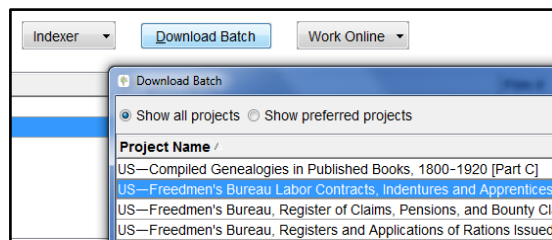


How to index Freedmen's Bureau Records

Download a Batch

Once you have the free FamilySearch indexing software downloaded:

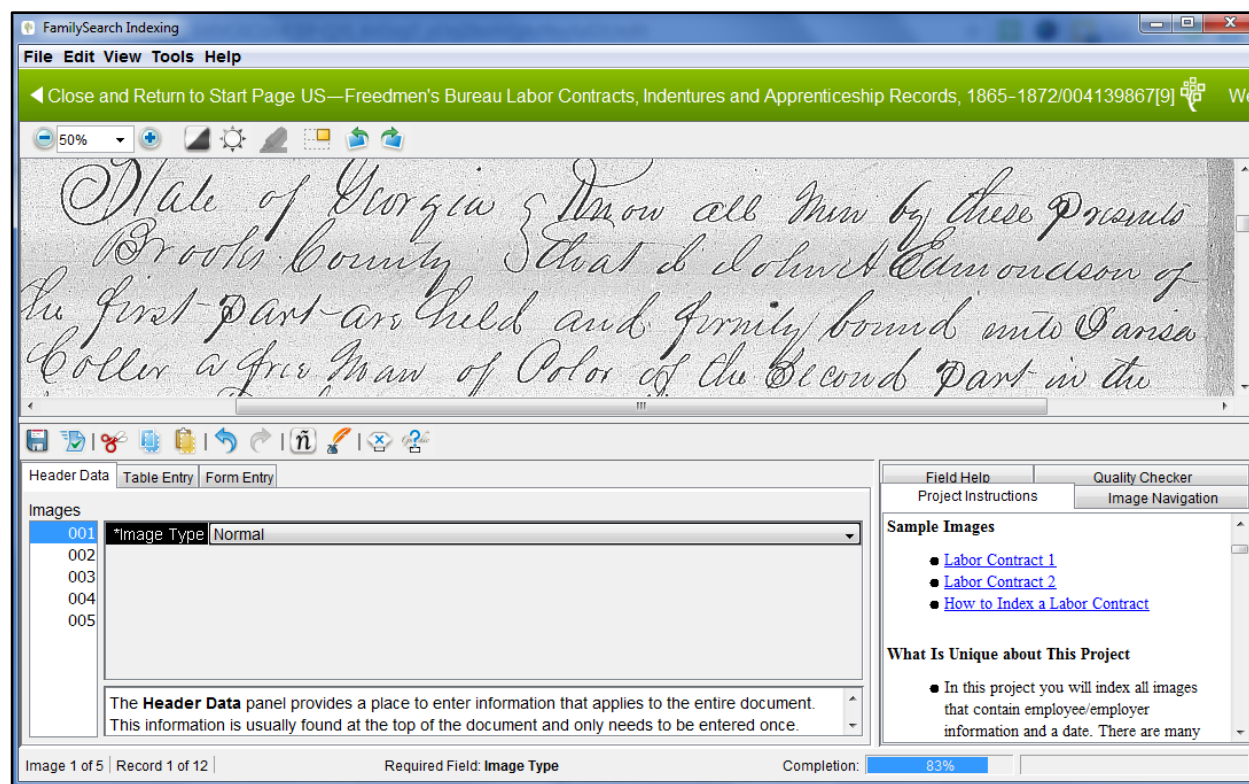
1. Open up the program and sign in.
2. Click **Download Batch**
3. Select **Show All Projects**.
4. Look for project names that begin with "US—Freedmen's Bureau."
5. Select a project and click **OK**.



Note: If you still need to download the software, visit <https://familysearch.org/indexing/get-started-indexer> for instructions.

