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A Private Deed among the Record Office *Ancient Deeds*: showing its appearance in the official *Catalogue*.

# GUIDE TO ARCHIVES AND OTHER COLLECTIONS OF DOCUMENTS RELATING TO SURREY.

GENERAL INTRODUCTION AND SCHEME.

BY

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*PREFATORY.* It is hardly necessary, in introducing our proposed *Guide* to members of this Society, to dwell on the importance, now generally recognized, of written sources for every branch of Historical and Archæological research in England.<sup>1</sup> But during the century in which that recognition has grown to its present height the making available of documentary collections of all kinds, their arrangement and cataloguing, and the work done upon them which, though not primarily intended to act as a guide, yet in many instances throws a great deal of general light upon whole classes and collections, has been so sporadic, has appeared within the covers of so many Official Returns, Blue Books, Committees' and Commissioners' Reports, Reviews, Publications of Societies and miscellaneous volumes upon every kind of subject, that it is now a matter of real difficulty for the student who desires to use written authorities for research to know whether his work upon a given class has to begin *ab ovo* or whether the preliminaries have been done for him. Moreover certain publications, notably the monumental works of Mr. and Mrs. Sidney Webb on *English Local Government*<sup>2</sup> (to be referred

<sup>1</sup> Examples will be found in quantities in any recent volume of the *Surrey Archæological Collections*: see also Mr. Bonner's article on Place Names in the current number. A few are specially mentioned in the footnotes to the present article.

<sup>2</sup> These admirable works have but one drawback—that they only deal fully with developments since the Revolution: so that authorities are still needed for the first part of the 17th century and earlier.

to frequently hereafter in this Introduction), have shewn that even if the *Public Records* could be exhausted (they have of course been merely scratched over so far) we should still have in the locally preserved Archives of *Local Authorities* an enormous mine of information demanding the close attention of the Historian: and the *Third Report* of the Royal Commission (1910) on Public Records has added the information that in many cases we hardly know even the place where these treasures are preserved or whether they have been preserved at all. When we turn to purely private collections—*Family Papers* and the like—the tale is the same. The publications of the Surrey<sup>1</sup> and many other Archæological Societies have for years been shewing the wealth of illustration which such papers may afford for every branch of archæological work in England: and the *Reports* of the Historical Manuscripts Commission, though they run now to 150 volumes, only serve to emphasize the number of such collections which must remain yet unknown and unrecorded.<sup>2</sup>

It seems clear that what is required at the present time is an effort to take stock—to see what collections of Documents, Public or Private, actually remain to us, and, to a modest extent, what they contain. Our Guide, if we can secure its completion (we have not erred by making our Scheme too modest; and we would take this opportunity of soliciting most earnestly the practical help of Members for the work of compilation), is an attempt to meet this very obvious need.

We would push this point, if we may, a little further. Archives in England are treated with very varying degrees of attention and care.<sup>3</sup> There is a great deal to be done yet for their security (many are at the moment in actual danger

<sup>1</sup> Seven or eight different collections are represented in the last half dozen volumes published by the Society.

<sup>2</sup> The Commission has dealt at present with only seven Surrey Collections.

<sup>3</sup> Cp. the Appendices to the *Reports* (especially the *Third*, on Local Records) of the Royal Commission (1910) on Public Records; some of the evidence in this *Report* is also valuable, notably that of Mr. Sidney Webb. An interesting review of the position by a foreign Archivist has appeared recently—*L'organisation des Archives Locales en Angleterre*, by F. de Vaux de Foletier (*Bibliographie Moderne*, No. 126). See also G. H. Fowler, *The Care of County Muniments* (published by the County Councils Association, 1923).

of destruction or dispersal<sup>1</sup>), considerable doubt as to who should do it (for our problems are our own and cannot be solved by a wholesale borrowing from foreign experience), and even more doubt as to who will do it or whether in some cases it will be done at all.<sup>2</sup> Our *Guide* is intended primarily to be an aid for those whose business is not so much the conservation as the use of Archives. But since the second of these is impossible without the first it is hoped that this work may make some small contribution to the labours of those who are endeavouring, by stimulating the interest of the Historian and by creating a body of local public opinion throughout the country, to secure better and more systematic conservation. If such a *Guide* as we have been bold enough to scheme for Surrey could be compiled not only for this but for every County in England, the first step would have been taken towards the establishment of a national system of Archive keeping.

‘ARCHIVES’ AND ‘DOCUMENTS’. It will be noticed from the title we have taken that we divide documents used for Historical purposes into two broad classes. Of these the most important is that of Archives and it will be convenient here to define the sense in which that word is employed, for it has been used often very loosely.

*Archives*, then, may be defined as *Documents drawn up during, or used for the purposes of, a business transaction, public or private, of which they themselves form a part; and subsequently preserved by the persons responsible for that transaction, or their successors, in their own custody for their own reference*.<sup>3</sup> And any collection of Archives resulting from a single independent administrative activity we call an *Archive Group*.<sup>4</sup> It will

<sup>1</sup> For the special dangers which threaten *Manorial* Archives see below, p. 16.

<sup>2</sup> One of the most hopeful signs is the increasing interest of Local Libraries in Local Archives. The subject of Archive Science is now compulsory for the Librarianship Diploma of University College, London.

<sup>3</sup> For an elaboration of this definition see the present writer's *Manual of Archive Administration* (Clarendon Press, 1922).

<sup>4</sup> The Record Office Collections, as will be seen later, fall into over 60 such *Groups*, called (after the name of the Court or Department whose activities produced the Archives) *Common Pleas*, *War Office*, and so forth: similarly the documents in a family collection may fall into *Groups* corresponding (e.g.) with the activities of various Manor Courts which that family controlled.



be noticed that Archive character has nothing to do with the importance which documents may (or may not) come to possess at a later date for the scholar; and that though their preservation in our own day may often be due to consideration for their Historical value, that again had *originally* nothing to do with it. From this consideration it follows that the question of their custody is of extreme importance; the fact that they have never been out of the hands of their original owner or his legitimate representatives being that which gives them their most valuable qualities of authenticity and impartiality; so that we, who are interested in exploiting their Historical content, are also interested in preserving their Archive quality. It also follows that any sets of MSS. which fulfil the terms of our definition are Archives, and are to be treated as such in this Guide; whether they are large or small—public, semi-public or private. Thus a collection of family papers; or the *Rolls* of any *Manor Court*, however humble (provided that we find them in the custody of a steward or some other official recognized by the lord); or the *Registers* and other documents of a *Parish*, preserved by the Rector or his delegate; or the vast Records of the *Court of Common Pleas* at Westminster, now in the Public Record Office—all are equally Archives, though all may not be of equal importance to the Historian.

