

A guide to Family History Research



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Introduction

Within The Royal Mail Archive are records of the vast majority of Post Office staff. For the period 1860 to 1959, there should have been an appointment minute for all staff and a record of the pension or gratuity awarded to them or their families when they retired or if they died in service. Please be aware that if somebody left the Post Office before they became eligible to receive a pension, we would not have much information on them. The appointment minutes are essentially a list of names with the dates that they started employment on, therefore confirming that a particular person began their employment with the Post Office on a particular date. The pension or gratuity records though are far more useful in that they not only confirm the date a pension or gratuity was granted, but give a brief summary of individuals' careers, the different positions they had, the different salaries they received and any notable achievements they may have made. These records are therefore the best place to start looking for ancestors.

If all else fails, there are also Minute Books which can be used to search under places, subjects and names. These books are a summary of files that were submitted to the Postmaster General's office and can provide information on appointments or cases involving an individual, such as dismissals or particular events. Other than that, the Post Office magazines also contain lists of retirements and people promoted, and the Establishment Books contain lists by department of all the higher grade staff employed in particular years. This is mainly just clerical staff, although some of the later years have postmasters listed. Postmen, however, will unfortunately not be listed in these at all.

All our records here are divided into series, which are known as POST classes. Each POST class contains records on a particular subject or from a particular Post Office department.

Pension records are kept in POST 1, which are records of correspondence with the Treasury. Appointment indexes are in POST 58, while appointment minutes are kept in POST 35 and 38, which are minutes between the Secretary and the Postmaster General. The documents mainly take the form of typescript, bound volumes in the case of the pension records and hand written, bound volumes in the case of the appointment records. All the documents themselves have a unique finding number, for example, POST 1/203, which would be for a document within POST class 1. These finding numbers are written on the microfilms so that you can find the correct record and will also be needed by the Discovery Room staff when fetching requisitions.

All these records are indexed and this is where you need to start looking. As the indexes are used more frequently, they are available on microfilm and can be viewed on the microfilm readers.

There are hard copy catalogues in the Discovery Room. These contain lists of all the documents we have here, divided into the aforementioned series. For example, the folder marked POST 1 will have a list of all the documents in POST 1, including the pension and gratuity records. Everything that has been microfilmed is on a separate list on top of the microfilm cabinets. This will give an indication as to the drawer particular films are located in.

How to use this guide

This guide is intended for easy reference. You do not need to read all of the guide – instead, choose a section appropriate to your research from the contents and go to that particular section. From there, follow the guidelines appropriate to the period of your research.

The guide will indicate whether the records are available on microfilm or microfiche or whether the original document will have to be viewed. If the latter is the case then they will have to be requested using the requisition slips, as shown on page five. Requisition forms are available on the reading tables. If records are available on microfilm or microfiche, they must be viewed in this format.

Where records are available on microfiche, the guide will indicate the number of the appropriate fiche. Ask at the enquiry desk to view the relevant fiche. Where records are available on microfilm, the guide will give the location of the reel.

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Example of how to complete a requisition form

Use this information to complete section 1 as shown below

POST 1/388

Treasury Letters 1907 Oct-Nov

Requisition

Complete section 2 with your details and submit the form to the enquiry desk.

THE BRITISH
POSTAL
MUSEUM
& ARCHIVE

Audited by: _____
Audit date: _____

ARCHIVES REQUISITION FORM

Please complete sections 1 & 2 only and return to the Duty Manager.
A separate form must be completed for each item required, up to a maximum of six at a time. We will bring the first item to you within 15 minutes. Only one item at a time may be viewed in the Search Room. Once you have finished with the item, please return it to a member of staff.

PLEASE PRINT CLEARLY

1. ITEM

POST class 1 Piece number 388
Title Treasury Letters 1907 Oct-Nov.
Former reference number _____
Microfilm available? (Yes / No)

2. CUSTOMER

Name E. CULVER Reader ticket number U147
Date 29/11/07 Time 12.15pm Signature E. Culver

3. STAFF

Withdrawn by:

Name _____ Date _____
Signature _____ Time _____

Returned by customer to:

Name _____ Date _____
Signature _____ Time _____

Return to repository by:

Name _____ Date _____
Signature _____ Time _____

Cross box if
retrieved before
15 mins

☐

The finding number for this file is POST 1/388.

The POST class is the first number, 1. The number after the forward slash is the piece number, 388.

Please fill in Section 2.

The reader ticket number will be on the user card you are issued with when you visit us.

If the volume is available on microfilm, it must be viewed in this format.

If it is not available on microfilm, you can requisition it.

SP7213

Section 1

Pensions and Gratuities Records

The Pensions and Gratuities records are potentially the best source of information relating to past Post Office employees. They 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 female employees leaving work upon marriage
- a Death Gratuity, paid to the family of employees who died whilst still employed by the Post Office.

Indexes list the pensions and gratuities awarded. The index entries can potentially lead onto correspondence relating to the pension or gratuity which can provide more detailed information about an employee's whole career.

The General Post Office (GPO) was, until 1959, a government department. Prior to 1940, 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.

These records can be found in POST class 1. After 1940, power to award a pension was devolved to the Post Office and consequently it is usually only the indexes to the Treasury Letters that survive after this date. After 1959, administrative changes in the way the Post Office was run meant that pension records were no longer passed to the archives.

Searching for Pensions and Gratuities:

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

- 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?

It is also useful to know if the person was an established/salaried employee. Casual employees would not normally have received a pension but may have been awarded a gratuity.

Step 2: Based on the year you think the gratuity is likely to appear, choose the appropriate group of records for your research, from the list below. Then go to the relevant section.

England and Wales		
<input type="checkbox"/> 1686-1859:	Go to Section 1.1	page 8
<input type="checkbox"/> 1860-1882:	Go to Section 1.2	page 9
<input type="checkbox"/> 1883-1895:	Go to Section 1.3	page 11
<input type="checkbox"/> 1896-1913:	Go to Section 1.4	page 13
<input type="checkbox"/> 1914-1921 August:	Go to Section 1.5	page 15
<input type="checkbox"/> September 1921-1940:	Go to Section 1.6	page 18
<input type="checkbox"/> 1940-1959	Go to Section 1.7	page 19
Scotland and Ireland		
• Scotland	Go to section 1.8	page 22
• Eire and Northern Ireland	Go to section 1.9	page 23

Other Sources:

If you are unable to locate a pension or gratuity entry in the main series of records listed above, please see Section 1.10 of this guide on page 24 below.

Section 1.1: 1686-1859 Pensions and Gratuities records

1. Check pages 3-40 in the POST 1 catalogue to search for the relevant years. When you find the relevant year, take a note of the finding number on the left hand side. Please see page 22.
2. Complete a requisition slip as shown on page five, using this finding number, to request an original document or consult microfilms if available.
3. Each book will have an index at the front. Search through the index until you find the person's name.
4. Alongside the name should be a page number. Go to that page to find the actual letter to the Treasury. If there is no name in the index, we will not have a record of the person.

Mostly, people only received a pension by nomination at this stage in history. It was not guaranteed to them.

Following the Superannuation Act 1859, all grades received a pension, if eligible.

Section 1.2: 1860-1882 Pensions and Gratuities records

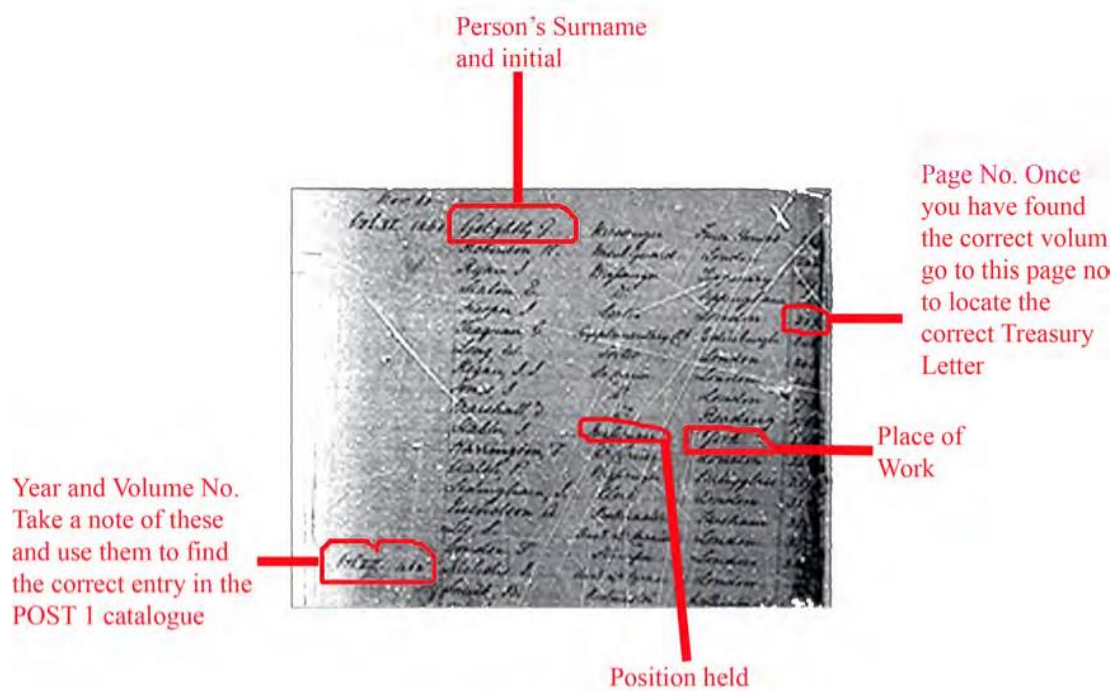
1. Request the microfiche sheets from the enquiry desk. Indexes of pensioned staff have been copied from the relevant volume making it possible for you to look through the listing of names by year.

Please refer to the guidance notes held with the Fiche.

