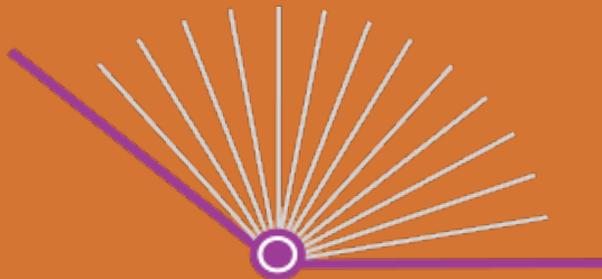


Working as an Historian

Norfolk Record Office
resource for
Key Stage 2 pupils

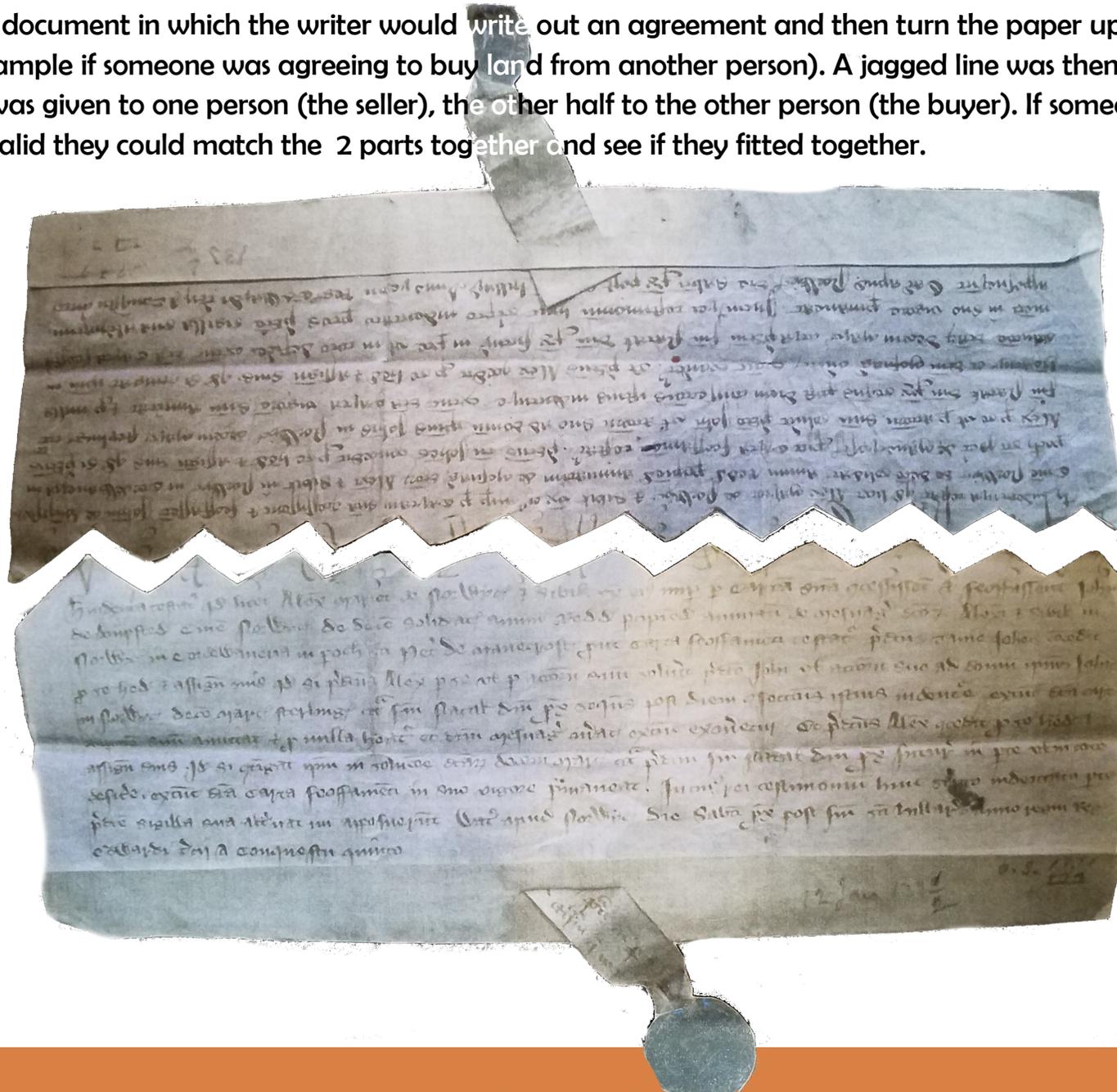


Norfolk Record Office



Indenture Game

An indenture is a document in which the writer would write out an agreement and then turn the paper upside down and write it out again (for example if someone was agreeing to buy land from another person). A jagged line was then cut between the two copies. One half was given to one person (the seller), the other half to the other person (the buyer). If someone questioned if the agreement was valid they could match the 2 parts together and see if they fitted together.





Activity

Each of the indentures has either a question or an answer about the Norfolk Record Office on it. Have a go at matching the correct question with the answer. There are more indenture questions on the next page.

How many documents does the Norfolk Record Office hold?

What did people use to write with before pens?

How many meters of shelving do our documents fill?

What was paper made from?

Over 13,977 meters. It would take the fastest runner in the world over an hour to run from one end to the other.

