

Cambridgeshire Archives Service

HISTORICAL RESEARCH SERVICE

Order Form

Your name:

Address:

Email:

Daytime telephone number:

Please carry out the research detailed below so far as you are able within hour(s),
to a maximum cost of £

I should like photocopies of appropriate entries to a maximum cost of £

I will remit charges due as notified **prior to** receipt of the research report and/or photocopies.

Signature:

Date:

Details of charges are on the Historical Research Service Information leaflet. These are to cover the time spent by staff on research, not results forthcoming. We cannot guarantee that the historical records in our custody will contain the information you seek.

Subject of research and information required:

Additional information you may already know, which you think could be of help to us in the research. Please tell us what sources you have used already, or we may repeat work you have already done!

Please continue overleaf if you wish.

CAMBRIDGESHIRE ARCHIVES SERVICE

HISTORICAL RESEARCH SERVICE

Information

The Historical Research Service has been established in response to public demand to put the skills of our experienced and professionally qualified staff at your disposal. We carry out research using the archives and reference works at Cambridgeshire and Huntingdonshire Archives. Our aim is to help those of you who need information from the records held here, but who are unable to visit us in person, or who wish to use our expert knowledge. We will of course continue to answer free of charge simple questions about the survival and location of records, and how the sources we hold might be of use to you. We also publish and sell a number of books and leaflets which will help you plan personal research.

At present the most popular area of research is undoubtedly family history. If this is your interest we can help you by consulting parish registers, census returns, probate records, manorial court rolls and many other sources. But we can carry out many other kinds of research using the archives in our care, including the history of houses, schools, churches and manors.

High Quality

All research will have the benefit of oversight from an archivist with first hand knowledge of the archives available. We promise to provide a report on our research within fifteen working days of receiving your order. We cannot guarantee (of course) that the surviving records will contain the answers to your questions, but we can advise on further avenues of research.

You do not have to use our services if you do not wish to. There are several independent records agents and genealogists in this area who are willing to undertake paid research, and we are happy to supply a list of them. You are also welcome to visit the Archives and do the research yourself, if you wish.

How to Use the Research Service

Please write to us, stating as clearly as you can what you want to know and how much work you are prepared to pay for. Remember to tell us what you have searched already to save us going over the same ground again. An order form is available to fill in if you wish. Details of how much we charge and how you can pay are given overleaf.

When we have completed our research we will compile a report for you, summarising what we have found; see the specimen report with this leaflet.

Charges

Research is supplied in half-hour blocks, up to a maximum for any one order of two hours. The cost is:

Half-hour's search:	£20.00
One hour:	£30.00
One and a half hours:	£40.00
Two hours:	£50.00

These charges are inclusive of all costs and charges, including VAT, **except** photocopies and microfilm print-outs, which are charged separately:

A4 photocopies	45p
A3 photocopies	70p
A4 prints from microfilm	70p

Photocopies are only supplied where there is no risk of causing damage to the original document. Many parish registers (including all registers before 1812) cannot be photocopied, though in many cases it is possible to supply prints from microfilm. A **copyright declaration form must be completed and returned before copies are made.**

Payment must be in sterling and cheques should be made payable to Cambridgeshire County Council.

Overseas payments must be by:

- (a) cheque in sterling (G.B. pounds)
- (b) an International Money Order payable in sterling, or
- (c) a cheque in your own currency plus £5.00 to cover the cost of conversion.
- (d) credit or debit card - a form will be supplied with our invoice.

This list of charges applies from 1 July 2010 and supersedes all earlier lists.

Please send your order to either:

Cambridgeshire Archives
Box RES1009
Shire Hall
Castle Hill
CAMBRIDGE CB3 0AP

For places in the former County of Cambridgeshire and the Isle of Ely.

or
Huntingdonshire Archives and Local Studies,
Huntingdon Library and Archives,
Princes Street,
HUNTINGDON PE29 3PA

For places in the former County of Huntingdon and Peterborough

[Note: Huntingdonshire Archives has limited sources for the Soke of Peterborough; more are at Northamptonshire Record Office, Wootton Hall Park, NORTHAMPTON NN4 8BQ]

Cambridgeshire Archives Service
HISTORICAL RESEARCH SERVICE

Order Form

Your name: Mrs Anne N. Oather

Address: 42 Referendum Road
BIRMINGHAM
BX1 24Z

Daytime telephone number: 0121 - 432 1234

Please carry out the research detailed below so far as you are able within ...!..... hour(s)
to a maximum cost of £ 2.5.

I should like photocopies of appropriate entries to a maximum cost of £ 2....

I will remit charges due on receipt of the research report and/or photocopies.

Signature: Anne N. Oather

Date: 25th February 2004

Details of charges are on the Historical Research Service Information leaflet

Please undertake research for me as follows:

Subject of research and information required: Lucy Smith, nee Ashpole
(my great-great grandmother).

I should like to know when and where she was born and who her parents were.

Additional information you may already know, which you think could be of help to us in the research.

I have a copy of Bunyan's 'Pilgrim's Progress' with 'Lucy Ashpole-Huntingdon' written in the front. The book was printed in 1842. This is almost all we know about her early life. She married John Smith in Nottingham in 1854, says 'of Full Age' and no father's name or

occupation is given (perhaps he was dead). In the 1861 census of Nottingham John Smith is a widower with two children, one my great-grandfather.

**CAMBRIDGESHIRE ARCHIVES SERVICE
HISTORICAL RESEARCH SERVICE**

Sample Report

ORDER NO. H97/16 **DATE RECEIVED** 1.6.97 **DATE SENT** 9.6.97

NAME: Mrs A.N. OTHER

ADDRESS: 72 Referendum Road, Birmingham, BX1 2YZ

LENGTH OF SEARCH: One hour

RESEARCH BY: T.R. Schellenberg

INVOICE NO: H12345

SOURCES CONSULTED AND RESULTS:

1851 census

The census has an entry for Lucy Ashpole, living in Brampton Road in Huntingdon (ref. PRO HO107/1748/2 f.1). She is recorded as being 25 years of age, unmarried, a lacemaker, born in St. Ives, and had no disabilities or infirmities. She was the only person recorded in her household. I am supplying you with a print-out as you requested.

1841 census

I consulted an index of names to the 1841 census but could not see Lucy mentioned. We have a transcript of the St. Ives' schedules for 1841 (not yet for Huntingdon, unfortunately) so I checked this too in case the index had missed her out, but still failed to find her. Do you wish us to check our microfilm of the Huntingdon census enumerators' schedules for you?

St. Ives parish registers

I consulted the baptism registers for 1820-1830 (document ref. 3734/1/5, 6) and found an entry for a Lucy Maria Ashpole, baptised on 26 February 1826, daughter of Frederick Ashpole, a miller, and Eliza his wife. While searching for Lucy I also found entries in the 1820-30 period for children born to the same couple, namely:

George baptised 14 May 1827

James baptised 14 September 1828

Susannah baptised 27 September 1829

SUGGESTIONS FOR FURTHER RESEARCH

We can check more parish registers for any other children, Frederick and Eliza's marriage, or their deaths. (If they had died before 1841 then their children may have gone to stay with relatives, and therefore missed the 1841 census). Frederick or Eliza may have left a will. There may also be some records relating to Frederick's milling business, or references in directories.