

Norfolk Record Office Information Leaflet 15

St Andrew's Hospital Patient Records

St Andrew's Hospital was opened in 1814 as the Norfolk County Asylum and was located in Thorpe St Andrew, Norwich. In 1920 the hospital became known as the Norfolk Mental Hospital and in 1923 its name was changed to St Andrew's Hospital until its closure in April 1998.

The Norfolk Record Office holds the Hospital's archive, which includes an excellent series of patients' records. However, access is complicated as the records are subject to different closure periods:

- Administrative records are closed for 30 years after last date in file.
- Patient records giving medical information, e.g. case papers, are closed for 100 years after death of patient.
- Patient records not giving medical information, e.g. admission and discharge registers, are closed for 100 years after last date in file.

If your ancestors died less than one hundred years ago written permission will be required to see the appropriate medical records. You should apply to the Health Records Manager, Norfolk Mental Health Care NHS Trust, Health Records Department, Hellesdon Hospital, Drayton High Road, Norwich NR6 5BE. You will need to provide proof of your relationship to the patient in question, normally by producing copies of birth and marriage certificates.

Once you have obtained a letter of permission please send it with a covering letter to the Record Office. This permission will only relate to the records of your ancestor, which may be found in several series of records relating to other patients. A paid search will therefore need to be carried out by Norfolk Record Office staff to locate the appropriate records. Due to the complicated nature of this particular collection and the fact that it is a mainly closed class, the search could take between half an hour and an hour and a half. The more specific the information you are able to provide the shorter our search time may be.

The tables below provide a summary of the main series of records available. You should be prepared to pay for the longer search. Please consult our research leaflet for our latest prices. The search fee is payable even if we fail to find details of the person in whom you are interested.

Important note: Even if your ancestor died more than one hundred years ago you may not be able to obtain immediate access to his or her records as they may well be contained within series relating to other patients who died less than one hundred years ago. You may need to pay for a search to be made to isolate your ancestor's records.

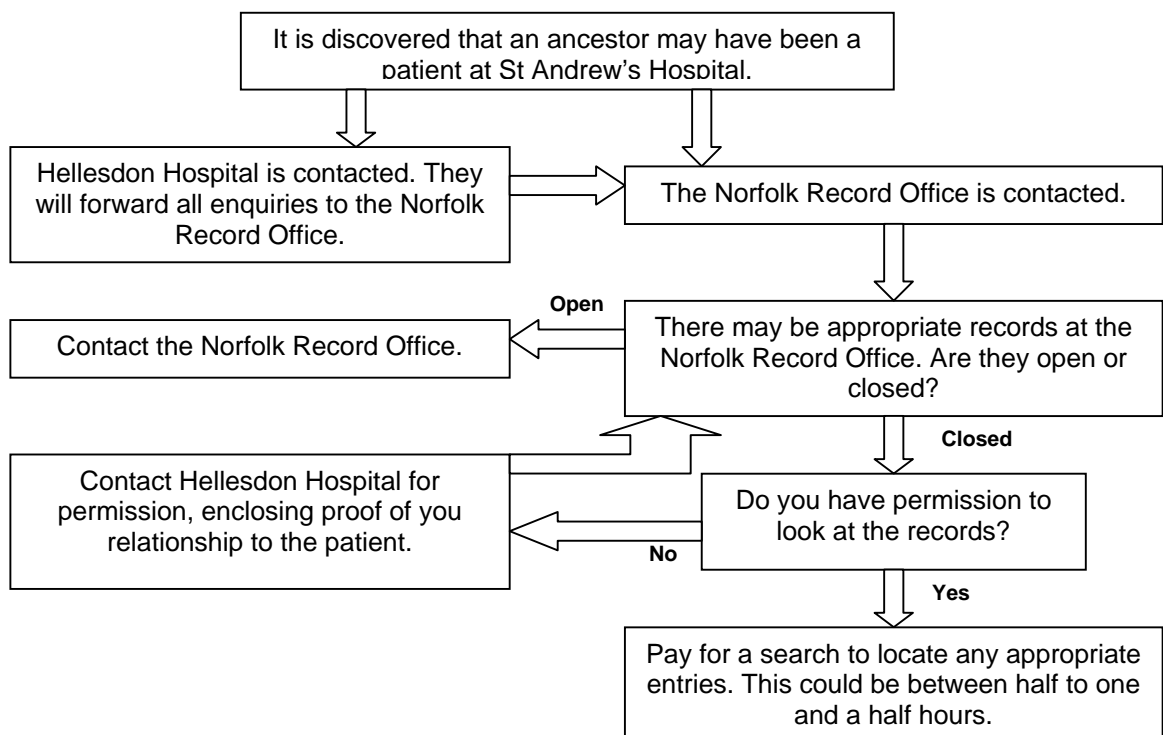
Requests for searches in the St Andrew's Hospital records should be made in writing. Searches may take up to two weeks to complete.