Over 12 million documents. It would take someone 42 years to count them all!

Paper was made of rags, which were ripped into strips and then boiled.

Feathers called quills. Goose, swan or crow feathers were sharpened with a knife and dipped in ink.

What did people write on before they had paper?

How old is our oldest document?

What is pounce used for?

What was ink made from?

It is over 900 years old. It is older than the Cathedral and Castle in Norwich

It was used for correcting mistakes in documents.

People used parchment. It was made from either cow or sheep skin

From oak galls. They grew on oak trees around eggs laid by wasps. It was mixed with gum and boiled to make black ink.



How many documents does the Norfolk Record Office hold?

How many meters of shelving do our documents fill?

What did people use to write with before pens?

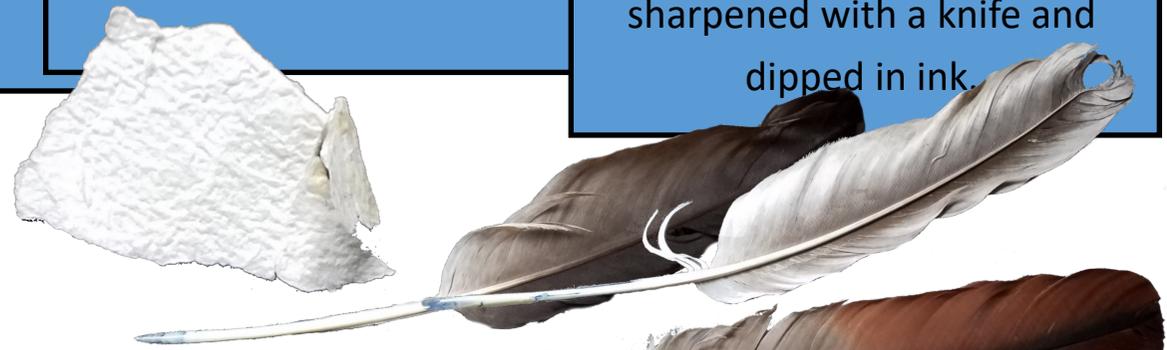
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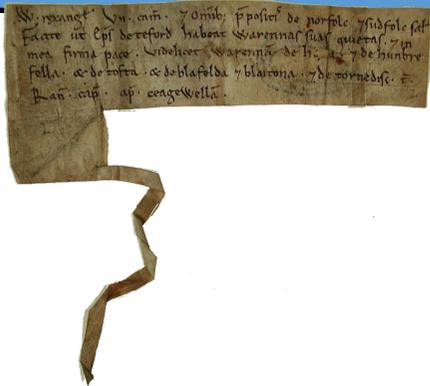
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From oak galls. They grew on oak trees around eggs laid by wasps. It was mixed with gum and boiled to make black ink.





