

A Guide to Researching First World War Military Family History

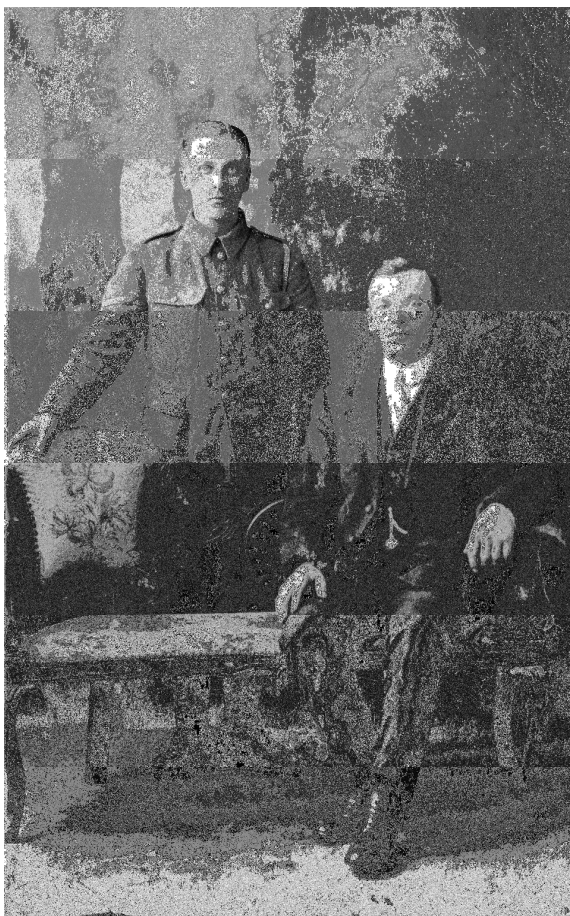
What you can find at Norfolk Library and Information Service, Norfolk Record Office and the Royal Norfolk Regimental Museum



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Introduction



The centenary of the First World War has inspired many people to look back and trace those who served during 1914 – 1918. This guide shows how Norfolk Cultural Services can help researchers use and interpret online and archival resources to find out more information about individuals in the First World War.

The first section gives an introduction to starting your research with the library. It highlights which helpful books are available for loan, and how to take advantage of Norfolk Library and Information Service's subscription to the Ancestry website. This section also advises on other places and websites to start your search.

The next section goes into further detail of what can be accessed online, as well as what is available at Norfolk Record Office. It gives step-by-step advice on how to find and interpret information from the different records available online, via the Norfolk Heritage Centre or at the NRO.

The final section is useful only if you are researching a soldier who served with the Norfolk Regiment. It gives some background information on the regiment and its battalions in the First World War, and goes into detail about the relevant resources that are available at the Royal Norfolk Regimental Museum (RNRM). The RNRM does not hold individual's service records but does have a wealth of official and personal documents, many of which have been indexed by name. It also holds biographical files for a number of soldiers from the regiment.

This guide is tailored for researchers who are looking for information on **soldiers**. It provides tips and suggestions to help beginners sort through and interpret the huge amount of information on the First World War that is available online and in Norfolk. Good luck!

The following is a checklist of information about the soldier you are researching which will be useful to know:

✓ **Information checklist:**

- Full name.
- Background.
 - Where he came from, his date of birth and the name of his next of kin are all pieces of information that can help you pick out one man from others of the same name.
- Service number.
 - Unique army service numbers were only introduced in 1920. Until then, numbers were regimentally issued and were often reused.
 - Be aware that soldiers may have had more than one number.
- Battalion.
 - Once you know the battalion you can locate unit war diaries, regimental histories and other sources from our collection.
 - Family stories of the individual you are researching being at a particular place, having a particular role or being wounded can all help identify which battalion they served with.
- Rank.
 - See Section Three.
- Did they die in service?
 - If an individual died in service, the Commonwealth War Graves Commission website at www.cwgc.org should be your starting point.
- Further clues which can be useful:
 - Photographs
 - Discharge certificates or other documents
 - 1901 and 1911 census information
 - Medals (look for his regiment and number stamped on the rim)
 - Local newspaper cuttings
 - Absent Voters Lists

Section One: Starting Your Research with Norfolk Library and Information Service

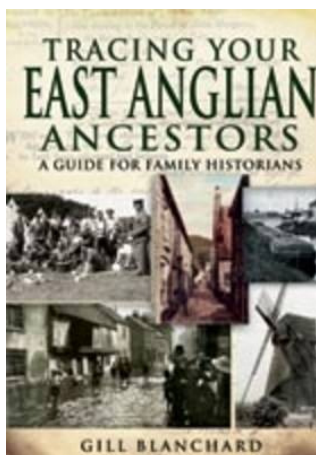
Part 1: A Guide to Tracing Family History

Family history can be rewarding and very enjoyable but it also requires patience and commitment. It can sometimes be confusing, frustrating, and upsetting.

First Steps

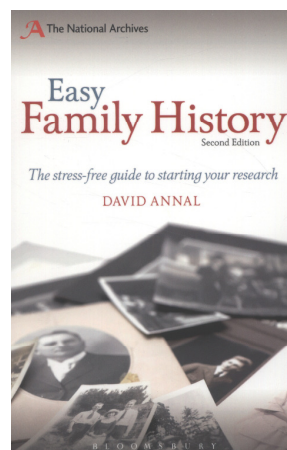
Before you start searching the internet or visiting libraries and archives, it's a good idea to ask relatives for any information or memories they might have about family members. They may have memorabilia such as photographs, diaries, letters or certificates. You can use this information as a starting point for your research. You need to confirm the details that you've collected by finding official proof in primary records (a primary record is the record that was made at the time the event occurred, such as a birth certificate).

Remember to keep careful notes of everything that you discover, and think about how you might want to organise your notes so that you can check back and cross reference facts. You'll find lots of books in Norfolk Libraries about how to research your family history – they often suggest various ways that you might note and organise the results of your research, so it's well worth reading one or two before you get too far with your investigations.



Tracing your East Anglian Ancestors
by Gill Blanchard

Two of many family history books available to borrow from Norfolk Libraries.



Easy Family History by David Annal

The first landmark point you need to aim for in your research is **1911**, which is the date of the most recent census we can access.

Census returns and the **GRO Index** (see below) can be found on **Ancestry**, the family history website. Norfolk County Council Library & Information Service has a subscription to Ancestry online, so you can log onto any Norfolk Library computer and use Ancestry free of charge.

GRO Index

To get back to the 1911 Census, you'll need to trace back through several generations and get proof that you're following members of the correct family. To get this proof, you need official documents such as birth, marriage and death certificates, which usually will mean using the GRO Index. This is the **General Register Office Index** - the index of all births, marriages and deaths registered in England and Wales since 1837.

The following pages will explain how to access the index, from which you will need to note down the five items of information that need to be provided when buying copies of certificates:

1. Full name(s)
2. Year
3. Quarter
4. Volume
5. Page

Copies of certificates can be bought from the local register office where the event took place or online, by post or telephone from the General Register Office:

www.gro.gov.uk

General Register Office,
PO Box 2,
Southport
PR8 2JD.

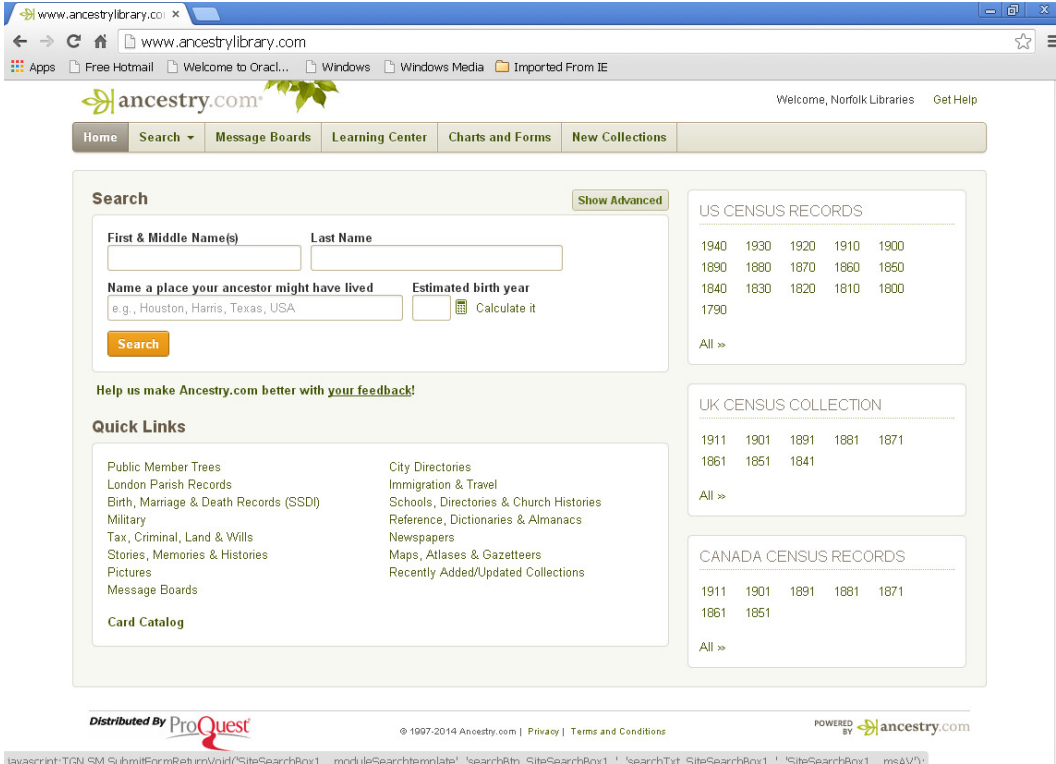
Phone: 0300 123 1837

The current price (2014) is £9.25 per certificate when bought from the GRO.

Remember that the GRO Index doesn't give all the information that you'll find on a certificate, such as a baby's mother's maiden name, or the occupation of a bride and groom. And you can't see the certificates on any online site – you have to buy copies.

How to Access Ancestry Library Edition – Available on computers in all Norfolk Libraries

You need your library card and PIN number to log into a library computer – staff can help if you’re not familiar with the system. Once you’ve logged in, choose Google Chrome rather than Internet Explorer.

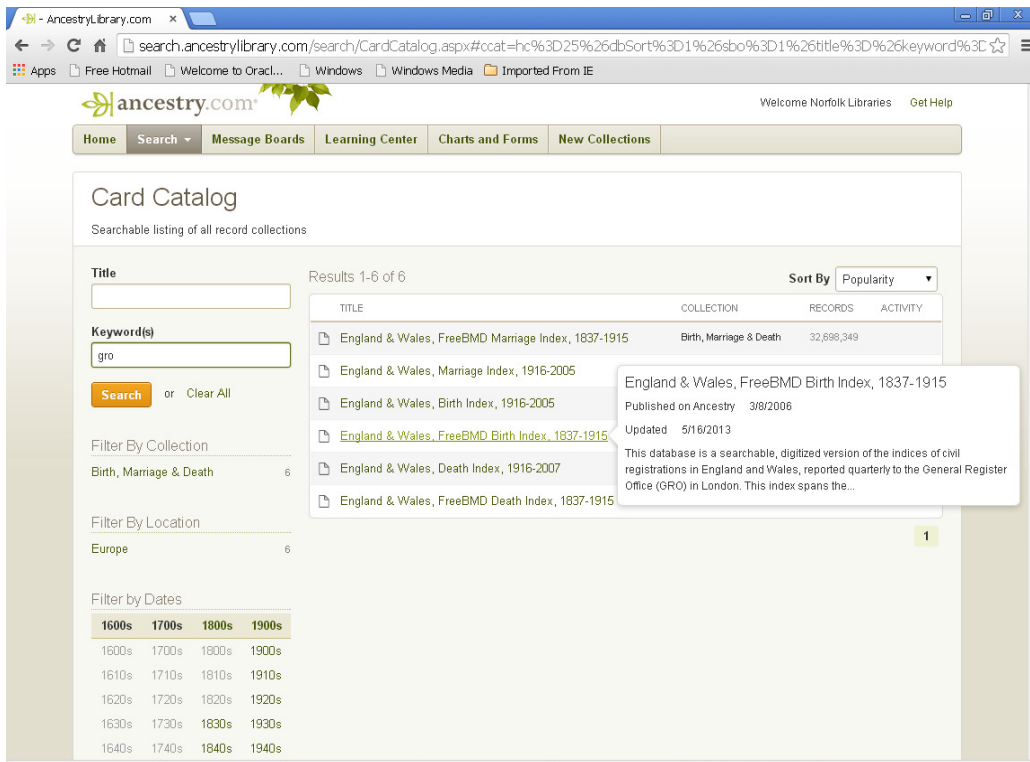


From the Library Home Page, click on the Local studies and family history option, then on the next page, in the box with the subheading ‘What do you want to find out about?’, click on the link to access our subscription to Ancestry. The Ancestry Home Page will now open.

How to find an entry in the GRO Birth Index on Ancestry



Let’s have a look at the **GRO Birth Index** to find William Charles Parish from Rackheath, who was born circa 1888 and enlisted in 1914.



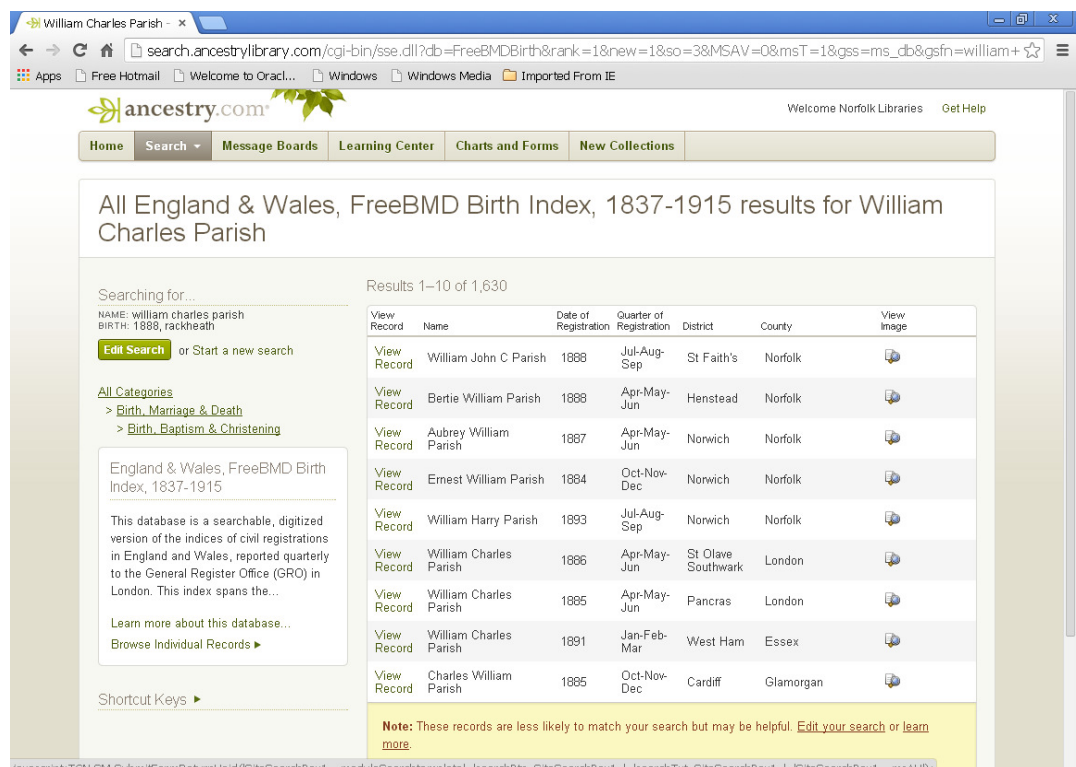
On the Ancestry Home Page, under “Quick Links” find “Card Catalog” and click on the link. On the Card Catalog page, in the keyword(s) box (top left hand side) type **GRO Index** and click on the orange search box.

Click on **England & Wales, Free BMD Birth Index, 1837-1915** (make sure you choose the correct database!)

- 🔑 In the First & Middle Name(s) box type in William Charles.
- 🔑 In the Last Name box type in Parish.
- 🔑 For birth year type in 1888 and in location box: Rackheath, then click in the orange search box.

You’ll see an entry for one William John C Parish, who is the soldier we are looking for.

Click on “view record”, to the left of his name, to see volume/page number and then “view image” to see the original register GRO Index page. (Remember that if you want to buy a copy of the full birth certificate, you’ll need to note down the Full name(s), year, quarter, volume and page details so that you get the correct certificate when you send in your order.)



Now click on the top left hand arrow to go back to the previous page and then click on “Home.”

How to find an entry in the GRO Marriage Index

Let’s look for the same William Charles Parish in the **Marriage Index**.

Again, on the Ancestry home page under the heading “Quick Links” click on “Card Catalog”, then in the keyword(s) box type in **GRO Index**, and click in the orange search box.

This time you need to choose the **England & Wales, Free BMD Marriage Index, 1837–1915**.

ancestry.com

Welcome Norfolk Libraries Get Help

Home Search Message Boards Learning Center Charts and Forms New Collections

All England & Wales, FreeBMD Marriage Index, 1837-1915 results for William Charles Parish

Searching for...
NAME: william charles parish
MARRIAGE: 1909, norfolk
[Edit Search] or Start a new search

All Categories
> Birth, Marriage & Death
> Marriage & Divorce

England & Wales, FreeBMD Marriage Index, 1837-1915
This database is a searchable, digitized version of the indices of civil registrations in England and Wales, reported quarterly to the General Register Office (GRO) in London. This index spans the...
Learn more about this database...
Browse Individual Records ▶

Shortcut Keys ▶

Results 1–10 of 5,841

View Record	Name	Spouse Surname	Date of Registration	Registration District	County (inferred)	View Image
View Record	Ernest William Parish		Jan-Feb-Mar 1904	Norwich	Norfolk	View Image
View Record	William Charles Parish		Jan-Feb-Mar 1907	West Ham	Essex	View Image
View Record	William Charles Parish		Jul-Aug-Sep 1907	Islington	London	View Image
View Record	William Charles Parrish		Oct-Nov-Dec 1909	Blofield	Norfolk	View Image
View Record	William Parish		Jan-Feb-Mar 1841	Downham	Norfolk	View Image
View Record	William Parish		Apr-Mays-Jun 1847	Downham	Norfolk	View Image
View Record	William Parish		Oct-Nov-Dec 1857	Thetford	Norfolk	View Image
View Record	William Parish		Oct-Nov-Dec 1859	Depwade	Norfolk	View Image

- ✓ In the First & Middle Name(s) box type in William Charles.
- ✓ In the Last Name box type in Parish.
- ✓ In the Marriage Year box type in 1909 and in location box: Norfolk.
- ✓ Click in the orange search box.

Scroll down the page and you will see an entry for one William Charles Parrish (note the double “r” in the surname) with Date of Registration 1909 and Registration District of Blofield.

Click on “view record” beside his name to see volume/page number.

This page also lists one Mary Frances Webb –his wife!

Click on “view image” to see the original register GRO Index page.

This is a good time to note that Blofield, where William and Mary’s marriage was registered doesn’t necessarily mean that they were married in Blofield village – places in the GRO Index are the Registration Districts, which usually cover a number of parishes or villages. Blofield Registration District covered 35 parishes, and existed from 1837 until 1938. From 1939 it was divided between the Acle and Norwich Outer districts, and there were further reorganisations later in the twentieth century.

Full details of registration districts can be found on a very useful free internet site, GENUKI at <http://www.ukbmd.org.uk/genuki/reg/>

Census

Ancestry has the **census returns** from 1841-1911. The census lists all people present in each household

The screenshot shows the Ancestry.com interface for a 1911 England Census record for William Parrish. The record details are as follows:

Name:	William Parrish
Age in 1911:	23
Estimated birth year:	abt 1888
Relation to Head:	Head
Gender:	Male
Birth Place:	Rackheath, Norfolk, England
Civil Parish:	Blofield
County/Island:	Norfolk
Country:	England
Street address:	The Heath Blofield
Marital Status:	Married
Occupation:	Farm Labourer
Registration district:	Blofield
Registration District Number:	228
Sub-registration district:	Blofield
ED, institution, or vessel:	5
Piece:	11374

Household Members:

Name	Age
William Parrish	23
Mary Parrish	23
Beatrice Girtie Webb	2

The page also includes a 'Suggested Records' section with several related entries, such as 'William J C Parish 1901 England Census' and 'William Charles Parish UK, Soldiers Died in the Great War, 1914-1919'.

on the night the census was taken; it doesn't necessarily list the entire family, and may include servants, lodgers and visitors who aren't related to the resident family.

You'll normally find people's age, marital status, relationship to head of household, birthplace and employment status noted on the census return.

How to Find an Entry in the 1911 Census

Let's find William Charles Parish in the 1911 Census (see image above).

- 🔍 Go back to the Ancestry Home Page.
- 🔍 On the right hand side there's a section headed "UK Census Collection" – find 1911 and click on it.
- 🔍 In the First & Middle Name(s) box type in William Charles.
- 🔍 In the Last Name box type in Parish.
- 🔍 For birth year type in 1888 & in Birth Location box type in Rackheath.
- 🔍 In the Lived in Location box type in Norfolk.
- 🔍 Choose Male in the Gender box and then click in the orange search box.
- 🔍 You'll see an entry for a William Parrish (again note the double "r" in the surname) whose birthplace is listed as Rackheath and birth year as "abt. 1888".

Click on "view original image" to find more details about him and his family.

Going Back Beyond 1837

There are no birth, marriage, and death certificates before 1st July 1837 or census returns before 1841. Prior to this you will need to consult church records (baptism, marriage and burial registers) for the county you are interested in.

There is no overall central index and registers are usually held by county record offices.

Part 2: A Guide to Tracing Military Information

Ancestry

Now that you've had some practice using Ancestry, you can explore some of the military collections that you'll find there.

If you know exactly which database you want to search, you can go to the Card Catalog and enter its title or some keywords and then Search, but if you're not sure which database to look at, you can narrow things down by choosing Military from the "Filter By Collection" list (just below the orange Search button) on the Card Catalog page. This will give you a list of about 500 results, normally sorted in order of popularity.

You'll find **British Army WWI Medal Rolls Index Cards, 1914-1920**; **British Army WWI Service Records, 1914-1920**, and **British Army WWI Pension Records, 1914-1920** all quite near the top of the list.

An alternative route is to choose Military from the Quick Links list on Ancestry's Home page, and from the "Featured data collections" box on this page, click on View all in Card Catalog. It's probably better not to enter your soldier's name in the search boxes on the Military Records page, as you'll be searching through hundreds of databases, most of which will only relate to American servicemen, and this can take a long time and give you details of people that you don't need to investigate further.

Name.	Corps	Rank	Regtl. No.
PARISH	44/103 B 2 3 Nov 12	Pte	23207 16827
Medal.	Roll.	Page.	Remarks.
VICTORY	44/103 B 2	469	R 48 12-10-17
BRITISH	du	du	
15 STAR	44/15 B	75	

A good starting point for your research into a soldier who served between 1914 and 1918 is the **Medal cards** (Data collection name: **British Army WWI Medal Rolls Index Cards, 1914-1920**). An index card exists for most WW1 soldiers, although they often only give service number, regiment and medals received. Don't forget to

look at both sides of the medal card, just in case there's more information on the back. It's a good idea to read the "About British Army WWI Medal Rolls Index Cards, 1914-1920" information on the front page of this Ancestry data collection, to find out more about the information it can give.

Ancestry also has data collections of British Army WWI **Service Records, 1914-1920** and British Army WWI **Pension Records, 1914-1920**, which may both prove very useful to your research, but these are

not comprehensive – unfortunately about 60% of ‘other ranks’ service papers were destroyed in bombing raids during the Second World War.

You’ll also find **Silver War Badge Records, 1914-1920** on Ancestry; this badge was awarded to all military personnel who had served at home or overseas since 4th August 1914 and who had been discharged because of wounds or illness.

Another standard source of information, now also available on Ancestry, is **Soldiers Died in the Great War** (see right). This gives brief details of over 700,000 casualties of the war. It is also available on pay per view at Find My Past, and on CD ROM in the Norfolk Heritage Centre at the Millennium Library in Norwich.

The screenshot shows a search result for 'William Charles Parish' on the Ancestry website. The page is titled 'UK, Soldiers Died in the Great War, 1914-1919' and includes a 'Page Tools' section with a 'View printer-friendly' link. The main content area displays the following details:

- Name: William Charles Parish
- Birth Place: Rackheath, Norfolk
- Residence: Little Plumstead, Norfolk
- Death Date: 12 Oct 1917
- Death Location: France & Flanders
- Enlistment Location: Norwich
- Rank: L/Corporal
- Regiment: Border Regiment
- Battalion: 7th Battalion
- Number: 23207
- Type of Casualty: Killed in action
- Theatre of War: Western European Theatre
- Comments: Formerly 16827, Norfolk Regt.

Source Information: Military-Genealogy.com, comp. UK, Soldiers Died in the Great War, 1914-1919 [database on-line]. Provo, UT, USA: Ancestry.com Operations Inc, 2008. Original data: British and Irish Military Databases. The Naval and Military Press Ltd.

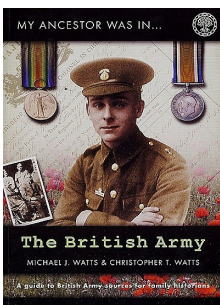
Description: This database contains information extracted from 81 volumes of soldiers that died in World War I. It includes over 700,000 individuals. Information listed about may include: name of soldier, birthplace, enlistment place, residence, number, decoration, rank, regiment, battalion, type of casualty, death date, death place, and theater of war served in. [Learn more...](#)

Suggested Records: These records may also be relevant to William Charles Parish: Lance Corporal William Charles Parish, Web: International, Find A Grave Index; William C Parish, Web: International, Find A Grave Index; William J C Parish, 1901 England Census; William Charles Parish, British Army WWI Service Records, 1914-1920; William Charles Parish, British Army WWI Service Records, 1914-1920; William Parish, 1891 England Census; William John C Parish, England & Wales, FreeBMD Birth Index, 1837-1915.

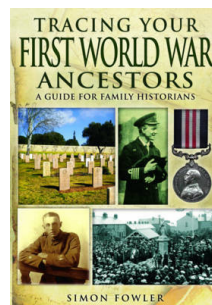
Taking Your Research Further

This guide can only serve as an introduction to the subject of tracing your military family history, but if you want to carry on and find out more about the people, their lives and where they lived, there are all sorts of directions to take your research.

Don't forget that there are many specialist books available to borrow from Norfolk Libraries. If you're not sure where to take your research next, some like these might prove useful:



My Ancestor was in... The British Army
by Michael J. Watts and Christopher T. Watts



Tracing your First World War Ancestors
by Simon Fowler

There are many useful websites, but as with all family history research, the knack is knowing where and how to start delving into them. There is no single right way to do military research, but one key thing to establish is that you're looking for the right man. **The Long, Long Trail** website has some excellent

hints on researching a soldier – take a look at the site www.1914-1918.net and check out the advice on the “How to research a soldier” section.

Once you know which regiment an ancestor served in, you can find out if there’s a **Regimental Museum**, which may have official records, diaries and items of kit that can help you understand what the soldier’s life was like. But take note of the Long, Long Trail’s warning “In my experience it is not a good idea to begin by contacting a regimental museum. They do not hold the service records of soldiers, although some do have some useful lists.” See the third section of this guide for advice on how to access the collections of the Royal Norfolk Regimental Museum.

The National Archives

The **National Archives** at Kew is the UK government’s official archive holding over 1,000 years of the nation's records. You can visit the National Archives to see original documents or records, but before you make the trip, it’s well worth having a look at their website www.nationalarchives.gov.uk. Many of their most popular records are already online, and more are being added. They also have some very useful research guides online – this one <http://www.nationalarchives.gov.uk/records/looking-for-person%5Cdefault.htm> give links to pages of information about the records held at Kew, those that are available online as well as details of other archives and organizations that may also have records that you’ll find useful. There are pages on all branches of the armed services, as well as groups such as Volunteers and Territorials, British Army Nurses and Disability and dependents’ pensions in the First World War.

A new project for 2014 is the publication of some Unit War Diaries, which don’t necessarily give information about individual soldiers, but contain details of daily events on the front line including attacks, progress, casualties and losses. (If you want to look at personal diaries written by soldiers, the **Imperial War Museum** collection includes many unpublished diaries, letters and memoirs.)

Commonwealth War Graves Commission

The **Commonwealth War Graves Commission** website

www.cwgc.org.uk gives names and dates of death (where known), with details of grave or memorial location. There is a **War Graves Photographic Project** that may

have a photo of the grave that you can see online at www.twgpp.org.uk

The screenshot shows the CWGC website in a Windows Internet Explorer browser. The page title is "CWGC - Casualty Details". The URL in the address bar is "http://www.cwgc.org/find-war-dead/casualty/1636004/PARISH,%20WILLIAM%20CHARLES". The page content includes a navigation menu with "Find War Dead" selected. The main content area displays the following details for William Charles Parish:

PARISH, WILLIAM CHARLES		VIEW CERTIFICATE
Rank:	Lance Corporal	This is a PDF file and requires Adobe Reader to view.
Service No:	23207	
Date of Death:	12/10/1917	
Age:	29	
Regiment/Service:	Border Regiment 7th Bn.	
Panel Reference:	Panel 85 to 86.	
Memorial:	TYNE COT MEMORIAL	
Additional Information: Husband of Mary Frances Parish, of Little Plumstead, Norwich.		

Find a Soldier's Will

The UK Government website at www.gov.uk/probate-search allows you to search for the **wills** of soldiers who died while serving in the British armed forces between 1850 and 1986. The basic information needed to be able to search for a will is the soldier's name and year of death; if you have more details, you can narrow your search down by entering extra information on the 'Advanced search' screen. You can order and pay online for any wills that you want to read – it costs £6 for each will. You'll receive an email when the will is available, normally within 10 days of ordering it, and you can then log into the system and download the full text of the will to your computer, so you have it permanently. There's a useful Help page with further information about this site.

The London Gazette

This is the official record giving details of servicemen mentioned in dispatches, killed, awarded medals etc. Use the online resource at www.london-gazette.co.uk. It can be difficult to find the information you're looking for – use the advanced search option, and vary spellings if you don't succeed initially.

Picture Norfolk

Norfolk Library & Information Service has a significant collection of photographs and other images, many of which are accessible through the library catalogue at www.picture.norfolk.gov.uk

An important part of the **Picture Norfolk** collection is more than a thousand portraits of local soldiers who served during the First World War. These often moving portraits were collected from 1917 onwards with a view to 'preserving a local record of Norfolk's share in the war'. The images are searchable by name on Picture Norfolk, and the record usually includes brief information about the soldier such as place of birth, enlistment details and place of death. For example:

Private Leslie William Rudd, 1/5th Norfolk Regiment

Private Rudd was born on 23rd July 1895, and was from Norwich. He enlisted in August 1914, and was reported missing believed killed in action at the Battle of Gaza on 19th April 1917



Picture Norfolk,
Norfolk County Council
Library & Information Service

We hope this guide has given you some useful information. Don't forget that staff in the Norfolk Heritage Centre at the Norfolk & Norwich Millennium Library may be able to offer further suggestions if you reach a 'brick wall' in your research.

Section Two: How Norfolk Record Office can help

Who Are We?

Norfolk Record Office: The Archive Centre (NRO) collects and preserves unique archives relating to the history of Norfolk and makes them accessible to people around the globe. We are the largest County Record Office outside London and welcome thousands of people every year, many of whom are researching family and local history. There is no need to book, and access is free of charge. For those unable to visit in person, we also offer a research and copying service.

NRO has exhibitions all year round in our 'Long Gallery' and is home to an Education and Outreach service working out and about in the community with numerous schools and community groups. We also have a team of specialist conservators who conserve and preserve our records and offer advice for looking after archives at home.

Our collections contain some 12.5 million archives waiting for you to discover them in our searchroom, or, increasingly, online. To find out more about us, see our introductory video on YouTube, which we hope will explain all about us, and how to use our archives:

<http://www.youtube.com/watch?v=Hllwn07xEcY&feature=youtu.be>

NRO runs events all over the County as well as from Norfolk Record Office: The Archive Centre and Norfolk Record Office: Norfolk Heritage Centre. Over the next few years these will include military workshops and drop-in sessions as well as a myriad of other genealogical and local history topics. Details of our events can be found at www.archives.norfolk.gov.uk/events and norfolkrecordoffice.eventbrite.co.uk

We look forward to welcoming you!

Where Are We?

Norfolk Record Office resources are available in a number of places. We are based at The Archive Centre, Martineau Lane, which house the vast majority of our original archives as well as the Norfolk Sound Archive. We share the building with the East Anglian Film Archive.

Copies of our microfilm resources are also available at Norfolk Record Office: Norfolk Heritage Centre. This is on the Second Floor of the Norfolk and Norwich Millennium Library. Here you can access our resources alongside those of the library's local studies collection, in central Norwich.

Norfolk Record Office: King's Lynn Borough Archive houses several archive collections with a link to west Norfolk. At the time of writing, the archive is open most Thursdays. See our website for further details.

Increasingly, Norfolk Record Office is online. Our website is home to our catalogue as well as information about visiting us, detailed research guides and parish maps, our research service, events listings and much more.

You can also follow us on twitter (@NorfolkRO) and 'like' us on Facebook (/NorfolkRecordOffice) as well as book our events at norfolkrecordoffice.eventbrite.co.uk. Several of our archives are now available online. For example, at the time of writing:

- Wills proved in Norfolk Courts between 1800-1858 at www.norfolksources.norfolk.gov.uk.
- Historic maps at www.historic-maps.norfolk.gov.uk.
- Parish registers at www.familysearch.org (browse collections to find Norfolk databases.)

What do we ask you to bring?

- A pound coin (returnable) for the lockers
- Pencils not pens
- Laptops, notepads etc welcome
- Clear plastic bags/folders only in the searchroom – all bags and coats must be left in a locker
- Your CARN card (County Archive Research Network), if you have one, or, if not, ID which shows your name and address so that we can issue one (this is free). A photocard driving licence is ideal, or a combination of bank card and utility bill.

Military Research: Next Steps

Having already looked at the basic records in the first section of this pack, we now turn our attention to some other sources, both for servicemen and for those at home.

Norfolk Record Office is not 'home' to records held centrally relating to the Ministry of Defence, but we do have access to many digitised collections (along with the library) as well as other rich sources which have been deposited with us. The latter range from illustrated scrapbooks from a wife and mother left at home, to business records kept locally, and from school log books to letters home from the front. These unique sources can provide valuable information to build the 'story' of the individual you are researching.

Researching a Soldier: Part two

Ideally, from the first section, you now have some details about the person you are researching – their name, date and place of birth and a regimental number if they were on active service. These and other pieces of information -including next of kin, battalion, address etc - will prove invaluable as you look to find more detailed sources.

What follows is information about the *current* most easily accessible and popular resources. Military records can be very enlightening, but they can also be upsetting: be prepared for this. Unfortunately, record survival can be frustrating, particularly if you were hoping to find a service record for a member of the 'other ranks' in WWI.

Case Study: What Can be Found Online

This section of the booklet will follow a case study, Horace George Walne, in order to illustrate the kinds of sources available. It will also use his brothers and father to illustrate other potential sources.



Later, we will also show you how to search the Norfolk Record Office catalogue in order to find other contemporary material to help you find out more about what was going on at home and abroad.

As seen in the first section, it is important to gather as much information as possible from sources already in your family's possession. In Horace's case, we have this photograph, taken c1915, showing him with his brothers and father, all in uniform.

(left to right, Horace, Leonard, Henry George (the boys' father), Henry Alfred)

The cap badge from all three young men is that of the Suffolk Regiment, which gives us a helpful clue. Horace, with three stripes, was already a sergeant, Henry, with one, a lance corporal. It was already known within the family that Horace died in France, and thought that at least two of the men fought at Gallipoli before being posted to the Western Front.

All the men above can be found in the **1911 census** and **GRO birth indexes**, and each of the younger generation has a **Medal Roll Index Card** available online at www.ancestrylibrary.com.

It is worth noting that mis-transcription is very common on internet databases. You may need to search various possible spellings to find 'your man'. Just because the transcription says 'Waln' not 'Walne' for instance does not mean that you're on the wrong track – always check the original!

From his medal card (see Section One) we know:

- Horace's regimental number was 1145.
- He was a Sergeant, then a 2nd Lieutenant.
- He entered Egypt on 3rd October 1915.
- He was awarded Victory, British and Star medals.
- We can infer that, given his medals were sent to his next of kin, he might have died during the conflict.

For more about abbreviations on medal cards, see

<http://www.nationalarchives.gov.uk/records/medal-index-cards-ww1.htm>

The 1911 census adds:

- Details of his date and place of birth (1890, Kelsale).
- His address (Kettleburgh, Suffolk).
- His occupation before the war began (insurance clerk).

Searching for his service record is unsuccessful (as it is for his two brothers) – see **British Army WWI Service Records 1914-1920** on www.ancestrylibrary.com.

Unfortunately this is not unusual as only about 40% survive for rank and file soldiers.

There are however results in the **British Army WWI Pension Records 1914-1920** for both Horace and Leonard – these records are often for men who died or those who were discharged injured.

Amongst other things, Horace's pension record tells us that –

- Horace first enlisted in 1908, into the Suffolk Yeomanry, at 18.
- He was promoted to Lance Corporal in 1913 and Corporal in 1914.
- He was listed as "discharged" on 14th April 1916, after eight years, 14 days of service, when he became an officer.
- Horace was part of the Mediterranean Expeditionary Force from 23rd September 1915 to 2nd April 1916, evacuated in December 1915.

Other service and pension records may provide us with information about previous occupation(s), height, distinguishing marks, religion, medical history, disciplinary action, postings, vaccinations etc. It is sometimes worth searching the earlier military collections on www.findmypast.co.uk in case some of a soldier's records remained in an earlier series, particularly if you know he was a soldier before the outbreak of war.

None of the boys appear in the **UK Silver War Badge Records, 1914-1920** (also available at www.ancestrylibrary.com). However, because these were issued to men discharged on grounds of health, this is not surprising – Horace died in action, and Leonard and Henry both came through the whole war.

To follow up details of his death, www.cwgc.org confirms that sadly Horace never came home. Details show that he died 11th April 1917 at the age of 27, while serving as 2nd Lieutenant in the 2nd Battalion Suffolk Regiment. His grave reference is IV. D. 5 and he is buried at Tilloy British Cemetery in Tilloy-Les-Mofflaines. You can even find a photograph of his gravestone at www.twgpp.org. It is also possible to find him at www.roll-of-honour.com, on Kettleburgh village's war memorial.

Many similar sites can be useful, but it is always advisable to check any 'facts' you come across, as secondary information can be misleading.

Up to this point, all of these record sets are available through Ancestry Library Edition and free websites, all accessible from NRO and Norfolk libraries. We will now move to some other sources, which may incur a fee to download or require travel to various archives.

You may have spotted that although Horace died in 1917, the pension record on Ancestry only provides information until 14 April 1916. What happened to him then? A clue presents itself on his medal card and CWGC record – he became a 2nd Lieutenant, and as such became an officer in the latter part of the war. **Officer Service Records** are currently only accessible offline at The National Archives [2014] (if you cannot travel there, you can order a copy from them for a fee).

To find the reference for this, visit www.nationalarchives.gov.uk, and click 'Find guidance' then 'Looking for a person'. You will see a link under 'Army personnel' for '**British Army officers after 1913**'. Click into this research guide and you will find that you can search officers' service records by surname in WO 339 and WO 374 (the National Archives references for those series). Searching for 'Walne' will pick up three records, and the reference for Horace's is WO 339/62514.

Horace's officer service records are extensive. Amongst other things we find out that:


- Horace joined the Ayrshire Officer Cadet Battalion on 5th June, 1916, where he trained to join the 3rd Battalion Suffolk Regiment as an officer.
- A copy of the telegram sent to his father, bearing news of his death, is included.
- Horace's body unfortunately had to be exhumed and reburied later in 1917.
- His possessions were lost at some point – there is correspondence showing his father trying to locate them.
- Horace's personal estate was dealt with by his father late in 1917. His will was dated 21st September, 1915 – two days before his arrival in Egypt. He wished his estate to be left "equally divided between my dear Mother and Father."

