

ACCESSING THE COLLECTION AT THE ESSEX RECORD OFFICE

Introduction

These notes are intended as a guide to visitors to the Essex Record Office where everything listed in the GERS Collection inventory is available for inspection.

To gain access to the Search Room it is necessary to have a reader's ticket. If you do not have a County Record Research Network (CARN) ticket already one can be issued at the reception desk provided you have an official means of identification which should incorporate your signature and address, for example, a driving licence. Tickets for libraries and record offices that do not participate in the CARN scheme cannot be accepted.

The Information Listed in the GERS Inventory

Each item described in the Society's inventory has a unique number and the number of the box in which it is stored is listed. The prefix **D/Z 346** has been allocated by the ERO to every document in our Collection and this **must** be used when ordering material. Hence to order item **8773** listed in the inventory the reference **D/Z 346/8773** is used.

How to order a document or plan at the ERO

The Record Office has an on line search facility called SEAX but only about 14,500 items, or about a third of the Collection, is individually listed and described. This represents the majority of the contents of GERS boxes 1 to 419.

The remainder of the Collection

The ERO also allocates its own accession number, prefixed A, to each box and it helps staff to locate material if this number is also quoted where possible. If the item you require is not listed on SEAX it is necessary to quote this box number, listed on the appended schedule to this document, which shows the GERS box numbers and the corresponding ERO Accession number.

What is listed on the SEAX site

These lists are accessed by clicking on New Search, then 'Everything' and enter Great Eastern Railway Society in the search box immediately below. Now click on 'search' highlighted in blue and a list of about 14,743 items will appear. These were mainly deposited prior to 2005 and all may be ordered at the ERO off the screen.

These are not listed in numerical order but individual items may be identified on screen by entering the D/Z number in the reference box at the top right and clicking 'Go'.

The results can be reordered into reference number order by clicking on the drop down list next to the word Relevance at the top of the screen and clicking on Reference. This will produce a list initially of the 'A' numbers and then the D/Z 346 references to the Society's Collection from entry 62 onwards. There are a few entries included which relate to the GER but are not in our Collection.

As a reminder, this is only a PART of our Collection, the remainder is located by using the 'A' number.

To access material listed under an 'A' number

You will need to have identified the document or plan you require from the inventory on the Society's web site and the GERS box number. From appended schedule identify the ERO 'A' list number.

Enter the 'A' number in the Document Reference box at the top right and click Go. This will produce a list of all the GERS box numbers under this accession number. Identify in which GERS box number the required document is in and ask the search room staff for that box and the reference number of the document.

An Example

As an example item **8773** is listed in the inventory as the brochure 'British Railways Liverpool Street to Shenfield Electrification c. 1948', contained in box **E581**. Consulting the ERO accession numbers schedule shows that this item is ERO accession **A12179**.

This provides the three pieces of information required to produce this item:

- ❖ The item number **D/Z 346/8773**
- ❖ The GERS box number **E581**
- ❖ The ERO Accession number **A12179**

Many items are sub divided and each part given a sub number, for example **8771/01**, and these must be quoted when ordering.

To access items from the 'A' lists intending visitors should give the ERO a few days' notice of their requirements by email to ero.enquiry@essex.gov.uk or phone 01245 244644

The Dupen Collection of Stratford Works Plans D/Z 346/154

This collection of 9,500 drawings principally relating to locomotives, carriages, wagons and road vehicles has been comprehensively listed and are deposited at the ERO but they will not normally be produced in the search room.

This is because the great majority of drawings are of individual components and assemblies and not general arrangements are thus of a specialised nature. Most queries we receive can more readily be answered from other sources including the availability from the NRM of a large range of general arrangement drawings from microfiche. Members who have particular queries which they think may be answered through access to this Collection are asked to contact Bernard Anderson for further information.

Thanks to the M&GNJR Society, the locomotive drawings have been scanned and these digital copies have been made available to organisations owning or constructing full size locomotives. See our website for further information.

Copying Plans

The ERO provides a plan copying service but this is subject to certain considerations.

The guiding principal at the ERO is to safeguard the condition of all deposited and loaned material and this means that sometimes a request for a copy will be refused if the condition is judged to be fragile.

