



The
Postal
Museum

A guide to

FAMILY HISTORY RESEARCH

'Travelling Post Office historic'. Black and white photograph. c.1930. (POST 118/5472)

Introduction

The Royal Mail Archive holds records for the majority of Post Office staff for the whole of the UK, and up until 1920 Ireland too. The **appointment records** cover the years 1831 – 1969, and **pension and gratuity records** cover the years 1686 – 1959. For the period 1860 to 1959, there should have been an appointment minute for all established staff, a record of their pension or gratuity when they retired, or a gratuity awarded to their families if they died in service, or if they were a woman a gratuity when they left to the Post Office to get married.

Please be aware that not all staff are listed in the records that have come to the Archive. Also, if somebody left the Post Office before they became eligible to receive a pension, we will not have much information on them. The appointment minutes are essentially a list of names with the dates they started their employment. The pension or gratuity records usually contain more information and often give a brief summary of an individual's career. This can include the different roles they held, the salaries they received and any notable achievements. The appointment and pension records are the best places to start looking for ancestors.

If the appointment and pension records don't reveal anything, it often means that unfortunately no information has come to the Archive. However, 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. They can provide information on appointments or cases involving an individual, such as dismissals or other events.

Other useful sources can be the **staff magazines** and **Establishment Books**. The Post Office magazines and Courier sometimes contain lists of some retirements and people promoted. The Establishment Books contain lists by department of higher-grade staff employed, mainly senior and some clerical staff. Although some of the later years list postmasters and postmistresses. Postmen and women are not listed in the Establishment Books at all.

All the records are divided into series, which are known as POST classes. Each POST class has its own number and contains records on a particular subject or business activity, or from a specific Post Office department.

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. Pension records are kept in POST 1, which are records of correspondence with the Treasury. The appointment records are mainly hand-written, bound volumes, and the pension records are mainly typescript, bound volumes. Each document has a unique Finding Number indicating its POST class and its unique piece number, for example, POST 1/203 is for a volume of Treasury Letters in POST class 1, with the piece number 203. These Finding Numbers are written on the microfilms so that you can find the correct record and will also be needed by the Archive staff when fetching records for you.

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 some hard copy catalogues in the Archive, which are useful when researching family history. They contain lists of some of the documents we hold here, divided into POST classes. For example, the folder marked POST 1 lists all of the documents in POST 1, including the pension and gratuity records. Our online catalogue gives a full list of documents in the Archive:

<https://catalogue.postalmuseum.org/>

Documents that have been microfilmed are on a separate list on top of the microfilm cabinets. This list indicates which drawers the 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, look at the contents page and choose the section appropriate to your research. Go to that section and follow the guidelines.

The guide will indicate whether the records are available on microfilm or microfiche, or whether the original document will have to be viewed. If records are available on microfilm or microfiche, they must be viewed in this format. If you need to view an original document, please speak to a member of the Archive team who will assist you.

Where records are available on microfiche, the guide will indicate the number of the appropriate fiche. Ask at the Archive reception 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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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 when they retired from with the Post Office. You can view them in person at the Archive, or online at: www.ancestry.co.uk

Common payments awarded were:

- a Pension at retirement age (commonly age 60).
- a Pension due to retirement on the grounds of ill-health.
- a Marriage Gratuity, paid to female employees who, until 1946, usually had to leave the Post Office when they got married.
- a Death Gratuity, paid to the family of employees who died while employed by the Post Office.

Indexes list the pensions and gratuities awarded. The index entries can potentially lead on to 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 1969, 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 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? (Date of birth?)
- 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 (permanent, full-time) employee. Unestablished (part-time or casual) employees did not normally receive 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		
1686 – 1859	Go to Section 1.1	page 8
1860 – 1882	Go to Section 1.2	page 9
1883 – 1895	Go to Section 1.3	page 11
1896 – 1913	Go to Section 1.4	page 13
1914 – August 1921	Go to Section 1.5	page 15
September 1921 – 1940	Go to Section 1.6	page 18
1940 – 1959	Go to Section 1.7	page 20
Scotland and Ireland		
Scotland	Go to section 1.8	page 24
Eire and Northern Ireland	Go to section 1.9	page 25

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 26 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 year. When you find the relevant year, take a note of the Finding Number on the left-hand side. Please see page 23.
2. Using this Finding Number, consult microfilms if available, or request an original document from the Archive staff.
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 staff grades received a pension, if they were eligible.

Section 1.2

1860 – 1882 Pensions and Gratuities records

1. Request the microfiche sheets from the reception desk. Indexes of pensioned staff have been copied from the relevant volume so you can 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 23.
4. Using this Finding Number, consult microfilms if available, or request an original document from the Archive staff.
5. Once you have the correct volume, use the page number to locate the required page.

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

The image shows a handwritten index page with columns for names, positions, and page numbers. Red boxes highlight specific entries and labels. Lines connect these boxes to explanatory text boxes.

Person's Surname and initial	Place of work	Page No.
Haynes, W.	Barnsley	426
Wilkinson, J.	St. Leonards	452
Bennett, W. St. Leonards	Whippinham	455
Fortune, G.	Fordown	458
Gibbon, J.	Messinger	461
Harley, J.	St. Leonards	464
Cooper, J.	St. Leonards	467
Maynard, W. J. Examiner, G. O. Dublin, G. P. O.	St. Leonards	470
Smith, G.	Messinger	473
Holland, J.	St. Leonards	4
Trivett, R.	St. Leonards	7
Hill, J. St. Leonards	Mail Guard	10
Edwards, W.	Messinger	13
Mirby R.	Postmaster	16
Moss, W.	St. Leonards	19
Longley, J.	Messinger	22
Mirby, R.	St. Leonards	22

Year and Volume No. – Take a note of these and use them to find the correct entry in the POST 1 catalogue.

