

C.S.

STATISTICAL
(Miscellaneous)

1936

No.

53/36

S. of S. Circular.

SUBJECT.

1936

16th January.

REQUESTS INFORMATION RELATING TO THE ARCHIVES
OF THE BRITISH COLONIAL DEPENDENCIES.

Previous Paper.

MINUTES.

- 1-20. Secretary of State's Circular despatch of the 16th Jan. 1936.
21. Secretary of State's Circular Note of 13th February, 1936.

Jh. Submitted. In this Colony
Archives are kept in this Office.
Those of the Legal Dept. in that
Dept. Archives of other Depts are
kept by them. In this Colony
there is Record Office where
documents of Depts can be filed
when no longer needed. With the
exception of land transactions and
legal matters, records only go back
as far as 1889.

*met
cs.
9.4.36*

Subsequent Paper.

13/4/36

CIRCULAR



Downing Street,
16th January, 1936.

53/26

Sir,

I have the honour to inform you that I have been approached by the Director of the International Institute of Intellectual Co-operation in regard to the desire of the Institute to obtain information relating to the archives of the British Colonial Dependencies.

2. This information is required for publication in the second volume of the "Guide international des Archives" which is being prepared by the Institute, the first volume of which was published earlier in the year and dealt with the archives of European countries. The second volume is intended to deal with the archives of extra-European countries. I enclose copies of a circular letter issued by the Director of the Institute, setting out the objects aimed at, and giving particulars of the proposed classification of the detailed information which the Institute wishes to obtain in reply to the questionnaire accompanying the letter.

1.5.35

3. I consider that the work of the Institute in this matter should be of considerable value, and I would accordingly be obliged if you would give such assistance as is possible by arranging for answers to be furnished ^{through me} to those parts of the enclosed questionnaire which appear to be relevant to local circumstances.

The Officer Administering
the Government of

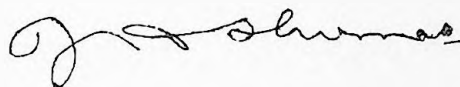
It is appreciated that a number of the questions are not relevant to those circumstances. I enclose also, for your guidance, a copy of the replies relating to this country returned to the first six questions of a similar questionnaire circulated for the purpose of the "European" volume referred to above.

4. A list is enclosed of the various Circular despatches issued from time to time by my predecessors which relate to two matters referred to in the questionnaire, viz., the accessibility to the public of the records in the Colonies, etc., and the preservation of those records.

I have the honour to be,

Sir,

Your most obedient, humble servant,

A handwritten signature in dark ink, appearing to read "J. G. Shaw". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Enclosure 1 in Circular Despatch dated 16th January, 1936

1^o Mai, 1935.

Dear Sir,

During the last few years, the International Committee on Intellectual Co-operation has, as you know, devoted special attention to questions of an international character in the matter of archives.

A programme designed to ensure permanent contact between the different archives departments, accompanied by a plan of action proposed by an Advisory Committee of Archives Experts, the primary object of which was to establish the bases for subsequent study and work, were approved by the International Committee on Intellectual Co-operation, its organ - the International Institute of Intellectual Co-operation - being entrusted with the duty of bringing these instruments into operation.

One of the essential provisions of this plan of work is the publication by the Institute of an "International Guide to Archives" intended to furnish archivists, historians, and, in general, all who are interested in official records with a valuable reference work enumerating for each country, the available research documentation and the principal publications relating to the different archives services, with detailed particulars concerning the laws and regulations which govern the preparation of archives, their preservation and possible destruction, the rules observed for the drawing up of inventories, catalogues, etc., the accessibility of records to scientists and scholars engaged in research work and to the public in general, relations between governmental authorities and private archives offices, etc.

The first volume of this Guide, which deals with European countries, has just been issued and the Institute will now assemble the data which will enable it to compile the second volume, dealing with extra-European countries.

I venture to ask you to accord us the benefit of your collaboration in carrying out the task which we are about to undertake. I should be extremely grateful if you would kindly furnish the Institute, at the earliest possible date, with a detailed reply to the questionnaire which I am enclosing herewith in several copies.

The particulars should be presented in such a way as to permit of their classification in the Guide under the following headings :-

- (a) State archives;
- (b) Archives services responsible to regional, local or colonial administrative departments;
- (c) Private records;
- (d) Ecclesiastical archives.

This distribution of subject matter is, of course, given only by way of indication, and the classification of the data collected will, above all, take into account the actual situation and the legislative measures of each country considered.

I am sure that the information which you may be good enough to communicate to us will make it possible for us to give a highly scientific and practical character to the Guide in question.

Thanking you in advance for your valuable co-operation.

Yours sincerely,

LEAGUE OF NATIONS

INTERNATIONAL INSTITUTE OF INTELLECTUAL CO-OPERATION

International Guide to Archives

QUESTIONNAIRE

- (1) What are the administrative centres in your country where archives are deposited? Where are the headquarters of these centres situated?
- (2) To what authorities are these different archives offices responsible?
- (3) What relationship have these authorities (a) between themselves, (b) with the central archives offices?
- (4) Is there any general Guide published for the different classes of archives or is there any special guide to one or other of these classes?
- (5) Are there any publications in your country giving particulars of new acquisitions by or withdrawals of documents from archives offices?
- (6) What are the facilities granted to the public regarding the consultation of archives? Are there any printed regulations on this subject?
- (7) Has your experience in regard to buildings utilized for the storing of archives and the equipment of these premises led you to any definite conclusions?
Have these conclusions formed the subject of any studies, published or unpublished?
- (8) What is your practical experience of the measures to be taken to protect archives against the possible causes of destruction (animal, vegetable, or chemical)?
- (9) What scientific bodies (laboratories, etc.) do you consult in connexion with the preceding question? Have these authorities carried out any studies on the subject? Have these studies been published?
- (10) What are the means adopted by your department in regard to restoration? Do there exist any studies, published or otherwise, on this subject?
- (11) Have any opinions been expressed in your country on the most satisfactory material means of preserving documents destined to be included in modern archives (ink, paper, tape, etc.)? Are there any regulations which enable you to keep the methods recognized to be the most satisfactory under observation?
- (12) What are the regulations in force which, for each class of archives, govern the photographing of documents?
Are there any printed regulations on this question?
- (13) What are the processes used by your department for the reproduction (mechanical, photo-mechanical, etc.) of documents?
- (14) Are there any rules in your country regarding the preparation of inventories, indexing, etc. (lists, calendars, etc.) relating to different periods of history?

