



## Research service and order form

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### Introduction

The East Sussex Record Office offers an in-house research service by experienced staff into the documentary sources in its care.

### Family history

You can instruct the researcher to either look for particular information (eg a baptism, marriage or burial, the existence of a will or an entry in the census returns), or you can request a more general search into a particular person or family (eg the Smith family of Rye between 1600 and 1800).

Please set out clearly what information you are looking for and be as specific as possible, giving names, dates and places. We are not normally able to undertake more general research. Remember, the more specific you can be with your research request then the better use can be made of the time for which you have paid.

Genealogical sources include the parish registers of all the ancient parishes in the county (as well as many 19th century ones), nonconformist records, locally proved wills, 1518-1858, microform copies of the local census returns, 1841-1901, court, manorial and rating records and electoral registers. Secondary sources available include the East Sussex Baptism Index, 1700-1812 (with partial indexes for 1538-1700, 1813-1837), the Sussex Marriage Index, 1538-1837, an interim and incomplete copy of the Sussex Burial Index, 1538-1900, the national calendars of probates and administrations, 1858-1943, an index to criminal cases before the eastern Sussex quarter sessions, 1810-1854, printed marriage licence records, trade directories and biographical reference books.

### House history

You can also order an introduction to the history of a house, but you **must** include a detailed plan showing the location of the property. The researcher will look at a variety of standard sources – Ordnance Survey 6 and 25-inch sheets, 1875-1930s, parish tithe map, c1840, any earlier estate maps,

land tax assessments and rate books – and will advise you on our holdings of any other relevant sources such as title deeds, manorial court books, valuation lists, building control plans and electoral registers.

Remember, the more specific you can be with your research request then the better use can be made of the time for which you have paid.

### **Charges**

The Research Service costs £25 per hour for individuals and £50 per hour for businesses (or part thereof), inclusive of all costs and charges including VAT. This does not include the cost of any photocopies or certificates. We limit searches to two hours at a time to enable a reasonable turnover of research and to make sure that you are still happy to proceed with any further work.

### **Payment**

Fees must be paid in advance. Cheques should be payable to **East Sussex County Council**. Overseas customers must either send payment in **pounds sterling** drawn on a bank with a UK branch or pay by credit card. To pay by credit card, phone +44 (0)1273 482349 with the name of card (Master Card, Maestro, Visa, Solo, JCB), card number, start and end date, last 3 numbers of the security code, cardholder's name and initials as they appear on the card, cardholder's post code (or local equivalent) and cardholder's address.

### **Photocopies and certificates**

The Research Service fee does not include the cost of any photocopies or certificates.

Enquires about ordering photocopies, duplicate certificates of marriage after 1837, and of baptism after 1813 (where we hold the originals), and certified extracts from the pre-1813 baptism and burial, and pre-1837 marriage registers, should be sent to The County Archivist, East Sussex Record Office, The Maltings, Castle Precincts, Lewes, East Sussex BN7 1YT, UK.

### **Personal searches and requests for information about records**

Please remember that searches in person during our ordinary opening hours are free. You will need a County Archive Research Network (CARN) reader's ticket to consult original records, so please bring suitable identification with you (eg a driving licence, or a bank card and a utility bill).

The office is open 8.45-16.45 Mon, Tues, Thurs; 9.30-16.45 Wed; 8.45-16.15 Fri; and also on the second Saturday in the month, 9.00-13.00, 14.00-16.45 (you will need to reserve a place in advance).

Information about the records available for research (as opposed to searches in those records) is supplied free of charge on request. Summary details of most of the records and copies of our explanatory leaflets are also available on our website ([www.eastsussex.gov.uk/useourarchives](http://www.eastsussex.gov.uk/useourarchives)).

### **To order a search**

To instruct the researcher to look for particular information (eg a baptism, marriage or burial, the existence of a will or an entry in the census returns) then please fill in the

table on **page 4**, or to request a more general search into a particular person or family, and also an introduction to the history of a house, then please complete the form on **page 3**. Send the completed form with your remittance to The County Archivist, East Sussex Record Office, The Maltings, Castle Precincts, Lewes, East Sussex BN7 1YT, UK.

Please bear in mind that the results of research carried out may be negative and that the research for which you have paid includes the time taken to read your request and to write the letter in reply. Your request will not be acknowledged on receipt but you should normally receive a reply within one month.

Research is not undertaken in other repositories nor does it include documents written in Latin.

Elizabeth Hughes, County Archivist  
June 2011



## Research Service order form

The most efficient way to use the Research Service is to request a search for a specific event (eg a baptism, marriage or burial, the existence of a will or an entry in the census returns). The more specific you can be with your research request then the better use can be made of the time for which you have paid. Please complete the table on **page 4** for this service.

You can also request a more general search into a particular person or family (eg the Smith family of Rye between 1600 and 1800); please give as much background information as you can relevant to what you are asking (names, places, dates). You can also request an introduction to the history of a house (you **must** include detailed plan showing the location of the property). Please enter the details in the space below for this service.

Please make the following search for me (if preferred this information may be given in an accompanying letter. There is no need to repeat information given in an initial enquiry):

I enclose remittance of £25.00 or £50.00 (delete as applicable) for a search of one or two hours (delete as applicable) made payable to **East Sussex County Council** or I enclose details of my credit card.

NAME (block capitals)	
ADDRESS	
SIGNED	
DATE	

This form should be sent to The County Archivist, East Sussex Record Office, The Maltings, Castle Precincts, Lewes, East Sussex BN7 1YT, UK (+44 (0)1273.482349; archives@eastsussex.gov.uk)

	<b>Documents to be searched</b> EG Rye parish registers	<b>Covering dates to be searched</b> EG 1700-1750 inclusive	<b>Information to be searched for</b> EG baptism of John Smith
1			
2			
3			
4			
5			
6			
7			
8			