

ARCHIVES

How to find them and how to list them



Who generated the archives?

Find that out
– and you
will get to
the records!

- Public Records:
generated by central
government
- Official records:
generated by county
councils and their
predecessors
- Ecclesiastical records
- Deposited records
- The National Archives,
Kew
- Local county record
offices
- Cathedrals / recognised
repositories (often
county record offices)
- Also usually in county
record offices but also
specialist repositories

The National Archives

- <https://www.nationalarchives.gov.uk/>

Use the Discovery Catalogue

- <http://discovery.nationalarchives.gov.uk/>

I tapped in 'Strata Florida' between 1200 and 1500

- <http://discovery.nationalarchives.gov.uk/results/r?q=Strata+Florida&sd=1200&ed=1500&hb=>
- You can now follow up all these records
- Have a go at your own search

Your assessment

You are asked to undertake an archival search on a particular person, place, or topic. The National Archives Discovery catalogue is a good place to start, and you will see that it lists not only its own holdings but those of other libraries and archives under the A2A (Access to Archives) initiative. Most local record offices have online catalogues.

It is important to realise that in bibliographies (and for the purpose of your assessment) archives are listed in a very different way to books. The following slides will guide you. It is helpful to look at a few books that have used unpublished archival material as these provide a good model to follow.

How to arrange your list of sources

Details should be recorded in the following order:

Place (city / town) where the archive or library is located

The name of the archive or library

In the case of public and official records, the name of the body that generated the archive

The class or reference number

An example: public records

Cardiff

Glamorgan Record Office

CL/DEEDS/1/2384

Hereford

Hereford Record Office

AL 19/1 (Register of Thomas Cantilupe)

London

The National Archives

C 47 (Chancery Miscellanea), C47/10/43; C47/27/1

E 36/274 (Exchequer Treasury of Receipt Books)

E 159 (Exchequer Memoranda Rolls)

SC 1/1 (Ancient Correspondence)

Another example: ecclesiastical records

Durham

Durham Cathedral Muniments

Loc. XVII (mandates of the bishops of Durham, 1311-1492)

Loc. XXV (letters to the prior and convent of Durham, 1378-1515)

York

Borthwick Institute for Archives

Prob. Reg. 1-29 (probate registers of wills, fourteenth to sixteenth centuries)

Hierarchy

- Use these levels of description to illustrate the process of creation of a record within a collection.
 - Remember to list the first level – the town or city in which the archive is located – in alphabetical order.
- Town / city
 - Repository / library
 - Main reference
 - Lower levels of description