



*Teaching
Genealogists AI™*
Instructor: Sylvia
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Census Records for Puerto Rican Genealogy

Worksheet 6 — Municipal Research Log

Course Instructor: Sylvia Vargas

Organization: Puerto Rican Genealogy Group

Website: <https://puertoricangenealogy.org>

Purpose

Use this log to plan and document your searches in municipal and local records outside the federal census schedule. Every search — whether it produces results or not — should be recorded. Negative searches are evidence of the limits of the surviving record base and must be documented to meet the Genealogical Proof Standard.

Part 1 — Research Context

| Field | Entry |
|---|-------|
| Researcher Name | |
| Date of Research | |
| Ancestor(s) Being Researched | |
| Municipio of Research | |
| Barrio (if known) | |
| Time Period of Interest | |
| Research Question This Search Addresses | |

Part 2 — Municipal Record Search Log

Use one row per repository and collection searched. Add rows as needed.

| Date | Repository | Collection / Fond | Dates Covered | Municipio / Barrio | Search Terms Used | Result (Found / Not Found / Inaccessible) | Citation (if found) |
|------|--------------------------------------|----------------------|------------------|-----------------------|-------------------------|--|---------------------------|
| | Archivo General de Puerto Rico | | | | | | |
| | FamilySearch | | | | | | |
| | Ancestry.com | | | | | | |
| | Municipal Alcaldía | | | | | | |
| | UPR Colección Puertorriqueña | | | | | | |
| | Other: | | | | | | |

Part 3 — Record Types Checklist

Check each record type for the time period and municipio. Note what survived and where it is held.

| Record Type | Time Period Available | Survived? (Y / N / Unknown) | Repository / Access | Notes |
|-------------------------|--------------------------|-----------------------------------|------------------------|-------|
| Padrones municipales | Varies by municipio | | | |

| Record Type | Time Period Available | Survived? (Y / N / Unknown) | Repository / Access | Notes |
|---|------------------------------|------------------------------------|----------------------------|--------------|
| Property tax rolls (Contribución territorial) | Spanish colonial era forward | | | |
| Voter registration lists (Listas electorales) | 1897 (Spanish); 1917+ (U.S.) | | | |
| WWI draft registration cards | 1917–1918 | | FamilySearch, Ancestry | |
| WWII draft registration cards | 1940–1946 | | FamilySearch, Ancestry | |
| Property registry (Registro de la Propiedad) | 1880s forward | | Regional registry offices | |
| School enrollment records | U.S. administration forward | | Dept. of Education / local | |
| Status animarum (padrones parroquiales) | Varies by parish | | AGPR ecclesiastical fonds | |

Part 4 — Negative Search Documentation

For each search that produced no result, record the details here. This is required for GPS compliance.

| Date | Repository | Collection Searched | Date Range Searched | Reason No Result (Collection missing / Inaccessible / Not in collection / Other) | Citation / Note for Research File |
|-------------|-------------------|----------------------------|----------------------------|---|--|
| | | | | | |
| | | | | | |
| | | | | | |

Part 5 — Evidence Found: Three-Layer Summary

For each document located, complete a brief Three-Layer analysis.

| Document Found | Source Type (Original / Derivative / Authored) | Information Quality (Primary / Secondary / Indeterminate) | Evidence Value (Direct / Indirect / Negative) | What It Proves | Conflicts with Other Evidence? |
|----------------|---|--|--|----------------|--------------------------------|
| | | | | | |
| | | | | | |

Part 6 — Alternative Source Strategy Summary

Based on your searches, summarize your plan for filling gaps where municipal records do not survive.

| Gap Period | Records That Should Exist But Are Missing | Alternative Sources Identified | Search Status |
|------------|---|--------------------------------|---------------|
| | | | |
| | | | |

Part 7 — Next Steps

List the specific next actions that follow from this research session.

- 1.
- 2.
- 3.

Key Repository Contact Information

| Repository | Contact / Access |
|--|---|
| Archivo General de Puerto Rico (AGPR) | https://www.icp.pr.gov/archivo-general/ |
| AGPR Digital Portal | https://www.coleccionesicp.pr.gov/agpr |
| FamilySearch — Puerto Rico Vital Records | https://www.familysearch.org/en/wiki/Puerto_Rico_Vital_Records |
| FamilySearch — Puerto Rico Census Wiki | https://www.familysearch.org/en/wiki/Puerto_Rico_Census |
| WWI Draft Cards (FamilySearch) | https://www.familysearch.org/en/wiki/United_States_World_War_I_Draft_Registration_Cards |

| Repository | Contact / Access |
|--------------------------------------|--|
| WWII Draft Cards (FamilySearch) | https://www.familysearch.org/en/wiki/ United_States,_World_War_II_Draft_Registration_Cards |
| Ancestry.com Military Records | https://www.ancestry.com/search/categories/military/ |
| UPR Colección Puertorriqueña | https://biblioteca.uprrp.edu/coleccion-puertorriquena/ |
| Archivo General de Indias (PARES) | https://pares.culturaydeporte.gob.es/inicio.html |

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