Date	Finding No.	Document Title	Fiche No.
1860-1869 (part)	POST 1/175	Index to Treasury Letters	1
1869 (part)-1875 (Jun.)	POST 1/175	Index to Treasury Letters	2
1875 (Jun.)-1880 (May)	POST 1/175	Index to Treasury Letters	3
1880 (Jun.)-1882 (Aug.)	POST 1/175	Index to Treasury Letters	4
1882 (Aug.-Dec.)	POST 1/175	Index to Treasury Letters	3

2. Note down the year and volume number given in the left hand column and the page number given in the right hand column in any relevant entry you find. Please see page 10 below.
3. Use the year and volume number to find the appropriate volume in pages 40-62 of the POST 1 catalogue (POST 1/106 - POST 1/174). Take a note of the finding number given for this volume. Please see page 22.
5. Complete a requisition slip as shown on page five, using this finding number, to request an original document or consult microfilms if available.
6. Use the page number to locate the required page once you have the correct volume.

Example of page from Index of Pensions and Gratuities for the years 1860- 1882



Section 1.3: 1883-1895 Pensions and Gratuities records

1. Consult the Treasury Letter Index volumes. These are available on microfilm and can be found in Cabinet 1, Drawer 4.

Finding No.	Date	Title	Reel No.
POST 1/207	1883-1887	Index to Treasury Letters	51
POST 1/244	1888-1893	Index to Treasury letters	52
POST 1/293	1894-1899	Index to Treasury letters	52

2. Search through the Pensions section to find the person's entry giving their name, the year of the award along with a volume and page number.
3. Note down the year and volume number given in the left hand column and the page number given in the right hand column in any relevant entry you find. Please see page 12 below.
4. Use the date and volume number given in the index to identify the relevant volume in pages 62-86 of the POST 1 catalogue (POST 1/176 – POST 1/256). Take a note of the finding number given for this volume. See page 22 below.
5. Complete a requisition slip as shown on page five, using this finding number, to request an original document or consult microfilms if available.
6. Go to the page number given in the index entry to locate the relevant Treasury Letter.

Month in Question. Take a note of this and use it to find the correct volume in the POST 1 catalogues.

Year in question

Volume No. This will also be given in the POST 1 catalogue

Persons Surname

Persons First Name

Position

Place of Work

Page No. in POST 1 Volume. Take a note of this and use it to find the required page when you have found the right volume

POST Vol 48	Ans. Welch	John	John Cartman	Richmond	690
	Boage	Jas	Wm. Gurney	Sutton	575
	Almer	Wm	Ann postman	Mallow	656
	Amfield	Chas	James	Sandon	689
	Cutler	Chas			693
	Siman	Mrs	widow of S. Elk. & T. Lett at		753
		Sendenbury	For Penzance	Albion	
	Sendenbury	J. P.	T. Lett	Sutton	758
Vol 49	Ans. Anderson	Jas	Ann Cartman	Leven	29
	Gardner	Sarah	T. Lett	Sandon	52
	Guthridge	Jas	Cartman	Sutton	36
	Griff	Jas		Sandon	39
	Turner	Edw. J.		Brimsley	42
	Williams	Thos	Sally Elk	Spent	45
	Wells	Chas	Ann postman	Annemay	48
	Senden	Ann	J. Cartman	Sandon	108
	Murphy	Edw. J.	T. Lett		112
	Tollack	Jas W.		Glasgow	116
	Rogers	Jas	Ann postman	Wendish	119
	Baldock	Wm	Cartman	Warr	148
	Beet	W. H.	Ann	Glasgow	152
	Chambers	W. J.	S. Elk. & T. Lett	Sutton	155
	Mason	Alma	Sally Welf	Sutton	158
	Hill	John Geo	Chas. Elk	Sutton	162

Section 1.4: 1896-1913 Pensions and Gratuities records

1. These records are double indexed. Search for the name on the first index to check if an award was made and if it was, check the second index to find the volume and the page number of the actual pension record.
2. The first index can be found by looking in the microfilm cabinets for the correct microfilm using the table below.

Finding No.	Title	Surname	Date	Reel	Location
POST 35/996	Index to pensions and gratuities	A – Z	1896 – 1902	53	Cabinet 3, Drawer 1.
POST 35/1306	Index to pensions and gratuities	A – Z	1903 – 1909	53	Cabinet 3, Drawer 1.
POST 35/1603	Index to pensions and gratuities	A – Z	1910 – 1915	54	Cabinet 3, Drawer 2.

3. Search through the index for 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'.
4. This index will tell you whether the person received a Pension, a Death Gratuity or a Marriage Gratuity, and will give their position and place of work. Please see the example at the top of page 17. If no entry can be found, there was no award made.
5. On finding confirmation of an award being made, repeat the process again to find the second index in the microfilm cabinets using the table below. Please note, POST 1/471 is not on microfilm and the original document will have to be requested as demonstrated on page five. If there is no entry in this index then no details of the award would have been kept.

Finding Number	Title	Date	Location
Post 1/293	Index to Treasury Letters	1894-1899	Cabinet 1, Drawer 4
Post 1/342	Index to Treasury Letters	1900-1903	Cabinet 1, Drawer 4
Post 1/391	Index to Treasury Letters	1904-1907	Cabinet 1, Drawer 4
Post 1/440	Index to Treasury Letters	1908-1911	Cabinet 1, Drawer 5
Post 1/471	Index to Treasury Letters	1912-1914	Requisition

6. At the Pension section, search through the surnames listed in the relevant year. When you find the relevant entry, take a note of the year and month the pension was awarded, the volume number and page number given. (See the bottom example on page 17). Please note that during this period, entries for marriage gratuities do not usually lead any further.
7. Use the date and volume number to identify the relevant piece in pages 86-147 of the POST 1 catalogue (POST 1/257 – POST 1/464). When you find the relevant entry, take a note of the finding number on the left hand side. Please see page 22 below.
8. Complete a requisition slip as shown on page five, using this finding number, to request an original document or consult microfilms if available.
9. Go to the page number given in the index entry to locate the relevant Treasury Letter.

Section 1.5: 1914-1921 (August) Pensions and Gratuities records

1. These records are double indexed. Search for the name on the first index to check if an award was made and if it was, check the second index to find the volume and the page number of the actual pension record.
2. To find the person you are looking for, look in the microfilm cabinets for the correct index using the table below.

Finding Number	Title	Surname	Date	Reel	Location
POST 35/1603	Index to pensions and	A – Z	1910 – 1915	54	Cabinet 3, Drawer 3
POST 35/1678	Index to pensions and	A – Z	1916 – 1919	54	Cabinet 3, Drawer 3
POST 38/32	Index to pensions and	A – Z	1920 – 1923	55	Cabinet 3, Drawer 4

3. Search through the index for 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'.
4. This index will tell you whether the person received a Pension, a Death Gratuity or a Marriage Gratuity, and will give their position and place of work. See the top example on page 17. If you can not find an entry in this index, no award would have been made.
5. On finding confirmation of an award being made, repeat the process again to find the second index in the microfilm cabinets using the table below. Each finding number is a different month within each year. Unfortunately, you will have to look through all of these until you find the entry.

Date	Finding Number	Location
1914	POST 1/674-POST 1/679	Cabinet 1, Drawer 7
1915	POST 1/680-POST 1/689	Cabinet 1, Drawer 7
1916	POST 1/690-POST 1/701	Cabinet 1, Drawer 7
1917	POST 1/702-POST 1/713	Cabinet 1, Drawer 7
1918	POST 1/714-POST 1/725	Cabinet 1, Drawer 7
1919	POST 1/726-POST 1/741	Cabinet 1, Drawer 7
1920	POST 1/742-POST 1/753	Cabinet 1, Drawer 7
1921	POST 1/754-POST 1/765	Cabinet 1, Drawer 7

6. Find the name in the same way again and take a note of the page number given on the right hand side. Please see the bottom example on page 17.
7. Scroll through the same microfilm until you reach the page number given in the index.

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.

Person's Surname

Person's First name or initials

Place of Work

Person's Job Title

This shows whether an award, a gratuity or a marriage gratuity was awarded and the amount that was paid.

