

RULES OF EVIDENCE

Pioneer Families of Hardin County (PFHC) is organized under the jurisdiction of the Hardin County Genealogical Society. It began in 1996 to recognize, honor and perpetuate the memory of early pioneers who were residents of Hardin County, Ohio, before December 31, 1880.

To be eligible for lifetime membership in **Pioneer Families of Hardin County** complete the attached application packet; submit it along with requested documents, and an application fee of \$25.00. When approved you will be invited to attend an installation ceremony at the HCGS annual banquet held the month of May to be inducted and receive your **PFHC Certificate and Membership Pin**.

Once you have been inducted into PFHC you may add additional pioneer ancestors to an existing approved application with a \$5.00 application fee. If another family member wishes to register through a proven ancestor, they should request the form, complete it and submit with a non-refundable \$25.00 application fee.

Accepted Primary Evidence Documents - Documents used as proof must, either alone or in conjunction with other acceptable documents, actually state the fact to be proven. HCGS, Pioneer Families Committee will accept evidence from the following list of documents:

- A. Primary Documents will stand alone to prove a date for fact
 - 1. Court House Records
 - 2. Vital Statistics
 - 3. Wills and Estate Records
 - 4. Marriage Records
 - 5. Death Certificate
 - 6. Birth Records
 - 7. Land transitions, if they specify the individual was a resident of Ohio, since many early landowners and speculators never lived in Ohio
 - 8. Land and personal property tax records, if they specify the individual was a resident of Ohio, since many early landowners and speculators never lived in Ohio
 - 9. Voting records
 - 10. Military Records
 - 11. Indexes from actual court records – if it will prove the fact or date
 - 12. School Records
 - 13. Other county, state and federal records
 - 14. Biographies in history books can be primary if written during or near the person's life span
- B. Secondary documents cannot stand alone but multiple secondary documents with the same information can replace a primary document
 - 1. Church
 - 2. Census
 - 3. Cemetery
 - 4. Obituaries
 - 5. Newspaper clippings should identify the name of the newspaper and the date of publication plus column number
 - 6. Personal letters and diaries if written at the time of occurrence
 - 7. Bible records - include a copy of the title page with the date of publication. Include the name and address of the current owner or source of record.
 - 8. Extracts and publications of genealogy societies, ancestry.com, etc.
- C. The PFHC Committee will **not** accept any of the following as evidence for documentation. The following sources may be used by the researcher as a guide to help locate the above (A, B):
 - 1. Oral, written, or published family histories or genealogies
 - 2. Family tradition or circumstantial evidence
 - 3. Lineage papers from other organizations or societies
 - 4. Family histories from Ancestry.com, familysearch.org or another user submitted websites
 - 5. Pictures from Find-A-Grave can be used but do not include the user submitted

information concerning dates and place of births and deaths.