In Horace's case, as we already have details of his battalion, it is now possible to download a copy of the War Diary without further investigation. However, if in your case you do not have the battalion, only the regiment, you may need to do some further investigation (see Section Three for more background information). Consulting the **Medal Rolls** at the National Archives may help - this cannot be done online, although you can find references to the rolls you need to look at.

For example, the reference next to the British Medal on Horace's Medal Index Card is 'CY/115B' p 1458. By visiting www.nationalarchives.gov.uk, clicking on 'Looking for a person' and then either soldier or officer after 1913, you can enter this reference into a search to find the reference of the medal roll. Armed with this, you can view it at the National Archives. The extent of information given varies, but sometimes you can find all a man's units and sometimes 'dates in theatre'.

Alternatively, it may be that a Regimental Museum can help you uncover the particular unit that a man served in, or that family stories can help work this out, based on different battalions' locations at different times. It is very helpful to try and find a medal card before contacting a Regimental Museum. While Horace was in the Suffolk Regiment, as might have been a first guess, his brother Henry, born in Norfolk and raised in Suffolk, was in the York and Lancaster Regiment – there is no guarantee that a Norfolk lad entered the Norfolk Regiment, for example. See Section Three for more information on investigating the Norfolk Regiment.

Sometimes, birth and marriage certificates can help you pinpoint a specific unit. While Horace wasn't married, his brother Henry married in 1917. The certificate tells us that Henry was a 2nd Lt for the York and Lancaster Regiment, and that his father was, at that time, a Captain of the Volunteer Training Corps.



CERTIFIED COPY OF AN ENTRY OF MARRIAGE GIVEN AT THE GENERAL REGISTER OFFICE


Application Number 1053915-2

1917		Marriage solemnized at <i>St. Paul's Church</i>			in the Parish of <i>St. Paul's</i>			
		of <i>St. Paul's</i>			in the County of <i>Suffolk</i>			
No.	When Married	Name and Surname	Age	Condition	Rank or Profession	Residence at the time of Marriage	Father's Name and Surname	Rank or Profession of Father
6.	December 29, 1917	<i>Henry Alfred Walter</i>	29	<i>Bachelor</i>	<i>2nd Lt York & Lancaster Regt</i>	<i>Kettleburgh Suffolk</i>	<i>Walter George Walter</i>	<i>Captain V.C.</i>
		<i>Beatrice May Mott</i>	23	<i>Spinster</i>		<i>Betton</i>	<i>Robert George Mott</i>	<i>Junior</i>
Married in the <i>Parish Church</i> according to the Rites and Ceremonies of the <i>Church in England</i> by <i> licence</i> or after <i> banns</i> by <i> no</i>								
This Marriage was solemnized between us, <i>Henry Alfred Walter</i> and <i>Beatrice May Mott</i>			In the Presence of us, <i>Kate Hannah Mott</i> , <i>Lilian A. Walter</i> , <i>Mary G. Walter</i> , <i>A. H. Sherrin</i> , <i>Wm.</i>					

CERTIFIED to be a true copy of an entry in the certified copy of a register of Marriages in the Registration District of **Stamford**
 Given at the GENERAL REGISTER OFFICE, under the Seal of the said Office, the **11th** day of **March** 2009

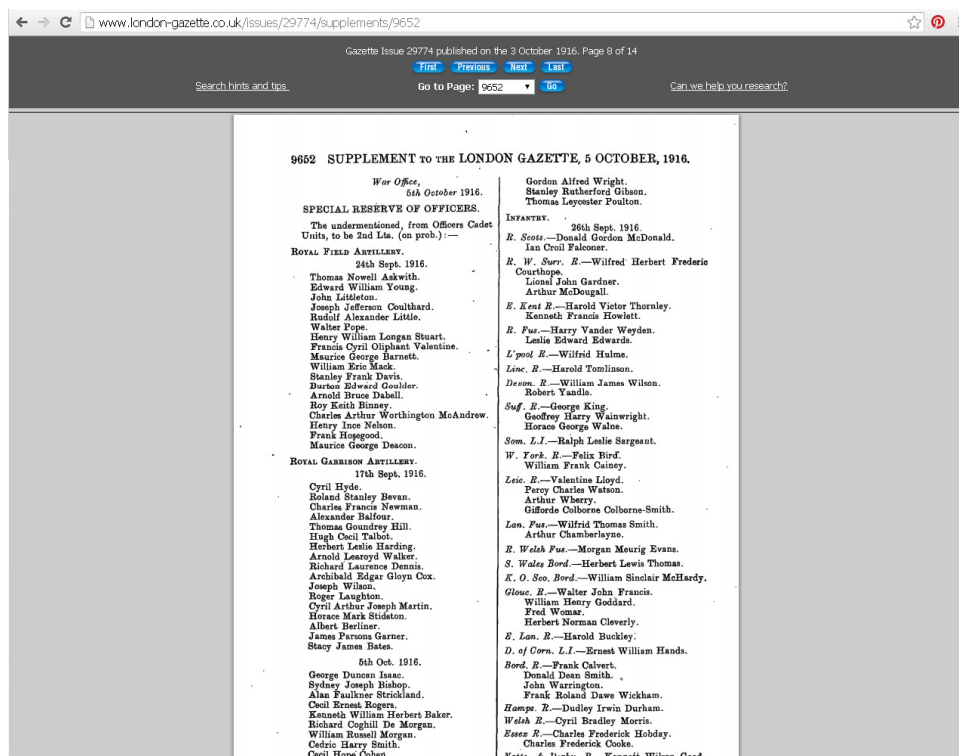
MXE 243191

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. © CROWN COPYRIGHT
 WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.



Searching the **London Gazette** (www.london-gazette.co.uk) may indicate if somebody changed regiments during the war (although be warned, you may not find a unit). The search function is not perfect, but the 'Advanced Search' (which allows you to narrow the search to 'First World War') is a good place to start.

A search for 'Walne' reveals several results for his brother Henry Alfred, and even one for his father, Henry George, but nothing obvious for Horace. However, we know he must be there as an entry is referred to in his service record. The character recognition software sometimes misses the correct words, so try various searches. With a little patience, it is possible to browse to the correct supplement to find Horace's appointment to 2nd Lt.



Occasionally, the London Gazette entry goes into more detail than the list above. For example, this entry for Horace's brother Henry, who received a Military Cross for gallantry, was Gazetted in 1918:

T./2nd Lt. Henry Alfred Walne, York & Lanc. R.

For conspicuous gallantry and devotion to duty as transport officer during the operations. He brought his animals through heavy shell fire on several occasions, and never failed to get the rations up to the line. On one occasion, when heavy casualties were caused among his men and animals, he got the remainder together and led them forward. His coolness and determination throughout inspired all those under him, with the result that not a man of the battalion went short of rations during this period.

(issue 30614, published 5 April 1918)

Other **newspapers** can also be incredibly useful, for example the EDP (Eastern Daily Press) and Norfolk Chronicle as well as small circulation titles. These can be searched on microfilm at the Norfolk Heritage Centre. Remember that details of a soldier may be given many years after he served – perhaps in an **obituary**. Further national titles can be searched through library subscriptions, although digital databases tend to be much stronger before 1900. Various articles from the EDP are indexed and searchable from computers within Norfolk and Norwich Millennium Library only, and at the same place you can consult a collection of obituaries in the form of newscuttings.

Moving on, an exciting collection of **pension record index cards**, numbering upwards of six million individual items, was ‘rescued’ by the Western Front Association (WFA) relatively recently. Unlike the medal index cards, they contain the names of widows and dependants alongside military information, making it much easier to find out which card (and therefore which regimental number) belonged to which person. Many of these do name a unit or battalion, making them an ideal place to find this information for someone who came home – often more difficult to research than those who did not. The WFA announced in February 2014 that a lookup service is now available, and that the long-term aim is to make them searchable online. See <http://www.westernfrontassociation.com/great-war-current-news/pension-records.html> for more information.

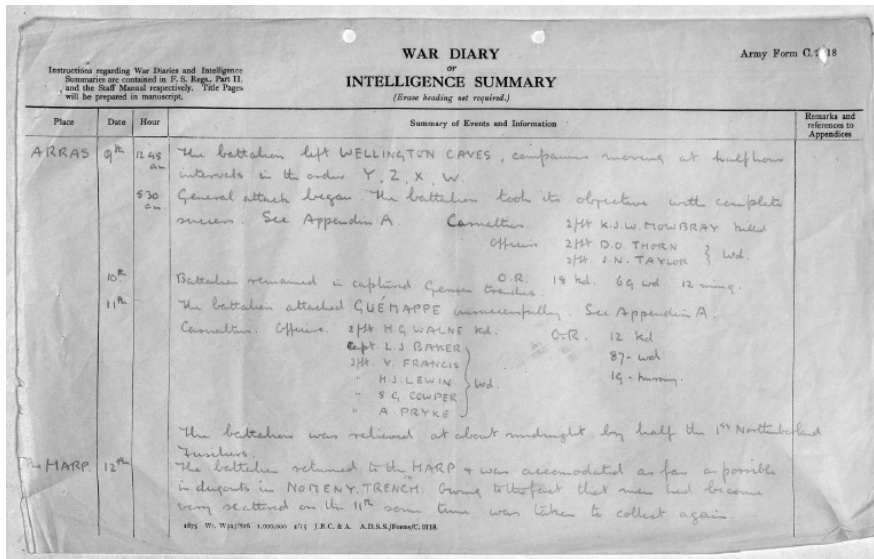
Hopefully, you will be able to find out the battalion of the individual you are searching for, although this may take some time. Once you have this, you can download the **unit war diary** for your soldier of interest.

The **Royal Norfolk Regimental Museum** has the war diaries for the 1st, 2nd, 1/4th, 1/5th, 7th, 8th, 9th Battalions of the Norfolk Regiment (those on active service abroad during the First World War.) These are available to view on request – see the third section of this pack for more information.

In this case, we know that Horace was originally bound for the 3rd Battalion Suffolk Regiment in 1916, but actually joined the 2nd Battalion and remained there until he died. As an officer, there is a good chance that he was named specifically in the diaries when he died. Not everyone will be named individually, but many men were noted for gallantry or on the occasion of their death. Even if an individual is not named specifically, the war diary can give you a far more detailed description of where the men were day to day, the battles in which they fought, the losses they endured and even information about the weather and everyday training and administration, than a service record ever could.

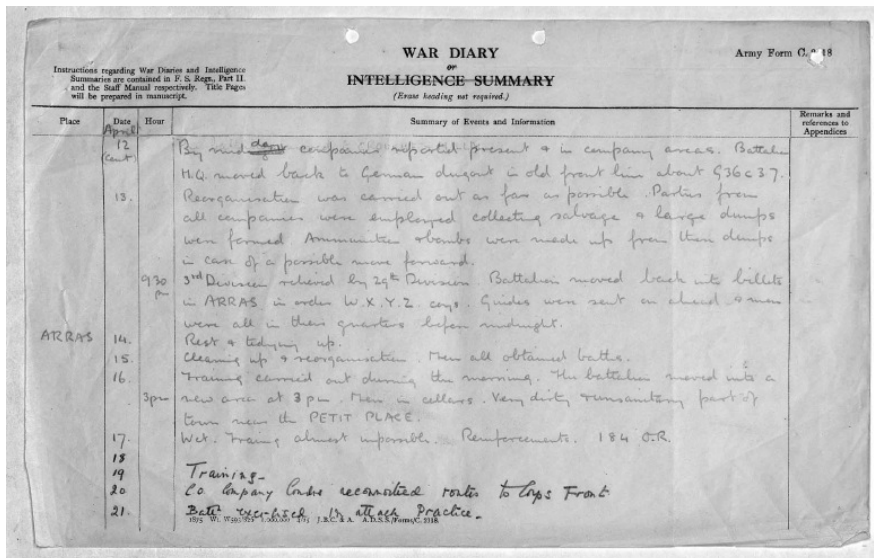
To search for a **Unit War Diary**, go to <http://www.nationalarchives.gov.uk/records/war-diaries-ww1.htm> and type the Regiment, battalion, brigade or division into the search box. By entering ‘Suffolk’ we currently return three results, two of which are for the Second Battalion (one covering 1st August 1914- 30th September 1915 and the other 1st November 1915 – 30th April 1919). By clicking on the latter, you can download the document (at the time of writing, for £3.36).

Browsing to April 1917, we find entries for Horace's death and details of the battle during which it occurred:



Catalogue Reference: WO/95/1437

Image Reference: 310



Catalogue Reference: WO/95/1437

Image Reference: 310

There is even a battle report, as follows:

Casualties during the action were:-

	<u>Killed.</u>	<u>Wounded</u>	<u>Missing</u>	<u>Total</u>
Officers.	1	35	0	36
O. Ranks	12	87	19	118

The difficulties met with in the operations of the 11th April were:-

- (1) The troops were tired.
- (2) No time for personal reconnaissance and formation of plan of attack.
- (3) No artillery support.
- (4) WANCOURT was not in our hands.

The lesson to be learnt appears to be the vital necessity of locating Machine Guns by a very widely extended line of scouts who can shoot supported by one or two Lewis Guns to attract attention and engage Machine Gun while other parties work round.

From the diary, we can see that between April 9th and April 11th, 32 were killed, 113 wounded and 31 missing - just from this one battalion. Horace is noted by name as falling on April 11th during the battle of Arras. After a period of rest and reorganisation, on April 15th "men all obtained baths". After a period of training, 184 'other rank' reinforcements arrived on April 17th and a new 2nd Lt followed on April 29th.

Trench and place names are often given in capitals. These can be used to find locations, and a trench map is available on DVD to use within the Norfolk Heritage Centre, inside the Norfolk and Norwich Millennium Library.