Extended Activity

Have a go at making your own indenture

You will need:

- Paper
- Pens
- Scissors

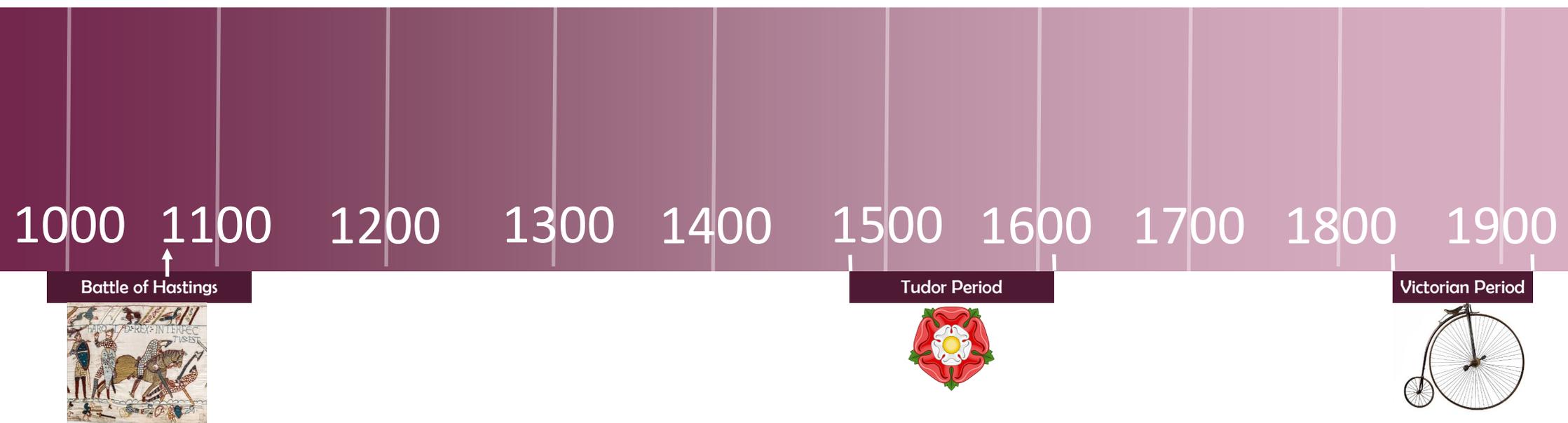
You could agree to tidy room, do the washing up or water the plants (or lots of other tasks). Write out the agreement on one half of the paper. Turn it 180° and write the agreement again on the other half. Once you are happy with your agreement you need to cut a wiggly line down the middle and give one half to your grown up. You need to keep the other half. Let us know how you get on.



Archive Timeline

The timeline below runs in chronological order from 1000 to the early 1900s.

One of the important jobs for an archivist (someone who looks after documents) is to be able to date documents.



Activity

On the next two pages are a number of documents which are held by the Norfolk Record Office. We would like you to work out where they fit on our timeline and put the correct numbers in the boxes.

CITY and COUNTY of NORWICH

To the constable or other officer of the peace of the parish of Saint Peter of Mansfield within the said CITY and COUNTY, to receive and convey. And to the church-warden, chapel-warden, or overseer of the poor of the parish, place or precinct of Bosthorpe in the County of Norfolk or either of them, to receive and obey.

