

## Guide to family history research

### Introduction

This guide outlines the process to follow when using the main groups of records that can provide information on past Post Office employees. If you have the time it is worthwhile searching both the pensions and gratuity records and the appointment records. However, the pensions and gratuities records can potentially provide the most information on an individual's service, so this is a good place to start.

The 'Minute Books' can be used to search under place, subject and name. These books are an index to files that were submitted to the Postmaster Generals office and can provide information on appointments or cases involving an individual. It is worth noting that minute references from these volumes can sometimes lead on to an original case file in POST 30, POST 31, POST 32 or POST 33. However, these files will normally only deal with high level issues within the whole Post Office.

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### How to use this guide

Go to section appropriate to your research

Follow guidelines appropriate to the period of your research

Where you are directed to records you will be shown if they are available to be viewed on Microfiche or Microfilm, or if you are required to fill in a Requisition slip to request the original records from our repository.

Where records are available on microfiche, the guide will read **Fiche** and indicate the number of the appropriate sheet. Ask at the enquiry desk to view the relevant fiche.

Where records are available on microfilm, the guide will read **Reel** and indicate the number of the Reel where the appropriate film is stored.

Where no surrogate is available and the original records need to be requested, the guide will read **Requisition**. Requisition forms are available on the reading tables. Please complete section 1 using the information given in this guide:

#### Example

POST 35/1400	1909-1911	A-B	Requisition
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POST class: 35	Piece Number: 1400	Title: Index 1909-1911 A-B
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Complete section 2 and submit the form to the enquiry desk.

**Ask a member of staff if you need any assistance with your research.**

## Section 1. Pensions and Gratuities Records

Potentially the best source of information relating to past Post Office employees is the Pensions and Gratuities series of records. These records record payments awarded to employees upon leaving their employment with the Post Office. Common payments awarded were;

- A Pension at retirement age (commonly 60).
- A Pension due to retirement on the grounds of ill health.
- A Marriage Gratuity, paid to women leaving work upon marrying.
- A Death Gratuity, paid to the family of employees who died whilst still working.

This series of records comprises indices to the gratuities awarded and can potentially lead on to correspondence relating to the gratuity which can provide more detailed information about an employees whole career.

The General Post Office was, until 1969, a government department, and the Treasury controlled its expenditure. Prior to 1969 the Treasury supervised all GPO financial management, policy, planning and development. For this reason, applications to the treasury for the award of pensions and gratuities have survived in correspondence between the Post Office and the Treasury.

### Searching for Gratuities:

Step 1. The first thing you need to establish is what year to start looking.

- Was the person an established/salaried employee? Un-established employees would not normally have received a pension but possibly a gratuity
- What year did the person retire in? When would they have turned 60? (D.O.B?)
- If the person retired due to ill health, when would this have been?
- If searching for a marriage gratuity, when did the marriage take place?

Step 2. Based on the year you think the gratuity is likely to appear, chose the appropriate group of records for your research.

England and Wales		
• 1686-1859:	Go to Section 1.1	page 3
• 1860-1882:	Go to Section 1.2	page 3
• 1883-1895:	Go to Section 1.3	page 4
• 1896-1913:	Go to Section 1.4	page 5
• 1914-1921 August:	Go to Section 1.5	page 6
• September 1921-1940:	Go to Section 1.6	page 7
• 1940-1959	Go to Section 1.7	page 8
Scotland and Ireland		
• Scotland	Go to section 1.8	page 9
• Eire and Northern Ireland	Go to section 1.9	page 9

### Other Sources:

If you are unable to locate a pension or gratuity entry in the main series of records listed above there are some alternative sources available.

- Gratuities Registers c1920 – 1970      Go to Section 1.10      pages 10-13

## **Section 1.1**

### **1686-1859 Pensions and Gratuities records**

The 'Treasury letters' in POST 1 are correspondence between the Post Office and the Treasury, bound together in chronological order.

At the front of the 'General Correspondence' volumes in POST 1 you will find an index of Officers Pensioned.

Check pages **6-22** in the POST 1 catalogue (POST 1/1 – POST 1/105) to locate volumes for the relevant years. Complete a requisition slip to request items you wish to view or consult microfilms if available, please ask at the enquiry desk if you need assistance.

Complete a requisition slip to request items you wish to view or consult microfilms if available.

Entries will give a page number for the same volume.

Mostly senior grades received a pension at this stage in history.  
For example, Postmasters and Packet Boat Agents.

*Following the Superannuation Act, all grades received a pension, if eligible, from 1860.*

## **Section 1.2**

### **1860-1882 Pensions and Gratuities records**

Request the Microfiche sheets from the Enquiry Desk. Indices of pensioned staff have been copied from the relevant volume making it possible for you to look through the listing of names by year.

Please refer to the guidance notes held with the Fiche.

1860 – 1869 (part)	Fiche 1
1869 (part) – 1875 (part)	Fiche 2
1875 (part) – 1880 (part)	Fiche 3
1880 (part) – 1882 (part)	Fiche 4
Aug 1882 – Dec 1882	Fiche 3

Note down the year, volume and piece number given in any relevant entry you find.

Use the year and volume number to find the appropriate piece in pages **22-29** of the POST 1 catalogue (POST 1/106 - POST 1/174)

Complete a requisition slip to request items you wish to view or consult microfilms if available, please ask at the enquiry desk if you need assistance.

**Section 1.3**  
**1883-1895 Pensions and Gratuities records**

Consult the Treasury Index volumes. Available on Microfilm.

<b>1/207</b> 1883-1887 Index to Treasury letters, POST 1/176-206.	Reel 51
<b>1/244</b> 1888-1893 Index to Treasury letters, POST 1/208-243.	Reel 52
<b>1/293</b> 1894-1899 Index to Treasury letters, POST 1/245-292.	Reel 52

Search through the pensions section to find the persons entry giving their name, the year of the award along with a volume and page number.

Use the year and volume number to identify the relevant volume in pages 30-38 of the POST 1 catalogue. (POST 1/176 – POST 1/256)

Complete a requisition slip to request the item you wish to view or consult microfilm if available.

Go to the page number given in the index entry to locate the relevant treasury letter/form.

## Section 1.4 1896-1913 Pensions and Gratuities records

Consult the 'Pensions and Gratuities' indices

<b>35/996</b> Index to pensions and gratuities, A – Z 1896 – 1902.	Reel 53
<b>35/1306</b> Index to pensions and gratuities, A – Z 1903 – 1909.	Reel 53
<b>35/1603</b> Index to pensions and gratuities, A – Z 1910 – 1915.	Reel 54

Search at the initial of the persons surname, then the sub section of the next vowel in the surname.

*For Example, for Smith go to the Section for S then to the sub section for I.*

Here you can find an entry confirming that an award was made.

*M or MG – marriage gratuity*

*DG or D – death gratuity*

*P – pension*

On finding confirmation of an award being made, go to the Treasury Index volumes:

<b>1/293</b> 1894-1899 Index to Treasury letters, POST 1/245-POST 1/292.	Reel 52
<b>1/342</b> 1900-1903 Index to Treasury letters, POST 1/294-POST 1/341.	Requisition
<b>1/391</b> 1904-1907 Index to Treasury letters, POST 1/343-POST 1/390.	Requisition
<b>1/440</b> 1908-1911 Index to Treasury letters, POST 1/392-POST 1/439.	Requisition
<b>1/471</b> 1912-1914 Index to Treasury letters, POST 1/441-POST 1/470.	Requisition

At the pension section search through the surnames listed in the relevant year. You should find an entry giving their name, the year of the award along with a volume and page number

*Please note that during this period, entries for marriage gratuities do not usually lead any further.*

Use the year and volume number to identify the relevant piece in pages **38-61** of the POST 1 catalogue.

Complete a requisition slip to request the item you wish to view or consult microfilm if available.

Go to the page number given in the index entry to locate the relevant treasury letter/form.

## Section 1.5

### 1914-1921 (August) Pensions and Gratuities records

Consult the 'Pensions and Gratuities' indices at the initial of the persons surname, then the sub section of the next vowel in the surname.