There are two main places to search for a soldier's **will** at the time of writing. The first is www.probatesearch.service.gov.uk which has digitised images of soldiers' wills taken from their paybooks. Enter a surname and year to search. Not every soldier that never came home has a will available here, but where you are successful, the will can be downloaded for £6. Some entries can be found in the **National Probate Calendar (Index of Wills and Administrations)** for those that had more formal wills. These can be searched for free on Ancestry Library edition. The entry for Horace reads as follows:

WALNE Horace George of Kettleburgh **Suffolk** second-lieutenant
2nd Suffolk regiment died 11 April 1917 in France Administra-
tion (with Will) **Ipswich** 17 August to Henry George Walne
farmer. Effects £137 8s. 6d.

Full details can now be sought from York House for a cost of £6 (not downloadable). See www.justice.gov.uk/courts/probate/copies-of-grants-wills for full details of how to order.

If your ancestor served in a different service or as a nurse, the best places to start are the National Archives research guides that we visited earlier, or the National Archives' catalogue. From the website, www.nationalarchives.gov.uk, click 'find guidance', 'looking for a person' and then your subject of interest – this is equally valid whether you are searching members of the army, Royal Flying Corps, nursing units, Royal Marines Light Infantry, various Guards units, RAF or the Navy and Merchant Navy.

For example, Horace's brother Leonard originally served in the Suffolk Yeomanry, but his medal card shows that he was discharged 'Time Expired' in 1916. This is common to many pre-war soldiers, but most returned to active service with the introduction of conscription, if not before. We learn from his pension record that Leonard was a motor engineer before the war, and we see that like his brother he was part of the Mediterranean Expeditionary Force, but was evacuated a few days later, on 26 December 1915.

Unlike his brothers, there is no record in the Officer Service Records series', but searching Discovery (the National Archives catalogue) for 'Leonard Walne' brings up results for him in the Royal Naval Air Service (RNAS) and later the Royal Air Force (RNAS merged with the army's Royal Flying Corps (RFC) in 1918 to form the RAF). Do not despair if the person you are looking for disappears from one record set – it was very common for men to serve in more than one unit.

Adding to Your Story with Local Archives

If you're interested in the 'home front' then Norfolk Heritage Centre and Norfolk Record Office have vast collections of material ranging from records of Zeppelin attacks to diaries and the scrapbooks of Hilda Zigomala (a woman whose husband and son were away fighting), from emergency meeting minutes to records for the erection of war memorials and from conscientious objector prison records to school log books and business records.

Generally speaking, the records held locally are records created locally, not by central departments such as the Ministry of Defence or Department of Education. To search the holdings of Norfolk Record Office, home to as many as 12.5 million records, visit www.archives.norfolk.gov.uk:

The screenshot shows the homepage of the Norfolk Record Office website. The browser address bar displays www.archives.norfolk.gov.uk. The page features a navigation menu on the left with links to Home, About Us, Archive Collections, Copying and Research, e-Resources, Events, Learning for All, Norfolk Sound Archive, and Visiting Us. Below the menu are links for Print this page, E-mail this page, Feedback, Notify me of updates, and Use of cookies. The main content area includes a 'Latest Norfolk Record Office news' section with a banner for an exhibition 'Manor Records: are you using them?' and links to an events page and newsletter. Below this is a grid of six featured sections: 'Getting started' (Family and local history), 'Learning for all' (Information & Resources), 'Search NROCAT' (Our online catalogue), 'Events' (Talks, displays and more), 'Visiting us' (What you need to know), and 'Archives online' (What you can see). The footer contains copyright information for Norfolk Record Office, The Archive Centre, and the Heritage Lottery Fund, along with contact details for Norfolk Record Office in Norwich.

Searching the NRO Online Catalogue

Click "Search NROCAT" and from an 'Advanced Search' type in your keyword or phrase; perhaps a place, surname or 'First World War'.

For example, we hold a large collection of letters from Captain Hewetson from Salhouse. By entering “Hewetson” into the ‘any text’ box and restricting the date to ‘1914-1918’ two pages result from the search, the top one, ‘MC 643’ – the simplest reference - being the top level result:

The screenshot shows the Norfolk Record Office online catalogue interface. The search results are displayed in a table with columns for Title, Date, and CatalogueRef. The results are filtered to show records from 1888-1984. The top result is 'First World War Letters and other Papers of the Hewetson Family of Salhouse (laterly of Bedford)'. Below this, there are several other records, each with a 'Details' link. The interface also includes navigation links like 'Home', 'Welcome', 'Search the catalogue', 'Set searches', 'Authority Files', 'Help', and 'E-mail us'. There are also links for 'What can I do next?', 'What if a record is ...?', and 'What is a ...?'.

	Title	Date	CatalogueRef
Details	First World War Letters and other Papers of the Hewetson Family of Salhouse (laterly of Bedford)	1888-1984	MC 643
Details	Letters	nd [c 1888]-1956	
Details	Letters to Canon William and Mrs Kathleen Hewetson	1896-1921	
Details	Letters from Central Prisoners of War Committee notifying the Hewetsons that Philip was missing, June 1918; Headquarters of 74th Infantry Brigade answering enquiry re whereabouts of Philip's kit, July 1918; War Office re official acceptance of Philip's death, January 1919; Central Prisoners of War Committee on locating Philip's grave and whereabouts of Philip's kit, February 1919; E. Rambout of Beauneux, France to Mrs Hewetson (in French) about putting flowers on Philip's grave, 1921.	1918-1921	MC 643/12, 78724
Details	Letters to Mrs Kathleen Hewetson	1917-1941	
Details	Canon Hewetson at the front with the Church Army, mostly to his wife with some to Ruth and to Le Strange (who was acting as a locum at Wrotham and Salhouse during Hewetson's absence), August 1917-February 1918, January and March 1919.	1917-1919	MC 643/17, 78725
Details	Letters to Canon William Hewetson	nd [c 1888]-1938	
Details	Edmund Knox (Bishop of Manchester, 1903-1921) with news of his wife's death, 1892, with family news and congratulating Hewetson on the offer of a canonry, 1936; his daughter, Winifred Peck, reporting the death of her father, 1937.	1892-1937	MC 643/23, 78725
Details	Edmund Knox, Bishop of Manchester, on Philip joining up, Philip's death and Hewetson's acceptance of a chaplaincy at Bordeaux	1914, 1919	MC 643/25, 78725
Details	D. Bundell, 57th Rifles 77, describing the death of Hewetson's brother at Ypres	1915	MC 643/26, 78725
Details	Michael, Bishop of St Albans, offering Hewetson an honorary Canonry, 1935; Charles Hobart offering congratulations, 1935; newspaper cuttings of addresses given by Hewetson to Sunday School and Lay Helpers associations in Bedford, nd [1920s or 1930s], and on thanksgiving service for 50 years since Hewetson was ordained, nd [1938], with notices of Hewetson's death, 1940.	nd [c 1888]-1940	MC 643/32, 78725
Details	Letters to Philip Hewetson	1915-1918	
Details	Mrs Hewetson to Philip at the front, expressing maternal concern for his well-being and enclosing a prayer card	1915	MC 643/39, 78726
Details	Wrotham and Salhouse church magazines	1917-1918	MC 643/48.

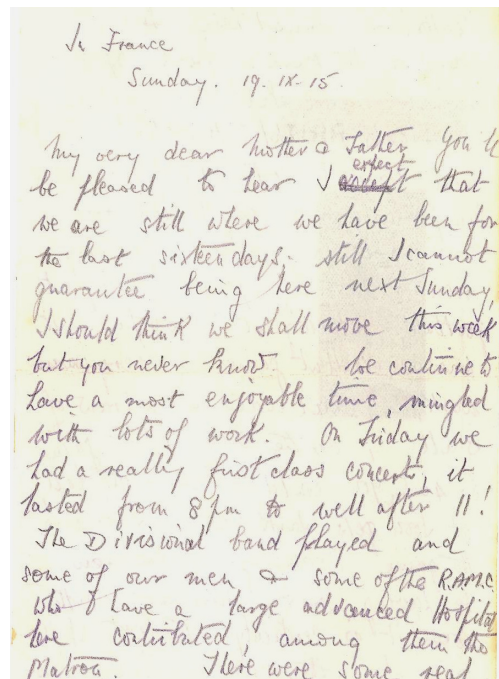
Clicking on ‘Details’ next to this result will give more information, and in this case shows that MC 643 is sub-divided into 64 ‘pieces’, an archival term for an individual record, perhaps a file, report, or volume. Clicking ‘See where this entry fits within the collection as a whole’ will display the next sub-level, the titles of which can be ‘expanded’ by clicking + signs until all 64 pieces are visible. Clicking on the small folder icon next to each individual piece title will give you a description of each.

Make a note of the Catalogue Reference against any item that looks interesting as you will need this to order it. You can order in person at Norfolk Record Office: The Archive Centre, or you can email in advance and order up to four items ready to see when you arrive. If you are a first time visitor, make sure you bring some identification that tells us who you are and where you live so that we can issue a County Archive Research Network card (CARN card, often called a ‘Reader’s Ticket’). These are free and last four years and you will need one to access original archives.

For more information about visiting us, and to see an introductory video, visit our website: www.archives.norfolk.gov.uk/Visiting-Us/index.htm

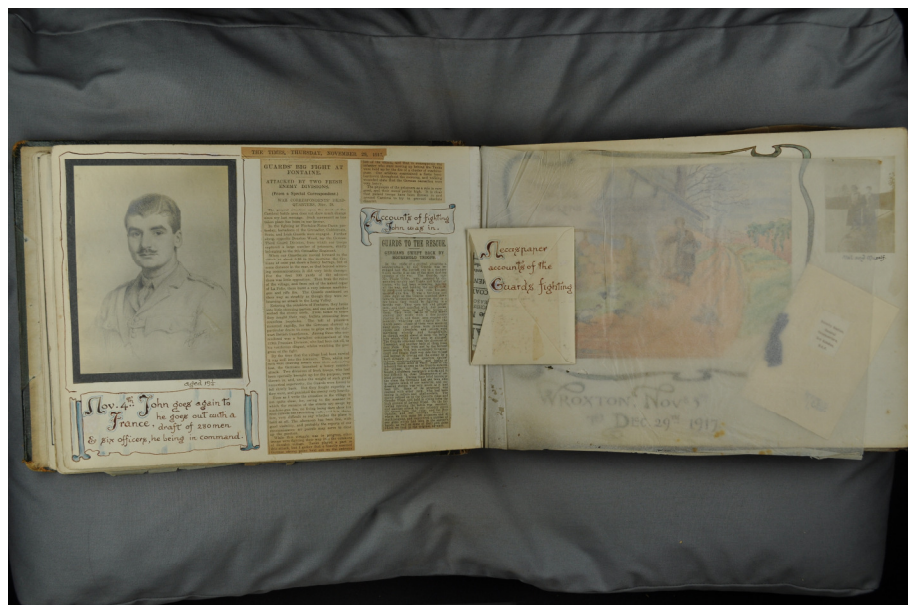
Please feel free to contact us before your visit if you have any questions – norfrec@norfolk.gov.uk

In the case of Hewetson, were you to order MC 643, 787X5 (Title: 'Letters, Philip at the Front' dated Jun-Sep 1915), you would receive a bundle of some 50 letters and postcards, one of which is pictured here:

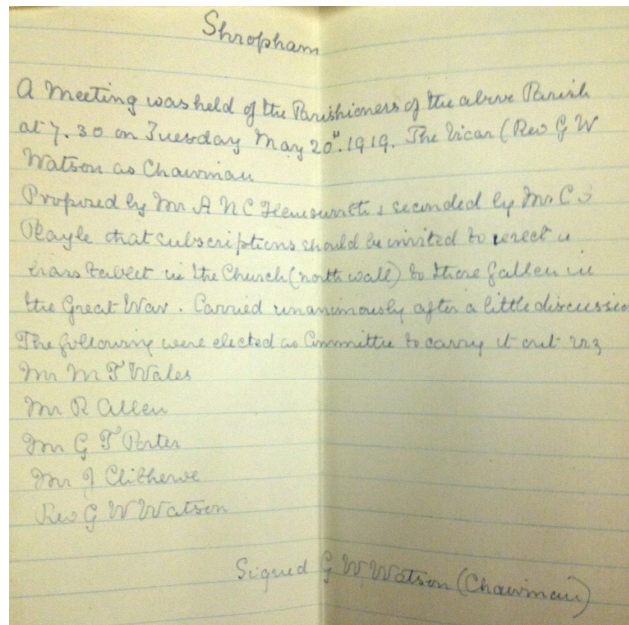


Searching for 'Zigomala' reveals the Journals of Hilda Zigomala, nee North, dated 1889-1936 under Catalogue Reference MC 2738. Volume 15 in the series would also appear under an 'Any Text' search for 'wartime' - it is worth using different keywords to expand your search and find new results. For example, other than 'First World War' try 'World War One', 'Great War', 'Western Front', 'Home Front', 'conflict' etc. You can also limit the search to a series of years to narrow the search.

Here is an image of Hilda's 15th Journal, showing sketches of her son:



Were you interested in memorials, you could try putting something like 'Shropham' and 'memorial' into any and description boxes on an Advanced Search. This would bring you a result referenced DN/CON 181 – case papers from the Norwich Diocesan Archives detailing the erection of memorial tablets in 1919. Here is an image from this collection:



The catalogue is your gateway to records from all sorts of local organisations – from schools and councils to business, societies, churches, estates and of course, from families and individuals.

Happy searching!

Conclusion: Golden Rules

Keep looking!

