

THE BRITISH POSTAL MUSEUM & ARCHIVE

Our history through the post

The Royal Mail Archive

The material in the Archive mostly originates from within the organisation referred to in this leaflet as The Post Office (the name in common usage for Royal Mail and its predecessor bodies). In addition, some material has been deposited by outside agencies and individuals and some has been purchased. Material relates to the operation, policy, development and social impact of The Post Office.

Held at

Unless otherwise stated material is held at The British Postal Museum and Archive.

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Monday-Wednesday, Friday	10am-5pm
Thursday	10am-7pm
Saturday	See website for selected dates



1934 Air Mail pillar box (POST 118/1)

Scope and content

The archives cover the period from 1636 to the present day; there is an active acquisitions policy in place and new material is added to the archive collections on a frequent basis.

In addition to the provision of postal services, The Post Office's responsibilities have included the provision of telecommunications between 1868 and 1981, broadcasting until 1961 and selected banking and financial services. The main category of records is the product of The Post Office's central headquarters filing systems through the years.

This includes indexes, file summaries and working files that have been retained. The other classes consist of reports, publications, printed media, correspondence and other bound volumes.

Arrangement

At the beginning of the twentieth century, a classification system was set up; records were divided into classes by both subject and function or department. Within this overall classification system, individual series of records were given a title and a unique POST class number. This number is used to request material to be viewed in the Search Room.

Most of our POST class catalogues are now available online and can be browsed at <http://catalogue.postalheritage.org.uk>. Hard copy catalogues are also available in the Search Room at Freeling House, where the collections are housed.

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The POST classes are broadly categorised as follows:

Record Type	POST Class
Financial Records	POST 1-9, 103
Inland Mails and Services	POST 10-28, 56, 75 and 112
Headquarters Files	POST 29-42, 102, 121-122
Overseas Mail	POST 43-51
Staff	POST 57-68, 115
Administration and Headquarters	POST 69-74, 77-80, 91, 93, 113-114, 117, 120
Publicity	POST 92, 107-112, 118
Broadcasting, Engineering and Telecommunications	POST 76, 81-90, 104, 116, 119
Private Collections	POST 94-101, 105-106
Philately	POST 52-55, 141-143, 145-146, 150

Related material

Records relating solely to the Telecommunications division of the Post Office, the Post Office telegraph and telephone service or preceding private telephone and telegraph companies are held at BT Group Archives (based in Holborn). Films created by the GPO (General Post Office) Film Unit are held at the British Film Institute and the Imperial War Museum. Records of Girobank following its sale by The Post Office are held by the Alliance & Leicester Group Archives. Some records are also held at The National Archives, including: records of the Ministry of Posts and Telecommunications, records of the Inland Revenue relating to postage stamps, records relating to television and radio broadcasting and some records relating to the GPO Film Unit.



Postman at South Stack (POST 118/40)

Access conditions

Material in the Royal Mail Archive collections is classed as public record material; this is indicated on the online and hardcopy catalogues. The material is subject to a thirty year closure period unless requested under the authority of the *Freedom of Information Act (2000)*. In some cases, where original material is considered fragile, surrogate material must be consulted in preference.

How to proceed with your research

Please visit our Search Room, where trained staff are available to assist visitors. No appointment is necessary, but proof of identity is required. It is a good idea to contact us prior to your visit so that we can help to direct your research. For details of how to find us please look on our website:

<http://www.postalheritage.org.uk>

We offer a selection of reprographic services, including scanning and photocopying (both black and white and colour copies). Users can utilise cameras and other hand-held media to make their own copies, in accordance with our photographic policy.

If you are unable to visit the Archive in person, then we offer a paid family history research service, please contact us for more information.

Please find attached a current listing of our POST classes:

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 1: Treasury Correspondence.	1686-1977	Records relating to the supervision of the General Post Office's (GPO) financial business, including correspondence relating to authorisation of expenditure, development of services and applications for pensions.	1185 volumes; 2 files	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.
POST 2: Receiver General's Cash Books.	1677-1809	The Receiver General's monthly record of all money received and expended on a monthly or quarterly basis by the Post Office. It includes details of payments received from Postmasters and Letter Receivers, as well as outgoing payments for accommodation, equipment, contractors and tradesmen, pensions and salaries of Post Office personnel.	104 volumes	
POST 3: Accountant General's Annual Accounts.	1678-1938	Annual accounts of the income and expenditure of the GPO and the general accounts of individual Postmasters and Agents, including details of payments received from inland and overseas postage, stamp revenue, old debts and packet ship revenue. Also contains details of outgoing payments for packet boat hire, pensions and salaries for Postmasters, London Letter Carriers, Mail Guards and Packet Agents.	33 volumes	Some items in this class are available on microfilm in the Search Room.
POST 4: Accounts of Packet Ship Services and British Overseas Posts.	1773-1857	Accounts of British packet services and overseas posts, including records of Agents and Postmasters, packet stations, and packet boats. The accounts cover income, expenditure, salaries, allowances and disbursements.	32 volumes	Some items in this class are available on microfilm in the Search Room.
POST 5: Incident Warrants: Accounts.	1817-1852	Quarterly accounts of salaries and allowances due and payable by incidents to the officers, clerks and tradesmen employed by the GPO. It includes details of payments of pensions, salaries, allowances and packet ship expenses. It also contains information about expenses for inland mail conveyance, tradesmen's bills, legal expenses and rents.	6 volumes	
POST 6: Incident Bills Account.	1766-1854	Quarterly accounts of salaries and allowances due and payable by incidents to the officers, clerks and tradesmen employed by the General, Twopenny and London District Post Offices (the Twopenny Post was replaced by the London District Post in 1844). It includes details of payments to Post Office personnel, items supplied or work done by tradesmen and rents, taxes and rates for office space in London.	34 volumes	Some items in this class are available on microfilm in the Search Room.
POST 7: Property and Income Tax Assessments and Certificates.	1813-1891	Schedules of annual property and income tax assessments made upon the salaries, annuities, and pensions of employees in the GPO in England, Wales, Scotland and Ireland, with signed certificates of affirmation and verification by the GPO Assessors and Commissioners (senior officers in the GPO, notably from the offices of the Secretary and Receiver General).	37 volumes	
POST 8: Auditing of Accounts and Systems of Financial Accounting and Compiling Statistics.	1802-1991	Records of the Public Accounts Audit Commissioners' checks on GPO annual accounts and the Accountant General's checks on accounts received from Agents and Postmasters in the 19th century. Also included are various reports and other papers relating to financial systems, methods of accounting and collecting, collating and presenting business statistics in the Post Office.	142 files and volumes	Subject to 30 year closure.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 9: Post Office Accounts.	1715-1948	Account books and schedules relating to Post Office business. It includes accounts of Postmasters and Post Offices in the UK, salary schedules in London Post Offices, payments to contractors and District Surveyors' incident expense accounts.	175 volumes and 14 files	
POST 10: Records on Conveyance of Mails by Road, Inland Services.	1786-2002	Records relating to mail coaches in particular, also including material on the early use of railways. Some reference to steam packets is also contained in this class.	317 files and 88 volumes	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.
POST 11: Records on Conveyance of Mail by Railways.	1827-1975	Records relating mostly to the railways but including some material concerning conveyance by mail coaches and steam ships. It includes railway time bills, arbitration cases between railway companies and the GPO and contracts for conveyance of mail by railway.	106 volumes and 50 files	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.
POST 12: Contracts and Voyage Records on the Conveyance of Inland Mails by Sea.	1748-1965	Records relating to the conveyance of mails within the UK and Ireland by sea. The majority of records are on the Irish and Scottish packet services, with a few contracts for mail services to the Scilly Isles, Lundy Island and the Isle of Man, and the Channel Islands, placed at the end of the class.	81 files and volumes	
POST 13: Reports, Press Releases and Terms of Agreement on Inland Air Mail Services.	1935-1971	Records relating to the conveyance of mail within the UK and Ireland by air, including reports on use of air transport for inland posts, plans for development of the inland air mail service, press releases on experimental air mail services and terms of agreement between the Post Office and inland air mail carriers.	2 files and 2 volumes	
POST 14: Inland Mails Organisation and Circulation: records.	1757-1982	Records relating to the arrangements for circulation of mails in England, Wales, Scotland and Ireland. It includes letter copy books of the Inland Office and order and notice books of the Inland Office and circulation department. It also includes information relating to the revision of rural posts in the mid nineteenth century and records of the Dead Letter Office.	215 volumes; 193 files	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.
POST 15: Inland Mails Organisation, Letter Books.	1784-1937	Letter copy books relating to administration of the Post Office in Britain and Ireland, including correspondence relating to packet ship services, routes, appointments, contracts and the design, manufacture and sale of postage stamps.	78 volumes	Some items in this class are available on microfilm in the Search Room.
POST 16: Postal Drafts.	1912-1969	Records relating to the postal draft system. Comprising correspondence between the Post Office and government departments, committee minutes, reports, and specimens of postal drafts.	46 files and volumes	
POST 17: Inland Mails: Organisation, Circulation and Sorting.	1797-1998	Records relating to the mail handling cycle, from collection to delivery. The bulk of material relates to sorting and processing operations.	292 volumes and 100 files	Subject to 30 year closure.
POST 18: Travelling Post Offices.	1838-1992	Records relating to the conveyance of mail on the railways. In the latter half of the 19th century railway mail services were known as Travelling Post Offices (TPOs) and sorting tenders. It includes papers on the mail bag exchange apparatus, TPO mail circulation and sorting lists, railway rolling stock lists and diagrams, schedules of TPO services, minutes of the TPO Whitley Sub-Committee and files on TPO staffing during railway strikes and after service alterations.	96 files and 115 volumes	Subject to 30 year closure.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 19: Postal Business Statistics	1839-1990	Statistics relating to Post Office business, including reports showing the number of letters, parcels and newspapers posted and delivered in the UK, on a weekly and annual basis. It also includes comparative summaries of annual returns of work and staff hours.	440 volumes and 41 files	Subject to 30 year closure.
POST 20: Records on Inland Mails Organisation: Post Office (London) Railway	1854-1977	Records relating to the conveyance of mails by Underground pneumatic tube in London. It comprises proposals, committee reports, plans, tenders, contracts, specifications and Manager's annual reports regarding the introduction and operation of the Post Office (London) Railway.	23 files; 25 volumes; 1 box	Subject to 30 year closure.
POST 21: Maps.	1757-1991	Maps produced by and for the Post Office including Surveyor's maps, circulation maps, boundary maps and post code maps. It also contains Ordnance Survey maps which have been annotated to indicate changes to postal routes.	762 maps	Subject to 30 year closure. Catalogue not yet available. Copies of some of these maps are available in black boxes on the Search Room shelves and in facsimile format in large plastic folders. The original maps are produced on special instruction only.
POST 22: Counters Operations and Services	c.1910-2001	The majority of these records relate to the policy on the establishment, closure and up-grading of sub-offices and the review of the scale payment sub-office system.	44 files and 106 volumes	Subject to 30 year closure.
POST 23: Inland Mail Services: Letter Post	1636-1989	Records comprising reports, papers and correspondence relating to the establishment, development and operation of Britain's Inland Letter Post service. It includes material relating to the introduction of the first and second class postal service and information from the Missing Letter Branch, who investigated mail thefts between 1839 and 1859.	87 volumes; 165 files	Subject to 30 year closure.
POST 24: Newspaper Post	1791-1966	Records relating to the transmission of newspapers by post, comprising records relating to the franking privilege of the Clerks of the Road, the transmission of newspapers overseas and the postage rates of Newspaper Post. The majority of the class consists of published lists of newspapers registered at the Post Office for transmission under the Newspaper Post (POST 24/21 - 24/72).	58 volumes; 21 files	
POST 25: Inland Mail Services: Parcel Post	1824-1985	Administrative records relating to the introduction, implementation, policy and operation of the inland parcel post service. Some items relate to the introduction of both the inland and overseas parcel post.	20 files and 74 volumes	Subject to 30 year closure.
POST 26: Inland Mail Services: Registration	1807-1976	Records relating to the introduction and implementation of the registration service, the compulsory registration scheme and compensation for the loss and damage to registered mail.	21 files and volumes	Subject to 30 year closure.
POST 27: Inland Mail Services: Money Orders and Postal Orders	1838-1957	Records consisting of accounts, reports, letter copy books, minutes and correspondence on the establishment, operation and development of the money order and postal order services. The series also contains records on the prevention of fraud, the use of postal orders as currency in wartime, and information on agreements with other Empire or Commonwealth countries for the sale of British postal or money orders in their territories.	57 volumes; 121 files	

