



PURPOSE

The purpose of this Work Instruction is to aid volunteer editors of the PRS in transcribing data found in original Record Copies.

SCOPE

This process should be used by all volunteers editing Patriot records within the PRS.

DEFINITION

<u>Annotations</u> – In our context, annotations are often handwritten corrections and additions the applicant or SAR Staff Genealogists add.

<u>PDF</u> - Abbreviation that stands for Portable Document Format. It's a versatile file format created by Adobe that gives people an easy, reliable way to present and exchange documents.

PRS – Patriot Research System, the Sons of the American Revolution online research tool for individuals who served or aided the United States during the Revolutionary War period.

RC – Record Copy.

Record Copy – A scanned copy of an original member application.

ROLES

- PRS Volunteer Editors
- PRS Volunteer Publishers

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This Work Instruction will

of transcribing application records copies (right) into

The following pages will demonstrate the types of

field and the type of

information that go into each

information you may find on an Application Record Copy.

☐ Include Generation 1

Name

Husband

O Is Patriot

First

Prefix:

Notes:

PRS (below).

guide you through the process

Transcribing Record Copies - Part 3 Transcribing Generations



SAR* SONS OF THE
AMERICAN REVOLUTION
APPLICATION FOR MEMBERSHIP

	Application Type: Regular	AUN: 10/923				Number:
	State Society: Arizona SAR NAME OF APPLICANT: Rob	Chapter: Sagua	aro		State N	Number: 0 Age: 23
	Address: 15 Main St, Boston Ma					11go. 25
	Phone: (574) 555-1212	Ema	il: insbags@yah	oo.com		
	Name as you wish it to appear on	SAR Certificate: Rob J	ohn Le Patriote			
		REVOLUT	TONARY PATI	RIOT ANCESTOR	t	
	I hereby apply for membership in	this Society by the right	t of bloodline de	scent from		Gen#
	who assisted in establishing Ame	rican Independence whil	le acting in the c	apacity of:		
		Ţ	PROOF OF SE	RVICE		
SS		STATEMENT OF I	DI CODI INTE T	O DATRIOT AND	TETOD	
		STATEMENT OF I	BLOODLINE I			
	1 - I am Rob John Le Patriote		born	DATE 2/01/2000	CITY	Y/COUNTY/STATE
	and my 1st spouse		born	2/01/2000		
	NSDAR#		died			
	D-C		married			
	References:					
	2 - I am the son of William Edwa	ard LePatriote	born	03 Mar 1976	Boston / Essex	:/MA
	NSSAR#		died	1000		
	and his wife Abigrail Adams NSDAR#		born died	19/6	// MA	
		of	married	01 Jun 1998	Boston / Essex	/ MA
	References:					
	3 - Grandson of Brian Edward Lo	e Patriote	born	01 Ian 1945	Boston / / MA	
	NSSAR#		died			
	and his wife Martha C Washington	on	born	01 Dec 1946	Newton / / MA	N _c
	NSDAR#		died	01 1-1 1027		
	Who is the son X /daughter References:	01	married	01 Jul 1976		
	-					
	4 - Great Grandson of Edward G	eorge Le Patriote	born	01 Jan 1885	Boston / / MA	
	NSSAR# and his wife Betsey Ross		died born	1950 ts 1921	//MA	
	NSDAR#		died	ts 1921	bur Boston / E	ssex / MA
	Who is the son X /daughter	of	married			
	References:					
	5 - Great ² Grandson of Thomas	Le Patriote	born	01 Ian 1845	Beverly / / MA	
	NSSAR#	<u>Le l'aniote</u>	died	Aft 01 Jun 1920		
	and his wife Sally Hemmings		born	25 Mar 1855	/ / VA	
	NSDAR#		died			
	Who is the son X /daughter References:	of	married	01 Jul 1876		
	references.					
	6 - Great 3 Grandson of Josiah C	Le Patriote	born	30 Aug 1799	Boston / / MA	
	NSSAR#		died	ts 1882	bur Boston // I	MA
	and his wife Dolley Payne NSDAR#		born died	07 Jul 1815 12 Jul 1848	// NC // MA	
	Who is the son/daughter	of	married	12 041 1010		
	References:					
	7 - Great 4 Grandson of Peter Le	Detelete Te	born	00 6 1776	Boston / / MA	
	NSSAR#	Patriole Jr	died	1861	Boston / Essex	
	and his wife Rachel Donelson		born	1776	/ Pittsylvania /	
	NSDAR#		died			
	Who is the son/daughter	of	married	10 Oct 1797	Boston / / MA	
	References:					
t	Middle	7	Las	t		Suffix
	IVIIGUIC					Janna
D:-41	D-4		_			
Birth	Date:		F	Birth Pla	aced:	
			_			
Death	Date:		[Death P	lace:	

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Application Layout has varied over the decades. In working with older applications, you'll notice that Generation 1 is actually the applicant's parents. In the example below: John Woodard Adams was the application, and under Generation 1, we find his parents, Rollins Theodore Adams and Caselia Free. Be prepared to look at the entire application to find all the information you'll need to complete the transcription.