Especially if your subject has a common name, it may take a while to narrow down which record belongs to him in any one of a number of sources – and they're certainly not all online. Note all the possibilities, and try 'ruling out' as well as 'ruling in' to find who you are looking for.

Keep looking! (For another reason)

Given the upcoming commemorations for the First World War and recent announcements, I am sure there will be more records coming our way in a more accessible form in the future...

Section Three: What You Can Access at the Royal Norfolk Regimental Museum

Who Are We?

The Royal Norfolk Regimental Museum looks after a wealth of objects relating to the Regiment. Many of these objects are on display in Norwich Castle Museum, including army uniform, kit, personal letters and diaries that reflect the daily lives of soldiers in wartime and peace. Gallantry and service medals are also on display, along with details about the men who won them.

Behind the scenes a small team of staff and volunteers care for the collection, and have a wide range of knowledge and expertise. In our archive we hold a large number of First World War documents including official war diaries, battalion orders and recommendations for awards, as well as more personal material such as letters, diaries and photographs.

As part of the First World War centenary commemorations, the RNRM will be providing research sessions at Norwich Castle Study Centre for those wishing to find out more about the soldiers who served with the Regiment in the First World War.

We will provide you with general information about finding out about a soldier and then go on to what you can uniquely do in Norfolk; at the Norfolk Record Office and with us. Then and there we will provide you with access to our records and show you how to use and interpret them. **Our collection consists of objects and archival material with direct relevance to the Norfolk Regiment, so we will not be able to help if you are researching a soldier who served with a different regiment.**

The research sessions will run from 1pm onwards on the third Wednesday of every month. Please contact us on **01603 493640** to book a place.



The Study Centre is wheelchair accessible with accessible toilets, and there is a hearing loop at the reception desk. Accessible parking can be made available too – discuss your requirements with us when you contact us.

Norwich Castle Study Centre
Shirehall
Market Avenue
Norwich
NR1 3JQ

Details of the RNRM and our collections can be found here: www.rnrm.org.uk

Where to Start?

Hopefully by this point you will have gathered some crucial information from the sources available through Norfolk Library and Information Service and Norfolk Record Office. Keep hold of as much information as you can as it can all be useful when it comes to making sure that you are looking at the right records in our collection.

Records of individual soldiers are **not** held by the Royal Norfolk Regimental Museum. However, the museum does hold other records and documents which could be of use. It is important to have as much information as possible about the individual you are researching before approaching the RNRM.

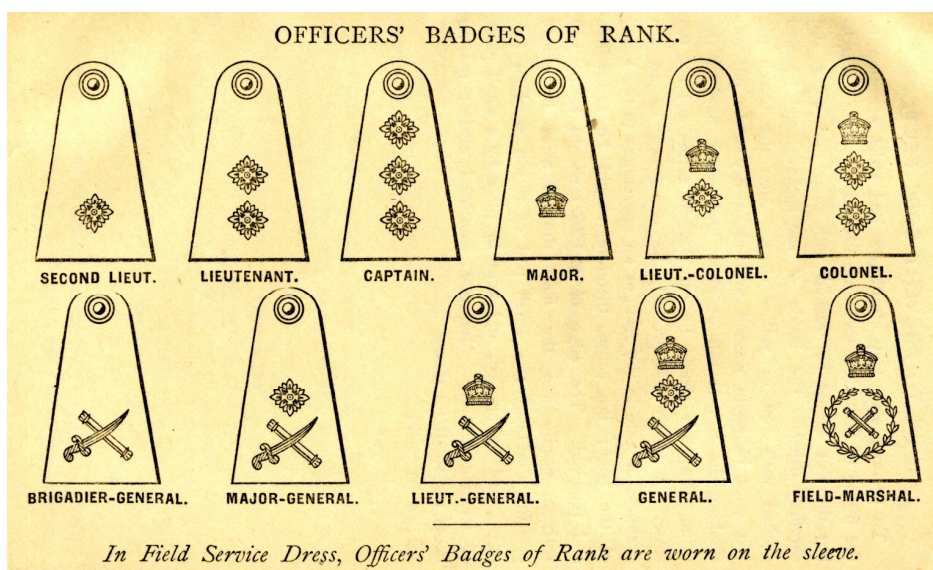
Just because the person you are researching lived in Norfolk, it does not mean that they necessarily served with the Norfolk Regiment. They may have done, but they may have also been sent to where they were needed, or they may have been in a unit like the Army Service Corps or Royal Army Medical Corps which did not necessarily have a geographical origin.

Ranks of the British Army, 1914 – 1918

If you are starting with a photograph, looking at uniform and insignia can help you to identify their rank. Ordinary soldiers and officers wore different uniforms. Officers wore distinctive leather Sam Browne belts and a collar and tie, and the 'pips' on their cuffs depicted rank. During the later part of the war these were often moved to the shoulders, to make officers less conspicuous in action.

Officers held the King's Commission and will have had the details of their commission, and any subsequent promotions, published in The London Gazette.

This image, taken from a Soldiers' Small Book, demonstrates the officers' badges of rank in ascending order:



Warrant Officers held a Royal Warrant and often had specialist appointments.

Warrant Officers Class I wore the Royal Arms.



Warrant Officers Class II wore a single large crown.

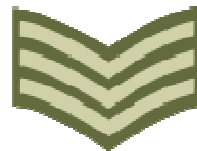


Non-Commissioned Officers were senior members of the “other ranks.”

Staff Sergeants wore three chevrons, pointed downwards, with a crown above.



Sergeants wore three chevrons.



Corporals wore two.



Lance Corporals wore one.



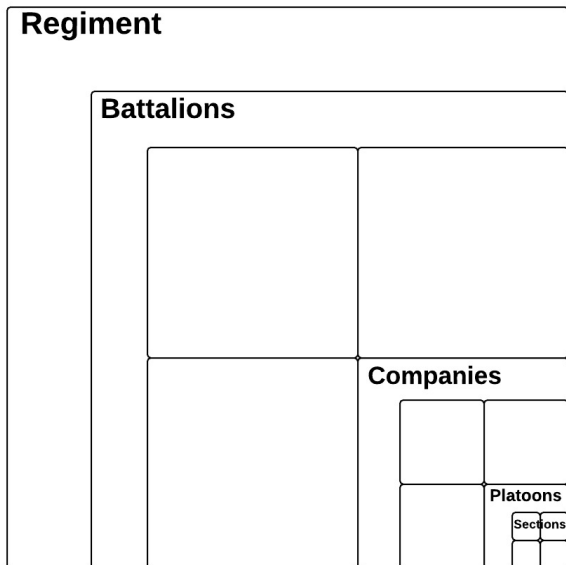
Privates had no insignia on their uniforms, but may have worn wound and service stripes or skill/proficiency badges. Chevrons worn on the right sleeve pointing towards the elbow were overseas service chevrons, worn by officers and soldiers.



Wound Stripe – worn on the left sleeve, between cuff and elbow.

The Structure of a Regiment

The following section provides some context to help you understand how regiments and battalions were structured.



Regiments are administrative organisations.

Within regiments are **battalions**. The battalion was the basic tactical unit of the infantry (foot soldiers) of the British Army in the First World War.

The battalion was usually commanded by an officer with the rank of Lieutenant-Colonel. A Major was Second-in-Command.

At full establishment battalions consisted of 1,007 men of whom 30 were officers. It comprised a Battalion Headquarters and four **Companies**.

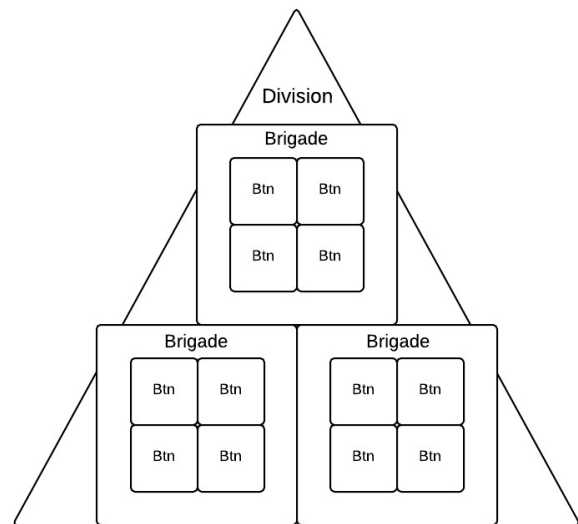
Usually lettered A to D, each of the four companies numbered 227 men when they were at full establishment. Each was commanded by a Major or Captain, with a Captain as Second-in-Command.

The body of the company was divided into four **Platoons**, each of which was commanded by a subaltern (a Lieutenant or Second Lieutenant).

Each Platoon was subdivided into four **Sections**, each of 12 men under a Non-Commissioned Officer.

The unit with which men most closely identified was their Section and Platoon. They would receive orders from their Section Corporal and Lance Corporal, or their Platoon Staff Sergeant and Sergeant. The men would also know, if only at a distance in most cases, their company and battalion commanders.

Four battalions formed **brigades** (led by a Brigadier-General) and three brigades made up a **division** (led by a Major-General). Divisions came under the command of Corps, which were part of Armies. Battalions from different regiments would serve alongside each other in brigades.



Divisions were either infantry (foot soldiers) or cavalry (mounted soldiers). Divisions were categorised as being Regular Army (professional), Territorial Force (part-time) or New Army, Service or Kitchener Battalions (wartime). The Territorial cavalry was referred to as Yeomanry.

For more information visit: www.1914-1918.net/whatbatt.htm

Where was the Norfolk Regiment during the First World War?

Within the Norfolk Regiment, the 1st and 2nd Battalions were in the Regular Army, the 1/4th and 1/5th Battalions were Territorial Forces, the 7th, 8th and 9th Battalions were Service Battalions and the 12th was the Yeomanry Battalion.

You may come across a source referring to the actions of certain brigades and divisions. The following table explains which division and brigade each battalion was part of, and where they served.

Btn	Brigade	Division	What	Where
1 st	15th	5th	Regular Army (British Expeditionary Force)	Belgium, France, Italy
2 nd	18th (Belgaum)	6th (Poona) of the Indian Army	Regular Army	Mesopotamia
	37th	14 th Indian Division		
3 rd			Special Reserve (training)	UK; absorbed new recruits, trained them, equipped them and sent them to war.
1/4 th	163rd	54 th (East Anglian)	Territorial	Gallipoli, Egypt, Palestine
2/4 th & 3/4 th			Home defence and training	UK
1/5 th	163rd	54 th (East Anglian)	Territorial	Gallipoli, Egypt, Palestine
2/5 th & 3/5 th			Home defence and training	UK
1/6 th			Home defence and training	UK
2/6 th			Cyclists	UK; many officers and men were drafted from the 6 th to other regiments.
7 th	35th	12th	Service (Kitchener) Battalions	France
8 th	53rd	18th	Service (Kitchener) Battalions	France and Belgium
9 th	71st	24th	Service (Kitchener) Battalions	France
12 th	230th	74th	Yeomanry	Dismounted and became infantry in Gallipoli, Egypt, Palestine and France.
	94th	31st		

Information on the Norfolk Regiment

These are sources held at the RNRM which can provide background information on the regiment, or can be interrogated to find out more about an individual's service during the First World War.

Type of Document	Description
Books and printed resources	
Book	<i>The Norfolk Regiment 1685-1918 Vol. I and II</i> by F. Loraine Petrie.
Soldiers of the Great War 1914-19 part XIV. The Norfolk Regiment.	A list of soldiers who died ordered alphabetically in each battalion. The place of birth, enlistment, army number, rank, theatre of war and date of death is given.
Norfolk Roll of Honour.	A list of men from Norfolk Parishes who fell in World War One.
Norwich Roll of Honour.	A list of men from Norwich who fell in World War One.
Commonwealth War Graves Commission registers for the Norfolk Regiment	Listed by cemetery with index.
Records	
Battalion War Diaries	Held for all battalions of the regiment that saw active service. These have been indexed by name. They are not as complete as those held by the National Archives, Kew.
Regiment Casualty Book	This unique manuscript book lists the wounds of other ranks and the hospitals they were sent to with dates. It is fully indexed and lists men from the regular (1 st and 2 nd) and Service (7 th , 8 th and 9 th) Battalions.
Personal papers and photographs	The museum has a large collection of photographs including some of men in World War One. When information about individuals or service documents enter the collection they are kept in biographical files. Both collections can be accessed by personal name.
Officers Books Record	Details of the service of regular officers of the Regiment. Copies of the officers books are held by the museum.

Information on battalions

The Royal Norfolk Regimental Museum has a small unit archive rather than personal army service records; therefore it is often not possible to provide details of individuals. The documents we do have contain references to individuals and many have been indexed by name, but it is not unusual for us to find little or no information.

Once you have discovered which battalion your soldier served in during the First World War, the following lists the official and personal documents available at the RNRM which may help shed some light on their time in service.

