

ARCHIVE SERVICES

ARCHIVE
SERVICES
GUIDE

Centre for Kentish Studies



Kentish
County
Council
EDUCATION SERVICES

THE CENTRE FOR KENTISH STUDIES

**“Studies serve
for delight,
for ornament
and for ability”
however
“To spend too
much time in
studies is sloth”**

Francis Bacon

The Centre for Kentish Studies offers an integrated Archive and local studies service giving access to printed and manuscript information from the 7th Century to the present day. The collections are of national and international significance and reflect the varied interests and activities of the people of Kent, today and in the past. This leaflet is a very brief introduction to the types of sources available. The Centre staff are always happy to assist visitors with their research and offer advice on specific enquires. Staff will also be able to direct you to other places that may hold information you require.



THE COLLECTIONS

GENEALOGICAL SOURCES FOR RESEARCHING FAMILY HISTORY INFORMATION INCLUDE:

- Church of England parish registers for the Archdeaconries of Maidstone, and Tonbridge 16th-20th centuries
- Bishops transcripts of parish registers in the diocese of Rochester 17th-20th centuries
- Marriage licences for the diocese of Rochester 17th-20th centuries
- Electoral registers for Kent County 1832 - to date
- Poll books 1734-1868
- County-wide directories for Kent and local directories for individual towns
- Census returns for the county are held on microfilm 1841-1891
- Wills and inventories to 1858
- The International Genealogical Index for Kent, Surrey, Sussex and Essex is available on microfiche.

OTHER MATERIAL WHICH MAY BE USEFUL FOR GENEALOGISTS:-

- Manorial court rolls and books
- School admission registers and logbooks
- Apprenticeship records
- Taxation records
- Workhouse admission, discharge, death and creed registers 19th-20th centuries
- Royal West Kent Regiment records 18th-20th centuries

HISTORY OF BUILDINGS

- *Royal East Kent Yeomanry records 18th-20th centuries*

POSSIBLE SOURCES FOR TRACING THE HISTORY OF A BUILDING INCLUDE:-

- *List of Buildings of Special Architectural or Historic Interest*
- *Medieval Building Survey carried out by the RCHM 1992*
- *Rate books*
- *Hearth Tax returns 1662-1664 held on microfilm*
- *Building plans and drawings*
- *Public house licensing records 18th-19th centuries*

MAPS & PLANS

A large collection of manuscript and printed maps is held for all areas of Kent, the following is a brief outline.

- *Estate maps and plans 16th-19th centuries*
- *Tithe maps and awards available on microfilm, the first large scale series of maps produced for Kent parishes dated for the most part 1839-1841. The accompanying apportionments list owners and occupiers of land*
- *Ordnance Survey maps for the county - various editions and scales are held*
- *Early historic county maps of Kent such as Saxton, Speed and Symonson*
- *Specialist maps eg. geology, archaeology, footpath, land use, sea charts, Goad shopping centre plans, land drainage*

ILLUSTRATIONS

Over 15,000 old photographs (including albums), postcards, prints and slides are kept. All areas of Kent are represented. Specific collections include: the William Boyer photographs of Sandwich, Freda Barton photographs of West Malling and the William Hodges photographs of Brenchley.

BOOKS & PRINTED EPHEMERA

The Centre has an extensive collection of printed books on the history and topography of Kent plus related subjects. Information on current issues and structure plans are also kept. Other types of material held in the printed collection include:-

- *Local Acts of Parliament*
- *Kent County Council and borough council publications*
- *Brochures of property sales*
- *Calendars of record series held at the Public Record Office*
- *Video and cassette recordings including oral history reminiscences*
- *Periodicals - a range of journals relating to Kent are subscribed to and a comprehensive index is available*

