

OFA GENEALOGICAL DATA SUBMITTAL GUIDE

These guidelines are designed for Ostrander data to meet the Genealogical Proof Standard (GPS) as defined by the Board for Certification of Genealogists. By specifying the source of information (such as a birth certificate, census record, personal letter, etc.), the GPS can be met.

Since the Ostrander family spans centuries, there is a lot of data to collect and organize. The following shows how you can help OFA collect the data in an organized manner. If you have any questions, be sure to contact the Family Genealogist:

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Content

If you are able to edit or select your information, please submit only the following information:

- Information not already in our book, *Ostrander, A Genealogical Record 1660-1995* – This includes information since 1995 as well as before.
and/or
- Corrections to information that is in our book

More specifically, please include:

Name of spouse, and names of spouse's parents; include parents' place(s) of origin only if different from the spouse's.

Unless privacy is an issue, names of divorced birth parents and surnames used by the children.

If available/known, reference numbers from our book.

The sources for your information especially where it pertains to older events not easily verifiable by universally accessible sources. Examples would be family Bibles, letters, newspaper clippings; historical documents, annotated photographs, etc. You may attach photocopies of these along with information about where the originals are held.

Please send only enough information so that the new/corrected information can be readily identified and properly placed within the family. However, if it is difficult to extract only the relevant information, send what you have.

Submittal

- **Digital format** (such as Microsoft Word or Excel documents, scanned copies of letters, photos, etc.), e-mail to the Family Genealogist
- **Books, CDs, printed files, forms, letters, photos, etc.**, mail to the Family Genealogist
- **Digital formats from a genealogy program**, attach the file to an E-mail and send to the Family Genealogist.
 - We are using The Master Genealogist (TMG) program, currently at version 7. Data from the programs listed in the following table can be directly imported to the OFA database. Please send only the database (main) file OR the backup file, but not both.
 - If you are using another program, send a GEDCOM file.

Digital Formats for Submittals to OFA

Genealogy Program	Type of file	File Extension
The Master Genealogist Version 4 or earlier	Main file	.TMG
The Master Genealogist All version	Back-up file	.SQZ
Family Gathering	Main file	.PRO
	Back-up file	.SQZ
Family Origins Version 2 thru 9	Main file	.FOW
	Back-up file	.ZIP
Family Tree Maker for Windows	Main file	.FTW
	Back-up file	.FBK
Generations	Main file	.UDS
	Back-up file	
Legacy	Main file	.FDB
	Back-up file	.ZIP
PAF Version 3	Main file	.PAF
	Back-up	.BAK
PAF Versions 4 & 5	Main file	.PAF
	Back-up file	.BAK
Roots Version IV & V	Main file	.PRO
	Back-up file	.SQZ
Ultimate Family Tree	Main file	.PRO
	Back-up file	.SQZ
Visual Roots	Main file	.PRO
	Back-up file	.SQZ