



## Civil Servants and Crown Employees

The crucial information needed for a search in the archives

The National Archives holds records which might contain the information you require and we can:

- Either search for it on payment of a fee and supply you with the information (if found)
- or
- Enable you to search for the information in other ways.

Please send as much information as you can. The following details are particularly important:

- The full name of the civil servant or crown employee\*.....
- His/her job title\*.....
- The department or branch of the civil service\*.....
- Approximate dates of employment\*.....
- Did the individual receive a pension on retirement?.....

If you have all of the information marked with an asterisk\*, the standard charges for our searches will apply and these are shown on this leaflet. If you do not have this information, the standard charges will not apply, as the search time will increase by a large amount, and therefore the search will require a very high fee to be paid. Please contact us if you still want to proceed:

[enquiry@nationalarchives.gov.uk](mailto:enquiry@nationalarchives.gov.uk)

### Civil Servants - Domestic

1. Application files of individuals, 1836-1976

Standard charge: £60

Catalogue reference: CSC 11

---

Information that this source should reveal:

Can contain personal details relating to birth, parentage, education, references and, in some cases, previous employment.

Factors affecting success of a search:

Only a sample of the files have survived and they normally relate to senior civil servants or people who were or became famous or infamous.

---

2. Papers of Lord Bridges

Standard charge: £60

Catalogue reference: T 273

---

Information that this source should reveal:

Files relating to senior civil service appointments from 1940s to late 1950 by individual department.

---

Factors affecting success of a search:

A search would be necessarily speculative so the chances of finding a specific individual are small.

---

---

3. Civil Service Commission Records, 1835-1962

Standard charge: £60

Catalogue reference: CSC 8

---

Information that this source should reveal:

In the earlier volumes the names of candidates are listed and a record of certificates of qualifications granted is made. Some information relating to the Commission's establishment (appointments, promotions, etc) is also included.

---

Factors affecting success of a search:

The year that the qualification, promotion or appointment was gained is necessary to make this search feasible. If the date range provided is longer the cost of the search will be greater.

---

4. Tables of Marks and Results of Examinations, 1876-1991

Standard charge: £60

Catalogue Reference: CSC 10

---

Information that this source should reveal:

Tables list both successful and unsuccessful candidates while some tables also mention absentees and candidates to be considered as reserves.

---

Factors affecting success of a search:

The year that the examination was taken is necessary to make this search feasible. If the date range provided is longer the cost of the search will be greater.

---

## 5. Departmental Staff Lists

Standard charge: £30

Catalogue reference: each department, excluding the Foreign Office and Colonial Office, had their own lists.

---

Information that this source should reveal:

Personnel records/registers/lists recording a variety of details such as salary, grade, date of entry, duties and job.

---

Factors affecting success of a search:

Level of information varies across and within departments. Some are more detailed for senior staff than for junior staff.

The department and dates of service are essential to make this search feasible.

---

---

## 6. Early Civil Service Appointments (pre-1850)

Standard charge: £45

Catalogue reference: T2 (name registers)  
T108 (subject registers)

---

Factors affecting success of a search:

The date range of the search may be a limiting factor as some material was not retained.

---

## 7. General Departmental Files

Standard charge: £90

Catalogue reference: Department specific

---

Information that this source should reveal:  
Can reveal information on staffing and personnel.

---

Factors affecting success of a search:  
There is no guarantee of success as each department created their own documents.

---

## 8. Pension Records

Standard charge: £30

Catalogue reference: PMG 28 (1834-1925)  
PMG 27 (1811-1929)

---

Information that this source should reveal:  
Some of the later registers include office held, cause of retirement and length of service.

---

## Civil Servants Overseas

### 9. Blue Books

Standard charge: £75

Blue Books are found in the CO series. The territory or region is essential in order to locate the relevant book in the catalogue.

---

Information that this source should reveal:  
Extensive information on the staff in the colonies (British and indigenous) including salary and method of appointment.

---

Factors affecting success of a search:  
Territory or region is essential. Blue Books run until 1939. The year(s) of interest are also important.

---

### 10. Government Gazettes

Standard charge: £75

Information that this source should reveal:  
Lists mainly senior officials and diplomats.

---

Factors affecting success of a search:  
The territory or region is essential in order to locate the relevant Gazette in the catalogue. The year(s) of interest are also important.

---

## Civil Servants – Foreign Office

### 10. Chief Clerks Department Records

Standard charge: £45

Catalogue reference: FO 366

---

Information that this source should reveal:  
Various records can be found under search headings such as 'Establishment' and 'personnel', including information on salaries and grading.

---

Factors affecting success of a search:  
Information can vary depending on period of service and position/grade.

---

### 12. Subject Files Relating to Salary and Pensions

Standard charge: £120

Catalogue reference: T 1, T 2, T 108

---

Information that this source should reveal:  
Existing entries can give some level of biographical information if a search is conducted under categories such as staff, establishment and personnel.

---

Factors affecting success of a search:  
The search will be necessarily speculative and chances of success are small.

---

## Female Civil Servants

### 13. Early 20<sup>th</sup> Century Sources on Women Employed by the State

Standard charge: £120

Catalogue reference:     T 162  
                                  T 172  
                                  T 1  
                                  LCO 2

---

Information that this source should reveal:

Cases of 'unfair treatment' may refer to named individuals but such a search would be largely speculative.

---

Factors affecting success of a search:

Searches are mainly speculative and there is no guarantee that they will be successful. Document descriptions are limited. Specific dates need to be supplied. Searches are more likely to be successful for women who pursued cases of discrimination against the Civil Service.

---

For pension and salary records for female civil servants see the equivalent records listed for men above.