

## 2.1

# How to Use the Historical Record Collections

### OVERVIEW

When you access FamilySearch's **Historical Record Collections**, you will see that FamilySearch has provided collections for many provinces and towns in Italy. These collections include two types of records: (1) **Indexed** records and (2) **Image-Only** records that have not yet been indexed.

You need to know the difference between **Indexed** and **Image-Only** records and how to manage them. Within this document, you will find the following two sections to help you manage these record types:

#### 2.1a – MANAGING INDEXED RECORDS.

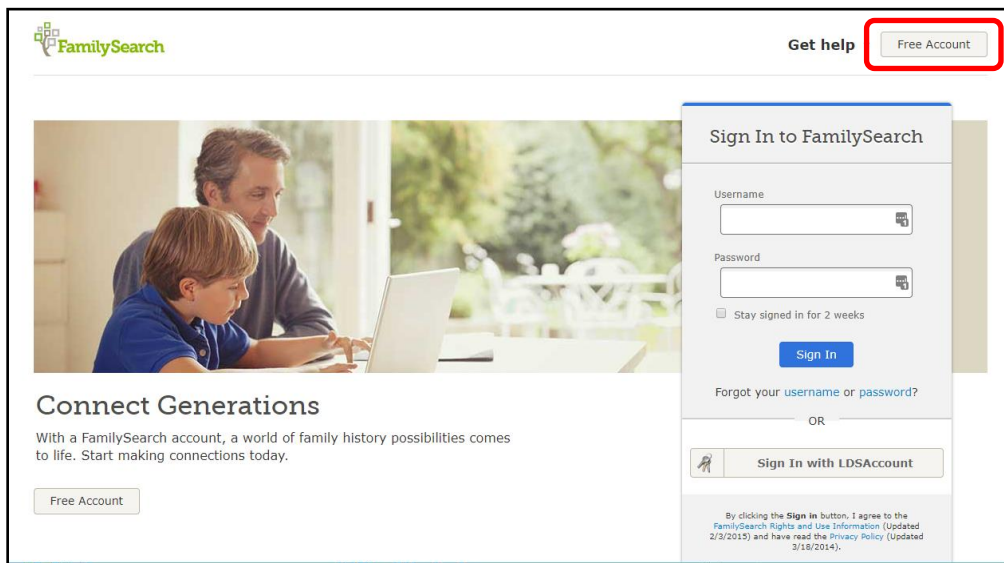
For **Indexed** records, key facts (last name, first name, location, etc) have been extracted from the original record and indexes created. When you access **Indexed** records, you will see a search box, and can input criteria that will take you directly to the specific record.

#### 2.1b – MANAGING IMAGE-ONLY RECORDS.

A collection of **Image-Only** records means that this collection has not yet been indexed. You will see the scans of the original records but will have to browse through the images manually.

### STEPS

1. [Sign In](#) to FamilySearch. You need a FamilySearch account to access their historical records.
2. If you do not have a FamilySearch account, you now need to register for a **Free Account** (see the button in the upper right-hand corner of the webpage).



3. Access the [Italy Historical Record Collections](#).

4. Key sections of the main **Historical Record Collections** webpage are highlighted below:

The screenshot shows the FamilySearch website interface for Historical Record Collections. On the left, there are filter options for 'Collection name', 'Place' (Italy), 'Date', 'Type', and 'Availability'. The main area displays a list of records with columns for 'Title', 'Records', and 'Last Updated'. Annotations include: a red box '1' around the 'Filter by collection name' search box; a red box '2' around the 'Province, Town' column header; a red box '3' around a record with a '3' in a circle next to it; a red box '4' around the 'Image-Only Records' column header; and a red box '5' around the 'Last Updated' column header.

**Legend and Notes**

- 1 – Use the “Filter” to find your town name or province. Input town name or province.
- 2 – Scroll down the “Titles” to find your province and town. The list is sorted by province.
- 3 – A “Number” means these records have been indexed. You can search with a text box.
- 4 – “Browse Images” means these are “Image-Only Records.” You will have to browse manually.
- 5 – Click “Last Updated” to re-sort the list and see the most recent adds.

