
OPERATION GRANNY FILES

Local News Treasure Hunt Worksheet

Organize your newspaper research so no headline goes unread

Worksheet

Mission 08: Extra! Extra! — Newspapers & Obituaries

Clearance Level: Biscuit-Tin Operative

This workbook belongs to:

operationgrannyfiles.substack.com

How to Use This Worksheet

Newspaper research can quickly become overwhelming—hundreds of archives, thousands of pages, and clues scattered across decades. This worksheet keeps you organized so nothing falls through the cracks.

For each ancestor you're researching:

- Fill in the ancestor's details (name, dates, locations, alternate spellings)
- Log every archive you search—even when you find nothing (so you don't repeat the effort)
- Record what you found and what follow-up is needed
- Use the Research Strategy section to plan your approach before diving in

GRANNY SAYS:

A clue not written down is a clue already lost. Trust me—I've learned the hard way.

Research Strategy Planner

Before you start searching, answer these questions to focus your effort:

1. What am I looking for?

(Obituary, marriage announcement, birth notice, legal record, general mentions?)

2. What time period?

(Decade, specific years, or life events like marriage/death?)

3. What locations?

(City, county, state—and any places the ancestor may have lived or visited?)

4. Which archives should I check first?

(Refer to the Historic Newspaper Access Resource List for your state)

5. Alternate names and spellings to try:

Ancestor 1

Field	Details
Ancestor Name	
Approximate Dates	
Known Locations	
Alternate Spellings	

Search Log:

Archive / Database	Newspaper Title	Date Range	What Found	Follow-Up Needed

Key Clues Found:

Ancestor 2

Field	Details
Ancestor Name	
Approximate Dates	
Known Locations	
Alternate Spellings	

Search Log:

Archive / Database	Newspaper Title	Date Range	What Found	Follow-Up Needed

Key Clues Found:

Ancestor 3

Field	Details
Ancestor Name	
Approximate Dates	
Known Locations	
Alternate Spellings	

Search Log:

Archive / Database	Newspaper Title	Date Range	What Found	Follow-Up Needed
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Key Clues Found:

Archives Checked (Master List)

Keep a running list of every archive and database you’ve searched, regardless of which ancestor you were looking for. This prevents duplicate effort across research sessions.

Archive / Database	Date Searched	Coverage Checked	Results (Y/N)

Notes

Use this space for personal notes and discoveries.

