preparing the index for the volume, the State Chairman sends the final product to the GRC Office in Washington, DC. Refer to the Checklist on page 13.

Every Chapter and State Chairman is required to maintain a list of the records which are sent to the national office and must pass that list along to her successor in office.

## **Whom to Contact?**

If these instructions don't answer your questions, contact the GRC Chairman in your chapter or state. When necessary, the Division Vice Chairmen and/or National Chairman may be contacted via the contact page on the Committee's web site:

<https://www.dar.org/members/committees/national-committees/genealogical-records/contact-us>.

## **Deadline**

For a volume to be counted towards the current Continental Congress it must be submitted, with no outstanding issues, NO LATER THAN DECEMBER 31<sup>ST</sup> of each year.

If there are any outstanding issues within the volume they must be resolved before the December 31<sup>st</sup> deadline, otherwise it will be submitted and counted for credit for the following Continental Congress.

December 31<sup>st</sup> is the national deadline, so if the State Chairman is compiling the GRC she may set an earlier deadline to ensure proper Chapter Achievement Award credit. It is strongly recommended that the State Chairman submit volumes well in advance of the December 31<sup>st</sup> deadline to allow time for corrections and ensure any submitted volumes are ready to be accepted for that year.

## **Copyright of the GRC Reports and Distribution to Other Institutions**

### **Copyright**

The primary mission of the Genealogical Records Committee has always been to acquire new, previously unpublished genealogical materials for the DAR Library. The work to abstract and compile this information into a GRC Report is accomplished by the volunteer work done by members for the National Society and its Library. Work must be done solely on behalf of the DAR, works cannot be published and copyrighted in partnership with an individual or another organization. Copyright of the GRC Reports belongs solely to the DAR.

Published works by individual members can be donated directly to the Library, but that publication cannot become a volume in the state GRC set, nor can it be copyrighted by the National Society. These publications also will not receive GRC credit.

The National Society holds the copyright to all GRC compilations. When preparing a new GRC Report, state chairmen should add a copyright symbol [©] on the title page with the following wording centered on the page:

© 202\* [or any subsequent year, but *not* double years like 2019–2020]  
National Society Daughters of the American Revolution

No portion of this book may be copied in any form, electronically, photographically, digitally, or otherwise, without the express written permission of the  
Genealogical Records Committee, DAR Library,  
National Society Daughters of the American Revolution,  
1776 D Street NW,  
Washington, DC 20006–5303

ALL RIGHTS RESERVED

**\*NOTE:** List the current year in which the book is being published and not the Congress Year.

This wording helps protect the intellectual property rights of the National Society and the work done by its members. In the past, private individuals and a few publishers have taken GRC Reports, given them a new title page, taken credit for the compilation, published them, and made money off the work of DAR members. If any member discovers such an issue, they should report it to the GRC office in Washington at [grc@dar.org](mailto:grc@dar.org).

The National Society has digitized all currently-held GRC Reports and will continue to make digital versions of all subsequently received GRC Reports available. These reports are placed in an internal database at DAR Headquarters and are available for viewing in the DAR Library and Seimes Technology Center. Permission will not be given for chapters or states to post GRC Reports online at other websites, such as those of other organizations like local historical and genealogical societies.

The duration of copyright depends on the date a volume was created. This is governed by the copyright laws of the United States in effect at the time of creation, so the duration will vary. Presently, new GRC Reports are protected by the copyright law passed by Congress in the late 1970s and subsequent revisions.

If a member has any concerns about whether to submit material for inclusion in a GRC Report and the implications of copyright, she should contact the GRC Office, DAR Library at National Headquarters at [grc@dar.org](mailto:grc@dar.org). Similarly, if a member is not willing for the materials she or someone else compiles to be governed by these copyright considerations, then she should not include it in a submission from her chapter and state. Once the material has been submitted as a GRC volume, the copyright belongs to the DAR and cannot be returned.