Page 2 of the RC begins the generations

TO THE BOARD OF MANAGERS OF
THE Arizona SOCIETY OF THE
NATIONAL SOCIETY
SONS OF THE AMERICAN REVOLUTION
I, John Woodward Adams , being of the age 71 years, hereby apply for membership in this Society by right of lineal descent in the following line from
Please give all dates in numerals, month first, and all names in full, including wives' maiden names.
(1) I am the son of Capt Rolling Theodore Adams, 10-3-1864 Mentorville, Minn died 12-6-1935 Mantorville, Minn and his () wife Camelia Free born 1-4-1869 Lindsay, Ontario, Can died 7-27-1956 Mantomville, Minn,
died 7-27-1996 Mantomville, Minn,

Page 4 of the RC lists the wife's information.

A STANSFER S		
Full maiden name of applica	nt's wife Mabel Eva Helton	born Aug. 16, 1907 married November 26, 1930.
	CHILDREN AND GRANDCHII	LDREN OF APPLICANT
Name	Date of Birth	Residence
(Daughter)		
Nancy J. Cogan	Feb. 22, 1935	1220 Nth. Franklin.

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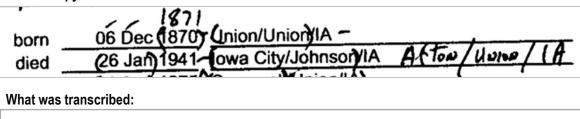


B. Annotations on Applications:

The newer the application, the more annotations you will find on an application by the staff genealogists. It is very important that you carefully read each application.

- **Bracketed-Out information**: When you find any information that is bracketed (26 Jan), it means that genealogy has determined the proof documents do not support the information supplied by the applicant. We do not enter any information that has been bracketed out.
- **Corrected and Added information:** You may also find that staff genealogy has added new information. We do want to add those additions to the transcription.

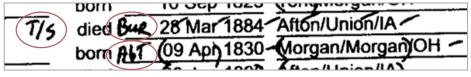
Record Copy with Annotations:



Birth Date:	06 Dec 1871	Birth Placed: //IA
Death Date:	1941	Death Place: Afton / Union / IA

• Pre-Fix Annotations: In the example below, you can see that staff genealogy has added three different pre-fixes: T/S, Bur, and Abt. Generally, we see date pre-fixes to the left of the date and location pre-fixes to the left or right of the location field. However, that is not the case in this example. Pay close attention and think about the context of what was added.

Record Copy with Annotations:



What was transcribed:

Death Date: ts 28 Mar 1884	Death Place: bur Afton / Union / IA
Birth Date: abt 1930	Birth Place: // OH

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B. Annotations on Applications:

Examples of the types of Date Pre-Fixes you'll find annotated on Application Record Copies.

Record Copy:	You Enter:
ca. 1800	abt 1800
prior to 1800	bef 1800
post 1800	aft 1800
January 1800	Jan 1800
January 15, 1800	15 Jan 1800
01/15/1800	15 Jan 1800
ante 1800	bef 1800
before the 1820 census	bef cen 1800

Record Copy prefix:	You Enter:
Bible	bbl 15 Jan 1800
Baptized	bpt 15 Jan 1800
Buried	bur 15 Jan 1800
Calculated	cal 15 Jan 1800
Census	cen 15 Jan1800
Marriage Bond	mb 15 Jan 1800
Marriage License	ml 15 Jan 1800
Marriage Intent	int 15 Jan 1800
Gravestone	ts 15 Jan 1800
Will date	ww 15 Jan 1800
Will probated in court	wp 15 Jan 1800

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B. Annotations on Applications:

Examples of the types of Place Pre-Fixes you'll find annotated on Application Record Copies.

Record Copy:	You Enter:	
buried	bur	
living	liv	
near	nr	
District	Dist	
Probably	prob	
Township	Twp	
1850 Census	cen 1850	

NOTE: See the Appendix at the end of this Work Instruction for more examples of Annotations.