- (15) Have you any printed catalogues, or publications, official or unofficial, likely to serve as a complete work of reference for the whole or the major portion of a collection of archives?
- (16) Under what conditions can (or should) an archivist communicate an authentic copy of the documents entrusted to his care?
- (17) In the event of the decease of a person having occupied a high public post, does there exist a right of seizure in regard to documents concerning Government affairs and belonging to the deceased's estate? What is the authority that can exercise this right?
- (18) What is the procedure adopted for the elimination of archives that have become out of date? Who takes the initiative in this matter?
Does the decision regarding the necessity for such elimination rest with the archivist or some other authority?
- (19) Are there any rules prohibiting the suppression of archives anterior to a certain date? What is that date?
- (20) Are there any lists indicating the categories of archives which can be eliminated after the lapse of a given period?
- (21) What are the conditions governing the loan of archives? Is the loan subject to any restrictions (according to the nature of the document borrowed or to the status of the borrower, etc.)?
- (22) What are the special conditions governing loans abroad?

The recipients of the questionnaire will, in each case, be asked:-

- 1° - to reply as briefly as possible to the questions in the order in which they appear, taking into account the four classes of archives determined by the Committee;
- 2° - to send the Institute a copy of all small publications available; in regard to larger publications, it will be sufficient if the Institute receives a bibliographical description, indicating, in particular, the price of the book and the name of the publishers;
- 3° - to communicate to the Institute at regular intervals any further information regarding the above publications and notify it of any new publications;
- 4° - generally, to keep the Institute informed of any important developments in the field of archives administration.

Enclosure 2 in Circular despatch dated 16th January, 1936.

Question 1.

What are the administrative centres in your country where archives are deposited? Where are the headquarters of these centres situated?

1. PUBLIC ADMINISTRATION, CENTRAL¹

(Departments of State, Royal Courts of Justice, etc.)

Archives of these fall into four categories.

(a) Archives transferred by Departments and Courts from time to time, as they cease to be required for current work, to the Public Record Office; which preserves those open to public inspection in the chief repository (in Chancery Lane, London) and those not open to inspection in a provincial repository (at present, at Canterbury). A list of the Groups of Records now in the Public Record Office is given in Appendix I to these Notes.

(b) Archives of many Courts and Departments² such as those of the Exchequer, the Privy Seal and Signet Offices, the Courts of Common Pleas and King's Bench, the Ministry of Munitions, etc., which have been abolished or absorbed in other Offices; also those of Local or Private Jurisdictions and Organizations (such as the ancient Palatinates³, the African Companies, the East India Company, the section of the Stationers' Company which dealt with Copyright and many others) whose functions and archives have at different times and for divers reasons passed to the Crown; the archives figuring either as separate Groups or as part of existing Groups in the Public Record Office or elsewhere.

(c) Archives of certain Departments or divisions of Public Administration which have not at present transferred any, or any considerable proportion, of their documents to the Public Record Office; these are stored under arrangements made by the Departments in question, generally in their own buildings. There is a considerable number (at present about 30) of such Departments: but in most cases the reason for their not having deposited is that either they are of recent constitution (as in the case of the Air Ministry, the Cabinet Offices, the Dominions Office, the Ministry of Labour, the Department of Overseas Trade, the Ministry of Pensions, the Department of Scientific and Industrial Research and the Ministry of Transport) or for other reasons connected with the nature of their work.

Notes

1. A convenient guide to existing Public Departments etc., and to their sub-Departments (which are in some cases numerous) will be found in the British Imperial Calendar and Civil Service List published annually by H.M. Stationery Office. Official Lists are also published annually for the Dominions and Colonial Offices, the Foreign Office, the India Office and the War Office: see also the Navy and Army Lists.
2. Some of these archive series date from as early as the 12th century.
3. The ancient archives of all the Palatinates have reverted to the Crown with the exception of Ely

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(as in the case of the National Museums and Galleries, the Offices of the Charity Commission, the Forestry Commission, the Government Chemist, the Prisons Commission and the Director of Public Prosecutions, the Royal Hospital and the Royal Mint, the Post Office, and the Stationery Office) the volume of archives accumulated has not yet made urgent the problem of space. Practically all have subscribed to the 'Rules' of the Master of the Rolls (see below the answer to Question 2.) and may presumably deposit at the Public Record Office in the future.

Note that in many cases Departments keep for a long time the archives of their Local Establishments, or of local 'Boards' and 'Committees' which function under their control, in the places where they were made; either because they continue longer in current use or because it has not been decided to preserve them permanently. Ultimately such collections, when it was decided to preserve them, have generally been regarded as forming part of the main collection and deposited in the Public Record Office accordingly.¹

(d) Archives of certain Departments which owing to the terms of their constitution occupy a special position and for that reason do not, and probably will not, deposit in the Public Record Office: see again the answer to Question 2. The most important are the x Principal India Office, the Land Registry, the xProbate Registry and the College of Arms. Of these the India Office took over under an Act of 1858², not only the functions but also the important Archives of the old East India Company. The Land Registry results from a succession of Acts, the latest of 1925³, for the compulsory registration of title to land; these Acts have been applied at present only in certain districts, notably London and Middlesex. The College of Arms, or Heralds College, incorporated in the 14th century, controls all grants of Armorial bearings in England and Wales.

Testamentary Probate Jurisdiction remained till the 19th century a function of Ecclesiastical Courts and the resultant archives (including numerous series of medieval date) were distributed over the offices of such bodies, large or small - from the Prerogative Court of Canterbury to the 'Peculiar' of a Manor. The Act of 1857⁴ resulted in the transfer of this Administration to a Division of the High Court of Justice and of archives from between 300 and 400 places either to the Principal Probate Registry at Somerset House in London or to District Registries. The latter numbered forty but as a result of investigation in 1927 a certain amount of concentration is now taking place with a view to lessening that number.

The important accumulations of the Houses of Parliament (some series dating from the late 15th and 16th centuries) may also perhaps be most suitably included under this heading.