*Other Collections of Documents* comprise

(1) Compilations or Treatises of any kind; such as the 14th century Register of Writs, bequeathed to the Surrey Archæological Society by the late Mr. Ridley Bax, or the collection of notes and transcripts relating to Surrey made by the late Mr. P. Woods and now the property of the Godalming Museum; and

(2) Collections of Documents which would have been Archives had they not at some time escaped from the custody of their proper owners; such as the collections in the British Museum or the deeds acquired on various occasions (by purchase and otherwise) by the Surrey Archæological Society, the Minet Library, or any other public or private collector.

**THE SURREY INTEREST.** Using the above as primary divisions the Surrey Record Society hopes to produce in time a reasonably complete guide to all Groups and Collections of



PLATE I



ARCHIVES OF PUBLIC ADMINISTRATION: CENTRAL  
Some Surrey *Subsidies*; 14th to 17th cent.  
(Public Record Office: only one published)

Archives and Documents having a Surrey interest. Here, it is to be observed, we pass from the natural or structural divisions of documents, according to which our Guide must be arranged, to a modern, artificial classification according to subjects, or interests: because the reason for which they were produced and preserved and the reason for which they are now studied are, almost always, two quite different things. 'Documents of Surrey interest' may be classified under three heads.

(1) There are those which, either because of their provenance or because of their original or subsequent arrangement, are purely of Surrey interest. Thus the *Court Rolls* of a Surrey Manor relate almost exclusively to Surrey affairs and were made and preserved in the County: on the other hand certain bundles of the well-known series of *Feet of Fines*,<sup>1</sup> which have always been kept apart, likewise relate exclusively to Surrey, though the whole series was made and preserved at Westminster by the *Court of Common Pleas*: while the Series of *Subsidies*<sup>2</sup> (Assessments for Taxation) are documents of local origin centrally preserved (at the Exchequer), and only arranged under counties in modern times.

(2) There are the Groups or Collections of Archives or other Documents of general interest which contain, incidentally, matter of special local interest for anyone who is prepared to sort it out. Thus the *War Office* archives (for example) contain much that has special relation to Surrey men and matters;<sup>3</sup> and the collections of the British Museum, the Bodleian and other great libraries are all bound to yield a harvest of material for local history to any intelligent and patient searcher.

(3) There are collections which have a Surrey interest because they are preserved in the county though their contribution to its history may be partial only or even slight. Thus a considerable part of one of our most famous Surrey

<sup>1</sup> Another good example of the general record which falls naturally into county divisions is the great series of *Pipe Rolls* from which this Society has recently published a single Surrey membrane.

<sup>2</sup> A volume from these Archives has recently been published by the Surrey Record Society: and something of their bulk is shewn in Plate I.

<sup>3</sup> Cp. Mr. M. S. Giuseppi's note on this subject in *Surrey Archaeological Collections*, xxvii., p. 150.

Groups (that of Losely) relates very little to Surrey but is of great importance for the history of the Drama.

It may be advisable, in concluding this section, to say that in speaking of Surrey we refer to the old administrative county of Surrey as it was before the modern changes which have turned a number of Surrey parishes into parts of the County of London.

#### *SCOPE AND METHOD OF THE PRESENT WORK.*

Our Guide, then, will, it is hoped, deal in successive sections with every existing natural *Group of Archives* (*i.e.* every group of papers left behind by some independent administrative unit, public or private) which has a Surrey interest. These independent administrations form the first unit in our division; within them the documents will be dealt with under their natural sub-divisions, where such exist: for example, our first and probably our longest and our most important section will be that which deals with the Public Record Office; and the Archives in that repository will be dealt with first under the Administrative bodies, the Courts and Departments, to whose activities they are due; then under the classes in which those administrations or the work of subsequent Archivists have placed them; and then, within those classes, according to the amount, large or small, of the contribution they can make to our Surrey interest. In every Section there will be an introductory historical note and some attempt to indicate the size and covering dates as well as the content of the various classes described and the extent to which they have been made available in print. And in some cases it may be possible to give lists of the Surrey Officials, etc., responsible for a particular set of Archives.

The artificial *Collections of Documents* will be treated, *mutatis mutandis*, as though they were Groups of Archives: *i.e.*, first under collections, then under the classes into which they have been formed by their owners, and then according to their value for the Surrey historian. Very often it is possible, within such a collection, to re-constitute what is in effect an original Archive Group which, through various changes of fortune, has passed into that place.

In order to give to every Group or Collection the best

possible treatment, the Society is endeavouring to secure for each the services of a special expert. Thus the section on the Public Record Office is contributed by Mr. M. S. Giuseppi, F.S.A., author of the most recent official *Guide*: and we have provisional promises to deal with their special subjects from the Rev. Claude Jenkins, D.D., F.S.A. (Librarian of Lambeth Palace), Mr. A. H. Thomas, F.S.A. (Archivist at the Guildhall, London), and Mrs. D. M. Hutton (Archivist to the Joint Committee of the British Red Cross and the Order of St. John); from the Rev. Fr. J. H. Pollen, S.J. (for the Records of Roman Catholics in Surrey); from Miss Ethel Stokes (for *Records of Probate*); from Mr. S. C. Ratcliff (Joint Honorary Secretary of the Canterbury and York Society, for *Episcopal Registers*); from Mr. P. G. Palmer (*The Muniments of Holy Trinity Hospital, Guildford*), and from Mr. Wilfrid Hooper (*Reigate Town Records*); the Honorary Secretary (Miss D. L. Powell) is at present engaged in work for the Surrey County Council upon the archives of the *Civil Parishes*, and it is hoped that the *Guide* may profit by her researches in this connection: and the Society is also endeavouring, through the good offices of its Vice-President, the Earl of Onslow, to collect information as to *Manorial Archives*.

