

306th BGHA indexing project – we need help

Our website contains thousands of documents and images and it is often difficult to locate information regarding a particular veteran. We wish to create a search function; however, that requires an index that contains the name of veterans and the documents which contain the particular names. The task of reading all our documents and recording names they contain in any reasonable timeframe requires more than a volunteer webmaster and our other current volunteers.

ANYONE CAN DO IT. It is not a technical job. It is a matter of viewing a file and recording all the names that appear in it; the desired format is shown below. The webmaster will maintain and post a list of document(s) showing which documents persons have volunteered to index, in order to avoid duplicating work. See below the double line how to select the document(s) you are willing to index and how to communicate with the webmaster.

The pieces of data (called fields) that we would like to include are shown below. The names are the most important fields. Only record a particular person once, even if the name appears more than once in a particular document. **Data will be missing** for example the report text may only list a veterans last name; we can accept such incomplete data as it is better than nothing; however, often with a bit of research on our site an indexer can improve the quality of the reference (see TIPS hyperlink below).

The preferred format is a spreadsheet with files as shown immediately below;

last name	first name	middle initial	Suffix Sr, Jr, etc.	rank	Duty, Position	Organization/unit
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however, a spreadsheet is **not** required. You can use a word processor or text. If you do so:

always use the same order of fields (include a blank field when data is unknown). Between fields consistently use a delimiter such as: tab, comma, semicolon, etc.

last name first name mid initial Sr.-Jr.-etc. rank duty-or-position organization-or-unit

However you record the data, the name of the file you create should be something like “(your last name-index of (name of the file indexed “. For example: “Neal-index of 43decdb1”, in the case of mission reports (MR) that only have dates add MR to the file name: “Neal-index of MR 1-Dec-43”. It is also a good practice to include the name of the file being indexed within the index file itself usually as the first line or entry in the file.

See a one page TIPS and examples page [click here](#).

We have not prepared a list of all our document/file categories. The ones below (click on name to view) reflect our current priority and they list persons who have volunteered to index particular files. Please advise us if you are willing to index a file so we can record it and avoid duplicate work.

Mission Reports

Daily Bulletins

Missing in action

[If you wish to index some other document such as a special order, group diary, or photograph (some photos have labels with names or show reverse side with names), send the webmaster a list of the files and he will create a master list and post it as: individual selections.]

Use email address: charlesneal@306bg.us to communicate information regarding this project.