Notes

L Obvious examples are the deposits made from time to time by the Admiralty (Dockyard and Ships' Records), Colonial Office (transmissions from Colonies), Foreign Office (Archives of Embassies and Consulates) and War Office (Records of Local Commands and Regimental Records)

2. 21 and 22 Vic., c. 106.

3. 15 Geo. V, c. 21.

4. 20 and 21 Vic., c. 77.

The accumulations of the Scottish Office represent the London end of business most of which is done in Scotland: the question of the removal of any of them from that office has not yet arisen; and it is possible that if or when that occurs the Register House at Edinburgh (see Appendix II.) may be deemed the more suitable place of deposit. The parallel Irish Office ceased to function after 1922: some few of its Records are incorporated in those of the Colonial Office.

II. to V. LOCAL, SEMI-PUBLIC, PRIVATE AND ECCLESIASTICAL ADMINISTRATIONS.

With only a few exceptions, to be mentioned below, in the reply to Question 2, archives are in all these cases regarded as the individual property and responsibility of the administrative units, which create them; and are accordingly stored normally in the offices of those units.

The principal Categories may be classified as follows.

II. PUBLIC ADMINISTRATION, LOCAL.

(a) The County

(i) Anciently administration of nearly all Local Public business was in the hands of the Sheriff in each County (an office of immemorial antiquity and still in existence); the Sheriff having under him the machinery of the County with its Hundreds and other sub-divisions, and being closely associated with the Coroners (also a very ancient office which still exists) and other special local officials; of these activities there are no archive remains save such as have survived in the shape of transmissions made to Departments of the Central Administration in London (in whose archives they are to be found) or stray documents accidentally preserved in private and other collections. A single partial exception is that of the County Court whose administration, and therefore its (modern) archives, have been brought by modern Legislation¹ within the control of the High Court: the connexion, however, of the modern with the ancient County Court is only nominal.

The remarks made with regard to Sheriffs, Coroners, etc., apply also to the administration and archives of Lords Lieutenant, an office initiated in the 16th century and still existing. N.B. It is to be remembered that up to comparatively recent times, and even to some extent at the present day, administration and jurisdiction normally exercised by the Sheriff or other Local Officials appointed by the Crown, have passed frequently, by privilege, into the hands of more or less private Corporations or even private individuals. In all these very numerous cases the result is to be sought in private or semi-private archives (see below II. (c), III. and IV).

(ii) Justices of the Peace. These officials, who begin to be prominent for judicial purposes in the 14th and 15th centuries (for which period their archives have not survived save by occasional accident in the collections of other Administrations) came gradually from the end of that time to exercise more and more of the general functions of Local Administration, to the exclusion of the Sheriff and other ancient officials: till by the end of the 18th century they were almost all-powerful in the Counties.

1. The Act of 9 and 10 Vic., c. 95 and subsequent Acts.

Since they had a regular Clerk of the Peace for each County these Justices began from the 16th century to accumulate archives ('Sessions Records') in the custody of these Clerks, where they remain to the present day. In the Boroughs (to be described below) there were special Justices of the Peace whose archives are to be found among those of the Borough.

N.B. As the Justices of the Peace from the Tudor period onwards worked increasingly through the machinery of the Parish considerable evidence of local administrative activities in and after the 16th century is frequently to be found in the (Ecclesiastical) Parish Councils, mentioned under (b) below.

(iii) County Councils. Legislation in 1888¹ and later transferred much of the work of Local Administration to elective County Councils: but as the Clerk of the County Council is in practice also the Clerk of the Peace the Archives of the two bodies are normally kept together at the seat of the Council's Administration ².

(b) District Councils (Urban and Rural) and Parish Councils.

These elective bodies were set up by Legislation soon after the County Councils³ and serve as sub-divisions to the County Council's activity much as the Ecclesiastical Parish served the Justices of the Peace. Under the Act which established them, older Records of activities which they now exercise might be transferred to them from the Ecclesiastical Parishes⁴; this was sometimes, but not always, done and certain types of archives must accordingly be sought alternatively in the Church Chest or in the custody of the Clerk of the Council in any given Parish.

(c) Boroughs⁵. These are ancient Towns having the privilege of exercising by their own officers certain jurisdictions or administrative duties exercised elsewhere by officials of the Crown. Such privileges were, sooner or later, confirmed and defined by Royal Charters: the varying terms of which therefore dictate, indirectly, the nature of the archives kept. These remain still in the Borough's custody: and as, in addition to enjoying the privileges just mentioned, the Corporation of Citizens forming a Borough existed for other purposes of private advantage which also resulted in archive-keeping (the Corporation, for instance, often owning land or engaging in other business such as a private person might do), the archives of the public and the private sides of a Borough's activities tend frequently to be mixed.

Modern Legislation has added to the ancient Boroughs County Boroughs which do for themselves what, outside their boundaries, is done by the County Council: and accumulate, presumably, parallel archives.

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1. The Local Government Act of 51 and 52 Vic., c. 41.
 2. The Counties of England & Wales are 53 in number, including London: but some Counties are subdivided for administrative purposes.
 3. By the Local Government Act of 1894 (56 & 57 Vic. c.73)
 4. Ecclesiastical Parishes in England & Wales numbered at the time of the 1831 Census well over 11,000.
 5. A List of Boroughs given in H. Hall, Repertory of British Archives (Royal Historical Society, 1920), p. 257 shows nearly 400 names.

(d) Statutory Authorities which have at various times up to the end of the 19th century, under the Authority of Statutes, Private Acts of Parliament or Royal Commissions, dealt with various divisions of Local Administration independently of other Local Authorities. They include Sewers Commissioners (whose modern activities began in 1832), Incorporated Guardians and (later) Unions administering the Poor Laws¹, Turnpike Trusts¹ (from the beginning of the 18th century) and the various Improvement Commissioners who in the later 18th and early 19th centuries dealt with questions of Paving, Lighting, Police etc. in almost all Urban centres. The archives of these Authorities have in very many cases perished. Where they have survived they are generally to be found in the custody of one or other of the modern Local Authorities who have replaced them.