5. Now use the Filter – or scroll down the list – to find **your PROVINCE, TOWN**.

<b>TIP</b>	<p>You may find one, or more, collections for your Town. Or you may only see your Province listed. Regardless, explore all possible collections to see if your Town is listed. It may be included under the wrong collection.</p>
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## 2.1a MANAGING INDEXED RECORDS

When you access a collection with **Indexed** records, you will see screens like the ones below. The key is to effectively use the search boxes (and related filters to narrow your results) to find your ancestor.

### INDEXED RECORD EXAMPLE #1

For this example, click [Italy, Asti, Civil Registration \(State Archive\), 1803-1814, 1911-1935](#).

**Italy, Asti, Civil Registration (State Archive), 1803-1814, 1911-1935**

**Description**  
Civil registration (stato civile) of births, marriages, and deaths within the custody of the State Archive of Asti (Archivio di Stato di Asti). Availability of records is largely dependent on time period and locality.

[Learn more »](#) 1

**Search Collection**

**Deceased Ancestor's Name** 2

First Names  Last Names

**Search with a life event:** 3

[Birth](#) | [Marriage](#) | [Residence](#) | [Death](#) | [Any](#)

**Search with a relationship:**

[Spouse](#) | [Parents](#) | [Other Person](#)

**Restrict records by:**

Type

Match all terms exactly

[Search](#) [Reset](#)

**View Images in this Collection** 4

[Browse through 279,461 images](#) 5

**Citing this Collection**

"Italia, Asti, Stato Civile (Archivio di Stato), 1803-1814, 1911-1935." Database with images. *FamilySearch*. <http://FamilySearch.org> : 29 September 2017. Archivio di Stato di Asti (Asti State Archives).

#### Legend and Notes

- 1 – Click “Learn More” to learn more about this specific collection. It is always good to do this.
- 2 – Input “Last Name” and “First Name”(if known) in the search boxes.
- 3 – Narrow your search with the filters, if desired.
- 4 – Access the “Image-Only Records,” if desired.
- 5 – Source Citation.

For this collection, search for “Anna Vecchio” and you will see the screen below:

<div style="border: 2px solid red; padding: 2px;"> <a href="#">Anna Vecchio</a> Italy, Asti, Civil Registration (State Archive), 1803-1814, 1911-1935         </div>	birth: 1842 Asti death: 5 February 1915 Asti, Asti, Piemonte, Italia	father: Bernardo Vecchio mother: Maria Govano spouse: Giuseppe Brignolo other: Brignolo
The following results don't strongly match what you searched for, but may be of interest.		
<a href="#">Vecchio</a>		child: Giovanni Vecchio

After you click on the link for “Anna Vecchio,” you will see the extracted record below:

 <b>Anna Vecchio</b> Italia, Asti, Stato Civile (Archivio di Stato)	
Name	<b>Anna Vecchio</b>
Event Type	Death
Event Date	05 Feb 1915
Event Place	Asti, Asti, Piemonte, Italia
Gender	Female
Age	73
Birth Year (Estimated)	1842
Birthplace	Asti
Father's Name	<a href="#">Bernardo Vecchio</a>
Mother's Name	<a href="#">Maria Govano</a>
Spouse's Name	<a href="#">Giuseppe Brignolo</a>
Spouse's Father's Name	<a href="#">Brignolo</a>

The image is viewable at [Il Portale Antenati](#). By clicking here you will be leaving FamilySearch.org. (fees and other terms may apply)

**2**

[Visit Partner Site](#)

**Italia, Asti, Stato Civile (Archivio di Stato), 1803-1814, 1911-1935** 

Digital Folder Number	101005084
Image Number	00013

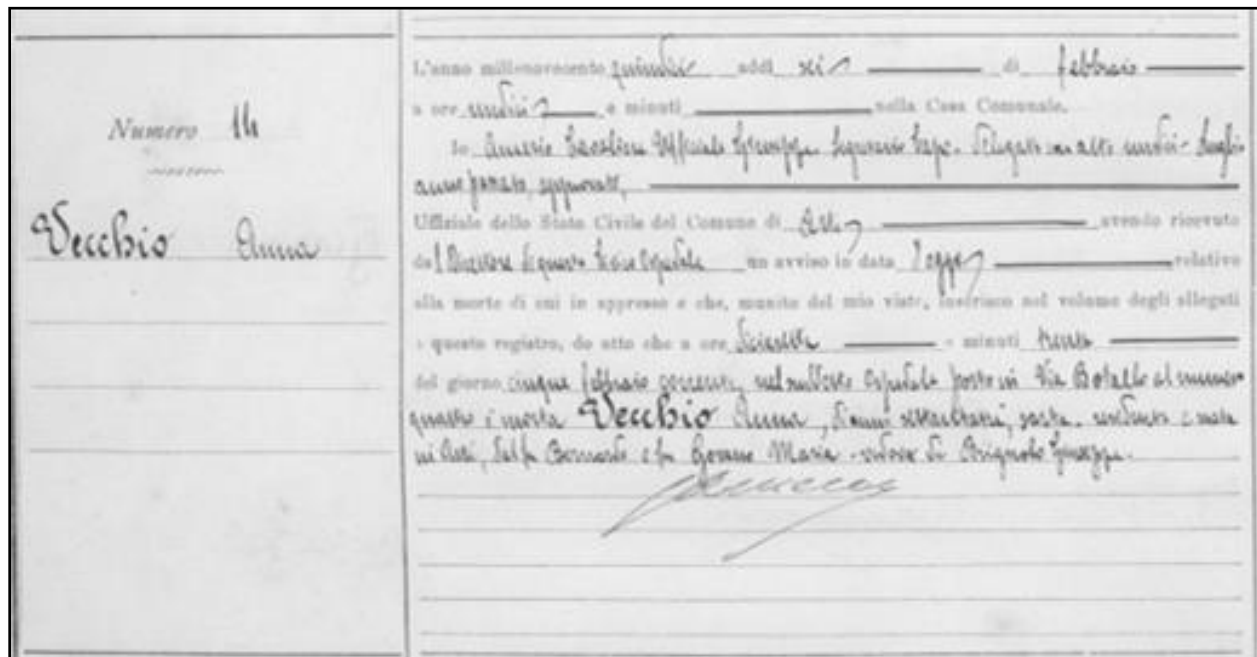
**Citing this Record** **3**

"Italia, Asti, Stato Civile (Archivio di Stato), 1803-1814, 1911-1935," database with images, *FamilySearch* (<https://familysearch.org/ark:/61903/1:1:QL7K-YBFB> : 13 July 2017), Anna Vecchio; citing Death 05 Feb 1915, Asti, Asti, Piemonte, Italia, , Archivio di Stato di Asti (Asti State Archives).

### Legend and Notes

- 1 – Genealogy facts that have been extracted from the original scanned record.
- 2 – Depending on rights restrictions, you may be able to go directly to the original scanned record.
- 3 – Source Citation.

If you want to see the original scanned record – which provides more information than the extracted (indexed) details shown in #1 – click on “Visit Partner Site” in #2. You will be taken directly to the original scanned record that, in this example, is located at the Ancestors Portal (Il Portale Antenati). Below is the Death Record for Anna Vecchio.



## NOTE

You will be able to freely access most of the collections provided by FamilySearch. However, some collections have rights restrictions due to licensing agreements between FamilySearch and the particular State Archives (Archivio di Stato). And there is no way to know which collections are restricted until you access them.


- For more information, look at this video: [Access to Records at FamilySearch](#)
- The next two examples show additional screens that you may encounter.

### INDEXED RECORD EXAMPLE #2

In this example ([Salvatore Russo b: 17 Feb 1869](#)), you see FamilySearch shows the extracted details on the left side of the screen and a picture of the original scanned record on the right side. You can click on the picture of the record and go directly to the original image, which (in this example) is located on the FamilySearch records database. This is different from Example #1 which takes you to the original record that is housed on the Ancestors Portal records database.