How to Index

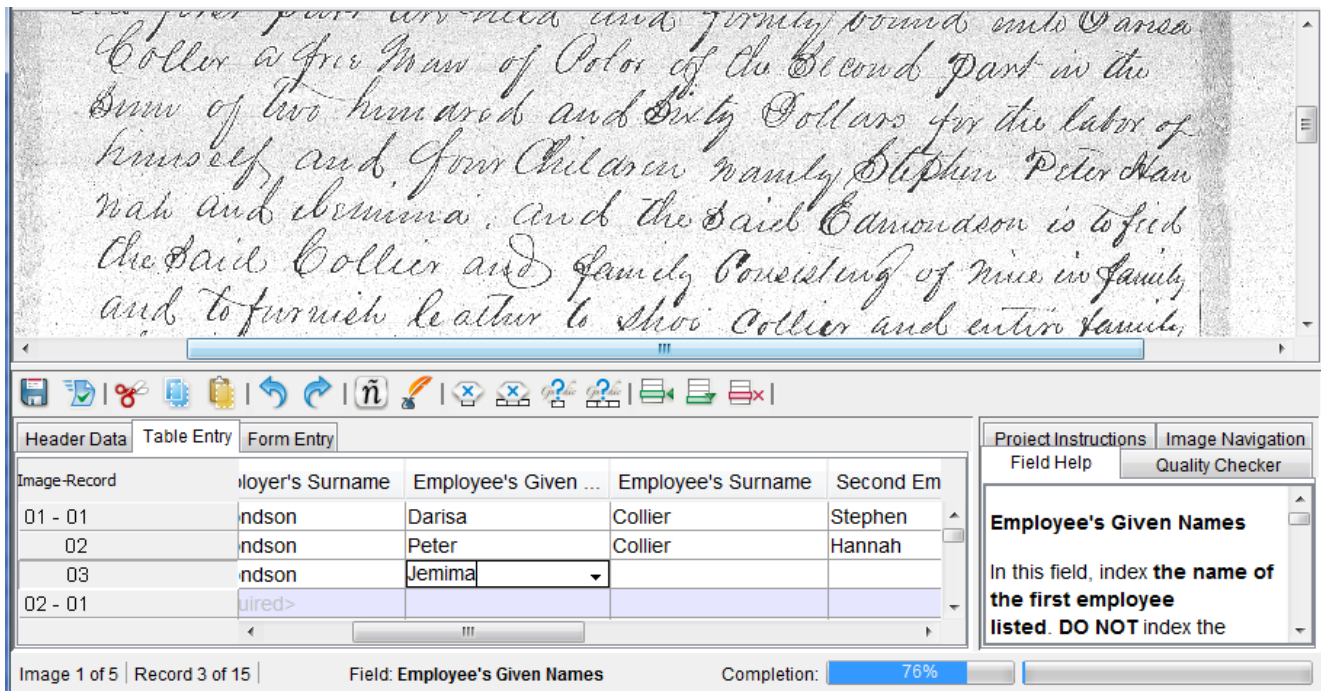
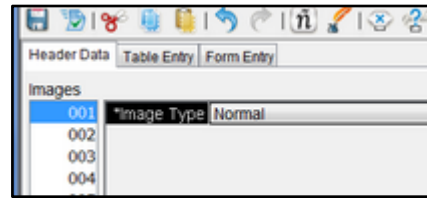
When first opening a batch, you'll see the following, note the the three main areas of the screen:



1. The image to be indexed
2. The data entry area
3. Project instructions and field help

To get started indexing the batch:

1. Begin by identifying whether or not each image should be indexed in the **Image Type** field. Select **Normal** if the image should be indexed. The project instructions contain image examples and information that will help you know what to look for.
2. Press **Tab** to continue to the next image, then repeat step one for each image in the batch. After selecting the image type for the final image, press **Tab** to continue to the data entry area.
3. Indexing consists of typing the names, dates, and additional information from the image into the data entry fields. The field labels (Employer's Given Names, Employer's Surname, etc.) explain what should be typed into each field, and the field help gives additional guidance.