MICROFILM COLLECTION

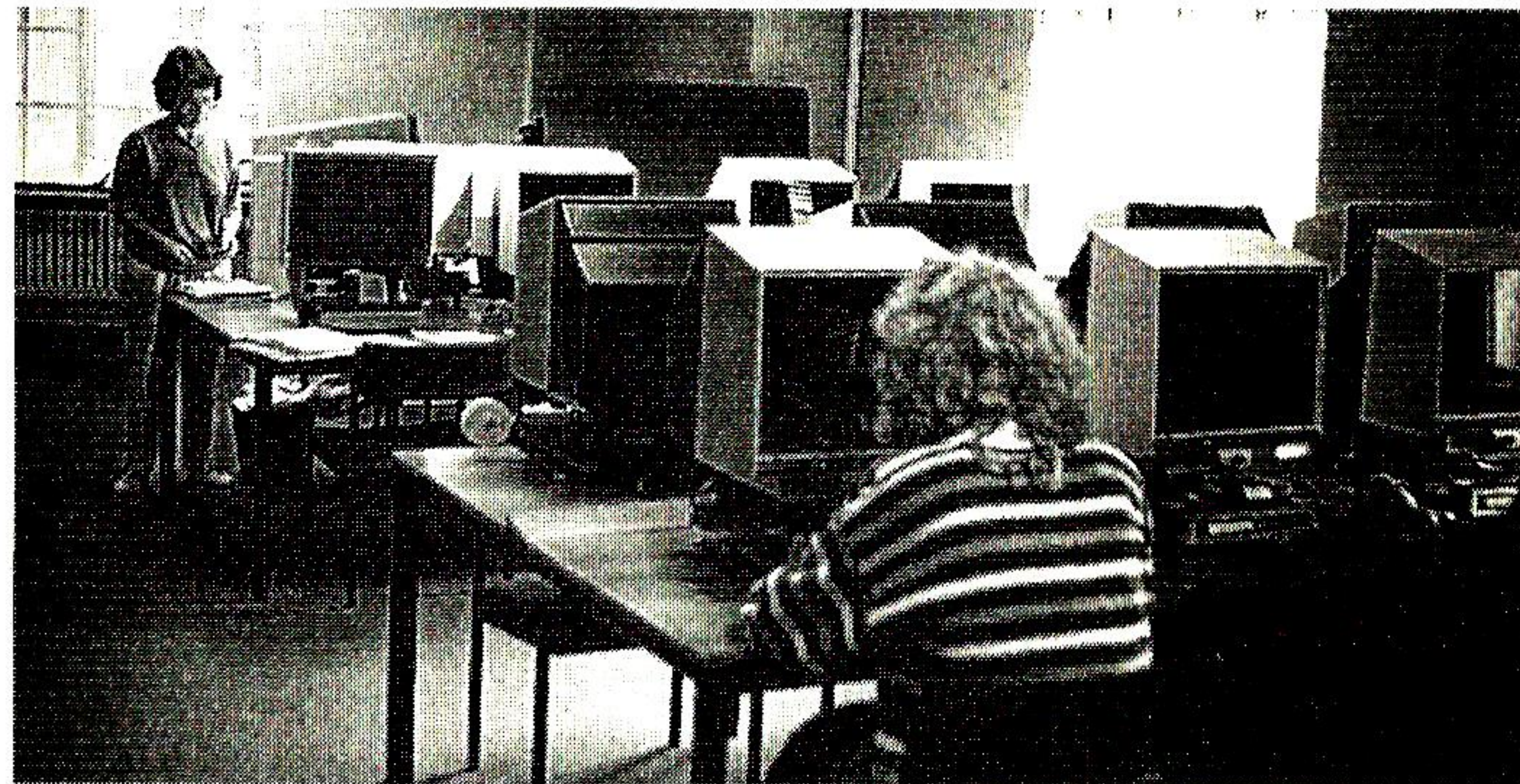
In addition to microfilm copies of our own collections the Centre obtains on microfilm records relating to Kent held at other repositories. Some examples include:-

- *Protestation returns 1641-42*
- *Visitation returns from the Diocese and Peculiars of Canterbury*
- *Registers of the Archbishops of Canterbury 1279-1645*
- *Crockfords Clerical Directory 1858 - 1982*

EDUCATION RESOURCES

SOURCES FOR SUPPORTING THE NATIONAL CURRICULUM INCLUDE:

- *A selection of Kent Newspapers*
- *Parish packs of pre-selected photocopies*
- *Topic packs of pre-selected photocopies*
- *Photographs and illustrations*
- *A range of educational publications*



THE FOLLOWING IS A VERY BRIEF OUTLINE OF THE RANGE & TYPE OF ARCHIVAL RECORDS HELD AT THE CENTRE

LOCAL GOVERNMENT RECORDS

- *Rural Districts - East and West Ashford, Cranbrook, Faversham, Hollingbourne, Maidstone, Malling, Sheppey, Swale, Tenterden, Thanet 19th-20th centuries*
- *Urban Districts - Ashford, Sheerness, Sittingbourne and Milton, Swanscombe, Tonbridge, Walmer 19th-20th centuries*
- *Borough - Dartford 19th-20th centuries, Deal 18th-20th centuries, Faversham 15th-20th centuries, Gravesend 16th-20th centuries,*