Page No. – Once you have found the correct volume, go to this page number to locate the correct Treasury Letter.

Position held

'Index to Treasury letters, POST 1/106-174'. 1860-1882. (POST 1/175)

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 23 below.
5. Using this Finding Number, consult microfilms if available, or request an original document from the Archive staff.
6. Go to the page number given in the index entry to locate the relevant Treasury Letter.

Example of page from Index to Treasury Letters for the years 1883 – 1895

Month in Question and Volume No. Take a note of this and use it to find the correct volume in the POST 1 catalogues.

Year in Question

Month	Vol. No.	Surname	First Name	Position	Place of Work	Page No.
Jan.	Vol. 107	Beer		Inspt.	Derby.	1.
		Gordon		D. affd. J. } Pman.	London	5
		Gordon		alfd.		
		Allanson		Wm. Asst. Supt.	Bolton.	12.
		Corby		Alfd. Lineman	Engineering Dept.	17.
		Eaton		Wm. Overseer	London.	20.
		Masterman	Amelia L.	Inspt.	L.S.	24.
		Seymour	Alfd.	Head Pman.	London.	27.
		Smith	Jesse	Cur. Pman.	Framlingham & Laxfield	31.
		Darison	Wm.	"	Downham & Horsehead } Drove	42.
		Grummitt	Chas.	Sorter	London	44.
		Hockney	Jonathan	Inspt.	Hull.	51.
		Sparrow	Edith Harriet	Woman & Inspt.	London.	55.
		Winter	Chas. John	Pman.	Virginia Water.	59.
		Ayling	Esther Emily	Clerk	R & A. G. P.	70.
		Bruckshank	Wm. Scott	Lineman	Engineering Dept.	74.
		Dalton	Geo	Clerk	R & A. G. P.	79.
		Lawrence	Geo.	Cur. Pman.	Harleston & Wingfield.	84.
		Stratford	Hy. G. Beaton	Sorter	London	87.
		Lawrence	Geo	Cur Pman	Harleston & Wingfield	95.

Person's Surname

Position

Place of Work

Person's First Name

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.

'Index to Treasury letters'. 1894-1899. (POST 1/293)

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. 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	Surnames	Date	Reel	Location
POST 35/996	Index to pensions and gratuities	A – Z	1896 – 1902	53	Cabinet 3, Drawer 2
POST 35/1306	Index to pensions and gratuities	A – Z	1903 – 1909	53	Cabinet 3, Drawer 2
POST 35/1603	Index to pensions and gratuities	A – Z	1910 – 1915	54	Cabinet 3, Drawer 3

3. Search through the index for the initial of the person's surname, then the subsection of the next vowel in the surname. For example, for Geary go to the Section for 'G' then to the subsection for 'E'.
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, no award was made.
5. If you find 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. If there is no entry in this index, then no details of the award were kept.

Finding No.	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 4
POST 1/471	Index to Treasury Letters	1912 - 1914	Request document

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, 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 on 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 23 below.
8. Using this Finding Number, consult microfilms if available, or request an original document from the Archive staff.
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. 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 gratuities	A – Z	1910 – 1915	54	Cabinet 3, Drawer 3
POST 35/1678	Index to pensions and gratuities	A – Z	1916 – 1919	54	Cabinet 3, Drawer 3
POST 38/32	Index to pensions and gratuities	A – Z	1920 – 1923	55	Cabinet 3, Drawer 4

3. Search through the index for the initial of the person's surname, then the subsection of the next vowel in the surname. For example, for Geary go to the section for 'G' then to the subsection for 'E'.
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 cannot find an entry in this index, no award was made.

- If you find 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 for a different month. 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 6
1915	POST 1/680 – POST 1/689	Cabinet 1, Drawer 6
1916	POST 1/690 – POST 1/701	Cabinet 1, Drawer 6
1917	POST 1/702 – POST 1/710 POST 1/711 – POST 1/713	Cabinet 1, Drawer 6 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

- 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.
- 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 several employees, with each individual's details presented along one row of a table. For this reason, and the way larger pages are folded to fit into the volume, it may be difficult to locate the relevant information immediately.

Annotated page from the first of the double indexes

Person's Surname	Person's First name or initials	This shows whether a pension, gratuity or marriage gratuity was awarded, and the amount that was paid.						
Mia. No.	Surname.	Christian Name.	Appointment held.	Place.	Pension.	Gratuity.	Marriage Gratuity.	Observations.
6297	Gunn	J.	Inspt of Prison	Dersey.	49.7.8			
7281	Gant	Mrs A J	Chorman	S. W.		23.9.8		compassionate
7504	Gase	J.	Uncollieman	Long.				
7621	Garnett	J.	Postmaster	Windermere	92.6.8			
8004	Glasscock	J. M.	Postmaster	Del. Co.	114.11.2			
10215	Gaulter	H. R.	S. L. J. J. J.	Blackpool			46.1.9	
12000	Gaze	G.	R. P. J. J.	Monwien	29.11.1			
13267	Gao Martin	J. G.	Sorter	S. L.	90.0.8			
14016	Gastor	Mrs	J. J. J.	Brighton				

Person's Job Title Place of work Any additional information

'Index to pensions and gratuities'. 1896-1902. (POST 35/996)

Example of the second of the double indexes

Pensions (Miscell)		
1897		
76155 Feb	Mr. S. J. Mr. Leigh on Sea Accident	962
	Latchford Alb. Soter Accident on duty	743
	Compensation to Mr. J. J.	748
	Batty Thomas - Clerk - Savings Bank Quincy as	950
	to Civil Service Certificate	
76157 May	Mally Michael R. P. J. J.	78
	Henry Catherine - Deceased - Go to payment of Gratuity	134
	Wooding Tho Jee Aut Lman Licenses	200
	Fatal accident Pension to Widow's children	203
	Murray John Emr Carragh Camp Pensionable	434
	service	
Hughes	Thompson J. J. J. J. Accident	462
	Compensation allowance	

Month and year pension was awarded. Use this to find relevant POST 1 volume in POST 1 catalogues.

