



WHAT TO DO WITH ALL YOUR PARISH & TOWN COUNCIL RECORDS.



Northumberland Archives

and Berwick-upon-Tweed. The latter holds records relating to the geographical area served by the former Berwick-upon-Tweed Borough Council which extends from Berwick, south to Ellingham and across to the Cheviots. Records relating to the remainder of the present County of Northumberland are held at Woodhorn.

Our collections are available to view in our public search rooms unless they are subject to statutory closure periods or restrictions imposed by the owners. Trained staff are on hand to advise users, and catalogues and indexes are available to consult. Details of many of our collections are available to consult via our online catalogue.

The main functions of Northumberland Archives are to ensure the preservation of archival documents and Local Studies material relating to the County of Northumberland and where appropriate to make these available for consultation by the public. We acquire (by deposit or gift) a wide range of archives from both official and private sources that relate to almost all aspects of the history of Northumberland and hold in excess of four linear miles of records. All our holdings are kept in secure environmentally controlled strongrooms to ensure their long-term preservation.

- Accounts
- Minutes
- Unique information relating to the Parish or Town
- Material deemed to have future research potential

The archives no longer accept planning permissions records as they have access to Northumberland County Council copies, and do not wish to collect duplicate material. Records such as bank statements, cheque book stubs, and funding applications are also records that we would not accept. If you are uncertain whether a record should be deposited, the archive staff will be pleased to discuss this with you.

If possible, please clearly mark any sensitive or contentious material. The best way to do this is to make a note on the cover of the relevant file. Please try to clearly label files so documents can be easily identified for listing.

Further Information

Records will be repackaged into acid free containers by our staff, and then catalogued in accordance with our Cataloguing Prioritisation Scheme. Once the collection is listed, the Parish or Town Council will receive a copy of the list. These lists are also available to view on our online catalogue, using the individual Council, or 'PC', reference number.

The Study Centre at Woodhorn is open from Wednesday to Friday, and the first Saturday

[us/](#). Small deposits can be made during our opening times, by appointment.

Berwick Record Office is based within the Library on Walkergate Lane, Berwick-upon-Tweed. Access is available on Wednesdays and Thursdays from 9.30am-1.00pm and 2.00pm-5.00pm. Users must contact the office in advance regarding their visit. To arrange access to original records in advance of a visit, please e-mail berwickarchives@northumberland.gov.uk.

The Parish Councils that come under the jurisdiction of Berwick Record Office are:

Parish & Town Council Records

The records you deposit with Northumberland Archives should no longer be 'working records' required for current use. If there are records you believe you may need to consult, even if it is only annually, they should be retained by yourselves until they are no longer needed. Your records belong to you and remain in your ownership.

The type of documents we suggest you prepare for deposit include:

- Ancroft
- Bamburgh
- Beadnell
- Belford
- Bowsden
- Chatton
- Chillingham
- Cornhill
- Ellingham
- Ford
- Holy Island
- Horncliffe
- Kilham
- Lowick
- Norham
- North Sunderland
- Ord
- Wooler

Please contact archives@northumberland.gov.uk if you have any queries.

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