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 28: Ancillary Services	1888-1989	Material relating to Post Office services supplementary to the core activity of the business. It consists of reports, minutes, correspondence and memoranda relating to the introduction, operation and development of individual Post Office ancillary services, their profit and expenditure, recommended improvements and alterations, and information sheets and guides to the services. Contains some items originally in POST 22.	51 files and 24 volumes	Subject to 30 year closure.
POST 29: Packet Minutes: Documents	1811-1920	Records comprising minutes to the Postmaster General from the Secretary to the Post Office, on the packet boat and overseas mail services. It began in 1811, at which date those subjects were transferred from the Postmaster General's Minute series (POST 30 and 35).	2760 files	Some items in this class are available on microfilm in the Search Room.
POST 30: Registered Files, Minuted Papers (England and Wales)	1792 - 1952	Records comprising 'minuted' papers between the Postmaster General and the Secretary to the Post Office relating to Post Office services in England and Wales. It also includes references to Irish and Scottish services until 1840.	4798 files	Some items in this class are available on microfilm in the Search Room.
POST 31: Registered Files, Minuted Papers (Ireland)	1841-1960	Records comprising 'minuted' papers between the Postmaster General and the Secretaries to the English and Irish Post Offices relating to all aspects of Ireland's postal service.	169 files	
POST 32: Registered Files, Minuted Papers (Scotland)	1869-1966	Records comprising 'minuted' papers between the Postmaster General and the Secretary to the Post Office in Scotland relating to Post Office services in Scotland.	584 files	
POST 33: Registered Files, Minuted Papers (General)	1921-1960	Records comprising 'minuted' papers from the Post Office general filing system relating to all aspects of the English, Welsh, Scottish and Northern Irish Postal administrations.	9015 files	Some items in this class are available on microfilm in the Search Room.
POST 34: Secretary's Minutes to the Postmaster General: Packet Minutes: Volumes	1811-1920	Records comprising minutes to the Postmaster General from the Secretary to the Post Office, on the Packet Boat and overseas mails services. Surviving files are in POST 29.	228 volumes	Some items in this class are available on microfilm in the Search Room.
POST 35: Minutes between the Secretary and Postmaster General: Volumes	1792 - 1969	Records consisting 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 in England, Scotland and Wales. There are also separate bound indices to the minutes arranged by different subjects. Surviving files are in POST 30.	1721 volumes	Some items in this class are available on microfilm in the Search Room.
POST 36: Irish Minutes: Volumes	1831-1920	Records consisting of volumes containing a précis of, or reference to, every minute submitted by the Post Office Secretaries, of England and Ireland, to the Postmaster General in London, in relation to all aspects of postal operations and administration within the Irish postal service. Surviving files are in POST 31.	216 volumes	Some items in this class are available on microfilm in the Search Room.
POST 37: Scottish Minutes: Volumes	1842-1937	Records consisting of volumes containing a précis of, or reference to, every minute submitted to the Postmaster General from the Secretary to the Post Office in Scotland, relating to all aspects of Post Office administration. Separate bound indices to the minutes begin in 1846. Surviving files are in POST 32.	187 volumes	Some items in this class are available on microfilm in the Search Room.

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POST 38: Secretary's general minutes to the Postmaster General: Volumes	1921-1973	Records consisting of volumes containing the title of minutes submitted to the Postmaster General relating to Post Office administration. There are also separate bound indices to the minutes. This general minute series was introduced in 1921, replacing the formerly separate England and Wales, Ireland, Scotland, and Packet series of minutes. Surviving files are in POST 33.	384 volumes	Some items in this class are available on microfilm in the Search Room.
POST 39: Packet Reports: Documents	1807-1837	Records comprising reports to the Postmaster General from the Secretary to the Post Office, on the packet boat service and overseas mail arrangements. These are the surviving reports from those listed in POST 41.	62 files	Some items in this class are available on microfilm in the Search Room.
POST 40: Postmaster General's Reports: Documents	1791-1841	Records comprising reports on Post Office organisation in England, Wales and Scotland; as well as those on the packet boat service and overseas postal arrangements up to 1807, when a separate Packet Report series (POST 39 and POST 41) was introduced. Also included are reports made by Francis Freeling in his position as 'Resident Surveyor' and later as Secretary.	655 files	Some items in this class are available on microfilm in the Search Room.
POST 41: Packet Reports: Volumes	1807-1837	Records comprising reports to the Postmaster General, from the Secretary to the Post Office, on the packet boat service and overseas mail arrangements.	6 volumes	Some items in this class are available on microfilm in the Search Room.
POST 42: Postmaster General's Reports	1790-1841	Records comprising reports on Post Office organisation in England, Wales and Scotland; as well as those on the packet boat service and overseas postal arrangements up to 1807, when a separate Packet Report series (POST 39 and POST 41) was introduced. Also included are reports made by Francis Freeling in his position as 'Resident Surveyor' and later as Secretary.	152 volumes	Some items in this class are available on microfilm in the Search Room.
POST 43: Overseas Mails: Organisation and Services: Packet Boats and Shipping	1683-1949	These records cover the organisation and services of packet boats and shipping.	211 files	Some items in this class are available on microfilm in the Search Room. An old Post Office Archives catalogue is available in the Search Room.
POST 44: Overseas Mail Organisation: Records on Colonial Post Offices	1763-1951	This class relates to the establishment and operation of colonial Post Offices in British North America [Canada], Australia and New Zealand. Records mostly consist of daily lists of ships' arrival and departure times.	40 files and 28 volumes	Some items in this class are available on microfilm in the Search Room.
POST 45: Records on British Postal Agencies	1865-c.1910	Records relating to the organisation of British overseas agency services to conduct local Post Office affairs on behalf of the Postmaster General.	3 files and 2 volumes	
POST 46: Overseas Mails Organisation: Conventions and Articles of Agreement	1698-1913	Records comprising copies (mainly published and submitted to the House of Commons) of conventions and articles of agreement made between the Government and/or The Post Office and overseas governments and/or postal administrations, for the exchange of mails and the regulation of these services. The conventions lay down the offices of exchange, despatch and delivery times, weight and dimension limits and postage rates.	65 volumes	
POST 47: Army Postal History	1888-1975	Miscellaneous correspondence and reports dealing with the recruitment, establishment, training, mobilisation, pay and allowances of Post Office personnel serving at home and abroad.	736 files	

