

INTRODUCTION TO ARCHIVES

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Three words

- Manuscripts
- Records
- Archives

Archives

- Traditionally seen as:
 - ‘records created by an organization in the course of its daily business’
 - Central government
 - Local government
 - An educational establishment (a school a university)
 - A business
 - A society

Now also:

- A collection of records or other material on a particular subject brought together artificially

Types of archives / records

- Understanding who generates archives helps you find them.

Public Records

Official Records

Ecclesiastical
Records

Deposited Records

PUBLIC RECORDS

Public Record Act 1838

Public Record Office [PRO], formerly Chancery Lane,
opened in 1856

The National Archives [TNA], Kew

TNA website: www.nationalarchives.gov.uk

Public Records

Baron de BRETEVILLAGE. pmo bonaf
se defend. T. R. E. In hoc burgo fuer. 7 sunt
decē custodie. In prima custodia. L. iii. ma
sure. ex his. ii. sunt Wasse. In hac pma custodia hē
Alan com. v. burgenses nichil reddunt. Comes mori
comensis de rā ludichel hē. iii. masuras. 7 ibi sunt. iii.
burgenses q. T. R. E. reddēb. v. sol. 7. vii. den. 7. i. obolu.
in nichil reddunt. Radulf. de banf. hē. iii. burg.
nichil reddunt. Roger. hō epi Remig. iii. burg.
nil redd. Franchenger. hē. i. burg. nichil reddit.
hge ead una custodia p duab. coputabāt. T. R. E.
sed p castro sunt destructe. xxvii. dom.
In Secda custodia fuer. xl vii. masure. T. R. E. ex his
duz sunt Wasse. De his. xiii. masure. nichil reddit.
reliq. xxx. ii. reddit omē cūctudines. De his hē Alan
v. burg. nil redd. 7. ix. manes in crī anglor.
In tēa custodia. T. R. E. fuer. xli. masura. Ex his sunt
xi. Wasse. reliquz. xxx. reddunt omē cūctudines.
In Quarta custodia. T. R. E. fuer. xl v. masure. Ex his
xxiii. sunt Wasse. reliquz. xxi. reddit omē cūctud.
In Quinta custodia. T. R. E. fuer. l. masura. Vna ex his
ē Wasta. alię omē reddunt cūctudines suas.
In Sepama custodia. T. R. E. fuer. xxxvii. masure. Tres
francię hē de his. iii. masuras. f. nichil reddit.
In Octava custodia. T. R. E. fuer. xxx vii. masure. Ex his
qdā pbr una tenet. 7 nichil reddit. / sunt. iii. Wasse.
In Nona custodia. T. R. E. fuer. xxx. ii. masure. De his

Willelmus rex.
Eps Wintoniensis.
Eps Lincolnensis.
Eps Rosensis.
A bbal de Ely.
A bbal de s Edmundo.
A bbal de Ramesy.
A bbal de Torni.
A bbal de Emsland.
A bbal s Wandregisili.
A bbailla de Cuetiz.
omes mortuensis.
omes Rogerius.
omes Alanus.
omes Eustachius.
anonicus baiocenses.
alteri oisard.
Wills de Warenna.
icard fil Gislebri.
obtus de Toden.
obtus gernon.
oiffred de mānauile.
illebri de Gand.
illebri fil iuraldi.
udo dapifer.
ardun d.
hugo de b.
hugo de p.
ibericus.
Eustachius.
Wido de R.
equus de
icor de c.
Cannulf.
Aches filu.
Wills filu.
Wills de c.
Robtus f.
aid de
duo carpe.
Iudica co.
Azelina y.
xor Bol.
pchange.

Domesday Book

Systematic record
keeping from the
reign of King John
(1199-1216)

Census returns 1841-1911

19

Parish or Township of ~~St. Mary's~~ <i>Milton</i>		Ecclesiastical District of		City or Borough of <i>Gravesend</i>		Town of <i>Gravesend</i>		Village of	
No. of House, or Suburb	Name of Street, Place, or Road, and Name or No. of House	Name and Surname of each Person who abode in the house, on the Night of the 30th March, 1851	Relation to Head of Family	Condition	Age of		Rank, Profession, or Occupation	Where Born	Whether Blind, or Deaf and Dumb
					Males	Females			
<u>one house empty</u>									
69	4 Shrubbery Lane	Elizabeth Anne	Head	21	73	Annuitant & Funds	Somerset Bristol		
		Mary Ann Osborn	Servant	21	22	House. Servant	Essex Harlow		
70	5 Shrubbery Lane	Charles Linfield	Head	51	25	Painter & Glazier	Kent Canterbury		
		Harriett Linfield	Wife		23	do Wife	Berks Eaton		
		Edward Windsor	Son in Law	78			Kent Gravesend		
		Harriett do	Daughter		6		Kent Gravesend		
		George ^{and} Douglas	Visitor	21	23	Land Holder	West Indies British		
71	6 Shrubbery Lane	Ann Nicholas	Head	21	57	Annuitant	Kent Sheerness		
		Edward do	Son	21	31	Chemist	do do		
		George do	Son	21	26	Journeyman Carpenter	do do		
		Annie do	Daughter	11	15	Scholar	Kent Gravesend		
<u>two houses empty</u>									
72	9 Shrubbery Lane	John Smith	Head	41	67	Cabinet Maker	Kent Woolwich		
		Sarah do	Wife	41	66		Essex Rothwell		
		Harry Bulley	Visitor	20	26	Preparator of Houses	Essex Hackney		
		George Treadway	do	21	47	Draper	St. Luke		
73	10 Shrubbery Lane	George Gordon	Head	41	46	Annuitant	Essex Bridport		
		Mary Ann do	Wife	41	38		do do		
		Edward Allen do	Son	11		Scholar at Home	Kent Dover		
Total of Houses		I 5 U 2 B -		Total of Persons ...		19 19			

Public Records

- Arranged by the departments that generated them, e.g.
- Chancery (C)
- Exchequer (E)
- Home Office (HO) – census returns 1841 and 1851 are listed under HO because the Home Office had oversight of the process; from 1861 the returns are catalogued under RG because responsibility passed to the office of the Registrar General.

Who decides what records are going to be kept?

- civil servants and administrators on the grounds of legal and administrative requirements
- archivists on the grounds of research value

HOW MUCH IS KEPT?

Less than 5%

OFFICIAL RECORDS

This is how archivists designate records produced by the county councils, which came into existence in 1889.

They took over the functions of earlier bodies such as the Boards of Guardians and the School Boards – so the records are often older than the councils themselves,

Ecclesiastical Records



Diocesan



Parish

Diocesan Records include

- (arch)bishops' registers
- church property
- church courts
- probate records [wills]
 - originals and act books, to 1858



Parish records include

- Registers of baptism, marriage and burial, 1538 (though few survive from that date)
- Churchwardens' accounts
- Overseers of the poor
- Charities and schools

1665 Burialls	1665 Burialls
Sept 24 a N C of Henry Triggs P	14 Joseph Gynn s of Richard P
25 Sarah Feild a narke Childe P	14 a N C of Nicholas Powell P
25 Elizabeth Hollanda N childe P	19 John Clarke S of Richard
26 Hellen Wood middome P	19 a C of Willm Williams posth P
28 Mary Ellis wife of M ^r Humphry	21 a N C of Widd Johnsons posth P
29 Mary Northaprentice Powell P	21 a Stillborne C of John Githams
30 Edward Bills at Nich Powells P	25 Thomas Skilton S of Edward
31 Francis Fillpott S of Charles	27 John Lestridge S of Edward
Novem 1 a C of Robert Clarkes post house P	Decem 2 a N C of Widdome Parnells post P
3 Ann Garraff wife of John P	4 Margerie Gothricke
4 Eliza Gardner D of Widd P	6 a C of Widdome Williams post P
4 Jane S ^t Ellins a N Childe P	8 Eliza Newton wife of Thomas

Deposited records

- The difference between deposit and gift
- Records of individuals
- Records of companies
- Records of societies
- Newspapers
- Solicitors' records, including estate collections

Access to records

- Closure periods
- 30 years for public and official records
- 50 years for 'personally sensitive records'
- 75 years for 'personally sensitive information about persons under 21'
- 100 years for 'confidential information' e.g. the census returns

Using archives

The National Archives (TNA): many records have been digitised and are available free – you can access these through ‘Discovery’. You can also (under normal circumstances) visit in person; you can apply for a reader’s ticket on line in advance of your visit.

The British Library: check the website for details of how to apply

Local repositories: generally allow access though conditions (making appointments, etc) vary

Golden rules when using archives

- Take a pencil as pens are not allowed
- No food or drink
- Check any requirements in advance of a visit
- Check before using your phone or camera to take images