Total over

Any additional information

No.	Surname	Christian Name	Appointment held	Place	Pension	Gratuity	Marriage Gratuity	Observations
114	Barnes	J. S.	Chaplain, 1st Lt.	W.	10. 0. 0.			
115	Bartlett	E.	Postmaster, 1st Lt.	W.	10. 0. 0.			
116	Bath	Geo.	Master, 1st Lt.	W.	10. 0. 0.			
117	Barnes	Miss R. S.	Teacher	W.	10. 0. 0.			
118	Barnes	E.	Teacher	W.	10. 0. 0.			
119	Barnes	W.	Teacher	W.	10. 0. 0.			
120	Barnes	W.	Teacher	W.	10. 0. 0.			
121	Barnes	W.	Teacher	W.	10. 0. 0.			
122	Barnes	W.	Teacher	W.	10. 0. 0.			
123	Barnes	W.	Teacher	W.	10. 0. 0.			
124	Barnes	W.	Teacher	W.	10. 0. 0.			
125	Barnes	W.	Teacher	W.	10. 0. 0.			
126	Barnes	W.	Teacher	W.	10. 0. 0.			
127	Barnes	W.	Teacher	W.	10. 0. 0.			
128	Barnes	W.	Teacher	W.	10. 0. 0.			
129	Barnes	W.	Teacher	W.	10. 0. 0.			
130	Barnes	W.	Teacher	W.	10. 0. 0.			
131	Barnes	W.	Teacher	W.	10. 0. 0.			
132	Barnes	W.	Teacher	W.	10. 0. 0.			
133	Barnes	W.	Teacher	W.	10. 0. 0.			
134	Barnes	W.	Teacher	W.	10. 0. 0.			
135	Barnes	W.	Teacher	W.	10. 0. 0.			
136	Barnes	W.	Teacher	W.	10. 0. 0.			
137	Barnes	W.	Teacher	W.	10. 0. 0.			
138	Barnes	W.	Teacher	W.	10. 0. 0.			
139	Barnes	W.	Teacher	W.	10. 0. 0.			
140	Barnes	W.	Teacher	W.	10. 0. 0.			
141	Barnes	W.	Teacher	W.	10. 0. 0.			
142	Barnes	W.	Teacher	W.	10. 0. 0.			
143	Barnes	W.	Teacher	W.	10. 0. 0.			
144	Barnes	W.	Teacher	W.	10. 0. 0.			
145	Barnes	W.	Teacher	W.	10. 0. 0.			
146	Barnes	W.	Teacher	W.	10. 0. 0.			
147	Barnes	W.	Teacher	W.	10. 0. 0.			
148	Barnes	W.	Teacher	W.	10. 0. 0.			
149	Barnes	W.	Teacher	W.	10. 0. 0.			
150	Barnes	W.	Teacher	W.	10. 0. 0.			
151	Barnes	W.	Teacher	W.	10. 0. 0.			
152	Barnes	W.	Teacher	W.	10. 0. 0.			
153	Barnes	W.	Teacher	W.	10. 0. 0.			
154	Barnes	W.	Teacher	W.	10. 0. 0.			
155	Barnes	W.	Teacher	W.	10. 0. 0.			
156	Barnes	W.	Teacher	W.	10. 0. 0.			
157	Barnes	W.	Teacher	W.	10. 0. 0.			
158	Barnes	W.	Teacher	W.	10. 0. 0.			
159	Barnes	W.	Teacher	W.	10. 0. 0.			
160	Barnes	W.	Teacher	W.	10. 0. 0.			
161	Barnes	W.	Teacher	W.	10. 0. 0.			
162	Barnes	W.	Teacher	W.	10. 0. 0.			
163	Barnes	W.	Teacher	W.	10. 0. 0.			
164								

[illegible]

Section 1.6: 1921 (September)-1940 Pensions and Gratuities records

1. Consult the Pensions and Gratuities indexes. These are available on microfilm and can be found in Cabinet 3, Drawer 4 of the microfilm cabinets. Use the table below to find the correct microfilm.

Finding No.	Title	Surname	Date	Reel
POST 38/32	Index to pensions and gratuities	A – Z	1920 – 1923	55
POST 38/65	Index to pensions and gratuities	A – Z	1924 – 1927	55
POST 38/99	Index to pensions and gratuities	A – L	1928 – 1930	56
POST 38/384	Index to pensions and gratuities	M – Z	1928 – 1930	56
POST 38/122	Index to pensions and gratuities	A – K	1931 – 1933	56
POST 38/123	Index to pensions and gratuities	L – Z	1931 – 1933	57
POST 38/157	Index to pensions and gratuities	A – K	1934 – 1936	57
POST 38/158	Index to pensions and gratuities	L – Z	1934 – 1936	57
POST 38/182	Index to pensions and gratuities	A – K	1937 – 1939	58
POST 38/183	Index to pensions and gratuities	L – Z	1937 – 1939	58
POST 38/190	Index to pensions and gratuities	A – K	1940 – 1942	58

2. Search through the indexes for 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'.
3. The entry will give a month and page number in the final column on the right hand side of the page. The year will be indicated at the beginning of entries for that section, you may need to scan back to find it. Please see page 21. Take a note of all of these details. If no month or page number is given, the relevant form or correspondence has not been kept.

If a complete entry is found, use the date and volume number to identify the relevant item in pages 304-341 of the POST 1 catalogue (POST 1/762 – POST 1/1094). When you find the relevant year, take a note of the finding number on the left hand side. Please see page 22.

1. Complete a requisition slip as shown on page five, using this finding number, to request an original document or consult microfilms if available.
2. Go to the page number given in the index entry to locate the relevant Treasury Letter.

If the pension record has not been kept, you may be able to identify a minute number that can be traced to the minute books of POST 38 (please see page 39) or an appointment minute that can be traced to POST 35 or POST 38. (Please see page 30). Otherwise, please refer back to the introduction.

Section 1.7: 1941-1959 Pensions and Gratuities records

1. Consult the Pensions and Gratuities indexes. These are on microfilm and can be found in Cabinet 3, Drawer 4 of the microfilm cabinets. Use the table below to find the correct microfilm.

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

2. Search through the indexes for 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'.
3. The entry will give a month and page number in the final column on the right hand side of the page. The year will be indicated at the beginning of entries for that section, you may need to scan back to find it. Please see page 21. Take a note of all of these details. If no month or page number is given, the relevant form or correspondence has not been kept.
4. If a complete entry is found, use the year, month and volume number to identify the relevant item in pages 342-368 of the POST 1 catalogue (POST 1/1095 – POST 1/1185). When you find the relevant year, take a note of the finding number on the left hand side. Please see page 22.
5. Complete a requisition slip as shown on page five, using this finding number, to request an original document or consult microfilms if available.
6. Go to the page number given in the index entry to locate the relevant Treasury Letter.

If the pension record 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.

In 1940 power to grant pensions and gratuities was delegated to the Postmaster General, although in certain circumstances Treasury authority was still required. This is why from 1940 onwards, the amount of correspondence kept decreased.

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 are no longer retained in the same way. A full explanation can be found in the Appendices.

Example page from Index to Treasury Letters (1940)

Person's First Name			Place of Work			
Minute Number	Surname	Christian Name	Appointment held	Place	Registered Number	Page in Treasury Book
2586	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2587	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2588	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2589	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2590	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2591	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2592	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2593	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2594	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2595	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2596	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2597	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2598	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2599	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2600	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2601	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2602	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2603	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2604	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2605	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2606	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2607	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2608	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2609	Adams	Robert G.	L. O.	A. G. R.	1772	5-5
2610	Adams	Robert G.	L. O.	A. G. R.	1772	5-5

Person's Surname

Their Job

Page No. in Treasury Book. Keep a note of this and use it to find the relevant page in the relevant POST 1 volume.

Month Pension was granted. Use this to locate correct POST 1 volume in POST 1 catalogues.

Example page from POST 1 Catalogue

THE BRITISH POSTAL MUSEUM & ARCHIVE: THE ROYAL MAIL ARCHIVE			
POST 1: POST OFFICE: Treasury Correspondence			
Reference	Description	Date(s)	Access Information
POST 1/803 P 1/813	Pensions and gratuities applications and awards Pensions and gratuities, applications for superannuation and other retiring allowances, Vol. No. 130.	1927 Mar - Apr	Public Record Open
POST 1/804 P 1/814	Pensions and gratuities applications and awards Pensions and gratuities, applications for superannuation and other retiring allowances, Vol. No. 131.	1927 May - Jun	Public Record Open
POST 1/805 P 1/815	Pensions and gratuities applications and awards Pensions and gratuities, applications for superannuation and other retiring allowances, Vol. No. 132.	1927 Jul - Aug	Public Record Open
POST 1/806 P 1/816	Pensions and gratuities applications and awards Pensions and gratuities, applications for superannuation and other retiring allowances, Vol. No. 133.	1927 Sep - Oct	Public Record Open

Finding No. Write this no. on requisition slip as shown on page 5.

Dates of Records. Scroll through until you find the month and year that were stated on the index for receipt of pension.

Access Conditions. If it states here that record must be viewed on Microfilm, please find the relevant reel using the lists on top of the microfilm cabinets

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 eight.

1846-1919

Check the Scottish Index volumes listed in section 3.2 on page 44.

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 on pages 15-21.

Section 1.9: Records Relating to the Post Office in Ireland

1686-1835

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

1835-1859

Check the Irish Index volumes listed in section 3.3 on page 45. 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 46.

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 on pages 15-21.

Records relating to the Post Office in Ireland can be found at the National Archives of Ireland in Dublin.

Section 1.10: Gratuities Registers c. 1920 – 1970

1933-1954

The registers for England, Wales and Northern Ireland, covering 1933-1954, list marriage gratuities; awards to representatives of deceased established and casual 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 have otherwise received a pension, compassionate gratuities to staff not entitled to superannuation, additional allowances, and gratuities to casual staff.

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.

These are available on microfilm and can be found in Cabinet 1, drawer 7. The table below may help to find the correct microfilm reel.

Finding Number	Date	Surname
POST 1/1138	Jan 1933 - Nov 1940	A - D
POST 1/1139	Jan 1933 - Nov 1940	E - K
POST 1/1140	Jan 1933 - Nov 1940	L - R
POST 1/1141	Jan 1933 - Nov 1940	S - Z
POST 1/1142	Nov 1940 - Jan 1944	A - D
POST 1/1143	Nov 1940 - Jan 1944	E - K
POST 1/1144	Nov 1940 - Jan 1944	L - R
POST 1/1145	Nov 1940 - Jan 1944	S - Z
POST 1/1146	Jan 1944 - Jul 1947	A - Corbo
POST 1/1147	Jan 1944 - Jul 1947	Corbr – Harrison JA
POST 1/1148	Jan 1944 - Jul 1947	Harrison JB-McGlinchey
POST 1/1149	Jan 1944 - Jul 1947	McGlinchey F-Shelley G
POST 1/1150	Jan 1944 - Jul 1947	Shelley H-Z
POST 1/1151	Jul 1947 - Mar 1950	A - Corbo

Finding Number	Date	Surname
POST 1/1152	Jul 1947 - Mar 1950	Corbr – Harrison JA
POST 1/1153	Jul 1947 - Mar 1950	Harrison JB-McGlinchey F
POST 1/1154	Jul 1947 - Mar 1950	McGlinchey F-Shelley G
POST 1/1155	Jul 1947 - Mar 1950	Shelley H-Z
POST 1/1156	Apr 1950 - Mar 1952	A - Corbo
POST 1/1157	Apr 1950 - Mar 1952	Corbr – Harrison JA
POST 1/1158	Apr 1950 - Mar 1952	Harrison JB-McGlinchey F
POST 1/1159	Apr 1950 - Mar 1952	McGlinchey F-Shelley G
POST 1/1160	Apr 1950 - Mar 1952	Shelley H-Z
POST 1/1161	Apr 1952 - Mar 1954	A - Corbo
POST 1/1162	Apr 1952 - Mar 1954	Corbr – Harrison JA
POST 1/1163	Apr 1952 - Mar 1954	Harrison JB-McGlinchey F
POST 1/1164	Apr 1952 - Mar 1954	McGlinchey F-Shelley G
POST 1/1165	Apr 1952 - Mar 1954	Shelley H-Z

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

These awards were made to auxiliary, temporary, part-time and casual officers, or their representatives, who retired due to ill health, old age or abolition of office, or who died in service.

