

User Guide No. 1

Card Index and Catalogues

Indexes and **catalogues** are the finding aids that you can use to gain access to the information held at the Record Office. The series of **card indexes** are a good way to start your search. These contain basic information and a collection reference number which can then be expanded by consulting the catalogues in the maroon **Twinlock binders**. These are arranged numerically in the following series:

CR - County Records

DR - Diocesan Records

PH – Photographs

QS - Quarter Sessions

Z - Copies/Transcriptions of documents held elsewhere

X - Copies/Transcriptions of documents held at the CRO

MF/MI - Microfiche/Microfilm

WCC – Warwickshire County Council

Others: EAC – Sale Catalogues; P – Plans; D – Deeds; HR – Historical Records, L – Landed Estates;

R – Wills (Warwickshire perculiars)

Card Index

The card indexes have, in part, been superseded by the online catalogue 'Warwickshire's Past Unlocked'; however it is still an essential resource for identifying collections held at the record office. The Card Index is split into the following categories:

General Index:

Arranged mainly by place with some names and subjects

Subject Index:

Arranged by Subject

Property Index:

An incomplete index of sales catalogues, deeds and valuation books. Arranged by place.

Map Index:

Manuscript and printed maps. Includes names of surveyors

Library Index:

Arranged by class, and author

Photograph Index:

Arranged by place, name and subject

Prints and Views including artists and engravers and Portraits Indexes

Arranged by place and name

Wills Index:

Only relates to wills held at the record Office. Please see separate indexes for wills proved at Worcester, Lichfield and the P.C.C

Apprentices Indexes:

Name Index by Master and Apprentice for Warwick, 17th, 18th and 19th century

Index of Warwickshire records in other record offices:

Arranged by place and name

Microfilm Index of Parish and Diocesan Archives:

Arranged by place, name and subject

Nonconformist Index:

Arranged by Denomination, place and name.

Schools Index:

Arranged by place.

Warwick Borough Records Index (CR1618):

Arranged by place, name and subject.

Warwick Burials:

Name Index - St Mary 1712-1992, St Nicholas 1813-1986, and St Paul 1849-1899.

Warwickshire Newspapers Index:

Arranged topographically. See separate list for Warwickshire Newspaper's held at the CRO and elsewhere.

Personal Names Index:

Pre 1535 and post 1535. Not a comprehensive list

Greville of Warwick Castle Index

Place, name and subject index for CRO collection CR 1886

Further Indexes and finding aids can be found in the separate guide 'Finding Aids and Indexes at the CRO'

Online Catalogues

The County record office online catalogue 'Warwickshire's past Unlocked' offers the most comprehensive search for collections held at the county record office. Although not all entries are described down to item level, it will give the collection reference number for virtually all of our holdings which can be expanded by consulting the catalogues available in the searchroom.

http://archivesunlocked.warwickshire.gov.uk/calmview/

'Discovery' is The National Archives catalogue and holds more than 32 million descriptions of records held by The National Archives and more than 2,500 archives across the country, including Warwickshire County Record Office. Over 9 million records are available for download.

http://discovery.nationalarchives.gov.uk/

'Manorial Documents Register'. The MDR is an index to English and Welsh manorial records, including Warwickshire, providing brief descriptions of documents and details of their locations in public and private hands. It is hosted by the National Archives and at present the search facility for the MDR is through The National Archives catalogue 'Discovery'.