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 48: Overseas Mails letter books	1839-1920	Records consisting of copies of correspondence between various packet office 'agents', Foreign Postal Administrations and the Secretary to the Post Office.	338 volumes	Some items in this class are available on microfilm in the Search Room. An old and incomplete Post Office Archives catalogue is available in the Search Room.
POST 49: Records on the International Parcel Post Service	1856-c.1985	Records comprising memoranda, letters and reports on the establishment and operation of the Foreign and Colonial Parcel Post and agreements between the Post Office and foreign postal authorities and shipping companies.	55 files and volumes	Subject to 30 year closure.
POST 50: Overseas Mail Services: Records on Air Mail	1919-1987	Records relating to the transmission of mail by air, including records relating to arrangements with other countries' postal organisations and air companies, the development of the Empire Air Mail Scheme and the airgraph, air mail provision during the First and Second World Wars, and notes on the development of the services.	14 volumes, 16 files and 1 box	Subject to 30 year closure.
POST 51: Overseas mails contracts	1722-1936	Records comprising contracts of agreement between the Postmaster General and individual persons and shipping companies, for the conveyance of mail overseas by packet boat.	118 files; 7 volumes	Some items in this class are available on microfilm in the Search Room.
POST 52: Stamp Depot	1865-1992	Files relating to the manufacture and distribution of postage stamps and related items, including contracts for the production and supply of Post Office stamps, savings certificates, seals, labels, postal orders, stationery, business forms and plate and die records.	1379 files	Subject to 30 year closure.
POST 53: Inland and Overseas Postage Rates	1735-1982	Records consisting of reports and correspondence relating to alterations of postage rates and franking privileges. Also includes postage rate tables based on individual post towns both inland and overseas.	39 volumes, 15 files and 1 sheet	Subject to 30 year closure.
POST 54: Postage Stamps: Records	1840-1990	Records including minutes and statistics relating to the design, selection of designs and production of postage stamps, matters concerning responsibility for production costs, the use of stamps as remittance, the introduction of King George V postage stamps and questions regarding postage stamps put to the Postmaster General through Parliament.	39 files and 20 volumes	Subject to 30 year closure.
POST 55: Handstruck Date Stamps: Proof Books	1823-1995	Records consisting primarily of 'proof books', bound volumes and files containing specimen impressions of new date, machine cancellation or other hand-struck stamps (both steel and rubber) for postal use, authorisations and instructions for use, hand stamp destruction records and historical summaries on machine cancellations.	426 files and volumes	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.
POST 56: War and Civil Emergencies	1859-1969	Records comprising material on how the Post Office operated during wartime and civil emergencies. The greater part of the collection relates to the vital task of maintaining communications, including handling prisoners-of-war mail, censorship and civil defence arrangements during the First World War (1914 - 1918) and the Second World War (1939 - 1945). Among the early papers are documents relating to the South African War of 1899 - 1902 and some nineteenth century notices and field manuals of the Post Office Rifles Association.	131 volumes; 103 files	

