



## Introduction To Northumberland Archives

The main functions of the Archives are to ensure the preservation of historic records and Local Studies material relating to the County of Northumberland and to make these available for consultation by the public. The largest element of our holdings is the Archives. 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. We also hold the Local Studies Reference and Master Collections of printed books. All of our holdings are kept in secure environmentally controlled strongrooms to ensure their long term preservation.

Our collections are available to view in our public searchrooms unless they are subject to statutory closure periods or restrictions imposed by the owners. Trained staff are on hand within the searchrooms to advise users. Catalogues and indexes are available to consult within the searchrooms and details of some of our collections are available to consult via our electronic catalogue which is accessible via our website - [www.northumberlandarchives.com](http://www.northumberlandarchives.com)

Our Archive holdings are split between two offices – Woodhorn and the Berwick-upon-Tweed Record Office. The latter holds records relating to the geographical area held by 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. However, there is some duplication of holdings between the two offices and users are advised to consult with staff who will be pleased to advise further. We also produce a leaflet that sets out the main classes of record relating to family history held at the Berwick-upon-Tweed Record Office.

Many of our most well-used records, particularly those sources used by family historians are available to view on microfilm only. We do not operate a booking system at Woodhorn. However, if you wish to view microfilm copies of records at our Berwick-upon-Tweed office it is essential that you reserve a microfilm reader in advance of your visit.

Users of both of our service points must register before consulting original documents in our searchrooms. We are members of the Archives and Records Association (ARA) Archives Card scheme. Users should register for an Archives Card at <https://www.archivescard.com/> in advance. On your first visit you will need to bring a form of identification that shows a photograph, name, address and signature which will will verify and provide you with a card. Full details of the registration scheme are available on the Archives Card website.

For researchers unable to visit the offices personally we offer a Postal Research Service. Please contact either office or our website for further details. Photocopies and photographs of archives can be obtained from both offices provided that copyright and other relevant guidelines are observed. Fragile documents cannot be copied. Full details of our Reprographics Service can be found on our website.

Listed below are the addresses, opening hours and contact details of each office.

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**Berwick-upon-Tweed Record Office**

Walkergate Building  
Walkergate  
Berwick  
Northumberland  
TD15 1DB

Tel: 01289 301865

Fax: 01289 330540

E Mail: [berwickarchives@northumberland.gov.uk](mailto:berwickarchives@northumberland.gov.uk)

**Opening Hours (Currently by appointment – please see our website)**

|           |   |
|-----------|---|
| Monday    | CLOSED                                      |
| Tuesday   | CLOSED                                      |
| Wednesday | 9:30 a.m. – 12:45 p.m. ; 2 p.m. – 4:45 p.m. |
| Thursday  | 9:30 a.m. – 12:45 p.m. ; 2 p.m. – 4:45 p.m. |
| Friday    | CLOSED                                      |

**Archives held:**

|                                     |                           |
|-------------------------------------|---------------------------|
| Berwick-upon-Tweed Borough          | Port of Berwick           |
| Berwick-upon-Tweed Quarter Sessions | Family and estate         |
| Pre 1974 Rural District Councils    | Business                  |
| Civil Parish                        | Non conformist            |
| Poor Law Unions                     | Small private collections |
| Petty Sessions                      |                           |

The records relate to North Northumberland, the area administered by the current Berwick-upon-Tweed Borough Council. Microfilm copies are held of sources for tracing ancestors in North Northumberland including: Anglican parish registers, Roman Catholic and Non-conformist church records, civil cemetery burial registers, census returns and the IGI. **It is essential to book a microfilm reader in advance to consult these.**

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## Northumberland Archives

### Woodhorn

Woodhorn  
Queen Elizabeth II Country Park  
Ashington  
Northumberland  
NE63 9YF

Tel: 01670 624358

E-mail: [archives@northumberland.gov.uk](mailto:archives@northumberland.gov.uk)

### Opening Hours (Currently by appointment – please see our website)

|           |   |
|-----------|---|
| Monday    | CLOSED  |
| Tuesday   | CLOSED  |
| Wednesday | 10:00 a.m. to 1:00 p.m.; 1:00 p.m. to 4:00 p.m. |
| Thursday  | 10:00 a.m. to 1:00 p.m.; 1:00 p.m. to 4:00 p.m. |
| Friday    | 10:00 a.m. to 1:00 p.m.; 1:00 p.m. to 4:00 p.m. |
| Saturday  | CLOSED  |

### Archives held:

Northumberland Quarter Sessions

Petty Sessions and Magistrates

Northumberland County Council

Urban, Rural, District Councils

Civil Parish

Poor Law Unions

Sanitary Authorities and Highway Boards

Education Records

Northumberland Constabulary

Hospital and Health Authority

Coalmining

Post 1858 wills

Coroners

Anglican Diocesan Parish

Roman Catholic Parish

Non conformist

Family and Estate Papers

Business

Manorial

Maps including Enclosure and Tithe

Photographs

Society of Antiquaries of Newcastle upon Tyne

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Northumberland Archives is committed to providing a quality service to all its users and therefore this information is also available in large print and via the Internet. The Internet address is

[www.northumberlandarchives.com](http://www.northumberlandarchives.com)

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