

Operation: Recovery—Save the Box

12 Step Family History Program



January	<p>Gather all family history related materials you have access to; napkins and backs of envelopes can be valuable family history documents☺. For suggestions on what information to look for see:</p> <p>https://familysearch.org/wiki/en/Gather_Family_Information OR http://www.preservingtime.org/gathering-the-stuff.html</p>
	<p>Gather the stuff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Find a box and a location; <input type="checkbox"/> ? One for each family member <input type="checkbox"/> What kinds of stuff to gather—See links above <input type="checkbox"/> Gather for living family not just deceased <input type="checkbox"/> Encourage other family members to gather <input type="checkbox"/> ... <input type="checkbox"/> ...
February	<p>Digitize (Scan or photograph) the materials you have gathered; List of equipment available at the Mapleton Family History Center:</p> <p>https://familysearch.org/wiki/en/Mapleton_Utah_Family_History_Center#Center_Resources</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Learn about file formats and best practices before beginning a scanning project; see: http://www.preservingtime.org/scanning-photos-and-documents.html and http://www.preservingtime.org/photos-and-stories.html <input type="checkbox"/> Store digitized materials in a safe environment after scanning (see: http://www.preservingtime.org/more-on-archiving--the-good-the-bad-and-the-terrible.html and: https://www.preservingtime.org/preserving-family-treasures.html) <input type="checkbox"/> Take photos of 3-D items that are important to the family <input type="checkbox"/> Back-up all files before beginning the organization and labeling of the files <input type="checkbox"/> ... <input type="checkbox"/> ...
March	<p>Label digital files; It is recommended you establish a standard file naming procedure before beginning. Help is available online. Good article: http://oregonstate.edu/cws/training/faq/what-are-good-file-naming-conventions</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> ONCE AGAIN: back-up, BACK-UP, BACK-UP everything you do <input type="checkbox"/> For help on identifying photos see: http://www.preservingtime.org/clues-to-identifying-photos.html <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> Back-up all digital files ☺

April	<p>Upload photos or documentation to your family in Family Tree on FamilySearch.org; for help ask one of your ward family history consultants, a teenager or go to this link: https://familysearch.org/ask/#/memories/</p>
	<p>Uploads to FamilySearch.org are backed-up in the Granite Mountain Vaults</p> <ul style="list-style-type: none"> <input type="checkbox"/> Connect uploads to every person on Family Tree that they include <input type="checkbox"/> Title uploads and enter descriptive information. (These are searchable and may fish out a cousin that can give you additional information.) <input type="checkbox"/> Group uploaded memories into albums <input type="checkbox"/> Type up personal, individual or family stories and copy and paste them to the “Stories” section of “Memories” on an individual person page <input type="checkbox"/> Upload audio files to FamilySearch.org; support .mp3 and .m4a files up to 15MB <input type="checkbox"/> ... <input type="checkbox"/> ...
May	<p>Label printed photos in your possession; use an archival method (information: https://www.preservingtime.org/preserving-family-treasures.html OR: https://www.preservingtime.org/more-on-archiving--the-good-the-bad-and-the-terrible.html)</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Label photos with date, location or circumstances if known <input type="checkbox"/> Identify "all" individuals in photos as far as possible <input type="checkbox"/> Video other family members as they look at a photo album to record the names of the people they identify and record the stories they tell. Try to get access to the album and scan the photos/pages <input type="checkbox"/> Take current photos and set up an organization system for them; Back-up, BACK-UP, BACK-UP all files <input type="checkbox"/> Print photos from digital files so your family can more easily view and enjoy them <input type="checkbox"/> ... <input type="checkbox"/> ...
June July August	<p>Take advantage of family reunions and vacations. Identify other relatives who have family photos and information. Make plans to meet with them and make copies/ digitize their information. Arrange to interview relatives about their lives; ask them about family history stories they may know. Record these interviews. (Many sites online have suggestions for conducting interviews and sample questions. One example: https://familysearch.org/wiki/en/Riverton_FamilySearch_Library/Family_Story_Room)</p>
	<p>More information at: http://www.preservingtime.org/interviews.html; see links in other months for additional helpful information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make a list of possible family to contact <input type="checkbox"/> Make family history—continue family traditions; schedule family time and activities <input type="checkbox"/> Record family history-- take photos and record audio and video; write down current stories and special memories <input type="checkbox"/> ... <input type="checkbox"/> ...

September	Another month for digitizing
See February for additional suggestions <input type="checkbox"/> ... <input type="checkbox"/> ...	
October	Photograph family treasures in your home; record the stories behind the items, where they came from and/or who they were passed down from.
<input type="checkbox"/> Video your family talking about the items that mean the most to them and the stories they know about the item or memories it reminds them of <input type="checkbox"/> Ask questions of other family members to find out where older items came from and what they know about them <input type="checkbox"/> ... <input type="checkbox"/> ...	
November	Take advantage of Thanksgiving and other family times to complete more Interviews
See: June, July, August for additional suggestions <input type="checkbox"/> Make and record family history —continue family traditions; take photos and record audio and video; write down current stories and special memories <input type="checkbox"/> ...	
December	Identify your family traditions. Record their origin. Record family stories about these traditions.
<input type="checkbox"/> Visit locations important to your family (such as homes lived in) and take photographs <input type="checkbox"/> Find out more information about family traditions from family members you visit during the holidays; Think of questions to ask ahead of your visits <input type="checkbox"/> Take a Google Maps tour of an area where your family has lived <input type="checkbox"/> ...	
Your birthday month	Take time to record some of your own stories and identify pictures of yourself. Consider creating a timeline or recording highlights and lowlights, of the past year each year on your birthday.
<input type="checkbox"/> Make sure there are photos of you—especially if you are the family photographer <input type="checkbox"/> Interview yourself and record (audio or video) some of your memories and stories <input type="checkbox"/> Write a personal history—focus on the most important events, stories and feelings, not everything that has ever happened to you <input type="checkbox"/> Start or continue writing in a journal <input type="checkbox"/> ...	