Index No.	Type of Document	Description
1st Battalion		
	Official war diaries	Covering the period the battalion was on active service.
9/1	Order	Part of a collection of various orders, maps and notes kept by Captain PVP Stone relating to the 1 st Battalion in 1915/16. A collection of orders and messages to 15th Infantry Brigade and 1st Battalion during the Battle of the Somme, Longueval, and Falfemont Farm. Dating between July and September 1916.
9/21.1	Order	Part of the Stone collection. A message from Capt. Stone to encourage his battalion before the battle on 25 th September 1916.
9/24.1	Order	Part of the Stone collection. Special battalion order from Capt. Stone to 1st Norfolk Regiment on leaving the Somme; dated 1 st September 1916.
9/32	Order	Part of the Stone collection. 'C' Company and 'B' Company orders dated between 16 th April 1916 and 11 th July 1916.
9/42	Order	Part of the Stone collection. Operation orders for trenches 37, 36 and 35, 'B' Company 1st Norfolk Regiment, April 1915.
9/45	Book	Part of the Stone collection. Awards and trench orders 1915-1916, Bray-Arras. Indexed by name.
9/55	Record	Part of the Stone collection. Collection of notes and battalion orders during Arras and Somme 1916 including recommendations for awards.
9/56	Book	Part of the Stone collection. Recommendations for awards. Longueval, High Wood, Falfemont Farm. 10 th June 1916 to 6 th October 1916. Indexed by name.
9/58	Order	Part of the Stone collection. Company orders with detailed trench plans and orders, Longueval. 5 th August 1915 to 18 th August 1915
9/59	Report	Field message from officers copy note book with detailed description of

		Chantecler Raid in Festubert Sector and field messages. Dated between 4 th June 1916 and 11 th January 1917
12/4	Diary	Brief accounts of war experiences for the 'B' Company, written by Lance Corporal M Butcher, 1914. Very good account of Mons to Festubert.
12/9	Nominal roll	Listing names of officers and men wounded and missing on 24th Aug 1914.
12/11	Account	Account of the Battle of Mons, 1914, by Lieutenant Colonel C. Ballard. With list of officers present.
12/17	Book	Book of recommendations for awards for NCOs and men. Indexed by name.
12/18	Book	Descriptions of actions and recommendations for awards to officers, compiled in 1916. Indexed by name.
	Diary	Silesia trench, from September 1 st – 6 th 1916.
5096.1	Letters	Letters from the Western Front sent by Capt H.S. Cameron, 1915 – Jan 1916.
5131	Diary	Diary of Private John Sewell, 'B' Company. Describes the boredom and discomfort of trench warfare, July 1915.
5254	Letters	Written to and from the Smith brothers (Privates), Sidney and Bertie, between 1914 and 1916.
5345.1 – 5345.2	Diary	Diary kept by Lance Corporal Lawson of the 1st Battalion, later transferred to the 12th Yeomanry Battalion.
6177	Letters	Letters sent by Private Harry Walter Coxford to his parents, 1915-1916.
6399	Letters	Letters sent by Private Stephen Howard.
6401.1	Account	Part of collection relating to Private Robert Sheldrake. This account covers 1914-15.
6401.2	Notes	Part of Sheldrake collection. Includes descriptive poetry and observations of his time as a P.O.W. in Zwickau, Germany.
6401.3	Diary	Part of Sheldrake collection. Diary for 1916.
6584	Letters	Sent home by Robert Millington Knowles whilst he was on active duty from January 1915 to April 1917.
6586	Memoir	Written by Reginald Hurrell about his time in the 1 st Battalion, including time spent as a P.O.W at Soltau, Germany in 1914.
6721.2	Letters	Part of collection of items relating to Private Charles Alfred Leeder, 8689, killed in action 25 th October 1914.
	Memoir	Entitled "War Memories of 1914 to 1918," written by F.W. Allen about his service

		in the trenches in France, Greece etc, as well as his various stays in hospital while wounded in action. Trained with the 3 rd Btn and served with the 1 st and 2 nd Btns.
The 2nd Battalion		
	Official war diary	Covering the period the battalion was on active service.
10/4	Letters	Anonymous; gives full descriptions of living conditions and battles in Mesopotamia.
10/8	Letter	Sent by F.H. Farebrother to his uncle describing living conditions in Mesopotamia, 1914-1915.
10/9	Account	"A Very Egotistical Account of How We Crossed the Tigris." An account of the actions of the 2 nd Battalion crossing the Tigris, by Stuart Lloyd.
10/19	Memoir	A typed account of experiences at Kut-El-Amara, written by S/Sgt Albert 'Bertie' Woods.
10/21	Account	An account of Kut survivors revisiting Kut and taking photographs of the War Cemetery and remains of town.
10/23	Order	Special 6 th Divisional Order and communiqués to troops, 13 th November 1915.
13	Prisoner of War Records	A record of men of the 2 nd Battalion who became prisoners at the siege of Kut Al Amara, Dec 3 rd 1915 – April 29 th 1916, and those missing or killed in action (also lists other regiments).
14/1	Diary	Diary of Lt Col F.C. Lodge, dating from May 1915 until December 1915. Includes detailed descriptions of the journey to Mesopotamia and battles fought there, including Ctesiphon.
14/3	Diary	Diary of Lt Col F.C. Lodge, dating from January 1916 until December 1918.
14/4	Notes	Notes made by Lt Col F.C. Lodge while a P.O.W in Kut. A detailed description of life in the garrison at Kut from its capitulation in April 1916 until his release and homeward journey in 1918.
6378.5	Letters	Letters sent by L/Cpl Herbert Hitchman to his parents, 1914-15.
6721.3	Letters	Relating to the time of Private William Charles Leeder as a P.O.W. in Turkey and his death on 31 st October 1916.
	Memoir	Entitled "War Memories of 1914 to 1918," written by F.W. Allen about his service in the trenches in France, Greece etc, as well as his various stays in hospital while wounded in action. Trained with the 3 rd Btn and served with the 1 st and 2 nd Btns. (See: 1 st Battalion folder)
	Diary	Captain R.D. Marshall's diary from 2 nd to 7 th March 1915.

	Account	Kept by Private Farman, entitled "My trip to the Balkans." September 1915 – January 1921.
The 1/4th Battalion		
	Official war diary	Covering the period the battalion was on active service.
11/17.3	Account	Manuscript war diary facsimile covering 23 rd October 1919 to the 12 th November 1919 for the 1/4th Battalion Norfolk Regiment. An account of H. W. Sean's journey home from Egypt to Norwich.
5034.2	Diary	With short notes made by Captain K.H. Fielding whilst in Egypt and Palestine.
	Newspaper account	"1/4 th Norfolks. Their glorious record. Col. Harvey's Story. 500 Casualties at Gaza."
The 1/5th Battalion		
	Official war diary	Covering the period the battalion was on active service.
	Book	<i>The Vanished Battalion</i> by N. McCrery. The story of the 1/5 th Battalion in Gallipoli.
	Article	<i>The Sandringhams at Suvla Bay</i> by Richard Rayner. A study of the 1/5 th Battalion.
11.37	Account	Account of the attack on Gaza by the 1/5th Battalion in April 1917. Written by Pte Joseph Emms on his hospital bed, from notes he made during the battle.
3978	Diary	Kept by Scout Leslie Leonard Littlewood between July 1914 and May 1918. Includes lists of addresses and financial records.
6186	Diaries	Kept by Cpl. William Herbert Bland giving brief descriptions of day-to-day activities covering the period from the outbreak of war in 1914 to March 1919. Includes the actions at Suvla Bay, Gallipoli.
6412.1	Diary	Diary kept by Private W.P. Curson between July 30 th and Dec 12 th 1915.
The 2/6th Battalion		
	Book	<i>A Half Crown Holy Boy</i> by R. Coxford. The story of the 2/6 th (Cyclist) Battalion and the letters of one young soldier serving in WWI (Harry Walter Coxford).
	Battalion Roll	Taken from the October 15 th 1915 issue of the "Holy Boys Chronicle."
2/6 th Cyclists Box	Issues of the "Holy Boys Chronicle."	The Journal of the 2/6th (Cyclists) Battalion, Norfolk Regiment.

The 7th Battalion		
	Official war diary	Covering the period the battalion was on active service.
6292.1	Letters and documents	Collection of letters sent to Capt. J Hammond from bereaved families and documents, 1915-16, including casualty roll and next of kin list for the battalion. In alphabetical order by soldier's surname.
The 8th Battalion		
	Official war diary	Covering the period the battalion was on active service.
3797-3798	Letters	Letters sent to Private Sidney Chambers, 1915.
	Letters	Letters sent by Private Jack Norton including an account of "The First Day on the Somme", 1 st July 1916.
The 9th Battalion		
	Official war diary	Covering the period the battalion was on active service.
156.1	Diary	Kept by Captain Cyril P Bassingthwaite covering his service with the 9 th Battalion between 1917 and 1918.
	Account	Volumes I & II of the short history of the 9 th Battalion between 1914 and 1919, written by Captain E. Smith.
156.6	Press cutting	Group photograph of the surviving original officers of the 9th Battalion who arrived on the banks of the Rhine on December 23rd, 1918.
5171.1 3	Notes	Notebook containing notes regarding rules relating to active service on the Western Front from disinfection of water to allowances whilst on training courses kept by Capt Cyril P Bassingthwaite. Includes lists of officers, promotions and awards.
5171.1 4	Notes	Notebook containing notes regarding rules relating to active service on the Western Front from disinfection of water to allowances whilst on training courses kept by Capt Cyril P Bassingthwaite. Includes lists of names for possible promotion and comments.
6683	Letters	Two manuscript notebooks with extracts of letters written by Lt Cecil Upcher to his fiancée, Hilda Ward, 1915-16. With sketches. Typed version available.
	Diary	The diary of Frank Enticott, 37657, giving an account of his time as a P.O.W in Germany, April to November 1918. Trained with the 3 rd Btn and served with the 9 th Btn.

	Letters	Letters sent by Private Cecil Pearce, 1917.
The 12th (Yeomanry) Battalion		
	Official war diary	Covering the period the battalion was on active service.
5333	Letters	Part of a collection of papers and postcards belonging to Pte W.R. Martin, 1914 to 1918.
5345.1 – 5345.2	Diary	Diary kept by Lance Corporal Lawson of the 1st Battalion, later transferred to the 12th Yeomanry Battalion.
	Account	By C.R. Milligan on trench warfare during the last few days of the war.
	Account	By Arthur Barham of the Norfolk Yeomanry.

List of books and printed resources

As well as archival material, we have an extensive library of books and records on the First World War which researchers may use.

Index No.	Author	Title	Description	Date
		1914-18 Battle Honours.	Folder '1914-18 Battle Honours', containing publications regarding battle honours and official titles of battles	
		Battle Honours Awarded for The Great War.	HMSO publication which gives the battle honours held by all British regiments.	
		Official Names of Battles 1914-19.	Book which lists all the official names of battles fought during the First World War.	
		Ypres and the battles of Ypres.	Illustrated Michelin guide describing Ypres and the battles of Ypres 1914-1918.	1919
	Cornish, Vaughan.	<i>Naval and Military Geography of the British Empire (Considered in Relation to the War With Germany).</i>	Lectures given during 1914-16 to officers of the Navy and Army.	1916
	Elgood, Lieut.-Col. P.G.	<i>Egypt and the Army.</i>	Concerning the influence of World War I on Egypt.	1924
	Foch, Marshal.	<i>The Principles of War.</i>		1918
		<i>Translation Of Vice-Admiral Schmidt's Despatch (The Conquest Of The Baltic Islands).</i>	From the original text printed by the German Admiral Staff, Berlin 1917 including four charts.	1919
	Conan Doyle, Arthur.	<i>The British Campaigns in Europe 1914-1918.</i>		
	Conan Doyle, Arthur.	<i>The British Campaign in France and Flanders.</i>	Five volumes covering the years 1914 through 1918.	1916-1919
	Hamilton, Ernest W.	<i>The First Seven Divisions.</i>	A detailed account of the fighting from Mons to Ypres in World War I, late Captain 11th Hussars.	1916
	Bulow, General Von.	<i>Experience of the German 1st Army in the Somme Battle.</i>	Including extracts from German Documents Dealing with 'Lessons Drawn from the Battle of the Somme' from a British translation of a German document and published as Occasional Paper number 56 by the Engineer School of the United States Army.	1917
	Dewar, George A.B.	<i>Sir Douglas Haig's Command December 19 1915 to November 11 1918.</i>	Volume one only.	1922
	Crozier, Joseph.	<i>In the Enemy's Country.</i>	Espionage in World War I.	1931
	Spears,	<i>Liaison, 1914, a Narrative of the</i>		1930

	Brigadier-General E.L.	<i>Great Retreat (August-September 1914).</i>		
		<i>Battle of Le Cateau 26th August 1914 Tour of the Battlefield.</i>	Including maps.	1934
	Von Kluck, Alexander.	<i>The March on Paris and the Battle of the Marne 1914.</i>		1923
		<i>A Brief Record of the Advance of the Egyptian Expeditionary Force under the command of General Sir Edmund H.H. Allenby July 1917 to October 1918.</i>	Compiled from official sources.	1919
		Selections from Special Orders Of The Day issued by The Field Marshal Commanding in Chief The British Armies in France between March 21st 1918 and New Years Day 1919.	Including four separate special orders.	
		<i>Order Of Battle Of The British Army In The Field (Excluding Lines of Communication Troops) April 1915.</i>		1915
	Grieve, Captain W. Grant and Bernard Newman.	<i>Tunnellers: the story of the Tunnelling Companies, Royal Engineers, during the World War.</i>		1936
	Roberts, Lieut-Col F.J.	<i>The Wipers Times.</i>	Including a facsimile reproduction of the complete series of the wartime trench magazines; the Wipers Times, the New Church Times, the Kemmel Times, the Somme Times, the B.E.F. Times, World War I publications from the front line.	1930
	Maurice, Major-General Sir F.	<i>Forty Days in 1914.</i>	Describing the movements of the German armies and the part played by the British army in the battle of the Marne and the retreat from Mons in World War I.	1925
	Hoy, Hugh Cleland.	<i>40 O.B. : How the War Was Won.</i>	Describing the activities of Naval Intelligence during World War I.	1932
	Ward, Major C.H. Dudley.	<i>The 74th (Yeomanry) Division In Syria and France.</i>		1922
	Evans, Lt-Col R.	<i>A Brief Outline of the Campaign in Mesopotamia 1914-1918.</i>		1930
	Bird, Major-General W.D.	<i>A Chapter of Misfortunes: the Battles of Ctesiphon and of the Dujailah in Mesopotamia.</i>	With a summary of the events which preceded them.	1923
	Sandes, Major	<i>In Kut and Captivity with the</i>	Describing battles against the	1919