III. SEMI - PUBLIC ADMINISTRATIONS

Under this heading may be classed (a) all Statutory or Chartered Bodies which, even though they are originally of private creation for the advantage or existing profit of private individuals, yet discharge partly or wholly public functions and have therefore a measure, large or small, of public recognition and privilege; whether the scope of their work is National (as, for example, in the case of the Bank of England, Lloyd's Corporation Exchange and Registry and Trinity House)² or Local (as in that of the Port of London Authority, other Authorities controlling Docks and Ports and modern Public Utility Companies of every kind). Under the same heading are included (b) Endowed Institutions, such as Colleges, Schools, Hospitals and Charities, which frequently have very ancient Muniments (some of them being the direct representatives of Religious Foundations of an early date); (c) Learned and Professional Societies and Corporations (as, for example, the four Inns of Court³, the Law Society³ and the General Medical Council)⁴; and (d) certain Corporations or Societies of Individuals engaged in Commerce whose scope includes educational, charitable, or other public activities (such as the ancient City Companies in London). It should be noted that modern legislation (such as the Companies Act of 1908) is tending to put certain types of commercial Bodies⁸ (such as Banks and Insurance Companies) more and more into the position of semi-public institutions.

All these, however close their connexion with public business, are, at least in respect of their archives, completely autonomous: and their repository is therefore, again, normally in their business premises⁵.

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- 1 - It has been computed that by 1835 there were in existence in England over 1,500 'Parishes or places separately relieving their own paupers' and over 1,100 Turnpike Authorities.
 - 2 - The work of the Bank and of Lloyd's is too well-known to require explanation. Trinity House is the body controlling the erection and maintenance of lighthouses, etc.
 - 3 - Controlling between them the organization of the Legal Professions.
 - 4 - Controlling similarly the organization of the Medical Profession.
 - 5 - No attempt can be made here to compute the very large number of Institutions, many of ancient foundation, which come under this heading; but in regard to two categories of them - Endowed Institutions and the City

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IV. PRIVATE ADMINISTRATION.

Under this heading are included both institutions (such as Trading Corporations) and individuals. For the medieval period the vast proportion of the muniments preserved are those relating to Land Tenure; particularly Manorial Records and the Deeds which were the evidence of Title. The latter were carefully preserved by successive owners of land or their agents till Legislation in 1874¹ made their preservation unnecessary for legal purposes; since which date many collections have been dissipated, though very large quantities still remain. Legislation of 1922² has in a similar way imperilled the Manorial Records³ but in respect of these certain powers have now been given to the Master of the Rolls (see below the answer to question 2).

It should be emphasized again that owing to the frequency with which the holders of certain lands were privileged to exercise what were elsewhere the functions of Local Officials, many Records of Local Administration are to be found among Manorial archives. Also that, although normally the property of individuals, Manorial rights may be exercised owing to circumstances by Corporations (Boroughs, for example) or even by the Crown or a Public Department; in which cases the Manorial archives will be found among those of the Institution in question.

The post-medieval period added to the above collections Family Papers of a more miscellaneous kind and large quantities of these are also in existence; some of national importance owing to the presence among them of papers relating to the public affairs in which members of the family have been engaged (as, for example, in the case of the Fortescue, Portland, Rutland and Salisbury MSS.) To the post-medieval period belong also most of the collections of Commercial Archives. These do not survive as a rule in the custody of still existent Corporations (such as the Hudson's Bay Company and some of the London Banks⁴) for a date earlier than the late 17th century; after which date survivals begin to be numerous.

All the above categories of private archives may be found (many of them in large quantities) in the artificially created collections of the British Museum and other Libraries and Museums (see §VI. below). A certain number, not only, of the Manorial (as already mentioned) but also of other categories, are among the Public Records either because they have passed into one group or another by some accident of administration or (more rarely) by presentation. But the large majority of existing private

Companies of London - mention may be made of the Reports published by the Charity Commission between 1819 and 1840 and to the Report of the Commission on the Livery Companies of the City of London published in 1884.

- 1 - The Real Property (Vendors and Purchasers) Act, 37 and 38 Vic., c. 78.
- 2 - Law of Property Act, 12 and 13 Geo. V. c. 16.
- 3 - It is difficult to compute the probable number of existing series of Manorial archives but in the case of one County only, in which recent investigations have been made and published, over 200 series were found to be surviving, many of medieval date and a few going back to the 13th century. The County in question (Surrey) is probably one of the poorest in the matter of such survivals owing to its suburban position. The number of counties, as already stated is over 50.
- 4 - On the subject of Banks see above § III.

collections are still in the hands of their natural owners or the owners' agents: those relating to land being frequently in the custody of the Steward of the Estate or a Family Solicitor - not necessarily the Solicitor of the present owner.

V. ECCLESIASTICAL ADMINISTRATIONS.

These may be treated under four heads.

(a) Administrative Divisions of the Church of England in the matter of spiritualities. The archives of these form series, both purely administrative and jurisdictional, many of which date from an early period, before the separation of the Church of England from the Church of Rome in the 16th century; and are normally in the custody of the authorities who created them, or their Registrars, at the seats of those Authorities. Thus there are the Provincial Archives of Canterbury and York, Diocesan Archives¹ (both these categories have series dating from the 13th century) and Archidiaconal Archives.^{1&2} The functions of Rural Deans in England were of comparatively little importance after the 13th century until recent times, and their [] Offices do not even now, as a rule, produce regular archives: but in the lowest sub-division of the Church - the Parishes¹ archives series dating from the 16th century are frequent and there are occasional series or isolated documents of earlier date: the position of the Parish as a unit of Civil Administration until recent times, and the result upon its archives, have been already mentioned (above § II. (b)); but it should be added that modern legislation has brought it into touch with the Registrar - General, to whose office copies from the Parish Register of Marriages are transmitted.

Note (i) The transference of Jurisdiction in Probate from Ecclesiastical to Civil Authority has already been mentioned. It should be noted that in the process of transfer a certain amount of archives relating to Ecclesiastical matters other than Probate were, unavoidably or avoidably, also removed to the new Authority.

Note (ii) The archives of medieval Ecclesiastical Administration relating to temporalities so far as they survive do so mostly among the archives of a Public Department, the Ecclesiastical Commission, in the Public Record Office.