*GENERAL SCHEME OF THE GUIDE.* Since it will probably be convenient to publish the sections in no order save that in which it is found possible to get them written, it is necessary to settle in advance a general scheme of classification; so that when (to look some way ahead) the work is completed it may be possible to fit all the sections into their proper places and to index the whole. This has been done in an appendix to the present *Introduction*.

It should be observed that this Scheme can only be given in outline: if for no other reason, because in many cases (though we may hope to find them) we do not even know at present whether certain groups of archives exist. It should also be observed that certain of the divisions will inevitably overlap. Thus, to take one example,<sup>1</sup> the administrative activities of the

<sup>1</sup> For another good example see the case of the *Inclosure Awards*, record of which may be found according to circumstances with the Public Record Office, the Board of Agriculture, the Land Registry, the three Yorkshire Registries of Deeds, the Clerks of the Peace, Parish Councils, Diocesan Registrars, Chapter Clerks or Stewards of Manors; and no doubt in other places also.



Church in England extended formerly over functions of which some (such as the purely Ecclesiastical ones which are recorded in *Episcopal* and *Parish Registers*) remain still, together with the Archives, in Ecclesiastical hands, while others have gone elsewhere (such as the administration of various estates which has passed to the *Ecclesiastical Commissioners*, who have deposited the Archives in the Public Record Office). In such cases, as this *Guide* is intended to be a help to students who may desire to work upon the Manuscripts themselves, the question arises whether the end of practical utility would best be served by dealing with them under the heading of the Group or Collection in which they are actually to be found or by putting them, so far as our *Guide* is concerned, in the section, and in company with the other Archives, to which they originally belong. On the whole the latter expedient seems best and will be adopted as a general rule; though the editors will not be bound to it. In either event the use of very full cross-reference in the section in which such Archives are *not* treated at length should make it impossible for any student to be misled: thus in the section devoted to the Public Records there will be found a summary only of the large quantities of *Manorial* archives<sup>1</sup> which have come at various times and for divers reasons into the possession of one or other of the public Courts or Departments whose archives are in that Repository; and we shall hope to treat these important documents in more detail in a section devoted to *Manorial and other Archives concerning the Ownership of Land*, which will draw on very numerous and scattered sources both public and private.

*ADMINISTRATION AND ARCHIVES.* We have said that it is intended to give in each section of this *Guide* a brief historical introduction; which will deal, naturally, with the history of the particular organ of Administration involved in each case. We do not wish to anticipate these special Introductions: but it may be convenient here to state a few general facts, if only as an explanation of our *Scheme of Classification*.

<sup>1</sup> *Court Rolls, Ministers' Accounts, Rentals, Surveys, etc., Cartularies and Deeds.* A *Private Deed* now in the Public Record Office is shewn in our frontispiece.





*Public Administration : Central.*

Groups of Archives which owe their existence to early branches of the Central Administration no longer in existence (the medieval *Chancery*, *Exchequer*, and so forth) have been collected since 1838<sup>1</sup> in the Public Record Office: and Modern Departments (the *Admiralty*, *Home Office*, *Treasury* and so forth) for the most part deposit their Archives in the same place. Concerning these no more need here be said, for they will be dealt with immediately in the *Public Records* section. Certain Departments of Public Administration still preserve their Archives themselves. Of these the most important for our purpose is probably that division of the *High Court* which deals with *Probate*, because this has inherited,<sup>2</sup> under the Act of 1858, the Archives of Probate compiled in earlier times almost entirely in Courts of Ecclesiastical jurisdiction; and actually possesses a considerable proportion of them, which it keeps at Somerset House. Other Departments of Public Administration which do not deposit at the Public Record Office include those of the *Board of Agriculture*,<sup>3</sup> the *Clerk of the Parliaments*, the *Patent Office* and the *India Office*, and a host of less important *Registries* and so forth.<sup>4</sup>

*Public Administration : Local.*

We may begin by dividing this into two broad classes: (1) *Central Administration functioning locally* and (2) *True Local Administration* by local officials acting, at least up to a point, independently of the Central Authority.

(1) May be easily disposed of. It comprises the activities of officials from the centre acting for the moment away from London. Such are the medieval *Justices Itinerant* (Plate II) and the modern *Justices of Assize*; Local Registries of the modern *High Court*, Local Branches of the *Post Office*, commands of the *Army*, and so forth. All these are really parts of the central machinery and to the

<sup>1</sup> The date of the Public Record Office Act.

<sup>2</sup> See Marshall, *Handbook to the Ancient Courts of Probate and Depositions of Wills* (London, 1895).

<sup>3</sup> Important from our point of view owing to its possession of *Inclosure Awards* from the year 1845 onwards.

<sup>4</sup> For lists of these see Royal Commission (1910) on Public Records, *Second Report*.

centre their Archives, in the end, should naturally return: so that the records of *Surrey Assizes*,<sup>1</sup> for example, are to be sought among the Public Records in Chancery Lane.

(2) It is a different matter when we come to the truly Local Officials and their Archives. The oldest organization for Local Administration, in Archive-making times, is that of the *County*, working through the *County Court* and controlled by the *Sheriff*. Other local Officials of the Crown<sup>2</sup> are the *Coroners* and the *Escheators*, and a little later the *Keepers* (later still called *Justices*) of the *Peace*, who in time became most important of all;<sup>3</sup> and to these must presently be added the *Custos Rotulorum* (though his powers or duties are rather nebulous), the *Clerk of the Peace*, the *Lord Lieutenant* and his deputies, and so forth. This list has taken us well on in the medieval period<sup>4</sup> (beyond it in the case of the Lord Lieutenant, whose activities date only from the 16th century); and we may pause here to say that for that period, though we know that the *Sheriff*<sup>5</sup> and *Escheator* must have had busy local offices and compiled archives in tolerable quantities, there are no direct archive remains. Here and there<sup>6</sup> among the Public Records (to which they have served as vouchers) or in family collections (where they survive from some ancestor who once filled one of the offices we have mentioned) fragments of such archives have been, exceptionally, preserved; and from these we are beginning to piece together some knowledge of the local conduct of public affairs in the medieval period:

<sup>1</sup> The post-medieval records of Assizes were, in point of fact, for a long time kept locally by the Clerks of Assize and have only in recent years been transferred to London.

<sup>2</sup> A useful summary of the history of Local Administration will be found in G. H. Fowler, *op. cit.*, Appendix III.