SCHOOLS & EDUCATION

- *Building grant plans 1839-1877*
- *Board, council, voluntary and county school records 19th-20th centuries (excluding the Medway area and parish schools in the Archdeaconry of Canterbury)*
- *Local education committees 19th-20th centuries (excluding the Medway area)*

CHURCH RECORDS

- *Church of England, Diocese of Rochester 16th-20th centuries*
- *Congregational church records -
Sheerness 18th-20th centuries
Sandwich 14th-20th centuries
Staplehurst 17th-20th centuries
Gravesend 19th-20th centuries
Milton in Thanet 19th-20th centuries
Milton in Sittingbourne 18th-20th centuries
Maidstone 18th-20th centuries
Queenborough 18th-20th centuries*
- *Methodist Circuits - Tonbridge and Tunbridge Wells 19th-20th centuries, Maidstone, Canterbury and Faversham 18th-20th centuries*
- *Society of Friends - Kent Quarterly meetings 17th-20th centuries*

*Maidstone 14th-20th centuries, New Romney 15th-20th centuries, Queenborough 14th-20th centuries
Romney Marsh 16th-20th centuries, Sandwich
15th-20th centuries, Tenterden 16th-20th centuries*

CHARITIES & SOCIETIES

Over 100 collections are held ranging from Elizabethan schools and almshouses to 20th century clubs and associations

HOSPITALS INCLUDING

- *Kent Ophthalmic Hospital 1846-1973*
- *Oakwood Hospital, Barming 1835-1940*
- *West Kent General Hospital 1837-1901*

BUSINESS, TRADE & INDUSTRY

Collections comprising accounts, correspondence personal and technical records survive for a number of Kent businesses including public utilities, breweries, solicitors and tradesmen - for example

- *West Malling Apothecary records*
- *National Coal Board 19th-20th centuries*
- *Norwood, Charing (solicitors) 15th-20th centuries*
- *Benians, Goudhurst (architects) 16th-20th centuries*

FAMILY AND ESTATE RECORDS

Over 3000 collections are held ranging from individuals to major county families for example:

- *Amherst of Montreal, Riverhead 18th-20th centuries*
- *Romney of the Mote 15th-20th centuries*
- *Stanhope of Chevening 16th-20th centuries*
- *Knatchbull and Banks 15th-20th centuries*
- *Sackville 14th-20th centuries*

SHIPPING

- *Registers*
- *Transaction books*
- *Fishing crew lists*

KENT COUNTY ADMINISTRATION

- *Kent Quarter Session records 16th-19th centuries*
- *Kent County Council records 1889 to date*
- *Records of Petty Sessions 18th-20th centuries (excepting Medway)*



MORE DETAILED INFORMATION ABOUT THE COLLECTIONS CAN BE OBTAINED FROM THE CENTRE

PLANNING YOUR VISIT

Researchers who only wish to use the printed book collection and periodicals housed in the public searchroom may visit without an appointment or a readers' ticket.

Two forms of identification or a current CARN ticket are required for those wishing to use the full range of material. Access to archival and other local studies material, also the collections held on microfiche and microfilm is by appointment only. To obtain a CARN ticket please bring with you two recent passport type photographs and two means of identification showing name, address and signature eg. a driving licence | passport | Utilities bill | bank statement..