WHEREAS Elizabeth Jepsop was

apprehended in the parish of Saint Peter of Mansfield aforesaid, as a rogue and vagabond (videlicet) wandering abroad and lodging in out-houses and not giving a good account of herself

and upon examination of the said Elizabeth Jepsop taken before me John Morse, Esquire upon oath (which examination is herunto annexed) it doth appear that her last legal place of settlement is at the parish of Bosthorpe in the county of Norfolk

THESE are therefore to require you the said constable or other officer to convey the said Elizabeth Jepsop

to the parish of Bosthorpe in the county of NORFOLK, that being the first parish in the next precinct through which she ought to pass in the direct way to the said parish of Bosthorpe to which she is to be sent and to deliver her to the constable or other officer of such parish in such next precinct, together with this pass, and duplicate of the examination of the said Elizabeth Jepsop taking his receipt for the same, and the said Elizabeth

to be thence conveyed on in like manner to the said parish of Bosthorpe there to be delivered to some church-warden, chapel-warden, or overseer of the poor of the same parish to be there provided for according to law. And you the said church-warden, chapel-warden, and overseer of the poor are hereby required to receive the said person and provide for her as aforesaid. GIVEN under my hand and seal this 14th day of October in the year of our Lord one thousand seven hundred and eighty one

John Morse Mayor

ingt Vn. can. 7 Omib. ppositio de norfolc & sudfolc sat ut Epf de reford habeat Warrenas suas quietas. in mea firma pace. videlicet Warrenia de h. de de hunte folla. & de tofta. & de blafeda & blarona. & de cornedse. t. Ran. cap. ap. ceageWella.



A historical manuscript page featuring a list of names: Iesus + Christus + Mathias + Gethar + Emmanuel + Sabbadh + Ananias + Tringimith + ceteras + paracletus + Sabator roffor + Agnos + Askyros + Agnos + Adomatus + Gafsan + Melchior + Balthazar + Mathias + Marcus + Lucas + Johannes +. Below the list are several circular diagrams with internal lines and symbols, and handwritten text in Latin and English. The English text includes: 'Iesus + Nazarenus rex iudeorum + ex domnica crucis signu + fugit pactes ad rafa vicit Leo de thou fude Radix David Alshyah + byratheson. + Christi + byson + Lixitelson. + per crucis hoc signu fugit procul a me + defend me a malis personis prestatis & futuris. + exhereditis + Loxi + Iesus who dist. Cur. many distates by peters shadow the Leprosy of Naaman by y water of Jordan & dist. rapt. up y down by y bowes of y prophet. we mett bodily to Iesus & the boare boare of y by power verue to myght & by y power verue to myght of all life. Lucis + Iesus + Charactes. hinc in writon o thou omnipotens God Iam & defend the boare of this night by the power verue to myght from all enemyes vifilla & Iurifilla. at this present & for sempiterna vita in nome pat. filii & spiritus sancti amen'

An 1824 letter with a red wax seal and a circular postmark. The text includes: 'J. S. Boulton Esq. M. P. Brook Lane London'. The letter is addressed to 'Mr. P. Brook Lane London' and is dated '1824'. There are handwritten notes on the sides and bottom of the letter.

