



How to Merge Records in Family Search



Outline

What Happens if I Merge?

Should These Two
Records Be Merged?

Merging/Unmerging

Merge By ID/
Search for Duplicates

SUMMARY

Duplicate Records

- Duplicates happen when people create a new person without making sure there are no duplicates.
- Many duplicates exist because the old and new Familysearch programs were merged & duplicates carried over.
- Our goal should be to make our own tree as correct as possible, which means that each of us will have to merge duplicates!!!




What Happens if I Merge?

- How is this merge going to affect my relationship with the surviving person?
- What happens to sources, memories, notes, & other relationships in Family Tree after a merge:
 - The ID number of the deleted record is no longer attached to the tag. Photos, stories, documents, and audio files automatically copy to the surviving records in a merge. Be sure that all items are attached to the surviving ID number.

Review the Records

- Family Search notifies you of possible duplicates. It will be under research help on the top right column of the person's detail page.



James C Harris
1919 - Deceased • GQ4Y-TPQ

[VIEW TREE](#) [VIEW RELATIONSHIP](#) [FOLLOW](#)

About **Details** Sources (3) Collaborate (0) Memories (0) Time Line [Ordinances](#)

Vitals

Detail View

Name • 3 Sources James C Harris		Sex • 3 Sources Male	
Birth • 3 Sources 1919 South Carolina, United States		Christening + ADD	
Death • 0 Sources Deceased		Burial + ADD	

Research Help (3)

- Possible Duplicate
 James C. Harris
1919-1991 • GMTY-Y58
- James C Harris
United States, Social Security Numerical Identification Files (NUMIDENT), 1936-2007
- James C Harris
United States 1950 Census

[SHOW ALL](#)

Should These Two Records Be Merged?

- Carefully review the following information on both records:
 - Names, dates, places, family members, sources.
 - Print out family group records or detail information for each person, or open up new tabs for each person to review.
- Review family relationships. After the merge is complete, any family relationships on the deleted record are also deleted unless you move them to the surviving record. If the record on the left contains duplicate parents, spouse, or children, add them to the surviving record. You can merge these duplicates later.
- Left side is the possible duplicate. A merge deletes the record.
- Right side is the record you started from. A merge saves this record.
- Keep the record that is most correct. If necessary, switch positions.

You can practice at beta.familysearch.org

Print Options

- Vitals
- Spouses and Children

PRINT



James C. Harris
1919-1991 • GMTY-Y58

Vitals

Name

James C. Harris

Sex

Male

Birth

6 May 1919

Death

11 March 1991

Burial

1991

Piedmont, Greenville, South Carolina, United States of America

Spouses and Children



James C. Harris
1919-1991 • GMTY-Y58



Christine Morton
1921-2018 • GMSS-578



James C Harris

1919-Deceased • GQ4Y-TPQ

Vitals

Name

James C Harris

Sex

Male

Birth

1919

South Carolina, United States

Death

Other Information

Residence

1920

Greenville, South Carolina, United States

Residence

1930

Oaklawn, Greenville, South Carolina, United States

Residence

1935

Same House

Residence

1940

Grove Township, Greenville, South Carolina, United States

Spouses and Children



James C Harris

1919-Deceased • GQ4Y-TPQ



Walter Columbus Harris

1894-1964 • K2FG-TBW



James Cleo Poole

1897-1980 • K2FG-YML

Marriage

1915

Williamston, Anderson, South Carolina, United States

Children



Elizabeth Sarah Harris

1917-1998 • GQ4Y-TWM



James C Harris

1919-Deceased • GQ4Y-TPQ



Willie Clifton Harris

1923-2000 • KX5W-B42



Nellie M Harris

Check out sources

United States Census, 1950: Greenville. Census 1950

		1	2	3	4	5	6	7	8	9	10	11	12	13
		age	of 19											
1	124	17	of 19	yes	65			Stephens, Henry J	Head	W	m	51	mar	SC.
2								Dolly P	wife	W	f	46	mar	SC.
3								Fred	son	W	m	21	new	SC.
4								Hoyt H.	son	W	m	17	new	SC.
5								Charles D	son	W	m	15	new	SC.
6								Jack K.	son	W	m	13	new	SC.
7	124			no	no			Harris James C	Head	W	m	30	mar	SC.
8								Christine	wife	W	f	28	mar	SC.
9								Patricia A	daughter	W	f	8	new	SC.
10								Jeanette	daughter	W	f	6	new	SC.
11								Mary C	daughter	W	f	8	new	SC.
12								James C	son	W	m	may	new	SC.
13	125			no	no			Harris, Walter C.	Head	W	m	56	mar	SC.
14								James C	wife	W	f	54	mar	SC.
15								Sara E	daughter	W	f	32	new	SC.
16								Herbert H.	son	W	m	14	new	SC.
17	126			no	no			Elrod, Mary L.	Head	W	f	76	wid	SC.
18								John H.	son	W	m	53	new	SC.
19								Sally	daughter	W	f	52	new	SC.
20								Marshall	son	W	m	37	new	SC.
21	127			no	no			Stapel - Arnold A	Head	W	m	39	mar	SC.
22								Jessie M	wife	W	f	35	mar	SC.

