

Genealogy Connect Services

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I, _____ hereby request Genealogy Connect Services and their representatives to undertake genealogical service on my behalf. This document describes the agreement between us regarding these services.

Research Objective: _____

(concisely describe your research need)

The work effort for this objective is to be limited to _____ hours of research. Upon completion of the agreed upon work hours, Genealogy Connect Services will have analyzed the research problem and reached a conclusion that will provide a documented report describing the resultant findings and the basis for any conclusions.

To avoid any duplication of any work already done, I will provide information I already have on the subject, including copies of reports or summaries of previous research, copies of significant records, and notes on sources or collections already searched.

The agreed upon work for this project is being done at the rate of \$50.00 per hour, payable by invoices as submitted. Any additional incidental expenses relating to the research being conducted will be submitted for my approval in advance and included on invoices as agreed. A deposit of three hours work (\$150.00) is included with this document to commence research.

Our agreement will become effective, and work will begin, when I have submitted (a) the above referenced material; (b) a signed copy of this document; and (c) \$150.00 advance deposit.

All work performed by Genealogy Connect Services are done as an independent contractor in accordance with prevailing professional standards in genealogy, including the Code of Ethics of the Association of Professional Genealogists and the Code of Ethics adopted by the Board for Certification of Genealogists, copies of which are attached.

Genealogy Connect Services and its representatives will hold confidential any information I provide that is not already a matter of public record or public knowledge; and will treat with discretion, even if they are already matters of public record, issues that concern living persons, their parents, or immediate families. Genealogy Connect Services will not accept fees to

provide any of the research results to other interested persons, but will refer them to myself for any information and allow me to determine the terms under which I may decide to share it. This document and the attachments listed below reflect the full scope of our agreement and replace any earlier, tentative commitments by either of us. Any changes will be effective only if they are also made in writing.

A handwritten signature in blue ink that reads "Michael R Fletcher". The signature is written in a cursive style with a large, sweeping initial "M".

Michael R Fletcher/Genealogy Connect Services

ACCEPTED:

Client

Date

Association of Professional Genealogists

Code of Ethics and Professional Practices

Purpose: The APG Code of Ethics and Professional Practices serves to promote: (1) a truthful approach to genealogy, family history, and local history; (2) the trust and security of genealogical consumers; and (3) careful and respectful treatment of records, repositories and their staffs, other professionals, and genealogical organizations and associations.

Consistent with these purposes, I agree to:

1. Present research results and opinions in a clear, well-organized manner;
2. Refrain from withholding, suppressing, or knowingly misquoting or misinterpreting sources or data;
3. Report appropriately qualified genealogical conclusions in writing based on the weight of the evidence with fully and accurately cited sources;
4. Represent my abilities, services, and credentials honestly, avoiding the use of misleading or exaggerated statements;
5. Engage in sufficient continuing education to maintain competence and comply with applicable requirements;
6. Prepare and abide by written agreements regarding applicable project scope, fees, charges, payment structures, and deliverables without concealment or misrepresentation;
7. Disclose potential conflicts of interest;
8. Maintain confidentiality of client communications and research, except as permitted in writing by the client or required by court or professional disciplinary proceedings;
9. Treat information concerning living people with appropriate discretion;
10. Refrain from violating or encouraging others to violate laws or regulations concerning copyright, rights to privacy, business practices, or other pertinent subjects;
11. Refrain from mutilating, rearranging, or removing from their proper custodians printed, original, microfilmed, or electronic records;
12. Give proper credit to the work of others and refrain from plagiarism;
13. Refrain from soliciting established clients of another researcher through denigration, violation of laws or regulations, or other improper means;
14. Refrain from behaviors or statements that malign or are maliciously calculated to injure the profession; individual genealogists; genealogical associations, programs, or educational organizations; or the Association of Professional Genealogists.

Board for Certification of Genealogists Code of Ethics

To protect the public

I will not publish or publicize as fact anything I know to be false, doubtful, or unproved; nor will I be a party, directly or indirectly, to such action by others.

I will identify my sources for all information and cite only those I have personally used.

I will quote sources precisely, avoiding any alterations that I do not clearly identify as editorial interpretations.

I will present the purpose, practice, scope, and possibilities of genealogical research within a realistic framework.

I will delineate my abilities, publications, and/or fees in a true and realistic fashion.

I will keep confidential any personal or genealogical information disclosed to me, unless I receive written consent to the contrary.

To protect the client (paying or pro bono)

I will reveal to the client any personal or financial interests that might compromise my professional obligations.

I will undertake paid research commissions only after a clear agreement as to scope and fee.

I will, to the best of my abilities, address my research to the issue raised by the client and report to that question.

I will seek from the client all prior information and documentation related to the research and will not knowingly repeat the work as billable hours without explanation as to good cause.

I will furnish only facts I can substantiate with adequate documentation; and I will not withhold any data necessary for the client's purpose.

If the research question involves analysis of data in order to establish a genealogical relationship or identity, I will report that the conclusions are based on the weight of the available evidence and that absolute proof of genealogical relationships is usually not possible.

If I cannot resolve a research problem within the limitations of time or budget established by contract, I will explain the reasons why.

If other feasible avenues are available, I will suggest them; but I will not misrepresent the possibilities of additional research.

I will return any advance payment that exceeds the hours and expenses incurred.

I will not publish or circulate research or reports to which a client or colleague has a proprietary right, without that person's written consent; I will observe these rights, whether my report was made directly to the client or to an employer or agent.

To protect the profession

I will act, speak, and write in a manner I believe to be in the best interests of the profession and scholarship of genealogy.

I will participate in exposing genealogical fraud; but I will not otherwise knowingly injure or attempt to injure the reputation, prospects, or practice of another genealogist.

I will not attempt to supplant another genealogist already employed by a client or agency. I will substitute for another researcher only with specific, written consent of and instructions provided by the client or agency.

I will not represent as my own the work of another. This includes works that are copyrighted, in the public domain, or unpublished. This pledge includes reports, lecture materials, audio/visual tapes, compiled records, and authored essays.

I will not reproduce for public dissemination, in an oral or written fashion, the work of another genealogist, writer, or lecturer without that person's written consent. In citing another's work, I will give proper credit.