One specific exception to copyright rules is related to information contained in bible records. Data written in a family Bible, names, dates of birth, etc. are facts and are therefore not subject to copyright laws: <http://www.lib.umich.edu/copyright/facts-and-data>. Since the data in

a Bible is not subject to copyright, the owner of the Bible is free to disseminate copies. The transcription of this data written in a GRC report is, however, covered by copyright. The assembling of the facts into a report or published work is subject to copyright, and so NSDAR can claim copyright on GRC Reports. This is no different than someone publishing a book of abstracts of vital records or wills. The author cannot claim copyright over the original records from which the information was drawn; however, they can claim copyright on their interpretation of what those records say and mean.

### **Distribution**

If a state wishes to place copies of its GRC Reports in another institution such as a library or a historical society, such placement must be done with the understanding that the intellectual property rights of the National Society are not transferred. Again, the National Society holds the copyright to these materials. Simple donation of a copy to another institution does not give that entity the right to publish, digitize, or reproduce copies of the donated material during the duration of the copyright. Physical ownership is not the same thing as ownership of copyright. Existing sets of GRC Reports in other institutions are physically owned by that institution, but that institution does not own the copyright to these GRC Reports.

### **Types of Records to Copy**

Records to copy may include Revolutionary War military records; county and town deeds and other land records; marriage and vital records; wills and estates; final distribution of the estate records; court order or minute books; town council minutes; parish registers of marriages, births, and deaths; church records including vestry minutes or session books; Bible records; tax lists, historical funeral home records; school censuses; newspaper accounts of births, deaths, and marriages prior to 1900; tombstone inscriptions and cemetery records; documented family histories; diaries, papers, and letters found in the manuscript collections in libraries, historical societies, state archives, and private collections; and abstracted newspaper accounts (published over 75 years ago) of births, deaths, and marriages. Special emphasis should be given to records dated between 1880 and 1900 to compensate for the destroyed 1890 census, however, this emphasis is not intended to exclude records from before 1880 or after 1900. Sources that contain information on persons who are likely still living are acceptable.

### **Types of Records *NOT* to Copy**

Information available on the Internet from such sources as Fold3, Ancestry, Family Search, state library and state archive websites, etc. are not suitable for copying and submitting for GRC credit. No credit will be given for copying and transcribing material found on the Internet.

### **Courthouse Research**

#### **Tips for Courthouse Research**

- Look online or call the courthouse to gain basic information about their building and hours, parking locations, as well as the types of records that are available to the public. If available, it may be helpful to review the policies of the courthouse.
- Be aware that some court systems may have multiple locations, only one of which may serve records. Look for any policies on pulling records to see if the courthouse requires records to be requested in advance of a visit.
- Some materials that may be helpful when conducting research include a notebook or paper, pencils, a laptop or tablet, and camera. It may also be helpful to bring cash, as some courthouses may charge for copies and not accept credit cards.

**\*NOTE:** Policies on photography may vary and cameras may not be permitted.

### **Abstracting Deeds**

Refer to Appendix B for the recommended format for abstracting deeds.

### **Abstracting Wills**

Refer to Appendix C for the recommended format for abstracting wills. This format may be adapted for administration or guardianship records.

## **Bible Records**

### **Bible Records**

Bible records are traditionally a major component of GRC Reports. In the GRC Report include an image the Bible's title page (if the Old Testament title page is missing use the New Testament title page). If the date of publication is not shown on the title page also include an image of the copyright page. For clarity and readability, a typed/printed transcription should immediately follow each photocopied Bible page. If the place (city/town, county, state) of any event recorded in the Bible is known, add that data in brackets on the typed/printed pages. Include the years the Bible was in use and indicate who owned the Bible at the time the abstract was made with their full address if possible. For a sample of a Bible title page, see Appendix A.

## **Cemetery Records**

### **Cemetery Records**

The DAR is well known for its work transcribing cemetery gravestones and GRC Reports traditionally contain many such efforts. It is suggested, when transcribing cemetery records, to choose one locality and copy the gravestone inscriptions in all cemeteries, churchyards, or burying grounds in that locality. The locality may be a village, town, city, township, or county, but it should be sufficiently small so that all the burial places can be covered before an additional locality, preferably adjoining, is attempted.

