Nottinghamshire County Council

Nottinghamshire Archives

Summary of Archival Groups

The following is a list of the twenty-one archival groups. It includes details on the main collections within each group and the main types of documents, but is not an exhaustive list.

A full list of document reference codes is available in the search room.

Nottinghamshire County Council Records

- Archival Group Reference: CC
- Dates from 1889

These records are organised in the following way:

- CC/number are administrative records, including council minutes and title deeds
- CC/letter are departmental records, such as CC/ED for the Education department and CC/NP for the Nottinghamshire County Police

The records include:

- Council and committee minutes
- Title deeds
- Year books
- Vehicle licensing records
- Police officers' registers

Nottingham City Council Records

- Archival Group Reference: CA
- Dates between the 12th and the 20th centuries

These records are organised in the following way:

- CA/number are documents pre-dating 1835 relating to the borough of Nottingham
- CA/letter are post-1835 records relating to the corporation and later the city of Nottingham, arranged into departments, for example
  CA/CM – Committee minutes,
  CA/ED – Education department,
  CA/GC – General cemetery,
  CA/PL – Planning department

The records include:

- Charters
- Minute books
- City title deeds
- Building plans and building plan registers
- Electoral registers
- Police officers' registers
- Criminal photograph books

District and Borough Council Records

- Archival Group Reference: DC
- Dates from 1894

These records are arranged by district name, for example:

- DC/A – Arnold Urban District Council
- DC/BA – Basford Rural District Council
- DC/NK – Newark Borough Council, pre-1835
- DC/NW – Newark Municipal Borough Council, from 1835

The records can include:

- Council and committee minutes
- Building plans and building plan registers

Parish Council Records

- Archival Group Reference: PaC
- Dates from 1894

These records are arranged numerically by place, for example:

- PaC 8 – Oxton parish council records
- PaC 38 – Blythe parish council records

The records can include:

- Parish council and committee minutes
- Account books
- Rate books
- Correspondence

Court Records

- Archival Group Reference: C
- Dates between the 15th and 20th centuries

These records include the following classifications:

- C/CR – Coroners' court records
- C/CY – County court records
- C/PS – Petty sessions, which dealt with minor offences and crimes
- C/QS – Quarter sessions, which dealt with more serious matters

The records include:

- Quarter sessions minute books, detailing cases heard
- Calendars of prisoners
- Bastardy returns and maintenance orders
- Deposited plans of public undertakings, such as roads and railways
- Magistrates' court registers

Probate Records

- Archival Group Reference: P
- Dates between 16th and 20th centuries

These records are arranged according to the church court where the will or the other documents was proved, e.g.:

- PR/MW – Mansfield Peculiar court
- PR/NW – Exchequer court: Nottingham Archdeaconry
- PR/SW – Southwell Peculiar court

The records include:

- Wills
- Inventories

Semi-Official Records

- Archival Group Reference: SO
- Dates between 16th and 20th centuries

These are the records of public bodies, including:

- SO/HO – Hospital records, subdivided by hospital
- SO/IN – Inland Revenue records
- SO/NCB – Colliery records, subdivided by colliery company (mainly pre-1947)
- SO/PU – Poor law union records, subdivided by poor-law union

Hospital records can include:

- Committee minute books
- Patients' registers
- Admission and discharge registers
- Ward report books
- Plans

Inland Revenue records include:

- Land tax records
- Valuation books
- Plans

Colliery records can include:

- Minute books
- Shareholders' ledgers
- Registers of workmen
- Photographs

Poor law union records can include:

- Guardians' minute books
- Workhouse plans
- Admission and discharge registers
- Relief lists
- Creed registers

School Records

- Archival Group Reference: S
- Dates between 19th and 20th centuries

These records are arranged as follows:

- S/A – Admission registers, subdivided by place and by school

- S/B – School board records, subdivided by place
- S/BX – Miscellaneous school records, subdivided by place and by school
- S/L – Log books, subdivided by place and by school

The records include:
- Governors' minutes
- Head teachers' reports
- Pupils' records
- Records of school activities including extra-curricular events
- Photographs

Enclosure Awards

- Archival Group Reference: EA
- Dates between 18th and 19th centuries

These records are arranged numerically by place, for example:
- EA/82 – Syerston Enclosure Award
- EA/126 – Harworth Enclosure Award

The records include:
- Enclosure Maps
- Enclosure Awards, detailing proposed re-distribution of land

