



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

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Introduction

Welcome to these instructions to add to the DAR's rich collection of genealogical records. Since 1913 the Genealogical Records Committee has gathered, abstracted or recorded, and indexed records from across the country. Many of these collected records have been the key resource to successful applications for membership. Without access to these records the DAR would not be the diverse, vibrant community we currently are.

The work of the committee continues today. We are looking to add more unpublished resources including family Bibles, unpublished church records, cemetery records, unpublished sources of service for patriots, and record collections that are inaccessible to researchers that could have that vital piece of information.

This booklet will give instructions on how to choose and prepare the records to submit to the DAR Library. The process of submission to the GRC collection and how to index to records are also explained. We as a committee are here to assist. Please reach out to your chapter chair, state chair, or any member of this committee for any questions you may have.

Together we can bring to light new resources and make applications sparkle with documentation that will allow them to be approved with ease. Let us celebrate the Stars and Stripes Forever and work to assist researchers with more information to discover their past.

Catherine Stearns Medich
National Chair
Genealogical Records Committee
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Quick Overview of how to submit records to the Genealogical Records Committee.

Identify:

- Locate unpublished genealogically significant records that have not been published elsewhere – by publishing this could mean digital images found on a web site. Pages 8-12
- Reach out to your GRC State Chair to be sure you are on the right track.

Image:

- Scan or photograph the record set. Each page needs to be its own image.

Describe:

- In Word, write a brief overview of the collection, who owns it? How did it get to be in their possession? That you have permission to work with the records.

Transcribe:

- Insert one page of image and follow it up with a transcription of the writing on the page, misspellings and all. Do your best. P. 13-14
- Continue until you are either finished with the record set or reach 100 or so pages. Volumes are best sized at 100 – 300 pages.
- Abstract records that are too modern. P 10 Map a cemetery. P 12

Edit:

- Look over your work for errors, etc.

Forward:

- Forward the electronic package to your State Chair. She will look it over as well for obvious errors.

State Chair Duties:

- Contact the GRC Liaison at the DAR Library and let them know you have a finished volume. The Liaison will give the volume a temporary name for the Library's catalogue and send a link to a program where the names can be input to form an index. P 15-16 This job can be done by the state chair, the volunteer who did the transcribing or another volunteer.
- ***Congratulations, you have a volume!***

Secondary Index:

- Once the volume has been accepted into the Library's catalogue there is a secondary index created by volunteers. This index allows all the hard work to be searchable on the GRC tab in the GRS section of emembership.dar.org

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General

The Genealogical Records Committee was established on June 4th, 1913. Its mission is to collect and index records of a genealogical nature and make them accessible and easy to search within the DAR Library.

Members copy or make abstracts of records in the chapter's area or state with the hope that a large collection of records that may aid in genealogical research will have been copied or abstracted and made easily discoverable in one location.

Chapter Chairs send these records to the State Chair. The State Chair, 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 Chair sends the final product to the GRC Office in Washington, DC. Refer to the Checklist on page 13.

Every Chapter and State Chair 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 Chair in your chapter or state. Or utilize the new Genealogical Records Community on DOC – community.dar.org – to ask questions.

When necessary, the Division Vice Chairs and/or National Chair may be contacted via the contact page on the Committee's web site:

<https://www.dar.org/members/committees/service-committees/genealogical-records/contact-genealogical-records-committee>.

The GRC Coordinator at the DAR Library can also be contacted through the GRC email at grc@dar.org.

Deadline

For a volume to be counted towards the current Continental Congress it must be submitted to the National office, with no outstanding issues, NO LATER THAN DECEMBER 31st of each year.

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

December 31st is the national deadline, so if the State Chair is compiling the GRC she may set an earlier deadline to ensure proper Chapter Achievement Award credit. It is strongly recommended that the State Chair submit volumes well in advance of the December 31st 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 Notice on Volumes

The primary mission of the Genealogical Records Committee has always been to acquire new 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 chairs 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.

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. 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: <https://guides.lib.umich.edu/copyrightbasics>.

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.