### **Tips for Cemetery Records**

- Obtain the correct name of each transcribed cemetery from the office of the town or city clerk, tax maps, funeral home directors, long-time residents, landowners, city or county histories, atlases, deeds, etc. Include all names by which the cemetery has ever been known.
- If possible, include a brief history of each cemetery, with a detailed location, dates of use, whether ownership is public or private, whether records exist of interments, and name(s) and address(es) of person(s) in charge, if any.
- Copying gravestone inscriptions is done best by two people. Divide a cemetery into two parts. Each person records the inscriptions from their section and then exchanges the transcriptions so the other may re-check the transcription and correct as necessary.
- Divide a large cemetery into sections with a pair of committee members working each section. Begin copying at one corner of the cemetery or section and copy each stone in order. If the cemetery is not arranged in lots, copy one row at a time.
- Gravestones are often difficult to read. Copy only the gravestone inscription. Do not make a record of the person for whom there is no stone.
- It is acceptable to state that the plot contains a certain number of unmarked graves and whose graves they are if known. If it is noted that there are unmarked graves it should be clear that the information provided is not from a gravestone. Always cite the source of the information.

- Use the following format for notes, [Note: ...]
  - Example: [Note: 3 unmarked graves said to be those of his wife and 2 young children.]
- Broken and sunken stones should be recorded as broken/sunken with as much of the inscription copied as is possible. Do not dig around stones to obtain hidden information.
- If in doubt whether a letter is an “f” or a long “s,” indicate such doubt. Copy the inscriptions verbatim, exactly as on the stone, whether correct or not. Use the same capital letters and the same punctuation as it may appear. Omit only poetry or verses but note the omission.

The following example of an inscription gives the decedent’s name and death date, as well as his age, the fact that he left a widow, that his children were young, and that he was a company agent. All this information opens the way for further investigation of his occupation and possibly whence he came. Example:

Sacred to the memory of Captain Amos Carleton, who in the favorable discharge of his duty as Company Agent was drowned at Cutler, Maine, July 20, 1837, aged 35. His remains were removed from a watery grave and deposited beneath this monument at the request of his afflicted wife, who, with her young children mourn the loss of a devoted husband and father.

Many genealogical publications discuss techniques for reading gravestone inscriptions. Never employ any technique that might damage the stone or the inscription. Two books that might prove useful are:

1. Lynette Strangstad. *A Graveyard Preservation Primer*. Nashville: American Association for State and Local History, 1988.
2. Lance C. Mayer. *The Care of Old Cemeteries and Gravestones*. Needham, Mass.: The Association for Gravestone Studies, 1979. (Part of AGS’s “Kit on Preservation of Cemeteries and Gravestones”).

## How to Prepare a GRC Report

### Formatting in Word

1. **Margins.** Allow at least 1" on all sides.
2. **Font.** The font should be size 12 and in one of the following fonts: Arial, Times New Roman, Verdana, Garamond.
3. **Arrangement of material on the page.**
  - a. Do not crowd the text or spread it out unnecessarily.
  - b. Spacing should be set to single-spaced or 1½ spaces between lines.
  - c. Transcribe the records in the order in which they originally appear.
  - d. Copy the material exactly as it appears.
  - e. Do not correct misspellings.
  - f. If a word or words cannot be read, leave a space and type [illegible] where the word would appear.



- g. If there are multiple types of records in one volume, provide a brief identification on the first page of each group of records.
  - h. Include a header on each page with the identification and location information (i.e., library, archive, etc.). This header also belongs in the table of contents.
4. **Frontispiece as well as other illustrations may be included, if desired.** Use a 1½" margin on the right-hand side of the page so the photograph or illustration used appears on the left side.
5. **Title page or pages. See Appendix A for template.**
- LINE 1: Main Title
    - “[State] DAR Genealogical Records Committee Report:”
  - LINE 2: Series Number
    - The second line of the title page is the series number (which henceforward is “2” for states which did not have an organized numbering system prior to 1988) followed by the volume number. See the *“Numbering Volumes”* section for more information.
  - LINE 3: Descriptive Subtitle
    - On the third line add a descriptive subtitle such as “Bible Records,” “Miscellaneous Records,” etc., locality (town, county, and state) and a date range for these records (yyyy to yyyy) to identify the volume’s content.
  - Middle of page: Chapter Information
    - Under the title and subtitle, record the name of the chapter that contributed the work, the name of the chapter GRC Chairman, and the name of the state GRC Chairman. The state regent’s name should be centered on the page above the names of the President General and the national GRC Chairman.
  - Above copyright: Year of Publication
    - The year is centered near the bottom of the page. List the year in which the volume is finished; do NOT list the Congress Year.