We will inform you if the search locates appropriate case papers. You may then wish to make an appointment to see the papers yourself and make notes. We allow searchers to photograph documents themselves (on completion of a declaration form). If you want a copy, especially if you cannot visit the Norfolk Record Office, we may be able to microfilm the appropriate pages and provide print-out copies. For details please consult our price list.

If the case papers cannot be located we may need to search through other series of closed records in which references to your ancestor are interspersed with reference to other patients. You would not be allowed to see these closed records. We would make a summary of the relevant information for you as part of the search fee.

Please note that the St Andrew's Hospital records may contain distressing information and a search should not be undertaken lightly.

Quick Guide to Accessing St Andrew's Hospital Patient Records



Records Closed for 100 Years After last Date in File		
Type of record	Covering dates	Catalogue references
Admission Records		
Admission registers *	1814-1906	SAH 170-180
Civil registers *	1867-1948	SAH 181-197
General registers *	1948-61	SAH 550-554
Informal admissions registers *	1961-80	SAH 555-558
Admission, discharge and death registers *	1980-90	SAH 563
Admissions to Hellesdon Hospital	1915-9	SAH 198-199
County patients were admitted to Hellesdon whilst St Andrew's was being used as a war hospital.		
Discharge Records		
Discharges, departures, transfers and deaths registers *	1843-1951	SAH 207-226
Discharges and deaths registers *	1845-67	SAH 488-489
Departure, discharge and transfer registers *	1948-62	SAH 564-566
Discharge registers *	1949-60	SAH 567-568
Death, discharge register	1970-3	SAH 569
Death registers *	1952-76	SAH 570
Annual returns of admission, discharges and deaths	1955	SAH 586
Daily movement book of admissions, discharges and deaths	1955	SAH 586
Registers of burials *	1815-1966	SAH 231-234, 572
Indexes		
Index of patients admitted	1907-13	SAH 235
Patients' indexes	nd [1860-1969]	SAH 573-578
Register of patients (index)	nd [1955-69]	SAH 579-580
Case book indexes	1885-1922, 1923-c. 1960	SAH 309-310, 581-582
Index to admissions	nd [1970-4]	SAH 569
Register of [war] casualties admitted	1941-5	SAH 343-345
Register of [wartime] admissions	1943, 1944-7	SAH 779, 346-348
N.B. The dates given are covering dates only. Consult the catalogues for details.		
* Main record series		
Record Closed for 100 Years After Death of Patient		
Type of record	Covering dates	Catalogue references
Reception orders	1840-1919	SAH 168-169, 536-543
Medical journals	1890-1920	SAH 239-240
Medical registers	1907-48	SAH 241-252

Case books *		
male & female admissions	1846-88	SAH 259-272
male admissions	1898-1908, c early 20th century-1947	SAH 273-284, 587-590
male deaths	1910-31, 1944-7	SAH 278-281, 591
male discharges	1910-31, 1944-7	SAH 282-284, 592
female admissions	1885-1909, c. early twentieth century-1947	SAH 285-297, 593-599
female deaths	1910-37	SAH 298-301, 601-602
female discharges	1910-28, 1930-9, 1945-7	SAH 302-304, 602-606
Case papers *	nd [early twentieth century-c. 1948]	SAH 607-742

N.B. The dates given are covering dates only. Consult the catalogues for details.

* Main record series



If you need this leaflet in large print, audio, Braille, alternative format or in a different language, please contact the County Archivist on 01603 222599 and we will do our best to help.

Produced by:

Norfolk Record Office
The Archive Centre
Martineau Lane
Norwich
NR1 2DQ

Tel: 01603 222599
Fax: 01603 761885
E-mail: norrec@norfolk.gov.uk
Website: <http://archives.norfolk.gov.uk/>



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