

The  
**Chandler**  
Family Association  
[chandlerfamilyassociation.org](http://chandlerfamilyassociation.org)

## Policies Governing the CFA Lineages Database

### **Background**

These are the policies for the high-level all-Chandler CFA Lineages Database. It is not intended that these policies will be applied unchanged to the lower-level individual genetic family databases: it may be that more open policies can be applied to these, though it would be premature to speculate about this as we don't have one yet.

The CFALD will not be made available online for people to fish in over the Internet. Nor are we going to supply GEDCOM files of the entire CFALD database. Only the CFA has a legitimate need to access the entire database of the Chandler world.

Our reasons are as follows. Online databases encourage people to go fishing for their ancestors. A person may or may not have done good research leading them to be looking for a Chandler ancestor. The Chandler they find in an online database may or may not be the person's correct ancestor, but too often they will seize that name and add it to their tree, and later on they will publish that tree on Ancestry.com or somewhere else, adding another mythical tree in cyberspace.

The CFA does not wish to contribute to these bad habits. We want to have a RELATIONSHIP with anyone doing Chandler family history research. We want to examine the research they have done so far, partly to assess their thoroughness, and partly because we can learn from their material, especially about more recent Chandlers. And we want to gently correct any errors we see and offer suggestions, free of charge, of what their Chandler ancestry may be, with suitable qualifications or warnings. We may try to recruit the enquirer to the DNA project. And we may be able to acquire a new CFA member in

the process. This way, everyone wins, and the integrity of the CFALD is protected.

Most of the vital event information in the CFALD is in the public domain and the CFA cannot claim copyright on that material. However, we can and do claim copyright on the grouping of the information into families and genetic groups, and the presentation of the information.

### **Access to the CFALD Database**

A person given access to the CFALD will be required to sign a Licence Agreement in which the CFA licenses the person to use the CFALD on a read-only basis in support of CFA activities exclusively. The person undertakes to use the CFALD only for that purpose, and not to copy, transmit or make available the database in any other way in any form to any other person or organization. It will be made clear that the name of the database file supplied will be personalized e.g. “CFALD licensed to A Person.paf” and that it will be supplied as a read-only file with a unique identifier embedded within it, permitting identification of the source in the event of the database appearing in unauthorized hands. These measures should regularly remind licensees of their undertaking when they signed the licence agreement.

### **Persons to be licensed**

It is CFA Genealogy Panel members who will be the primary initial providers of the RELATIONSHIP referred to above. The panel chairperson and secretary will be licensed to use CFALD, and will extract whatever CFALD information would help with responding to an enquiry, and send reports containing that information to panelists as part of the brief.

Consequently the initial licensing of CFALD will be limited to the following on an ex officio\* basis:

President  
Genealogy Panel Chairman  
Genealogy Panel Secretary  
Chief Genealogist

\*A person relinquishing one of these roles will be required to sign an undertaking confirming that that he/she has deleted the CFALD file from his/her computer and its recycle bin, unless retention is approved by the CFA President.

Any other Executive Committee member can apply in writing to the President to be licensed to use CFALD, stating the reasons for the request. To avoid misunderstandings, the President's decision about additional licensing will be heavily weighted by the desire to minimise the number of copies in existence and the resulting housekeeping load.

### **CFALD Information to be Provided to Enquirers**

It is necessary to define a standard level of detail which will be provided if information to help answer an enquirer's question exists in CFALD. This needs to be at the cusp of being helpful to the enquirer on one hand, and not providing excessive information on the other hand. Two reports will be provided to the enquirer, both based on the enquirer's great grandfather. One will show his straight line ancestry going up as far as CFALD has information. The other will show all his descendants known to CFALD. At this level of disclosure, we may help the enquirer identify fairly close cousins still living, and would supply the ancestry back as far as we know it. This information would be supplied as files attached to an e-mail, containing charts in MS Word revisable form text format. We will answer follow-up questions about earlier generations, but will not provide details of all the descendants of earlier generations.

If the requester asks for that information to be provided in a form that can be imported automatically into the requester's family history program, we would export a file of the great grandfather's descendants, in a format that can be imported into a family history program. This is called a GEDCOM file – GEDCOM is a standard for the interchange of genealogical information, and all good family history programs will work with this standard. The ancestry, being in abbreviated form, can be keyed in by the requester into the family history program.

Information provided from the CFALD will be accompanied by an appropriate caution, stating:

*Any information you receive from CFALD, in report or in GEDCOM form, is at best a secondary source of information. It would be irresponsible not to urge you strongly to follow good genealogical practice, which requires that any information from a non-primary source (the original record) should only be used as a pointer, forming the basis for doing your own research, consulting original records. This is especially important considering that much of the information in CFALD imported from the John Chandler Descendant Chart book and other sources lacks adequate source citation. Adding documentation and additional details for the existing individuals listed in CFALD will be an ongoing project for the CFA, and we invite your participation. Going forward, additional individuals will continue to be added. Our goal is to have the best possible information and documentation for each Chandler descendant in CFALD. If you pass on information from CFALD to another person, we expect that you will also repeat this caution to them. Further, we urge you not to publish this information anywhere where it can be seen without this cautionary statement, unless you have validated the material against original records.*

If the information is contained in a GEDCOM file, the foregoing caution will be preceded by:

*Attached is information from the CFA Lineages Database. Please be sure to open this GEDCOM as a new file and look it over carefully before deciding whether to merge it with your existing family tree file.*

## **Fees**

Aside from the CFA Officers' time, using the CFALD for the purpose described above will incur zero cost to the CFA, provided that the services are provided via e-mail. The Genealogy Panel concept is a most unusual service for a family association to provide, and experience in the first year indicates that it makes significant contributions to CFA membership, DNA project participation and the general esteem in which the CFA is held.

For these reasons, the service will be provided to members and non-members free of charge, though each provision to a non-member will be accompanied by an invitation to join the CFA.

## **CFALD Maintenance**

Changes to the master copy of the CFALD need to be made in one place. Consequently, for the time being the only person with write access to the database will be the Genealogy Panel Chairman, and the master copy will be held on his lap-top computer which is normally at his home. The Genealogy Panel Secretary will have the knowledge and means to take over, pending reallocation of duties, in the event of the Genealogy Panel Chairman becoming unavailable.

## **Backup**

Regular backup copies of CFALD will be taken by the Genealogy Panel Chairman, the frequency depending on the rate of change. Special backups prior to major changes will be taken and retained until the need for them no longer exists. Additionally, all CFALD files are backed up to a secure off-site service (Carbonite), also accessible by the Genealogy Panel Secretary.

## **Change Log**

A log of the identification number of each record changed, and the effective date, is automatically maintained by PAF, the program used to maintain the CFALD, in a file named CFA Lineages Database.pal. This log alone is too granular to be useful in accounting for change. Consequently, an additional MS Word-based file named CFALD Change Log.doc is maintained manually, in which a non-technical summary of the date, purpose and extent of a given change is recorded. This, together with PAF's automated log, would permit post-event analysis of changes and the reason for them. These files are also backed up off-site.

## **Contributions to CFALD**

A separate document, entitled 'Guidelines for Entry of Data into CFALD', is available for those wishing to contribute records to the CFA Lineages Database. It is strongly recommended that no data entry should be performed that is not in accordance with these Guidelines.

v9-12-2010