- 1 - There were, before the Reformation, nineteen Dioceses in the Province of Canterbury and three in that of York, four more were created in the 16th century and this number (26) remained the total (excluding the Diocese of Sodor and Man) till recent years: when others have been added. Archdeaconries number as a rule about 3 or 4 in a Diocese: the number of ancient Parishes in England - over 11,000 - has already been mentioned.
- 2 - It should be noted that a single Registrar may sometimes act for more than one Archdeaconary and consequently Archidiaconal archives are not always to be found in such close connexion with the Archdeaconary as might be expected. Also in a few cases the more ancient archives of an Archdeaconary have been deposited in the Muniment Room of some Local Authority.

The chief exception is that of

(b) Cathedral Authorities (Deans and Chapters). These have retained in many cases large and valuable archive collections, including sometimes very ancient series dealing with the administration of their property and buildings; as well as some Records of more purely Ecclesiastical functions, such collections are housed in or near Cathedrals.

(c) Religious Houses. The archives of these bodies, abolished in the 16th century, though surviving still in considerable quantities do so either as part of the muniments of property in private hands or in the artificial collections already mentioned (see also § III. above).

(d) Ecclesiastical Bodies other than those of the Church of England. The more important of these, having Headquarters in London and elsewhere, have archives (as e.g., in the case of the Society of Friends) of considerable antiquity and value, preserved in those places. Local establishments have in some cases a connexion with the Office of the Registrar-General similar to that of the Parishes.

VI. ARTIFICIAL COLLECTIONS.

It has already been mentioned that considerable quantities of archives (mostly of Private origin) have passed into the custody of the National Libraries¹ (notably, the British Museum) and other Libraries and Museums. It should be added that there is a strong tendency at present for Public or Semi-Public Bodies (County Councils, Boroughs, Archaeological and Record Societies, and - notably - Public Libraries) to offer a place of deposit for Documents of interest to Local and other Historians either in their existing Muniment Rooms or in places specially provided for the purpose. Over 60 such places, distributed throughout the Counties of England and Wales, have already been recognized by the Master of the Rolls as places suitable for the deposit of Manorial archives and these are not the only bodies of the kind which are forming Collections.

1 - i.e. the British Museum, the National Library of Scotland (formerly the Advocates' Library at Edinburgh) and the National Library of Wales (at Aberystwyth): to these may be added the other Copyright Libraries (i.e., the University Library at Cambridge, the Bodleian at Oxford and Library of Trinity College, Dublin.)

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Question 2.

To what authorities are these different
archives offices responsible?

Following the classification used above -

- I.(a) and (b). Under the Public Record Office Act of 1838^x and subsequent Acts, together with an Order in Council of 1852, the Master of the Rolls controls all Records of the High Court (save in the case of the Probate archives mentioned below) and all other Records deposited in the Public Record Office. His supervision of the Departmental archives (as distinct from those of the Courts of Law), which by the Order in Council are under his 'charge and superintendence' is exercised in connexion with those Departments which have accepted his Rules for the Disposal of their archives - in practice all Public Departments of importance with the exceptions of those mentioned under (d) below.
- I.(c). In the case of those Departments which have not yet deposited documents at the Public Record Office, his control takes the form of a supervision of any proposed destruction of valueless documents (see below the answer to Question[])
- I.(d). The archives of the India Office are preserved at that office under the control of the Secretary of State for India. The Land Registry forms part of the Department of the Lord Chancellor. Probate archives are under the control of the President of the Admiralty, Probate and Divorce Division of the High Court of Justice. The College of Arms, a department of the Royal Household, has its own buildings within the City of London. The archives of both Houses of Parliament are kept at Westminster in the custody of the Clerk of the Parliaments.
- II. As has been shown, each authority is normally autonomous in archive matters. Under the Act creating Civil Parishes, etc. (II.(b)) the County Councils have some discretionary powers but these have not, it is believed, been exercised to any considerable extent. In a few cases legislation has directed the deposit of a particular document or a copy of it, or its registration, with some Central or Local Public Authority (e.g., in the case of Enclosure and Tithe Awards).
- III. and IV. Autonomous in archive matters, as shown; with one very important exception. An amendment to the Law of Property Act (1922) gave to the Master of the Rolls power to interfere in order to prevent the destruction or dispersal of Manorial Records. As a first measure Authorities having at their disposal a Repository have been approved in every County as repositories suitable for the deposit of such Records. Over 60 such authorities of various kinds.- County Councils, Boroughs, Public Libraries and Local Societies - have been recognized up to date: and since most of them will not confine their attention to purely Manorial archives the effect is to bring local archive arrangements, for the first time, into official touch with the Head of the Central Archive Authority.
- V. A recent measure (1929)^{xx} has put Parish archives more directly under Diocesan Control; Registers, for instance, may be deposited at Diocesan centres.

x 1 and 2 Vic., c. 94.

xx 19 and 20 Geo.V, No.1.

They were already to a certain extent under the supervision of the Archdeacons at their visitations. With these exceptions Ecclesiastical archive centres are in practice autonomous.

Question 3.

What relationship have these authorities:

(a) between themselves? (b) with the central archives offices?

Relationships are unofficial. There has been of late years an increasing tendency for Local Authorities and other owners of archives to consult the Public Record Office upon technical questions: and this has probably been augmented by the official recognition of Manorial Repositories mentioned above.

Certain categories of archive-making authorities have associations which may on occasion deal with archive questions: notably, there is a County Councils Association which has published a book on the care of County Muniments. Within the last year a new body^x - the British Records Association - has been founded with the object of acting as a link between all kinds of persons and institutions interested in any aspect of archive work. This has powerful support and if successful may go some way towards securing without legislation a much desired homogeneity in the treatment of archive questions: it also hopes to do considerable work for the saving of private archives which would otherwise be destroyed (see above Question 1, § IV.) and their distribution to Local Repositories.

x It may be addressed c/o the Institute of Historical Research,
Malet Street, London.

Question 4.

Is there any general Guide published for the different classes of archives or is there any special guide to one or other of these classes?

Owing to the special circumstances already set out there is no official^x General Guide to British Archives. Under the classification used above a few outstanding works may be mentioned here. Most of them serve as bibliographies for more detailed study.