*For Example, for Smith go to the Section for S then to the sub section for I.*

<b>POST 35/1603</b> Index to pensions and gratuities, A – Z 1910 – 1915	Reel 54
<b>POST 35/1678</b> Index to pensions and gratuities, A – Z 1916 – 1919	Reel 54
<b>POST 38/32</b> Index to pension and gratuities, A – Z 1920 – 1923	Reel 55

Here you can find an entry confirming that an award was made.

*M or MG – marriage gratuity*

*DG or D – death gratuity*

*P – pension*

Note the year in which an award was given. Then check the alphabetical index of names at the front of each pension and gratuity book. Entries provide a page number for that volume.

Use the year and volume number to identify the relevant volume in pages **98 – 113** of the POST 1 catalogue.

<b>1914:</b> POST 1/674 – POST 1/679	Requisition (see POST 1 Catalogue)
<b>1915:</b> POST 1/680 - POST 1/689	Requisition (see POST 1 Catalogue)
<b>1916:</b> POST 1/690 - POST 1/701	Requisition (see POST 1 Catalogue)
<b>1917:</b> POST 1/702 - POST 1/713	Requisition (see POST 1 Catalogue)
<b>1918:</b> POST 1/714 - POST 1/725	Requisition (see POST 1 Catalogue)
<b>1919:</b> POST 1/726 - POST 1/741	Requisition (see POST 1 Catalogue)
<b>1920:</b> POST 1/742 - POST 1/753	Requisition (see POST 1 Catalogue)
<b>1921:</b> POST 1/754 - POST 1/765	Requisition (see POST 1 Catalogue)

Complete a requisition slip to request the item you wish to view or consult microfilm if available.

Go to the page number given in the index at the front of the volume to locate the relevant treasury letter/form.

*Some of the forms from this period contain details for a number of employees, with each individual's details presented along one row of a table. This and the way that larger pages are folded to fit into the volume may make it difficult to locate the relevant information immediately.*

## Section 1.6

### 1921 (September)-1940 Pensions and Gratuities records

Consult the 'Pensions and Gratuities' indices at the initial of the persons surname, then the sub section of the next vowel in the surname.

*For Example, for Smith go to the Section for S then to the sub section for I.*

<b>38/32</b> Index to pension and gratuities, A – Z 1920 – 1923	Reel 55
<b>38/65</b> Index to pension and gratuities, A – Z 1924 – 1927	Reel 55
<b>38/99</b> Index to pension and gratuities, A – L 1928 – 1930	Reel 56
<b>38/384</b> Index to pension and gratuities, M – Z 1928 – 1930	Reel 56
<b>38/122</b> Index to pension and gratuities, A – K 1931 – 1933	Reel 56
<b>38/123</b> Index to pension and gratuities, L – Z 1931 – 1933	Reel 57
<b>38/157</b> Index to pension and gratuities, A – K 1934 – 1936	Reel 57
<b>38/158</b> Index to pension and gratuities, L – Z 1934 – 1936	Reel 57
<b>38/182</b> Index to pension and gratuities, A – K 1937 – 1939	Reel 58
<b>38/183</b> Index to pension and gratuities, L – Z 1937 – 1939	Reel 58
<b>38/190</b> Index to pension and gratuities, A – K 1940 – 1942	Reel 58

Here you can find an entry confirming that an award was made. At the right hand side of the page the entry will give a month and page number. The year will be indicated above each year's entries.

*If no month or page number is given, the relevant form or correspondence has not been kept. You may be able to identify a minute number that can be traced to the minute books of Post 38 or an Appointment minute that can be traced to POST 35 or POST 38.*

If a complete entry is found, use the year, volume and page number to identify the relevant item in the POST 1 catalogue.

Complete a requisition slip to request items you wish to view or consult the microfilm if available.

Go to the page number given in the index entry to locate the relevant treasury letter/form.

## Section 1.7 1941-1959 Pensions and Gratuities records

Consult the 'Pensions and Gratuities' indices at the initial of the persons surname, then the sub section of the next vowel in the surname.

*For Example, for Smith go to the Section for S then to the sub section for I.*

<b>38/190</b> Index to pension and gratuities, A – K 1940 – 1942	Reel 58
<b>38/191</b> Index to pension and gratuities, L – Z 1940 – 1942	Reel 59
<b>38/192</b> Index to pension and gratuities, A – Z 1943	Reel 59
<b>38/193</b> Index to pension and gratuities, A – K 1944 – 1946	Reel 59
<b>38/194</b> Index to pension and gratuities, L – Z 1944 – 1946	Reel 60
<b>38/204</b> Index to pension and gratuities, A – K 1947 – 1948	Reel 60
<b>38/205</b> Index to pension and gratuities, L – Z 1947 – 1948	Reel 60
<b>38/215</b> Index to pension and gratuities, A – K 1949 – 1950	Reel 61
<b>38/216</b> Index to pension and gratuities, L – Z 1949 – 1950	Reel 61
<b>38/223</b> Index to pension and gratuities, A – K 1951 – 1952	Reel 61
<b>38/224</b> Index to pension and gratuities, L – Z 1951 – 1952	Reel 62
<b>38/232</b> Index to pension and gratuities, A – K 1953 – 1954	Reel 62
<b>38/233</b> Index to pension and gratuities, L – Z 1953 – 1954	Reel 62
<b>38/252</b> Index to pension and gratuities, A – K 1955 – 1956	Reel 63
<b>38/253</b> Index to pension and gratuities, L – Z 1955 – 1956	Reel 63
<b>38/259</b> Index to pension and gratuities, A – K 1957 – 1958	Reel 64
<b>38/260</b> Index to pension and gratuities, L – Z 1957 – 1958	Reel 64
<b>38/263</b> Index to pension and gratuities, A – K 1959	Reel 65
<b>38/264</b> Index to pension and gratuities, L – Z 1959	Reel 65

Here you can find an entry confirming that an award was made. At the right hand side of the page the entry will give a month and page number. The year will be indicated above each year's entries.

*In 1940 power to grant pensions and gratuities was delegated to the Postmaster General, although in certain circumstances Treasury authority was still required*

*If no month or page number is given, the relevant form or correspondence has not been kept. You may be able to identify a minute number that can be traced to the minute books of Post 38 or an Appointment minute that can be traced to POST 35 or POST 38.*

If a complete entry is found, use the year, volume and page number to identify the relevant item in the POST 1 catalogue.

Complete a requisition slip to request items you wish to view or consult the microfilm if available.

Go to the page number given in the index entry to locate the relevant treasury letter/form.

*Due to changes in the organisation and operation of the Post Office in 1960, the series of Pensions and Gratuities records ceased to be maintained. Modern records were no longer retained in the same way.*

## **Section 1.8 Scotland Pensions**

### **1686 - 1846**

For the Period pre 1846 see the England and Wales records described in Section 1.1 on page 3.

### **1846 - 1919**

Check the Scottish Index volumes listed in section 3.2, page 23-24.

The first volume (e.g. A-K) will contain promotions and discipline cases.

Pensions and Gratuities are all in the second volume (e.g. L-Z), this volume may also contain dismissals.

### **1920 onwards**

Revert to the England and Wales records listed in sections 1.5 to 1.7, pages 6-8.

## **Section 1.9 Eire and Northern Ireland Pensions**

### **1686 - 1835**

For the Period pre 1835 see the England and Wales records described in Section 1.1 on page 3.

### **1835-1859**

Check the Irish Index volumes listed in section 3.3, page 25-26. Search Entries by name and location. These volumes also contain appointments and some retirements, but mainly special cases and officers such as Postmasters.

### **1860-1919**

Check the Irish Index volumes listed on page 26.

For each group of years, check the second volume (e.g. M-Z or L-Z).

In early volumes search under the 'Treasury' section, the latter volumes contain a 'Pensions and Gratuities' section as well as a 'Dismissals' section.

### **1920 onwards (Northern Ireland only)**

Revert to the England and Wales records listed in sections 1.5 to 1.7, pages 6-8.