	E.W.C.	<i>Sixth Indian Division.</i>	Ottoman troops in Mesopotamia and the adventures of a small portion of the garrison of Kut when in captivity in Turkey during World War I.	
	Wilson, Sir Arnold T.	<i>Loyalties: Mesopotamia 1914-1920, a Personal and Historical Record.</i>	Including names of officers and men of the civil administration of Mesopotamia, memorials, places of burials, photos.	1936
	Hewick, J.S.	<i>The Sufferings of the Kut Garrison during their March into Turkey as Prisoners of War 1916-1917.</i>		1923
	Mousley, Captain E.O.	<i>The Secrets of a Kuttite: An Authentic Story of Kut, Adventures in Captivity and Stamboul Intrigue.</i>	Written during the siege of Kut or during captivity with many photographs.	1922
	Kearsey, A.	<i>A Study of the Strategy and Tactics of the Mesopotamia Campaign 1914-1917.</i>	Up to and including the capture and consolidation of Baghdad, April, 1917.	
	Burne, Lieut.-Colonel A.H.	<i>Mesopotamia: The Last Phase.</i>	Describing the Mesopotamian campaign in World War I.	1936
	Dane, Edmund.	British Campaigns in the Nearer East 1914-1918: Vol II The Tide of Victory	From the outbreak of war with Turkey to the Armistice.	
375	Kearsey, A.	<i>The Operations in Egypt and Palestine 1914 to June 1917.</i>	Illustrating the Field Service Regulations, second edition.	1919
377	Bowman-Manifold, Major-General Sir M.G.E.	<i>An Outline of the Egyptian and Palestine Campaigns, 1914 to 1918.</i>		1928
379	Massey, W.T.	<i>How Jerusalem Was Won.</i>	The record of Allenby's Campaign in Palestine.	1919
380	Massey, W.T.	<i>Allenby's Final Triumph.</i>	Describing the campaigns of General Allenby in Palestine during World War I.	1920
382	Callwell, Major-General Sir C.E.	<i>The Dardanelles.</i>	Concerning the strategy behind the campaign to control the Dardanelles in 1915.	1919
384	North, John.	<i>Gallipoli: The Fading Vision.</i>		1936
387	Macbean Knight, W. Stanley.	<i>The History of the Great European War, its Causes and Effects Volume II.</i>	Concerning the national and international conditions and relations resulting in the war.	
388	Carey, G.V. and H.S. Scott.	<i>An Outline History of the Great War</i>		1929
389	Spears, Brigadier-General E.L.	<i>Prelude to Victory.</i>	A description and analysis of the 1917 offensive mounted by General Nivelle.	1939
390	Bartimeus.	<i>The Long Trick.</i>		1917
393	Jellicoe, Admiral Viscount.	<i>The Grand Fleet 1914-16.</i>	Describing the creation, development and work of the	1919

			Grand Fleet from the outbreak of World War I until the end of November 1916.	
	Leeds, Herbert.	<i>Peace Souvenir Norwich War Record.</i>	Reviewing the various aspects of Norwich's involvement in World War I including home defence, the hospitals, war-time organisations, Norwich industries in war time.	
	Hussey, Brigadier-General A.H. and Major D.S. Inman.	<i>The Fifth Division in the Great War.</i>		
	Atkinson, C.T.	<i>The Seventh Division 1914-1918.</i>	Taken from the War Diaries kept by the Division.	
	Scott, Maj-Gen Sir Arthur B. and P. Middleton Brumwell.	<i>History of the 12th (Eastern) Division in the Great War.</i>		
	Kincaid-Smith, Lieut-Col M.	<i>The 25th Division in France and Flanders.</i>	Including awards and casualties.	
		<i>The Golden Horseshoe.</i>	Written and illustrated by men of the 37th Division.	1919
	Maude, Alan H.	<i>The 47th (London) Division 1914-1919.</i>	By some who served with it in the Great War, including illustrations and maps.	1922
	Gleichen, Brigadier-General Count	<i>The Doings of the Fifteenth Infantry Brigade August 1914 to March 1915.</i>	By its commander.	1917
	De Weerd, H.A.	<i>Great Soldiers of the two World Wars.</i>		1947
	Poynder, Lieut.-Colonel F.S.	<i>The 9th Gurkha Rifles 1817-1936.</i>	A history of the Regiment from its creation until 1936.	
	Talbot, Colonel F.E.G.	<i>The 14th King George's Own Sikhs 1846-1933.</i>		1937
		<i>Military Glossary and Phrase Book.</i>	A compilation in Hindustani for British officers joining the Indian Army and officers, Non-Commissioned officers and men of the British service to converse on military subjects with the Indian ranks.	1917
	Government of India.	<i>Memorandum on the Subject of Social and Official Intercourse between British Officers and Indians.</i>		1918
	Forrest, Sir George.	<i>The Life of Lord Roberts.</i>		1914
	Montague-Bates, Captain	<i>The Infantry Scout: an Outline of his Training</i>		1916

	F.S.			
	Haking, Brig-General R.C.B.	<i>Company Training.</i>	Written to assist officers in the training of their companies for war, either indoors, on the musketry range, or in the field.	
	Bateman, Lieut-Colonel B.M.	<i>Trench's Manoeuvre Orders 1914: a Handbook.</i>		1916
	Murphy, Lieutenant-Colonel C.C.R.	<i>Soldiers of the Prophet.</i>	Describing politics and war during the demise of the Ottoman Empire 1910-1918.	1921
	Montgomery, Major-General Sir Archibald.	<i>The Story of the Fourth Army in the Battles of the Hundred Days August 8th to November 11, 1918.</i>		
	Berndorff, H.R.	<i>Espionage.</i>	About spies and patriots in World War I, including Edith Cavell.	1930
	Masefield, John.	<i>Gallipoli.</i>	An account of the battle.	1916
		<i>Mesopotamia, field notes for general staff, India, February 1917.</i>	A pocket book of basic facts about Mesopotamia.	1917
	The Admiralty and the War Office in 1916.	<i>Handbook of Mesopotamia.</i>	Three volumes.	1916
	Barker, A.J.	<i>The Neglected War: Mesopotamia 1914-1918.</i>		1967
		<i>The Duke of Wellington's Regiment.</i>	A history.	1918
		<i>A Brief Record Of The Advance Of The Egyptian Expeditionary Force under the command of General Sir Edmund H.H. Allenby July 1917 to October 1918</i>	Compiled from official sources.	1919
	Hickey, Michael.	<i>Gallipoli.</i>	Traces the complex roots of the catastrophe to the remoteness of the war leaders in London. The chaotic operations of under-equipped and incompetent admirals and generals on the spot, and the extraordinary diversity of the Allied troops.	1995
	His Majesty's Stationery Office.	<i>King's Regulations and Orders for the Army, 1912.</i>		1914
	His Majesty's Stationery Office.	<i>Manual of Military Law; War Office, 1914.</i>		1914
	Lorraine Petrie, F.	<i>The History of the Norfolk Regiment 1685 - 1918, Vol I.</i>	Hardback book covering the period from 20th June 1685 to 3rd August 1914 with illustrations and maps, (two copies, both with badly damaged boards, in one	1918

			case front board separated from book).	
	Lorraine Petrie, F.	<i>The History of the Norfolk Regiment 1685 - 1918, Vol II.</i>	Hardback book covering the period from 4th August 1914 to 31st December 1918, with illustrations and maps, (badly damaged boards, front board separated from book and several loose pages).	1918
In German				
		<i>An der Somme; Erinnerungen der 12 Infanterie-Division an die Stellungskämpfe und Schlacht an der Somme; Oktober 1915 bis November 1916.</i>	On the Somme; memories of the 12th Infantry Division of the trench warfare and the battle of the Somme from October 1915 until November 1916; a series of sepia prints showing general scenes of village and military life taken from a wide area around the Somme region; captions but without text; list of contributors given at back; spine loosened from cover.	1918
Other Regiments' Histories				
	Riddell, Brigadier-General E. and Colonel M.C. Clayton.	<i>The Cambridgeshires 1914 to 1919.</i>	Presenting a record of the war service of the 1st Battalion The Cambridge Regiment during World War I.	1934
		<i>Presenting the Manchester Regiment 1758-1953.</i>		
		<i>A Short History of the Suffolk Regiment.</i>	Covering the history of the Regiment from 1685 to 1918.	1933
		<i>The Suffolk Regiment.</i>	A history of the Regiment 1685-1952.	1933
	Monier-Williams, Lt. Col. H.B.	<i>The Story of the Colours 1685 to 1954.</i>	Reprinted from 'The Suffolk Regimental Gazette' 1955-56.	
		<i>The Middlesex Regiment (Duke of Cambridge's Own) 57th and 77th of Foot.</i>	A history of the Regiment from 1755 to 1951.	

Useful Websites

Background Information

Army Museums Ogilby Trust

www.armymuseums.org.uk

This website has details for various regimental and corps museums in the United Kingdom, as well as guidance on how to trace military ancestors and listings of published regimental histories.

Imperial War Museum

www.iwm.org.uk/collections-research

IWM has a wealth of material which can help develop knowledge and understanding about WWI, although they have no official service records.

The Long, Long Trail

www.1914-1918.net

An introductory source for the British Army 1914-18, with descriptions of basic army structures, the surviving records and how to interpret them, where individual infantry battalions served, and lots more.

National Army Museum

www.nam.ac.uk

Traces the history of the British Army, and has lots of content on its website, including online exhibitions and a good catalogue search facility.

Pearson Love to Learn Family History Course

www.lovetolearn.co.uk/courses/family-history

Online family history course designed to help users to research their family history, including a unit on military ancestors.

Western Front Association

www.westernfrontassociation.com

The WFA is a popular group concerned with furthering interest in the First World War. The following link contains useful articles on researching family history:

www.westernfrontassociation.com/great-war-people/research-family-story.html

Individual Research

Ancestry

www.ancestry.co.uk

Ancestry has largest online collection of First World War records. Service records are a good place to start your search as they reveal individual's ranks and regiments, where they served, what medals they received and many other personal details.

Army Personnel Centre

www.veterans-uk.info/service_records/service_records.html

The APC holds personnel service records for 1921 onwards. These are confidential and access is restricted to next of kin.

Commonwealth War Graves website

www.cwgc.org

A starting point if you are researching those who died in uniform between 1914 and 1918. This website provides details from computerised records of basic information of those buried in IWGC graves or on IWGC memorials. It gives information on the locations of official government graves or memorials. It also contains useful outlines of the course of several of the major campaigns of the First World War. The postal address is: Commonwealth War Graves Commission, 2 Marlow Road, Maidenhead, Berkshire, SL6 7DX and the telephone number is 01628 507200.

Find My Past

www.findmypast.co.uk

Like Ancestry, Find My Past has a collection of First World War records.

The Liddle Collection

<http://library.leeds.ac.uk/special-collections-liddle-collection>

The Liddle Collection includes the personal papers of well over 4,000 people who lived through the First World War. There is a searchable catalogue but documents have not been digitised. Digitisation, photocopying and self-service photography are available on request.

The London Gazette

www.london-gazette.co.uk/search

This is a fully searchable and printable free website on which to trace officer promotions and find citations for gallantry medals.

Military Genealogy

www.military-genealogy.com

This is another website through which you can access First World War military records.

National Archives

www.nationalarchives.gov.uk

The National Archives holds a wealth of archival material relating to the First World War, including Unit War Diaries and Medal Index Cards. Some of this information is available online but some is only accessible in person or via a paid researcher. You can visit the National Archives in Kew in person.

Index specific research guides on the First World War are available here:

www.nationalarchives.gov.uk/records/atoz/f.htm#

Around 1.5 million pages of war diaries have been digitised so far, and will be released throughout this year as part of First World War 100, the National Archives' centenary programme. The following link is to the First World War 100 Portal, which details ways in which WWI researchers can best utilise the site:

www.nationalarchives.gov.uk/first-world-war/centenary-programme.htm

NRO Online Catalogue

www.archives.norfolk.gov.uk

See Section Two of this guide for more guidance on how to access relevant documents from the NRO Online Catalogue.

Picture Norfolk

www.picture.norfolk.gov.uk

Try searching this website for portraits of soldiers within this collection.

War Memorials Archive

www.ukniwm.org.uk

The IWM's War Memorials Archive has been compiling a list of all the inventories in the country. The Royal Norfolk Regimental Museum holds details of Norfolk's War Memorials.

Contact Information

Norfolk Record Office:
The Archive Centre
Martineau Lane
Norwich NR1 2DQ
01603 222599



Norfolk Record Office:
Norfolk Heritage Centre
 Norfolk and Norwich Millennium Library
 The Forum
 NR2 1AW

Norfolk Record Office:
King's Lynn Borough Archive
 The Old Gaol House
 Saturday Market Place
 PE30 5DQ

E-mail: norfrec@norfolk.gov.uk

Website: www.archives.norfolk.gov.uk



www.facebook.com/norfolkrecordoffice



www.twitter.com/NorfolkRO



norfolkrecordoffice.eventbrite.co.uk

Norfolk Heritage Centre

Telephone: (01603) 774740

Email: norfolk.studies.lib@norfolk.gov.uk

Royal Norfolk Regimental Museum

Telephone: (01603) 493640

Email: regimental.museum@norfolk.gov.uk