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 57: Staff Recruitment	1861-1988	Records containing material on the recruitment of Post Office staff. It covers methods of recruitment, the examinations involved, the various types of posts, the different methods of admission, and the problems encountered regarding recruitment, such as shortage of labour and the employment of disabled persons.	52 files and volumes	Subject to 30 year closure.
POST 58: Staff nomination and appointment	1737-1972	Records relating to the nomination and appointment of staff, both Established and non-Established. It consists mainly of volumes, in which vacancies, nominations, and appointments were recorded. It also contains records relating to bonds paid, and papers relating to the appointment of specific individuals.	18 files and 257 volumes	Some items in this class are available on microfilm in the Search Room.
POST 59: Staff: Establishment Books	1691-1983	Printed volumes giving appointments and staff establishments. Early records cover HQ offices in London, Edinburgh and Dublin, along with packet captains, colonial agents and some Postmasters. Later material covers all senior clerical staff in HQ buildings in London, Edinburgh and Dublin, including Telegraph and Telephone departments along with Postmasters inland and overseas, Agents and salaried Sub-Postmasters.	525 volumes; 7 files	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.
POST 60: Pay, allowances and conditions of service	1792-1989	Records in this class include those relating to allowance claims, industrial tribunals, wage claims and good conduct schemes. Conditions of service includes papers on Sunday labour, promotion, exemption from jury service, hours of working, annual leave, and grade restructuring.	188 volumes; 156 files	Subject to 30 year closure
POST 61: Uniforms and Discipline	1765-c.1995	Records including reports on the manufacture and distribution of uniform, papers relating to the Committee of the Joint Working Party on Uniform and Protective Clothing, registers detailing patterns produced and volumes containing decisions made by the Postmaster General which set precedents for the issue of uniform. Also includes correspondence relating to the running of the Stores Department, photographic records of uniform garments with pattern numbers, guides to disciplinary procedures, papers relating to disciplinary cases and correspondence and memoranda relating to other aspects of discipline within the Post Office.	73 volumes; 117 files	Subject to 30 year closure.
POST 62: Staff Welfare	1855-1999	Records on all aspects of The Post Office's welfare policy and its implementation. It mainly consists of reports, correspondence and newsletters relating to Health and Safety, refreshment facilities, Post Office Benevolent Societies, staff awards and recreational clubs.	124 files and 32 volumes	Subject to 30 year closure.
POST 63: Staff Training	1869-1990	Records consisting of reports, memoranda and correspondence outlining training activities in The Post Office and considering the training needs of Post Office staff.	12 files and 80 volumes	Subject to 30 year closure.
POST 64: Staff: Medical Provision and Sick Leave	1892-1985	Records relating to the provision of medical care for staff through the appointment of medical officers, the monitoring of sick leave and the establishment of the Post Office Ambulance Corps.	28 files and 79 volumes	Subject to 30 year closure.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 65: Staff Associations	1866-1995	Records on the formation and running of staff associations, including unions and Whitley Council committee minutes and records relating to industrial action.	105 volumes; 202 files	Subject to 30 year closure.
POST 66: Staff Pensions and Superannuation	1713-1992	Records relating to arrangements for the payment of pensions, the establishment of the Superannuation Fund in 1821 and the development of the types of pensions payable to include both contributory and non-contributory pensions.	16 files and 44 volumes	Subject to 30 year closure.
POST 67: Letters Patent	1715-1964	Records consisting of Royal Letters Patent to Postmasters General and Receiver Generals giving the sovereign's written authority to perform their duties. The series also contains a letters patent for the office of Court Post. The patents give: name of appointee, dates of appointment and salary and duties. All have their seals missing but the original seal attached.	50 files	For preservation purposes, access may be restricted at the discretion of BPMA staff; items may only be handled by BPMA staff.
POST 68: Rules and Instructions	1729-2003	Records including rule books, instructions and circulars issued to Post Office staff to guide them in the performance of their duties.	Not Known	Subject to 30 year closure. An old and incomplete Post Office Archives catalogue is available in the Search Room.
POST 69: Royal Mail Holdings plc Board and its predecessors	1934-1994	Records comprising papers and copy minutes of the Post Office Board (1934-c 1992), the Post Office Management Board (1970-1979), and the Posts and Girobank Board (1980-1981). The signed minutes of the main Post Office Board are included 1969-1972.	95 volumes; 1634 files	Subject to 30 year closure.
POST 70: Advisory Councils	1921-1994	Records comprising reports, minutes, papers, leaflets and newsletters produced by Post Office Advisory Councils. These were external bodies set up to liaise with users of the Post Office, to monitor and review the performance and activities of the business and advise the Post Office on matters of mutual concern to the customer and the business.	110 volumes; 2 files	Subject to 30 year closure.
POST 71: Parliamentary Papers	1806-1971	Parliamentary papers and reports of Government Commissions of enquiry relating to the Post Office.	265 volumes	Catalogue not yet available. Some items in this class are available on microfilm in the Search Room.
POST 72: Headquarters Administration and Policy	1786-1972	Records relating to the operation and administration of Post Office Headquarters including Secretary's Office order books and reports on the Headquarters function and records on corporate policy and administration.	Not Known	An old and incomplete Post Office Archives catalogue is available in the Search Room.
POST 73: Regional Administration and Operations	1860-1959	Records consisting of reports relating to development of the regions within the Post Office including the Bridgeman, Gardiner and Lumley reports. It also contains annual reports and other papers relevant to individual region, minutes and papers from cross-regional conferences such as Regional Directors meetings.	158 volumes	Catalogue not yet available.
POST 74: Solicitor's Department	1685-1938	Records comprising a wide variety of legal documents. The bulk of the material is made up of property leases and agreements which were entered into to establish and maintain Post Office Services, many with plans attached. Also included are Prosecution Briefs which have been selected from a large accumulation on the basis of historical and/or general interest; these are listed topographically, ledgers and letter books are listed chronologically.	601 volumes and files	An old and incomplete Post Office Archives catalogue is available in the Search Room. Some items in this class are available on microfilm in the Search Room.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 75: Savings Bank, Insurance and Investment Services	1828-1975	Records comprising reports and papers on the establishment and operation of and facilities and services provided by The Post Office Savings Bank. This series comprises those records that did not form part of the National Savings Department holdings in 1969.	124 volumes; 11 files	Subject to 30 year closure.
POST 76: Engineering	1882-1984	Records including reports, correspondence, staff manuals and historical summaries on the organisation, policy, development and operation of The Post Office Engineering Department and its successors.	178 files and volumes	Subject to 30 year closure.
POST 77: Factories Department: Volumes	1900-1967	Records consisting of reports, memoranda, accounts and some photographs relating to the organisation, structure, functions and operations of Post Office factories and the Factories Department.	16 volumes	
POST 78: Supplies Department	1874-1985	Records comprising correspondence, committee reports and other reports, statistics, staff manuals and training information for new staff, relating to the organisation, development and operation of the Post Office Supplies Department. It also includes a collection of material on posting boxes, including information relating to the design, installation, painting and indicator and notice plates for pillar boxes.	62 volumes; 286 files	Subject to 30 year closure.
POST 79: Contracts Department and contracting functions	1932-1999	Records consisting of annual reports, correspondence and other papers relating to the organisation, staffing, functions, policy and review of procedure of the Contracts Department and of contracting functions.	16 volumes	Subject to 30 year closure.