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- **C. Generation Settings:** There are a few settings you need to pay attention to when you start transcribing generational information:
 - Include Generation checkbox: When you'll see that all the generation fields are grayed out, and data cannot be entered into them. Click on the check-box next to the label Include Generation to activate that generation.
 - In the First Generation only, you need to click the button for **Is Application**.
 - **Relationship:** you need to designate which of the individuals in a generation is the **Son** or **Daughter** of the next generation.

Husband	🦲 Is Ap _l	olicant		
2	Name:	Prefix:	First Birth Date:	Middle
			Death Date:	
		Notes:		
Wife				
1	Name:	Prefix:	First Birth Date:	Middle
	3		Death Date:	
Relationship	000	O Daughter	Marriage Date:	

1	4

It is critical to have the correct relationship selected to relate the generation to the next. If this is wrong, it will create an error in the Descendants search.

Relationship	()Son	() Daughte	رد
rtolationionip	()0011	Daugine	-

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C. Generation Settings:

Even if the Relationship is noted on the **RC**, verify it against the next generation before you make the selection.

- In this example, the applicant has checked the Son as the link to the next generation. However, looking at the next generation, we can see the father, John A Kemp, shares a surname with the wife in generation 6, Martha S. Kemp.
- The application is **wrong**; it should reflect the daughter as the link to the next generation.

O Son Daughter

00	on © Daugner	
	6 - Great ³ Grandson of Joel Kinney	bo
	NSSAR#	di
Make sure the	and his wife Martha S. Kemp 10 Ja	w 1838 bo
surnames	NSDAR#	di
match!	Who is the sor X daughter of	marri
	References:	
	DAR RC #791219 - Benjamin Wilson.	
	7 - Great 4 Grandson of John A. Kemp	bo
	NSSAR#	di
	and his wife Mary W. Mitchell	bo
	NSDAR#	di
	Who is the son /daughter of	marri
	References:	
	DAR RC #791219 - Benjamin Wilson.	
	Dengamin Wason	-

 Additionally, we will need to add a Note to Joel Kenney's line to document the error:

Notes: RC Error - Line goes through daughter.

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• What if it's unclear who the lineage parent is? **Don't Guess!** IF there isn't enough information on the Record Copy, don't make a selection.



• Example: Both the husband and wife have the same surname, and the relationship selection wasn't set.

8 - Great 5 Grandson of Ziba Woodward	
NSSAR#	_
and his wife Welthea Weltha Welthy Woodward	
NSDAR#	_
Who is the son/daughterof	n
References:	
Weltha Woodward birth record, Ziba Bat	bit
death record, Bristol Co., MA Probate Re-	cor
9 - Great 6 Grandson of Ephraim Woodward (Ja)	_
NSSAR#and his wife Welthea Weltha Babbitt	_
NSDAR#	
Who is the son X /daughterof	n
References:	

• In the text box for "Notes" describe the problem, such as:

Notes:		

Example:

RC Error - Link to the previous generation not noted - line unknown.

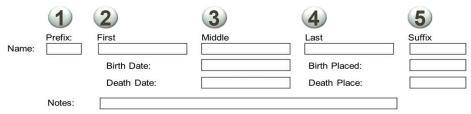
OR
 RC Error - Link to the previous generation not noted - line thru wife.

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D. Name Fields:



- **1. Prefix** Generally, we avoid using this field, except when designating a woman as **Mrs**, with no punctuation.
 - We do not use military or honorary titles.
- First name and nickname for the first name. Separate the names with a forward slash /, no spaces. Example: Mary/Polly, William/Bill, Johannes/John.
 - This field is Required. If no name is listed, add XX to indicate no name was present on the application. This includes applications where Generation 1 has no spouse.
- 3. Middle name or names:
 - Multiple middle names, list all: Mary Sarah, Henry Amos.
 - If variants are present, separate them with a forward slash *I*, no spaces. Example: **Mary Sarah/Sally**.
- **4.** Last name Enter the last name as it appears on the application.
 - This field is Required. If no name is listed, add XX to indicate no name was present on the application. This includes applications where Generation 1 has no spouse.
 - Remove spaces in "Mc" surnames: McDonald, not Mc Donald
 - When working with maiden names and prior married names, separate them by a forward slash *I*.



- **5. Suffix** Generally, we avoid using this field, except when designating someone a **Jr**, **Sr**, or number **III**. No punctuation: **Jr** not **Jr**.
 - Military and honorary titles are not used, such as D.D. or M.D.