If more than one chapter contributed records for a volume omit the chapter names and chapter GRC Chairmen on this page and list them on a separate title page for each subsection of the book. See the “Supplementary Title Page” template in Appendix A.

6. **Table of Contents.** Show the inclusive page numbers of each section of the book and place it ahead of the text. See the sample template in Appendix A.
7. **Length.** Volumes should be between 100-300 pages. If a chapter volume is shorter than 100 pages the partial volume may be submitted to the state society to be combined with other partial volumes and submitted on behalf of the state society. To do so, reach out the State Chair. See *“Division Submissions”* section for more information about how to handle an incomplete state volume.
8. **Numbering pages.** Start numbering the GRC with the front matter. The title page should be considered page 1. All pages should be numbered, including pages with just images. Do NOT use a combination of numbers and letters. Place numbers on the top right corner of the page. Starting the pagination immediately will allow for the index image number to align with the page number in the future.

The index created from the GRC Online Indexing Program will automatically number the index pages. There is no need to redo the numbering in the index. For more information about the indexing process see the "*Indexing*" Section below.

If a chapter decides to send their unfinished GRC Report to the State Chairman, the State Chairman will compile the volume then will assign the permanent page numbers and compile a master index. If the volume is compiled at the division level the Division Chairman will assign final page numbers and create the master index.

There should be no table of contents pages or indexes included in the partial volumes submitted, meaning in the end there is just one table of contents and one index for the combined State/Division GRC.

9. **Index.** Place the completed index provided by the GRC Coordinator at the end of the GRC. For more information about indexing refer to the "*Indexing*" section below.

### **Division Submissions**

As of 2020 divisions are welcome to submit GRC Reports. In the same fashion of chapters submitting partial volumes to states, if the State Chair has a volume that is too short to submit it may be sent to the Division Chairman to be added to a division volume. If the Division Chairman cannot collect 100-300 pages for a complete volume, they should contact the State Chair to decide how to handle the volume for the following year.

### **Indexing**

The purpose of indexing is to provide a ready alphabetical reference to all persons' names for the benefit of those using the work. Every name in a volume should be indexed using the online GRC Online Indexing Program. For the GRC Project there are two types of indexing. There is the indexing done to create the final index in a volume (Step 1 Indexing) and the indexing done after the final volume is fully processed by DAR staff, which makes the volume searchable when it is uploaded to the database (Step 2 Indexing).

In order to create the final index (Step 1 Indexing) the Indexer will need to be set up as a volunteer by the GRC Coordinator. To do so email the coordinator at [grc@dar.org](mailto:grc@dar.org). Someone in the same chapter is likely already set up to do this type of indexing. Check with the GRC Chapter or State Chair.

Once the Indexer is properly set up as a volunteer, they can request a temporary volume number to be assigned by the GRC Coordinator to start the Step 1 Indexing process. Once the indexing is completed the Indexer should notify the GRC Coordinator. The GRC Coordinator will then send a Word Doc and PDF of the finished index to be added to the final volume to be submitted.

The final indexing of the GRC Reports (Step 2 Indexing) is a volunteer-based program. Currently, there are no open positions to become a volunteer for Step 2 Indexing.

For general help with indexing refer to *NSDAR Library: Genealogical Records Collection Indexing Program* [LG- GRC-2001] available on the GRC website.

## Numbering Volumes

All Genealogical Records Committee reports received before March 1st, 1988 are known as "Series 1," and volumes since that date are known as "Series 2." The only exceptions to this policy are states which have maintained a consistent numbering system from the first report prepared to the present, including New York and Georgia.

Place the words "Series 2" on the second line of the title page, and next to it insert a short blank line for the national office to add the volume number. All future volumes will remain part of Series 2.