1090

1665

1781

1824

1840

1855

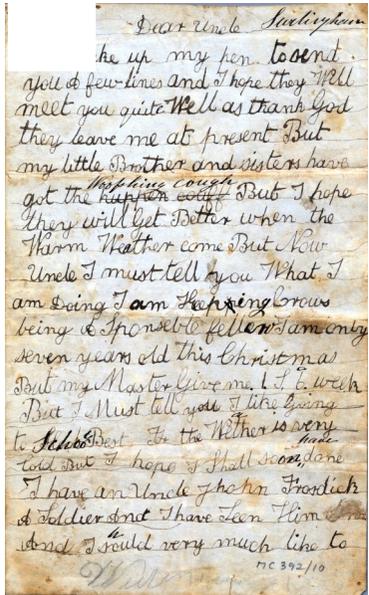
1910



1000 1100 1200 1300 1400 1500 1600 1700 1800 1900

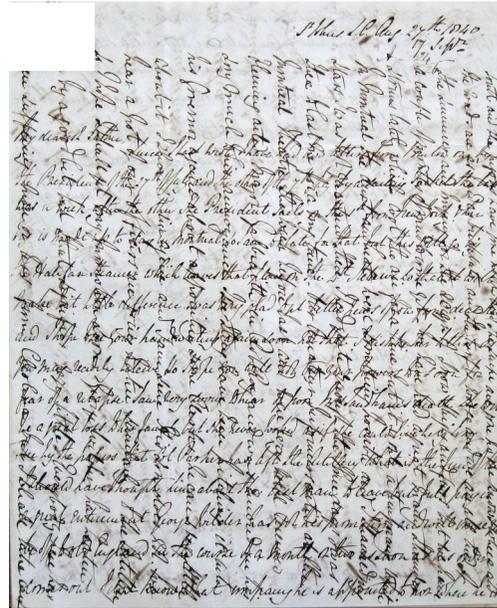


Answers



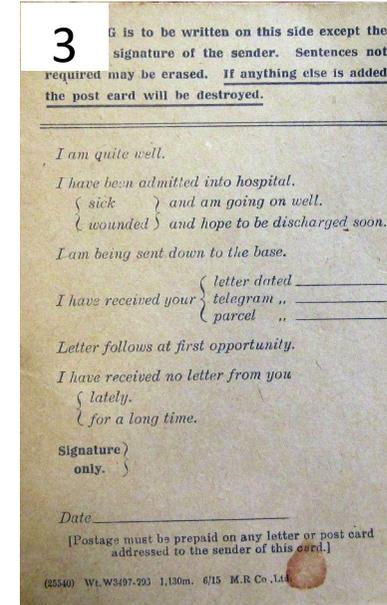
Letter by Moses Frosdick, 1855

This letter was written by 7 year old Moses Fosdick. It shows his Norfolk accent by taking about how he is keeping crows 'being a sponsable fellow'.



Cross hatch letter, 1840

This letter was written in cross hatching. The letter was written in from the top down in the usual way and then the writer would turn the paper 90° and write again over the top. It this time the heavier a letter was the more it cost to post. If people wrote their letters cross hatched they were cheaper to post. It is not unusual to find cross hatched letters from this period, but they are very difficult to read.



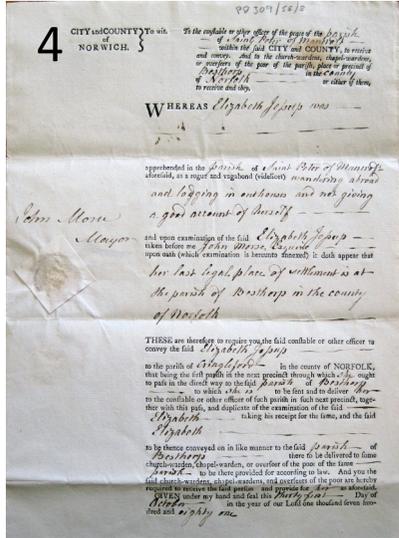
WWI Postcard, 1914

This postcard was created for soldiers who couldn't read and write very well at the time of the First World War. The soldiers just had to cross out the line that didn't apply to them. Notice that the soldiers couldn't say they were unhappy. Instead all the options were very be positive; if they were in hospital they had to say they were 'going on well' or 'hoped to be discharged soon'.