These are available on microfilm and can be found in Cabinet 1, drawer 7. The table below may help to find the correct microfilm reel.

Finding Number	Person's Initials
POST 1/1166	A - C
POST 1/1167	C – H
POST 1/1168	H – M
POST 1/1169	L – S
POST 1/1170	S – Z

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 POST 1/1171-1172 on the next page). 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 POST 1/1172 can be found in POST 1/1173, which comprises pension 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.

These are available on microfilm and can be found in Cabinet 1, drawer 5.

POST 1/1171 [c.1920]-1936	Microfilm
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 1/1172 [c.1936]-1963	Microfilm
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 1/1173 [c.1948]-1953 'Special Book 7',	Microfilm
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.	

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

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

These are available on microfilm and can be found in Cabinet 1, drawer 8. The table below may help to find the correct microfilm reel.

Finding Number	Date	Person's Initials
POST 1/1174	1958-1970	A – D
POST 1/1175	1958-1970	E – K
POST 1/1176	1958-1970	L – R
POST 1/1177	1958-1970	S – Z
POST 1/1178	1967-1970	
POST 1/1179	Nov 1960 -1970 (Postal Record)	

1941-1964 Register of marriage gratuities awarded, Scotland.

These are available on microfilm and can be found in Cabinet 1, drawer 8. The table below may help to find the correct microfilm reel.

Finding Number	Date	Title
POST 1/1180	1941-1948	Register of marriage gratuities awarded, Scotland
POST 1/1181	1948-1953	Register of marriage gratuities awarded, Scotland
POST 1/1182	1953-1964	Register of marriage gratuities awarded, Scotland

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

Scottish registers also include 'non-recurring payments' comprising superannuation awards to established and casual 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 (POST 1/1183- 1187).

These are available on microfilm and can be found in Cabinet 1, drawer 8. Please see the list on the next page.

POST 1/1183 1944-1950	Microfilm
Register of superannuation, death and Workmen's Compensation Act gratuities 'non-recurring payments', awarded to established and casual staff, and awards by the Postmaster General to officers not qualified for grants under the Superannuation Acts, Scotland.	
POST 1/1184 1950 Nov-1956 Dec	Microfilm
Register of superannuation and death gratuities 'non-recurring payments', to unestablished officers, Scotland.	
POST 1/1185 1956 Dec-1964 Jun	Microfilm
Register of superannuation and death gratuities 'non-recurring payments', to unestablished officers, Scotland.	
POST 1/1186 1964 Jun-Dec	Microfilm
Register of superannuation and death gratuities 'non-recurring payments', to unestablished officers, Scotland.	
POST 1/1187 1958-1964	Microfilm
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.

The indexes to the Appointment books are available via www.ancestry.co.uk. These can be viewed using the kiosk machines in the Discovery Room. Alternatively you can consult the microfilm indexes as listed below.

These Appointment books are indexes to the Postmaster General's minute books and can potentially lead on to a brief summary of the minuted papers submitted to the Head Office at the time of an appointment.

When searching the appointment records, 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.

Please ask at the enquiry desk if you need assistance.

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 18 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 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 and only ran the post office as a franchise. ³⁰

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

• 1831-1866 Appointment Books	go to section 2.1	page 30
• 1866-1969 Appointment Books	go to section 2.2	page 31
• The Minute Books to search under a Post Office or Sub-Post Office	go to section 3	page 38

Section 2.1: 1831 –1866 Appointment Books

1. Search the microfilm cabinets for the correct index. These can be found in Cabinet 4, drawer 2. Use the table below to help find the correct microfilm.

Finding Number	Date	Reel
POST 58/68	April 1831 – August 1839	1
POST 58/69	August 1839 - August 1843	1
POST 58/70	January 1842- March 1844	2
POST 58/71	March 1844 – December 1845	2
POST 58/72	January 1846 - April 1847	3
POST 58/73	February 1847 - March 1848	3
POST 58/74	March 1848 - August 1849	4
POST 58/75	August 1849 - February 1851	4
POST 58/76	February 1851 - December 1852	5
POST 58/77	January 1853 - November 1853	5
POST 58/78	August 1853 - April 1855	6
POST 58/79	March 1855 - December 1856	6
POST 58/80	August 1833 - March 1836	6
POST 58/81	January 1857 - December 1859	7

POST 58/82	January 1860 - August 1863	7
POST 58/83	July 1863 – October 1866	8

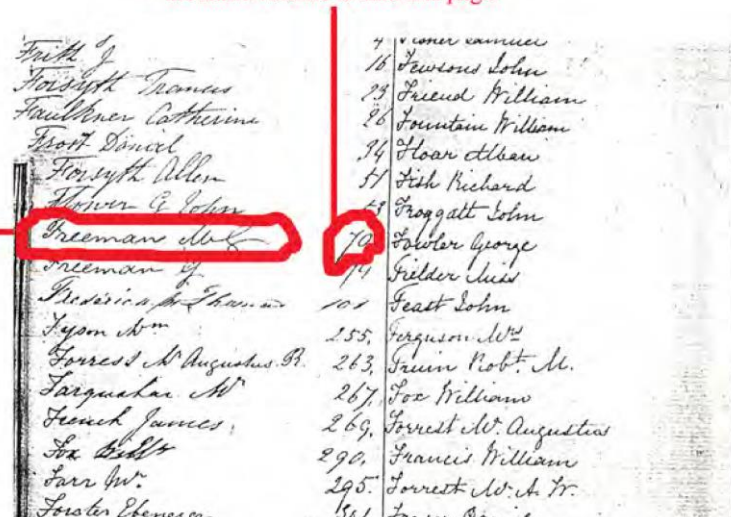
- Look through the alphabetical index of names at the front of the volume to find the number of the page the record of their appointment appears on. You will have to scroll through the list of places first. Entries are then in alphabetical order by the first letter of their surname, but are otherwise in a completely random order. Please see below.

- Scroll through the rest of the volume until you get to the given page number.

Example of an Index in the Appointment Books

Page No. for actual appointment minute. Scroll through the rest of the same volume to find this page.

Person's Name. Scroll through the list until you find the correct name.



You will have to search through the first few pages of the volume, which are lists of places, until you find the indexes for names. Then, on a double page, those on the left hand side will be names and those on the right, places.

Section 2.2: 1866 –1969 Appointment Books

1. Consult the appointment book indexes. These are available on microfilm and can be found in Cabinet 5, drawers 2 and 3. Use the table below to help you find the correct reel.

Finding Number	Date	Surname	Reel	Location
POST 58/84	1866-1873	A-K	8	Cabinet 4, Drawer 2
POST 58/85	1866-1873	L-Z	9	Cabinet 4, Drawer 2
POST 58/86	1874-1875	A-Z	9	Cabinet 4, Drawer 2
POST 58/87	1876-1882	A-K	10	Cabinet 4, Drawer 2
POST 58/88	1876-1882	L-Z	10	Cabinet 4, Drawer 2
POST 58/89	1883-1887	A-K	11	Cabinet 4, Drawer 2
POST 58/90	1883-1887	L-Z	11	Cabinet 4, Drawer 2
POST 58/91	1888-1891	A-K	12	Cabinet 4, Drawer 2
POST 58/92	1888-1891	L-Z	12	Cabinet 4, Drawer 2
POST 58/93	1892-1895	A-K	13	Cabinet 4, Drawer 2
POST 58/94	1892-1895	L-Z	14	Cabinet 4, Drawer 2
POST 58/95	1896-1899	A-K	14	Cabinet 4, Drawer 2
POST 58/96	1896-1899	L-Z	15	Cabinet 4, Drawer 2
POST 58/97	1900-1902	A-K	15	Cabinet 4, Drawer 2
POST 58/98	1900-1902	L-Z	16	Cabinet 4, Drawer 2
POST 58/99	1903-1904	A-K	16	Cabinet 4, Drawer 2
POST 58/100	1903-1904	L-Z	17	Cabinet 4, Drawer 2
POST 58/101	1905-1907	A-L	17	Cabinet 4, Drawer 2
POST 58/102	1905-1907	M-Z	18	Cabinet 4, Drawer 2
POST 58/103	1908-1909	A-K	18	Cabinet 4, Drawer 2
POST 58/104	1908-1909	L-Z	19	Cabinet 4, Drawer 2
POST 58/105	1910-1911	A-K	19	Cabinet 4, Drawer 2
POST 58/106	1910-1911	L-Z	20	Cabinet 4, Drawer 2
POST 58/107	Jan. Jun. 1912	A-K	20	Cabinet 4, Drawer 2
POST 58/108	Jan. Jun. 1912	L-Z	21	Cabinet 4, Drawer 3
POST 58/109	Jul. 1912-	A-K	21	Cabinet 4, Drawer 3