Things to Know as You Begin

1. There are many different types and formats of records that will be indexed in these projects. Look through all the images in the batch to get a feel for how the documents are organized.
2. Index all of the individuals named in each document in order. Do not index the bureau administrators.
3. Some images will not contain information to index. Mark the image type for those images as No Extractable Data.

Examples

1. There are many different types and formats of records that will be indexed in these projects. Look through all the images in the batch to get a feel for how the documents are organized. In these projects you'll see labor contracts, court records, complaints, land records, school records, and more. The project instructions will detail what will be indexed and how it should be indexed.

Here are a few examples:

Lease No. 151
Anderson Co. 5th 2
To
L. N. Baling
Joel Baling
Jane Baling - Mill.
at 3⁰⁰ per month
To
G. W. Baling
Jan 21, 1866

J. M. Leath has hired Moses Leath & wife Harriett for this year and agrees to give them one hundred & fifty dollars for their services this year and furnishes Moses two suits of clothes the wife furnishes herself & children and if said Leath furnishes any of them it is to be taken from their wages
Stamped
J. M. Leath
M.B. Deftan - Spt of Dist
for Oyer County Geo

MEMORANDUM OF AN AGREEMENT
Made this 10th day of November 1863, between Wm. G. Brounour Spt. Special Agent of the Treasury Department, duly appointed under the Acts of Congress respectively approved March 12, 1863, and July 2, 1864, for taking charge of captured and abandoned property, and leasing abandoned and confiscable lands, houses, and tenements in the Trust Special Agency, and Lewis G. Houch of 6th Civil District in the County of Andrew and State of Georgia
Witnesseth that in pursuance of said Acts, and of the instructions of the Secretary of the Treasury, the said

Mary Custer }
James Scott }
1865 August 1
Drummond
issued Returnable before me at my office in Drummondtown by and through answer Strango for Execution of order in favor Mary Custer without filing Contract


Report of Civilian Emplo

Name	When Appointed
William F. Henderson	July 1 st 67.
Robert E. Potts	June 11 th 67.
Col. W. S. Taylor	June 19 th 67.
George M. Adams	July 15 th 67.
Alexander Weir	June 1 st 67.

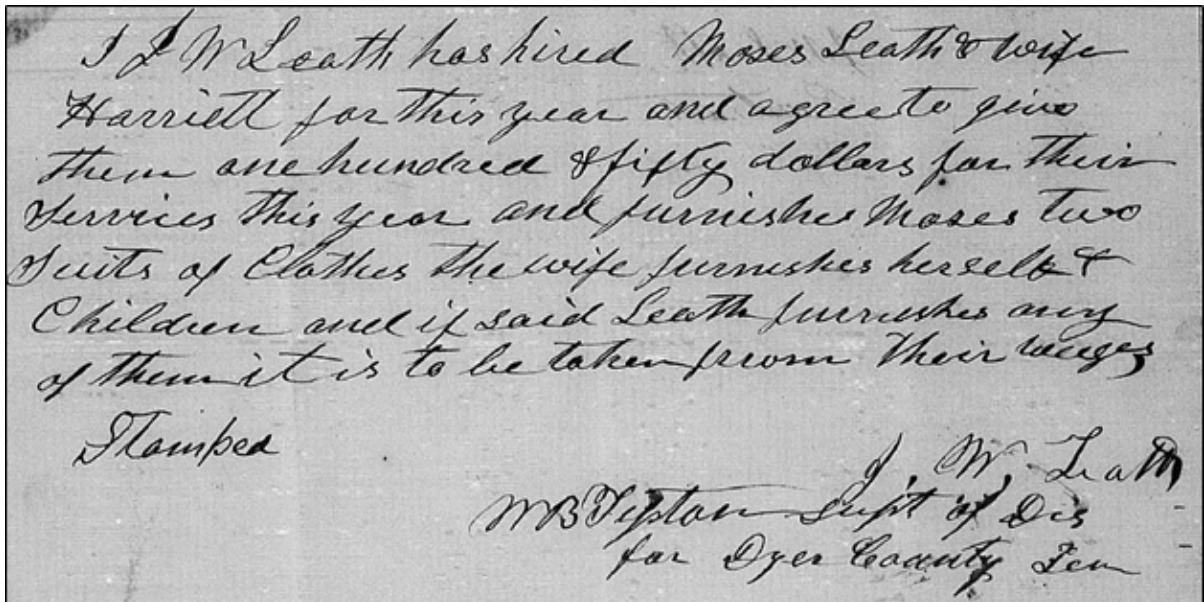
Station - Ansonboro, N.C.
Date - July 29th 1867.