Position Held

Additional information e.g. place of work, or reason pension or gratuity was granted.

Page No. Look this page up in relevant POST 1 volume.

Surname First Name(s) / Initials

'Index to Treasury Letters'. 1894-1899. (POST 1/293)

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 subsection of the next vowel in the surname. For example, for Geary go to the Section for 'G' then to the subsection for 'E'.
3. The entry gives a month and page number in the final column on the right-hand side of the page. The year is indicated at the beginning of the entries for that section, you may need to scan back to find it. Please see page 23. Take a note of all of these details. If no month or page number is given, the relevant form or correspondence was not 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 23.

1. Using this Finding Number consult microfilms, if available, or request an original document from the Archive staff.
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 42) or an appointment minute that can be traced to POST 35 or POST 38 (please see page 35). 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 subsection of the next vowel in the surname. For example, for Geary go to the Section for 'G' then to the subsection for 'E'.
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 23. 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 23.
5. Using this Finding Number, consult microfilms if available, or request an original document from the Archive staff.

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 that was 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 Appendix.

Example page from Index to Treasury Letters (1942)

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

Minute Number	Surname	Christian Name	Appointment held	Place	Registered Number	Page in Treasury Book
67232/act/41	Allan	Agnes S	Ynnet	Glasgow P	71946	
6710/fad/41	Adlam	Geo.	HCO	LTR	23458	1 Jan.
67221/act/42	Allan	Kobel D	Acty	Aberdeen mg	7359/36	
67332/10	Allan	Robert A.	Overseer	Glasgow	DS 68916/42	
	Amman	Albert E.	Pinsan	Elford DG	69143/42	
67231/ada/10	Adams	Kathleen	Ynnet	Stoke P	mg 44846/35	
67201/ada/10	Adams	Vera B	Ynnet	LTR	MG 79604/35	
67232/act/10	Alcham	John H	Ynnet	Burnley P	42765/30	
67231/ell/10	Adair	Mr Geo.	Acty	LPR	MG 107135/32	
6714/ash/42	Ashman	Ernest G	Pinsan	Shepton Mallet P	103926/26	
67202/ada/10	Adams	Eustace mo	Ynnet	LTR	427305/31	29 May
6710/act/10	Accland	W J	Acty	LPR	4222007	30 Jan

Person's Surname

Person's First Name

Their Job

Place of Work

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

'Indices to pensions and gratuities'. 1940-1942. (POST 38/190)

Example page from hard copy 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 1/1091 [P 1/6/215]	Pensions and gratuities applications and awards Pensions and gratuities, applications for superannuation and other retiring allowances, Vol. No. 215. [1 volume] Held by: GB 813 The Royal Mail Archive, Freeling House	1940 May - Jun	Public Record Open
POST 1/1092 [P 1/6/216]	Pensions and gratuities applications and awards Pensions and gratuities, applications for superannuation and other retiring allowances, Vol. No. 216. [1 volume] Held by: GB 813 The Royal Mail Archive, Freeling House	1940 Jul - Aug	Public Record Open
POST 1/1093 [P 1/6/217]	Pensions and gratuities applications and awards Pensions and gratuities, applications for superannuation and other retiring allowances, Vol. No. 217. [1 volume] Held by: GB 813 The Royal Mail Archive, Freeling House	1940 Sep - Oct	Public Record Open
POST 1/1094 [P 1/6/218]	Pensions and gratuities applications and awards Pensions and gratuities, applications for superannuation and other retiring allowances, Vol. No. 218. [1 volume]	1940 Nov - Dec	Public Record Open

The Royal Mail Archive 341

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.

Finding Number, e.g. POST 1/1094.

Section 1.8

Scotland Pensions

1686 – 1846

For the period before 1846 see the England and Wales records described in Section 1.1 on page 8.

1846 – 1919

Check the Scottish Index volumes listed in section 3.2 on page 51.

The first volume (e.g. A-K) contains 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 before 1835 see the England and Wales records described in Section 1.1 on page 8.

1835 – 1859

Check the Irish Index volumes listed in section 3.3 on page 53. Search entries by name and location. These volumes also contain appointments and some retirements, but mainly for special cases and staff such as Postmasters.

1860 – 1919

Check the Irish Index volumes listed on page 53.

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 dependents of deceased established and unestablished staff (the latter made on compassionate grounds)
- superannuation payments consisting of gratuities to staff who retired early due to 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. 'Retiring', 'Compassionate'.

These are available on microfilm and can be found in Cabinet 1, drawer 7. Use the table below 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 J A
POST 1/1148	Jan 1944 – Jul 1947	Harrison J B – McGlinchey E
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
POST 1/1152	Jul 1947 – Mar 1950	Corbr – Harrison JA
POST 1/1153	Jul 1947 – Mar 1950	Harrison J B – McGlinchey E
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 J A
POST 1/1158	Apr 1950 – Mar 1952	Harrison J B – McGlinchey E
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 J A
POST 1/1163	Apr 1952 – Mar 1954	Harrison J B – McGlinchey E
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. Use the table below 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 below). They include the amount deposited and details of withdrawals made. Each entry has been crossed, in a subsequent audit, with the date of death, recovery or closure of account.