Finding Number	Date	Surname	Reel	Location
POST 58/110	Jul. 1912- Dec. 1913	L-Z	22	Cabinet 4, Drawer 3
POST 58/111	1914-1915	A-K	22	Cabinet 4, Drawer 3
POST 58/112	1914-1915	L-Z	23	Cabinet 4, Drawer 3
POST 58/113	1916-1918	A-K	23	Cabinet 4, Drawer 3
POST 58/114	1916-1918	L-Z	24	Cabinet 4, Drawer 3
POST 58/115	1919-1920	A-K	24	Cabinet 4, Drawer 3
POST 58/116	1919-1920	L-Z	25	Cabinet 4, Drawer 3
POST 58/117	1921-1923	A-K	25	Cabinet 4, Drawer 3
POST 58/118	1921-1923	L-Z	26	Cabinet 4, Drawer 3
POST 58/119	1924-1927	A-D	26	Cabinet 4, Drawer 3
POST 58/120	1924-1927	E-K	27	Cabinet 4, Drawer 3
POST 58/121	1924-1927	L-R	27	Cabinet 4, Drawer 3
POST 58/122	1924-1927	S-Z	28	Cabinet 4, Drawer 3
POST 58/123	1928-1931	A-D	28	Cabinet 4, Drawer 3
POST 58/124	1928-1931	E-K	29	Cabinet 4, Drawer 3
POST 58/125	1928-1931	L-R	29	Cabinet 4, Drawer 3
POST 58/126	1928-1931	S-Z	30	Cabinet 4, Drawer 3
POST 58/127	1932-1935	A-D	30	Cabinet 4, Drawer 3
POST 58/128	1932-1935	E-K	31	Cabinet 4, Drawer 3
POST 58/129	1932-1935	L-R	31	Cabinet 4, Drawer 3
POST 58/130	1932-1935	S-Z	32	Cabinet 4, Drawer 3
POST 58/131	1936-1938	A-D	32	Cabinet 4, Drawer 3
POST 58/132	1936-1938	E-K	33	Cabinet 4, Drawer 3
POST 58/133	1936-1938	L-R	33	Cabinet 4, Drawer 3
POST 58/134	1936-1938	S-Z	34	Cabinet 4, Drawer 3
POST 58/135	1939-1940	A-D	34	Cabinet 4, Drawer 3
POST 58/136	1939-1940	E-K	35	Cabinet 4, Drawer 3
POST 58/137	1939-1940	L-R	35	Cabinet 4, Drawer 3
POST 58/138	1939-1940	S-Z	36	Cabinet 4, Drawer 3
POST 58/199	1941-1943	A-D	37	Cabinet 4, Drawer 3
POST 58/200	1941-1943	E-K	37	Cabinet 4, Drawer 3

Finding Number	Date	Surname	Reel	Location
POST 58/201	1941-1943	L-R	38	Cabinet 4, Drawer 3
POST 58/202	1941-1943	S-Z	38	Cabinet 4, Drawer 3
POST 58/203	1944-1947	A-D	39	Cabinet 4, Drawer 3
POST 58/204	1944-1947	E-K	39	Cabinet 4, Drawer 3
POST 58/205	1944-1947	L-R	40	Cabinet 4, Drawer 3
POST 58/206	1944-1947	S-Z	40	Cabinet 4, Drawer 3
POST 58/207	1948-1949	A-D	41	Cabinet 4, Drawer 3
POST 58/208	1948-1949	E-K	41	Cabinet 4, Drawer 3
POST 58/209	1948-1949	L-R	42	Cabinet 4, Drawer 3
POST 58/210	1948-1949	S-Z	42	Cabinet 4, Drawer 3
POST 58/211	1950-1951	A-D	43	Cabinet 4, Drawer 3
POST 58/212	1950-1951	E-K	43	Cabinet 4, Drawer 3
POST 58/213	1950-1951	L-R	44	Cabinet 4, Drawer 3
POST 58/214	1950-1951	S-Z	44	Cabinet 4, Drawer 3
POST 58/215	1952-1954	A-D	45	Cabinet 4, Drawer 3
POST 58/216	1952-1954	E-K	45	Cabinet 4, Drawer 3
POST 58/217	1952-1954	L-R	46	Cabinet 4, Drawer 3
POST 58/218	1952-1954	S-Z	47	Cabinet 4, Drawer 3
POST 58/219	1955-1956	A-D	47	Cabinet 4, Drawer 3
POST 58/220	1955-1956	E-K	48	Cabinet 4, Drawer 3
POST 58/221	1955-1956	L-R	48	Cabinet 4, Drawer 3
POST 58/222	1955-1956	S-Z	49	Cabinet 4, Drawer 3
POST 58/223	1957-1969	A-D	49	Cabinet 4, Drawer 3
POST 58/224	1957-1958	E-K	49	Cabinet 4, Drawer 3
POST 58/225	1957-1958	L-R	50	Cabinet 4, Drawer 3
POST 58/226	1957-1958	S-Z	50	Cabinet 4, Drawer 3

2.

- a. The entries are grouped by initial and first vowel and listed in the year the appointment papers were processed by the registry. For example, for Smith, find the year in question, then go to 'S' and then to 'I'.
- b. Search through until you find a relevant entry. This should show the person's name, the position they were appointed to, the location of this position and give a minute number, e.g. 12345/22. The first five digits of this refer to the minute in question, and the last two to the year it was recorded. Take a note of this number. Please see page 36.

3.

- a. Find the correct catalogue.
 - i. POST 35 (volume one) contains England and Wales Minute Volumes, 1794-1885 (February), volume two contains those for 1885-1905 (January) and volume three; 1905-1920.
 - ii. POST 36 contains Irish Minute Volumes, 1831-1920.
 - iii. POST 37 contains Scottish Minute Volumes, 1842-1920.
 - iv. POST 38 contains England, Scotland, Wales and Northern Ireland 1921-1970
- b. Appointment minutes are commonly prefixed with an A, e.g. A12345/10 Normally minutes will lead onto POST 35 and POST 38.
- c. Scottish Minutes may be prefixed with an S, in which case, go to POST 37.
- d. Irish Minutes may be prefixed with an I, in which case, go to POST 36.

4. Search through the relevant catalogue to find the minute number given

in the index in order to find the correct minute volume. When you find this, take a note of the finding number on the left hand side. Please see page 36.

5. Use this finding number to request an original document, as described on page five, or consult microfilms if available.

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 have not been added to.

Please ask at the enquiry desk if you need assistance.

Page from (Appointment) Minute Book Index

Person's Christian Name Year in Question Position to which appointed Place of Work

Person's Surname Date of appointment

Minute No. Take a note of this and use it to find correct minute in POST 35-38 volume.

Date	Person's Name	Christian Name	Position to which appointed	Place of Work	Minute No.
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	172
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	173
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	174
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	175
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	176
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	177
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	178
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	179
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	180
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	181
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	182
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	183
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	184
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	185
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	186
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	187
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	188
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	189
1878 Mar 4	Adams	Wm	Secretary to the Postmaster General	London	190

Example page from POST 35 Catalogue

Volume number and minute number. Scroll down through these until you find the one mentioned on the index.

Alternatively, Scroll down through these until you find the year and month that the event took place

Finding Number. Please use this to find the correct microfilm for the minute in question. Look this up in the lists on the top of the microfilm cabinets.

Tells you where to find the record. If it states it must be viewed on Microfilm, look it up the same way that you found the index. If nothing is written here, you will have to fill in a requisition slip to bring up the original document from the repository.

Reference	Description	Date(s)	Access information
POST 35/381 (P 35/0099)	Secretary's minutes to the Postmaster General Volume No: 174 Minute Nos: 1370 - 2147	1878 Mar 4 - Apr 3	Public Record Open Record must be viewed on Microfilm
POST 35/382 (P 35/0099)	Secretary's minutes to the Postmaster General Volume No: 175 Minute Nos: 2148 - 3014A	1878 Apr 2 - May 13	Public Record Open Record must be viewed on Microfilm
POST 35/383 (P 35/0099)	Secretary's minutes to the Postmaster General Volume No: 176 Minute Nos: 3015 - 3818	1878 May 15 - Jun 19	Public Record Open Record must be viewed on Microfilm
POST 35/384	Secretary's minutes to the Postmaster General	1878 Jun 19 -	

Other Sources:

Establishment Books, listing the senior personnel employed within a department at a given time, can be found using the catalogue to POST 59. Duplicate copies of many of these are available in the Discovery Room. Please ask at the enquiry desk if you have difficulty locating them on the open shelves.

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

Section 3

Minute Records

This series of records consists of volumes containing a summary 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 indexes 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 year to begin your research.

- If searching for an office, when was the office opened/operational?
- If searching for an individual, when did key events take place?

e.g. 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, choose the appropriate group of records for your research. Then go to the relevant section.

• England and Wales	1792-1920	go to section 3.1	page 39
• Scotland	1842-1937	go to section 3.2	page 44
• Ireland	1831-1937	go to section 3.3	page 45
• England, Wales, Scotland and	1921-1973	go to section 3.4	page 47
• Subject specific Indexes	1792-1920	go to section	page 51
• Department Indexes	1792-1920	3.5 go to	page 51

Section 3.1: 1792–1920 England and Wales Minute Volumes

You can search these volumes either by place, or by name and lesser subject.

1. If searching by place, find the correct index for the place your relative worked. These are available on microfilm. Use the tables below to help find the correct microfilm reel.