Know all Men by These Presents, that L. A. Smith of the County of Oyer, State of Tennessee, held and firmly bound to the United States of America in the sum of One hundred and twenty Dollars, for the payment of which I bind myself Heirs, Executors and Administrators, firmly, by these presents, in this Contract: That I am to furnish the persons whose names are subjoined, (freed laborers,) Quarters, Fuel, substantial and healthy Rations, all necessary Medical Attendance and Supplies in case of sickness, and the amount set opposite their respective names per month, during the continuation of this Contract—the laborers to be paid in full before the final disposal of the crop which is to be raised by them on _____ plantation, in the County of _____ State of _____

NO.	NAMES.	RATE OF PAY PER MONTH.		NO.	NAMES.	RATE OF PAY PER MONTH.	
		DOLLS.	CTS.			DOLLS.	CTS.
1	Jos Brown	35	18	00			
2	Isaac Liles	26	18	00			

2. Index all of the individuals named in each document in order. Do not index the bureau administrators. You'll need to add enough records to index each individual named in the document. Click the  icon to add additional records. In most projects, each individual will be indexed in a separate record. Review the project instructions in each project for additional guidance in what to look for.

Do not index the names of the bureau officers, commissioners, and administrators. They are usually identified by a job title or rank written next to their names, or because their signature appears on every document.

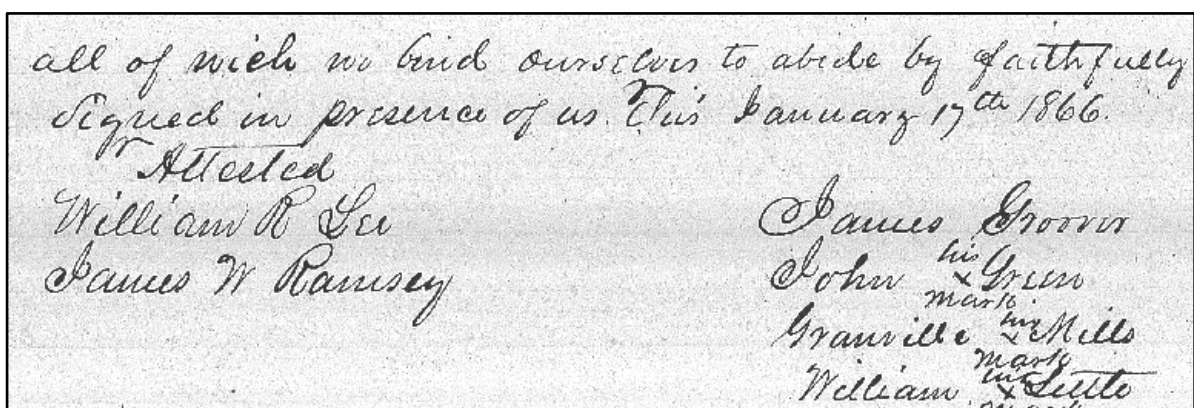


J W Leath has hired Moses Leath & wife Harriett for this year and agree to give them one hundred & fifty dollars for their services this year and furnishes Moses two suits of clothes the wife furnishes herself & children and if said Leath furnishes any of them it is to be taken from their wages

Stamped

J. W. Leath
 W B Dipton Supt of Dis
 for Over County Ten

In this example of a labor contract, “J W Leath,” “Moses Leath,” and “Harriett” are all indexed. The signature below J W Leath’s at the bottom is of a bureau administrator and is not indexed.