Further information on many of the people in POST 1/1172 can be found in POST 1/1173, which comprises pension accounts of former 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 7.

Record	Details
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 on 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 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 shows how to find the correct microfilm reel.

Finding	Date	Surnam
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 shows how 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 who 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 table below.

Record	Details
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 at: www.ancestry.co.uk
These can also be viewed using the kiosk machines in the Archive. 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 very occasionally when they 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 reception desk if you need assistance.

Searching for Appointment Records:

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 boy messenger) when would they have been aged around 18 years old, and become an established employee?

If you are searching for a Postmaster or Postmistress, was the person 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 employed by the Post Office, but ran

independent shops, and other businesses, from their premises and only ran the post office as a franchise.

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.

Appointment book	Section	Page
1831 – 1866 Appointment Books	Go to section 2.1	Page 34
1866 – 1969 Appointment Books	Go to section 2.2	Page 36
The Minute Books To search under a Post Office or Sub-Post Office	Go to section 3	Page 44

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

2. Look through the alphabetical index of names at the front of the volume, to find the page number 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.
3. Scroll through the rest of the volume until you get to the given page number.

Example of an Index in the Appointment Books

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.

Hankisson J.	4	Hitchcock J. Chk	265	Harrison Hugh	
Hayward Mrs.	21	Haywood B. Imp.	379	Liverpool Clerk	520
Hunt M. Chas.	29	Hefferman J. S. G.	382	Hodgson John Jun	
Holberton R. Th.	35	Hordle J. S. G.	384	Manchester Clerk	521
Hodgkins W.	63	Hort Alex. Chk	394	Holdsworth Wm	
Hile Mrs.	68	Hordle James S. Carr.	407	Letter Carr	526
Hudson Henry Clerk	90	Hammond Charles Imp.	403	Hickler J. F. Sen	527
Hughes David	72	Holmes Wm S. Carr.	410	Hickson S. Carr	528
Hoson Thomas	80	Hammond M. S. Carr.	411	Hardy James W. Clerk	
Hippesley John	82	Hile Wm P. O.	412	Henderson M. J.	529
Hobbins W. carrier	93	Harrison M. J. S. P. O.	413		

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

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

'Indexed minutes of appointments'. Aug 1839-Aug 1843. (POST 58/69)

Section 2.2

1866 – 1969 Appointment Books

1. Consult the appointment book indexes. These are available on microfilm in Cabinet 4, drawers 2 and 3. Use the table below to 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

Finding Number	Date	Surname	Reel	Location
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 – Dec 1913	A – K	21	Cabinet 4, Drawer 3
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

Finding Number	Date	Surname	Reel	Location
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
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

Finding Number	Date	Surname	Reel	Location
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 of the surname, and listed in the year the appointment papers were processed by the registry. For example, for Geary, find the year in question, then go to 'G' and then to 'E'.
- b. Search through until you find a relevant entry. This usually shows the person's name, the position they were appointed to, the location of this position, and a minute number, e.g. 12345/22. The first five digits of this refer to the minute, the last two to the year it was recorded. Take a note of this number. Please see page 42.

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 for 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. To find the correct minute volume, search through the relevant catalogue to find the minute number given in the index. When you find this, take a note of the Finding Number on the left-hand side. Please see page 42.
5. Use this Finding Number to consult microfilms if available, or to request an original document from the Archive staff.

The appointment records stopped being 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 reception desk if you need assistance.

Page from (Appointment) Minute Book Index

Person's Surname	Person's First Name	Year in Question	Position to which appointed					
		1881						
Date	Registered Number of Appointment Paper	Surname	Christian Name	Situation to which Nominated	Place	Number of Appointment Minute	Number of Confirmation Minute	OBSERVATIONS
May	80504	Greenhalgh	Wm. H.	R. Sr. Cr. Bottom & Co. agent		7771/81	11521/81	
	81141	Green	Mary J.	Female clerk	S. P.	5459/81	11591/81	
June	88756	Greenland	Tom F.	Porter	London	12663/81		
	93199	Green	Henry J.	Clerk L. D.	S. P.	5518/81	4824/81	
	98329	Gleeson	Thomas	R. Sr. Cr. Six mile Budgets	Dangan	8456/81	1986/82	
	99797	Gleeson	Geo J.	Copyist Tel. Dep. Secretary's office		7999		
July	10403	Gee	Edward	Boy clerk	Wigan	8456/81		
	112110	Green	Alfred R.	Junr. Sr. Cr.	E. D.	8456/81	908/82	
Oct.	124050	Gregory	Chas. H.	R. Sr. Cr.	Ware to Dane & Co.	4749/81	3130/82	In Eng. 5404/82

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

'Index of appointments A-K'. 1876-1882. (POST 58/87)

Example page from hard copy POST 38 Catalogue

Reference	Description	Date(s)	Access information
POST 38/145	Secretary's general minutes to the Postmaster General	1936	
[P 38/1/134]	Volume No: 1 Minute No: 1 - 2000. This volume contains appointment minutes only.		Public Record Open
	[1 volume] Held by: GB 813 The Royal Mail Archive, Freeing House		
POST 38/146	Secretary's general minutes to the Postmaster General	1936	
[P 38/1/135]	Volume No: 2 Minute No: 2001 - 4000. This volume contains appointment minutes only.		Public Record Open
	[1 volume] Held by: GB 813 The Royal Mail Archive, Freeing House		
POST 38/147	Secretary's general minutes to the Postmaster General	1936	
	Volume No: 3 Minute No: 4001 - 6000. This volume contains appointment minutes only.		Public Record Open
	[1 volume] Held by: GB 813 The Royal Mail Archive, Freeing House		

Finding Number	Location
1936	Public Record Open

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.