Copyright Rules for Inclusion of Materials in a Volume

As we expect the NSDAR's copyright ownership of published GRC Reports to be respected, the members of this committee, the volunteers, and the library staff will respect the copyright of content belonging to other authors or organizations and refrain from including it in a GRC volume. All individuals involved with the committee's work must make a good faith effort not to include any materials currently subject to copyright restrictions in the volumes published by the Library. This includes but is not limited to: text authored by another person, images taken by another person or organization that are not in the public domain, and digital reproductions created by another organization. See the instructions for more detailed examples.

For materials that are included in a GRC volume which are in the public domain or not otherwise under copyright protection, including transcriptions, committee members are also asked to cite and/or properly attribute any intellectual property or work included in a GRC Report to the correct source whenever possible.

The GRC committee will also not allow materials that may only be included under selective or contingent copyright permissions.

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.

Rules of Thumb

- Only submit images of original materials.
- Do not copy reproductions (i.e. photocopies).
- Images of source materials can only be used if they were taken by the person submitting the materials. The DAR cannot accept materials digitized or imaged by an archive, library, or other like organization.
- Material that is published on the Internet cannot be accepted as original source material. This includes www.familysearch.org, etc.
- Respect personal privacy by not including any DAR member numbers in a report, including your own.
- Vital record certificates (birth, marriage, death) can be imaged if they were created over 100 years ago.
- When copying articles from newspapers they must be in the public domain and no longer subject to copyright.
- Always keep the necessary Chairs informed of the work you have done.
- Miscellaneous loose-leaf records or handwritten records sent to National cannot be accepted. They will be returned to the sender.
- Do not send records to the home of the National Chair. Instead reach out to the Chapter or State Chair.
- Donate duplicates to an appropriate repository. National will only be able to accept one copy of each volume.
- GRC credit can only be awarded by DAR Members.
- Always feel welcome to ask for help!

Types of Records to Copy

Records to copy may include:

- Military records
 - With a special focus on Revolutionary War Era records
- County and town deeds and other land records
- Birth, marriage, and death records (vital records)*
- Wills and estate records
- Final distribution of the estate records
- Court order or minute books
- Parish registers of marriages, births, and deaths
- Town council minutes
- 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*
- Tombstone inscriptions and cemetery records
- Papers and letters with genealogical significance

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 still living are acceptable.

***NOTE:** Records in these categories may need to be abstracted. See the section on abstracting below.

Types of Records *NOT* to Copy

- Information available on the Internet from such sources as Fold3, Ancestry, Find-A-Grave, FamilySearch, 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.
- Materials like personal journals and diaries, personal letters, and family histories should not be included in volumes.

Abstracting Materials

Records like vital records or newspaper articles may need to be abstracted in order to be included within a GRC Report due to copyright restrictions. Other records may require an abstract to make them easier to use and read, like wills and deeds. Abstracts, unlike transcriptions, are not direct word for word copies of the original document, rather they are summaries of the document. Every person mentioned in the records should be recorded in the abstract.

These abstracts should not include any personal identifying information (PII) that may put a person's identify at risk; an example of this would be a home address or social security number.

Vital records must be abstracted if they are less than 100 years old. Newspaper articles must be abstracted if they are less than 75 years old.

For vital records and newspaper articles that need to be abstracted please do not include an image of the original record. For wills and deeds, if possible, it is encouraged to place the original before the abstract.

For sample abstracts see Appendix C. Every record will vary, so the fields in the sample abstracts may be different from the record being abstracted. It is acceptable to have fewer or more fields than are in the samples.

Compiling, Collecting, and Researching Different Types of Records

Archives, Courthouse, and Library Research

Volunteers may frequently need to visit archives, courthouses, and libraries in order to copy records within their collections.

Helpful Tips

- Look online or call 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 organization.
- Be aware that some archives, court systems, and libraries may have multiple locations, only one of which may serve records. Look for any policies on pulling records to see if the organization 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 organizations may charge for copies and not accept credit cards.

Materials already digitized by the archive, courthouse, or library can be included in the volume as a transcription, however, the image cannot be placed in a volume. Images must be taken by the person submitting the materials to the GRC and only of the original image, not of a reproduction.

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

Abstracting Deeds and Wills

Refer to Appendix C for the recommended format for abstracting deeds and wills. The format for wills may be adapted for administration or guardianship 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 imaged 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. For a sample of a Bible title page, see Appendix A.