Books published privately by a DAR member cannot be considered part of a state's set of GRC Reports and MUST NOT be included in the series numbering. The book may be eligible as a donation to the DAR Library; contributors must send the Library Gift Approval and Donation Form [LG-1002.PDF] to receive consideration before sending the book.

## Digitization

Physical collections of genealogical records received by the committee are no longer being bound. After they have been cataloged records are digitized and the image is added to the Genealogical Records Committee database, and the printed copy is stored.

## Submitting Final GRC Volumes

### Submitting in a Digital Format

As of 2020, if a GRC is fully compiled in a digital format it can be submitted as a Word Doc without printing. Send an email to [grc@dar.org](mailto:grc@dar.org) with the GRC Report and index. It is acceptable to submit the GRC Report and the index as separate documents. The GRC Coordinator will combine the documents.

The GRC Coordinator will notify the sender upon receipt of the GRC Report.

### Submitting in a Physical Format

If submitting a print report rather than a digital file, mail printed reports to the Chapter Chairman, who will forward the volume to the State Chairman. All materials should be sent flat, never folded. Do not staple the copy or use a three-hole punch.

**Paper.** Use size 8½" x 11" acid-free paper (preferred) or high-rag-content paper. Computer-generated, typewritten, and photocopied documents are all acceptable. Please print all text in black.

The GRC Coordinator will notify the sender upon receipt of the GRC Report.

Chapters may print as many copies of the GRC Report as they would like. This may include creating copies to donate to a state library, archive, historical society, or area library. Donated copies are still under copyright to the DAR, and may not be reproduced or digitized by the recipients of said donations. State policies may vary on donations of GRC volumes.

## **How to Process Records from Other States**

If a chapter copies and transcribes materials from a state that is not their own, they should forward the materials to the state in which the materials originated for inclusion in a State GRC Report for that state. For instance, if a chapter is close to the border of a state and decides to collect records from a courthouse in the neighboring state, they would need to compile them and send them to the neighboring state. Another instance may be a volunteer including records they have collected specifically about their family; these records would need to be sent to the state in which the records were originally recorded.

This is important as GRC Reports are organized by the submitting state within the GRS. While the compiling may have been done by a member in one state, when a researcher is looking at the GRS, they will be searching by the state the records were in, not by who compiled the records.

On the section title page it should state the chapter that did the work and the state they are from, as it will differ from the state submitting the GRC. When a State Chairman submits the GRC Report they should note that the materials within GRC come from multiple states so credit can be properly assigned to those who did the work.

## **Awards**

Awards are presented at Continental Congress based on number of pages submitted to the GRC Coordinator by each state prior to the December 31<sup>st</sup> annual deadline.

Except for the index, every page, including front matter, receives a credit of one page. Indexes created using the online GRC Online Indexing Program that are single-space and in two columns receive four pages of GRC credit.

Published works by individual members that are donated directly to the Library will not receive GRC page credit. Those donations are credited to states as book donations only. Material can either be submitted as a book donation or for GRC credit but not both.

## **Helpful Do Not's**

- Do not copy records from websites. Material that is published on the Internet cannot be accepted as original source material.
- Do not submit copies of vital record certificates (birth, marriage, death) less than 100 years old.
- Do not send miscellaneous loose-leaf records or handwritten records to the GRC office in Washington, D.C.
- Do not compile volumes of pasted clippings and photos. Copy or abstract such records. When copying articles from newspapers they must be in the public domain and no longer subject to copyright.
- Do not copy reproductions of photographs, only copy originals.
- Do not send records to the home of the National Chairman. Submit the GRC Report to the Chapter Chairman, who will send it to the State Chairman.
- Do not send duplicate volumes to the National Society. Donate duplicates to the appropriate repositories.
- Do not submit work done by non-DAR members for GRC page credit. Consider instead donating such publications directly to the DAR Library for state credit for book donations.

## Checklist for Chapter, State, and Division Vice Chairmen



Every Chapter and State Chairman is required to maintain a list of the records which were sent to the national office and must pass the list along to her successor in office.

### For the Chapter Chairmen

To submit a completed *GRC Report* to the State Chair it must include the following, in order:

- A title page
- A table of contents
- 100-300 pages of text
- An index

If the volume does not meet the required page length contact the State Chairman to inquire about the possibility of inclusion in a state-submitted GRC.