Indexes to departments, places, names, and subjects

Finding Number	Date	Index headings beginning with letters...	Reel	Location
POST 35/28	1792 – 1838	A-Z	1	Cabinet 2, Drawer 2
POST 35/69	1839 – 1845	A – M	66	Cabinet 2, Drawer 2
POST 35/70	1839 – 1845	N – Z	66	Cabinet 2, Drawer 2
POST 35/115	1846 – 1852	A – F	67	Cabinet 2, Drawer 3
POST 35/1702	1846 – 1852	G – M	67	Cabinet 2, Drawer 3
POST 35/116	1846 – 1852	N – R	67	Cabinet 2, Drawer 3
POST 35/1703	1846 – 1852	S – Z	68	Cabinet 3, Drawer 3

Indexes to places, names and subjects

Finding Number	Date	Index headings beginning with letters...	Reel	Location
POST 35/198	Jun. 1852- Dec. 1859	A – G	74	Cabinet 2, Drawer 6
POST 35/199	Jun. 1852- Dec. 1859	H - R	74	Cabinet 2, Drawer 6
POST 35/200	Jun. 1852- Dec. 1859	S – Z	75	Cabinet 2, Drawer 6
POST 35/247	1860-1865	A – C	75	Cabinet 2, Drawer 6
POST 35/1704	1860-1865	D - G	75	Cabinet 2, Drawer 6
POST 35/248	1860-1865	H - R	76	Cabinet 2, Drawer 7
POST 35/249	1860-1865	S – Z	76	Cabinet 2, Drawer 7
POST 35/295	1866-1870	A – F	77	Cabinet 2, Drawer 8
POST 35/1706	1866-1870	G - N	77	Cabinet 2, Drawer 8
POST 35/296	1866-1870	O - W	78	Cabinet 2, Drawer 8
POST 35/1707	1866-1870	X - Y	69	Cabinet 2, Drawer 6
POST 35/344	1871-1874	A – F	78	Cabinet 2, Drawer 8
POST 35/1708	1871-1874	G - N	79	Cabinet 2, Drawer 10
POST 35/345	1871-1874	O - Z	79	Cabinet 2, Drawer 10
POST 35/400	1875-1879	A – E	80	Cabinet 2, Drawer 10
POST 35/1710	1875-1879	F – L	80	Cabinet 2, Drawer 10
POST 35/401	1875-1879	M – S	81	Cabinet 3, Drawer 2
POST 35/1711	1875-1879	T – Z	81	Cabinet 3, Drawer 2
POST 35/474	1880-1883	A – D	82	Cabinet 3, Drawer 2
POST 35/475	1880-1883	E – L	82	Cabinet 3, Drawer 2
POST 35/476	1880-1883	M – R	83	Cabinet 3, Drawer 2
POST 35/1712	1880-1883	S - Z	83	Cabinet 3, Drawer 2
POST 35/589	1884-1888	A - C	84	Cabinet 3, Drawer 2
POST 35/1713	1884-1888	D – G	84	Cabinet 3, Drawer 2
POST 35/590	1884-1888	H – L	85	Cabinet 3, Drawer 2

Finding Number	Date	Index headings beginning with letters...	Reel	Location
POST 35/1714	1884-1888	M – Q	85	Cabinet 3, Drawer 2
POST 35/591	1884-1888	R – Z	86	Cabinet 3, Drawer 2
POST 35/707	1889-1892	A - B	86	Cabinet 3, Drawer 2
POST 35/1715	1889-1892	C - F	87 & 86	Cabinet 3, Drawer 2
POST 35/708	1889-1892	G - K	87	Cabinet 3, Drawer 2
POST 35/1716	1889-1892	L - O	88	Cabinet 3, Drawer 2
POST 35/709	1889-1892	P - S	88	Cabinet 3, Drawer 2
POST 35/1717	1889-1892	T - Z	89	Cabinet 3, Drawer 2
POST 35/829	1893-1896	A - B	89	Cabinet 3, Drawer 2
POST 35/830	1893-1896	C - F	90	Cabinet 3, Drawer 2
POST 35/831	1893-1896	G - L	90	Cabinet 3, Drawer 2
POST 35/832	1893-1896	M - O	91	Cabinet 3, Drawer 2
POST 35/833	1893-1896	P - S	91	Cabinet 3, Drawer 2
POST 35/834	1893-1896	T - Z	92	Cabinet 3, Drawer 2
POST 35/910	1897-1899	A - B	92	Cabinet 3, Drawer 2
POST 35/911	1897-1899	C - F	93	Cabinet 3, Drawer 2
POST 35/912	1897-1899	G - K	93	Cabinet 3, Drawer 2
POST 35/913	1897-1899	L - O	94	Cabinet 3, Drawer 2
POST 35/914	1897-1899	P - S	94	Cabinet 3, Drawer 2
POST 35/915	1897-1899	T - Z	95	Cabinet 3, Drawer 2
POST 35/997	1900-1902	A - B	95	Cabinet 3, Drawer 2
POST 35/998	1900-1902	C - D	96	Cabinet 3, Drawer 2
POST 35/999	1900-1902	E - H	96	Cabinet 3, Drawer 2
POST 35/1000	1900-1902	I - L	96	Cabinet 3, Drawer 2
POST 35/1001	1900-1902	M - O	97	Cabinet 3, Drawer 2
POST 35/1002	1900-1902	P - R	97	Cabinet 3, Drawer 2
POST 35/1003	1900-1902	S - T	98	Cabinet 3, Drawer 2
POST 35/1004	1900-1902	U - Z	98	Cabinet 3, Drawer 2
POST 35/1108	1903-1905	A - B	98	Cabinet 3, Drawer 2
POST 35/1109	1903-1905	C - D	99	Cabinet 3, Drawer 2

Finding Number	Date	Index headings beginning with letters...	Reel	Location
POST 35/1110	1903-1905	E - H	99	Cabinet 3, Drawer 2
POST 35/1111	1903-1905	I - L	100	Cabinet 3, Drawer 2
POST 35/1112	1903-1905	M - N	100	Cabinet 3, Drawer 2
POST 35/1113	1903-1905	O - R	100	Cabinet 3, Drawer 2
POST 35/1114	1903-1905	S - T	101	Cabinet 3, Drawer 2
POST 35/1115	1903-1905	U - Z	101	Cabinet 3, Drawer 2
POST 35/1252	1906-1908	A - B	101	Cabinet 3, Drawer 2
POST 35/1253	1906-1908	C - D	102	Cabinet 3, Drawer 2
POST 35/1254	1906-1908	E - H	102	Cabinet 3, Drawer 2
POST 35/1255	1906-1908	I - L	103	Cabinet 3, Drawer 2
POST 35/1256	1906-1908	M - O	104	Cabinet 3, Drawer 2
POST 35/1257	1906-1908	P - R	104	Cabinet 3, Drawer 2
POST 35/1258	1906-1908	S - T	105	Cabinet 3, Drawer 2
POST 35/1259	1906-1908	U - Z	105	Cabinet 3, Drawer 2
POST 35/1400	1909-1911	A - B	Unnumbered	Cabinet 3, Drawer 3
POST 35/1401	1909-1911	C - D	Unnumbered	Cabinet 3, Drawer 3
POST 35/1402	1909-1911	E - H	Unnumbered	Cabinet 3, Drawer 3
POST 35/1403	1909-1911	I - L	Unnumbered	Cabinet 3, Drawer 3
POST 35/1404	1909-1911	M - R	Unnumbered	Cabinet 3, Drawer 3
POST 35/1405	1909-1911	S - T	Unnumbered	Cabinet 3, Drawer 3
POST 35/1406	1909-1911	U - Z	Unnumbered	Cabinet 3, Drawer 3
POST 35/1563	1912-1914	A - B	Unnumbered	Cabinet 3, Drawer 3
POST 35/1718	1912-1914	C - D	Unnumbered	Cabinet 3, Drawer 3
POST 35/1564	1912-1914	E - H	Unnumbered	Cabinet 3, Drawer 3
POST 35/1719	1912-1914	I - L	Unnumbered	Cabinet 3, Drawer 3
POST 35/1565	1912-1914	M - O	Unnumbered	Cabinet 3, Drawer 3
POST 35/1720	1912-1914	P - R	Unnumbered	Cabinet 3, Drawer 3
POST 35/1566	1912-1914	S - T	Unnumbered	Cabinet 3, Drawer 3
POST 35/1721	1912-1914	U - Z	Unnumbered	Cabinet 3, Drawer 3
POST 35/1673	1915-1919	A - C	Unnumbered	Cabinet 3, Drawer 3

Finding Number	Date	Index headings beginning with letters...	Reel	Location
POST 35/1674	1915-1919	D – K	Unnumbered	Cabinet 3, Drawer 3
POST 35/1675	1915-1919	L – O	Unnumbered	Cabinet 3, Drawer 3
POST 35/1676	1915-1919	P – S	Unnumbered	Cabinet 3, Drawer 3
POST 35/1677	1915-1919	T - Z	Unnumbered	Cabinet 3, Drawer 3

2. Scroll through the tabs on the right hand side, which are in alphabetical order, in order of place. For example, for the entries for Bristol, go to the B tab.

3. When you have found the right place, scroll through the entries for that particular place until you find the one you are looking for. Take a note of the volume and page number on the right hand side of the entry. Please see page 50

4. Use the volume number to find the correct volume in the POST 35 catalogue. When you find this, take a note of the finding number on the left hand side. Please see page 57.

5. Use this finding number to find the correct microfilm reel for that particular volume. Use the lists on top of the microfilm cabinets to locate the correct reel.

6. Use the page number given in the index to find the right page for the minute in question. An example of a minute can be seen on page 51 below.

Names and Lesser Subjects

If searching by name and lesser subject, follow the steps above, but look through the relevant letters section, not through places. There are no tabs for

this section, but the entries are in alphabetical order by first letter and first vowel. For example, to search for 'Compensation' go to the beginning of the section for 'C' then work forward through the vowel sub sections to 'o'. Entries then appear 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 for places) 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 forward through the vowel subsections to 'o'. Entries then appear 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.

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

3.4 on page 47.

Section 3.2: 1842-1937 Scotland Minute Volumes

Please follow the instructions above on pages 39-43, but use the table below to find the indexes for places in Scotland. The minutes will be found in POST 37 for Scotland.

