

Research Log Instruction Sheet

Use this tool to keep track of sources you have searched whether you found data or not. This tool will help you quickly remember what you have already done and locate records you may want to look at again.

1. Enter family name being researched.
2. Enter researcher name, this helps others evaluate your work with confidence.
3. Enter the date of each search.
4. Enter repository name and appropriate call number and source citation for easy retrieval should you want to look at this specific resource again in the future.
5. Enter NIL in the Abstract/Comments column if nothing is found about the family.
6. Abstract data that is located in the record into the comments column.
7. Transfer this data to the Family Group Research Tool and Timeline Tool for further analysis.