Cemetery Records

The DAR is well known for its work transcribing cemetery gravestones and GRC Reports traditionally contain many such efforts. Today the GRC Project goes one step further and not only transcribes tombstones but creates surveys of the cemeteries. The surveys include a record of who completed the work, map with a plot description or template, and an image and full transcription of each tombstone.

It is suggested, when surveying cemeteries, 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.

Helpful Tips:

- 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.
- Copying gravestone inscriptions is done best by multiple people. Divide a cemetery into sections. 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. For larger cemeteries, it may be helpful to have pairs of committee members working on 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 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.
- When creating a map of the cemetery use Google Maps for an easy key to what the aerial view of the cemetery looks like.
- Number the grave sites on the map for an easy key to the corresponding transcriptions.

See Appendix B for a sample of a cemetery survey with a cemetery map and individual tombstone transcriptions.

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

1. **Margins.** Try to allow for 1" on all sides.
2. **Font.** The font should be size 12 and in one of the following fonts: Arial, Times New Roman, or Calibri.
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.).
4. **Title page or pages.** See Appendix A for templates.
 - 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 Chair, and the name of the state GRC Chair. The state regent’s name should be centered on the page above the names of the President General and the national GRC Chair.
 - 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 Chairs 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.

5. **Table of Contents.**

Show the inclusive page numbers of each section of the book and place it ahead of the text. Do not include the page numbers for the title page, table of contents, and index. See the sample template in Appendix A.

6. **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.

7. **Illustrations and images may be included.**

Limit pictures and illustrations other than the images of the original documents to three pages within a volume. Multiple pictures can be placed on these three pages.

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 Chair, the State Chair 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 Chair 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 Chair to be added to a division volume. Only materials from states within that division can be included in these volumes. If the Division Chair 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)
- 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).

To create the final index (Step 1 Indexing) the Indexer will need to be set up as a volunteer by the GRC Coordinator at the DAR Library. To do so email the coordinator at grc@dar.org. Volunteers will need access to e- membership. To get an e-membership account reach out to the Organizing Department at organizing@dar.org.

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. There are some volumes to be indexed. Please reach out to the GRC Coordinator. The indexing is also done via emembership.

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, and division volumes.

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 or PDF without printing. Send an email to grc@dar.org with a request to submit a GRC Report electronically. GRC Reports are often too large to send via email so the GRC Coordinator will set up a safe file transfer site for files to be uploaded.

It is acceptable to submit the GRC Report and the index as separate documents; however, both must be submitted at the same time. The GRC Coordinator can combine the documents.

The GRC Coordinator will notify the sender upon receipt of the GRC Report. If the volume is sent directly to National make sure to inform both the Chapter and State Chairs of the submission.

Submitting in a Physical Format

If submitting a print report rather than a digital file, mail printed reports to the Chapter Chair, State Chair, or the National office. If the volume is sent directly to National make sure to inform both the Chapter and State Chairs of the submission.

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. All materials should be sent flat, never folded. Do not staple the copy or use a three-hole punch.

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 this will differ from the state submitting the GRC. When a State Chair 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. When sending materials to other states make sure to include the State and Division Chair on any correspondence.

If a chapter or state compiles an entire volume with materials made up from another state, they can send the finished volume directly to National. The GRC title should name the state in which the records were created, not the state that compiled the GRC Report. As with unfinished materials State and Division Chairs should be included on any correspondence.

***NOTE:** If a volume is submitted on behalf of another state, the State Chair that the volume is submitted under must be notified.

Awards

Awards are presented at Continental Congress based on the number of pages submitted to the GRC Coordinator prior to the December 31st annual deadline. Awards may be given out at the individual, state, chapter, and division level at the discretion of the National Chair.

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. The document, *GRC Pin: How to Track Personal Credit for the GRC Pin* [GRC-WP-4001], will aid volunteers in understanding how credit is awarded.

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.

GRC Pin

As of 2021 volunteers can earn the Genealogical Records Committee pin for their work on this project. Volunteers are eligible for this pin after earning 100 pages worth of verified credit. Additional gold bars can be earned after the initial pin is awarded. See the requirements in the table below.