POST 80: Agency Services	1874-1937	Records comprising material relating to the introduction and operation of agency services provided by The Post Office. It covers: the payment of Old Age Pensions at Post Offices, the sale of Health Insurance and Unemployment Insurance stamps, the flotation of the 'War Loan' in 1915, to help finance the war and the payment of money due to public corporations through the Post Office.	2 files and 4 volumes	
POST 81: Telegraphs, Private Companies	1845-1905	These records encompass the surviving records of a number of early domestic and international telegraph companies which pioneered the development and growth of the public telegraph network.	119 files	Held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room.
POST 82: Telegraphs, Post Office (Inland)	1837-1939	Records consisting of a collection of arbitration cases between the Postmaster General and private telegraph companies; memoranda by heads of Post Office departments and their correspondence, records of the Central Telegraph Office, lighthouses and lightvessels, circuits and codes, mobile facilities for telegraphs at race meetings and special events; Letters Patent taken out by inventors and specifications of inventions.	304 files	Held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room. Some items in this class are available on microfilm in the Search Room.
POST 83: Telegraphs, Post Office (Overseas)	1849-1934	Records comprising licences, concessions, agreements, treaties, correspondence and memoranda between foreign governments negotiating landing rights, maintenance and operation of submarine cable telegraphs and ocean survey reports as well as other reports by officers in the General Post Office and committee reports.	104 files	Held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 84: Telephones, Private Companies	1879-1915	Records comprising the papers of private telephone companies which were taken over by the Post Office in 1912. It consists of items relating to individual companies, National Telephone Company rules and instructions, staff related records, agreements, judicial proceedings, valuation of assets and a collection of early telephone directories.	106 files	Held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room.
POST 85: Telephones, Municipal	1894-1938	Records comprising a collection of reports on municipal telephone systems, public enquiries into applications by local authorities to borrow money for establishing services and copies of the Postmaster General's licences and agreements.	18 files	Held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room.
POST 86: Telephones (Inland)	1874-1938	Records comprising items on telephone rates and charges, forms of licence issued by the Postmaster General, reports, memoranda and papers relating to matters of telephone policy, items of general interest and a collection of select committee and departmental reports.	76 files	Held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room.
POST 87: Telephones, Overseas	1877-1938	Records consisting of a few specimen agreements between Britain and other countries for the establishment of an overseas telephone service and a collection of reports on various overseas telephone systems.	12 files	Held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room.
POST 88: Wireless Telegraphy and Telephony	1886 - 1945	Records consisting of a collection of reports on trials and demonstrations of various systems, applications and agreements for the establishment of stations, permits to conduct experiments, departmental and Parliamentary reports and miscellaneous correspondence on the subject, including references to the establishment of an Imperial Wireless Chain. Significant items in this series include a collection of original letters to Sir William Preece, the Post Office Engineer-in-Chief and electrician, from Guglielmo Marconi dating from the latter's arrival in the United Kingdom, which describe a number of experiments in wireless telegraphy.	52 files	Held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room.
POST 89: Broadcasting	c.1920s-c.1960s	Records relating to television and radio broadcasting, including the Sykes, Crawford and Ullswater Committee reports and correspondence between the Post Office and the BBC.	18 volumes; 7 boxes; 3 files	Catalogue not yet available.
POST 90: Engineering General	Not Known	Records relating to the Post Office Engineering department.	Not Known	Subject to 30 year closure. Held at BT Group Archives. Catalogue not yet available.
POST 91: Buildings, Furniture and Fittings	c.1790-1910	Records relating to Post Office buildings; including records relating to the move of Post Office Headquarters from Lombard Street to a new site bordering St Martin's-le-Grand and Foster Lane in 1829. Also included are miscellaneous items relating to Post Office buildings, including sample returns of property owned or rented by the Post Office Department.	18 volumes, files and plans	An old and incomplete Post Office Archives catalogue is available in the Search Room.
POST 92: Post Office Publications	1854-present	Records consisting of serialised publications produced by the Post Office with the purpose of disseminating news throughout the organisation and beyond it to the general public. Publications cover the provision of postal services throughout the country, and staff newsletters from across the organisation.	Not Known.	Subject to 30 year closure. Catalogue not yet available. Some items in this class are available on microfilm in the Search Room.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 93: Forms	Not Known	Assorted forms relating to letter transfer at all stages, from collection to delivery.	Not Known	Subject to 30 year closure. Catalogue not yet available.
POST 94: Private Office Papers: Colonel Roger Whitley, Deputy Postmaster General	1672 - 1677	Peover papers written by Colonel Roger Whitley, Deputy Postmaster General 1672 - 1677, under Lord Arlington. The private papers were written only for the Postmasters and contain no related documents or incoming correspondence. They include account books relating to final years of farming postal revenue, which show, among other things, Whitley's annual payments for rent in farm of the Post Office. Letter books relating to England, Ireland and further abroad, show examples of abuses of the posts at home and abroad as well as other occurrences such as the provisioning of post horses and the quartering of soldiers of postmasters. Also included is correspondence relating to the history of the collection.	24 volumes and 2 files	Some items in this class are available on microfilm in the Search Room.
POST 95: Private Office Papers: Sir Thomas Frankland	1694 - 1697	Private papers of Thomas Frankland, Joint Postmaster General with Sir Robert Cotton for the period 1691-1708 and with Sir John Evelyn for the period 1708-1715. The volume contains various letters and petitions regarding packet services, including foreign packets and freight of goods.	1 volume	
POST 96: Private Office Papers: John Palmer	1782 - 1813	Private papers of John Palmer, Surveyor and Comptroller General of Mails 1786 - 1792. The papers include a collection of pamphlets, reports concerning a dispute with his deputy and claims for percentage of revenue; also included are Surveyor's and Deputy Surveyor's minutes for matters of the day and letters, reports and memoranda on foreign posts, packet boat services, postal reforms, mail coach services, staff, establishments, revenue, accounts and various city freedoms awarded to John Palmer. Some of the sources are indexed.	505 folios; 17 volumes; 30 files	Some items in this class are available on microfilm in the Search Room.
POST 97: Private Office Papers: Lord Walsingham, Joint Postmaster General	1787 - 1792	Private Papers of Lord Walsingham, Joint Postmaster General 1787-1794. The volumes contain copies and some original documents of Lord Walsingham. Subjects covered include: the working of the Post Office, especially with regard to postal and packet services in British North America and the West Indies, mail coach affairs, accounts of costs and revenue, salaries and wages and establishments and returns.	16 volumes	Some items in this class are available on microfilm in the Search Room.
POST 98: Private Office Papers: Sir Francis Freeling, Secretary	1793-1829	Private papers of Sir Francis Freeling, Secretary of the Post Office 1797-1836. Papers include financial records, personal correspondence, a personal memoir, records relating to plans to increase postage rates and records relating to an action for libel brought against the Editor of The Times.	9 files and 3 volumes	
POST 99: Private Office Papers: Marquess of Salisbury	1820-1823	Records comprising correspondence between the Postmaster General (the Marquess of Salisbury) and Francis Freeling, Secretary of The Post Office, and mostly unnamed individuals. Subjects covered include staff appointments, the establishment and implementation of new Post Office services, letter traffic, the operation of services and instructions to staff.	4 volumes	