Records relating to the Post Office in Ireland can be found at other record offices, mainly in Ireland. Details of these records, and the places where they can be accessed, can be found in the book 'Sources, The Post Office in Ireland' available in our reference library. Speak to a member of staff if you require further assistance.

**Section 1.10**  
**Gratuities Registers c1920 – 1970**

**1933-1954**

The registers for England, Wales and Northern Ireland, Items 1/1138-1165, covering 1933-1954, list marriage gratuities; awards to representatives of deceased established and unestablished staff, (the latter made on compassionate grounds); and superannuation payments comprising short-service gratuities to staff retired prematurely on grounds of ill-health who would otherwise have received a pension, compassionate gratuities to staff not entitled to superannuation, additional allowances, and gratuities to unestablished staff.

<b>POST 1/1138</b>	1933 Jan-1940 Nov. A-D	Requisition
<b>POST 1/1139</b>	1933 Jan-1940 Nov. E-K	Requisition
<b>POST 1/1140</b>	1933 Jan-1940 Nov L-R	Requisition
<b>POST 1/1141</b>	1933 Jan-1940 Nov S-Z	Requisition
<b>POST 1/1142</b>	1940 Nov-1944 Jan A-D	Requisition
<b>POST 1/1143</b>	1940 Nov-1944 Jan E-K	Requisition
<b>POST 1/1144</b>	1940 Nov-1944 Jan L-R	Requisition
<b>POST 1/1145</b>	1940 Nov-1944 Jan S-Z	Requisition
<b>POST 1/1146</b>	1944 Jan-1947 Jul A-Corbo	Requisition
<b>POST 1/1147</b>	1944 Jan-1947 Jul Corbr-Harrison JA	Requisition
<b>POST 1/1148</b>	1944 Jan-1947 Jul Harrison JB-McGlinchey E	Requisition
<b>POST 1/1149</b>	1944 Jan-1947 Jul McGlinchey F-Shelley G	Requisition
<b>POST 1/1150</b>	1944 Jan-1947 Jul Shelley H-Z	Requisition
<b>POST 1/1151</b>	1947 Jul-1950 Mar A-Corbo	Requisition
<b>POST 1/1152</b>	1947 Jul-1950 Mar Corbr-Harrison JA	Requisition
<b>POST 1/1153</b>	1947 Jul-1950 Mar Harrison JB-McGlinchey E	Requisition
<b>POST 1/1154</b>	1947 Jul-1950 Mar McGlinchey F-Shelley G	Requisition
<b>POST 1/1155</b>	1947 Jul-1950 Mar Shelley H-Z	Requisition
<b>POST 1/1156</b>	1950 Apr-1952 Mar A-Corbo	Requisition
<b>POST 1/1157</b>	1950 Apr-1952 Mar Corbr-Harrison JA	Requisition
<b>POST 1/1158</b>	1950 Apr-1952 Mar Harrison JB-McGlinchey E	Requisition
<b>POST 1/1159</b>	1950 Apr-1952 Mar McGlinchey F-Shelley G	Requisition
<b>POST 1/1160</b>	1950 Apr-1952 Mar Shelley H-Z	Requisition
<b>POST 1/1161</b>	1952 Apr-1954 Mar A-Corbo	Requisition
<b>POST 1/1162</b>	1952 Apr-1954 Mar Corbr-Harrison JA	Requisition
<b>POST 1/1163</b>	1952 Apr-1954 Mar Harrison JB-McGlinchey E	Requisition
<b>POST 1/1164</b>	1952 Apr-1954 Mar McGlinchey F-Shelley G	Requisition
<b>POST 1/1165</b>	1952 Apr-1954 Mar Shelley H-Z	Requisition

These registers provide a listing of gratuities awarded. The register lists date, name, rank and office of the individual along with the amount of the gratuity, the date it was issued and the reason a gratuity was awarded, e.g. Retirement.

**1937-1961 Grants made from the Postmaster General’s special fund. For England, Wales and Northern Ireland.**

Grants made from the Postmaster General’s special fund, 1937-1961, are listed in 1/1166-1170. Such awards were made to auxiliary, temporary, part-time and unestablished officers, or their representatives, who retired due to ill health, old age or abolition of office, or who died.

<b>POST 1/1166</b> 1937-1961, A - C	Requisition
<b>POST 1/1167</b> 1937-1961, C – H	Requisition
<b>POST 1/1168</b> 1937-1961, H – M	Requisition
<b>POST 1/1169</b> 1937-1960, L – S	Requisition
<b>POST 1/1170</b> 1937-1960, S – Z	Requisition

**c.1920-1936 Accounts of pensions and gratuities, to officers retired on grounds of ill-health, deposited in the Post Office Savings Bank, England, Wales and Northern Ireland.**

POST 1 also contains two volumes of accounts of grants to staff who retired on grounds of physical or mental ill-health, and whose awards were paid into the Post Office Savings Bank, c.1920-1963 (see 1/1171-1172 below). They include the amount deposited and details of withdrawals made. Each entry has been crossed, in a subsequent audit, with the date of death, recovery or closure of account.

Further information on many of the persons in 1/1172 can be found in 1/1173, which comprises pensions accounts of ex-staff residing in hospitals, particularly mental hospitals, whose award was deposited in the Savings Bank and paid directly to the health authority or carer. This volume includes name, rank and office, hospital, date pension commences, the recipient, and deposits and withdrawals.

<b>POST 1/1171</b> [c.1920]-1936 <i>Accounts of pensions and gratuities, to officers retired on grounds of ill-health, deposited in the Post Office Savings Bank, England, Wales and Northern Ireland.</i>	Requisition
<b>POST 1/1172</b> [c.1936]-1963 <i>Accounts of pensions and gratuities, to officers retired on grounds of ill-health, deposited in the Post Office Savings Bank, England, Wales and Northern Ireland.</i>	Requisition
<b>POST 1/1173</b> [c.1948]-1953 ‘Special Book 7’, <i>Records and accounts of pensioners and gratuitants retired on grounds of ill-health and admitted to hospitals, particularly mental institutions, whose Post Office pensions are paid to the directly to the health authority or relative from their Savings Bank accounts.</i>	Requisition

### **1958-1970 Register of gratuities awarded to temporary officers, England, Wales and Northern Ireland**

Items 1/1174-1179 list temporary officers who received gratuities between 1958 and 1970, although the amount is not stated.

<b>POST 1/1174</b> 1958-1970, A – D	Requisition
<b>POST 1/1175</b> 1958-1970, E – K	Requisition
<b>POST 1/1176</b> 1958-1970, L – R	Requisition
<b>POST 1/1177</b> 1958-1970, S – Z	Requisition
<b>POST 1/1178</b> 1967-1970	Requisition
<b>POST 1/1179</b> 1960 Nov-1970 (Postal Record)	Requisition

### **1941-1964 Register of marriage gratuities awarded, Scotland.**

<b>POST 1/1180</b> 1941-1948 Register of marriage gratuities awarded, Scotland.	Requisition
<b>POST 1/1181</b> 1948-1953 Register of marriage gratuities awarded, Scotland.	Requisition
<b>POST 1/1182</b> 1953-1964 Register of marriage gratuities awarded, Scotland.	Requisition

**1944-1964 Register of superannuation, death and Workmen's Compensation Act gratuities 'non-recurring payments', awarded to established and unestablished staff, Scotland.**

Scottish registers also include 'non-recurring payments' comprising superannuation awards to established and unestablished officers retired on grounds of ill-health, age, replacement by an established officer, abolition of office, voluntary resignation or redundancy, and death and Workmen's' Compensation Act gratuities (1/1183-1187).

<b>POST 1/1183</b> 1944-1950	Requisition
Register of superannuation, death and Workmen's Compensation Act gratuities 'non-recurring payments', awarded to established and unestablished staff, and awards by the Postmaster General to officers not qualified for grants under the Superannuation Acts, Scotland.	

<b>POST 1/1184</b> 1950 Nov-1956 Dec	Requisition
Register of superannuation and death gratuities 'non-recurring payments', to unestablished officers, Scotland.	