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.

Other Sources

Establishment Books listing senior personnel employed in various departments, can be found using the catalogue to POST 59. Duplicate copies of many of these are available in our Archive and Library room. Please ask at the reception desk if you have difficulty locating them on the open shelves. Soon the Establishment Books will also be available at: www.ancestry.co.uk

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, which enable you to search the Minute records.

Searching for Minutes

1. The first thing you need to establish is 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.

2. Based on the place where an individual worked, or the town where an office was located, choose the appropriate group of records for your research. Then go to the relevant section.

Place	Year	Section	Page
England and Wales	1792 – 1920	Go to section 3.1	Page 45
Scotland	1842 – 1937	Go to section 3.2	Page 51
Ireland	1831 – 1937	Go to section 3.3	Page 53
England, Wales, Scotland and Northern Ireland	1921 – 1973	Go to section 3.4	Page 55
Subject specific Indexes	1792 – 1920	Go to section 3.5	Page 60
Department Indexes	1792 – 1920	Go to section 3.5	Page 60

Section 3.1

1792 – 1920 England and Wales

Minute Volumes

You can search these volumes either by place, or by name and 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	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 3
POST 35/70	1839 – 1845	N – Z	66	Cabinet 2, Drawer 3
POST 35/115	1846 – 1852	A – F	67	Cabinet 2, Drawer 4
POST 35/1702	1846 – 1852	G – M	67	Cabinet 2, Drawer 4
POST 35/116	1846 – 1852	N – R	67	Cabinet 2, Drawer 4
POST 35/1703	1846 – 1852	S – Z	68	Cabinet 3, Drawer 3

Indexes to places, names and subjects

Finding Number	Date	Index headings	Reel	Location
POST 35/198	Jun 1852 – Dec 1859	A – G	74	Cabinet 2, Drawer 7
POST 35/199	Jun 1852 – Dec 1859	H – R	74	Cabinet 2, Drawer 7

Finding Number	Date	Index headings	Reel	Location
POST 35/200	Jun 1852 – Dec 1859	S – Z	75	Cabinet 2, Drawer 7
POST 35/247	1860 – 1865	A – C	75	Cabinet 2, Drawer 7
POST 35/1704	1860 – 1865	D – G	75	Cabinet 2, Drawer 7
POST 35/248	1860 – 1865	H – R	76	Cabinet 2, Drawer 8
POST 35/249	1860 – 1865	S – Z	76	Cabinet 2, Drawer 8
POST 35/295	1866 – 1870	A – F	77	Cabinet 2, Drawer 9
POST 35/1706	1866 – 1870	G – N	77	Cabinet 2, Drawer 9
POST 35/296	1866 – 1870	O – W	78	Cabinet 2, Drawer 9
POST 35/1707	1866 – 1870	X – Y	69	Cabinet 2, Drawer 7
POST 35/344	1871 – 1874	A – F	78	Cabinet 2, Drawer 9
POST 35/1708	1871 – 1874	G – N	79	Cabinet 3, Drawer 1
POST 35/345	1871 – 1874	O – Z	79	Cabinet 3, Drawer 1
POST 35/400	1875 – 1879	A – E	80	Cabinet 3, Drawer 1
POST 35/1710	1875 – 1879	F – L	80	Cabinet 3, Drawer 1
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
POST 35/1714	1884 – 1888	M – Q	85	Cabinet 3, Drawer 2
POST 35/591	1884 – 1888	R – Z	86	Cabinet 3, Drawer 2

Finding Number	Date	Index headings	Reel	Location
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

Finding Number	Date	Index headings	Reel	Location
POST 35/1108	1903 – 1905	A – B	98	Cabinet 3, Drawer 2
POST 35/1109	1903 – 1905	C – D	99	Cabinet 3, Drawer 2
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

Finding Number	Date	Index headings	Reel	Location
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
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 tab, scroll through the entries for that 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 59.
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 67.
5. Use this Finding Number to find the correct microfilm reel for that 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 you are searching for. An example of a minute can be seen on page 59.

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 subsections 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 subsections were not used and you will need to search through all the smaller places or subjects with the same initial.

Entries after 1920 can be traced to minute books in POST 38. Please go to section 3.4 on page 55.

Section 3.2

1842 – 1937 Scotland Minute Volumes

Please follow the instructions above on pages 45 – 50, 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 and 4.

Finding Number	Date	Index headings	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
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

Finding Number	Date	Index headings	Reel
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 made after 1937 can be traced to minute books in POST 38. Please go to section 3.4 on page 55.

Section 3.3

1831 – 1937 Irish Minute Volumes

Please follow the instructions in section 3.1 on pages 45 – 50, but use the table below to find the indexes for places in Ireland and Northern Ireland. The minutes are to be found in POST 36 for Ireland and 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	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

Finding Number	Date	Index entries	Reel
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 made 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. 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 names
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 names	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 tab, scroll through the entries for that 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 59.
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 67, as an example.
5. Use this Finding Number to find the correct microfilm reel for that 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. An example of a minute can be seen on page 59 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 subsections 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

Finding Number	Date	Subject	Reel
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