<sup>3</sup> The most recent work upon their jurisdiction is by Miss B. II. Putnam (Vol. VII. of *Oxford Studies in Social and Legal History*, 1924); for some other authorities see Fowler, *loc. cit.*

<sup>4</sup> The offices of *Coroner* and *Escheator* existed in the 12th century; that of *Keepers of the Peace* in the 13th; *Justices of the Peace* were established by a statute of Edward III. The *Custos Rotulorum* was the first of the Justices named in the Commission: we first hear of the *Clerk of the Peace* about 1388.

<sup>5</sup> For some notes as to the Sheriff's Office see the Introduction by Miss M. H. Mills to the *Surrey Pipe Roll* volume published recently.

<sup>6</sup> Cp. a note on the *County Court* in the *Cambridge Historical Journal*, No. 1 (1923).

but for this period there are no Groups,<sup>1</sup> preserved as such, of which we shall have to treat. The same remark applies to the subordinate organizations—that of the *Hundreds*, with their High Constables and Bailiffs, which lay below the county, and that of the *Vills*, with their constables, below the *Hundreds*.

In the 16th and the two following centuries a very great change and a very great development take place: and what is more (for our purpose), Collections of Archives begin. The *Sheriff* and *Coroner* continue, of course, in a limited activity: but power and responsibility in the County shift almost entirely to the *Quarter Sessions* of the Justices, and, beneath them, to the *Parish*; which from being a purely ecclesiastical institution becomes the ordinary unit of Local Government. Successive acts of legislation charge *Quarter Sessions* with every kind of civil function;<sup>2</sup> and alongside them are the *Divisional* and *Petty Sessions*, working on similar lines. By the end of the 17th century *Quarter Sessions* appoint all the chief officers of the *Parish* except the Churchwardens—Constables, Poor Law Overseers, Surveyors of Highways—through whom their organization worked.

We cannot here do more than allude to the enormous amount of Archives which resulted from these activities of the Justices and the Parishes: perhaps a single example, the fact that by 1835 there were in England over 15,000 'Parishes or places separately relieving their own paupers'<sup>3</sup> may give some idea of the possibilities. How much has survived, even

<sup>1</sup> Had a bill for the creation of 'County Treasuries,' which was before the House of Commons in 1547 (see the *Journal* of that House) gone any further the tale might have been different. Even the modern survivors of these officials (the *Sheriffs* and *Coroners*) do not officially keep any archives: see Royal Commission (1910) *Third Report*, ii., p. 38. Of course they made, and make, returns to other departments among whose Archives these documents may be sought.

<sup>2</sup> 'The repair of Bridges, the maintenance of the King's Gaols, the building and management of the newer Houses of Correction, the fixing of wages, prices and rates of land carriage, the licensing of various kinds of trader, the suppression of disorderly houses, the sanctioning of special levies for various parish needs, the confirmation or disallowance of the orders of individual Justices or pairs of Justices on every conceivable subject, were among the multifarious civil functions of Quarter Sessions,' Sidney and Beatrice Webb, *English Local Government from the Revolution to the Municipal Corporations Act* (London, 1906), p. 296. This list is by no means exhaustive.

<sup>3</sup> *Ibid.*, p. 3.



of such ordinary classes as *Vestry Minutes* and *Churchwardens' Accounts*<sup>1</sup> in the Parishes, we do not yet know. The more formal records of the Quarter Sessions kept by the *Clerk of the Peace*, have been the subject of official investigation,<sup>2</sup> and in one or two counties<sup>3</sup> (but not in ours) of publication; and the character of the other more important Archives which we may expect to find in the custody of that official is also well known:<sup>4</sup> but much examination is still needed. In the case of the smaller courts of summary jurisdiction there is not, nor, we believe, has there ever been, any official keeping of Archives;<sup>5</sup> so that it is a question to be settled whether any such Archives have anywhere survived. Moreover in our own times the offices of *Clerk of the Peace* and Clerk to the modern *County Council* (set up by the Act of 1888) are almost always in practice combined; so that in the case of Surrey we have an additional complication due to the fact that a number of our parishes were absorbed in the new county of London and that the Archives of the *Sessions* were divided.<sup>6</sup> As to the *Parishes* some investigation (as we have said) is now in progress: but this is concerned with the Archives of another purely modern institution, the *Civil Parishes* set up by the Act of 1893, which are under the control of the County Council.<sup>7</sup> It will need therefore to be supplemented by some research into the contents of the old (ecclesiastical) Parish Chests,<sup>8</sup> for a certain amount at least of the old Archives remained in these in some cases—we

<sup>1</sup> Churchwardens' Accounts for a number of Parishes have been used for articles in recent volumes of the *Surrey Archæological Collections*, e.g., those of Blechingley, Wandsworth and Weybridge.

<sup>2</sup> See for example the returns printed by the Select Committee on Public Records (1800), by the Record Commission (1837) and by the Departmental Committee (1901) on Local Records; and reprinted with additions by the Royal Commission (1910) in its *Third Report*.

<sup>3</sup> The best known are the volumes of Calendar printed by the Middlesex County Council, which has also continued the work in typescript.

<sup>4</sup> See the List printed by the Royal Commission (1910), *Third Report*, iii., p. 17.

<sup>5</sup> See Mr. Webb's evidence, *ibid.*, part iii.; see also *ibid.*, part ii., p. 38.

<sup>6</sup> Surrey Records are at the Newington Sessions House, where the present writer was privileged recently to inspect them: see Plate III.

<sup>7</sup> One county (Shropshire) has printed an elaborate volume from its Parish Records, civil and ecclesiastical (*Shropshire Parish Documents*, published by the Shropshire County Council).

<sup>8</sup> For the contents of one Surrey Chest see Lord Farrer's note in Royal Commission (1910), *Third Report*, ii., p. 84.