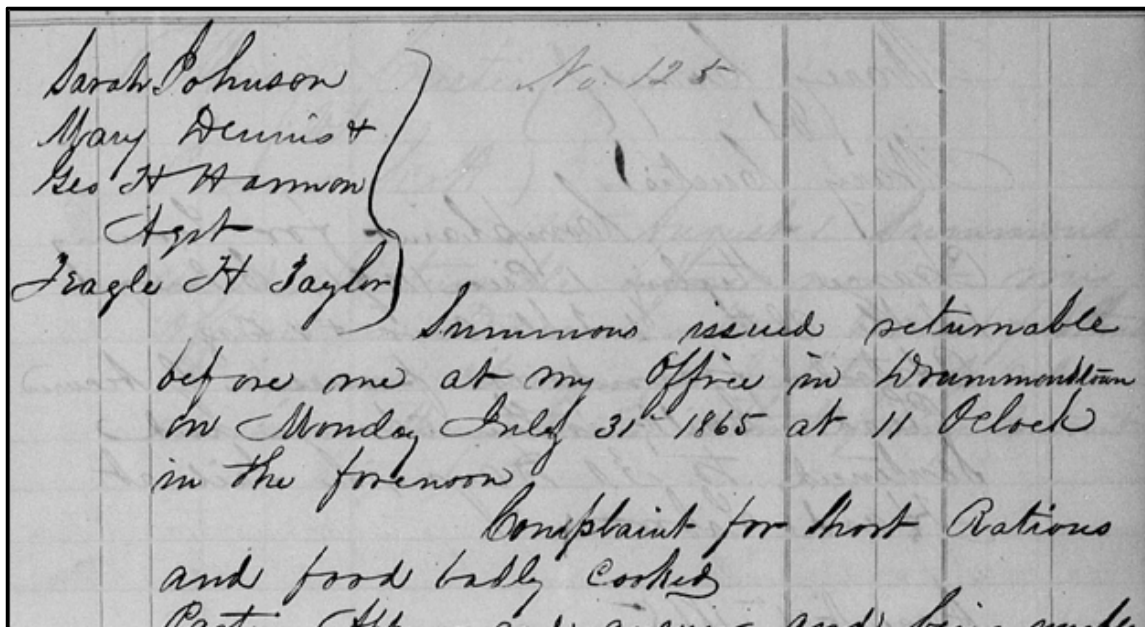


all of which we bind ourselves to abide by faithfully
 Signed in presence of us This January 17th 1866.

Attested
 William R Lee
 James W Ramsey

James Groover
 John ^{his} Green
^{mar}
 Granville ^{his} Mills
^{mar}
 William ^{his} Settle
^{mar}

This example shows the signatures of the employees at the end of a labor contract. All of these signatures should be indexed.



This example of a complaint shows multiple individuals listed as making the complaint, as well as who the complaint is against, and all should be indexed.

3. Some images will not contain information to index.

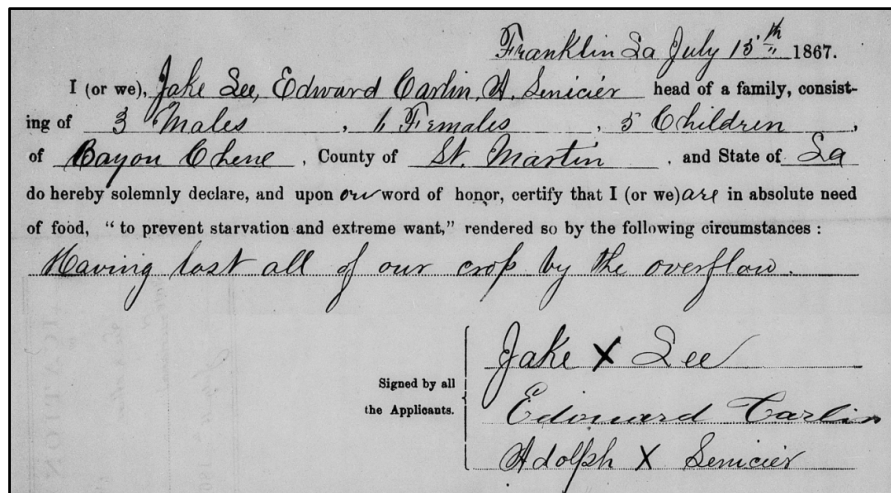
When there are no names on a document, or the only names are the bureau officers, commissioners, and administrators, mark the image type as No Extractable Data.

