

Unearthing Family History Treasures

Indexing Obituaries and Death Notices

Obituaries and death notices are not your typical record; they're **AWESOME!** Here's what some indexers have said:

"I just indexed an obituary for a woman who had a total of 97 listed living descendants!"

–Stan J.

"I just indexed the obituary of a famous Sci-Fi author."

–Shayne H.

"I indexed the obituary of my high school principal."

–Kathleen H.



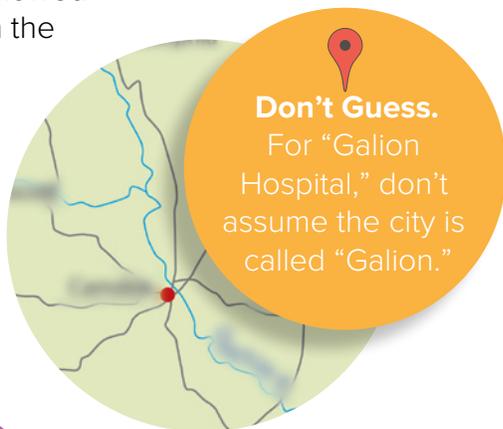
Read It All; Then Index.

Start by reading the entire obituary; then index the deceased person, followed by all other people in the order they appear.



Don't Forget.

Read the project instructions, field helps, and other training materials.



Don't Guess.

For "Galion Hospital," don't assume the city is called "Galion."

Note:

In addition to obituaries, you may find estate sale notices, newspaper articles, or reports of car accidents. Index all documents that give death information. Please note that some death details may not be suitable for young or tenderhearted indexers.

Deceased

Other

Two Record Types.

Use **Deceased** for the deceased person; use **Other** for everyone else.

7 Tips to Help You Index Obituaries



Don't Calculate Dates.

If the death date was not specified, use the most recent date on the document, such as the date of the newspaper article.



Select the Closest Relationship

from the list. For example, if a relative was listed as a stepson or adopted son, which is not on the list, then index him as **Son**.

How to Index an Obituary

Great Falls Tribune
Page 2B APR. 11 1993

Erin Adams
Erin Adams, 82, a retired boutique owner, died in a boating accident while on a family fishing trip at Whitefish Lake on Friday.

A memorial service will be at 2 p.m. at Linford's Funeral Home.



Adams

Born on Apr 26, 1911, at Buffalo, New York, she studied fashion at Buffalo State and owned several boutique stores, including "The Wooly" in Grand Rapids, specializing in wool sweaters and apparel. Besides selling wool items, she also taught classes with Catherine Beavers on knitting and crocheting.

She married Robert Adams in 1938. They moved to Great Falls in 1962.

Survivors include a step-son, Gary Adams of Marysville, Wash.; two daughters, Mrs. Ben (Mary) Pederson of Great Falls, and Mrs. Barbara Bennett of Bozeman, nine grandchildren, and three great-grandchildren.

Example for Erin Adams

Record Type: **Deceased**

Deceased's Given Names: **Erin**

Deceased's Surname: **Adams**

Deceased's Titles or Terms: Press **Tab** to skip this field.

Deceased's Gender: **F**

Because the article referred to Erin as "she," we know she is female.

Age: **82**

Death Month: **Apr**

Death Day: **11**

When no death date was given, use the publication date.

Death Year: **1993**

Death Town or City: Press **Tab** to skip this field.

Death County: Press **Tab** to skip this field.

Death State or Country: Press **Tab** to skip this field.

Birth Month: **Apr**

Birth Day: **26**

Birth Year: **1911**

Do not index a place-name unless it was given in the obituary.

Birth Town or City: **Buffalo**

Birth County: Press **Tab** to skip this field.

Birth State or Country: **New York**

Name of the Newspaper: **Great Falls Tribune**

Index Ben and Mary as separate individuals.

The rest of the records would be indexed as shown below.

Record Type	Relationship to Deceased	Given Names	Surname	Titles or Terms
Other	Nonrelative	Catherine	Beavers	
Other	Husband	Robert	Adams	
Other	Son	Gary	Adams	
Other	Daughter	Mary	Pederson	Mrs
Other	Son-in-Law	Ben	Pederson	
Other	Daughter	Barbara	Bennett	Mrs

Six entry lines are provided to index names from each obituary. You may need to add entry lines or mark some blank, depending on the number of names in the obituary. If there are fewer than six names in an obituary, mark the unused entry lines as blank (press **CTRL+Shift+B**, or click ). If there are more than six names, add entry lines (click .