

## Legacy 9 Unlocked (part 7): Adding Email Correspondence

by Geoff Rasmussen

### Summary of Steps

1. Create the To Do item and perform the research
2. Set up the source clipboard
3. Analyze and add the new data, sourcing as you go
4. Close/complete the To Do item
5. Plan for future research
6. File the paper document, if applicable

### Citation of following records

Sarah Quick, Brooklyn, New York [(E-ADDRESS FOR PRIVATE USE),] to Geoff Rasmussen, e-mail, 4 Feb 2014, "The Green-Wood Cemetery"; privately held by Rasmussen [(E-ADDRESS), & STREET ADDRESS FOR PRIVATE USE], Middleton, ID, 2014.

### Green-Wood Genealogy

The Green-Wood Cemetery <research@green-wood.com>  
To: "geoff@geoffrasmussen.com" <geoff@geoffrasmussen.com>

Tue, Feb 4, 2014 at 1:01 PM

Dear Mr. Rasmussen,

Thank you for your patience in waiting for our reply to your inquiry.

The image below shows a list of interments for Lot 23773.

Last Name	First Name	Burial Date	Lot No
ROBINSON	ANN	04/17/1882	23773
WILLIAMS	ELIZABETH E.	07/26/1926	23773
WILLIAMS	JAMES P.	12/04/1895	23773
WILLIAMS	JOHN	12/19/1893	23773
WILLIAMS	RICHARD T.	07/10/1916	23773

I would be happy to pull all of our records for lot 23773. I can provide the following documents:

- Vital information for all interments. By "vital information" I mean the data the cemetery recorded for each burial: date of death, age at death, cause of death, late residence, and country of birth.
- A purchase history of the lot
- Legal documents such as affidavits
- Notes to Green-Wood from the lot owner giving permission for burials.

At the end of my research, I will summarize my findings and list the documents available. You will then be able to order printed copies and have them mailed to you.

If during my research I uncover an unusual amount of documents, or other complications that require additional research time, I will let you know.

If you're interested in all of the documents listed above, I estimate I will need an hour of research time, at a cost of \$56.

If you wish me to proceed, please follow the payment instructions below.

**Payment Instructions:**