Salvatore Russo	
Italy, Messina, Messina, Civil Registration (Comune)	
Name	Salvatore Russo
Event Type	Birth
Event Date	17 Feb 1869
Event Place	Messina, Messina, Italy
Gender	Male
Father's Name	Domenico Russo
Mother's Name	Giuseppa Calapai
Entry Number	475

**Citing this Record**  
"Italia, Messina, Messina, Stato Civile (Comune), 1866-1910," database with images, FamilySearch (https://familysearch.org/ark:/61903/1:1:KCNQ-WV8 : 4 December 2014), Salvatore Russo, 17 Feb 1869; Birth, citing Messina, Messina, Italy, certificate 475, Archivio di Stato di Messina (Messina State Archives, Messina); FHL microfilm 1,641,515.



[View the original document.](#) The original may contain more information than was indexed.

**Italy, Messina, Messina, Civil Registration (Comune), 1866-1910**

GS Film number	1641515
Digital Folder Number	4876916
Image Number	00819

**INDEXED RECORD**  
**EXAMPLE #3**

In this example ([Francesco Bagnoli b: 27 Apr 1883](#)), you see FamilySearch shows the extracted details on the left side of the screen but does not provide direct access to the original scanned record, as was done in Examples #1 and #2. To see this record, you need to Sign In to FamilySearch as a member of the Church of Jesus Christ of Latter-day Saints or visit one of the Family History Centers or FamilySearch Affiliate Libraries. This rights restriction is the result of licensing agreements between FamilySearch and the Campobasso, Italy State Archives.

<b>Francesco Bagnoli</b> Italy, Campobasso, Civil Registration (State Archive)	
Name	<b>Francesco Bagnoli</b>
Event Type	Birth
Event Date	27 Apr 1883
Event Place	Lucito, Campobasso, Italy
Gender	Male
Father's Name	Oto Bagnoli
Mother's Name	Annamaria De Abramo
Entry Number	61

**Citing this Record**  
"Italia, Campobasso, Stato Civile (Archivio di Stato), 1809-1918," database with images, *FamilySearch* (<https://familysearch.org/ark:/61903/1:1:KDGP-XS7 : 27 December 2014>), Francesco Bagnoli, 27 Apr 1883; citing Birth, Lucito, Campobasso, Italy, Archivio di Stato di Campobasso (Campobasso State Archives, Campobasso); FHL microfilm 1,741,093.

**Images Available**

To view these images you must do one of the following:

- Sign in to Familysearch.org as a member of The Church of Jesus Christ of Latter-day Saints.
- Access the site at a [family history center](#).
- Access the site at a [FamilySearch affiliate library](#).

**Italy, Campobasso, Civil Registration (State Archive), 1809-1918** ⓘ

GS Film number	1741093
Digital Folder Number	5122906
Image Number	00141

## 2.1b MANAGING IMAGE-ONLY RECORDS

It would be fantastic if all birth, marriage, and death records are indexed and accessible through online search boxes. Unfortunately, that is not the case. Just scan down the list of collections available in the [Historical Record Collections](#) and you will see most are **Image-Only** records (*Browse Images*). The good news is millions and millions of records have been scanned and are now available online. The bad news is it will take time (years) to index them all. So if you want to get access to these incredible records, you need to manually browse through the scanned images. Here are some keys to managing **Image-Only** records:

1. Be patient. This is a game and you must develop a strategy.
2. Quickly locate the Index or 10-Year Indexes. They may be located on the main records page or at the end (perhaps beginning) of the particular year you are searching.
3. Advance through the image-pages in chunks (e.g., 50, 100, 500 images at a time). Your objective is to find a specific reference number within a span of hundreds (thousands) of images for a targeted year, and you want to move through the images as quickly as possible.
4. In addition to looking at the information herein, take some time and review the video and text resources below. They will help you develop an effective search strategy.
  - [Navigating Family Search Browsable Images](#) (Genealogists.com, video).
  - [Navigating FamilySearch Browsable Images](#) (FamilySearch, text).
  - [Finding Unindexed Records at FamilySearch](#) (Amie Bowser Tennant, video).
  - [Worth a Thousand Words: How to Find and Use Image-Only Collections on FamilySearch](#) (Katy Barnes, text).