I. PUBLIC ADMINISTRATION: CENTRAL.

(a) and (b). The official Guide to the Public Record Office is M.S. Giuseppe's Guide to the Public Records. Important information as to the history of the Records is to be found in earlier editions of this work by S.R. Scargill-Bird and F.S. Thomas and in the Reports of the various Committees and Commissions which have considered archive questions from that of the Lords Committees (1719) to that of the Royal Commission (1910) on Public Records (First Report, 1912): others of importance are:

Reports from the Select Committee appointed to inquire into the state of the Public Records : 1800;

Reports from the Commissioners appointed to execute the Measures recommended by a Select Committee respecting the Public Records: 1800 - 1819;

Report from the Select Committee appointed to inquire into the affairs of the Record Commission: 1836;

General Report from the Commissioners on the Public Records: 1837;

Report on the Union of the State Paper Office with the Record Department: 1853;

Reports of the Deputy Keeper of the Public Records: 1840 - 1920

The Introductions to many of the other publications of the Record Commission and of the Public Record Office (Calendars^{xx} series and

x H.Hall, Repertory of British Archives (Royal Historical Society, 1920) contains much useful information.

xx The chief series of archives taken up in these Calendars at present are the various classes of Enrolments on the Chancery, the earliest Records of the Royal Court of Justice (Curis Regis), and certain series of the archives of the Colonial Office, Privy Council and Treasury.

(5)

Lists and Indexes^x series) frequently act as a Guide to the whole or part of a single Group. A general Guide to official 'Record' Publications is the List Q issued from time to time by H.M. Stationery Office.

(c) The only General work which is at all complete is found in the Appendices to the Second Report (published in) of the Royal Commission (1910) on Public Records. Some Departments which do not at present deposit in the Record Office have issued publications, for instance the Ministry of Agriculture and Fisheries, Circulars on Records (1921 (Form 702/L.G. (B 14))) (1923 (Form 690/L.T.)) (1926 (Form A 16/L.T.)) and the Registrar General, Regulations concerning Registers and Records in the custody of the Registrar-General.

(d) The India Office and the Government of India have published numerous^{xx} Guides, Reports, Lists, Calendars, etc. relating not only to the Home archives but also to some of those preserved in India; the House of Lords, Manuscripts of the House of Lords (a publication commenced by the Historical MSS. Commission). The best general Guides to Probate Records are the Official Return of all Courts empowered to grant Probates (1845), G.W. Marshall, Handbook to the Ancient Courts of Probates (1895) and the Official Reports on Probate Registries (1927).

II. PUBLIC ADMINISTRATION: LOCAL.

In general the Royal Commission (1910) Appendices to Third Report^{xxx} (1919) is the first work to be consulted. Lists of Sessions Records have been published in several Counties and the latest of these (Surrey Record Society No. XXXII) is useful as a bibliography of information up to date. For County Council Records see also G.H. Fowler, Care of County Muniments (1923) and as an indication of the possibilities of Parish Records the Surrey Record Society's No. XXVI, being a Guide to those in that County. Many Boroughs have published Lists of Calendars of their Records (notable examples are Leicester, Norwich, Northampton and the City of London) and there are a number of Reports on them among the Publications of the Historical MSS. Commission (see the Commission's Nineteenth Report). For general indications see A. Ballard and J. Tait, British Borough Charters (2 vol, 1913, 1923), Charles Gross, Bibliography of British Municipal History (1897), H. Hall, Repertory of British Archives (1920) and F.J.C. Hearnshaw, Municipal Records (Society for Promoting Christian Knowledge, Helps for Students of History, No. 2).

x 54 have now been published in this series. It includes comprehensive Lists of the archives of many modern Departments of State (Admiralty, Colonial Office, Foreign Office, Home Office, Treasury, War Office, etc.), and of the Palatinates of Chester, Durham and Lancaster; which have also been the subject of some separate studies such as that of G.T. Lapsley, The County Palatinate of Durham (1900). For Ely see A. Gibbons, Ely Episcopal Records (1891)

xx see particularly Sir G. Birdwood, Report on the Old Records of the India Office and Sir W. Foster, Guide to the India Office Records, 1600 - 1858.

xxx This summarizes also the findings of a number of previous Committees.

(4)

The works of Sidney and Beatrice Webb on English Local Government are so full of references to Local Records of all kinds that they form admirable bibliographies: see for example volume II, p. 10.

III. SEMI-PUBLIC ADMINISTRATIONS.

See again Royal Commission (1910) Appendices to Third Report and H. Hall, op. cit. The Archives of many semi-public bodies (Colleges, Companies, etc.) have been dealt with in the Reports of the Historical MSS. Commission (see again the Nineteenth Report); and a number have themselves published Lists or Calendars (see, e.g., those of the Inns of Court, some of the Cambridge and Oxford Colleges, the City of London and the City Companies, etc.). These, like the publications of the Boroughs, are too scattered to be listed here. For charitable institutions see the Reports published by the Charity Commissioners between 1819 and 1845^x.

See also the publications mentioned in the reply to Question 6 below.

IV. PRIVATE ADMINISTRATIONS.

The nearest approach to a general Guide is in the Reports of the Historical MSS. Commission; which have so far covered over 300 collections, about 80 of them in considerable detail (see again the Nineteenth Report). In one County a list of all known Manorial Series^{xx} has been published (Surrey Record Society No. XXVIII).

V. ECCLESIASTICAL ADMINISTRATIONS.

The best general indication of possibilities is Bishop Stubbs' Historical Appendix to the Report (1883) on Ecclesiastical Courts: R.C. Fowler, Episcopal Registers of England and Wales, A. Hamilton Thompson, Parish History and Records and Claude Jenkins, Ecclesiastical Records (S.P.C.K. Helps for Students of History Nos. 1, 15 and 18) supplement this: and in regard to Bishops' Registers the publications of the Canterbury and York Society should be noted. The List of Parish Records in a single County has already been noted and A.M. Burke, Key to the Ancient Parish Registers in England and Wales (1908) is a useful general work for a single category of these Archives. The Reports of the Commissioners appointed to inquire into....Registers....other than the Parochial Registers (1838 and 1858) should also be mentioned.

x The Surrey Record Society's No. XXXI, a Guide to the Records of Endowed Institutions in that County again forms a useful indication, though the County is unfortunately not very rich in such Archives: over 60 are found to have Archives of some kind.

xx To the number of over 200 as already mentioned.

(3)

VI. The National Libraries all publish Lists etc. and J.P. Gilson, Students' Guide to the MSS. in the British Museum is valuable (S.P.C.K. Helps No. 31: see also studies of the Cambridge and Oxford Libraries in the same series - Nos. 46 and 43). Local Museum and Library publications are too scattered to be listed here.