Bar Level	Award	Additional Pages	Total Pages
---	GRC Pin	---	100
Level I	Initial Gold Bar	200	300
Level II	Additional Gold Bar	700	1,000
Level III	Additional Gold Bar	1,000	2,000
Level IV	Additional Gold Bar	1,500	3,500
Level V	Final Gold Bar	1,500	5,000+

Credit for the GRC Pin is awarded to the person who did the work, not necessarily the person who submitted the records. For example, if a volunteer submits images of a Bible, but does not complete the transcription, they do not get credit for the whole section in the volume. The credit would be split between the two volunteers based on the number of pages they completed. This extends to the index. The volunteer who completes the index gets sole credit for those pages.

State Chairs can qualify for this pin based on the number of pages they personally create.

To qualify for permission to purchase the GRC Pin fill out the *Genealogical Records Committee Pin Authorization Form* [GRC-WP-4000]. Sign and date the completed form. Send the signed form to the GRC National Chair, with copies to the Divisional Vice Chair and State Chair if applicable.

For more information on the pin and links to the documents mentioned visit the Genealogical Records Committee webpage on the DAR Members' website.

Checklist for Chapter, State, and Division Vice Chairs



Every Chapter and State Chair 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 Chairs

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 Chair to inquire about the possibility of inclusion in a state submitted GRC.

For the State Chairs

When receiving materials from chapters:

- Send an acknowledgment to the Chapter Chair 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 Chair

For the Division Vice Chair

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

Appendix A: Sample Parts of a Volume

[1. Title Page] *This is a template; when creating a title page only copy the information below.
Only enter information if applicable.*

[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(s)]

[name of the chapter GRC Chair]

[name of the state GRC Chair]

Mrs. John Q. Public, State Regent

[New PG], President General
National Society Daughters of the American Revolution

[New Chair], 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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*current year

[2. Table of Contents]

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[3. Supplementary Title Page]

MARRIAGE RECORDS

[town, county, etc.]

[state]

[dates covered]

Copied by and presented through

[name of chapter]

[name of chapter GRC Chair]

[volunteer(s) who completed the work]

[name of state GRC Chair] 202(*)

* current year

[4. Bible Title Page]

Bible of
JOHN SAMPSON JONES & MARY ANN SMITH
[Dates of use: 1910–1940]
Owned by
[name of person who owns Bible]
[city, state]

Contributed by
[volunteer(s) who completed the work]
Genealogical Records Committee
[name of chapter]
city, state] 202(*)

* current year

[5. Sample Provenance Page]

Do not include personal information in provenance pages. This page is simply to explain the history of the Bible itself, including who owned it, the years of use, and possibly where it may have been kept.

Example 1:

Bible of John Sampson Jones and Mary Ann Smith

This Bible originally belonged to John Sampson Jones and his wife Mary Ann Smith of Cook County, Illinois. It was gifted to them by Mary's mother, Elizabeth Smith, on their wedding day. After the couple passed away it was passed down to their daughter, Lisa Allen nee Jones. In 2004 the Bible was passed on the Lisa Allen's daughter Abigail who resides in Denver Colorado.

The Bible was imaged in 2018 by Linda Hughes, Abigail Allen's cousin, for inclusion in this volume.

Example 2:

Original and Past Bible Owners

John Sampson Jones and Mary Ann Smith (1910-1962)

Their daughter Lisa (Jones) Allen (1962-2004)

Granddaughter Abigail Allen (2004-present)

