

Your Mission, Should You Choose To Accept It...

...is to back up and then archive all of your family history, documentation, family trees and historical keepsakes, not only to keep it safe, but to be able to share it with all the other members of your family.

Speaking Of Family History

1

Grab a pencil and paper and jot down the types of family history documentation you currently have in your home.

Here are a few ideas to get you started:

- Family Photos
- Family Tree
- Relatives' Birth/Marriage/Death Certificates
- Land Titles/Deeds
- Family History Documents
- Census Records
- Relatives' Videos/Interviews/Oral Histories on tape
- Anything else related to the history of your family except for photos, which we'll handle in the section on Print Photos.

A Little Detective Work

2

Using the list you just compiled, **locate** and **gather** all of those documents. If there are many documents, divide them into separate piles, one for each family surname.

The best way to safeguard these important documents and artifacts is to scan them and save them to your computer. Open the Backup Folder you already have on your hard drive from previous sections and save them in a new folder called "Family History".

Documents That Are Already Digitized

3

Are any of the family history documents or photos you located already on computer?

Yes? Copy the documents (leaving the originals where they are on your computer) and place them in your new "Family History" backup folder .

No? Continue with the next section.

Keeping Your Documents Safe

4

Print, scan or make three copies of the documents or other materials you located, and store them in at least **three** secure, damage-proof locations on your computer, your portable hard drive and safe deposit boxes. That way if one or two of the locations are inaccessible, you'll still be able to grab the information you need.

Finding More Branches Of The Family Tree

5

If you want to take your family history up a notch – or if you're the historian in your family, start a family tree or get a membership at Ancestry.com. In fact, just choose the family member who is the best researchers and put them hot on the trail of your forefathers and mothers.

And if you want to take it one step further, try Family Tree Maker software to create your own piece of living history that you can share with other family members.

And Putting It All On DVD

7

Gather all of the family history and photos from all your family member's homes and have a scanning party. You can share memories while you scan and then when you're done, copy all of the documents and photos onto a nicely labeled DVD for each person to take home. You can do the same thing with the family videos or Super8 movies. One group can be scanning photographs and documents, while another group transfers the videos and films onto DVDs.

Scoping Out Aunt Sophie's House

6

Once you begin preserving your family history, don't forget to look for the missing pieces of it at your relative's homes. There must be someone in your family who has boxes of it in their attic or basement.

Don't Forget The Sounds

8

Years ago, families didn't have sound on their 8 mm or Super8 movies, which means many people never had the chance to hear what their great or great-great grandparents sounded like.

So next time you have a family gathering, grab a video camera and get those wonderful faces and voices on video for posterity. And if they're willing, don't be shy about asking them to share their favorite stories or memories. Then years from now, all you'll have to do is pop in a video and visit with them any time you and your children want.

What's Next?

Well now that you're done locating, scanning and archiving your Family History, here are More Amazing Things You Can Do In 5 Minutes Or Less

[Create Your Family's Evacuation Plan](#)

[Download and Back Up Your Digital Photos](#)

[Keep Your Medical History At Your Fingertips](#)

[Save Your Albums & Cassettes As MP3s](#)

[Earthquake Proof Your Bedroom](#)

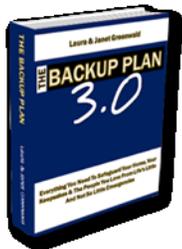
[Fill Out Your Kid's Emergency Contact Card](#)

And don't forget to share this how to sheet with your family and friends!

For more Tips and How To Sheets like this one, visit [The Backup Plan Blog](#), or check out our books at [GetYourStuff Together.com](#)

*That Backup Plan of yours is coming along nicely.
Here are a few other resources you're gonna love...*

*Laura & Jan Greenwald
Authors/Creators of Get Your Stuff Together*



Our newest program [The Backup Plan 3.0](#)! Quick and easy steps you can take **right now**, to keep everything that's important to you, safe, sound and accessible. Each section covers a different area, from family photos, vital documents and music, to videos, computer files, family history and recipes. Just download the free Grab It & Go Forms and Action Plans (included), complete them and save them to your computer or use the ones right inside the book and you'll be ready to deal with emergencies small (a broken arm) or large (Superstorm Sandy). [Pick up your Paperback copy today at Amazon.com for \\$29.99](#) [Or the new Downloadable PDF Edition for \\$8.00.](#) [Read more about it](#)

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