Research Contact & Consent Log

Contact And Permission | Living People Only

Keep this record private. Save a separate copy for each person. Record only information needed for your research.

☐ **DO NOT CONTACT AGAIN**

Honor refusals and boundaries, including those conveyed through intermediaries. No response is not permission to keep contacting someone.

Boundary Details | Date, Who Communicated It, And Limits

Person Contacted

Family Line, Research Subject, Tree, Or File

Date Of Contact

Contact Method

Purpose Of Contact

Response

- ○ No response
- ○ Response received
- ○ Contact declined

Response Details | Date And Summary

Permission | A Reply Does Not Imply Consent

- ○ Not requested
- ○ Requested, not yet granted or confirmed
- ○ Granted with limits recorded below
- ○ Declined
- ○ Previously granted permission changed or withdrawn

Specific Consent | Materials, Use, Audience, Attribution, And Time Limits

Restrictions Or Confidentiality Conditions

Record the person's wording or a reference to saved correspondence. Their permission does not authorize use of someone else's private information.

© 2026 Slate & Rowan LLC. All rights reserved.

Research Contact & Consent Log

Updates And Private Notes

Person Contacted

Related Record Or File

Follow-Up Status And Next Action | If Permitted

Review current boundaries before any later contact. Date changes to permission and retain the earlier history. Do not erase an earlier refusal merely because another field changes.

Dated Contact And Permission Updates | Include Communication References

Private Notes

Save separate editable copies

Use Save or Save As to retain editable fields. Keep an unused master and save a fresh copy for each person. Avoid Print to PDF or flattening when continued editing is desired. Keep entries within the visible field space; use another saved copy for additional notes.

© 2026 Slate & Rowan LLC. All rights reserved.