HTDS ACTIVITY/SOURCE RECORD

Subject ID number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___   **Birth name:** _____   **Page _____ of _____**

Step	Date	Initial	Information source	Phone number	Outcome	Next action
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

HTDS TRACING CHECK LIST

HTDS ID number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Subject's birth name: _____

SOURCES USED FOR THIS SUBJECT

_____ 01) Telephone directory _____
_____ 02) CD-ROM directory _____
_____ 03) City/reverse directory _____
_____ 04) Directory assistance _____
_____ 05) Dept.of lic. match _____
_____ 06) Death cert. match _____
_____ 07) Birth cert. match _____
_____ 08) LDS genealogy recs. _____
_____ 09) Marriage records _____
_____ 10) Tax assessor's recs _____
_____ 11) Voter registration _____
_____ 12) Military records _____
_____ 13) Employment records _____
_____ 14) High Sch. reunion _____
_____ 15) Sch registration recs _____
_____ 16) Former sch. teachers _____
_____ 17) Obituaries _____
_____ 18) Postal Service _____
_____ 19) Utility records _____
_____ 20) Locating services _____
_____ 21) Relative _____
_____ 22) Neighborhood search _____
_____ 23) Veteran's orgs _____
_____ 24) Agricultural orgs _____
_____ 25) Civic organizations _____
_____ 26) Religious orgs _____
_____ 27) Labor unions _____

_____ Other, specify: _____

_____

_____

_____

_____

Date sent to Seattle: _____ _____ / _____ _____ / _____ _____
                                     Month   Day   Year

HTDS WEEKLY TRACING SUMMARY

HTDS ID number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Subject's birth name: _____

Week ending: _____ _____ / _____ _____ / _____ _____
                             Month   Day   Year

NEW SOURCES USED THIS WEEK

Check all NEW sources that apply

_____ 01) Telephone directory	_____ 17) Obituaries/Funeral Homes
_____ 02) CD-ROM directory	_____ 18) Postal Service
_____ 03) City/reverse directory	_____ 19) Utility records
_____ 04) Directory assistance	_____ 20) Locating services
_____ 05) Dept.of licensing match	_____ 21) Relative
_____ 06) Death certificate match	_____ 22) Neighborhood searches
_____ 07) Birth certificate match	_____ 23) Veteran's organizations
_____ 08) LDS genealogy records	_____ 24) Agricultural organizations
_____ 09) Marriage records	_____ 25) Civic organizations
_____ 10) Tax assessor's records	_____ 26) Religious organizations
_____ 11) Voter registration	_____ 27) Labor unions
_____ 12) Military records	_____ 28) Sibling match (other subjects)
_____ 13) Employment records	_____ 29) Death index/death records
_____ 14) High School reunion lists	_____ 30) Response to ID letter
_____ 15) School registration records	_____ 31) Online services (e.g., DCS)
_____ 16) Former school teachers	_____ 32) Credit bureaus

_____ Other, specify: _____

_____

TASKS PERFORMED THIS WEEK FOR THIS SUBJECT

Check all tasks that apply

_____ 01) Made telephone calls	_____ 06) Set up files
_____ 02) Travelled out of office	_____ 07) ID letter sent
_____ 03) Reviewed list of matches	
_____ 04) Searched various directories	
_____ 05) Searched other sources	

_____ 98) Other, specify:_____

_____

_____

Status of subject at end of this week (check ONE):

_____ 01) Subject not yet located

_____ 02) Subject located, confirmed by direct contact with subject
_____ 03) Subject located, confirmed by contact with someone other than subject
_____ 04) Subject located, NOT confirmed by contact

_____ 05) Subject DECEASED, surrogate not yet located
_____ 06) Subject INCAPACITATED, surrogate not yet located

_____ 07) Surrogate located, confirmed by contact
_____ 08) Surrogate located, NOT confirmed by contact

_____ 09) Subject ineligible, specify reason:
_____

_____ 98) Other, specify: _____

Overall prospect for locating subject (check ONE):

_____ 1) Subject located
_____ 2) Too early to tell
_____ 3) Excellent (definite, will probably locate within the next month)
_____ 4) Good (likely)
_____ 5) Not good (unlikely, but possible)
_____ 6) No way

REQUEST FOR ACTION:

_____
_____
_____
_____

Data collection specialist's initials: _____ _____

For Seattle use only:
Data entry specialist's initials: _____ _____
Date of key entry: _____ _____ / _____ _____ / _____ _____
                                    Month   Day   Year