FACILITIES

- *Bookshop*
- *Restaurant*
- *Toilets*

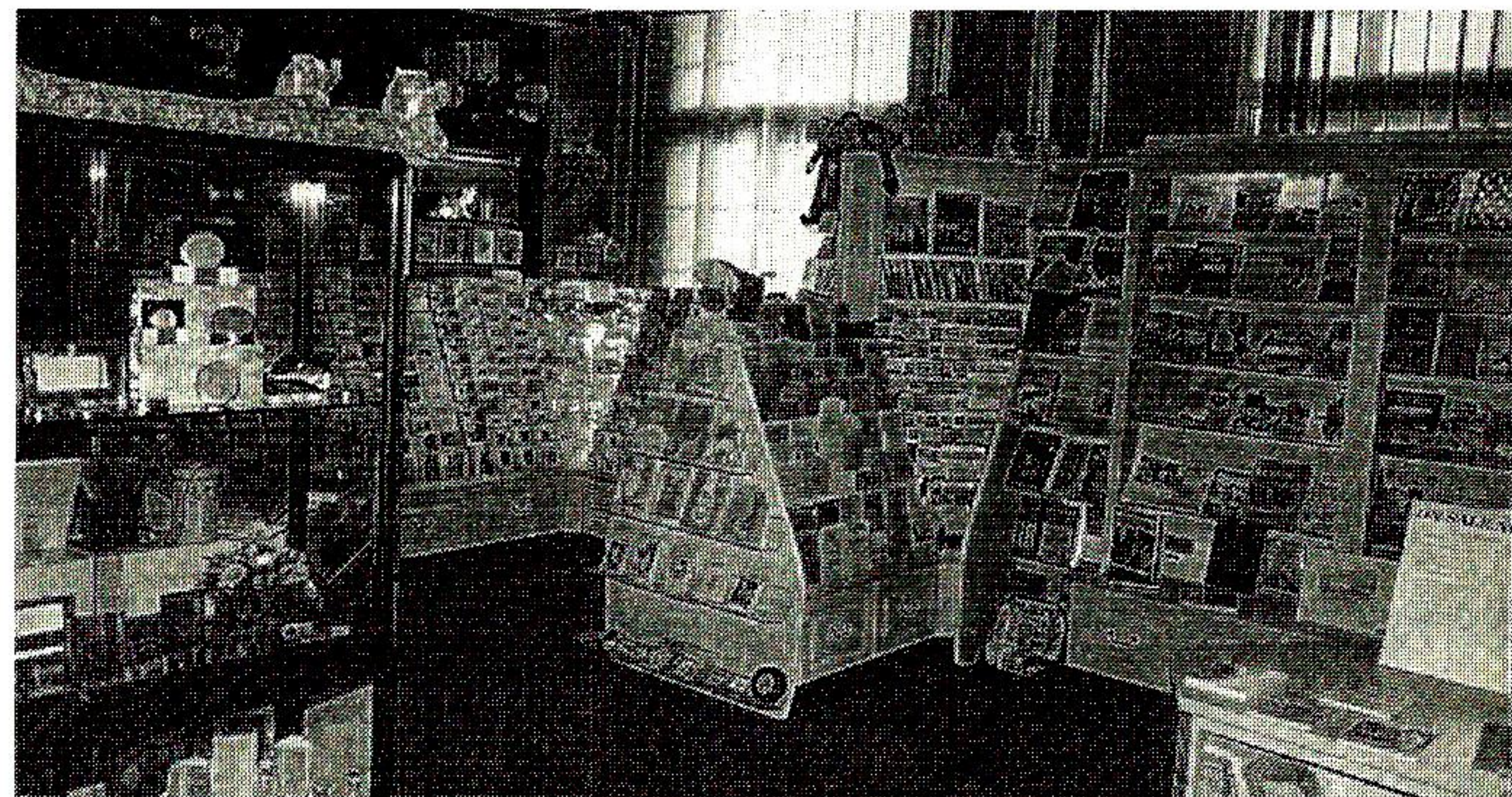
- *Public Telephone*
- *Access and facilities for people with disabilities*
Easy Reader, wheelchair access, lap top control, loop system
- *Photocopying and microfilm printout facilities are available.*
- *Research and consultancy services are provided for a fee.*
- *Orders can be taken for microfilm and photographic services.*

OPENING HOURS *Monday* searchroom closed
(classes and group tours can be arranged)

Tuesday 9 am - 5 pm
Wednesday 9 am - 5 pm
Thursday 10 am - 5 pm
Friday 9 am - 5 pm
Saturday (2nd and 4th of each month)
9 am - 1 pm

Documents are produced up to 4 pm each day and up to 12 noon on Saturdays.

Education Resources Room is closed 12 - 1pm every day (not open Saturdays)



MICROFILM ROOM *The microfilm collection and the reader printer are housed in a separate searchroom which closes at 4.45 pm on weekdays and 12.45pm on Saturdays.*

**EDUCATION
RESOURCES
ROOM**

Contains a selection of original Kent newspapers, illustrations and photocopied sources arranged by parish and topic to support the National Curriculum. Principally created for teachers and students the sources will also be useful for local historians. Access by appointment only, tel: 01622 694577 or 694363.