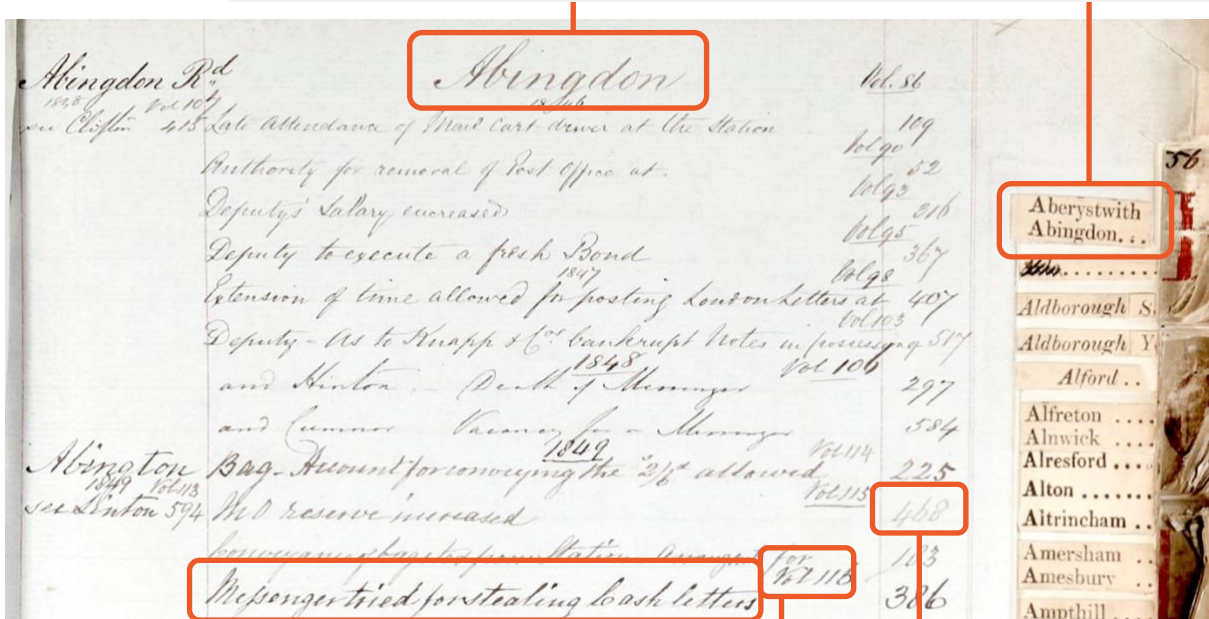
Sub-Post Offices

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 subsections are not used and you will need to search through all the smaller places or subjects with the same initial.

Index in Minute Books

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.



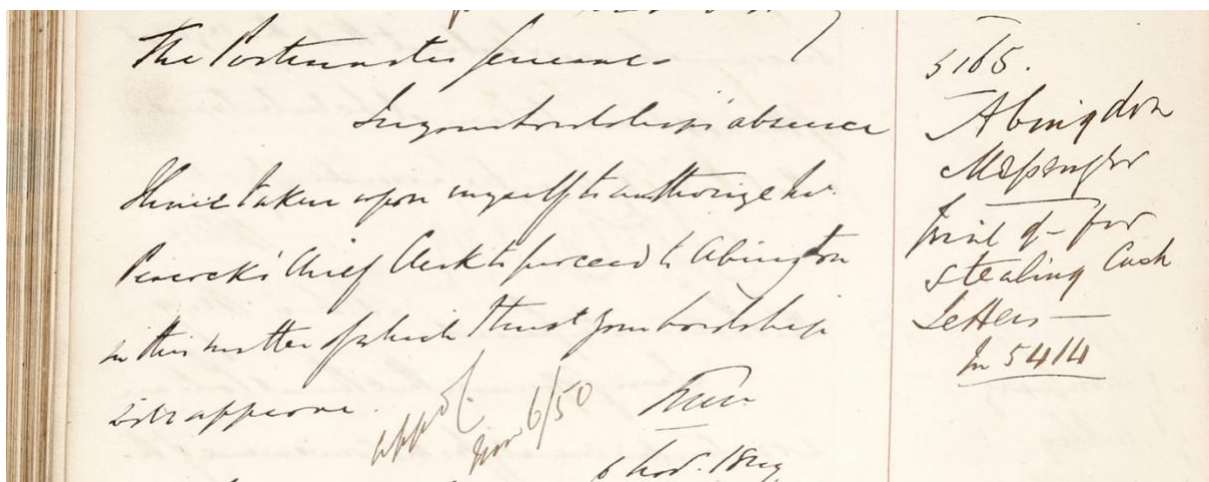
This gives the subject of the minute

This gives the volume number where the minute can be found. Take a note of this and look it up in the POST 35 or POST 38 catalogue.

This gives the page number within that volume where the minute can be found.

'Index to departments, places, names, and subjects'. Jan 1846-Jun 1852. (POST 35/115)

Example of Minute Book Entry



This is an example of an entry in the Minute Books. It refers to a Messenger in Abingdon who was tried for stealing. The page number is in the top, left-hand corner of the page (cannot be seen in this image). The title and minute number, if these are required, are in the column on the right and the description of the event is in the main text.

'Secretary's minutes to the Postmaster General'. 13 Sep-07 Dec 1849. (POST 35/101)

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 to find a subject or event. If you find anything, take a note of the volume and page number. Please see page 65.
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 67.
4. Use this Finding Number to either find the appropriate microfilm using the guides on top of the microfilm cabinets, or to request an original document from the Archive staff.
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 7
POST 35/1705	1860 – 1865	69	Cabinet 2, Drawer 7
POST 35/1707	1866 – 1870	69	Cabinet 2, Drawer 7
POST 35/1709	1871 – 1874	70	Cabinet 3, Drawer 3

Finding Number	Date	Reel	Location
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 65 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 60 above and the example on page 66 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 60 above and the example on page 66 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 before 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 60 above and the example on page 65 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 can be traced using the POST 38 catalogue. Please see instructions on page 60 above and the example on pages 65-66 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 60 above and picture on page 65 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 can be traced using the POST 38 catalogue. Please see instructions on page 60 above and the example on page 65 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 before 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 60 above and picture on page 65 below.

