Gen-Guide to
NEW ZEALAND RECORDS COLLECTIONS:

PEDIGREE REGISTRATION

New Zealand
Te Rangapū Kaihikohiko
o Aotearoa
Society of Genealogists

A guide to submitting information to, and accessing information from, the NZSG Pedigree Registration Collection.

New Zealand Society of Genealogists Inc.

FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE

F4 NZSG PEDIGREE REGISTRATION

First Digital Edition . . . . . . October 2018

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NZSG RECORDS COLLECTIONS

Founded in 1967, the New Zealand Society of Genealogists (NZSG) has been steadily building record collections that will assist members to research their family history. This Gen-Guide is one in a series that will explain what the collections contain, how to access the records, and how to contribute to the collections.

PEDIGREE REGISTRATION

The Pedigree Registration project is a New Zealand Society of Genealogists members-only service. This is a collection of pedigree registration forms submitted by members for the main purpose of sharing information amongst Society members.

The Pedigree Collection is maintained so that members researching the same surnames can be put in touch with one another, thus avoiding duplication of effort, and allowing them to share information. It may also provide a way for members to permanently archive their direct line ancestry, making information available even after their death.

The collection continues to grow steadily, thanks to the generosity of Society members. The Pedigree Officer holds a filed collection of the original pedigrees; the NZSG holds a copy of each pedigree; and a database records each name from each pedigree. Currently (June 2018) there are 108,000 names in the database.

Names appear in the NZSG Kiwi Collection.

HISTORY OF THE PEDIGREE REGISTRATION PROJECT

This collection, previously known as the Record of Ancestry, was initially set up as a collection to collate information of members' pedigrees from sheets provided to new members. Every surname on each pedigree registration sheet has been entered into a database. It was first indexed in 1968, and has gradually expanded.

TERMS AND CONDITIONS OF USE

This service is only available to members of the New Zealand Society of Genealogists. There is no charge for either submitting a pedigree, or for requesting information regarding names which appear on the pedigrees.

Access to the collections is a major benefit of your NZSG membership. Members receive this information on the understanding that it is to be used for their personal research only. You should not pass it on to non-members, or make access to the collections available to non-members.

Up-to-date information about the collection can be found on the Society's website. Log in as a member, then head to:
https://www.genealogy.org.nz/pedigree-registration_241

Any changes in the way the collection operates will be posted on that website and also notified in the 'Record Collections' page in *The New Zealand Genealogist.*

THE PEDIGREE DATABASE

The Pedigree Officer enters each name shown on a pedigree to the database, adding the date and place of ONE event, usually a birth but maybe another event if more information is provided for either a marriage or death. Because only one event is entered to the database, there is more information on a pedigree form than appears on the database and Kiwi Collection. The present database allows for 36 names per member. Each name is given a random reference number to prevent linking of any names; this practice was recommended by the Privacy Commissioner (see endnote).

Data is regularly forwarded for inclusion on the next Kiwi Collection. The Pedigree Database is not on the website, but names are accessible through the Kiwi Collection.

Although every care is taken, there may be some inaccuracies in the index due to the quality of handwriting and age of some records. As always, it is good research practice to search for a copy of the source document rather than rely on any information in the index.

WHAT INFORMATION CAN I OBTAIN?

You can ask for the names and contact details of the members who have contributed pedigree charts that include surnames you are researching. You can then follow up by contacting the contributors directly. **Only contact details** are provided unless the submitter is now deceased, or in rare cases where the submitter is no longer able to reply so agrees to a copy of their pedigree being provided.

Part of the Pedigree Collection Index is included in the NZSG Kiwi Collection where it is available to Society members to search. The details in the Collection are not complete; there is an explanation to be found by going to 'Record Source' on the entry page.

HOW DO I CONTRIBUTE TO THIS COLLECTION?

Contributions to the collection must be made using the Pedigree Registration form. This form may be used for first-time entries, or for updating an earlier submission.

Complete the Pedigree Registration form and information sheet that was included in your new-member's pack. If you don't have one, download the form F4 (2 pages) from the NZSG website :
https://www.genealogy.org.nz/data/media/documents/Forms/F4%20Pedigree%20Registration%20190111.pdf

Downloaded forms should not be crooked or cropped, and preferably printed on archival quality paper.

IMPORTANT: Since 2001 the Pedigree Registration form has included a Consent Form on its reverse side. To be accepted for the Collection, this must be signed by the submitter, agreeing that they have checked that all living people have been consulted about being recorded, and giving permission for the pedigree and data on it to be stored and disseminated. Unsigned forms are returned to the submitter.

> It is very important that page 2, with the consent information, is printed on the back of the form, NOT on a separate page.