Index to place, names and subject

These are available on microfilm and can be found in Cabinet 3, drawers 3 & 4.

Finding Number	Date	Index headings beginning with letters...	Reel
POST 37/182	1846-1847	A - Z	1
POST 37/28	1847-1859	A - K	1
POST 37/183	1847-1859	L - Z	1
POST 37/49	1860-1874	A - L	2
POST 37/184	1860-1874	M - Z	2
POST 37/70	1875-1886	A - K	3
POST 37/71	1875-1886	L - Z	3
POST 37/93	1887-1894	A - K	4
POST 37/94	1887-1894	L - Z	4

Finding Number	Date	Index headings beginning with letters...	Reel
POST 37/111	1895-1900	A - K	5
POST 37/112	1895-1900	L - Z	5
POST 37/123	1901-1904	A - K	6
POST 37/124	1901-1904	L - Z	6
POST 37/141	1905-1908	A - K	7
POST 37/142	1905-1908	L - Z	7
POST 37/161	1909-1912	A - L	8
POST 37/185	1909-1912	M - Z	8
POST 37/179	1913-1919	A - L	8
POST 37/186	1913-1919	M - Z	9
POST 37/181	1920-1937	A - L	9
POST 37/187	1920-1937	M - Z	9

Entries for after 1937 can be traced to minute books in POST 38. Please go to section

3.4 on page 47.

Section 3.3: 1831-1937 Northern Ireland Minute Volumes

Please follow the instructions in section 3.1 on pages 39-43, but use the table below to find the indexes for places in Northern Ireland. The minutes will be found in POST 36 for Northern Ireland.

Index by places, names and subjects

These are available on microfilm and can be found in Cabinet 3, drawer 3.

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

Entries for after 1937 can be traced to minute books in POST 38. Please see below.

Section 3.4: 1921–1973 England, Wales, Scotland and Northern Ireland Minute Volumes

You can search these volumes either by place, or by name and lesser subject.

1. If searching by place, find the correct index for the place your relative worked in. These are available on microfilm. Use the tables below to help find the correct microfilm reel.

Index to subjects, names and places

These are available on Microfilm and can be found in Cabinet 3, drawer 4.

Finding Number	Date	Places beginning with letters
POST 38/76	1920 – 1928	A – C
POST 38/77	1920 – 1928	D – K
POST 38/78	1920 – 1928	L – O
POST 38/79	1920 – 1928	P – S
POST 38/80	1920 – 1928	T – Z
POST 38/165	1929 – 1937	A – C
POST 38/166	1929 – 1937	D – K
POST 38/167	1929 – 1937	L – O
POST 38/168	1929 – 1937	P – S
POST 38/169	1929 – 1937	T – Z

Index to names and places

These are available on microfilm and can be found in Cabinet 3, drawer 4.

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

2. Scroll through the tabs on the right hand side, which are in alphabetical order, in order of place. For example, for the entries for Bristol, go to the B tab.
3. When you have found the right place, scroll through the entries for that particular place until you find the one you are looking for. Take a note of the volume and page number on the right hand side. See page 50.
4. Use the volume number and the date to find the correct volume in the POST 38 catalogue. When you find this, take a note of the finding number on the left hand side. Please see page 57.

5. Use this finding number to find the correct microfilm reel for that particular volume. Use the lists on top of the microfilm cabinets to locate the correct reel.

6. Use the page number given in the index to find the right page for the minute in question. An example of a minute can be seen on page 51 below.

Names and Lesser Subjects

If searching by name and lesser subject, follow the steps above, but look through the relevant letters section, not through places. From 1938 onwards, these are indexed separately. Please see the table below. The entries are in alphabetical order by first letter and first vowel. For example, to search for 'Compensation' go to the beginning of the section for 'C' then work forward through the vowel sub sections to 'o'. Entries then appear by year in the order that they were made.

Index to subjects

These are available on microfilm and can be found in Cabinet 3, drawer 4.

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

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 forward through the vowel subsections to 'o'. Entries then appear 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.

These volumes are listed in alphabetical order in order of place. The tab on the right tells you the place name. Scroll through until you find the right one

The image shows a handwritten manuscript page with two columns. The left column contains handwritten text, and the right column contains a list of names and numbers. Red boxes and lines highlight specific parts of the text and the list.

Left Column (Handwritten Text):

- Top:** "Horsemen" (circled in red)
- Middle:** "Horsemen" (circled in red)
- Bottom:** "Horsemen" (circled in red)

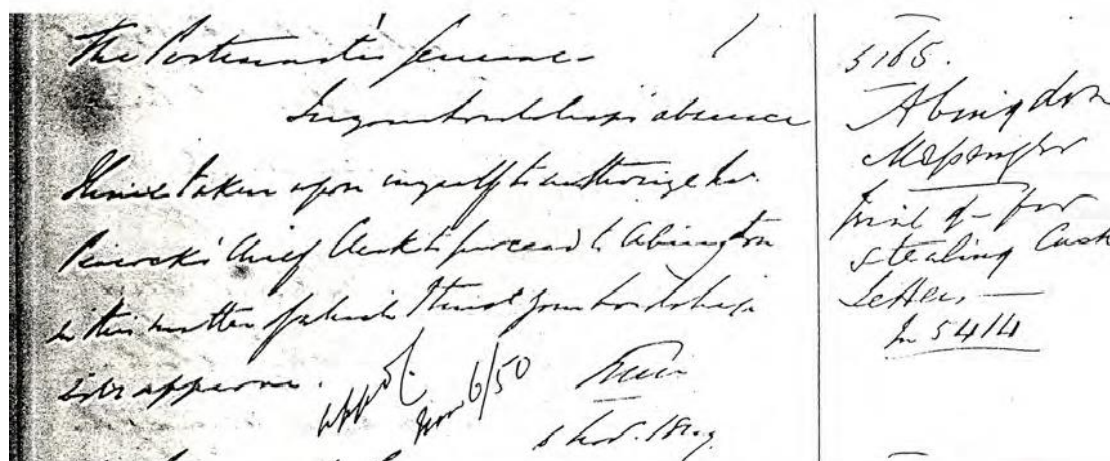
Right Column (List of Names and Numbers):

- Top:** "Horsemen" (circled in red)
- Middle:** "Horsemen" (circled in red)
- Bottom:** "Horsemen" (circled in red)

Annotations:

- A red box highlights the word "Horsemen" in the top left.
- A red box highlights the word "Horsemen" in the middle left.
- A red box highlights the word "Horsemen" in the bottom left.
- A red box highlights the word "Horsemen" in the top right.
- A red box highlights the word "Horsemen" in the middle right.
- A red box highlights the word "Horsemen" in the bottom right.

Example of Minute Book Entry



This is an example of an entry in the Minute Books. This refers to the Messenger in Abingdon that was tried for stealing. The page number is in the top, left hand corner of the page which can not be seen in this. The title and minute number, if these are required, are on the column on the right and the actual description of the event is what is in the main text.

Section 3.5: Subject specific Indexes

1. Please find the correct microfilm for the date and type of subject you are looking for using the various tables below.
2. Scroll through the relevant microfilm reels in order to find a particular subject or event. If you find anything, take a note of the volume and page number. Please see page 56.
3. Look up the volume number in the POST 35 or POST 38 catalogues. When you find it, take a note of the finding number given on the left hand side. Please see page 57.
4. Use this finding number to either find the appropriate microfilm using the guides on top of the microfilm cabinets or request original document as shown on page five.
5. Use the page number from the index to find the correct page in this volume.

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

These are available on microfilm. Please use the table below to locate the correct reel.

Finding Number	Date	Reel	Location
POST 35/197	Jun 1852 - Dec 1859	69	Cabinet 2, Drawer 6
POST 35/1705	1860 – 1865	69	Cabinet 2, Drawer 6
POST 35/1707	1866 – 1870	69	Cabinet 2, Drawer 6
POST 35/1709	1871 – 1874	70	Cabinet 3, Drawer 3
POST 35/402	1875 – 1879	70	Cabinet 3, Drawer 3
POST 35/452	1880 – 1882	71	Cabinet 3, Drawer 2
POST 35/538	1883 – 1886	72	Cabinet 3, Drawer 2
POST 35/645	1887 – 1890	73	Cabinet 3, Drawer 2

These indexes are in subject order and provide minute numbers that may be traced using the POST 35 catalogue. On page 56 is an example of a page from the index with instructions.

Index to Departments

These are available on microfilm and can be found using the table below.

Finding Number	Date	Location
POST 35/799	1891-1895	Cabinet 3, Drawer 2
POST 35/940	1896-1900	Cabinet 3, Drawer 2
POST 35/1071	1901-1904	Cabinet 3, Drawer 2
POST 35/1072	1901-1904	Cabinet 3, Drawer 2
POST 35/1248	1905-1908	Cabinet 3, Drawer 2
POST 35/1249	1905-1908	Cabinet 3, Drawer 2
POST 35/1511	1909-1913	Cabinet 3, Drawer 2
POST 35/1672	1914-1919	Cabinet 3, Drawer 2

These indexes are in order of department and provide minute numbers that may be traced using the POST 35 catalogue. Please see instructions on page 51 above and the example on page 56 below.

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

These are available on microfilm and can be found in Cabinet 3, drawer 4.

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

All these indexes provide minute numbers that may be traced using the POST 38 catalogue. Please see instructions on page 51 above and the example on page 56 below.

Index to London Postal Service

These are available on microfilm and can be found using the table below.

Finding Number	Date	Location
POST 35/801	1891-1895	Cabinet 3, Drawer 2
POST 35/942	1896-1900	Cabinet 3, Drawer 2
POST 35/1074	1901-1904	Cabinet 3, Drawer 3
POST 35/1251	1905-1908	Cabinet 3, Drawer 3
POST 35/1653	1909-1918	Cabinet 3, Drawer 3
POST 35/1701	1919-1937	Cabinet 3, Drawer 3

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. Please see instructions on page 51 above and the example on page 56 below.