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Review Merge, Continue, Add Reason

Step 1 of 3: Are these people a possible match? BACK NOT A MATCH YES CONTINUE

Possible Duplicate	Surviving Person
<p>Information in this column will be deleted at the end of the merge. Switch</p> <p> James C. Harris 6 May 1919 - 11 March 1991 • GMTY-Y58 Added: 22 January 2019</p> <hr/> <p>Vitals</p> <p>Name James C. Harris</p> <p>Birth 6 May 1919</p> <p>Death 11 March 1991</p> <p>Burial 1991 Piedmont, Greenville, South Carolina, United States of America</p> <hr/> <p>Other Information</p>	<p>Information in this column will be saved at the end of the merge.</p> <p> James C Harris 1919 - Deceased • GQ4Y-TPQ Added: 21 January 2020</p> <hr/> <p>Vitals</p> <p>Name James C Harris</p> <p>Birth 1919 South Carolina, United States</p> <p>Death</p> <p>Burial</p> <hr/> <p>Other Information</p> <p>Residence 1920 Greenville, South Carolina, United States <i>Non-standardized Place</i></p> <p>Residence 1930 Oaklawn, Greenville, South Carolina, United States</p> <p>Residence 1935 Same House</p>



Mary Reba Pack

1905–1978 • LTPX-7XL

Vitals

Name

Mary Reba Pack

Sex

Female

Birth

26 June 1905
South Carolina, United States

Death

February 1978
South Carolina, United States

Burial

1978
Woodlawn Memorial Park, Greenville, Greenville, South Carolina, United States

Other Information

Residence

1935
Same House

Residence

1940
Grove Township, Greenville, South Carolina, United States

Residence

1949
United States

Residence

13 April 1950
Piedmont, Greenville, South Carolina, United States

Spouses and Children



Lawrence F. League

1903–1980 • KGBY-XLC



Mary Reba Pack

1905–1978 • LTPX-7XL

Children



Maxine Pack League

1934–2004 • GKKV-YFM



Mary R Pack

1906–Deceased • LBR8-RYD

Vitals

Name

Mary R Pack

Sex

Female

Birth

1906
South Carolina

Death

Spouses and Children



Lawrence F. League

1903–1980 • BMML-479



Mary R Pack

1906–Deceased • LBR8-RYD

Children



Maxine League

1934–2004 • BMML-H6G

Parents and Siblings



Enoch Wellington Pack

1873–1954 • LXXZ-7D6



Hattie Louise Lark

1880–Deceased • LBRH-F4P

Children



Mary R Pack

1906–Deceased • LBR8-RYD



Fred Enoch Pack

1907–1968 • LBR8-YFC



Seth Pack

1909–1993 • LBRH-NYH



Minnie Eleanor Pack

1911–1991 • LBRH-VX1



Frances Genet Pack

1915–1990 • LBRH-VFS



Florence Louise Pack

1917–2000 • LBRH-62B



Carroll Thomas Pack

1918–1993 • LBRH-8FH

How to Undo Merge or Restore

- Find the person that you want to unmerge. Click the person's name and go to details.
- Find the latest changes box.
- Click Show All.
- Find the merge and go to the far right side of that entry.
- If you can undo the merge automatically, the Unmerge option is available.
- If you cannot undo the merge automatically, the Unmerge option is not available. Restore the deleted person instead.
- If Unmerge is available, follow these steps: Click Unmerge, review the information, click unmerge again.
- If Unmerge is not available, follow these steps to restore the deleted person:
 - Click the name of the deleted person
 - Click Person.
 - Click Restore Person.
 - Enter a reason statement.
 - Click Restore.
 - Review both records and make sure that each has the correct information. In some cases, you must delete information from one record and add it to another.

How do I merge duplicates by ID?

- Copy the person's ID number of the record to be merged.
- In Family Tree, go to the person's detail page.
- Click Merge by ID. It is located in the tools section, on the right side of the page.
- Enter the ID number and click continue. The merge screen opens in a new browser tab.
- Left side: This is the possible duplicate. It is deleted if you merge the records.
- Right side: This is the record you started from. It is saved if you merge the records.
- Decide if the records are about the same person.
- On the surviving record, review all information that has a green background. Highlighted information will be copied to the surviving record when you complete the merge. If this information should not be saved on the surviving records, click undo.
- Click continue and review the surviving record.
- If everything looks as it should, click Finish Merge.
- Enter a reason statement and click Save.

Search for Possible Duplicates

Use the following techniques to find duplicates not included in the possible duplicate list:

- Search Family Tree and review the search results.
- Perform a similar search through the Find Similar People tool.
- Look for duplicate spouses, children, or parents on the details page or other pages of Family Tree.
- When you view a historical record through Source Linker, make sure that it isn't already attached to someone else (if so, it could be a duplicate).

If you find duplicates using these methods, copy their ID numbers. Then merge them with that number.





Thanks for Coming!
Happy Merging!