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 100: Private Office Papers: Rowland Hill	1836 - 1879	Records comprising the private office papers of Rowland Hill, including Rowland Hill's Post Office Journals, extracts from the volumes of Secretary's minutes to the Postmaster General and some original documentation relating to those minutes, volumes of Rowland Hill's minutes to the Postmaster General, correspondence and general material relating particularly to postal reform and including a copy of all volumes of 'History of Penny Postage' by Sir Rowland Hill, KCB (published by William Clowes & Sons)	40 volumes; 239 files	Some items in this class are available on microfilm in the Search Room.
POST 101: Private Office Papers: Sir John Tilley	1853-1880	Bound volumes of Tilley's private letters and correspondence with the Postmaster General, the Treasury and various Post Office officials and members of the public during the period of time in which he was Assistant Secretary and then later Secretary to the Post Office. Correspondence covers a variety of subjects including revisions within the Post Office, inland and overseas mail arrangements, Sunday labour disputes, wage disputes, opening of the Post Office Savings Bank and telegraph business. There is also some correspondence relating to Tilley's knighthood.	25 files	
POST 102: Registered Files: DF Series	1936 - 1967	Records comprising Post Office Headquarters files which, as a time saving wartime measure, were recorded under a Decimal Filing system, instead of the previously used 'Minuted' system. Like the minuted series, the files cover a diverse range of subjects and registry staff continued to add files to the series after it had nominally been closed in 1949: consequently, records date up to 1967. Subjects covered in the papers include inland and overseas telecommunications during and after wartime, the issue of stamps, and Post Office administrative records, such as those covering the introduction of the Decimal Filing system.	50 files	
POST 103: Receiver General's Entry Books	1694-1854	Records consisting of Entry Books of correspondence which contain authorities for acceptance and payment of monies by probate of will, letters of administration, powers of attorney, bankruptcy, appointment of assignees, incidental payments, packet boat expenses and warrants for payments of annuities.	16 volumes	Some items in this class are available on microfilm in the Search Room.
POST 104: Telegrams: Forms and Delivery	1867-1992	Records relating to the Telemesssage Service and the Overseas Radio and Telecommunications Branch. It contains Greetings Telegrams, Forces Telegrams, general telegrams and various press cuttings. It also contains records relating to the opening of the Dundee Office in 1850 and the 'set-up' of the Telegraph Service.	8 volumes and 21 files	Subject to 30 year closure.
POST 105: Private Office Papers: Derek Carter	1954-1993	Privately assembled collection of documents and photographs, including duty instructions and the records of the Union of Communications Workers. The material was collected together out of personal interests and is often duplicated elsewhere in the collections.	143 volumes and files	Subject to 30 year closure. An old and incomplete Post Office Archives catalogue is available in the Search Room.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 106: Private Collections: Sir W H Preece (TCK 89)	1854-1965	Records comprising papers relating to the career of Sir William Henry Preece, Post Office Engineer-in-Chief (1892-1899). The papers cover personal achievements in his career, such as his presidency of the Institution of Electrical Engineers and also his official role, including, for example, letter books from his time as Engineer-in-Chief to the Post Office.	27 volumes and files	Records re-catalogued as TCK 89 and held at BT Group Archives. Catalogue is available online and in hard copy format in the Search Room
POST 107: Notices to the Public and Instructions	1768-1937	Records comprising notices for public display and instructions to Postmasters, detailing rewards for information on mail robberies. Also included are records relating to postage rate changes, introduction and changes to services, cautions for illegal conveyance of letters, alterations to mail routes, packet boat sailings and general irregularities.	4877 notices	Catalogue not yet available. Some items in this class are available on microfilm in the Search Room.
POST 108: Public Relations Department, predecessors and successors	1906-2000	Records comprising publications, reports, minutes and correspondence on the establishment, operation and development of the Public Relations Department and its predecessors and successors. It also contains records on the communication and marketing activity of The Post Office.	196 files and volumes	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.
POST 109: Original Artwork for Posters, Leaflets and Telegrams	1936-1996	Records including artwork commissioned by the Post Office for use in posters, leaflets and greetings telegrams. It includes artwork which was never officially used.	925 items	Catalogue not yet available. Some copies of the material are available to view in black folders on Search Room shelves. Original material is produced on special instruction only.
POST 110: Printed publicity material	1934-present day	Material consisting of posters produced by the Post Office since the creation of its Public Relations Department. Many well-known artists and designers have been commissioned by the Post Office. Subject matter ranges from public information, staff instruction to sales of philatelic items.	Approx. 6000 posters	Catalogue not yet available. Some copies of the material are available to view in black folders on Search Room shelves. A small number of items have been scanned into JPEG format and are available for copying. Original material is produced on special instruction only.
POST 111: Newspaper Cuttings	1684-1999	Records comprising newspaper cuttings taken from a wide variety of sources following the development of the postal and telecommunications services from the postal declaration of 1685 and early accounts of the collection of mail from coffee houses in the eighteenth century, through to contemporary reports.	52 volumes; 50 files; 6 items	Some items in this class are available on microfilm in the Search Room.
POST 112: Girobank, Girobank Sale and Privatisation	1960-1995	Records relating to Girobank, covering its whole life span from creation until it was sold to the Alliance & Leicester. Records include annual reports, organisational reviews, correspondence with other branches of the Post Office and with external bidders, press releases and clippings, press briefings and minutes of committees representing the Girobank sale or other businesses within Royal Mail.	126 files	Subject to 30 year closure.
POST 113: Data Processing	c.1970s-c.1990s	No description yet available.	11 boxes; 2 volumes; 1 file; 1 memorandum	Subject to 30 year closure. Catalogue not yet available.
POST 114: Post Office Acts and Warrants	1657-1986	Records including Acts of Parliament relating to Post Office business, parliamentary warrants, treasury warrants, details of parliamentary debates, memoranda and related reports.	220 files	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 115: Staff Association and Union Publications	1890-1997	Records consisting of serialised publications produced by, for, or relating to, Post Office staff associations, unions and societies. The publications contain information on all aspects of union and association internal activity and their negotiations with management on wages, recruitment, grading and conditions.	1177 volumes and 16 files	Subject to 30 year closure.
POST 116: International Telecommunications Union	1870-1950	Records created by the International Telecommunications Union.	Not Known	Held at BT Group Archives. Catalogue not yet available.
POST 117: Universal Postal Union	1868-1994	Records created by the Universal Postal Union of specific relevance to the British Post Office, including world congress reports.	330 volumes; 6 files	Subject to 30 year closure.
POST 118: Photograph Library	1934-1975	Records from The Post Office photographic library, including images of transport, uniforms, staff, buildings and equipment.	1069 images	Subject to 30 year closure. A partial catalogue of these collections is available. Copies of some of the items can be found in the black folders on the Search Room shelves, accessible by subject. Copies of these can be obtained by consulting Search Room staff.
POST 119: Engineering research reports (Re-catalogued as TCB 22 and TCC 23)	1898-1981	Records of the Post Office Engineering and Research Department, including reports on scientific experiments and development of technological solutions.	Not Known	Subject to 30 year closure. Held at BT Group Archives. Some material kept here. There is a hard copy catalogue available in the Search Room. Some items in this class are available on microfilm in the Search Room.
POST 120: Post Office and Successors: Investigation Department	1836-1995	Records of the Post Office Investigation Department (POID), consisting of reports, instructions, memoranda, annual reports and research notes.	537 items	Subject to 30 year closure. Exceptionally, some files may be subject to an extended closure date.
POST 121: Registered Files, Minuted and Decentralised Registry Papers (Miscellaneous Papers)	1851-1981	Records comprising Headquarters case files that came to light after the appropriate class catalogues (POST 30, POST 31, POST 32, POST 33, and POST 122) had been completed. It includes files found in the registry repository in the former Headquarters at St Martin's le Grand, which were filed upon completion and then forgotten.	555 files	Subject to 30 year closure.
POST 122: Registered Files: Minuted and Decentralised Registry Papers	c.1896-c.1980	Records comprising 'minuted' papers from former HQ Central registry relating to all manner of Post Office matters. Also included are files registered under a new decentralised registry system (whereby local lists were made of files created by each departmental registry).	More than 12500 files	Subject to 30 year closure. Some items in this class are available on microfilm in the Search Room.
POST 141: The R M Phillips Collection	1837-1990s	Specialised philatelic collection of Victorian stamps of Great Britain including: 1839 Treasury competition entries; artwork, essays and die proofs for issued stamps from the Penny Black to the 'Jubilee' issue; cancellation and ink trials; plating studies of issued stamps; large multiples and stamps used on cover including first day covers of the Penny Black, studies of Mulready postal stationery and caricatures and fiscal and revenue stamps.	45 volumes and 31 volumes of postmarks	Digital images of the pages in this collection are available online. Higher resolution images are available in the Search Room during normal opening hours. Original volumes may only be viewed by prior arrangement with the Curator of Philately.
POST 142: The "Berne" Universal Postal Union Collection	1850-	Stamps issued by all member countries of the Universal Postal Union from 1874 to date with some earlier reprints as supplied, mounted in albums with more modern material unmounted. Earlier stamps are overprinted or perforated SPECIMEN. This includes items of imprinted postal stationery up to 1940 or in places the 1960s.	628 albums	Catalogue not yet available. Original volumes may only be viewed by prior arrangement with the Curator of Philately.