Instructions for completion of Form F4 NZSG Pedigree Registration.

There is an instruction sheet F5 NZSG PEDIGREE COLLECTION FORM which can be downloaded from the NZSG website, which gives detailed guidance to completing the pedigree registration form. A copy is attached to this guide as Appendix 1 (see page 8).

Supplementary instructions are as follows :
1. Use ONLY the NZSG Pedigree Registration form F4. (Computer-printed pedigrees are not acceptable.)
2. Leave blanks rather than include unverified information. You can submit an update when facts are known. Partial pedigrees are acceptable.
3. Include the country when entering place 'AT' of event information. The Officer records only what is written. [There are twelve places in the world named Canterbury; 24 called Wellington; etc.]
4. Use Chapman Standard codes for abbreviations. You can find a list on the NZSG website ~
   https://www.genealogy.org.nz/data/media/documents/Forms/F3%20World%20Wide%20%20District%20Codes%2006101010.pdf
5. Use 'C' for christening for entries prior to civil registration where a birth date is not known - not 'B' for baptism ; 'B' is for birth.
6. Indicate 'Civil Union' or 'Partner' rather than marriage if appropriate and 'Adoption' if necessary.
7. Draw a neat line through any errors and write the correct information alongside.
8. Do not - use metal paper clips or staples (they rust)
   - use sticky tape (it discolours and deteriorates)
   - use coloured inks or pencils (they fade over time and do not copy well)
   - use whiteout or erasers.
9. **Read and sign the consent form on the reverse side.**

Please post the completed form to the Pedigree Registration Officer; see the 'Record Collections' page in the latest latest *New Zealand Genealogist* for current contact details.

HOW DO I MAKE A REQUEST?

You must be a financial member of the NZ Society of Genealogists to obtain information from the collection. There is no charge for this service.

You can make a request to the Pedigree Officer of names you are researching either taken from the Kiwi Collection, including the reference number with the name/s, or just make a request for a search on any name on your family tree, up to five at a time; the Officer will do

a check on the database for you. Wherever possible narrow your search by specifying full names (using maiden names for women), places and dates that would help the collection officer identify the family you are looking for.

There are 3 ways in which queries can be made of the collection :

1. Prepare your request using the online Pedigree Search Request form which is available on the NZSG website ~ https://www.genealogy.org.nz/Pedigree_Search_Request_328.aspx
Complete the form : note that some fields are required; and click on the 'Submit Request' button at the end. You will receive a reply by email.

2. Send a query using the email address pedigree@genealogy.org.nz making quite clear your surnames of interest.

3. Send a query via standard postal services to the Appointed Officer, whose address can be found in the 'Record Collections' page in the current *New Zealand Genealogist*. If used this way, please remember to enclose a self-addressed and stamped DLE envelope *(business sized 225mm x 114mm)*.

With any query, you need to provide ~
- Your name and your membership number
- The names of the person/s you are interested in, with reference number/s.
OR
- Name/s of the person/s you are interested in, without reference numbers. Just a surname is sufficient for an uncommon name, but increase the chances of finding a match by providing
  - First names for reasonably common names
  - Full names plus event places and dates, where known, for very common surnames.

PROBLEMS FOR THE ENQUIRER

There may be problems for the enquirer for a number of reasons :
- The submitter may be deceased
- The submitter's address may have changed
- The submitter may not reply even if they receive your query (eg: through age and frailty).

The Pedigree Officer is able to assist with some of these, but for most the enquirer is expected to carry out some detective work to trace the person. If after a period of 3 months of trying no contact has been made with a submitter, evidence of your endeavours may allow the Officer to provide a copy of the pedigree.

THE PRIVACY COMMISSIONER'S OPINION (2002)

Following complaints made by members in 2002 concerned that details on the pedigrees were being used in a form not originally specified (*viz.*, the NZSG Index CD Volume 2), the

Privacy Commissioner's suggested resolution relating to the Pedigree Registration Collection included :

- That all forms for which no authorization exists should not have the data about living individuals published on the CD-ROM;
- That no two names on any pedigree should be linked (hence the use of random numbers);
- That information regarding living people should not be made available ("suppressed" entries).

REFERENCES

Kirby, Judy, 2015 : An Archival collection held by the NZSG : the Pedigree Collection. *The New Zealand Genealogist*, Vol. 49, No. 371; pp. 20-22.

New Zealand Society of Genealogists Inc.

FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE

NZSG PEDIGREE COLLECTION FORM
INSTRUCTION SHEET

PURPOSE: To provide a permanent record of family history research and to avoid duplication of effort where possible.

Entries are indexed which does not show relationships so as to enable those with research in common to be put in touch through the NZSG Pedigree Collection Officer. This is a member only resource. No other organisation will be permitted to copy these forms.