Index to London Region and Engineering Department

These are available on microfilm and can be found using the table below.

Finding Number	Date	Reel	Location
POST 38/239	1938 – 1955	13	Cabinet 3, Drawer 4
POST 38/272	1956 – 1969	14	Cabinet 3, Drawer 4

All these indexes provide minute numbers that may be traced using the POST 38 catalogue. Please see instructions on page 51 above and the example on page 56 below.

Index to Overseas mail services

This is available on microfilm and can be found in Cabinet 3, drawer 4. The finding number is POST 38/284, the reel number is 14 and it covers the dates 1952 – 1970. The minute numbers may be traced using the POST 38 catalogue. Please see instructions on page 51 above and picture on page 56 below.

Index to cases of dismissal

These are available on microfilm and can be found in Cabinet 3, drawer 4.

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

All these indexes provide minute numbers that may be traced using the POST 38 catalogue. Please see instructions on page 51 above and the example on page 56 below.

Index to Railway Companies and mail carts

These are available on microfilm and can be found in Cabinet 3, drawer 2.

Finding Number	Date
POST 35/969	1883-1901
POST 35/1399	1902-1911
POST 35/1699	1912-1969

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. Please see instructions on page 51 above and picture on page 56 below.

Example of Index to Major Subjects

This tells you which volume the relevant entry is in and the page number in that volume. Use the POST 35 or POST 38 catalogue to find the relevant volume and if necessary, request it from the repository with a requisition slip (see P. 5).

189	The Office, 1875-1895
190	The Office, 1895-1900
191	The Office, 1900-1905
192	The Office, 1905-1910
193	The Office, 1910-1915
194	The Office, 1915-1920
195	The Office, 1920-1925
196	The Office, 1925-1930
197	The Office, 1930-1935
198	The Office, 1935-1940
199	The Office, 1940-1945
200	The Office, 1945-1950
201	The Office, 1950-1955
202	The Office, 1955-1960
203	The Office, 1960-1965
204	The Office, 1965-1970
205	The Office, 1970-1975
206	The Office, 1975-1980
207	The Office, 1980-1985
208	The Office, 1985-1990
209	The Office, 1990-1995
210	The Office, 1995-2000
211	The Office, 2000-2005
212	The Office, 2005-2010
213	The Office, 2010-2015
214	The Office, 2015-2020
215	The Office, 2020-2025
216	The Office, 2025-2030
217	The Office, 2030-2035
218	The Office, 2035-2040
219	The Office, 2040-2045
220	The Office, 2045-2050

These indexes are listed in alphabetical order of department/subject. These are shown here. Scroll through until you find the one you are looking for

Example of Index to Departments

Name of Department. These are listed in alphabetical order. Scroll through until you find the one you are looking for.

SOCIETY OF WOMEN.		1894
1895	1896	1897
1898	1899	1900
1901	1902	1903
1904	1905	1906
1907	1908	1909
1910	1911	1912
1913	1914	1915
1916	1917	1918
1919	1920	1921
1922	1923	1924
1925	1926	1927
1928	1929	1930
1931	1932	1933
1934	1935	1936
1937	1938	1939
1940	1941	1942
1943	1944	1945
1946	1947	1948
1949	1950	1951
1952	1953	1954
1955	1956	1957
1958	1959	1960
1961	1962	1963
1964	1965	1966
1967	1968	1969
1970	1971	1972
1973	1974	1975
1976	1977	1978
1979	1980	1981
1982	1983	1984
1985	1986	1987
1988	1989	1990
1991	1992	1993
1994	1995	1996
1997	1998	1999
2000	2001	2002
2003	2004	2005
2006	2007	2008
2009	2010	2011
2012	2013	2014
2015	2016	2017
2018	2019	2020
2021	2022	2023
2024	2025	2026
2027	2028	2029
2030	2031	2032
2033	2034	2035
2036	2037	2038
2039	2040	2041
2042	2043	2044
2045	2046	2047
2048	2049	2050
2051	2052	2053
2054	2055	2056
2057	2058	2059
2060	2061	2062
2063	2064	2065
2066	2067	2068
2069	2070	2071
2072	2073	2074
2075	2076	2077
2078	2079	2080
2081	2082	2083
2084	2085	2086
2087	2088	2089
2090	2091	2092
2093	2094	2095
2096	2097	2098
2099	2100	2101
2102	2103	2104
2105	2106	2107
2108	2109	2110
2111	2112	2113
2114	2115	2116
2117	2118	2119
2120	2121	2122
2123	2124	2125
2126	2127	2128
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2144	2145	2146
2147	2148	2149
2150	2151	2152
2153	2154	2155
2156	2157	2158
2159	2160	2161
2162	2163	2164
2165	2166	2167
2168	2169	2170
2171	2172	2173
2174	2175	2176
2177	2178	2179
2180	2181	2182
2183	2184	2185
2186	2187	2188
2189	2190	2191
2192	2193	2194
2195	2196	2197
2198	2199	2200
2201	2202	2203
2204	2205	2206
2207	2208	2209
2210	2211	2212
2213	2214	2215
2216	2217	2218
2219	2220	2221
2222	2223	2224
2225	2226	2227
2228	2229	2230
2231	2232	2233
2234	2235	2236
2237	2238	2239
2240	2241	2242
2243	2244	2245
2246	2247	2248
2249	2250	2251
2252	2253	2254
2255	2256	2257
2258	2259	2260
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2285	2286	2287
2288	2289	2290
2291	2292	2293
2294	2295	2296
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2300	2301	2302
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2399	2400	2401
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2444	2445	2446
2447	2448	2449
2450	2451	2452
2453	2454	2455
2456	2457	2458
2459	2460	2461
2462	2463	2464
2465	2466	2467
2468	2469	2470
2471	2472	2473
2474	2475	2476
2477	2478	2479
2480	2481	2482
2483	2484	2485
2486	2487	2488
2489	2490	2491
2492	2493	2494
2495	2496	2497
2498	2499	2500

Example of POST 35 Catalogue

Volume number and minute number.
Scroll down through these
until you find the one mentioned
on the index.

Alternatively,
Scroll down
through these
until you find
the year and
month that the
event
took place

Finding Number.
Please use this to
find the correct
microfilm for the
minute in question.
Look this up in
the lists on the top
of the microfilm
cabinets.

Tells you where to find the record. If it
states it must be viewed on Microfilm, look
it up the same way that you found the index.
If nothing is written here, you will have to
fill in a requisition slip to bring up the
original document from the repository.

THE BRITISH POSTAL MUSEUM & ARCHIVE: THE ROYAL MAIL ARCHIVE			
POST 35: POST OFFICE: Minutes between the Secretary and Postmaster General 1794 - 1920			
Reference	Description	Date(s)	Access information
POST 35/361 (P 35/0009)	Secretary's minutes to the Postmaster General Volume No: 174 Minute Nos: 1370 - 2147	1878 Mar 4 - Apr 3	Public Record Open
POST 35/382 (P 35/0009)	[1 volume] Held by: GB 813 The Royal Mail Archive, Freetling House Secretary's minutes to the Postmaster General Volume No: 175 Minute Nos: 2148 - 3014A	1878 Apr 2 - May 15	Record must be viewed on Microfilm Public Record Open
POST 35/383 (P 35/0009)	[1 volume] Held by: GB 813 The Royal Mail Archive, Freetling House Secretary's minutes to the Postmaster General Volume No: 176 Minute Nos: 3015 - 3818	1878 May 15 - Jun 18	Public Record Open Record must be viewed on Microfilm
POST 35/384	[1 volume] Held by: GB 813 The Royal Mail Archive, Freetling House Secretary's minutes to the Postmaster General	1878 Jun 19 -	

The Royal Mail Archive

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Section 4

Glossary

Terms used in this guide:

POST	This 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 – awarded to employees upon retirement
MG	Marriage Gratuity – awarded to female employees leaving the Post Office to get married.
DG	Death Gratuity – awarded to the families of employees who died while still working for the Post Office.
G	Gratuity – awarded to employees not eligible for a full pension.

Abbreviations

1st CI 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 & WirelessSection
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
NPB	Newspaper Branch
NT/NT & COA	Night Telephonist/& Call Office Attendant
NW	London Postal Service, North West District Office
Pd Learner	Paid Learner
Postman Mgr	Postman Messenger
RTS LTR	Return to Sender Letter
R Postman	Rural Postman
Postman (R)	Rural Postman
SA	Sorting Assistant
SB/SBD	Savings Bank Department
S Cert	Savings Certificate Division
SC&T	Sorting Clerk & Telegraphist
SE	London. South Eastern District Office
Shtd Typist	Shorthand Typist
Sk Workman II	Workman Class II
SW II Skilled	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

Why do you not have any Family History records dated later than 1959?

Due to the changes in the organization and operation of the Post Office in 1960, the series of Pension and Gratuities records ceased to be maintained. Modern records are no longer created and retained in the same way.

In addition, the legal requirements governing the documentation of the Post Office staffing since 1960 have changed more than once. In 1961 the position of the Post Office as a government department linked to the Treasury was altered by an Act of Parliament, and in 1969 the Post Office became a public corporation – which it remained until the passage of the Postal Services Act 2000 and it's becoming a public limited company in 2001. As a self contained unit recordkeeping practices were inevitably different in the business now known as Royal Mail; in particular, financial cutbacks sometimes affected it, with tens of thousands of staff files being transferred out of the archive in 1982 as a cost saving measure.

Now The Postal Museum recognises that there is a potential gap in our holdings for future generations of family historians. Legislation such as the Data Protection Act means that the interests and privacy of Royal Mail staff are safeguarded, but we are trying hard to ensure than an appropriate and useful historical record will be available for researchers in years to come.