



Nottinghamshire
County Council

Nottinghamshire Archives

How to Find the Document You Want – Catalogues and Indexes

A list or catalogue is made of all the documents in each collection. Each document's unique reference number appears in the catalogue and is also marked on the document itself. Researchers use the description in the catalogue to find a document they want, and then use the document's unique reference number to order the document from the strong room.

Using the Catalogues

If you are looking for the records of a particular collection (an organisation, a family, a business etc.), you can consult that collection's catalogue. For example, if you are looking for information on a Raleigh bike, you can look up the catalogue for the Raleigh Cycle Company, DD/RN.

If you do not know which collection the information you are looking for is in, or you want information which may be from more than one collection, you should use the indexes (see below).

Search Room Catalogues

The catalogues are available in the Nottinghamshire Archives search room. They are kept in colour-coded binders on shelves opposite Reception.

The catalogues for collections in the following archival groups are in red binders:

- Deposited documents (DD only)
- Purchased documents

The catalogues for collections in the following archival groups are in black binders:

- Diocesan records

- Southwell Chapter
- Parish records
- Non-conformist records
- Probate – a card index of wills and associated documents is also available

The catalogues for collections in the following archival groups are in blue binders:

- Nottingham City Council records
- District and borough council records
- Parish council records
- Court records
- Semi-Official records
- Enclosure Awards
- Tithe Awards
- Ordnance Survey Maps
- Deposited Documents (M only)

The catalogues for collections in the following archival groups are in green binders:

- Nottinghamshire County Council records
- School records

Maps and Plans and Prints and Illustrations are accessed through card indexes (see below).

Online Catalogues

Nottinghamshire Archives Online Index (CALM) is currently being developed. It will be possible to access all catalogues produced since 1996. This online service will be available at:

<http://www.nottinghamshire.gov.uk/archives>

Some catalogues are available online on the Access to Archives web site at:

<http://www.nationalarchives.gov.uk/a2a>.

These include many court, family and estate collections, and businesses, such as the Portland Family, Raleigh, John Players and the Thoroton Society.

Lists of the collections held at Nottinghamshire Archives can be found on the National Register of Archives web site at <http://www.nationalarchives.gov.uk/nra>.

Please ask a member of staff if you require any assistance in locating the appropriate catalogue.

Indexes

If you are looking for information *about* a particular person, place or subject, you can use the indexes to find references to documents in a range of collections.

There are a variety of indexes and finding aids available to assist you in your research –

- card indexes
- microfiche indexes
- printed volumes
- online indexes

In 1974 the Nottinghamshire County Records Office and the Nottingham City Archives Office were amalgamated. The indexes to the collections have remained separate and vary in format and levels of detail.

The card indexes are arranged in alphabetical order and provide the document reference number, a brief description of the document and a date. A fuller description of the document can be found by consulting the catalogues.

The catalogues should always be consulted before ordering documents.

List of Indexes

Person Indexes

Person Index 1 and 2 (cards)

Names of people and some organisations, clubs, societies and companies. In Index 2, names that sound the same have been filed together in alphabetical order by first name e.g. Barrie and Barry.

- Persons Index 1 was compiled at the former City Records Office and contains mainly references to Nottingham
- Persons Index 2 was compiled at the former County Records Office. It has been added to and contains references to both the city and the county.

It is advisable to consult both indexes.

Probate Records

(cards, microfiche and printed volumes)

Indexes of persons leaving wills (probate) or granted letters of administration (admons).

- The Exchequer Court of York: Archdeaconry of Nottingham 1589-1858.
- Peculiar Courts and Stray Records c1500-1858. Covers separate jurisdictions including Southwell and the Manor of Mansfield.
- Prerogative Court of York 1803-1858. An index of wills and admons proved in York. Relates to the more wealthy people of Nottinghamshire. The original documents are held at the Borthwick Institute in York but Nottinghamshire Archives hold volumes containing summaries of these wills.
- Calendars of all Grants of Probate and Letters of Administration (Civil Probate Registers 1858-1968). A yearly list of Wills and Admons for England and Wales. Nottinghamshire Archives holds Office Copies of Nottinghamshire wills for 1858-1939.
- Trade and Status Index and Parish or Township Index (handwritten). Lists people whose wills were dealt with by the Nottingham Archdeaconry and Peculiar courts.

Watch and Ward Register (cards)

A list of adult males in Nottingham who were liable for service as special constables during the period of the Luddite riots. 1812 and 1816.

Burgess (Freemen) of Nottingham (cards)

Men to whom the Royal charters were granted and who could practice a trade in Nottingham. 1683-1919.

