

# Best Practices for Interviewing and Saving Your Box

**20 January 2018 Mapleton Fair Class:** Most of the Best Practices class time will be spent on Gathering and Interviewing and some on Preserving. The Question and Answer period will have displays on Preserving and Organizing as well as time to answer class members' questions.

**This handout is mainly an index to more detailed articles.**

## 1. Prioritizing

- What is most perishable or likely to be lost?
- Start there last week

## 2. Locating & Gathering

<https://www.preservingtime.org/gathering-the-stuff.html>

- Living Knowledge
  - List of Relatives
  - Your own memories
- In your own home
- Other family
- ASK Strategically
  - Dumping on YOU is OK and even good
  - Dumping on others drowns progress—"Do this (write, find etc.) and send to me!"
- Open the way for things to find you
  - Who is active on FamilySearch.org; contact them
  - Social Media

## 3. Interviewing

<https://www.preservingtime.org/interviews.html>

- Prepare for interviews
  - Interview questions
  - Interview notes
  - Record the interviews
- Phone call interviews
- "Written" interviews

## 4. Organizing

<https://www.preservingtime.org/organize-to-fit-the-way-you-think.html>

<https://www.preservingtime.org/photo-organization.html>

<https://www.preservingtime.org/clues-to-identifying-photos.html>

- Digital vs physical
- How:
  - By Surname
  - Alphabetical
  - By Location
  - By Date/Generation
- Keep it simple
- Work in specific and contained blocks



## 5. Preserving

<https://www.preservingtime.org/preserving-family-treasures.html>

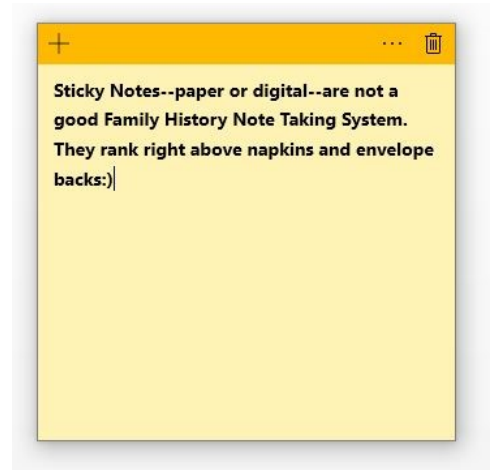
<https://www.preservingtime.org/more-on-archiving--the-good-the-bad-and-the-terrible.html>

<https://www.preservingtime.org/avoiding-digital-disasters.html>

- High resolution files or good quality supplies—DON'T plan to redo ever again
- Digitizing
  - Scanning
- Preserving Originals
- Cloud Storage and Back up!!  
FamilySearch.org !!! Back up in the Granite Mountain Vaults

## 6. Recording

- Recording-Audio and Video
  - Be prepared for unexpected opportunities
  - Know how your equipment works
- Photographing
  - Photo Scan apps
  - Again—know your apps and equipment
- Entering Data
  - FamilySearch.org
  - Personal Management program
  - Source information as you enter it
- Writing
  - Life and personal histories
    - <https://www.preservingtime.org/memory-jogger-s-for-writing-personal-histories.html>
  - Note-taking
    - <https://www.preservingtime.org/family-history-notetaking.html>



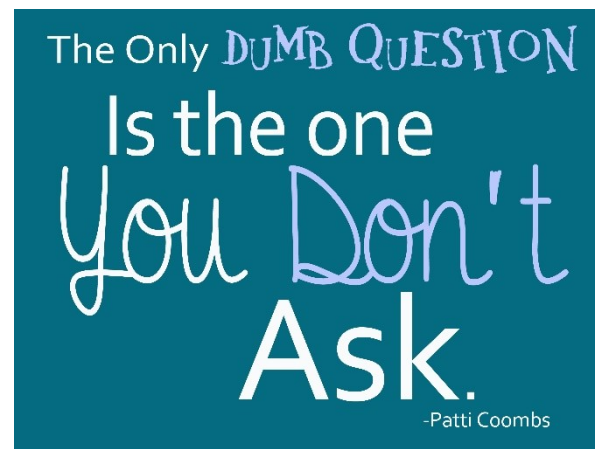
## 7. Sharing and Collaborating with others

- Work with those that are already active
  - Don't waste time doing something that is already done
  - Don't duplicate efforts of others
- Get additional help from those that show interest
- Ask youth to help you with their tech skills
- Additional form of backup

## 8. Reviewing

- Have you discovered temple work that needs to be done?
- Are there missing family members or information to find?
  - The answer to this question is, "Yes"
- Is there information that leads to research or other special projects?

## 9. Don't rely on your memory—Use a computer or paper or both to remember things for you!



**GOOD LUCK!!**