<b>POST 1/1185</b> 1956 Dec-1964 Jun	Requisition
Register of superannuation and death gratuities 'non-recurring payments', to unestablished officers, Scotland.	

<b>POST 1/1186</b> 1964 Jun-Dec	Requisition
Register of superannuation and death gratuities 'non-recurring payments', to unestablished officers, Scotland.	

<b>POST 1/1187</b> 1958-1964	Requisition
Register of superannuation, death and Workmen's Compensation Act gratuities 'non-recurring payments', to established officers, Scotland.	

## Section 2. Appointment Records

Appointment records provide researchers with another valuable source of information about Post Office employees. The main series of appointment books was introduced in 1831, when a centralised register of every employee's appointment was begun.

This appointment books are indices to the Postmaster General's minute books and can potentially lead on to a brief précis of the 'minuted' papers submitted to the Head Office at the time of an appointment.

When searching the appointments you are looking for the point when a person began working for the Post Office or took up a new position within the Post Office so a rough idea of the relevant dates will help your research.

### Searching for Appointment Records:

**Step 1.** The first thing you need to establish is what year to start looking.

- What year did the person begin working for the Post Office?
- If the person worked as a child (e.g. as a messenger boy) when would they have been aged around 16 years old, and become an established employee?
- If searching for a Postmaster or Postmistress, was the person in question a salaried employee? Like today, smaller Post Offices in outlying areas were 'Sub-Post Offices' run by Sub-Postmasters. Although there were some exceptions, the majority of Sub-Postmasters were not salaried staff but ran shops and other businesses from their premises.

**Step 2.** Based on the year you think that the person was appointed, and the position they may have held, chose the appropriate group of records for your research.

• 1831-1866 Appointment books	go to section 2.1	page 15
• 1866-1969 Appointment books	go to section 2.2	page 16
• The Minute Books to search under a Post Office or Sub-Post Office	go to section 3	page 19

### Other Sources:

Establishment Books, listing the personnel employed within a department at a given time, can be found using the catalogue to POST 59.

Various records of nominations for appointments covering 1737-1972 can be located using the POST 58 catalogue.

## Section 2.1

### 1831 –1866 Appointment Books

The books covering appointments between 1831 and 1866 actually contain the appointment minutes. This means that the alphabetical index at the front of the volume provides a page number for later on in the same volume, where the appointment minute should be found.

<b>POST 58/68</b>	1831 Apr - 1839 Aug	Reel 1
<b>POST 58/69</b>	1839 Aug - 1843 Aug	Reel 1
<b>POST 58/70</b>	1842 Jan - 1844 Mar	Reel 2
<b>POST 58/71</b>	1844 Mar - 1845 Dec	Reel 2
<b>POST 58/72</b>	1848 Jan - 1847 Apr	Reel 3
<b>POST 58/73</b>	1847 Feb - 1848 Mar	Reel 3
<b>POST 58/74</b>	1848 Mar - 1849 Aug	Reel 4
<b>POST 58/75</b>	1849 Aug – 1851 Feb	Reel 4
<b>POST 58/76</b>	1851 Feb -1852 Dec	Reel 5
<b>POST 58/77</b>	1853 Jan -1853 Nov	Reel 5
<b>POST 58/78</b>	1853 Aug - 1855 Apr	Reel 6
<b>POST 58/79</b>	1855 Mar -1856 Dec	Reel 6
<b>POST 58/80</b>	1833 Aug -1836 Mar	Reel 6
<b>POST 58/81</b>	1857 Jan -1859 Dec	Reel 7
<b>POST 58/82</b>	1860 Jan -1863 Aug	Reel 7
<b>POST 58/83</b>	1863 Jul –1866 Oct	Reel 8

Go to the index section for the Initial of the surname of the individual that you are researching. Search through the list of names until you find a relevant entry. Note the page number given on the right hand side and go to that page to locate the appointment minute.

## Section 2.2

### 1866 –1969 Appointment Books

**Step 1.** Consult the ‘Appointment Book’ indices at the initial of the person’s surname, then the sub section of the next vowel in the surname.

*For Example, for Smith go to the Section for S then to the sub section for I.*

The entries are grouped by Initial and first vowel and listed in the year the appointment papers were processed by the registry.

**Step 2.** Search through until you find a relevant entry. This should show the persons name, the position they were appointed to, the location of this position and give a minute number, e.g. 12345/22.

This ‘Minute’ number can be traced to the minute books in POST 35, 36, 37 and 38.

POST 35 England and Wales Minute volumes, 1794-1920

POST 36 Irish Minute volumes, 1831-1920

POST 37 Scottish Minute volumes, 1842-1920

POST 38 England, Scotland, Wales and Northern Ireland 1921-1970

The Minute number will be made up of a 1-5 digit number followed by the year.  
*e.g. 11122/15 identifies minute number 11122 from 1915.*

**Step 3.** Choose the relevant POST class of those listed above.

Appointment minutes are commonly prefixed with an A, e.g. A12345/10  
Normally minutes will lead onto POST 35 and POST 38

Scottish Minutes may be prefixed with an S, in which case go to POST 37.  
Irish Minutes may be prefixed with an I, in which case go to POST 36.

**Step 4.** Use first the year and then the minute number to identify which volume you need to request for your research.

#### Appointment Books:

<b>POST 58/84</b>	1866 – 1873 A-K	Reel 8
<b>POST 58/85</b>	1866 – 1873 L – Z	Reel 9
<b>POST 58/86</b>	1874 – 1875 A – Z	Reel 9
<b>POST 58/87</b>	1876 – 1882 A – K	Reel 10
<b>POST 58/88</b>	1876 – 1882 L – Z	Reel 10
<b>POST 58/89</b>	1883 – 1887 A – K	Reel 11
<b>POST 58/90</b>	1883 – 1887 L – Z	Reel 11
<b>POST 58/91</b>	1888 – 1891 A –K	Reel 12
<b>POST 58/92</b>	1888 – 1891 L – Z	Reel 12
<b>POST 58/93</b>	1892 – 1895 A – K	Reel 13
<b>POST 58/94</b>	1892 – 1895 L – Z	Reel 14
<b>POST 58/95</b>	1896 – 1899 A – K	Reel 14

<b>POST 58/96</b>	1896 – 1899 L – Z	Reel 15
<b>POST 58/97</b>	1900 – 1902 A – K	Reel 15
<b>POST 58/98</b>	1900 – 1902 L – Z	Reel 16
<b>POST 58/99</b>	1903 – 1904 A – K	Reel 16
<b>POST 58/100</b>	1903 – 1904 L – Z	Reel 17
<b>POST 58/101</b>	1905 – 1907 A – L	Reel 17
<b>POST 58/102</b>	1905 – 1907 M – Z	Reel 18
<b>POST 58/103</b>	1908 – 1909 A – K	Reel 18
<b>POST 58/104</b>	1908 – 1909 L – Z	Reel 19
<b>POST 58/105</b>	1910 – 1911 A – K	Reel 19
<b>POST 58/106</b>	1910 – 1911 L – Z	Reel 20
<b>POST 58/107</b>	1912 Jan – Jun A – K	Reel 20
<b>POST 58/109</b>	1912 Jan – Jun L – Z	Reel 21
<b>POST 58/108</b>	1912 Jul – 1913 Dec A – K	Reel 21
<b>POST 58/110</b>	1912 Jul – 1913 Dec L – Z	Reel 22
<b>POST 58/111</b>	1914 – 1915 A – K	Reel 22
<b>POST 58/112</b>	1914 – 1915 L – Z	Reel 23
<b>POST 58/113</b>	1916 – 1918 L – K	Reel 23
<b>POST 58/114</b>	1916 – 1918 L – Z	Reel 24
<b>POST 58/115</b>	1919 – 1920 A – K	Reel 24
<b>POST 58/116</b>	1919 – 1920 L – Z	Reel 25
<b>POST 58/117</b>	1921 – 1923 A – K	Reel 25
<b>POST 58/118</b>	1921 – 1923 L – Z	Reel 26
<b>POST 58/119</b>	1924 – 1927 A – D	Reel 26
<b>POST 58/120</b>	1924 – 1927 E – K	Reel 27
<b>POST 58/121</b>	1924 – 1927 L – R	Reel 27
<b>POST 58/122</b>	1924 – 1927 S – Z	Reel 28
<b>POST 58/123</b>	1928 – 1931 A – D	Reel 28
<b>POST 58/124</b>	1928 – 1931 E – K	Reel 29
<b>POST 58/125</b>	1928 – 1931 L – R	Reel 29
<b>POST 58/126</b>	1928 – 1931 S – Z	Reel 30
<b>POST 58/127</b>	1932 – 1935 A – D	Reel 30
<b>POST 58/128</b>	1932 – 1935 E – K	Reel 31
<b>POST 58/129</b>	1932 – 1935 L – R	Reel 31
<b>POST 58/130</b>	1932 – 1935 S – Z	Reel 32
<b>POST 58/131</b>	1936 – 1938 A – D	Reel 32
<b>POST 58/132</b>	1936 – 1938 E – K	Reel 33
<b>POST 58/133</b>	1936 – 1938 L – R	Reel 33
<b>POST 58/134</b>	1936 – 1938 S – Z	Reel 34
<b>POST 58/135</b>	1939 – 1940 A – D	Reel 34
<b>POST 58/136</b>	1939 – 1940 E – K	Reel 35
<b>POST 58/137</b>	1939 – 1940 L – R	Reel 35
<b>POST 58/138</b>	1939 – 1940 S – Z	Reel 36

