

## THE DIOCESAN RECORD OFFICE

The address for all correspondence is:

The Diocesan Record Officer,  
Northumberland Collections Service,  
Woodhorn,  
QEII Country Park,  
Ashington,  
Northumberland  
NE63 9YF.

### 1. Deposit of parish registers and other records

1. Records may be deposited by prior arrangement at Northumberland Collections Service. The main switchboard telephone number is 01670 528080 and when phoning you need to indicate that you wish to speak with a member of the Collections team.
2. Please telephone in **advance** to arrange a mutually convenient time for the deposit of records. Although the service is closed on Mondays and Tuesdays it is possible with advance notice to deposit records on these days.
3. When records are deposited the incumbent or his/her representative will be given a temporary receipt with a unique reference number for use in correspondence.
4. Records will be catalogued as soon as practical. (Most small deposits are catalogued within a month of arrival.) Once cataloguing is completed the incumbent will be sent the following paperwork:
  - (a) a permanent receipt signed by the Diocesan Record Officer;
  - (b) a **green** list detailing the deposit which should be added to the folder sent under **The Parochial Registers and Records Measure 1978**;
  - (c) a **white** list detailing the deposit. This is for the personal reference of the incumbent.

All parishes have been provided with a folder to store copy lists. The folder should be stored in the church safe so that it may be consulted by the Archdeacons. If the folder is lost or destroyed a replacement folder can be obtained from the Diocesan Record Office. The current (2008) charge for a replacement folder and contents is £5.

5. All **Parish records**, microfilms and Diocesan records once catalogued are kept at Northumberland Collections Service, Woodhorn.

## **2. Enquiries from Incumbents.**

1. All telephone enquiries by Incumbents should be made to Northumberland Collections Service, Woodhorn (Tel: 01670 528080) If the Incumbent experiences difficulty using the service or has any queries regarding the Diocesan Record Office he/she can contact the Diocesan Record Officer, Mrs Sue Wood by telephone on 01670 528080 or write to Northumberland Collections Service at the above address.
2. No charge is made for requests for information for official purposes. However, requests for information should be specific and a reasonable timescale should be allowed for a response. Although staff give priority to urgent requests for information it is not possible to provide information immediately.
3. Photocopies of register entries are provided free of charge to Incumbents but these should not be used as the basis for issuing certificates.
4. Incumbents may consult their records whenever Northumberland Collections Service is open to the public. Incumbents may have access to their parish records outside public opening hours by prior arrangement with the Diocesan Record Officer.

## **3. Public Access to the Records**

1. All members of the public wishing to use the searchroom at Woodhorn must register to do so when they first visit, and produce identification with their current address on, such as a council tax bill, utility bill, or driving licence; a passport is also a valid form of identification. Without identification, original registers and other archival material may not be viewed.
2. Members of the public may consult parish registers without the consent of the Incumbent at the discretion of the Diocesan Record Officer.
3. Microfilm copies of the registers will always be used. Original registers will only be produced for public inspection if a microfilm of the register does not exist.
4. All searches in parish registers will be made under the supervision of record office staff and the Diocesan Record Officer may make further rules for care and inspection of the registers with the written consent of the Bishop.
5. Members of the public requiring information for official reasons for example record of a baptism entry prior to confirmation may visit the centre to consult the records in person. If however information is

requested by telephone and insufficient detail is given a research fee (currently £25 per hour minimum) will be charged for staff time.

6. Northumberland Collections Service has a comprehensive genealogical and historical research service for members of the public unable to visit in person and fees are charged for this.

#### **4. Copies of Parish Records**

1. Copies from entries in the parish records may be made for the purpose of **private** research only. The individual requesting the copy **must** sign the copyright declaration form issued by the record office.
2. Copy microfilms will not normally be issued to private individuals or organisations. Any requests for copy microfilms should be forwarded to the Diocesan Record Office.

#### **5. Temporary Withdrawal of Records**

1. Incumbents may wish to withdraw parish records temporarily from the Diocesan Record Office for specific events. If records are to be withdrawn at least **one week's** written notice should be given to the Diocesan Record Office.
2. Withdrawal of records for exhibition purposes is not encouraged unless parishes can meet the guidelines set out in BS5454 (British Standard for the Storage and Exhibition of Archival Documents) and requests to withdraw records may be referred to the Archdeacons.
3. A charge may be made by the Diocesan Record Office for staff time involved in processing withdrawals.

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