HOW:

- Print or type using ink or ball point, NOT PENCIL.

- Use CAPITAL LETTERS only for Surnames, with Forenames first.
  i.e. John James BROWN; Elizabeth SMITH-JONES.

- Always record a woman's MAIDEN name and her name by any former marriage
  i.e. SMITH-JONES, Elizabeth, nee JONES, formerly BROWN.

- Give dates as accurately as possible e.g. [12 Feb 1865]. 12.2.65 does not show a century. Where dates are approximate, this should be shown as circa [c1832]
  Print your own name on the line marked 1.
  Print your spouse's name on the line immediately below.
  Print your father's full name on the line marked 2.
  Print your mother's full name on the line marked 3.
  Print your father's father's name on the line marked 4.
  Continue backwards in this manner. Line 13 will be your mother's father's mother.

- Omit any details you would prefer not to include.

- You are required to obtain the consent of each living person named on the form prior to inclusion of his/her personal information.

- **Use the form provided**. Do NOT send photocopies or computer printouts. If you wish, you may photocopy this form for your own records, or to make a draft copy before filling in the permanent copy.

- Do NOT use sticky tape, staples, or white-out to make corrections.

- Only direct-line ancestors are shown on the pedigree form. **Do NOT enter any additional information on this form**.

- If you have progressed beyond four generations, place an "A" beside that name at the right hand side of the form to indicate that another chart applies.

- **READ AND SIGN THE CONSENT FORM ON THE REVERSE SIDE OF FORM F4.**

A sample fictitious Pedigree Chart on the reverse of these instructions shows how a completed chart should look. If you have any questions about completing the form, ask at a Group meeting, or contact the NZSG Pedigree Collection Officer. Please remember to enclose a stamped addressed envelope for reply if writing to the Officer on any matter.

WHEN: When you can fill in MOST of the details on the form send it to the NZSG Pedigree Officer. Even if it is not fully completed, data from it can be entered into the database. Please ensure that you have completed the consent form on the reverse of the form. Post to:

NZSG Pedigree Collection Officer
New Zealand Society of Genealogists (Inc)
P.O. Box 14-036,
Panmure,
Auckland 1741.

- or mail directly to the **Pedigree Registration Officer** at the address given in the 'Record Collections' page in the current *New Zealand Genealogist.*

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FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE
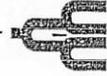
NZSG PEDIGREE COLLECTION

Compiled by: Mrs E. A Black

Address: 13A Main Street

Address: Rainbow's End

Membership No: 0000

Date: 10 Sep 2001

> Please note that this is a fictitious pedigree, and any resemblance to anyone's family is unintentional

8 John WHITE "A"
BORN 16 May 1808
AT Dunfermline, Scotland
DIED 6 Aug 1895
AT Kirkcaldy, Scotland

4 James WHITE
BORN 28 Dec 1853
AT Dunfermline, Scotland
DIED 8 Oct 1908
AT Burntisland, Scotland

9 Margaret BLUE "A"
BORN 6 Jan 1823
AT Dunblane, Perth, Scotland
DIED 7 June 1885
AT Kirkcaldy, Scotland
MARRIED 3 Aug 1852
AT Dunblane, Scotland