Title and POST Class	Dates	Scope and Content	Extent	Access Conditions
POST 143: British Fiscal & Revenue Stamps (creation to issue)	Not Known	No description yet available.	29 albums and 3 large volumes of registration sheets	Catalogue not yet available. Original volumes may only be viewed by prior arrangement with the Curator of Philately.
POST 145: British postal stationery (without imprinted stamps - creation to issue)	1907-	Imperial (later Commonwealth) and international reply paid coupons.	14 albums; 1 large volume and 2 dies	Catalogue not yet available. Original volumes may only be viewed by prior arrangement with the Curator of Philately.
POST 146: Overseas Territories (under the aegis of the British Post Office)	- 1970	Artwork, metal dies, die proofs, essays, trials and registration sheets of issued stamps (including overprints on GB stamps) for various territories under the authority of the British Post Office. Also similar material prepared for territories under the authority of the Royal Mint or the Inland Revenue (Somerset House). The territories concerned are: Abu Dhabi, Bahrain, Bechuanaland, British Occupation of Italian Colonies, China Treaty Ports, Ireland, Kuwait, Levant, Morocco Agencies & Tangier, Muscat & Oman, Nauru, Oil Rivers, Palestine, Qatar, Trucial States and Zululand.	46 metal dies; plates	Catalogue not yet available. Original volumes may only be viewed by prior arrangement with the Curator of Philately.
POST 150: British postage stamps (including imprinted stationery) - creation to issue	1840-2005	Artwork (adopted and unadopted), dies, essays, trials and die proofs, molettes and plates, plate proofs and registration sheets and issued stamps for all adhesive postage stamp issues and postal stationery, both proposed and issued. This includes all design and production stages from the first ideas to the final product and also trials for paper, ink, phosphor, perforation etc.	Not Known	Catalogue not yet available. Catalogue for the Victorian section is available in the Search Room. Original volumes may only be viewed by prior arrangement with the Curator of Philately.

All information available at time of publication is given.