<b>POST 58/199</b>	1941 –1943 A – D	Reel 37
<b>POST 58/200</b>	1941 – 1943 E – K	Reel 37
<b>POST 58/201</b>	1941 – 1943 L – R	Reel 38
<b>POST 58/202</b>	1941 – 1943 S – Z	Reel 38
<b>POST 58/203</b>	1944 – 1947 A – D	Reel 39
<b>POST 58/204</b>	1944 – 1947 E – K	Reel 39
<b>POST 58/205</b>	1944 – 1947 L – R	Reel 40
<b>POST 58/206</b>	1944 – 1947 S – Z	Reel 40
<b>POST 58/207</b>	1948 – 1949 A – D	Reel 41
<b>POST 58/208</b>	1948 – 1949 E – K	Reel 41
<b>POST 58/209</b>	1948 – 1949 L – R	Reel 42
<b>POST 58/210</b>	1948 – 1949 S –Z	Reel 42
<b>POST 58/211</b>	1950 – 1951 A – D	Reel 43
<b>POST 58/212</b>	1950 – 1951 E – K	Reel 43
<b>POST 58/213</b>	1950 – 1951 L – R	Reel 44
<b>POST 58/214</b>	1950 – 1951 S –Z	Reel 44
<b>POST 58/215</b>	1952 – 1954 A – D	Reel 45
<b>POST 58/216</b>	1952 – 1954 E – K	Reel 45
<b>POST 58/217</b>	1952 – 1954 L – R	Reel 46
<b>POST 58/218</b>	1952 – 1954 S – Z	Reel 47
<b>POST 58/219</b>	1955 – 1956 A – D	Reel 47
<b>POST 58/220</b>	1955 – 1956 E – K	Reel 48
<b>POST 58/221</b>	1955 – 1956 L – R	Reel 48
<b>POST 58/222</b>	1955 – 1956 S – Z	Reel 49
<b>POST 58/223</b>	1957 – 1969 A – D	Reel 49
<b>POST 58/224</b>	1957 – 1969 E – K	Reel 49
<b>POST 58/225</b>	1957 – 1969 L – R	Reel 50
<b>POST 58/226</b>	1957 – 1969 S – Z	Reel 50

The Appointment records ceased to be maintained by the registry at the point these volumes end. Due to modern legislation and Human Resources procedures, these records will not be added to.

### Section 3. Minute Records

This series of records consists of volumes containing a précis of, or reference to, every minute submitted to the Postmaster General from the Secretary relating to all aspects of Post Office administration.

There are separate bound indices to the minutes arranged by different subjects. This section of the guide will help you to locate and use the index volumes that enable you to search the minute records.

#### Searching for ‘Minutes’:

**Step 1.** The first thing you need to establish is in what years to begin your research.

- If searching for an office, when was the office opened/operational?
- If searching for an individual, when to key events take place?  
Appointment or Promotion  
Accident on Duty  
Dismissal  
Reprimand
- If searching for issues relating to the operation of the Post Office, could you search under a department? Or could you search under a key heading?  
e.g. Pensions or Packets.

**Step 2.** Based on the place where an individual worked, or the town where an office was situated, chose the appropriate group of records for your research.

• England and Wales	1792-1920	go to section 3.1	page 20
• Scotland	1842-1937	go to section 3.2	page 23
• Ireland	1831-1937	go to section 3.3	page 25
• England, Wales, Scotland and Northern Ireland	1921-1973	go to section 3.4	page 27
• Subject specific Indices	1792-1920	go to section 3.5	page 29
• <i>Departments and Major Subjects</i>			
• <i>Departments</i>			
• <i>Index to departments, surveyors, public offices, overseas, and telephone and telegraph companies</i>			
• <i>London Postal Service</i>			
• <i>London region and engineering department</i>			
• <i>Overseas mail services</i>			
• <i>Cases of Dismissal</i>			
• <i>Railway Companies and mail carts</i>			

### Section 3.1 1792–1920 England and Wales Minute Volumes

**Step 1.** Consult the ‘Minute Book’ indices at the relevant section. The volumes are indexed alphabetically by place, name and subject. Major places and subjects have a complete section devoted to them that will be identifiable from the tab on the right hand side of the volume.

#### **Main Post Towns and Major Subjects**

All main post towns have their own section. For example, to find Sheffield go to the S section for the relevant years and at the right hand of the volume you will see tabs for each place beginning with S and should be able to locate the pages containing entries for Sheffield quickly.

#### **Names and Lesser Subjects**

To search by names or subjects go to the beginning of the relevant letters section, then to the sub section for the next vowel. For example to search for ‘Compensation’ go to the beginning of the section for ‘C’ then work forwards through the vowel subsections to ‘o’. Entries then appear in by year in the order that they were made.

#### **Sub-Post Offices**

Sub-Post Offices may appear in two places, either in the entries of the nearest Post Town (search as above) or at the end of the relevant letters section. For example to search for ‘Armthorpe’ go to the beginning of the section for ‘A’ then work forwards through the vowel subsections to ‘o’. Entries then appear in by year in the order that they were made.

In some periods the vowel sub-sections are not used and you will need to search through all the smaller places or subjects with the same initial.

**Step 2.** Search through until you find a relevant entry. This should show the persons name, the position they were appointed to, the location of this position and give a minute number, e.g. 12345/22. This ‘Minute’ number can be traced to the minute books in POST 35

The Minute number will be made up of a 1-5 digit number followed by the year.  
*e.g. 11122/15 identifies minute number 11122 from 1915.*

**Step 3.** Using the POST 35 catalogue, use first the year and then the minute number to identify which volume you need to request for your research.

