



THE GREEN HOWARDS

**Trinity Church Square
Richmond
North Yorkshire
DL10 4QN**

THE ARCHIVES OF THE GREEN HOWARDS REGIMENTAL MUSEUM

HISTORICAL RESEARCH SERVICE

1. **General.** We have a small team who can carry out historical research for you in our archives on topics relating to the Green Howards Regiment. However before asking us to do this it is important you appreciate the limits of what we can and can not do.

2. **Types of Research We Can and Can Not Do.**

a. The information that we hold in our archives is primarily historical records of the Regiment rather than individuals. We hold no Army Records of Service for individual soldiers.

b. If you are making an enquiry about an individual soldier the key information we nearly always need to know is when he served and in which Battalion. The Battalion is especially important for those who served in WW1 where we had 18 Battalions and WW2 where we had 12 Battalions most of which saw action in widely differing theatres of war.

c. If he was awarded a gallantry medal, was killed in action or died whilst serving we can normally find out from those records we hold here (principally the Green Howards Gazette and the Rolls of Honour for the World Wars and the Commonwealth War Graves Commission Records) enough information to identify the Battalion and hence have the starting point we need.

d. However, in nearly all other cases we will need to refer you in the first instance to those offices where the service records are kept. Individual service records are held by:

(1) Public Record Office
Ruskin Avenue
Kew
RICHMOND
Surrey TW1 4DU

Service records prior to 1922, including WW1 and medal rolls. (Please note that many of the WW1 records were destroyed by a bomb and subsequent fire in WW2).

(2) PPPA Historical Disclosures
MP400
Kentigern House
65 Brown Street
GLASGOW G2 8EX

Service records after 1922.

e. Once we have the basic information of when he served and in which Battalion we can then tell you what actions he would have been involved in and where he would have served in more detail. In most instances, unless specific mention is made of him in the histories or war diaries, or he was awarded a gallantry medal, we can not tell you about any specific actions he would have carried out as an individual soldier.

3. **Research Application Form.** Once you have established the key information we need as a starting point then should you wish us to carry out any research in our archives please complete as fully as possible the **Research Application Form**. Any additional information should be added on a separate sheet of paper.

4. **Donations.** In asking us to carry out research for you we would ask you to make a donation to go towards covering the cost of looking after the archives and meeting our Volunteer researcher's travel costs etc. In making this donation we would wish to point out that the archives and research facilities are maintained entirely at Regimental expense, rather than the public purse, and without some recovery of cost we could not continue to provide the service. I am sure you will understand the necessity for this. That said, should your financial circumstances be such that the donation would impose a financial strain on you please let us know and we will still try to provide you with the information you seek. The donations we would ask for are as follows:

a. Enquiry research for 1 hour or part of an hour - UK £20.00. Overseas £25.00 (this is sufficient for most enquiries).

b. Additional research time at £10.00 per half hour (only with your approval).

c. Photocopying. The cost of photocopying up to 15 sheets of A4 paper is included in the suggested donation. However, we would require 20p for each additional sheet.

d. Photographs. Where photographs are available we will provide copies at £6.00 per digital image and £4.00 per hard copy.

5. **Visiting.** As an alternative to us conducting the research on your behalf, you are welcome to visit our Family History Research Centre. However, for the use of staff and time and facilities we would require a donation. All applications for research/information must be made either in writing or by email museum@greenhowards.org.uk

6. **Procedure.** No application for research can be accepted over the telephone. Receipt of an application form is required before any research can be carried out. Your donation cheque will not be cashed until the research has been completed. In the event that we are unable to carry out any research for you your donation cheque would not be cashed.

**RESEARCH APPLICATION FORM
GREEN HOWARDS ARCHIVES**

Please return this form to:

**The Green Howards Regimental Museum & Archives, Trinity Church Square,
Richmond, North Yorkshire DL10 4QN.**

Your Name:

Your Address:

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Post Code: Tel No:

Email

Address:

1. Research Required:

2. **Information which might help:** Please write down anything which might help, including any sources that you have already used. The following could be important - dates of service, death, enlistment, promotion, retirement, ranks held, regimental numbers, battalions, medals (these frequently show name and regiment/battalion served on the rim or reverse). Continue on separate sheet if necessary.

3. I enclose my donation cheque for £20.00 (UK residents) / £25.00 (Overseas) made out to 'The Green Howards Museum'.

4. We anticipate that research will normally take our archivists up to one hour to complete, and our suggested donation of £20.00 is based on this. If you consider that the information you seek will clearly take longer, we would ask you to consider a more appropriate donation.

Signed: Date: