Data Preparation Guide for SGGEE Databases

March 2001

Generally, any software with Spread Sheet features may be used for the compilation of church and civil records intended for SGGEE web site databases.

If it is your first attempt at data input of this type, it is recommended that a "test output" (a sample Spread Sheet) be prepared and sent to the SGGEE web site supervisor to determine if it can be "opened" and easily combined with the existing database contents.

To further ensure the easy insertion of the new data into the existing databases on the web site, is requested the vertical column headings be arranged on the Spread Sheet as listed below. Volunteers working solely on indices need not concern themselves with all the column headings listed but as a minimum use the asterisked headings and in the same order.

*Surname, Given name(s)
*Type of Event (Birth, Marriage of Death)
*Year of Event
  Father of Child or Groom
  Mother of Child or Groom
  Spouse or Bride
  Father of Bride
  Mother of Bride
*Parish
  Place of Event
*Page Number (as shown on the index or record)
*Registration Number (as shown on the index or record)
*Film Number (from provided information)
*Extractor (volunteer's name)
 Occupation of Groom or Deceased
 Village/Town of Groom or father of Child or Deceased
 Date of Birth or Death Day/Mon. (written as 8 Jul or 10 Nov, for example)
 Date of Event (written as 8 Jul or 10 Nov, for example)
 Occupation of Father of Child or Groom
 Village/Town of Bride
 Occupation of Father of Bride
 Other Remarks (e.g. cause of death or other notes of interest)
 Index Number

Data entered on a Spread Sheet is **to be entered as it appears in the original document even if the spelling is suspect**. Russian and Polish names should not be translated into German or English versions. Despite the preceding statements there are some exceptions to be considered. The problem of umlauts in German words and names when encountered, should be overcome by eliminating the dots and adding an "e" after the vowel. Thus ä becomes ae, ö becomes oe and ü becomes ue. Polish diacriticals can be altered as easily.

Where an "L" with a slash is encountered, usually in the name of a village or town, eliminate the slash which produces an ordinary "L". Be aware that a lower case "L" with a slash through it looks much like a "t", so the Extractor will need to pay close attention to how it is written. Most often it will be easy to determine which letter is really is. The same rule may be

applied to the "hooked" Polish letters "a" and "e" eliminate the 'hook'.

Occasionally multiple names may be found for an individual particularly in the case of women where married names and maiden names often appear together as in death records and re-marriages.   These usually appear as eg. Szultz z Schmidtow, Dorota and should be typed as such.

Additional assistance and guidance is available from the Research Committee.