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Johannes dei gratia Rex Angl. Domini L. de vii. Hominum et Aquarum. Comes Andeg. Archiepiscopus. et p[re]s.  
 Abbat. Comit. Baroni. Iusticiarii. Vicecomites. Prepositi. et omnes ballivi et fidelibus suis. Salutem in xpo. Scitis nos dedisse concessisse  
 et prebent cartam nostram confirmasse libere hominibus nostris de Kingeston villam nostram & Kingeston cum omnibus pertinentiis suis ad  
 feodum suum habendam et tenendam eis et heredibus eorum de nobis et heredibus nostris in manu sua in perpetuum integre cum omnibus libertatibus  
 et liberis consuetudinibus qualis eadem villa habere consuevit et debuit tempore quo fuit in manu nostra reddendo inde ad nos annuatim  
 p[er] manum nostram annuatim L. unguaginta libras argenti scilicet medietatem ad sacram palacie et medietatem ad sacram sancti Andree. De his  
 quinquaginta libra p[er] annuatim viginti et octo libras decem solidos blancos que sunt antiqua firma et reddituum p[re]cedunt numerum &  
 nolumus q[uod] vicecomes vel ballivus sui se in aliquo intromittant de predicta villa vel p[er]tinentiis suis vel de predicta firma salubris  
 que ad coronam regiam p[er]tinent. ¶ Nos volumus et firmiter precipimus q[uod] predicti homines de Kingeston et heredes eorum habeant  
 & teneant de predicta firma p[re]cedentem villam de Kingeston cum omnibus p[er]tinentiis suis in perpetuum bene et in pace libere et quiete in-  
 tegre plenarie et honorifice in omnibus locis et rebus cum omnibus libertatibus et liberis consuetudinibus ad illam p[er]tinentibus sicut su-  
 p[er]ius dicitur est qui dum firmam p[re]cedentem bene pacaverunt. Test. D[omi]n[us] p[ater] N[ost]r[us] Henr[icus] D[omi]n[us] I. Bar[on]es et Willelmus Com[es]  
 G[ra]m[er]i Willelmus Britanni. E[pi]scopus de Hereford. Carini filius Geroldi. Willelmus orator. Thomas ballivus et Willelmus de Cerny. Galfridus Lacerel.  
 Carta p[re]sentis E[pi]scopi de Willelmo archidomo Westsaxie apud Tinton. xxiii. die Septembris. Anno regni nostri. Decimo.

do not yet know how often nor to how great an extent—when civil functions were transferred to the new organization<sup>1</sup>.

We have no space here to do more than allude to the numerous *other Local Public Authorities*<sup>2</sup> which have been in the past, or are still, independent of ordinary County organization—Liberties, Manors, Boroughs, County Boroughs, and so forth, which have been privileged at one time or another to carry on for themselves functions usually exercised by the County Officials and their subordinates; and which may be expected to have accumulated Archives accordingly and to represent possible sections in our *Guide*. We must, however, dwell for a moment (because they are less known) on the important bodies grouped together by Mr. and Mrs. Webb,<sup>3</sup> as *Statutory Authorities*, which flourished throughout the 18th century and earlier, were, as a rule, completely independent of the ordinary Local Authorities, and in many cases have only surrendered their powers to such modern bodies as Urban and Rural District and Borough Councils within our own memory. The first class of these is that of the *Commissioners of Sewers*, whose modern activities begin with the Act of 1532. These Commissioners, whose qualifications were similar to those required for Justices of the Peace, had jurisdiction by their commission over set districts in all kinds of matters relating to draining, embanking, sea and river-walls and the like, having powers to hold Courts, levy rates and so forth. The Surrey Sewers Commission Archives are in the possession of the London County Council,<sup>4</sup> which has published a volume of

<sup>1</sup> For a Surrey example of what may be learnt from a Parish Chest see *Some Special Studies in Genealogy: the Genealogy of the Submerged* (C. A. Bernau: Walton-on-Thames, 1908).

<sup>2</sup> Of these the most notable is, of course, the *City of London*, whose administration and archives, as will presently be seen, touch our County at certain points: these Archives have been used in at least one recent volume of *Surrey Archaeological Collections*. Actually in the County the most obvious examples are, of course, *Kingston* and *Guildford* and, in very modern times, *Croydon*. See Plate IV. and cp. also Plate V.

<sup>3</sup> *English Local Government*, vol. iv. (London, 1922).

<sup>4</sup> The various Metropolitan Courts were succeeded by a new single Commission in 1848; this was replaced by the *Metropolitan Board of Works* in 1855, and this again gave way to the *London County Council* in 1889; but not all of the Archives descended to the last-named body (see Sir L. Gomme's evidence to the Royal Commission cited above: note, however, that some archives of the Board have since then been transferred to the London County Council from the Record Office).



*Court Minutes*, relating to Kent and Surrey, for the period 1569-1579.

Next we have the *Incorporated Guardians of the Poor*, functioning under numerous Local Acts and under numerous titles. These, unlike the *Courts of Sewers*, are linked on to older forms of organization for Local Government, being commonly federations of Parishes to provide Workhouses, etc., in union. These, and other bodies of Guardians, began, with the legislation of 1834, to give way to new *Unions* under Poor Law Commissioners, the Poor Law Board and the Local Government Board, but here again the process of dissolution was a long one. Their Archives are usually with the existing *Boards of Guardians*.

The third of these Authorities is that of the *Turnpike Trusts*, created again by *Local Acts* from the beginning of the 18th century, and again armed with very considerable powers. The fact that by 1835 there were over 1,100 of these in the country speaks for itself: but the state of things they were called upon to deal with (and consequently the possible interest and extent of their Archives) the reader must be left to see for himself in the work of the Authors already quoted.<sup>1</sup> Unfortunately these Archives exist, if anywhere, in private hands for the most part, though some may be found in Municipal or County Archives. Like the Sewers Commissioners, these Trusts were entirely independent of County or Parish, Manor or Borough authority. The last only disappeared in 1895.

Finally we have the extremely important Authorities grouped by Mr. and Mrs. Webb as *Improvement Commissioners*; the bodies which, under various names, dealt with Police, Paving, Street Lighting, Scavenging and so forth between 1748<sup>2</sup> and 1835 in nearly every Urban Centre. Their Archives are another doubtful quantity.

We must reiterate, in closing this section, our statement that the present is not intended to be more than a sketch; sufficient at most to shew the meaning of the main divisions of our *Scheme* and, in particular, that labelled *LOCAL*, and to indicate the wealth of Archives which may, and, we hope, will, be found to exist in or for Surrey.

<sup>1</sup> See Mr. and Mrs. Webb, *op. cit.*, vol. v. (*The Story of the King's Highway*), London, 1913.