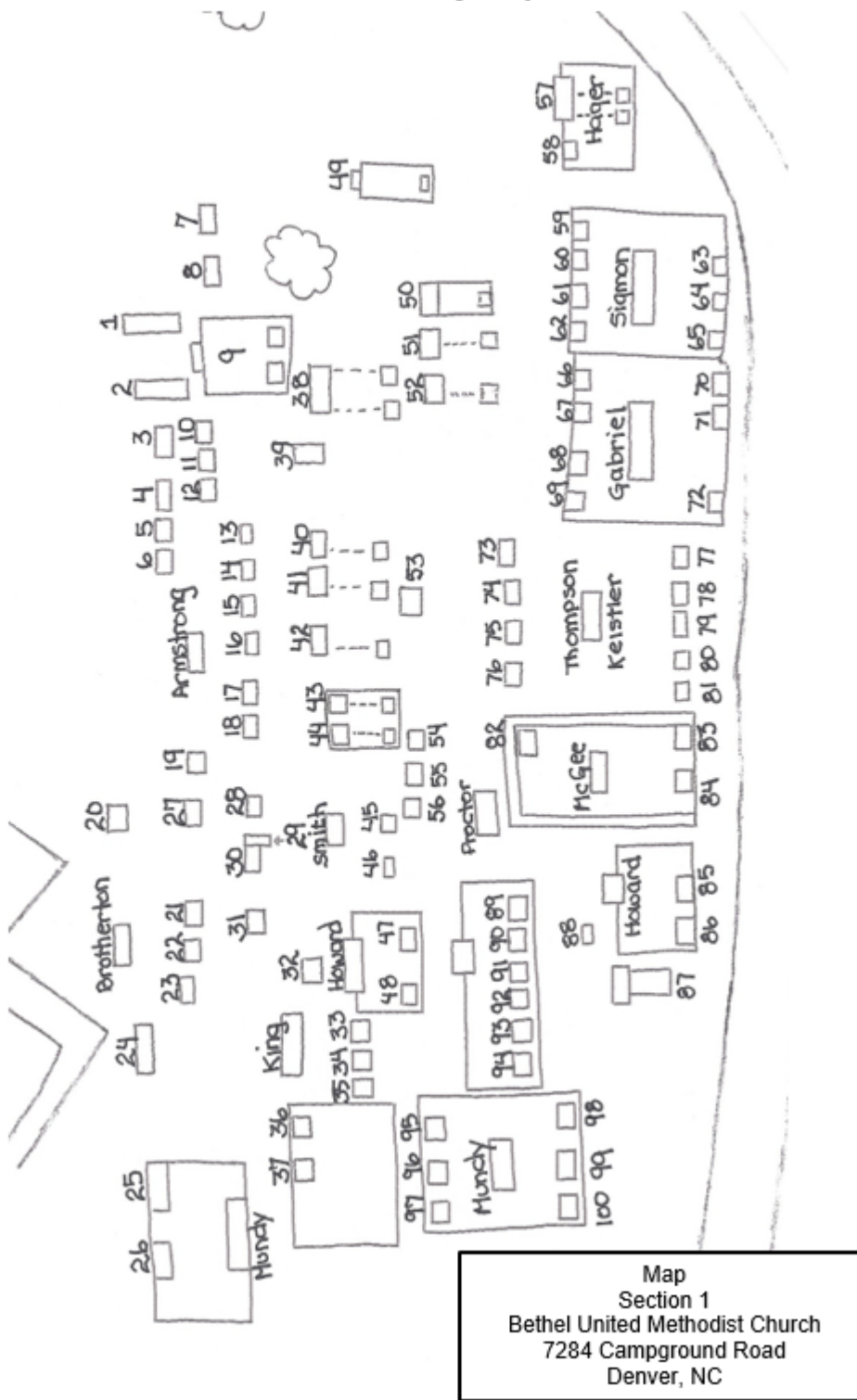
Appendix B: Sample Cemetery Survey

Bethel United Methodist Church Cemetery

Cemetery Information	
Cemetery address	7284 Campground Road Denver, NC 28037
Cemetery dates of use	First burial may be August, 1831; Mary Colwell, (See page 579, Map Location 533.) As of December 2018 the cemetery is in use.
Cemetery ownership	Bethel United Methodist Church
Internment records availability	None
Cemetery contact information	7284 Campground Road Denver, NC 28037 704-483-1366
Other names by which this cemetery has been/is known	Bethel Methodist Episcopal Church
Date survey took place	October & November, 2018

Survey Team	
Name	Responsibility
Holly Sweet Vesuvius Furnace Chapter Chapter GRC Chairman	Project organization, cartography, photography, inscription transcribing, page layout and volume preparation
Nereid Hayden Vesuvius Furnace Chapter Chapter GRC Vice Chairman	Photography, inscription transcribing, gravesite clean-up
Jennifer Baker Vesuvius Furnace Chapter Organizing Regent	Bethel United Methodist Church and Denver, NC history research, gravesite notes, proof-reading, encouragement and much needed support

Section 1 --Cemetery Map






Map
Section 1
Bethel United Methodist Church
7284 Campground Road
Denver, NC

Map Key Section 1, (Volume 1)