### For the State Chairmen

When receiving materials from chapters:

- Send an acknowledgment to the Chapter Chairman that the materials were received.
- Record the submission within state-specific tracking records.
- Check if the volume is completed and has no issues:
  - The volume includes the following, in order:
    - A title page
    - A table of contents
    - 100-300 pages in length
    - An index
  - Also ensure that;
    - The GRC is in the proper order
    - There are no missing pages
    - Pages are not duplicated
    - The pagination is correct
- For incomplete volumes:
  - Compile volumes from multiple chapter submissions to reach minimum page count
    - Remove all chapter-level table of contents pages and indexes
    - Arrange the volumes by grouping similar types of records
    - Assign permanent page numbers to the compiled volume
    - Create an index for the entire volume referring to permanent page numbers
- If copies of the finished volumes are donated to other organizations, ensure that they reference the correct volume number established by the GRC Coordinator at the National Headquarters.
- Complete the annual report form to be submitted to the Division Vice Chairman

### For the Division Vice Chairman

- Compile the Master Questionnaire Reports from the State Chairmen.
  - It may be helpful to implement a “due date” to ensure reports are sent to the National Chairman on time.
- Forward the completed reports to the National Chairman.

## APPENDIX A: Sample Parts of a Volume

[1. Title Page]

### [STATE] DAR GENEALOGICAL RECORDS COMMITTEE REPORT:

Series 2. Volume \_\_\_\_\_ [leave blank]  
Specify type of records [marriage, cemetery, etc.], city/town, county,

state [subtitle of the volume]

[name of the contributing chapter]

[name of the chapter GRC Chairman]

[name of the state GRC Chairman]

Mrs. John Q. Public, State Regent

Denise Doring VanBuren, President General  
National Society Daughters of the American Revolution

Nancy A. Ball, National Chair  
Genealogical Records Committee  
202(\*)

© 202(\*) [or any subsequent year, but *not* double years like 2019–2020]  
National Society Daughters of the American Revolution

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National Society Daughters of the American Revolution,  
1776 D Street NW,  
Washington, DC 20006–5303

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\*current year

**[2. Supplementary Title Page]**

**MARRIAGE RECORDS**

[town, county, etc.]

[state]

[dates covered]

Copied by and presented  
through [name of chapter]

[name of chapter GRC Chairman]

[name of state GRC Chairman]  
202(\*)

\* current year

**[3. Bible Title Page]**

**Bible of  
JOHN SAMPSON JONES & MARY ANN  
SMITH [1808–1910]**

Owned by  
[name of person who owns Bible]  
[street address]  
[city, state, zip]

Contributed by  
[name of GRC Chairman]  
Genealogical Records Committee  
[name of chapter]  
[city, state]  
202(\*)

\* current year



**[4. Table of Contents]**

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## APPENDIX B: Deed Abstract

Please note: for Deed Abstracts the following information must be included for each document abstracted.

State

District

County

City

Address

Copied by

Date copied

Chapter

City

State

Title—Deed Book #    Vol. #    Page #

Name of grantor

Place of residence

Name of grantee

Place of residence

Amount of land

Amount paid \$

Reference (previous transaction)

Brief description, including any names and/or relationships mentioned

## APPENDIX C: Will Abstracts

Please note: for Will Abstracts the following information must be included for each document abstracted.

State

County

District

City

Address

Copied by

Date copied

Chapter

City

State

Title—Will Book #      Vol. #      Page #

Name of deceased

Residence at time of death

Date will was written

Date will was probated

[Note: If any of the following individuals are listed as deceased, please note that fact]

Name of spouse

Sons

Daughters

Other names mentioned in document with relationship, if given

Pertinent bequests

Executor(s) / Executrix

Witnesses

## **APPENDIX D: Abstract of Intestate Estate Documents**

Please note: for Intestate Estate Abstracts the following information must be included for each document abstracted.

State  
District  
County  
City  
Chapter  
Name of deceased  
Document date  
Type of document  
Book & page no.  
Other names mentioned & relationship if given