SNAC Editing Cheat Sheet - Families

Minimum & Optimal Requirements

Find all modules & extra materials on the SNAC Website

Questions? Ask the NARA SNACSchool Team: snac@nara.gov

Updated February 22, 2022
Name Entries - Required

Select Entity Type:
- corporateBody
- family
- person

Name Entries:
- Use RDA rules

Don’t forget the Language and Script! (We use the ISO codes)
Biographical History

The Quander family is believed to be the oldest documented African-American family that has come from African ancestry to present day America. They are from the Fanti tribe of the Akan peoples in modern day Ghana.

A man by the name of Egwa Amkwandon was kidnapped during the African slave trade during the late 17th century and transported to the United States. According to official slave records, when slave owners asked for his name, and he answered “Amkwandon,” which was misinterpreted as “I am Quando.” The next few generations of Quanders went by the name Quando; other variations include Quandoe and Kwando. The name became recognized as the present day pronunciation “Quander” during the 19th century.

Language: eng
Script: Lati
History

**Exist Dates - Optimal**
Use DACS rules for determining the dates
*Seldom used for families*

**Places - Optimal**
Minimum one location

For both: edit existing section or Add New; fill out relevant information
### Demographics

**Genders**

**Nationalities**

**Languages Used**

**Occupations**

**Subjects - Optional**

#### Occupations - Optimal

SNAC interface allows browsing of occupations at this time. *Seldom used for families*
Relations

Resource Relations - Required
Minimum one archival resource

Don’t forget to select the correct role for the resource to the entity
Adding a new resource:

Perform a search for a resource. If it’s in SNAC already select the archival resource; otherwise create a new resource and follow the steps.

Make sure to add the selected role for the resource (creatorOf, referencedIn, etc.)
Relations

Internal CPF Relations - Optimal
Minimum one internal CPF relation link

Target: Mount Vernon (Va. : Estate)
http://n2t.net/ark/99166/w5193wvb

Type: associatedWith

Descriptive Note
Adding new Internal CPF relations

Search for entity

Select the type of relationship
Feel free to add a descriptive note

Relationships are not automatically reciprocal in the other entity
Relations

**External Related CPF (SameAs) - Optional**

Add resources to other authorities

*Examples:*
- LC Name Authorities (ld.loc.gov)
- Wikidata
- National Archives Authorities

For more details and explanations see the [Authority ID Cheat Sheet](#) on the Portal
**Sources (Required)**

- At least one citation
- Cite electronic or print sources
- Strive to cite Wikipedia

For more information about Sources & Cite, see the portal
Add New Source: fill out relevant information

To Cite: Select the Cite button on relevant page and search for the Source Name