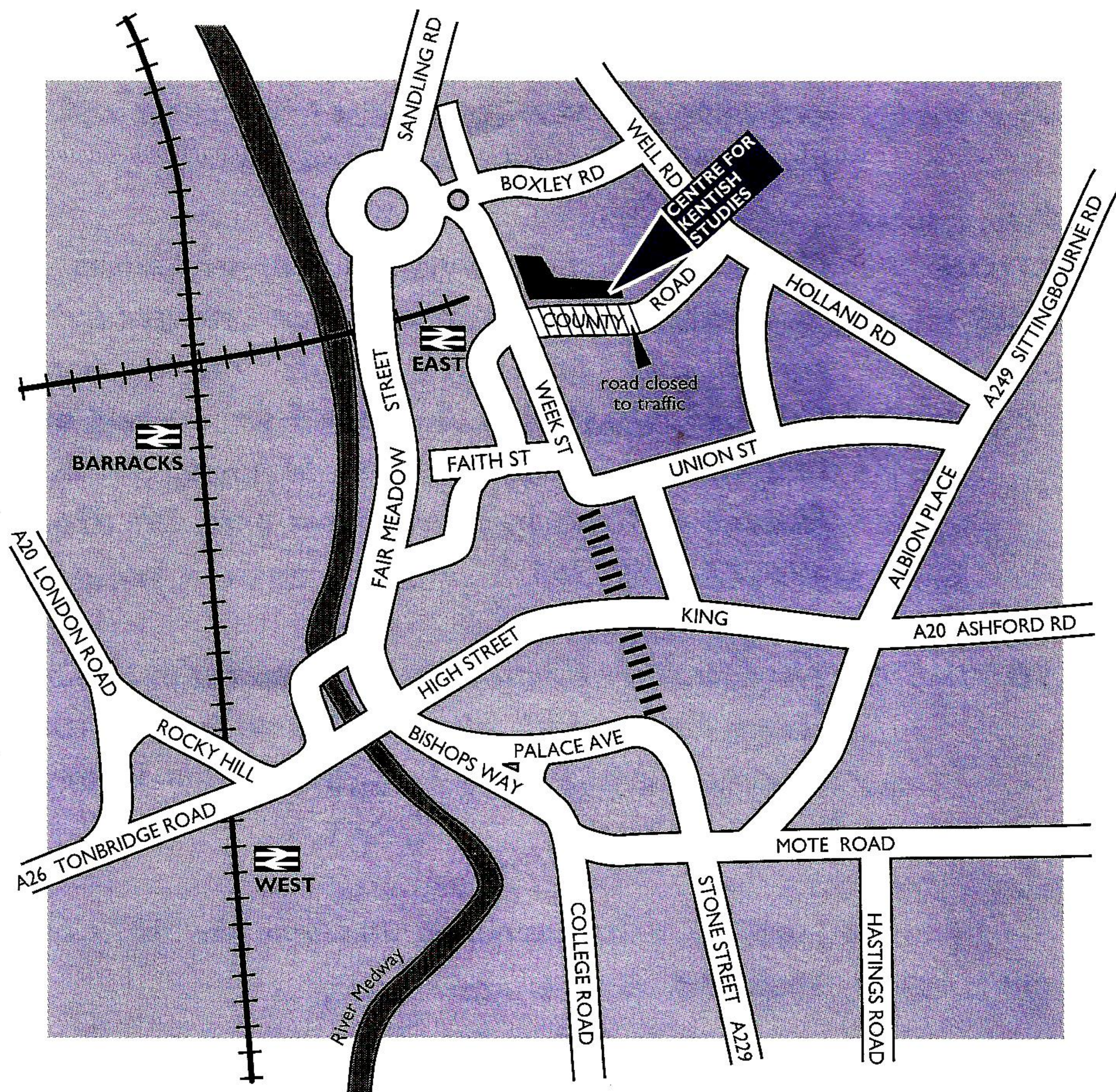
HOW TO FIND US *The Centre for Kentish Studies is located in Sessions House, County Hall which is adjacent to HM prison and opposite Maidstone East BR (London-Victoria, Charing Cross).*

By Car ● *Leave M20 at junction 6 and take the A229 into Maidstone.*

Please report to security staff at County Hall entrance and then to our receptionist in the Bookshop.

Parking is limited to 2 hours on meters near County Hall. There are short stay town centre car parks or all day at the BR station car park or multi-storeys.

Maidstone has a comprehensive Park and Ride service. Please contact the Borough Council for further information. Tel : 0800 696996



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September 1998