Note. It should be observed that there is now a very large number of Societies^x issuing publications in which archives are dealt with to a greater or less extent in the interests of some particular line of research. Local History on County lines is the most prolific of these, and many Counties have now a special Record Society devoted entirely to archive publication. The British Academy and Societies such as the Society of Antiquaries of London, the Navy Records Society, the Selden Society (Legal interest), the Pipe Roll Society, and the Royal Historical Society (which has several series of publications) must also be specially mentioned.

Question 5.

Are there any publications in your country giving particulars of new acquisitions by or withdrawals from archives offices?

So far as relates to the Public Record Office accessions are noted in the Annual Report of the Deputy Keeper which is presented to Parliament. Of late years this has not been printed, but typescript copies are available in certain Libraries.

No general answer can be given in regard to other Archives: but the Institute of Historical Research has a Committee dealing with the Migration of MSS. and from time to time publishes particulars in its Bulletin.

x A list in Supplement No. 1 to the Bulletin of the Institute of Historical Research enumerates the publications of between 200 and 300 Societies which issue volumes of interest to historical students: and a considerable proportion of these deal at least occasionally with archives. American interest in British Records has naturally produced a large amount of publication in that country: in particular several of the Guides to Materials for American History published by the Carnegie Institution of Washington should be cited here.

Question 6.

What are the facilities granted to the public regarding the consultation of archives? Are there any printed regulations on this subject?

All Legal Records in the Public Record Office are open to public inspection (those after 1800 on payment of a fee): Departmental archives under regulations made by the respective Public Departments (the date up to which they are open is in most cases up to 1885 at present). Printed Rules are given to students (Copies annexed in Appendix III.)

A few Public Departments whose Records are not deposited in the Record Office allow access to students (e.g., the India Office, the Clerk of the Parliaments' Office, and the Principal Probate Registry at Somerset House, in respect of ancient Archives) and a few others on payment of a fee (e.g., the Board of Agriculture, the Principal Probate Registry, in respect of modern documents, and the Registrar-General's Office: see the Circulars cited above.)

Conditions of access to local and private archives vary almost indefinitely. An important Report upon this matter has been published by the Institute of Historical Research (Special Supplement No 1, 1932) in relation to the archives of District Probate Offices, Counties, Boroughs, Dioceses, Cathedrals and Archdeaconries in England (see above Question 1, ¶ I (c), II, III and V). It summarizes the replies received from about 60 County Authorities, 350 Municipal Corporations, 50 Dioceses, 35 Chapters, 80 Archdeaconries and the Senior Registrar of the Principal Probate Registry to a questionnaire regarding accessibility to students, facilities for work, fees (if any) payable, existence of lists or catalogues, and facilities for transcription or photography in the Repositories concerned. The same body is now addressing a like questionnaire to Colleges, Schools, Universities and a few others among the Institutions mentioned above (Question 1, ¶ III) as semi-public in character, and to local Repositories and Societies; and it is hoped that the result will be published in due course.

(1)

Enclosure 3 in Circular despatch dated 16th January, 1936.

LIST

Circular despatches regarding public access to
records in the Colonies:-

21st September, 1905.

10th January, 1910.

1st July, 1919.

19th June, 1925.

1st March, 1930.

Circular despatches regarding the preservation
of records in the Colonies.

30th April, 1907.

2nd August, 1907.

9th March, 1914.

2nd January, 1929.

CIRCULAR NOTE

Red 20

The Secretary of State for the Colonies presents his compliments to the Officer Administering the Government of ~~FALKLAND ISLANDS~~ and has the honour to request that his Circular despatch of the 16th of January, 1936, on the subject of information desired by the International Institute of Intellectual Cooperation in regard to the archives of the Colonial Dependencies, should be amended by the insertion of the words "through me" after the word "furnished" in line 5 of paragraph 3.

Colonial Office,

Downing Street, S.W.1.

13th February, 1936.

GOVERNMENT HOUSE,

STANLEY.

29th April, 1936.

FALKLAND ISLANDS.

No. 43.

Sir,

Recd 20
With reference to your circular despatch of the 14th of January, 1936, on the subject of the desire of the International Institute of Intellectual Co-operation to obtain information relating to the archives of the British Colonial Dependencies, I have the honour to inform you that there are no archives offices in this Colony and that records are kept departmentally.

I have the honour to be,

Sir,

Your most obedient
humble servant,

(Sgd.) H. HENNIKER-HEATON

THE RIGHT HONOURABLE

J. H. THOMAS, P.C., M.P.,

SECRETARY OF STATE FOR THE COLONIES.

Colonial Office,
Downing Street,
13 July, 1936.

FALKLAND ISLANDS.

NO. 91



Sir,

Red 22
I have the honour to acknowledge the receipt of your despatch No. 43 of the 29th April relative to the custody of archives in the Falkland Islands.

2. Although there are no special archives offices in the Colony it is desirable that I should be in a position to furnish the International Institute of Intellectual Co-operation with the information asked for with regard to the records which are kept departmentally in the Colony.

Red 20
3. I enclose for your information a copy of a statement received from the Governor of Kenya, where as in the Falkland Islands there are no specific archives services, containing a set of replies to the questionnaire accompanying my predecessor's circular despatch of the 16th January.

4. I should be obliged if you would furnish me with a statement on similar lines giving such information as may be possible with regard to the archives in the Colony including those of any local bodies or ecclesiastical authorities.

I have the honour to be,
Sir,
Your most obedient,
humble servant,

GOVERNOR

H. HENNIKER-HEATON, ESQ., C.M.G.
etc., etc., etc.

(Signed) W. ORMSBY GORE.

LEAGUE OF NATIONS
INTERNATIONAL INSTITUTE OF INTELLECTUAL CO-OPERATION
International Guide to Archives.

THE COLONY AND PROTECTORATE OF KENYA.

Attention is invited, in the perusal of this questionnaire, to the fact that the official records of this Colony and Protectorate do not, generally speaking, date from before 1901, owing to the fact that the Commissioner of the East African Protectorate until 1904 was also Diplomatic Agent and Consul General at Zanzibar, at which place he had his headquarters. All documents included in the Archives, are, therefore, of comparatively recent origin.