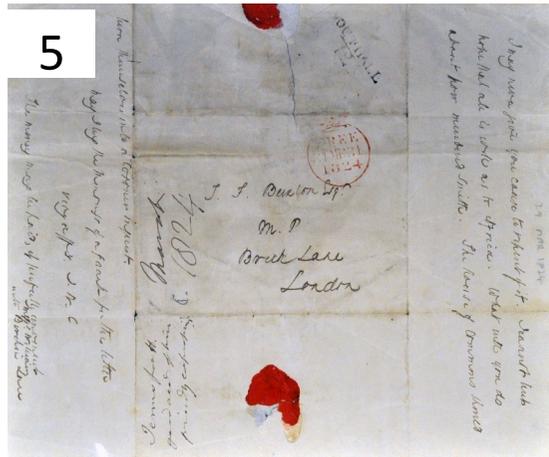


Answers



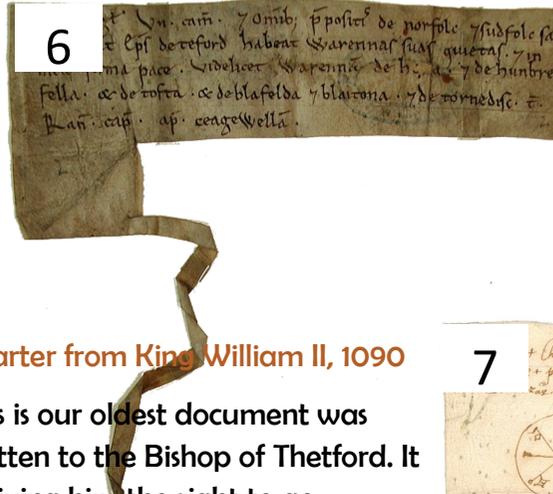
Removal Order, 1781

Everybody had a village that was their legal settlement, based on where they were born or had worked for the last year. If they were ill, or couldn't find work they could get money from the village poor relief. If they were in a village that wasn't their legal settlement they could be given a removal order.



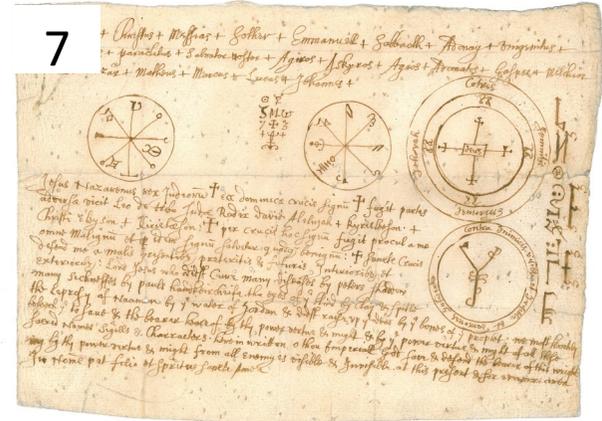
Letter to Thomas Fowell Buxton, 1824

This is a letter to a Member of Parliament. Notice how the middle has his name and address on it. This is because the letter is also the envelop. It would have been folded up so that only the name and address section was showing on the outside and then sealed with wax. If the wax was broken the person receiving the letter would know someone else had opened it.



Charter from King William II, 1090

This is our oldest document was written to the Bishop of Thetford. It is giving him the right to go hunting. We know that was written before 1096 as this is the date the Bishop moved to Norwich Cathedral. It was sent by King William II (King William the second) who was William the Conqueror's son.



Witches Charm, 1654

People would pin this document to their chest to protect themselves from witchcraft, which is why you can see lots of tiny holes in it. It was used as evidence in the court case of Christopher Hall from Harpley, Norfolk. He was accused of witchcraft and the document survives is because it was kept with the court papers.



Work of a conservator

One of the jobs at the Norfolk Record Office is a conservator. A conservator repairs documents so that people can come in and look at them. They also have to make sure that documents are kept in the right packaging so that they are not damaged while they are being stored. Watch the video about how a conservator at the Norfolk Record Office repairs documents on our You Tube channel <https://youtu.be/hqlujKMYzBg> before having a go at the activity on the next page.





Activity

Look at the following items that were included in the video and work out which of them would be needed for the following tasks.
(some items would be used for more than one task).

Smoke sponge



Brass paper clip



Seal sock



Gloves



Marble paper



Tyvek



Archival tape



Wheat starch paste



Repair and replace
the cover on a book

Conserve a document
which was held together
by pins and has a seal at
the bottom

Look after loose
photographs

Clean and wrap
a map



Answers

Repair and replace the cover on a book

Wheat starch paste



Marble paper



Conserve a document which was held together by pins and has a seal at the bottom

Brass paper clip



Seal sock



Look after loose photographs

Gloves



Clean and wrap a map

Smoke sponge



Tyvek



Archival tape

