Every couple has a folder on the computer, I used the numbers on a traditional pedigree chart to name the folders, these two numbers are also listed on their family sheet. In and ideal world I would have in each folder the birth and death records for the couple their marriage record and any news items, photos etc. If applicable I also have a census folder and another for their children.

I have four A4 arch lever files – one for each of my grandparents as it were. Couple 16_17 are in my 'Jolly' folder. I'm hopeless at working on screen so I have paper copies of everything and I work from those. I've just had a quick tally of couple 16_17 and there well over 100 certificates and census documents.  This is **exceptional** as I have tracked all their children and their children's' spouses (long long story..)

I TRY and keep the documents in the following order in the arch lever folders. So for couple 16_17 I have the family sheet then death certificates for the couple, their children's' details (kept death, marriage and birth), census by year from their time of marriage, marriage record, the couple's birth records. Behind the births I keep photos, new items, maps etc. I should probably invest in some proper 'tabs'!!