

Descendant Research Intake + Consent

WOODLAND PLANTATION MUSEUM — DESCENDANT RESEARCH INTAKE + CONSENT

Primary contact (Descendant / Family Representative)

Name: _____

Pronouns (optional): _____

Email: _____ Phone: _____

Mailing City/State (optional): _____

Preferred contact method: Email Phone Best times: _____

Inquiry summary (what you're asking us to look into)

Ancestor(s) names and known details (dates/places/alternate spellings):

What records do you currently have (death certificate, census, obituary, etc.)?

Where did you hear about Woodland / why you believe there is a connection?

Materials you may share (check all that apply)

- Death certificate(s) Birth record(s) Census records
 Marriage records Obituaries Photos Letters/documents
 Family tree/chart Other: _____

CONSENT OPTIONS (please check your preferences)

A) Permission to conduct research (internal)

- Yes — You may review and compare records and information I provide for internal research purposes.
 Yes — You may share what I provide with Woodland's Advisory Board / History Subcommittee and relevant staff/consultants assisting with this inquiry, for internal research purposes only.
 No — Please keep materials shared limited to the primary museum contact listed below.

Primary museum contact (name/title): **Sultana Harris**

B) Recordkeeping / retention

- Yes — Woodland may keep copies of materials I provide in internal research files.
- Yes — Woodland may include copies in its institutional archive/research files (restricted access), for future historical research.
- No — Do not retain copies beyond this inquiry (Woodland will delete/destroy copies after _____ days, where feasible).

C) Public use (optional — separate from research)

- Not at this time — I do *not* authorize any public use of my materials or story.
 - Maybe later — You may ask me again if the research becomes relevant for public interpretation.
 - Yes, limited public use — I authorize Woodland to use the following **with attribution**:
 My name Ancestor names Short quotations I provide Images I provide
 Allowed contexts (check all): Website Exhibit label/text Public program Publication
 Social media
 Notes/limits (required if “Yes”): _____
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D) Privacy / sensitivity

- I request that the following information be treated as sensitive and not shared beyond internal research:

- Please anonymize my identity if referencing this inquiry internally: use initials only (e.g., “J.S.”).

E) Follow-up

- Yes — You may contact me for clarifying questions or additional research steps.
- Yes — You may introduce me to a volunteer historian/advisory member assisting the museum (with appropriate guardrails).
- No — Please keep communication only with the primary museum contact.

Understanding

- I understand this research is exploratory and may not produce a definitive conclusion.
- I understand Woodland will not publicly use family materials/story without explicit permission (Section C).

Signature: _____ Date: _____

Printed name: _____