- D. All documents must have source information on either the front or the back of the document. At a minimum you need to include where you found the document, page number and volume of a book, the address of the source. An example would be: "Hardin County Probate Court Marriage book 4, page number 21, 2nd floor Court House, One Court House Square, Kenton, Ohio 43326". The source information should be sufficient that other researchers can find the same document.
- E. Photographs of tombstones should be legible and include a transcription of the information on the stone. Include the information exactly as it appears on the stone. Include the name and location of the cemetery.
- F. All photographs should state the name of the subject, location and approximate date it was taken.
- G. A direct line from applicant to pioneer must be proved at every generation. Adopted children do not qualify as a step in a lineage. Bloodline descent only is acceptable. It is not necessary to include information regarding siblings, in-laws, etc. of individuals in the direct line from your pioneer to you.
- H. Female ancestors must be proved by their maiden name. To tie a female applicant to her family, her birth and marriage certificate is required. If multiple marriages have occurred document each marriage. To prove a marriage the marriage record must include the certification that the marriage did happen. The birth of a child in the county would prove its mother's presence. It would not prove the residence of the father.
- I. Owning the same land as an earlier owner with the same surname does not necessarily prove lineage.
- J. Census Records
 - 1. Pre-1850 censuses cannot be used as sole evidence of residence for anyone other than the head of household.
 - 2. Pre-1880 censuses cannot be used as sole evidence of relationship since no relationships are stated in these records.
 - 3. Census Photocopies: Must show, or have written on the front of the copy, all necessary finding information, i.e. town, county, state, year and date of census. Please do not send census summaries typically found on such sites as Ancestry. Reviewers need to see the original census page. In some cases, photocopies from census books, done by reputable organizations such as local genealogical societies, may be substituted.
- K. Dates should be written in day, month and year format, i.e. 12 May 2006. Dates may be estimated using censuses or tombstones or death records. If estimating a date (circa), write it like this: c 1810. Dates calculated (e.g. from age at death on tombstones) must have cal written after the date.
- L. Photocopies should be made of all pertinent pages of published books. Include a copy of the title page and note the title, volume and page number on the back of each page.
- M. Newspaper Articles and Obituaries: Should show the name and city of the newspaper and the date and page of publication. If the newspaper item has been clipped out and no identifying information exists, please state the provenance of the clipping, e.g. "my grandmother saved these in an old shoebox and gave them to me in 1957."
- N. Internet Documents: If the document was obtained from an internet web site, you must cite the original source as per the item D and must list the web site name, URL and date of access. Please do not copy and paste a long web address leading to a specific document. Citing the web site name, URL and date of access is sufficient for future researchers to find the same document later
- O. Please do not use staples. Paper clips are acceptable to keep like documents together.
- P. Tabs to indicate each generation are very helpful for the reviewers but should be considered temporary as they will be removed when the application is stored.
- Q. Please do not use high-lighters. Use a red ink pin to underline, draw a star or an arrow to draw attention to a particular fact.
- R. A separate application and generational chart must be completed for each ancestral line submitted.

- S. If an ancestor has been previously proved by another individual, the applicant may submit evidence only to the nearest common ancestor. Include the name and member number of the appropriate lineage society member. If you need documentation from or a copy of that member's application, please follow the contact the Center.
- T. Applications must be complete, well organized and easily read before the PFHC Committee can accept them for review.
- U. Send *copies* of original documents. **Do not send originals.** Documentation and applications become property of HCGS.
- V. The cutoff date for applications is **March 15th** for the PFHC. Banquet is held the month of May.
- W. Verification of application is by committee and their decision is final.
- X. You will receive notification of approval or disapproval of your application, once the PFHC Committee has evaluated it. If the application needs more work it will be returned to the applicant and may be resubmitted once it is complete.
- Y. **Be sure to include all documentation, helpful notes and a generational chart. Include a check to cover the application fee and SIGN AND DATE YOUR APPLICATION ON PAGE 2, before mailing to HCGS.**

When completing generation charts pages 3 – 5 follow this example **the right hand column must give name of the document you are using to prove the statement on the left. Label each document with the Generation Number and Alphabetical Letter on the bottom or top right corner,** (example: your birth record would be 1 A; your parents' marriage record would be 2E). Print your name on the back of each document.

SECOND GENERATION		Proof Documents: No. 2
First Generation Descendant:		
My father's name: Person's Name		
His birth date: June 1, 1916	A. Birth Certificate	
Location: Hardin County, Ohio		
His death date: March 5, 1950	B. Death Certificate	
Location: Hardin County, Ohio		
His wife/my mother: Her Name		
Her birth date: August 11, 1920	C. Birth Certificate	
Location: Allen County, Ohio		
Her death date: January 16, 1949	D. Death Certificate	
Location: Hardin County, Ohio		
Marriage date: June 20, 1939	E. Marriage License and Certificate	
Location: Hardin County, Ohio		

Do not enter dates that are not proven in your application. If you have a date on this form you must tell us where you found the date.