Map Location	Name/Names
1	Nova Modlin Lowe
2	Cecil Lowe
3	M. J. Shelton Susan F. Shelton
4	David Elias Rhyne
5	Lillie Etta Rhyne
6	Pinkie E. Armstrong
7	Alice Hoover Howard
8	Sophie M. Howard
9	C. C. Beatty S. J. Beatty
10	Francis R. Mundy
11	Rufus M. Mundy
12	Charles M. Mundy
13	Laura Carrie Thompson Armstrong
14	James M. Armstrong
15	S. Elizabeth Goodson Armstrong
16	J. Pinkney Armstrong
17	Rebecca Goodson Armstrong
18	Rev. J. Frank Armstrong
19	Carl Clifton Whitener
20	Gertrude Kidd Kelley Worsham Lucius T Kelley
21	Vinnie Stowe Brotherton
22	Edgar R. Brotherton
23	Otto O. Brotherton
24	James A Lineberger Jane Clark Lineberger
25	Blanche Alva Goodrum Mundy
26	Don M. Mundy
27	William Sidney Kids
28	Infant Son of O.F. I.V. Howard
29	A. A. H. (footstone only)
30	Ida V. Howard
31	Ollie F. Howard
32	Annie Mae King
33	Lydia Mae Howard King

Bethel United Methodist Church Cemetery, Denver, NC Survey Date: October/November 2018

Headstone Photo	Transcription Marker Type	Map Location
	<p>C. C. BEATTY S. J. BEATTY <i>BORN</i> <i>BORN</i> SEPT. 4, 1848 MAY 1, 1842 <i>DIED</i> <i>DIED</i> MAR. 7, 1923 AUG. 23, 1827</p> <p>Marker type: Marble</p>	<p>9</p>
<p data-bbox="444 852 594 884">Footstone</p> 	<p data-bbox="938 852 1133 884">Transcription</p> <p>C. C. B. S. U. B.</p>	
<p data-bbox="727 1129 971 1161">Grave Site Photo</p>		
		
<p data-bbox="802 1671 899 1703">NOTE:</p> <p data-bbox="261 1707 1414 1761">Coleman Colie Beatty is the listed name on the record housed in the NC State Archives. North Carolina Death Certificates, 1906-1930. His spouse on that document is listed as Sarah Jane Harwell Beatty.</p>		

Appendix C: Sample Abstracts

[1. Sample Obituary Abstract]

Obituary of Robert A Smith

Tucked into the Smith Family Bible.

Originally published in Salmon Post October 1975.

Robert Smith

Born- Lemhi County 1894

Child of- Marilyn Michaels and William C. Smith

Married- Elizabeth Matthews in Salmon 1917

Moved to- Berkeley in 1942

Robert Smith was associated with the Pioneer Mercantile and served as city councilman in Salmon. He also mined in the Forney area.

Survived by:

Widow- Elizabeth Matthews

Daughter- Molly Jones

Son- Christopher Smith

Four grandchildren

Five great-grandchildren

Preceded in death by two brothers and two sisters.

Private interment was held at Oakmont Memorial Park in Lafayette, California.

[2. Sample Marriage Certificate Abstract]

Marriage License of Walter Orr and Sarah Holmes

Seneca County, Ohio

Judge of the Probate Court, W. S. Wagner licensed and authorized Walter Orr and Sarah Holmes to be joined in marriage.

Dated 6 February 1972.

Witnessed by W.S. Wagner and Chase Williams, Deputy Clerk.
Includes official court seal.

***NOTE:** Do not include certificate numbers or personal addresses.

[3. Sample Death Certificate Abstract]

Certificate of Death for William Thompson

Name of Deceased- William Thompson

Place of Death- Trenton, NJ

Date of Birth- 02/08/1923

Date of Death- 07/14/2002

Sex- Male

Marital Status-Married

Father's name- Samuel Thompson

Mother's name- Sarah Thompson

***NOTE:** Do not include certificate numbers, social security numbers, or personal addresses.

[4. Sample Deed Abstract Template]

***NOTE:** for Deed Abstracts the following information must be included for each document abstracted.

Deed Abstract

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

[5. Sample Will Abstract Template]

***NOTE:** for Will Abstracts the following information must be included for each document abstracted.

Will Abstract

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

[6. Sample Intestate Abstract Template]

***NOTE:** for Intestate Estate Abstracts the following information must be included for each document abstracted.

Intestate Abstract

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