Deciphering Handwriting

Some of the handwriting will be more difficult to read. Use the following tips to help you decipher that difficult to read handwriting.

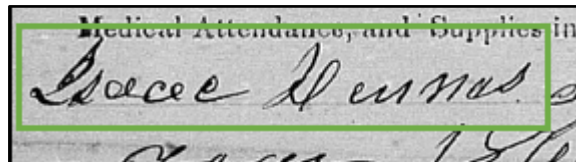
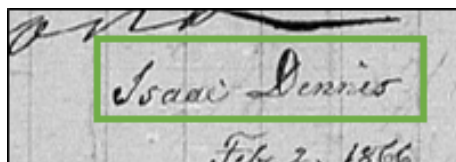
1. **Study the handwriting on the images.** Other names and locations may use the same letters and be easier to decipher. You can even look at the previous and next images for more handwriting to compare.

Note: Only use the previous and next images for reference; don't index information from them.




In this example from Louisiana, Jake's surname could be easy to read as "See." Review the entire document to see what other clues the handwriting gives. Additionally, "A. Senicier" written above shows a more complete name in another area in the document. Can you find it?

2. **Review all versions of names.** The same name may be written more clearly elsewhere on the same, previous, or next image. Review the entire document to find all places where the name may be written. *(Note: Names should be indexed as they appear on each image. Names from previous and next images can help decipher a name on the current image, but additional information on other images should not add to what is indexed on the current image.)*

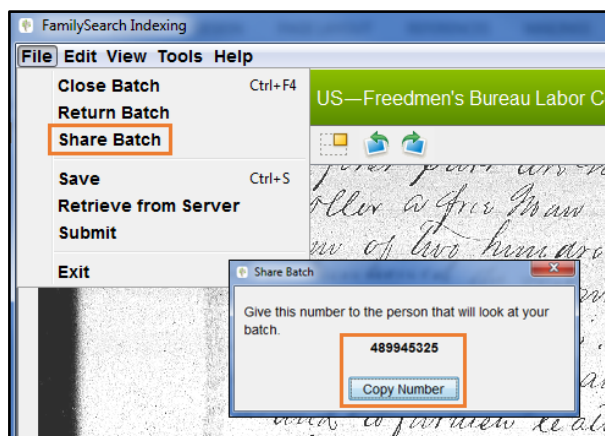


“Isaac Dennis” is clear when written on one image, which helps us

read the name referring to the same person on the next image. In this case, the name would be indexed as “Isaac Dennis” on both images.

3. **Review additional handwriting examples.** Click the  icon in the indexing program, or visit the Handwriting Helps page at <https://familysearch.org/indexing/help/handwriting> for more handwriting help.
4. **Use wildcards for unreadable letters.** If you can read some letters in a name, but not all of them, index the letters you can read, using the following characters to replace the unreadable letters:
 - a. Use a question mark (?) in place of one unreadable letter.
 - b. Use an asterisk (*) in place of multiple, consecutive unreadable letters.

5. **Get a second opinion.** Ask a friend to help using the Share Batch feature:
 - a. Click **File**.
 - b. Click **Share Batch**.
 - c. Copy the Share Batch Number and send it to a friend to review with you.
 - d. Instruct them to open the indexing program, then click File, then View Shared Batch. They will be able to see what you have indexed but not save any additional information.



6. **Return the image for someone else to index.** If you still can't make out the information on the image, but think someone else might be able to:
 - a. Click **File**.
 - b. Click **Return Batch**.
 - c. Select **Give to Other Indexers**.