The particulars supplied group themselves, naturally, under the heading of Archives Services responsible to Colonial Administrative Departments.

Question 1.

What are the administrative centres in your country where archives are deposited? Where are the headquarters of these centres situated?

(a) Central.

In view of the fact that no Public Record Office is in existence, and that the necessity has not yet arisen to constitute specific archives services, documents which are no longer in current use are preserved, generally speaking, departmentally.

Constitutional documents are stored at the Government House. Archives of all matters affecting the Public Administration of the Colony and the Legislature are stored in the Archives Section of the Secretariat, which forms a part of the Governor's public offices.

Repositories of documents internal and domestic to specific Departments of the Administration are the Departments of Agriculture, Audit, Customs, Education, Forests, Game, the Judiciary, Lands, Medical Services, Military matters, Mines, Police, Postal Services, Printing Prisons, Public Works and Registration.

These

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These departments are all situated in Nairobi, except the Customs, situated in Mombasa, and accommodation for the storing of archives is invariably provided in the central buildings of the Departments concerned.

(b) Local.

(i) Public Administration.

For administrative purposes the Colony and Protectorate is divided into Provinces and Districts. The Administrative Headquarters of each of these is the repository for records of a purely local and domestic nature ranging over all the compartments of State control including the Judicial. Archives of this nature are stored within the buildings of the centre concerned and are normally incorporated in and amplified by a Political Records Volume.

(ii) Municipalities and District Councils.

These bodies are of very recent constitution by virtue of statutory enactment of 1928. They will, in the nature of things, become in time the local repositories of archives of domestic interest.

(c) Private and Ecclesiastical.

Both individually and corporately the above are autonomous. In consequence the preservation of archives is personal to themselves.

Question 2.

To what authorities are these different archives offices responsible?

All archives offices are autonomous except in so far as they are subject to local Regulations and the instructions of the Secretary of State.

Question 3.

What relationship have these authorities (a) between themselves, (b) with the central archives offices?

The authorities are not inter-related except in so far as those in charge of documents of Government are subject to general direction from Headquarters.

Question 4.

Is there any general Guide published for the different classes of archives or is there any special guide to one or other of these classes?

There is neither a general nor an official Guide in existence.

Question 5.

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Question 5.

Are there any publications in your country giving particulars of new acquisitions by or withdrawals of documents from archives offices?

There are no such publications in existence.

Question 6.

What are the facilities granted to the public regarding the consultation of archives? Are there any printed regulations on this subject?

Facilities granted to the public for access to official archives are governed by circumstances as they arise.

The official records of the Colony do not, generally speaking, date from before 1901.

There are no printed regulations on the subject.

Question 7.

Has your experience in regard to buildings utilized for the storing of archives and the equipment of these premises led you to any definite conclusions?

Have these conclusions formed the subject of any studies, published or unpublished?

Buildings of wood, brick or stone have been used indifferently in storing archives. In general it has been found that wooden and metal book-cases raised slightly above floor level and metal filing cabinets afford adequate protection.

No studies have been written and published on the subject.

Question 8.

What is your practical experience of the measures to be taken to protect archives against the possible causes of destruction (animal, vegetable or chemical)?

Experience has shown that the chief danger to documents in this country is the white ant (*Termes*) and the silver fish (*Lepisma Saccharina*). The ravages of the former are checked by periodic inspections of the routes by which it is normal for them to obtain access to the shelves or file boxes in which documents are stored, i.e. the wooden legs of book-cases and the wooden supports of shelves, etc. No means has, as yet, been found satisfactorily to deal with the latter. The fact that the documents of the Colony are of such recent origin, however, and are continually being consulted,

tends

tends to minimise the risks of damage by animal pests.

Comparatively favourable climatic conditions preclude the risk of damage of a material nature of any other origin.

The replies to the Questions numbered 9 to 15 and 20 to 22 inclusive are in the negative.

In the case of Questions 16 to 19 inclusive no procedure has been laid down other than is laid down in the Regulations for His Majesty's Colonial Service.

GOVERNMENT HOUSE,

STANLEY.

19th November, 1956.

FALKLAND ISLANDS.

No. 163.

Sir,

In duplicate.

With reference to your despatch, No. 31 of the 15th of July, 1956, I have the honour to forward replies to the questionnaire received from the International Institute of Intellectual Co-operation relating to the Archives of the British Colonial Dependencies.

I have the honour to be,

Sir,

Your most obedient
humble servant,

(Sgt.) H. DENNIKER HEATON

THE RIGHT HONOURABLE

W. G. ORMSBY CORE, P.C., M.P.,

SECRETARY OF STATE FOR THE COLONIES.

LEAGUE OF NATIONS

INTERNATIONAL INSTITUTE OF INTELLECTUAL CO-OPERATION

International Guide to Archives.

THE COLONY OF THE FALKLAND ISLANDS.

- (1) There is no separate office of Records in this Colony as there never has been at any time the need for such an establishment particularly in view of the fact that all Government offices are situated in the town of Stanley. The Records of each department are retained departmentally. Copies of all legislation, however, are maintained both at the Secretariat and the office of the Registrar-General.
There are no municipal bodies in the Colony.
- (2) The Colonial Secretary and Heads of the various Departments are responsible to His Excellency the Governor for the maintenance of all Records.
- (3) Each department works as separate unit and all departments are subject to the direction and inspection by the Colonial Secretary on behalf of His Excellency the Governor.
- (4) There is no general guide published for the different classes of archives.
- (5) There are no such publications.
- (6) Facilities are granted to the public for the purpose of consulting archives as and when good grounds exist for granting such facilities. There are however no printed regulations on this subject.
- (7) The archives are stored in buildings of wood and the climatic conditions are such that they have not suffered from any deterioration through this method of storage. It would seem preferable, however, that such records should be maintained in buildings of stone or cement, as an additional protection against fire, and measures are under way for the construction of a stone or concrete building. These conclusions have not been formed as the result of special study on the subject.
- (8) No special measures need be taken to protect Archives against the possible causes of destruction (animal, vegetable or chemical.)

The replies to the questions numbered 9 to 15 and 20 to 22 inclusive are in the negative. In the case of questions 16 to 19 inclusive no procedure has been laid down other than is stipulated in the Colonial Regulations for His Majesty's Colonial Service.