A Fantastic Year
During 2007, 180 million names were indexed using FamilySearch indexing and UDE, more than double the number indexed in 2006. The graph below shows the number of records extracted over the past two years. The progress is phenomenal!

1900 U.S. Census
December 2007 marked the completion of the 1900 U.S. Federal Census project. Congratulations!

This project took just under one year to complete. When the 1880 census was indexed, it took twenty years to complete.

Throughout the course of this project, 2,360,134 hours of work were donated, and 76,303,387 names were indexed. Thank you for your hard work and dedication in finishing this project!

FamilySearch Indexing Update
The FamilySearch indexing program continues to grow rapidly. There were 115,532 registered indexers at the end of 2007.

UDE Update
While the online indexing program is growing, UDE is still accomplishing great things. 85 million names were completed in UDE during 2007. Among the projects completed were Ontario Deaths, Texas Deaths, Cheshire Electoral records (1820–1840), and the 1895 Argentina Census.

Administration Tip: Arbitration
We greatly appreciate the service and leadership of stake extraction directors and group administrators throughout the world. To assist you with your responsibilities, we will provide a tip primarily for you in each issue of the memorandum this year.

Distribution of Memorandum
Please distribute copies as follows:
- Keep one copy.
- Give one copy to your stake president.
- Give one copy to your high council adviser over temple and family history work.
- Make additional copies as needed for assistant extraction directors and indexers.

The first tip concerns arbitration. Administrators identify, assign, and train individuals in their stakes to be arbitrators. You should choose indexers who follow the online instructions and pay attention to details.

Stakes are not required to have a specific number of arbitrators. However, we ask that you provide as much quality arbitration as possible without exceeding the skill level of your indexers. Ideally, stakes should have a balanced workflow, with at least one batch arbitrated for every two batches indexed.

The graph below shows the need for more arbitrators. As the number of indexed batches increases, the gap between indexing and arbitration grows quickly.

To assign an individual to be an arbiter, follow these steps:
- Click on the user name of the indexer.
- Locate the list of Roles and click on the Arbitrator box.
- Scroll to the bottom of the page and click Save.
For more information, refer to General FamilySearch Indexing Arbitration Instructions for Stake Extraction Directors. This document can be found on the Publications page. From the FamilySearch indexing home page, click on the Help tab, and then click the Publications link.

Indexing Tip: Blank Images
There are two types of blank images. One is a completely blank screen. The other might not initially appear blank because it contains a printed form. However, if there are no names, dates, or other genealogical information written on the form, it is considered blank. Below is an example of a blank census form:

[Image of a blank census form]

To mark an image as blank, follow these steps:

1. On the toolbar below the image on the indexing screen, click the down arrow in the box labeled Document Type.
2. Click Blank Image.
3. Click Yes on the warning message.

If your batch contains only the blank form, submit the batch. Do not click the Return Batch button. If the batch contains other extractable images, finish the indexing before submitting the batch.

Each of these blank images, once submitted, will be reviewed to verify that they are blank.

Requests from UDE
When typing the stake unit number in the header of repagination batches, please be sure to delete the zero already in the field. Also, double-check your stake unit number. Do not enter a ward unit number in this field. You may need to confirm this number with a stake clerk or member of the stake presidency.

Interesting Fact: Ages of Indexers
We have a diverse group of volunteers participating in the indexing program. Volunteers must be at least 13 years of age to participate, but there is no maximum age limit. The oldest volunteer, to our knowledge, is 94 years old. The breakdown in age for our indexers is as follows:

![Ages of Indexers](chart.png)

To mark an image as blank, follow these steps:

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Contacting Support
When calling Indexing (or Extraction) Support at (866) 406-1830, you may be directed to a recording. You might not know which option on the recording best suits your needs. The following explains the options with situations that they would best answer.

**Option 1:** “For questions about the FamilySearch indexing program or specific projects, press 1.”
- General questions on starting to index
- Questions about how to index different projects
- How to use the software

**Option 2:** “For questions about UDE, extraction inventory, or to place an order, please press 2.”
- General questions about UDE
- How to index UDE projects
- UDE orders and submissions

**Option 3:** “For questions about administration and leadership for indexing/extraction in your unit, please press 3.”
- Stake director’s responsibilities
- Issues with reports
- Moving accounts from one stake to another
- Accounts on hold
- Passwords not received when emailed

If you prefer e-mail, please contact Support at indexing@support.familysearch.org. E-mails are typically answered within two business days.

On a More Personal Note
Marie Searle retired in January. Over the past several years, she wrote or edited most of the text associated with FamilySearch indexing, including the training programs, help screens, instructions, memorandums, Family Record Extraction Administrative Handbook, and so much more. Her kindness pervaded all that she did. We will greatly miss her, but wish her all the best in her retirement.

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