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E. Date Fields:

- 1. Date Format is the day, month, and year with no punctuation.
 - DD MMM YYYY
- 2. Multiple Years: enter full years, separated by a forward slash, no spaces.
 - 1800/1801

Name:	Prefix:	First	Middle	Last	Suffix
		Birth Date:	05 Jan 1800	Birth Placed:	
		Death Date:	28 Aug 1852/1853	Death Place:	
	Notes:				

3. Date prefixes:

Record Copy:	You Enter:
Before or Prior 5 Jan 1800	bef 05 Jan 1800
After or Post 05 Jan 1800	aft 05 Jan 1800
About 1800 - 1810	abt 1800/1810
Will Proven or Will 5 Jan 1800	wp 05 Jan 1800
gravestone, ts, FG, etc. 1800	ts 1800
census 1800	Cen 1800

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F. Place Fields:

1. Place Format uses local, then county, then state.

Town County State
City Parrish Country
Township District

Examples of the additional things you may find:

Record Copy:	You Enter:
Indiana	/ / IN
Marion Co., Ind.	/ Marion / IN
Indianapolis, Indiana	Indianapolis / / IN
Indianapolis, Marion Co.	Indianapolis / Marion /
Camden District, S.C.	/ Camden Dist / SC
London	London / /
England	/ / England
Swindon, Eng.	Swindon / / England
Swindon, Wiltshire	Swindon / Wiltshire /
Buried at Swindon, UK	bur Swindon / / UK
At sea	at sea (no slashes)
Out West	out west (no slashes)
Ohio or Virginia	//OH/VA
Upper Canada	/ Upper / Canada

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Transcribing Generations Transcribing Generations



2. Place Prefixes can be added by the applicant or by staff genealogy. In the example below, the individual was last found in the 1850 census living in Bertie County, North Carolina:

	born	05 Dec 1781	//NC	, ,			
P	died bot	No Abi 1863	/Bertie	NC			
•	born	Abt 1786	//NC				
	died 4ft 1	850 Bef 1860	Liv.	Bertie	Co.	/NC	1850c.
m	arried		//				

We could enter the place as liv cen 1850 / Bertie / NC

• **Place Prefix Format:** do not include a separate forward-slash between the prefix and the city.

Record Copy:	You Enter:
Buried	bur
1850 Census	cen 1850
Living	liv
Near	nr
Probably	prob
Territory	Terr
Township	Twp

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3. Making Corrections to Place Information.

It may be tempting to correct the information presented or missing from a Record Copy.

- Missing Information: Using the above example, you may have personal knowledge that Indianapolis, Indiana is located in Marion County, but the Record Copy doesn't state that fact. <u>Do not add</u> <u>information</u> that hasn't been presented.
- **Spelling Corrections**: If the Record Copy lists a place name that has an obvious misspelling and you are 100% sure it is wrong, then only under that circumstance may you correct it.

Example:

- Culpeper County, Virginia was spelled Culpepper / VA on the RC.
 We would remove the third P in pepper.
- Cincinnati is misspelled or abbreviated. Indianapolis is listed as Indy.
- o Springfield is misspelled Springfiedl
- **Document your change.** Place text in the Note field under that individual's information. Use the format shown below.

Notes: RC Error – Springfield misspelled.



BE VERY CAUTIOUS. It is not your role to correct genealogical mistakes.

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G. Notes Field: The notes field documents any Record Copy errors or special circumstances you encounter for a particular individual or couple. Keep the information short and specific.

Name:	Prefix:	First Birth Date: Death Date:	Middle	Last Birth Placed: Death Place:	Suffix
	Notes:				

· Example of context used in the Notes field:

RC Error: Birth date in error, left blank

RC Error: Death date in error, left blank

RC Error: Marriage date in error, left blank

RC: Husband and Wife are cousins

RC: Husband and Wife same last name, unsure of correct

parent.

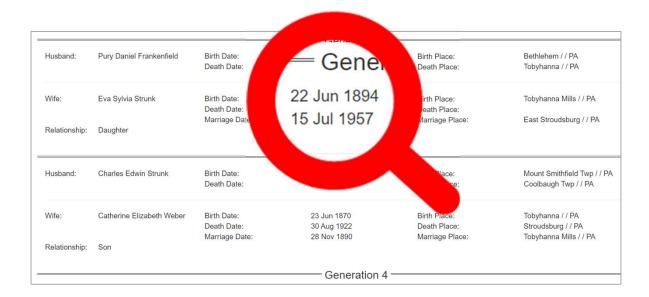
RC: Smith is Adoptive Name





H. Final Check:

You are not done until you go back and double-check your work. Are names, dates, and places correct? Are the Relationships correct?





