Teaching Genealogists AI™
Instructor: Sylvia Vargas

WS 03 – Data Extraction Template

AI Tools for Research and Organization
Puerto Rican Genealogy Group
Website: https://puertoricangenealogy.org

Use this worksheet to record the source and verify the output after any AI data extraction session.

Session Details

Date: _____

AI tool used: [ ] Gemini [ ] Claude [ ] Other: _____

Record type extracted (baptismal register, census, civil registration, etc.):
_____

Repository and source citation for these records:

_____

_____

Time period covered: From _____ To _____

Workflow used: [ ] Extract to table [ ] Standardize names/dates/places [ ] Convert narrative to structured data

_____

Prompt Used

Paste the exact prompt you gave the AI here (so you can reuse or refine it):

_____

_____

_____

_____

_____

Verification Checklist

For each row in the AI's output, verify the following before using the data in your research record.

Row / Individual	Source Citation Attached	AI-Inferred Data Flagged	Verified Against Original Image	Notes
	[ ] Yes [ ] No	[ ] Yes [ ] None	[ ] Yes [ ] Pending	
	[ ] Yes [ ] No	[ ] Yes [ ] None	[ ] Yes [ ] Pending	
	[ ] Yes [ ] No	[ ] Yes [ ] None	[ ] Yes [ ] Pending	
	[ ] Yes [ ] No	[ ] Yes [ ] None	[ ] Yes [ ] Pending	
	[ ] Yes [ ] No	[ ] Yes [ ] None	[ ] Yes [ ] Pending	
	[ ] Yes [ ] No	[ ] Yes [ ] None	[ ] Yes [ ] Pending	
	[ ] Yes [ ] No	[ ] Yes [ ] None	[ ] Yes [ ] Pending	
	[ ] Yes [ ] No	[ ] Yes [ ] None	[ ] Yes [ ] Pending	

Issues Found During Verification

List any discrepancies between the AI's output and the original record image.

Row	Field	AI Output	Actual Value in Record	Action Taken

GPS Reminder

Before this extraction session is complete, confirm:

[ ] Every row has a source citation linking it to the original record
[ ] All AI-inferred fields (data the AI added beyond what the record states) are labeled
[ ] All standardizations (date format, place name, surname) are noted as editorial decisions
[ ] No row has been entered into my genealogy database without verification against the original image

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Where This Data Goes

File / database where this extracted data has been entered:

_____

Research log entry date: _____