#### **Indices to departments, places, names, and subjects:**

<b>POST 35/28</b>	1792 – 1838	Reel 1
<b>POST 35/69</b>	1839 – 1845 A – M	Reel 66
<b>POST 35/70</b>	1839 – 1845 N – Z	Reel 66
<b>POST 35/115</b>	1846 – 1852 A – F	Reel 67
<b>POST 35/1702</b>	1846 – 1852 G – M	Reel 67
<b>POST 35/116</b>	1846 – 1852 N – R	Reel 67
<b>POST 35/1703</b>	1846 – 1852 S – Z	Reel 68

### Indices to places, names and subjects

<b>POST 35/198</b>	1852 Jun -1859 Dec	A – G	Reel 74
<b>POST 35/199</b>	1852 Jun - 1859 Dec	H – R	Reel 74
<b>POST 35/200</b>	1852 Jun - 1859 Dec	S – Z	Reel 75
<b>POST 35/247</b>	1860 – 1865	A – C	Reel 75
<b>POST 35/1704</b>	1860 – 1865	D – G	Reel 75
<b>POST 35/248</b>	1860 – 1865	H – R	Reel 76
<b>POST 35/249</b>	1860 – 1865	S – Z	Reel 76
<b>POST 35/295</b>	1866 – 1870	A – F	Reel 77
<b>POST 35/1706</b>	1866 – 1870	G – N	Reel 77
<b>POST 35/296</b>	1866 – 1870	O – W	Reel 78
<b>POST 35/1707</b>	1866 – 1870	X – Y	Reel 69
<b>POST 35/344</b>	1871 – 1874	A – F	Reel 78
<b>POST 35/1708</b>	1871 – 1874	G – N	Reel 79
<b>POST 35/345</b>	1871 – 1874	O – Z	Reel 79
<b>POST 35/400</b>	1875 – 1879	A – E	Reel 80
<b>POST 35/1710</b>	1875 – 1879	F – L	Reel 80
<b>POST 35/401</b>	1875 – 1879	M – S	Reel 81
<b>POST 35/1711</b>	1875 – 1879	T – Z	Reel 81
<b>POST 35/474</b>	1880 – 1883	A – D	Reel 82
<b>POST 35/475</b>	1880 – 1883	E – L	Reel 82
<b>POST 35/476</b>	1880 – 1883	M – R	Reel 83
<b>POST 35/1712</b>	1880 – 1883	S – Z	Reel 83
<b>POST 35/589</b>	1884 – 1888	A – C	Reel 84
<b>POST 35/1713</b>	1884 – 1888	D – G	Reel 84
<b>POST 35/590</b>	1884 – 1888	H – L	Reel 85
<b>POST 35/1714</b>	1884 – 1888	M – Q	Reel 85
<b>POST 35/591</b>	1884 – 1888	R – Z	Reel 86
<b>POST 35/707</b>	1889 – 1892	A – B	Reel 86
<b>POST 35/1715</b>	1889 – 1892	C – F	Reel 87& 86
<b>POST 35/708</b>	1889 – 1892	G – K	Reel 87
<b>POST 35/1716</b>	1889 – 1892	L – O	Reel 88
<b>POST 35/709</b>	1889 – 1892	P – S	Reel 88
<b>POST 35/1717</b>	1889 – 1892	T – Z	Reel 89
<b>POST 35/829</b>	1893 – 1896	A – B	Reel 89
<b>POST 35/830</b>	1893 – 1896	C – F	Reel 90
<b>POST 35/831</b>	1893 – 1896	G – L	Reel 90
<b>POST 35/832</b>	1893 – 1896	M – O	Reel 91
<b>POST 35/833</b>	1893 – 1896	P – S	Reel 91
<b>POST 35/834</b>	1893 – 1896	T – Z	Reel 92
<b>POST 35/910</b>	1897 – 1899	A – B	Reel 92
<b>POST 35/911</b>	1897 – 1899	C – F	Reel 93
<b>POST 35/912</b>	1897 – 1899	G – K	Reel 93
<b>POST 35/913</b>	1897 – 1899	L – O	Reel 94
<b>POST 35/914</b>	1897 – 1899	P – S	Reel 94
<b>POST 35/915</b>	1897 – 1899	T – Z	Reel 95
<b>POST 35/997</b>	1900 – 1902	A – B	Reel 95
<b>POST 35/998</b>	1900 – 1902	C – D	Reel 96
<b>POST 35/999</b>	1900 – 1902	E – H	Reel 96
<b>POST 35/1000</b>	1900 – 1902	I – L	Reel 96

<b>POST 35/1001</b>	1900 – 1902	M – O	Reel 97
<b>POST 35/1002</b>	1900 – 1902	P – R	Reel 97
<b>POST 35/1003</b>	1900 – 1902	S – T	Reel 98
<b>POST 35/1004</b>	1900 – 1902	U – Z	Reel 98
<b>POST 35/1108</b>	1903 – 1905	A – B	Reel 98
<b>POST 35/1109</b>	1903 – 1905	C – D	Reel 99
<b>POST 35/1110</b>	1903 – 1905	E – H	Reel 99
<b>POST 35/1111</b>	1903 – 1905	I – L	Reel 100
<b>POST 35/1112</b>	1903 – 1905	M – N	Reel 100
<b>POST 35/1113</b>	1903 – 1905	O – R	Reel 100
<b>POST 35/1114</b>	1903 – 1905	S – T	Reel 101
<b>POST 35/1115</b>	1903 – 1905	U – Z	Reel 101
<b>POST 35/1252</b>	1906 – 1908	A – B	Reel 101
<b>POST 35/1253</b>	1906 – 1908	C – D	Reel 102
<b>POST 35/1254</b>	1906 – 1908	E – H	Reel 102
<b>POST 35/1255</b>	1906 – 1908	I – L	Reel 103
<b>POST 35/1256</b>	1906 – 1908	M – O	Reel 104
<b>POST 35/1257</b>	1906 – 1908	P – R	Reel 104
<b>POST 35/1258</b>	1906 – 1908	S – T	Reel 105
<b>POST 35/1259</b>	1906 – 1908	U – Z	Reel 105
<b>POST 35/1400</b>	1909-1911	A-B	Requisition
<b>POST 35/1401</b>	1909-1911	C-D	Requisition
<b>POST 35/1402</b>	1909-1911	E-H	Requisition
<b>POST 35/1403</b>	1909-1911	I-L	Requisition
<b>POST 35/1404</b>	1909-1911	M-R	Requisition
<b>POST 35/1405</b>	1909-1911	S-T	Requisition
<b>POST 35/1406</b>	1909-1911	U-Z	Requisition
<b>POST 35/1563</b>	1912-1914	A-B	Requisition
<b>POST 35/1718</b>	1912-1914	C-D	Requisition
<b>POST 35/1564</b>	1912-1914	E-H	Requisition
<b>POST 35/1719</b>	1912-1914	I-L	Requisition
<b>POST 35/1565</b>	1912-1914	M-O	Requisition
<b>POST 35/1720</b>	1912-1914	P-R	Requisition
<b>POST 35/1566</b>	1912-1914	S-T	Requisition
<b>POST 35/1721</b>	1912-1914	U-Z	Requisition
<b>POST 35/1673</b>	1915-1919	A-C	Requisition
<b>POST 35/1674</b>	1915-1919	D-K	Requisition
<b>POST 35/1675</b>	1915-1919	L-O	Requisition
<b>POST 35/1676</b>	1915-1919	P-S	Requisition
<b>POST 35/1677</b>	1915-1919	T-Z	Requisition

See POST 38 for 1920 onwards.

## Section 3.2

### 1842-1937 Scotland Minute Volumes

**Step 1.** Consult the 'Minute Book' indices at the relevant section. The volumes are indexed alphabetically by place, name and subject. Major places and subjects have a complete section devoted to them that will be identifiable from the tab on the right hand side of the volume.

#### **Main Post Towns and Major Subjects**

All main post towns have their own section. For example, to find Airdrie go to the **A** section for the relevant years and at the right hand of the volume you will see tabs for each place beginning with A and should be able to locate the pages containing entries for Airdrie quickly.

#### **Names and Lesser Subjects**

To search by names or subjects go to the beginning of the relevant letters section, then to the sub section for the next vowel. For example to search for 'Compensation' go to the beginning of the section for 'C' then work forwards through the vowel subsections to 'o'. Entries then appear in by year in the order that they were made.

#### **Sub-Post Offices**

Sub-Post Offices may appear in two places, either in the entries of the nearest Post Town (search as above) or at the end of the relevant letters section. For example to search for 'Dornock' go to the beginning of the section for 'D' then work forwards through the vowel subsections to 'o'. Entries then appear in by year in the order that they were made.

In some periods the vowel sub-sections are not used and you will need to search through all the smaller places or subjects with the same initial.