<sup>2</sup> Acts affecting London and Westminster come much earlier (1662).

*Semi-Public Administrations.*

The organizations last discussed had this among other points in common, that they all exercised authority which was, in theory at least, directly delegated to them by the central authority of the country: they were based on Statute, Commission or Charter—even those whose origin may be traced back to nothing more determinate than prescription generally ended by fortifying themselves with some power directly granted—and they performed public functions which, if they had not undertaken them, the Central Authority would presumably have had performed in some other way. It is this which differentiates them from purely private organizations—the same difference as that which exists, at least in the legal theory of the 17th century, between the *Court Baron*, concerned only with the business of the Lord of the Manor who owns it, and the *Court Leet* which ‘is accounted the King’s Court’. We come now to organizations, corporations (mostly modern) which, while they are armed with powers from the Crown over their neighbours, yet work not for the purposes of public administration, but for those of their own profit or pleasure or for the forwarding of some object not directly connected with the transaction of ordinary public business. Such are the modern Companies which provide us with transport, light, water, and so forth: and perhaps we may class with them charitable and learned foundations of all kinds, though these (especially educational ones) tend more and more to be implicated in one part or another of the machinery of government.

*Private Administrations.*

It is not our purpose to attempt here a summary of the classes of documents which may accumulate in private possession; because there is literally no limit to their possibilities: any document which a private person may think proper to make or keep for the purpose of his private affairs is potentially an archive: the quantity, quality and kind of his accumulations will be governed partly by his character and education, partly by his position in life, and partly by the period in which he lived; and their chances of ultimate preservation will depend largely on local circumstances and family history.

*Manorial and other Archives<sup>1</sup> relating to Land Tenure.*

Touching the last two conditions we may remark that for the medieval period they lead almost entirely to the preservation of archives relating to land tenure: transactions in land were the consideration which normally persuaded men to the trouble and expense of making documents; and security of tenure necessitated the subsequent preservation of these. As a consequence we have in private hands little else but *Court Rolls*, *Accounts* of Farm Bailiffs and similar 'Ministers,' *Rentals* and *Surveys*, occasional *Cartularies* and *Deeds*: and we have them in enormous quantities, especially the *Deeds* and *Court Rolls*, because our national history has been on the whole singularly free from the more violent kinds of revolution. Unfortunately in recent times a new disturbing factor has appeared: the Legislation<sup>2</sup> which substituted 'short' for 'long title' made it unnecessary any longer, for practical purposes, to preserve the *Deeds*; and more recently still Lord Birkenhead's Act<sup>3</sup> has roused at least considerable apprehension lest the *Court Rolls* should go the same way as the deeds; which, to save trouble and housing room, have in numerous cases during the last forty years been sold or disposed of to anyone who would take them: the more fortunate going, for their looks' sake, to Museum Collections,<sup>4</sup> while the less attractive found their way to the tailor, the size-maker or the toy-manufacturer. We may repeat with emphasis in this connection what we have said already—that it is no small part of the task of those interested in Archives and in Local History to try to provide against this dispersal and destruction. At the date of writing we still know very little of what *Manorial* Archives have survived in Surrey.

*Note.*—It is to be observed that any corporate bodies, private or semi-public, or for that matter public ones, may assume from time to time the functions of a private individual; and, in particular, may have property in land with the

<sup>1</sup> For a bibliography of the books on this subject see again Mr. and Mrs. Webb (vol. ii., p. 10). There is, however, still need of an authoritative work on questions relating to the medieval period.

<sup>2</sup> Lord Cairns' Act of 1874.

<sup>3</sup> 1922.

<sup>4</sup> Even this means often incalculable danger in the shape of the breaking up and dispersal of related groups of documents: cp. Plate VII.

The first part of the roll is written in a large, bold, black ink, and is the most legible. It begins with the words "The first part of the roll" and continues with a list of names and titles. The second part of the roll is written in a smaller, more cursive hand, and is less legible. It begins with the words "The second part of the roll" and continues with a list of names and titles. The third part of the roll is written in a very small, cursive hand, and is almost illegible. It begins with the words "The third part of the roll" and continues with a list of names and titles.

ARCHIVES OF LAND TENURE  
 The Godalming Court Roll, including Hundred Court: 1339  
 (Lostly MSS., unpublished)



appropriate archives. Thus *Manorial* and like Archives, which, as we have already seen, are to be found among the Public Records as well as in private hands, may be expected also among the Archives of a *County Council*,<sup>1</sup> an Ecclesiastical *Chapter*, a *Borough*, a *Parish* or a *Company*.

#### *Other Private Archives.*

The making of Manorial Archives did not cease with the end of the medieval period: but on the other hand the spread of education, the introduction of new commercial methods and new hand-writings, the invention of printing, and other associated features of the life of the late 15th and early 16th centuries brought with them the compilation of new kinds of archives on a new scale. Beginning, in this country, with the Paston, Cely and Stonor letters, we have to notice during this period a rapid growth in the practice of letter-writing, of the production of Maps and Sketches, of the keeping of accounts and memoranda of all kinds of business besides that relating to land, and of the compilation of diaries and miscellaneous family papers; which may or may not touch public administration as well as private affairs.<sup>2</sup> A perpetually increasing quantity of such documents as these—documents which even dating from so late as the 18th century are often extraordinarily valuable for the social historian, apart from their uses for local or family history—brings us down to our own time. But our first need is still that of discovering the extent of our riches.

#### *Ecclesiastical Administration and Archives.*

We come here to a jurisdiction which is independent of the Crown not so much because it has been made so by grant as because it is dealing with matters the Crown does not touch.

<sup>1</sup> Cp., e.g., the case of the Tooting Bec *Court Rolls*, now in the possession of the *London County Council*, which has published a volume from them.

<sup>2</sup> We have mentioned already the example of the Losely papers but did not allude to the great mass of material they supply touching Tudor *Musters* in Surrey, which has been utilized by the Surrey Record Society in a volume of 460 pages. The most notable Surrey examples of *Diaries* are of course among the Evelyn papers at Wotton. Many Maps and Sketches from private sources have been reproduced in the *Surrey Archæological Collections*—the Sharp series of Pictures is a notable example.