Example of Index to Major Subjects

Page	Sec: office Vol. 151. 1854.	Page	Sec: office Vol. 152. 1854.
33	Lawrence M.A. Withdrawal of money invested as security	321	Murchhardt M. G. To assist M. Beaufort
102	Handtall M. Appointed to the H.M.S.	478	Warburton M. (Clerk in Charge) In debt to M ^r Stanton & Sons
5	Hammond Miss. Distributing certain stores &c.	470	Rees M. False entry in attendance book
4	Hollibone Miss. to assist. Allowance	432	Official Papers Contain destroyed
144	Newspapers supplied officially retained	6	Daily Packet List, Departure of Private Ships for abroad not to be announced in
124	Turner M. to assist in M. Edwards's Desk	"	Stamps M. Suggestion
222	Ellen M.	43	King M. Replaced to his former position as Sec. Clerk
226	Turner M. - Clerk in Charge - For Dept of Naval Imps	"	Torres M.
245	Card M. Appointed Registrar of Bonds	323	Ellis M. Expenses to Wolverhampton
328	Chambre M. Leave	493	Leach M. Temp. Substitute for M. Jones
366	Ellen M. Discharged his duties while assisting M. Bus well in a satisfactory manner	"	Perth M. " " M. Leach
329	Murdaile M. Withdrawal of money invested as security	345	Captains & Masters Widows Fund
425	2 ^d Class Clerks For diem allowance	"	M. Hill & M. Hyde appointed Trustees

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 Archive staff.

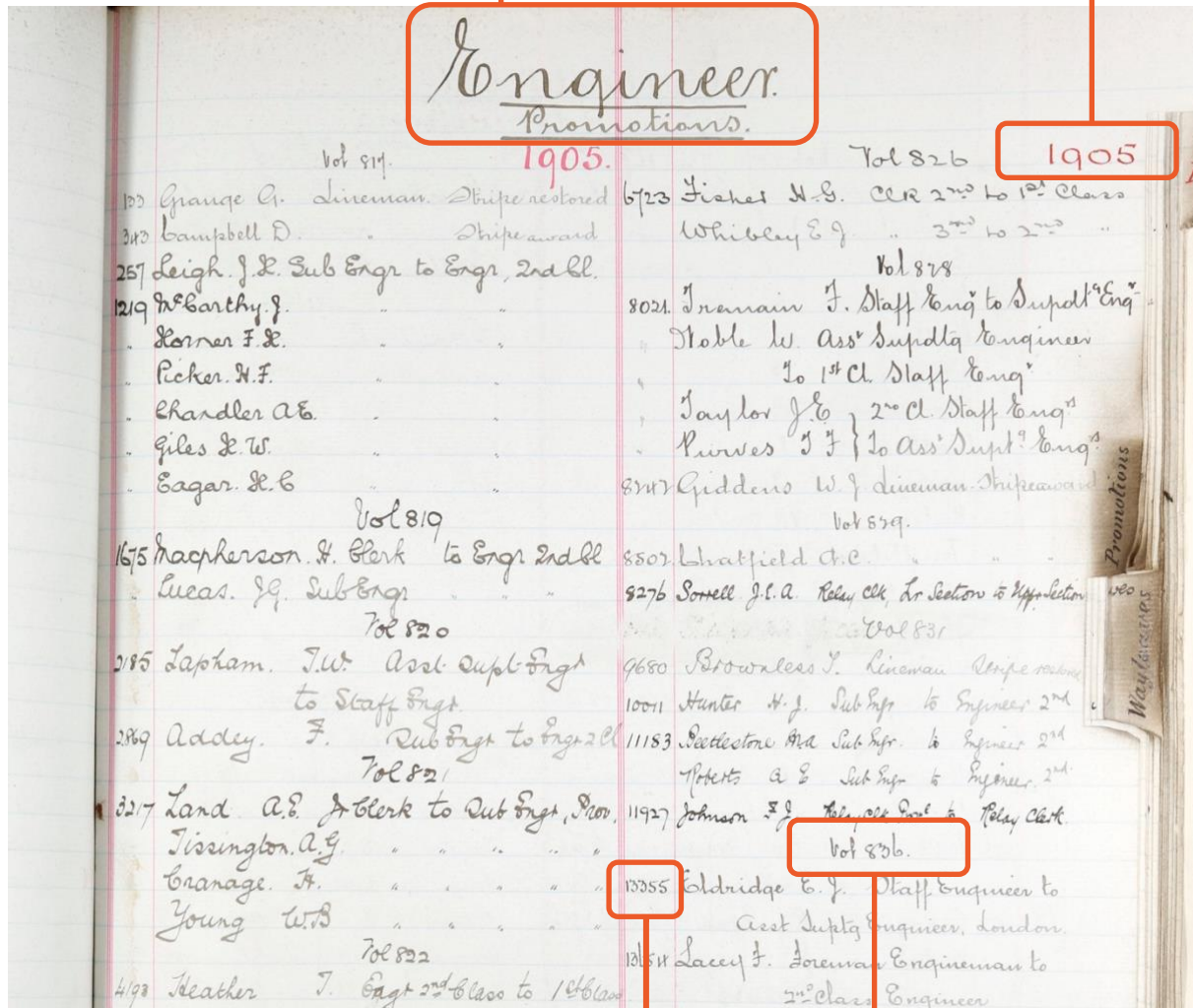
These indexes are listed in alphabetical order of department / subject. These are shown here. Scroll through until you find the one you are looking for.