**Step 2.** Search through until you find a relevant entry. This should show the persons name, the position they were appointed to, the location of this position and give a minute number, e.g. 12345/22. This 'Minute' number can be traced to the minute books in POST 37

The Minute number will be made up of a 1-5 digit number followed by the year.  
*e.g. 11122/15 identifies minute number 11122 from 1915.*

**Step 3.** Using the POST 37 catalogue, use first the year and then the minute number to identify which volume you need to request for your research.

See next page for list of indices

## Index to place, names and subject

<b>POST 37/182</b>	1846-1847	A-Z	Reel 1
<b>POST 37/28</b>	1847-1859	A-K	Reel 1
<b>POST 37/183</b>	1847-1859	L-Z	Reel 1
<b>POST 37/49</b>	1860-1874	A-L	Reel 2
<b>POST 37/184</b>	1860-1874	M-Z	Reel 2
<b>POST 37/70</b>	1875-1886	A-K	Reel 3
<b>POST 37/71</b>	1875-1886	L-Z	Reel 3
<b>POST 37/93</b>	1887-1894	A-K	Reel 4
<b>POST 37/94</b>	1887-1894	L-Z	Reel 4
<b>POST 37/111</b>	1895-1900	A-K	Reel 5
<b>POST 37/112</b>	1895-1900	L-Z	Reel 5
<b>POST 37/123</b>	1901-1904	A-K	Reel 6
<b>POST 37/124</b>	1901-1904	L-Z	Reel 6
<b>POST 37/141</b>	1905-1908	A-K	Reel 7
<b>POST 37/142</b>	1905-1908	L-Z	Reel 7
<b>POST 37/161</b>	1909-1912	A-L	Reel 8
<b>POST 37/185</b>	1909-1912	M-Z	Reel 8
<b>POST 37/179</b>	1913-1919	A-L	Reel 8
<b>POST 37/186</b>	1913-1919	M-Z	Reel 9
<b>POST 37/181</b>	1920-1937	A-L	Reel 9
<b>POST 37/187</b>	1920-1937	M-Z	Reel 9

Entries for after 1920 can be traced to minute books in POST 38.

### **Section 3.3**

#### **1831-1937 Ireland Minute Volumes**

**Step 1.** Consult the 'Minute Book' indices at the relevant section. The volumes are indexed alphabetically by place, name and subject. Major places and subjects have a complete section devoted to them that will be identifiable from the tab on the right hand side of the volume.

#### **Main Post Towns and Major Subjects**

All main post towns have their own section. For example, to find **Donegal** go to the **D** section for the relevant years and at the right hand of the volume you will see tabs for each place beginning with D and should be able to locate the pages containing entries for Donegal quickly.

#### **Names and Lesser Subjects**

To search by names or subjects go to the beginning of the relevant letters section, then to the sub section for the next vowel. For example to search for '**C**ompensation' go to the beginning of the section for '**C**' then work forwards through the vowel subsections to '**o**'. Entries then appear in by year in the order that they were made.

#### **Sub-Post Offices**

Sub-Post Offices may appear in two places, either in the entries of the nearest Post Town (search as above) or at the end of the relevant letters section. For example to search for '**H**illsborough' go to the beginning of the section for '**H**' then work forwards through the vowel subsections to '**i**'. Entries then appear in by year in the order that they were made.

In some periods the vowel sub-sections are not used and you will need to search through all the smaller places or subjects with the same initial.

**Step 2.** Search through until you find a relevant entry. This should show the persons name, the position they were appointed to, the location of this position and give a minute number, e.g. 12345/22. This 'Minute' number can be traced to the minute books in POST 36

The Minute number will be made up of a 1-5 digit number followed by the year.  
*e.g. 11122/15 identifies minute number 11122 from 1915.*

**Step 3.** Using the POST 36 catalogue, use first the year and then the minute number to identify which volume you need to request for your research.

See next page for list of indices

### Index by places, names and subjects

<b>POST 36/34</b>	1831-1851	A-K	Reel 3
<b>POST 36/211</b>	1831-1851	L-Z	Reel 13
<b>POST 36/51</b>	1851-1860	A-K	Reel 4
<b>POST 36/212</b>	1851-1860	L-Z	Reel 13
<b>POST 36/76</b>	1860-1874	A-L	Reel 5
<b>POST 36/213</b>	1860-1874	M-Z	Reel 13
<b>POST 36/99</b>	1875-1866	A-L	Reel 6
<b>POST 36/100</b>	1875-1886	M-Z	Reel 6
<b>POST 36/123</b>	1887-1894	A-L	Reel 7
<b>POST 36/124</b>	1887-1894	M-Z	Reel 7
<b>POST 36/143</b>	1895-1900	A-L	Reel 8
<b>POST 36/144</b>	1895-1900	M-Z	Reel 8
<b>POST 36/158</b>	1901-1904	A-L	Reel 9
<b>POST 36/159</b>	1901-1904	M-Z	Reel 9
<b>POST 36/175</b>	1905-1908	A-L	Reel 10
<b>POST 36/176</b>	1905-1908	M-Z	Reel 10
<b>POST 36/192</b>	1909-1912	A-L	Reel 11
<b>POST 36/214</b>	1909-1912	M-Z	Reel 13
<b>POST 36/207</b>	1913-1919	A-K	Reel 12
<b>POST 36/215</b>	1913-1919	L-Z	Reel 13
<b>POST 36/210</b>	1920-1937	A-L	Reel 13
<b>POST 36/216</b>	1920-1937	M-Z	Reel 13

Entries for after 1920 can be traced to minute books in POST 38.

## Section 3.4

### 1921–1973 England, Wales, Scotland and Northern Ireland Minute Volumes

**Step 1.** Consult the ‘Minute Book’ indices at the relevant section. The volumes are indexed alphabetically by place, name and subject. Major places and subjects have a complete section devoted to them that will be identifiable from the tab on the right hand side of the volume.

#### Main Post Towns and Major Subjects

All main post towns have their own section. For example, to find Sheffield go to the S section for the relevant years and at the right hand of the volume you will see tabs for each place beginning with S and should be able to locate the pages containing entries for Sheffield quickly.

#### Names and Lesser Subjects

To search by names or subjects go to the beginning of the relevant letters section, then to the sub section for the next vowel. For example to search for ‘Compensation’ go to the beginning of the section for ‘C’ then work forwards through the vowel subsections to ‘o’. Entries then appear in by year in the order that they were made.

#### Sub-Post Offices

Sub-Post Offices may appear in two places, either in the entries of the nearest Post Town (search as above) or at the end of the relevant letters section. For example to search for ‘Armthorpe’ go to the beginning of the section for ‘A’ then work forwards through the vowel subsections to ‘o’. Entries then appear in by year in the order that they were made.

In some periods the vowel sub-sections are not used and you will need to search through all the smaller places or subjects with the same initial.

**Step 2.** Search through until you find a relevant entry. This should show the persons name, the position they were appointed to, the location of this position and give a minute number, e.g. 12345/22. This ‘Minute’ number can be traced to the minute books in POST 38

The Minute number will be made up of a 1-5 digit number followed by the year. *e.g. 11122/15 identifies minute number 11122 from 1915.*

**Step 3.** Using the POST 38 catalogue, use first the year and then the minute number to identify which volume you need to request for your research.

#### Index to subjects, names and places

POST 38/76	1920 – 1928	A – C	Requisition
POST 38/77	1920 – 1928	D – K	Requisition
POST 38/78	1920 – 1928	L – O	Requisition
POST 38/79	1920 – 1928	P – S	Requisition
POST 38/80	1920 – 1928	T – Z	Requisition
POST 38/165	1929 – 1937	A – C	Requisition
POST 38/166	1929 – 1937	D – K	Requisition
POST 38/167	1929 – 1937	L – O	Requisition
POST 38/168	1929 – 1937	P – S	Requisition
POST 38/169	1929 – 1937	T – Z	Requisition

### **Index to names and places**

POST 38/198	1938 – 1947	A – B	Reel 7
POST 38/199	1938 – 1947	C – E	Reel 8
POST 38/200	1938 – 1947	F – J	Reel 8
POST 38/201	1938 – 1947	K – M	Reel 8
POST 38/202	1938 – 1947	N – R	Reel 9
POST 38/203	1938 – 1947	S – Z	Reel 9
POST 38/242	1948 – 1955	A – B	Reel 10
POST 38/243	1948 – 1955	C – E	Reel 10
POST 38/244	1948 – 1955	F – J	Reel 10
POST 38/245	1948 – 1955	K – M	Reel 11
POST 38/246	1948 – 1955	N – R	Reel 11
POST 38/247	1948 – 1955	S – Z	Reel 11
POST 38/278	1956 – 1970	A – B	Reel 12
POST 38/279	1956 – 1970	C – E	Reel 12
POST 38/280	1956 – 1969	F – J	Reel 12
POST 38/281	1956 – 1969	K – M	Reel 12
POST 38/282	1956 – 1969	N – R	Reel 13
POST 38/283	1956 – 1970	S – Z	Reel 13

### **Index to subjects**

POST 38/196	1938 - 1947	A – K	Reel 4
POST 38/197	1938 - 1947	L – Z	Reel 5
POST 38/240	1948 – 1955	A – K	Reel 5
POST 38/241	1948 – 1955	L – Z	Reel 6
POST 38/269	1956 – 1963	A – K	Reel 6
POST 38/270	1956 – 1963	L – Z	Reel 6
POST 38/288	1964 – 1973	A – K	Reel 7
POST 38/289	1964 – 1973	L – Z	Reel 7

**Section 3.5**  
**Subject specific Indices**

**Indices to departments and major subjects**  
**(Departments, public offices and general index)**

POST 35/197	1852 Jun - 1859 Dec	Reel 69
POST 35/1705	1860 – 1865	Reel 69
POST 35/1707	1866 – 1870	Reel 69
POST 35/1709	1871 – 1874	Reel 70
POST 35/402	1875 – 1879	Reel 70
POST 35/452	1880 – 1882	Reel 71
POST 35/538	1883 – 1886	Reel 72
POST 35/645	1887 – 1890	Reel 73

*All these indices provide minute numbers that may be traced using the POST 35 catalogue.*

**Index to Departments**

POST 35/799	1891-1895	Requisition
POST 35/940	1896-1900	Requisition
POST 35/1071	1901-1904	Requisition
POST 35/1072	1901-1904	Requisition
POST 35/1248	1905-1908	Requisition
POST 35/1249	1905-1908	Requisition
POST 35/1511	1909-1913	Requisition
POST 35/1672	1914-1919	Requisition

*All these indices provide minute numbers that may be traced using the POST 35 catalogue.*

*Index to departments, surveyors, public offices, overseas, and telephone and telegraph companies*

POST 38/75	1920 – 1928	Reel 1
POST 38/164	1929 – 1937	Reel 2
POST 38/195	1938 – 1948	Reel 3
POST 38/238	1949 – 1955	Reel 3
POST 38/271	1956 – 1963	Reel 3
POST 38/287	1964 - 1971	Reel 3

*All these indices provide minute numbers that may be traced using the POST 38 catalogue.*

### **Index to London Postal Service**

POST 35/801	1891-1895	Requisition
POST 35/942	1896-1900	Requisition
POST 35/1074	1901-1904	Requisition
POST 35/1251	1905-1908	Requisition
POST 35/1653	1909-1918	Requisition
POST 35/1701	1919-1937	Requisition

*Minute numbers prior to 1921 can be traced using the POST 35 catalogue. To trace entries from 1921 onwards, refer to the POST 38 catalogue.*

### **Index to London region and Engineering Department**

POST 38/239	1938 – 1955	Reel 13
POST 38/272	1956 – 1969	Reel 14

*All these indices provide minute numbers that may be traced using the POST 38 catalogue.*

### **Index to Overseas mail services**

POST 38/284	1952 – 1970	Reel 14
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*All these indices provide minute numbers that may be traced using the POST 38 catalogue.*

### **Index to cases of dismissal**

POST 38/214	1933 – 1950	Reel 4
POST 38/274	1951 – 1964	Reel 4

*All these indices provide minute numbers that may be traced using the POST 38 catalogue.*

### **Index to Railway Companies and mail carts**

POST 35/969	1883-1901	Requisition
POST 35/1399	1902-1911	Requisition
POST 35/1699	1912-1969	Requisition

*Minute numbers prior to 1921 can be traced using the POST 35 catalogue. To trace entries from 1921 onwards, refer to the POST 38 catalogue.*

## Section 4

### Glossary

#### Terms used in this guide:

**POST** Post is the department code used by the National Archives to encompass all records relating to the operation, policy, development and social impact of the British Post Office from 1636 to the present day. In addition to the provision of postal services, the Post Office's responsibilities have included telecommunications between 1868 and 1981, broadcasting until 1961 and selected banking and financial services.

**POST Class** A POST class is a numbered series of related records from the archives.

**Catalogue** A listing of all the items in a specific POST class providing piece numbers for each item and a description of the records available.

**Reel** A numbered Reel of microfilm used to view records on a microfilm reader, and if required take copies, without the need to handle or risk damage to the original documents.

**Fiche** A numbered sheet of Microfiche used to view records on a microfiche viewer without the need to handle or risk damage to the original documents.

#### Terms and Abbreviations from records:

##### Pension Awards

P	Pension
MG	Marriage Gratuity
DG	Death Gratuity
G	Gratuity

##### Abbreviations

1st Cl Clerk	1st Class Clerk
AGD	Accountant General's Department
A&PRD	Administration & Public Relations Department (ie HQ)
Asst Supt	Assistant Superintendent
CC&T	Counter Clerk & Telegraphist
CA/Cler Asst	Clerical Assistant
Ch Clerk	Chief Clerk
CO [grade]	Clerical Officer
CO [place]	Circulation Office [London]
COA	Call Office Attendant
CTO	Central Telegraph Office
CWO/CWW	Certificated Wireless Operator/Watcher
DMO	District Manager's Office [Telecommunications]
EC	London, Eastern Central District Office
Engr Ldn	Engineering Department: London
Engr Prov	Engineering Department: Provinces

EO	Executive Officer
ETE/ETE (C&W)	External Telecomms Executive/ETE=Cable & Wireless Section
Girl Prob	Girl Probationer
HEO	Higher Executive Officer
London E	London, Eastern District Office
London N	London, Northern District Office
London SE	London, South Eastern District Office
London WC	London, West Central District Office
London CO	London, Circulation Office
LPS IS	London Postal Service (later, Region) Inland Section
LPR	London Postal Region
LPS	London Postal Service
LTS/LTR/L Tp	London Telephone Service (later, Region)
Mach. Opr	Machine Operator
MOO/MOD	Money Order Office (later, Money Order Department)
N	London Postal Service, Northern District Office
NT/NT & COA	Night Telephonist/& Call Office Attendant
NW	London Postal Service, North West District Office
Pd Learner	Paid Learner
Postman Mgr	Postman Messenger
R Postman	Rural Postman
Postman (R)	Rural Postman
SA	Sorting Assistant
SB/SBD	Savings Bank Department
SC&T	Sorting Clerk & Telegraphist
SE	London. South Eastern District Office
Shtd Typist	Shorthand Typist
Sk Workman II	Workman Class II
SW IISkilled	Workman Class II
Skd Worker	Skilled Worker
SW	London, South Western District Office
SW1	Skilled Workman Class I
SO Postman	Sub-office Postman
SO	Sub-Post Office
TA [rank]	Traffic Assistant
TA [office]	Telephone Area
Tech I/IIA/IIB	Technician = Classes I/IIA/IIB
Tlgst	Telegraphist
TMO	Telephone Manager's Office
TP Operator	Telephone Operator
Tpnst	Telephonist
TS	Telegraph Section
U or (U)	Unestablished (i.e. service ineligible for a pension)
USW	Unestablished Skilled Workman
TSO	Town Sub-office
TSO (S)	Town Sub-office (Salaried), i.e. run by a <i>salaried</i> officer
W	London, Western District Office
WA/Wtg Asst	Writing Assistant
WC	London, Western Central District Office