These are<sup>1</sup> doctrinal and liturgical matters, the question of Church economy (fabric, furniture and so forth in churches) and jurisdiction over the laity in respect of Testamentary disposition, marriage, and the rather vague and indefinite matter of discipline *pro salute animæ*. These matters are dealt with by a hierarchy of administrative and judicial bodies ranging down through the various degrees of Church dignity from the *Provincial Courts* of the *Archbishops* through the *Consistory Courts* of the *Bishops* to the Courts of the *Archdeacons* and *Rural Deans*, with all administrative organizations attaching to them; to which must be added the result of confusion between the secular and spiritual side of the Church's activities—'peculiar' jurisdictions in the hands of Deans, Chapters, Abbeys and private individuals. All of these compiled and preserved Archives,<sup>2</sup> and as these archives do not, of course, correspond with County divisions, those relating to Surrey have to be sought in divers places.

So far as concerns the spiritual side the Reformation brought comparatively few changes to these Ecclesiastical jurisdictions except the obvious ones caused by the abolition of the Monasteries, the creation of new bishoprics, etc.: but it replaced the ultimate appeal to the Papal Court, which had existed before, by a new *Court of Delegates* (1559 to 1832) whose archives are in the Public Record Office. In another direction the post-Reformation period added if not to the power at least to the influence of the Church; for Tudor and subsequent legislation based, as we have seen, a large amount of social administrative work upon an ecclesiastical organization—the Parish. But the greatest change in purely ecclesiastical administration (from our point of view) is that caused by Cromwell's Ordinance of 1538, which ordered the regular keeping of *Parish Registers* of Births, Marriages and Deaths; supplemented by the order of Convocation, in 1597, for the annual transmission of transcripts to Diocesan Registries. We need do no more here than allude to the modern legislation which has

<sup>1</sup> See Bishop Stubbs' *Historical Appendix* to the *Report* of the Commission (1881) on Ecclesiastical Courts.

<sup>2</sup> The best known are the *Bishops' Registers* (see R. C. Fowler, *Episcopal Registers*), of which a number have been published by the Canterbury and York Society (some Winchester ones with the Surrey Record Society); and the Archives of *Courts of Probate* (the Society has published some of the *Archdeaconry Court* of Surrey).

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resulted in the parallel registrations preserved by the *Registrar-General*.<sup>1</sup> The chief changes in our own day are the two already mentioned in other connections—that which definitely separated the Civil from the Ecclesiastical functions of the *Parish*<sup>2</sup> and that which transferred *Probate*<sup>3</sup> jurisdiction to the *High Court*. At the present time further changes<sup>4</sup> in the manner of keeping the Archives of *District Probate Registries* are in contemplation.

We turn to the secular side of Church activities and the resultant archives. Mediævally the Church owned an enormous amount of property which passed from it at the Reformation; with the result that the *Cartularies*, *Deeds* and other muniments of Religious Houses have according to circumstances disappeared, gone into private hands, become absorbed in the Public Records, found an ultimate home in public Museums and Libraries—in effect, been scattered, generally beyond the possibility of reconstitution. Other archives (relating to the property attaching to various dioceses) have passed, along with the control over the lands, to the Ecclesiastical Commission: it is thus that the wonderful series of *Pipe Rolls of the Bishop of Winchester* have found a home in the Public Record Office. Others remain still with *Deans and Chapters* and other ecclesiastical or semi-ecclesiastical foundations which have retained, or taken over from earlier bodies, the control of their estates. Obviously we must expect to meet with very varying degrees of success in any attempt we may make to establish the present place of preservation of some of these once magnificent groups of Archives.<sup>5</sup>

We must not stop for more than a mention of the possibility of archive-keeping in modern times (either for their

<sup>1</sup> Under the Act of 1836-7: of these only the Marriage Records are from Ecclesiastical sources. Previous Acts which regulated the keeping of the Parish Registers are Hardwick's Act (1753) and Rose's Act (1812). See A. Hamilton Thompson, *Parish History and Records*.

<sup>2</sup> The Parish Councils Act of 1894.

<sup>3</sup> Probate Act of 1858.

<sup>4</sup> See the official return *Cnd.* 1968 of 1923.

<sup>5</sup> An attempt to trace the whereabouts of the muniments of Chertsey Abbey met with very little success (see the Introduction to the Record Society's volume drawn from one of the *Chertsey Cartularies*); on the other hand reconstitution of a considerable part of the Pershore Abbey Muniment Room would be a comparatively easy task, from work only in the Public Record Office; and perhaps some other Surrey Religious House may yet prove more fortunate than Chertsey.

private purposes or on lines parallel with those of the parish<sup>1</sup>) by Religious Denominations other than the Church of England: a good example is furnished by the admirably kept archives of the *Society of Friends* at Devonshire House.

