



GEN-FIND RESEARCH ASSOCIATES INC.

NOTES ON PROFESSIONAL RESEARCH

The client has a right to know how his money is spent, but must also realize that searching records is only a part of the process. Some of the steps are: analysis of information provided by the client, establishing the client's goals, determination of available records for assistance, an initial research plan, the actual searching, evaluation of records searched, and preparation of the report. Other factors that influence the amount of time spent in research are the number of surnames involved, how common they are, the social standing (& thus the availability of historical information) on the family, and how many spelling variations can occur on the name. The compilation of family group sheets, pedigree and other charts, if requested will also take extra time.

Searches in some records may seem time-consuming because of the procedural steps in locating the date/place of an event or in archival cataloguing systems; sometimes 3 or 4 microfilms have to be consulted for document or file references. Extra time may also be spent waiting for archival retrievals, copying and travel between repositories locally and outside this local area. We do not charge travel time between this office and any of the ordinary work bases used by the researchers within their local area.

Prior to acceptance of a contract by the client or by us, GEN-FIND Research will review the submitted documentation supplied by the client and assess whether any of our researchers are capable of researching the request and an evaluation and research plan will be submitted to the client suggesting how we would propose to pursue the search. If the client then chooses that we should continue with the search, the retainer will be used accordingly along these lines. If however, the client chooses not to continue for whatever reason, then the full retainer will be returned to the client.

Should the client continue with the intended research plan, the client will receive a Research Report that lists the records and sources which were searched, in the order in which they were done, and in the priority given to them by the assigned researcher in the time allotted. In addition, the fee will include a compiled Family Group Chart (as we see it) for each appropriate family documented as well as a

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single Pedigree Chart for the key individual the search is based upon as ascertained by the researcher. With this will be a covering letter with analysis of the results and some explanatory comments as well as copies of relevant documents if requested.

The client may discontinue the research at any time for a refund on his retainer of any prorated monies unspent and will receive a final report on results found to that date, provided the request for discontinuance is in writing. The discontinuance will be effective the date the written request is received at our office.

The client must be aware that this firm and any responsible genealogical researcher must pass along on to potential clients some important 'beware's', namely:

- *There are no guarantees of finding your ancestor(s) or extending your pedigree. Not every family or family member left good historical paper trails of their existence and movements;*
- *Records that have not survived, indexes that have not been made, and vital statistics that were not registered can only be reported as negative search efforts;*
- *Incomplete or erroneous information provided by the client may cause duplication of previous research or searches in the wrong locality; and*
- *Research on 20th/21st Century events is very difficult because of the strict privacy laws on non-disclosure. As well, population increases and movements of families every generation or more often usually mean a great deal of searching for possibly little reward. Therefore research on these events is more time-consuming and with often negative results.*
- *Please further note that, we do not normally undertake research in sensitive contemporary issues such as adoptions, however please contact us in any case as we may be prepared to undertake your adoption research after evaluating the details.*

What the researcher requires from the client is a concise outline of the ancestral problem, any specifics known on each individual involved (ie. Birth/Marriage/Death, etc.) and detail notations of all previously searched sources (if any). It would be most helpful to have a family group sheet for the "problem" generation, and an indication of the direct ancestor in that family. Time spent in analysis of previous research is proportionate to the amount of material the client sends, but again, a hired researcher must be aware of all previous efforts that have been made, ending with positive or negative results.

Keep in mind, that the longer the researcher has to disseminate your problem and what has been done & what hasn't, costs our clients money and thus "concise, clear, and comprehensive" are the keys to submission of your information!

We are pleased that you contacted GEN-FIND Research Associates, Inc. and should you choose to contract your research through us we will do our best to uncover your intended information!