Tithe Awards

- Archival Group Reference: AT
- Dates between 1836 – c1850

These records are arranged numerically by place, for example:
- AT/1 – Arnold Tithe Award
- AT/126 – Stapleford Tithe Award

The records include:
- Tithe Maps
- Tithe Apportionments, detailing value of land, owners and occupiers

Diocesan Records

- Archival Group Reference: DR
- Dates from 1884

Arranged by diocesan department, e.g.:
- DR/1 – Diocesan registry records

The records include:
- Diocesan registers
- Bishops' transcripts
- Day books
- Magazines
- Ordination and consecration papers
- Faculties
- Glebe terriers

Southwell Chapter Records

- Archival Group Reference: SC
- Dates between 12th and the 19th centuries

Records of the Southwell Chapter are presently given a running number. Marriage licences are arranged chronologically by date in one series.

The records include:
- Marriage licence records
- Financial records
- Property records
- Chapter records
- Court records

Parish Records

- Archival Group Reference: PR
- Dates between 16th and 21st centuries

Parish records are given a running number, but the catalogues are arranged alphabetically by place name in the search room.

The records include:
- Parish registers
- Churchwardens' accounts
- Overseers of the poor accounts
- Constables' accounts
- Settlement examinations and certificates
- Removal orders
- Vestry and Parochial church council (PCC) minutes

Non-Conformist Records

- Archival Group Reference: NC
- Dates between 17th and 20th centuries

This archival group mainly comprises records of Protestant churches other than the Church

of England, but also includes a small Jewish collection. These include:

- NC/BP – Baptist records
- NC/IR – Independent and Congregational Church records
- NC/JW – Jewish records
- NC/MR – Methodist records, subdivided by Methodist circuit
- NC/Q – Quaker records

The records include:

- Registers of baptisms, marriages and burials
- Minute books
- Account books
- Correspondence
- Deeds
- Photographs

Deposited Documents

- Archival Group References: DD, M
- Dates between 12th and 21st centuries

These are records deposited privately by organisations, families, businesses, societies and individuals.

- M – Documents originally deposited with the Nottingham City Record Office. This office merged with the Nottinghamshire County Record Office in 1974, and became Nottinghamshire Archives
- DD/number – smaller deposited collections
- DD/letter – larger deposited collections, for example:
  DD/FJ – Foljambe family of Osberton
  DD/P – Portland family of Welbeck
  DD/SR – Savile family of Rufford
  DD/RN – Raleigh Cycle Company
  DD/PL – John Players Cigarette Manufacturers Ltd
  DD/TS – Thoroton Society of Nottinghamshire

Business records can include:

- Administrative and financial records
- Shareholders' records
- Staff records
- Sales and promotional material
- Photographs

Family and estate collections can include:

- Title deeds
- Rentals and leases
- Surveys and valuations
- Maps and plans
- Accounts
- Correspondence

The records of organisations, clubs and societies can include:

- Membership records
- Minute books
- Publications
- Accounts
- Photographs

Individuals' records can include:

- Letters
- Diaries

Solicitors' records can include:

- Title deeds
- Wills

Purchased Documents

- Archival Group Reference: DP
- Dates between the 13th and 21st centuries

These are records of various contents which have been purchased by Nottinghamshire Archives.

Ordnance Survey Maps

- Archival Group Reference: OS
- Dates between the 18th and 20th centuries

Ordnance Survey Maps are arranged by scale (using the old county series for earlier maps and the National Grid for later ones), sheet number and year of edition, for example:

- OS 25" – 25 inches to one mile, followed by the sheet number, e.g. 32.5, and the year
- OS 6" – 6 inches to one mile, followed by the sheet number, e.g. 6 NE (North East) and the year

A key map is available at Reception to pin-point the correct sheet number

Prints and Illustrations

- Archival Group Reference: X
- Dates between the 18th and 20th centuries

A series of prints and illustrations depicting views of Nottinghamshire and its buildings

Maps and Plans

- Archival Group Reference: MP
- Dates between 16th – 19th centuries

In addition to maps appearing in other archival groups, there is a separate series of maps and plans, which are organised by place and size.

The maps include:

- County maps
- Estate maps

Microfilm

- Archival Group Reference: Z

A range of sources dating between the 12th and 20th centuries is available on microfilm. These include sources held at other repositories. They all relate to Nottinghamshire.