Poor Law Records (City and County)

(Cards)

- Settlement Certificates and Examinations c1690-c1850
- Removal Orders 1715-1866
Issued to people without a valid settlement certificate.
- Maintenance Orders 1715-1866
Issued to the reputed father of an illegitimate child.

Transportation Orders (cards)

An alphabetical list by name. Records the crime, sentence and date.

Marriage Settlements (cards)

Names of the two parties named in the marriage settlements of landed families, found in some family deposits, 16th-20th century.

Quaker Records (cards)

Persons contained in the lists of the records of the Nottinghamshire and Derbyshire Society of Friends. 17th-19th century.

Corporation Archives (cards)

Persons contained in the lists of the Nottingham Borough records. 16th-19th century.

International Genealogical Index

(IGI) (microfiche)

Contains baptisms and marriages taken from parish registers or Bishops' Transcripts. Arranged by surname within each county. Also available online at www.familysearch.org

Apprenticeship Records (cards)

- Nottingham Borough Apprenticeships 1724-1884. Persons serving apprenticeships to burgesses, and the masters, usually giving the name and home parish of parent, and the name and occupation of the master.
- Charity Apprenticeships 1691-1813. Poor persons serving apprenticeships with the Lambley and Lady Grantham charity.
- Mansfield Parish Apprentices 1726-1789.
Compiled from an Overseers of the Poor volume.

Cemetery Records (microfiche)

Surname indexes for the municipal cemeteries in Nottingham to help locate burial details in the grave and interment registers.

- General Cemetery 1837-1992
- Church Cemetery (also known as the Rock cemetery) 1856-1995
- Basford Cemetery 1875-1910

Subject Indexes

Subject indexes 1, 2 & 3 (cards)

- Subject Index 1 was compiled at the former County Records Office and contains mainly references to county places outside Nottingham
- Subject Index 2 was compiled by the former City Records Office, and contains mainly references to Nottingham
- Subject Index 3 is a revision of Index 1

It is necessary to consult each index as different references are available in each. Different terms have been used to create the indexes.

Nottingham Borough Archives (cards)

Records of the Borough of Nottingham arranged by type of document. The index mainly relates to pre-1835 records.

Clubs & Societies (typed volume)

Indexed by alphabetical and category order. A list taken from the deposits accessioned before 1996.

Business Records (typed volume)

An index to the main archive collections relating to companies, industries and trade unions in Nottingham and Nottinghamshire.

Newspapers (cards)

A small collection of newspapers from private deposits. The main collection of newspapers is held at the Local Studies Library, Nottingham Central Library, Angel Row, Nottingham.

Place Indexes

Nottingham and Nottinghamshire (cards).

Arranged by parish, township and hamlet and for Nottingham by streets.

Other Counties and Countries (cards)

An index relating to documents about other English counties and other countries.

Maps and Plans

Maps and plans 16th-20th centuries (cards)

An index of manuscript and printed maps arranged in alphabetical order by place and subject. Includes maps for estates, town and county and a small collection of maps and plans for other English counties and other countries.

Map Makers (cards)

An index by name of the creators of the items listed in the maps and plans index above.

Ordnance Survey (typed)

Nottinghamshire Archives holds the main county set of Ordnance Survey maps before 1900 of 1", 6", 25" and 10 feet. The 25" maps are useful as they show separate buildings and fields.

Enclosure 1760-1870 and Tithe Awards 1836-1850 (typed)

Large scale maps of parishes with accompanying awards which provide details about buildings and land.

Nottingham Building Plans (typed)

Street indexes produced from building plan registers (1874-1948) and (1959-1974). Record the date of application, name of applicant, a brief description of the premises, a plan number if available and whether planning permission was granted. Original plans are available for many of the properties listed.

Photographs and Prints

Photographs (cards)

The index relates mainly to photographs in some private deposits. It excludes the large collection of photographs in specific collections like Raleigh, Nottingham Playhouse and the Nottingham Co-operative

society. The main collection of photographs is held at the Local Studies Library.

Prints and Illustrations (City and County)

(cards)

An index arranged by subject, people and places.

Other Indexes

We also hold a variety of indexes produced by the Nottinghamshire Family History Society and volunteers, and some national indexes for records held elsewhere. These include:

- Census surname indexes 1841-1901
- Nottingham Electoral Registers Street Index
- Bastardy Returns
- Mediaeval Nottingham
- Marriage Licences issued from Lambeth Palace, 16th- 19th century
- Apprenticeships for England 1710-1774
- Sun Fire Insurance Policyholders 18th century
- Artists, Engravers & Lithographers

Please ask staff if you need any help locating these indexes.