Uncorrected errors can cascade into other areas of the database, requiring extra time to find and be corrected by other volunteers



Always better to go Slow than go Fast.

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I. Submitting Your Work for Review.

- If you are ready to submit your work for approval, change the **No** button to **Yes**.
- · Next, select the button labeled Update and Go Back to List
- If you are not finished or taking a break, please press the button to Update and Go Back to List.



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Appendix – Examples of Annotations:

Example 1

The Record Copy:

	Samsville
5 - Great ² Grandson of Azariah H.Rodgers	born 21'Apr (Abt) 1855 AEd wards Co., IL
NSSAR#	died 18 Jun 1933, Mt. Carmel/Wabash/IL
and his wife Martha Ann Clodfelter	born Abr 185756 Edwards Co., IL
NSDAR#	died 09 Feb 1883 bur West Salam, Edwards Co., IL
177 1 A W /1 .1	16/A /1077 T. A / A. MT

Prefix	First Azariah	Middle H	Last Rodgers
Birth Date:	21 Apr 1855	Birth Place:	Samsville / Edwards / IL
Death Date:	18 Jun 1933	Death Place:	Mt Carmel / Wabash / IL
Prefix	First Martha	Middle Ann	Last Clodfelter
Birth Date:	abt 1856/1857	Birth Place:	/ Edwards / IL
Death Date:	09 Feb 1883	Death Place:	bur West Salem / Edwards / IL

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Example 2

The Record Copy:

3 - Grandson of George Taylor White	born		Council Bluffs/Pottawattamie/IA
NSSAR# Movie"	died	12 Mar 1991	Delaware/Delaware/IA bur.
and his wife Louiemaude L. (Harman)	born	27 ไปก์ 1901	
NSDAR# Louise M.L. Harmon	died	Mar 1975	
Who is the son X /daughter of	married _	21 Jan 1919	Le Roy/Mower/MN
References:			

First			Middl	е	Last
ML/Louien	naude/Louie/Louise	•	L		Harmon
Birth Date:	27 Jun 1901	Birth P	lace:		
Death Date:	Mar 1975	Death P	lace:	bur	Delaware / Delaware / IA
Marr Date:	19 Jan 1919	Marr P	lace:	LeF	Roy / Mower / MN

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Example 3	(7)
The Record Copy:	\mathcal{T}
7 - Great ⁴ Grandson of Thomas (W) English (Ir) NSSAR# and his wife Elizabeth (Lucy) Howard NSDAR# Who is the son X /daughter of References:	born died (18) Apr 1814 / Cape Girardeau/MO Terr born 7 Dec 1785 / Cape Girardeau/MO which is died (844 (18 Apr 1814) / Cape Girardeau/MO married 22 (02) Dec 1808 (Cape Girardeau(MO) bist / LA Terr

First Thomas	Middle	Last En(Suffix
Birth Date:	abt 1777	Birth Place:	/ / GA
Death Date:	Apr 1814	Death Place:	/ Cape Girardeau / MO Terr
First Elizabe	Middle th	Last Ho	Suffix ward
		-	
Elizabe	th	Ho	ward

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Example 4

The Record Copy:

6 - Great ³ Grandson of Lodiwick/Lodawick Jenl	kins	born	05 Dec 1781	//NC	1		
NSSAR#	WP	died bot	No Aby 1863		NC		
and his wife Irena		born	Abt 1786				
NSDAR#		died 4ft 1	850 Bef 1860)	Liv. 1	3ertie	Co./NC	1850c.
Who is the son X /daughter of	m	arried		//			

Prefix	First Lodiwick/Lodaw	Middle rick	Last Jenkins	Suffix
Birth Date:	05 Dec 1781	Birth Place:	//NC	
Death Date:	wp bef Nov 1863	Death Place:	/ Bertie / NC	
Prefix	First Irena	Middle	Last	Suffix
Birth Date:	abt 1768	Birth Place:	//NC	
Death Date:	aft cen 1850	Death Place:	liv 1850 cen / Bertie / NC	
Marr Date:		Marr Place:		

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Example 5

The Record Copy:

NSSAR# and his wife Helen NSDAR# Who is the son //da References:		died 18 May 1988 married	// CA Spokane / Spokane / WA Compton / Los Angeles / CA	
3 - Grandson of NSSAR# and his wife Eloise NSDAR# Who is the son/da			AlbanyFalls / / ID Long Beach / Los Angeles / CA	
What You Type:				
Prefix	First XX	Middle	Last XX	Suffix
Birth Date:		Birth Place:		
Death Date:		Death Place:		
Notes:				

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Example 6

The Record Copy:

