



DESCENDANTS OF THE FOUNDERS OF ANCIENT WINDSOR  
Pamela L. Roberts, DFAW Membership Secretary  
596 Gurleyville Road, Storrs Mansfield, CT 06268-1408  
Ph.: 860 428-2406 (Text, VM Eastern Zone) Email: [membership@dfaw.org](mailto:membership@dfaw.org)

Greetings,

February 2021

**Welcome to membership in the Descendants of the Founders of Ancient Windsor!** We have received your application, fee, and dues. We really appreciate your interest and membership with us. I apologize for the delay in welcoming some of you. Thank you for your patience. Your assigned membership number shows at the top left of your address label and on the enclosed membership card. Your contact information will always show the 4-digit member number, the year through which your dues are paid (i.e. 2021 or 9999 for fully paid life members), and the year/month you joined. For example, if you joined in December of 2020, you would see 20/12. If you feel any of the data is in error, please be in touch. We are glad to check our sources and manually correct your membership profile. Soon, your updates may come online. DFAW will continue offering manual contact updates for members as needed.

Your enclosed membership card represents a working relationship between the genealogical community and the Connecticut Town Clerks. Connecticut's Secretary of the State and State Department of Health recognize DFAW as a "genealogical society incorporated or authorized to do business in Connecticut." Your card entitles you to researcher access to vital records held in Connecticut's local and state repositories. **Please sign and carry your card with you.** When visiting a Connecticut repository, officials may ask for picture identification and match the signature on your ID with that on your membership card. Annual members receive a new card after dues are paid each year. Life members receive a permanent card. Replacements cards are available on request. Our membership year runs October 1 to the following September 30. You receive a dues invoice in August.

**This welcome packet also includes past issues of our Newsletter, a Lineage Form with Notes for Filling out the Lineage Form, Documentation: What's Hot and What's Not, and the Founders List, a current list of the persons defined as founders.** Please use the *Lineage Form* if you wish to apply for a certificate stating that your line to a settler of Windsor who is on our *Founders List* has been documented by you and reviewed, verified and recorded by the DFAW Genealogist. Lineage certification submission is optional and open only to active members of DFAW at no cost. Our Registrar receives and initially reviews the *Lineage Form* and documentation, turning your submitted information to the Genealogist for full review, verification, and documentation. If the Genealogist approves the lineage, a certificate appropriate for framing is distributed. The process may take more than a year from submission. Membership benefits also include the opportunity to participate in the Cousin Exchange facilitated by our Registrar. To participate, follow directions on the *Cousin Exchange Permission Form* in an enclosed *Newsletter*.

**Currently, due to the pandemic, we are meeting virtually.** Registration and program details for our Virtual Spring Meeting on Saturday, March 13 will be distributed in February. Our Annual Meeting is typically on the Friday closest to Windsor's founding, September 26. Decisions on whether to meet virtually or in-person in September will depend on pandemic recommendations. DFAW is a "Participating Society" for a Virtual NERGC conference running April 1 through May 30, 2021. Check out [nergc.org](http://nergc.org), your quarterly DFAW *Newsletter*, or [dfaw.org](http://dfaw.org) for the latest information. Feel free to contact me at any time. It is my responsibility to help you take full advantage of the benefits of DFAW membership.

We count on you to keep us informed of any changes in your contact information to assure that you receive all the benefits of membership. Please send any updates or inquiries to Pam Roberts at the contacts in the letterhead above. I hope to greet you in person someday at one of our meetings or for coffee in our travels.

Again, I speak for the whole Board of Directors in welcoming you warmly to DFAW.

Sincerely,

*Pam Roberts*

**SAMPLE Feb 2021**

## DFAW FOUNDERS LIST UPDATED 2021

The first Founders List was literally carved in stone when the National Society, Sons and Daughters of the Pilgrims erected the impressive Founders Monument on the site of the first meetinghouse on Palisado Green on May 30, 1930, the three hundredth anniversary of the arrival of the *Mary and John* in the waters off Nantasket. That congregation formed the nucleus of the collection of several groups who settled in Windsor before the end of 1641. That day in 1930 marked the 300th Anniversary of the organization of the First Church in Windsor on the dock in Plymouth just before the *Mary and John* set sail. Many turned out for the celebration that day -- a church event, not a town event -- and several future members of DFAW were children in photographs of that day.

In their enthusiasm, the organizers of the monument put on the names of many settlers who arrived well after the pioneer years, including Elder John Strong and Sgt. Josias Ellsworth, names that must be recalled in any remembrance of early Windsor families, without specifying just how early. Other names were left off -- any who came with the Holmes party from Plymouth in 1633 and many of the servants who came with the Stiles and other families. Virtually all the wives were left off.

Another list of early Windsor settlers was apparently developed for the town's Tercentennial in 1933. That September, the *Hartford Times* published a list of founders of Windsor which still circulates. That list suffers from the same inclusion of families arriving much later than 1635 and the same exclusions.

In 1983, the Windsor 350th Anniversary arrived. Working on behalf of the Windsor 350<sup>th</sup> Anniversary Committee, Stephen Simon and Kent Avery developed a list which included all those in Windsor before 1650, the cutoff date based on a map in Stiles' first volume. To develop their list, they combed the Barbour Collection of Connecticut Vital Records for Windsor and the listing of householders in Stiles' first volume. That list was published in the 350th Anniversary Committee booklet, *The Settlement of Windsor, Connecticut*.

When DFAW was organized in the summer of 1983, a Founder was defined as anyone in Windsor by the end of 1640, a cutoff point intended to coincide with the date established by the Society of the Descendants of the Founders of Hartford based on the final land distributions there and by the closing of the Great Migration after the Puritans came to power in England. Additions to the Founders List were made in our earliest years on a case-by-case basis, usually by petition of someone whose ancestors had been overlooked in earlier compilations.

As time went on, the late Donna Siemiatkoski and Carolyn Porter-Fraher discovered that in Windsor the grants from the plantation did not stop in 1640 but continued to be made through the summer of 1641. Based on this information, DFAW altered the definition of a Founder to include all those individuals found on records pertaining to Windsor before the close of 1641, thus tying the Founders Era to the recording of the grants from the plantation (the original proprietors). However, we include anyone who is on record in Windsor at that time whether landowners or not.

Meanwhile, in compiling information on each of about 400 surnames in seventeenth century Windsor, Donna Siemiatkoski examined every important document which might contain names of people in Windsor by the end of 1641: Matthew Grant's record, Matthew Grant's reports to the colony, the land records in the Windsor Town Hall, the records of the General and Particular Courts of Connecticut, estates of persons who died in Connecticut before 1641 (which contain names mentioned of heirs, witnesses, executors, and so forth), and lists of men compensated years later for their service in the Pequot War. A few names were mentioned in other jurisdictions as "of Windsor". At the request of the DFAW Board, Donna compared her findings with the existing Founders List.

Further discussion and research ensued. Un-substantiated references in Savage, Stiles, and family genealogies were rejected, although they stand as possible clues. The literature was also combed for any new materials, especially on any names to be deleted. The result was the 1996 revision of the Founders List, which added new individuals but deleted several others including James Basket, Joseph Dwyer, Isaac Sheldon, and Robert Watson. As an example, Isaac Sheldon's name was dropped from the list because he was not found on any record before 1652 even though many of his personal circumstances strongly suggest an earlier arrival. On the other hand, strong preponderance of evidence for the presence of Miles Merwin in Windsor by 1641 came from an article by Douglas Richardson in the July and October 1995 issues of the *New England Historical and Genealogical Register*, and his name was added to the list. The 1996 Founders List appeared in the Spring 1996 DFAW *Newsletter* and was widely disseminated.

In 1999, the History Committee concluded that Richard Lyman was not a Founder (see the Summer 2002 *Newsletter*), and in 2000, the History Committee concluded that Anthony Hoskins was not eligible for being added to the Founders List (see the July 2000 *Newsletter*). In June 2006, the History Committee recommended and the DFAW Board approved the addition of Deacon John Moore and a change of spelling from Thomas "Newell" to Thomas "Nowell". These, and some technical changes, resulted in the first revision of the Founders List in ten years. In December 2020 the Board, based on recommendations from the History Committee, voted to correct the List to remove Thomas Marshall and John Osborn, and to reinstate Richard Osborn (see the Winter 2021 *Newsletter*).

Important as women are in the settlement of the colony (the lack of families spelled the failure of the early fishing settlements in New England), the names of most women living in Windsor by the end of 1641 are not included on the Founders List. If a woman's identity is known, and all her children are by one or more Founders, she is not listed in her own right. However, if a woman had children by a man who was not a Founder, either before coming to Windsor, or after moving away, or after the close of the Founders Era, she is listed as a Founder, enabling her descendants to join DFAW in her right. An example is the widow Mary (Merwin) (Tinker) Collins. Similarly, in July 2007, Elizabeth ( ) (Nowell) Taylor was added to the Founders List.

In the same way, fathers and adult sons who were in Windsor by 1641 are not both listed, as the son's descendants are eligible to join through the father. Brothers are listed separately. Thus, strictly speaking, the Founders List is not a list of all individuals who were in Windsor before 1641, but of the individuals heading a family.

Since 1983, all the primary records pertaining to early Windsor -- vital records, land transactions, estate proceedings, and the colonial court records -- have been thoroughly searched, examined, and analyzed for information on the early inhabitants of Windsor. We believe we currently have the most accurate list of heads of households in Windsor by the end of 1641 that is possible based on the records known to exist. However, it remains possible that evidence may yet be found in other records. DFAW welcomes proposed additions to the Founders List provided they are accompanied by convincing documentation, not unsubstantiated references in family histories. Submissions should be addressed to the DFAW History Committee, P.O. Box 39, Windsor, CT 06095.

Revised: January 2021

## Founders of Windsor

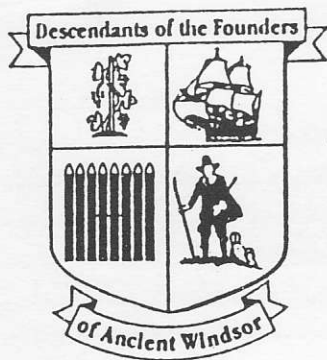
*The following is a list of the "Founders" of Windsor as amended and approved by the Descendants of the Founders of Ancient Windsor, Inc. through July 2021:*

George Abbot  
Benedictus Alford  
Samuel Allen  
Matthew Allyn  
Thomas Barber  
John Bartlett  
Margaret (Barrett)  
(Huntington)  
Stoughton  
Thomas Bascomb  
Thomas Bassett  
John Bennett  
Richard Birge  
Capt. John Bissell  
Elder John Branker  
Jonathan Brewster  
Thomas Buckland  
William Buell  
Joshua Carter  
George Chappel  
Daniel Clarke  
Dea. Henry Clarke  
Joseph Clarke  
Capt. Aaron Cooke  
Thomas Cooper  
Nicholas Denslow  
Thomas Dewey  
Thomas Dibble  
John Drake  
John Dumbleton  
John Dyer  
John Eels  
Bygon Eggleston  
William Filley  
Thomas Ford  
Henry Foulkes  
Lt. Walter Fyler  
Dea. William Gaylord  
Francis Gibbs  
Giles Gibbs  
William Gilbert  
Jeremiah Gillett  
Jonathan Gillett  
Nathan Gillett  
Matthew Grant  
Thomas Gridley  
Edward Griswold  
Matthew Griswold

Thomas Gunn  
William Hannum  
John Hawkes  
Anthony Hawkins  
William Hayden  
Gov. John Haynes  
William Hill  
John Hillier  
Thomas Holcombe  
Lt. William Holmes  
Mary Holt  
Elder William Hosford  
John Hoskins  
Simon Hoyte  
Samuel Hubbard  
Rev. Ephraim Huit  
William Hulbert  
George Hull  
John Hurd  
Humphrey Hydes  
Joseph Leemis  
Roger Ludlow  
Henry Lush  
Ann Marshall  
Thomas Marshall  
Major John Mason  
Mary (Merwin)  
(Timber) Collins  
Miles Merwin  
Simon Mills  
Dea. John Moore  
Thomas Moore  
Thomas Newberry  
Thomas Nowell  
Richard Oldage  
Thomas Orton  
Richard Osborn  
Sgt. Nicholas Palmer  
Elias Parkman  
Thomas Parsons  
Edward Pattison  
George Phelps  
William Phelps  
George Phillips  
Humphrey Pinney  
Eltweed Pomeroy  
Samuel Pond  
John Porter

Edward Preston  
Matthew Rainend  
Philip Randall  
Jasper Rawlins  
John Reeves  
John Rockwell  
Dea. William Rockwell  
Dr. Bray Rosser  
John St. Nicholas  
Robert Saltonstall  
Richard Samos  
Matthias Sension  
(St. John)  
Nicholas Sension  
Richard Sexton  
Sgt. Thomas Staires  
Aaron Sharke  
Francis Stiles  
Henry Stiles  
John Stiles  
Thomas Stiles  
Ens. Thomas Stoughton  
George Stuckey  
John Talcott  
Elizabeth (Unknown) (Nowell)  
Taylor  
John Taylor  
Stephen Terry  
Thomas Thornton  
William Thrall  
John Tilley  
Peter Tilton  
Michael Try  
Frances (Unknown)  
(Clark) (Dewey)  
Phelps  
Richard Vore  
Rev. John Warham  
Richard Weller  
Richard Whitehead  
Arthur Williams  
John Williams  
Roger Williams  
Lt. David Wilton  
Robert Winchell  
Elder John Witchfield  
Henry Wolcott  
John Young

SAMPLE



## DESCENDANTS OF THE FOUNDERS OF ANCIENT WINDSOR

P.O. Box 39, Windsor, Connecticut 06095

Member No. \_\_\_\_\_

Founder \_\_\_\_\_

I, \_\_\_\_\_, (name as it will appear on your certificate) apply for Lineage Certification to The Descendants of the Founders of Ancient Windsor.

### Applicant Information:

Name and Address to be used for mailings:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Town, State, Zip: \_\_\_\_\_

### Family Information:

Name of Spouse: \_\_\_\_\_

Date & Place of Marriage: \_\_\_\_\_

Names, Birth Dates & Birth Places of Children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Membership: ☐ Single ☐ Dual ☐ Junior ☐ Life

Line being submitted is ☐ first line ☐ supplemental

\*\*\*\*\*

Date received by the Registrar: \_\_\_\_\_

Date approved by the Registrar: \_\_\_\_\_

Signature: \_\_\_\_\_

Examined and approved by the Genealogist: \_\_\_\_\_

Signature: \_\_\_\_\_

Certificate Sent to Member: \_\_\_\_\_

By: \_\_\_\_\_

SAMPLE:

##. Adelaide Jane Pons

married to William Oscar Mathews  
who was

born on 8 Oct 1892 at Roxbury, CT (A)  
died on 10 Jan 1978 at New Milford, CT (B)  
on 3 Sep 1920 at Milford, CT (A)  
born on 28 Aug 1896 at Devon, CT (A)  
died on 28 Jan 1980 at New Milford, CT (C)

1. I, \_\_\_\_\_, was born on \_\_\_\_\_ at \_\_\_\_\_

I am descended from Windsor Founder \_\_\_\_\_

who settled in Windsor in the Colony of Connecticut prior to the end of 1640, on or about \_\_\_\_\_, 16\_\_.

I am the child of:

2. \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

married to \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

who was born on \_\_\_\_\_ at \_\_\_\_\_

and died on \_\_\_\_\_ at \_\_\_\_\_

# 2 was the child of:

3. \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

married to \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

who was born on \_\_\_\_\_ at \_\_\_\_\_

and died on \_\_\_\_\_ at \_\_\_\_\_

# 3 was the child of:

4. \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

married to \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

who was born on \_\_\_\_\_ at \_\_\_\_\_

and died on \_\_\_\_\_ at \_\_\_\_\_

# 4 was the child of:

5. \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

married to \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

who was born on \_\_\_\_\_ at \_\_\_\_\_

and died on \_\_\_\_\_ at \_\_\_\_\_

# 5 was the child of:

6. \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

married to \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

who was born on \_\_\_\_\_ at \_\_\_\_\_

and died on \_\_\_\_\_ at \_\_\_\_\_

# 6 was the child of:

7. \_\_\_\_\_ born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

married to \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

who was born on \_\_\_\_\_ at \_\_\_\_\_

and died on \_\_\_\_\_ at \_\_\_\_\_

# 7 was the child of:

8. \_\_\_\_\_

married to \_\_\_\_\_

who was  
and

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

# 8 was the child of:

9. \_\_\_\_\_

married to \_\_\_\_\_

who was  
and

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

# 9 was the child of:

10. \_\_\_\_\_

married to \_\_\_\_\_

who was  
and

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

# 10 was the child of:

11. \_\_\_\_\_

married to \_\_\_\_\_

who was  
and

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

# 11 was the child of:

12. \_\_\_\_\_

married to \_\_\_\_\_

who was  
and

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

# 12 was the child of:

13. \_\_\_\_\_

married to \_\_\_\_\_

who was  
and

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

# 13 was the child of:

14. \_\_\_\_\_

married to \_\_\_\_\_

who was  
and

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

# 14 was the child of:

15. \_\_\_\_\_

married to \_\_\_\_\_

who was  
and

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_

died on \_\_\_\_\_ at \_\_\_\_\_

SAMPLE

**Please Provide Volume and Page References to Authorities**

Please list each document or source separately after a letter of the alphabet. Enter that letter in the body of the lineage application on the same line following the information from that source.

A.	_____
B.	_____
C.	_____
D.	_____
E.	_____
F.	_____
G.	_____
H.	_____
I.	_____
J.	_____
K.	_____
L.	_____
M.	_____
N.	_____
O.	_____
P.	_____
Q.	_____
R.	_____
S.	_____
T.	_____
U.	_____
V.	_____
W.	_____
X.	_____
Y.	_____
Z.	_____

**SAMPLE**

The information stated in this application is true, to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_



## DESCENDANTS OF THE FOUNDERS OF ANCIENT WINDSOR

P.O. Box 39, Windsor, Connecticut 05095-0039

Email: [membership@DFAW.org](mailto:membership@DFAW.org)

### NOTES ON FILLING OUT THE *LINEAGE FORM*

DFAW is dedicated to recording and preserving the history and genealogy of the families of Ancient Windsor. Your Lineage Form is the Society's permanent record of your lineage, and the information from the *Lineage Form* and its supporting documentation will be entered into the Society's genealogical database for the use of future researchers. Neatness and clarity are essential.

*Lineage Form* submission is not required for membership but is an optional benefit of membership. Active members are encouraged to submit one line to one Founder at a time. After one line has been approved, additional lines can then be submitted. Additional blank *Lineage Forms* are available from the DFAW Membership Secretary, Pamela Roberts: email [membersip@dfaw.org](mailto:membersip@dfaw.org) or call or text 860-428-2406.

On the front page, enter your membership number onto the *Lineage Form*. Your membership number appears on the top left of your membership card and your address label.

On line 1, clearly print your full name (first, middle, maiden, last) exactly as you wish it to appear on your certificate. You must keep your address updated with the Membership Secretary and maintain active member status with up-to-date dues to receive a certificate.

Fill in the complete name (for women, use maiden name) of your spouse and the date and place of marriage and provide documentation. Documentation regarding previous marriages may be submitted to explain name changes. Use an extra page if necessary.

List the complete names of your children, their birth dates (day/month/year format), and their birthplaces (city, and state). This is just a list; your children must submit separate Lineage Forms for certification, although the documentation and work you have done can help them fill out their own forms.

**On the inside of the *Lineage Form*, complete the line of ascent from you to your Founder.** Each generation, person, date, and place must be supported by documentation. Documentation may include birth, death, or marriage certificates, church or cemetery records, tombstones (pictures with a transcription of the inscription), Bible records (with a copy of the title page), census records after 1850, wills, deeds, estate papers, diaries, letters, and school records. County histories and family genealogies may be acceptable in some instances. Documentation must be evaluated on a case-by-case basis in context with the lineage. Copies of lineage papers prepared for the DAR and other lineage societies are not accepted. The DFAW *Lineage Form* and required documentation are the only formats accepted. DFAW reserves the right to determine if a document is acceptable. For additional information on documentation, see the enclosed copy of "Documentation: What's Hot and What's Not".

Throughout the *Lineage Form*:

- **Use day month year format** for dates (e.g., 8 Oct 1892).
- **Location** must include full name for town or city, area, county and two letter state abbreviation.
- **List complete names, maiden names for women.** If multiple marriages are involved, use the maiden name in parentheses and then the prior husband's name(s).
- **Acceptable abbreviations:** check <https://www.ngsgenealogy.org/free-resources/abbreviations/>.

While it is important to provide an available proof for each piece of information, it is not always possible. If you do not know the information leave the space blank. Perhaps the Registrar or the Genealogist can help you with a missing detail. You may be able to fill the blank spot in later.

Among the materials that members often omit from their *Lineage Form* submission are photocopies of their own birth certificates and marriage certificates. Be sure to include documents that support your own names, dates, and places on the form.

**Your *Lineage Form* and your documentation are not returned to you.** Do not send original documents! Copies are not only acceptable but also preferred. If the information is handwritten or illegible, submit a typed or printed transcription along with the copy of the document. The pertinent data on each document should be underlined or indicated with an arrow. **Do not highlight!** The source of the document should be clear. Once a fact is documented, stop. Multiple proofs are unnecessary.

**Space is provided for a listing of documents and sources on the back page.** List the reference for each document or source on a lettered line of the back page. Refer to that authorizing document by writing the appropriate letter at the end of each data line that is supported by that document. One document can support multiple data lines. For clarity, refer to the handwritten example at the top of page 2. Enclose a copy of each document listed. Label each supporting document with the appropriate letter based on the lettered line where you listed that document. When referencing a published work, note the title, author, date, edition, and necessary pages. When the reference is to an unpublished work, add a note indicating where the work or document is stored. Electronic references require that a copy of the digitally sourced document be submitted along with the electronic source and the date that you accessed the document from that source. State the full link including the URL for that source. For example:

“Republican, The”, GenealogyBank.com

[http://www.genealogybank.com/doc/obituaries/obit/15B62249E8E59EAB-](http://www.genealogybank.com/doc/obituaries/obit/15B62249E8E59EAB-15B62249E8E59EAB)

[15B62249E8E59EAB](http://www.genealogybank.com/doc/obituaries/obit/15B62249E8E59EAB-15B62249E8E59EAB): Accessed 22 March 2016

**Take the time to ensure your *Lineage Form* is as complete and accurate as possible. Double check to be sure that all documentation is included, labeled, and referenced to the data it supports.**

**Mail your completed *Lineage Form* and documentation to our current Registrar:**

Olivia Patch, DFAW Registrar  
83 Cedar Swamp Road  
Tolland, CT 06084

**Note:** Check your most recent DFAW *Newsletter* to verify the current name and address for Registrar.

**After all that work, be sure to keep a full copy of your *Lineage Form* and documentation for your records. Your *Lineage Form* and documentation will NOT be returned to you.**

DFAW is unique among lineage societies. Submitting a *Lineage Form* and receiving a certificate if approved is a benefit of membership. We have a two-step lineage review process. In step 1, the Registrar receives and logs your submission and gives you postcard notification of receipt. The Registrar examines the form and documentation for accuracy and completeness, and notifies you and assists as possible with any areas with insufficient documentation. Once the form and documentation are considered adequate, the Registrar notifies you in writing that your submission has been passed on to the Genealogist. In step 2, the Genealogist initiates and completes data entry, verifies the line of descent, and makes final certificate decisions. As you can imagine, this will take time for review, data entry, and verification. DFAW officers are volunteers. It is not unusual for the full process to take more than a year. If approved, you will receive a certificate by mail and your lineage research will be available in our DFAW database for the benefit of other researchers.

**Enjoy participating in this process. Thank you for contributing to our history!**

Olivia C. Patch, Registrar  
Edwin W. Strickland, II, Genealogist

**Lineage Forms and Notes on Documentation are available from Pamela Roberts, DFAW Membership Secretary by emailing [membership@DFAW.org](mailto:membership@DFAW.org) or calling: 860 428-2406.**

## DOCUMENTATION: WHAT'S HOT AND WHAT'S NOT

Edwin W. Strickland II, DFAW Genealogist

Adhering to the guidelines below can help speed up the processing of your lineage while helping leave a quality database and improving the quality of our publications for future genealogists. Both of these goals are dependent on the quality of the citations you provide.