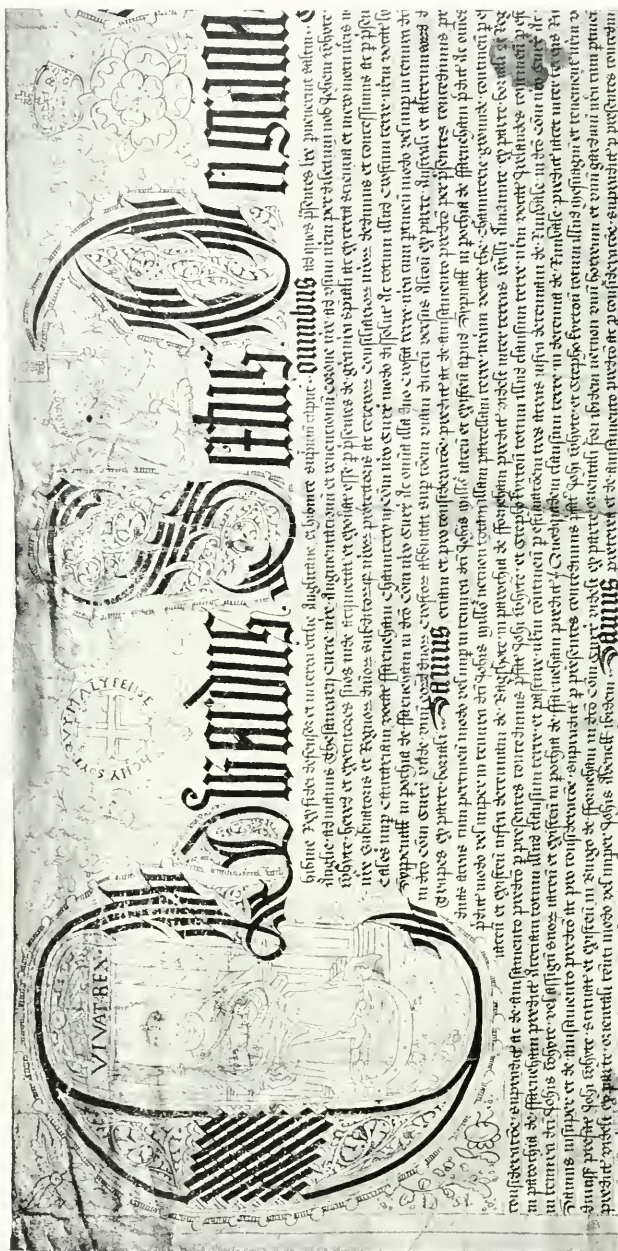
#### *War Archives.*

It is, of course, not strictly scientific to treat these as a separate body; because, though a large number of organizations, large and small, from local 'centres' of this or that to the colossal *Ministry of Munitions* in London, were created for the War and ceased with or soon after it, others are merely continuations or special manifestations of the activities of regularly existing Administrations. At the same time the War Period was so unique in the extent to which the State regulated almost every side of life and in the absorption of almost every individual into some branch of official activity; the War efforts of all persons and bodies of persons, large and small, public and private, were so inextricably interwoven; and the resulting Archives are in consequence so interdependent that it is impossible to think of treating them except as parts of a single whole. How far in this country War Archives will be preserved and how far we shall be able in the particular instance of this *Guide* to compile a general sketch of those which relate to Surrey, it is still impossible to say. The difficulties are many; difficulty of access in the case of the more important Public Archives, difficulty of securing conservation of the smaller or private ones, difficulties resulting from the fact that many such documents will in course of time disappear from the sheer badness of their materials; and so forth: but we are bound at least, in arranging our scheme, to allow for possibilities which we are only too anxious to realize: for there is no doubt that the record of this Country's effort in the War,<sup>2</sup> if it could be preserved as a whole to any reasonable extent, would form an amazing mine of information for Historians, general and local, and for Economists and students of Social problems, in the future.

<sup>1</sup> *e.g.*, under the Marriage Acts.

<sup>2</sup> So far as we know Belgium is the only country which has established a separate organization for dealing with War Archives: but Belgium, of course, is comparatively untroubled by the worst problem which faces us in this country—that of bulk.





## SCATTERED MUNIMENTS

Royal Letter Patent, being grant of Farnham Chantry by Edward VI  
*(at present—1925—in possession of Mr. H. R. Moulton, of Richmond)*



*ARTIFICIAL COLLECTIONS.* Concerning these there is at present little to say. Obviously any collection of any size is bound to contain a certain amount interesting the history of a tract so large as a County. It is also clear that to a certain extent we shall skim the larger collections for strayed Archives to supplement our previous sections. But we shall hope to compile at least individual descriptions of the resources of all the Museums and Libraries in the County itself and something in the nature of a summary shewing the possibilities for the Surrey Historian of all the greater collections outside.<sup>1</sup>

*CONCLUSION.* We should emphasize finally two points. One is that no Historian can afford to concentrate on a single group or a single type of Archives: from their very nature Archives have always their 'opposite numbers' potentially in existence in another group. There cannot be letters in one group without a chance of the other end of the correspondence being represented in some other place; the accounts of a Sheriff preserved in London suggest the existence of his own archives in the County; the survival of one part of an indenture argues the possibility of a counterpart elsewhere. This is one of the chief justifications for the present attempt at a Complete Guide.

Unfortunately this consideration carries with it a second, one of great difficulty. For such investigations as we have planned we need the help of many hands. Appeal for such help is not generally taken (to judge by previous experience) very seriously. We would venture now to ask all Members to consider really carefully the possibility of offering us their assistance, even if it is only available to a limited extent, for what we believe to be a really important piece of work.

<sup>1</sup> The possibilities of Surrey finds in any large collections are illustrated by an article on two Surrey Chroniclers in the current volume of *Surrey Archæological Collections*.

## GENERAL SCHEME OF THE GUIDE.

*The following plan of distinguishing the sections has been adopted, in correspondence with the part of this Introduction headed THE HISTORY OF ADMINISTRATION above. Seven main divisions are lettered A to G. Divisions within these are lettered a, b, c, etc. in each case. Any subdivisions of these which may be necessary will be numbered (1), (2), (3), etc. The pages in each section will have a separate numeration. Thus a reference to the third page of the Public Record Office section will be to Aa page 3; while one of the Statutory (Local) Authorities, if it had a section to itself, would be described as section Bg (1); followed by the number of any page in that section to which one might wish to refer.*

## A. Archives of Public Administration: Central.

- a. The Public Record Office.
- b. Other Archives in London.
- c. Archives kept locally.

*Note.—See below under F. Ecclesiastical a note upon the Archives of Probate Jurisdiction.*

## B. Archives of Public Administration: Local.

- a. Medieval, Various.
- b. Quarter Sessions.
- c. Other Courts.
- d. County Council.
- e. Urban and Rural District Councils and Parishes (Civil Administration).
- f. Independent Jurisdictions (Boroughs, etc.).
- g. Statutory Authorities (Commissions, Trusts, etc.).

## C. Archives of Semi-Public Administration.

- a. Companies
- b. Charitable Foundations, etc.

## D. Archives of Private Administration.

- a. Ownership of Land.
- b. Family Muniments, etc.

## E. Archives of War Administration (1914-1918 and later).

- a. Public.
- b. Local.
- c. Semi-Public or Private.

## F. Archives of Ecclesiastical Administration.

*Note.*—Probate, *medieval and modern*, will probably be treated in a separate section.

- a. Archbishop's and Bishop's Courts.
  - b. Archdeacons and Rural Deans.
  - c. Parishes (Ecclesiastical.)
  - d. Chapters, etc.
  - e. Houses of Religious and the like.
  - f. Archives of Denominations other than the Church of England.
- [Archives of Probate Jurisdiction.]

## G. Artificial Collections.

- a. Collections in the County.
- b. Collections outside the County.