



FLINTSHIRE RECORD OFFICE

RESEARCH REQUEST GUIDANCE

Flintshire Record Office's Research Service undertakes, for a fee, searches in all sources held at the Record Office. These include printed and microform sources such as directories, census and newspapers, as well as archive collections.

The fee, including VAT and postage, is £25 per hour. The fee will cover a detailed report of the search and its results, suggesting further lines of enquiry if appropriate. A limited number of photocopies may be provided free of charge if that is judged to be the most economical way of presenting the results. Additional copying, photocopies, certified copies or photographs where appropriate can be supplied according to the standard scale of fees and additional postage costs.

The Research Order Form is available from our website as a pdf file. Please print it out and send it in by post. We cannot accept forms sent in via email both for security reasons and because your signature is required.

Please indicate clearly and concisely your search requirements with dates, places and any relevant information you already hold. To maximise staff time spent on research, do not send copies of certificates, census entries, &c. but summarise all *relevant* information known, e.g. names, dates, places, occupations. Indicate sources of information and whether dates are exact or approximate. In order to prevent duplication of research, please state any records you have already searched, e.g. census returns, civil certificates of birth marriage and death.

Requests for research into the history of property should always be accompanied by precise details of location either marked on a modern map of the area or with the modern grid reference.

Please make sure you provide your postal address as well as your email address. This will enable us to send you paper copies of information or to contact you in the event that your email address fails to deliver.

Requests for research are dealt with in order of receipt. We will acknowledge receipt of your request within 5 working days and the results of the research you have requested will normally be sent to you within 20 working days. If for any reason we are not able to complete your enquiry within this time, we will contact you with an explanation and to agree an extension.