- Because the same degree of proof is not available for every generation, we are quite flexible in the types of documentation that we accept. They include published genealogies, local histories, birth certificates showing names of parents; marriage certificates showing names and birthplaces of parents of spouses; and death certificates showing names and birth places of parents of the deceased and the name of the deceased's spouse. Also acceptable as documentation are census records, wills, probate records, deeds and other land records, church records, family Bibles that include dates and relationships, and tombstones when accompanied by a legible photograph of the entire inscription.
- While it is not always possible to determine every date or place pertaining to an individual, a documented connection must be established from generation to generation back to the Founder. Always provide copies of each document that shows the connection between generations. **(Send photocopies, not the original documents.)**
- **All copies submitted must be readable.** Please provide the best possible copies of your documents. If your original is light, try a darker setting on your copier. Also, a piece of yellow acetate (clear plastic) placed on the glass will increase contrast. **If your copies of the original are hardly legible after you have done your best, please make and send us a typed transcript along with the photocopy of the original.** (If we cannot read your copy of the document, we will probably be unable to read it either, and as this material is copied into the database, it is a lot faster for us to work from a transcript than from a photocopy.)
- If you wish to draw attention to the data that helps establish a connection, **draw an arrow or underline in red. Please do not use a highlighter.**
- **Once a pertinent fact is documented, stop.** Multiple proofs usually serve no purpose and can slow down the review process.
- **Check every generation carefully,** examining the dates given for the births, marriages, and deaths to be sure a generation has not been skipped. A generation usually encompasses about 25 years.
- **Key all documentation to the document list on the back of the lineage form.** List each piece of documentation on the alpha list on the back page of the Lineage Form. Place the corresponding letter in the inside of the form on the filled-in blank supported by that documentation.
- **For published genealogies,** local histories, etc., please provide the name of the author, title, date of publication, and volume and page numbers on the alpha list.
- **For unpublished works,** list the source in the references and provide a complete photocopy, including the title page. Add a note indicating where the material is stored or located, for example, "unpublished manuscript on the Bardner Family by B. Cody in the Newberry Library". Providing a line-by-line transcription following the spelling, capitalization, and punctuation of the original is strongly encouraged.
- **Please put your name and address on the back of all documentation (mailing labels are great for this);** in the event that part of your documentation becomes separated from the rest of your folder, we can then match things back up.
- We discourage submitting lines to multiple Founders all at one time; it adds to the backlog. Please send in one or two lines at first. After these have been approved for proper documentation, one or two additional lines can then be submitted.

### What's Hot

- Published Histories and Genealogies. Remember to submit both photocopies of the pages cited and the title page (but if several generations are covered in a work, only one copy of the title page is needed).
- Vital and Church Records. Remember to include the name of the town or church including state, province, etc. (there's more than one Windsor!) and a citation to the volume and page. Be sure to cite the source you actually use. For example, if you cite the Barbour Collection to document the death of John Drake, Sr., don't claim your source is the Matthew Grant Record.
- Land and Probate Records. Include the full citation, identifying whether the information comes from a probate file or loose deed or from a book and page of official records.
- Bible and Family Records. Provide as much information as to source as possible, including compiler, approximate time of compilation (was Great Aunt Mary writing about her contemporaries or about events 100 years in the past?), and present location. Remember to copy the title page as well as the family record section. If known, the present location of the Bible is helpful. If the handwriting is not clear, include a transcript. As many Bibles contain material that may not be available elsewhere, we utilize the full family record and not just the data on the specific line. Since it is sometimes difficult to follow relationships in a multi-generational Bible and you know your family better than we do, notes to explain the less obvious connections are helpful.
- Census Records. Include a citation to series, roll, and page. If not included, we have to stop and look it up. With online sources now available, it may not be as big a deal to do this for one record, but with a membership and database the size of ours, it can be! (Don't you love it?)
- Photographs. We strongly encourage you to submit your family photographs and those of the family homesteads and gravestones. I scan them for inclusion in our publications, editing the scan to improve clarity and contrast. Photos should be labeled with subject matter, names, dates (estimated when the actual date is not known) and places. (You may recognize a photograph of Great Aunt Mary on the occasion of her 100<sup>th</sup> birthday but who will in the future?) It is very difficult to obtain a good photograph of a gravestone. If the epitaph is not clearly readable, include a transcript. Identify the name of the cemetery and town, state, province, etc.

### What's Not

- Lineage Society Papers. Copies of lineage papers submitted to the DAR, Mayflower Society, and most other societies are not accepted by DFAW. Such societies do not accept the paperwork from other societies. Neither do we. However, if the connections between generations are established through other documentation, we may use lineage papers for supplementary information.
- Online Family Websites and Compiled Lineages. These may provide you with clues during your research but because they are not primary sources and since most of the lineages posted to the Web do not contain any references, they are of no use to us. Further, if you've ever tried to visit a Web site, you know how fleeting they can be. The site may be changed or even completely gone, leaving us no way to evaluate the quality of the data.

Please keep in mind that we're not trying to burden you with strict documentation requirements. We're actually more forgiving than many societies. But properly preparing and citing sources now will help future generations know the work that has been completed and what remains to be done.

Remember to send your Lineage Form and documentation to the DFAW Registrar for initial review. See the form for the address. Email [membership@DFAW.org](mailto:membership@DFAW.org) for copies of our Lineage Form and Notes on Filling out the Lineage Form, distributed to new members and on request to any member.