'Index to departments and major subjects'. Jun 1852 – Dec 1859. (POST 35/197)

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.

For each department, the entries are then listed in date order, shown here.



This is the minute number. Once you have looked through the POST 35 or POST 38 catalogue and found the correct volume, look through the volume until you have found this minute.

This is a volume number. The entries below this come from this volume. Take a note of this and look through the POST 35 or POST 38 catalogue to find this

'Index to departments'. 1905-1908. (POST 35/1249)

Example of POST 35 Catalogue

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.

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

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 35/378 <i>[P 35/2/0356]</i>	Secretary's minutes to the Postmaster General Volume No: 171 Minute Nos: 7663 - 8393. [1 volume] <i>Held by: GB 813 The Royal Mail Archive, Freeling House</i>	1877 Nov 26 - Dec 31	Public Record Open Record must be viewed on Microfilm
POST 35/379 <i>[P 35/2/0357]</i>	Secretary's minutes to the Postmaster General Volume No: 172 Minute Nos: 1 - 1369. [1 volume] <i>Held by: GB 813 The Royal Mail Archive, Freeling House</i>	1878 Jan 1 - Jan 31	Public Record Open Record must be viewed on Microfilm
POST 35/380 <i>[P 35/2/0358]</i>	Secretary's minutes to the Postmaster General Volume No: 173 Minute Nos: 675 - 1369. [1 volume] <i>Held by: GB 813 The Royal Mail Archive, Freeling House</i>	1878 Feb 1 - Mar 4	Public Record Open Record must be viewed on Microfilm

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

Tells you where to find the record. If it states it must be viewed on Microfilm, look it up in the same way that you found the index. If nothing is written here, ask the archive staff to retrieve the original document for you.

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 Royal Mail Archive.

Catalogue A listing of all the catalogued items in The Royal Mail Archive. This includes listings of all the items in a specific POST class, providing piece numbers for each item and a description of the records available.
For example, POST 1/58 is a record in POST class 1 with the piece number 58.

Reel A numbered reel of microfilm used to view records on a microfilm reader, 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 used in the records

Pension Awards

P Pension – awarded to employees upon retirement.

MG Marriage Gratuity – awarded to female employees who, until 1946, had to leave the Post Office when they got married (although there are instances of it still being paid after this date).

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.

Job titles, departments and locations

1st CI Clerk 1st Class Clerk

AGD Accountant General's Department

A&PRD Administration & Public Relations Department [at HQ]

Asst Supt Assistant Superintendent

CA/Cler Asst Clerical Assistant

CC&T Counter Clerk & Telegraphist

Ch Clerk Chief Clerk

CO [job title] Clerical Officer

CO [place] Circulation Office

COA	Call Office Attendant
CTO	Central Telegraph Office
CWO/CWW	Certificated Wireless Operator/Certificated Wireless Watcher
DMO	District Manager's Office [Telecommunications]
EC/ECDO	Eastern Central District Office [in London]
Engr Ldn	Engineering Department: London
Engr Prov	Engineering Department: Provinces
EO	Executive Officer
ETE/ETE (C&W)	External Telecoms Executive/External Telecoms Executive (Cable & Wireless Section)
Girl Prob	Girl Probationer
HEO	Higher Executive Officer
London CO	London, Circulation Office
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
LPR	London Postal Region
LPS	London Postal Service

LPS IS	London Postal Service (later, Region) Inland Section
LTS/LTR/L Tp	London Telephone Service (later, Region)
Mach. Opr	Machine Operator
MOO/MOD	Money Order Office/Money Order Department [the Money Order Office was later called the Money Order Department]
N/NDO	Northern/Northern District Office [in London]
NPB	Newspaper Branch
NT/NT & COA	Night Telephonist/Night Telephonist & Call Office Attendant
NW	North West District Office [in London]
Pd Learner	Paid Learner
Postman Mgr	Postman Messenger
Postman (R)	Rural Postman
R Postman	Rural Postman
RTS LTR	Return to Sender Letter
SA	Sorting Assistant
SB/SBD	Savings Bank/Savings Bank Department
SC&T	Sorting Clerk & Telegraphist
S Cert	Savings Certificate Division

SE/SEDO	South Eastern/ South Eastern District Office [in London]
Shtd Typist	Shorthand Typist
Skd Worker	Skilled Worker
Skd Workman II	Skilled Workman Class II
SO	Sub-Post Office
SO Postman	Sub-office Postman
SW1	Skilled Workman Class I
SW II Skilled	Skilled Workman Class II
SW/SWDO	South Western/South Western District Office [in London]
TA [job title]	Traffic Assistant
TA [office]	Telephone Area
Tech I/IIA/IIB	Technician [Class] I/[Class] IIA/[Class] IIB
Tlgst	Telegraphist
TMO	Telephone Manager's Office
Tpnst	Telephonist
TP Operator	Telephone Operator
TS	Telegraph Section
TSO	Town Sub-office
TSO (S)	Town Sub-office (Salaried) [i.e. run by a salaried officer]

U or (U) Unestablished [job category that was not eligible for a pension]

USW Unestablished Skilled Workman

W/WDO Western/Western District Office [in London]

WA/Wtg Asst Writing Assistant

WC/WCDO West, or Western, Central/West, or Western, Central District Office [in London]

Appendix

Why don't you have any pension records after 1959?

Due to changes in the organisation 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. In 1969 the Post Office became a public corporation, which it remained until the passage of the Postal Services Act 2000. It then became 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 recordkeeping, with tens of thousands of staff files being transferred out of the Archive in 1982 as a cost saving measure.

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 2018, means that the interests and privacy of Royal Mail and Post Office 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.