2 John James WHITE
BORN 10 Mar 1888
AT Edinburgh, Scotland
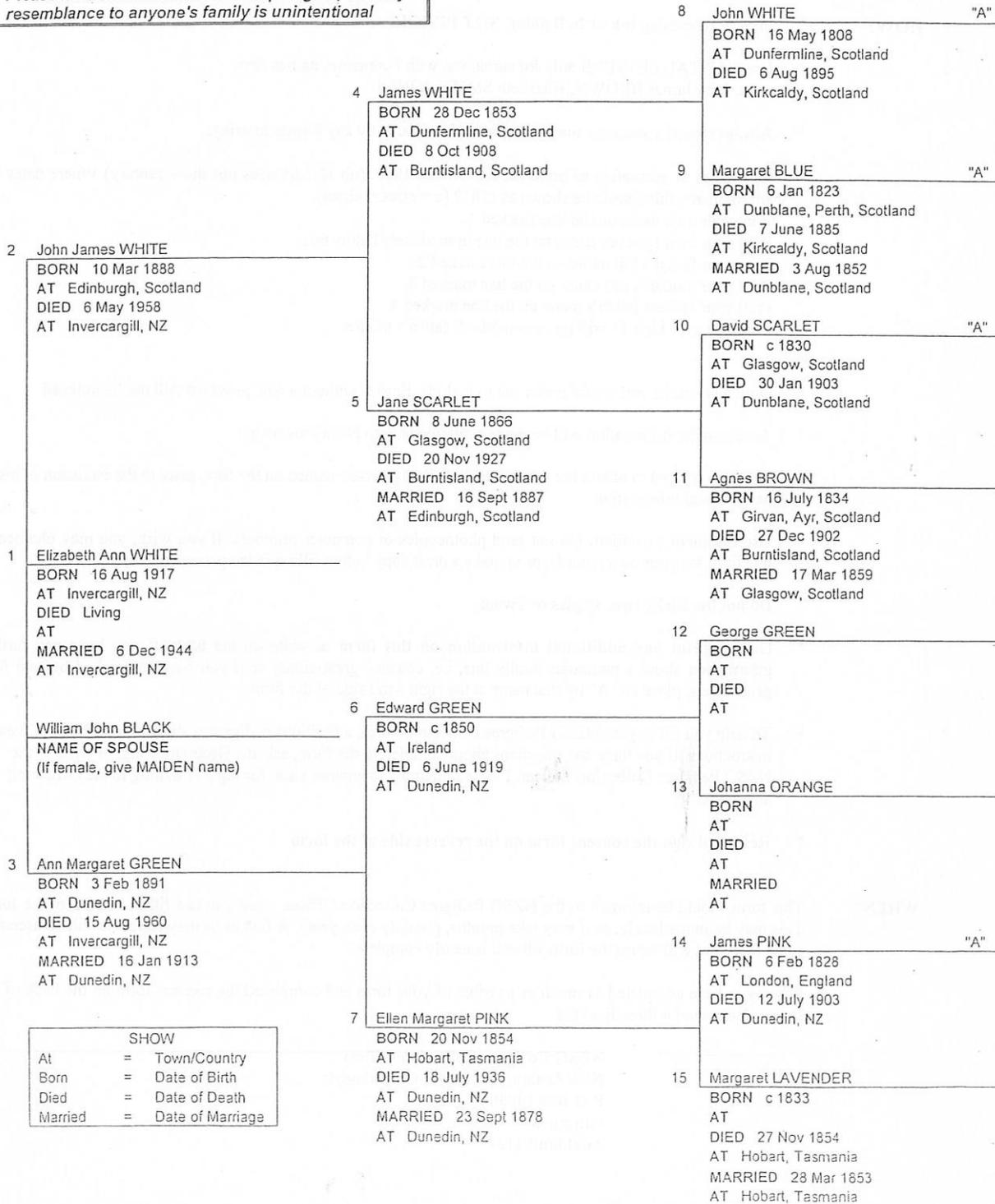DIED 6 May 1958
AT Invercargill, NZ

10 David SCARLET "A"
BORN c 1830
AT Glasgow, Scotland
DIED 30 Jan 1903
AT Dunblane, Scotland

5 Jane SCARLET
BORN 8 June 1866
AT Glasgow, Scotland
DIED 20 Nov 1927
AT Burntisland, Scotland
MARRIED 16 Sept 1887
AT Edinburgh, Scotland

11 Agnes BROWN
BORN 16 July 1834
AT Girvan, Ayr, Scotland
DIED 27 Dec 1902
AT Burntisland, Scotland
MARRIED 17 Mar 1859
AT Glasgow, Scotland

1 Elizabeth Ann WHITE
BORN 16 Aug 1917
AT Invercargill, NZ
DIED Living
AT
MARRIED 6 Dec 1944
AT Invercargill, NZ

12 George GREEN
BORN
AT
DIED
AT

6 Edward GREEN
BORN c 1850
AT Ireland
DIED 6 June 1919
AT Dunedin, NZ

13 Johanna ORANGE
BORN
AT
DIED
AT
MARRIED
AT

William John BLACK
NAME OF SPOUSE
(If female, give MAIDEN name)

3 Ann Margaret GREEN
BORN 3 Feb 1891
AT Dunedin, NZ
DIED 15 Aug 1960
AT Invercargill, NZ
MARRIED 16 Jan 1913
AT Dunedin, NZ

14 James PINK "A"
BORN 6 Feb 1828
AT London, England
DIED 12 July 1903
AT Dunedin, NZ

SHOW		
At	=	Town/Country
Born	=	Date of Birth
Died	=	Date of Death
Married	=	Date of Marriage

7 Ellen Margaret PINK
BORN 20 Nov 1854
AT Hobart, Tasmania
DIED 18 July 1936
AT Dunedin, NZ
MARRIED 23 Sept 1878
AT Dunedin, NZ

15 Margaret LAVENDER
BORN c 1833
AT
DIED 27 Nov 1854
AT Hobart, Tasmania
MARRIED 28 Mar 1853
AT Hobart, Tasmania