### IMAGE-ONLY RECORD EXAMPLE

For this example, click [Italy, Asti, Civil Registration \(Tribunale\), 1866-1910](#).

When you access a collection with **Image-Only** records, you will see screens like the ones below.

Italy, Asti, Civil Registration (Tribunale), 1866-1910

Description  
Civil registration (stato civile) of births, marriages, and deaths originally microfilmed at the Asti Courthouse (Tribunale di Asti). Since the time of microfilm capture in 1995, the original records have been transferred to the Asti State Archive (Archivio di Stato di Asti). Includes ten-year indexes (indici decennali); residency records (cittadinanze); and marriage banns (pubblicazioni). Availability of records is largely dependent on time period and locality.

[Learn more »](#) **1**

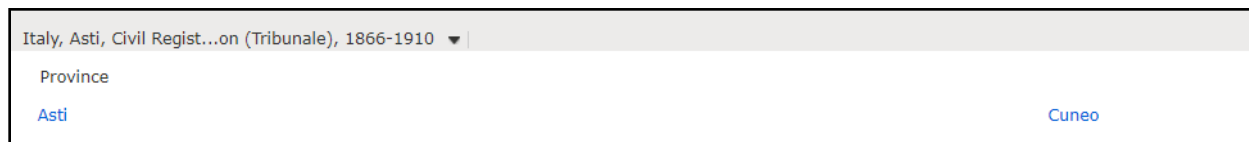
**View Images in this Collection**  
[Browse through 438,723 images](#) **2** **3**

**Citing this Collection**  
"Italia, Asti, Stato Civile (Tribunale), 1866-1910." Images. *FamilySearch*. <http://FamilySearch.org> : 14 June 2016. Archivio di Stato di Asti (Asti State Archives, Asti).

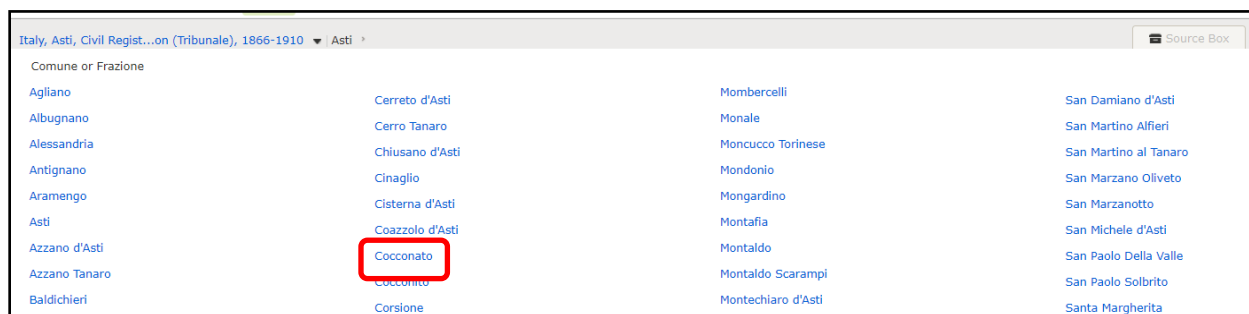
#### Legend and Notes

- 1 – Click “Learn More” to learn more about this specific collection. It is always good to do this.
- 2 – Click the link to view the images for this collection. Note the total number of images.
- 3 – Source Citation.

For this example, after you click the “Browse though ... images” link, you will the following screen in which you will have to select “Asti” from the list of provinces.



After you select “Asti,” you will now see a screen that lists the various towns with the province that have had their records scanned. Hopefully, your town is listed. For this example, choose “Coconito.”



After you select “Coconito,” you will see a screen that lists the types (and years) of records scanned. Now choose which type of record (birth, marriage, death, etc) and year you are looking for.



The Game is On! Find that Index!