The assistants at the Search Room desk are not qualified archivists and will always err on the cautious side when copies are requested or out of the ordinary requests are made. There is always a duty archivist available who should be approached for a formal decision on access or Copyright.

A frequent constraint for copying plans is their size, generally those that are too large to be accommodated on the A3 size platen of a photocopier. However, long plans may be laid on a table set aside for the purpose and images taken with a digital camera; at a charge of £10 per day.

Plans are usually produced in the Search Room one at a time to avoid them being mixed up but this does not allow comparisons to be made between plans of the same place drawn at different periods. It is a matter of phoning well in advance to explain the nature of research proposed so that the best arrangements can be agreed beforehand.

Network Rail Plans

With regards to the Network Rail drawings that form part of the Great Eastern Railway Society's collection, we are happy for the Essex Record Office to provide copies for personal research purposes.

If the drawings are to be used for publication or commercial use please refer the enquirer to the Network Rail Corporate Archive, the contact details of which are as follows:

Network Rail

National Records Centre

Audax Road

Clifton Moor

York YO30 4GS

NRGcorporatearchive@networkrail.co.uk

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ERO 'A' LIST ACCESSION NUMBERS

GERS Box Number	ERO 'A' Number
125 - 127	AI1507
129 - 130	AI1616
130	AI1743
176 - 178	AI1507
179	AI1616
180	AI1507
181 - 184	AI0596
185 - 192	AI1616
193 - 200	AI0596
205 - 259	AI0596
210 - 211	AI1743
261 - 307	AI0596
301 - 315	AI1743
311 - 419	AI0596
401	AI1743
420 - 450	AI0596
455 - 457	AI1743
458	AI2121
456 - 483	AI0596
485 - 488	AI3776
489 - 499	AI0596
500 - 512	AI2121
513 - 516	AI2179
520 - 540	AI0596
576 - 579	AI2366
580 - 589	AI2179
591 - 594	AI2121
595 - 598	AI2179
600 - 625	AI2179
626 - 628	AI2445
629 - 634	AI2366
635 - 644	AI2445
645 - 649	AI2470
650 - 653	AI2689
655 - 658	AI2470
661 - 666	AI2484
667 - 686	AI2528
687 - 703	AI2546
704 - 714	AI2575
715 - 723	AI2593
724 - 725	AI2966
726 - 734	AI2656
735 - 738	AI2689
739 - 743	AI3428
744 - 759	AI2729
760 - 785	AI2737

786 - 792	AI2747
793 - 807	AI2782
808 - 827	AI2785
828 - 837	AI2966
838 - 842	AI3030
843	AI3052
844	AI3177
845 - 850	AI3052
851 - 853	AI3177
854	AI3230
855 - 860	AI3177
862 - 865	AI3177
868 - 884	AI3230
886 - 894	AI3177
895 - 897	AI3428
898 - 902	AI3230
903 - 907	AI3428
908 - 919	AI3464
920 - 925	AI3606
927 - 934	AI3287
935 - 943	AI3335
944 - 948	AI3428
949	AI4378
950 - 951	AI3464
952 - 962	AI3563
963	AI3858
964	AI3464
964 - 969	AI3539
970 - 973	AI3563
974	AI3581
976 - 977	AI3581
978 - 979	AI3606
980 - 986	AI3776
988 - 989	AI3776
987, 990 - 998	AI3828
999 - 1007	AI3858
1008 - 1010	AI3954
1011 - 1017	AI4013
1018 - 1040	AI4093
1041 - 1045	AI4203
1046	AI4608
1047 - 1065,	AI4378
1066, 1067	AI4500
1068, 1069	AI4378
1070	AI4500
1071	AI4378
1072 - 1078	AI4608
1079 - 1100	AI4755
1101 - 1111	AI4782
1112	AI5095

1114 – 1130	A14875
1131 – 1147	A15190
1148 – 1156	A15095
1157	A15299
1158 – 1169	A15334
1170-1179	A15417
1180 – 1186	A15299
1187-1195	A15417
1196-1200	A16008
1201-1202	A16170
1204-1209	A16170