



# The Diocese of Leeds



## Caring for Parish Records



July 2022

## ***The Measure***

The Parochial Registers and Records Measure 1978, passed by the General Synod of the Church of England, was intended to ensure the long-term care and preservation of, and access to, parish records. It was a response to the interest and use of parish records in historical research, recognition that church employees did not necessarily have the skills or appropriate storage conditions to care for parish records, and the development of archival services in the country.

## ***How this affects you***

It is our duty to carefully preserve our records to help those in the future to understand contemporary concerns at different times in the history of a church and parish. The records contribute to a picture of life in the past and are useful for those researching social history, genealogy, etc.

## ***The Role of the Records Officers***

The Diocese has appointed a team of Records Officers who will

- visit a parish to examine the records currently held there;
- prepare the paperwork listing the records presented to them;
- suggest the archiving of materials not in current use;
- provide a report for the appropriate Archdeacon.

The Records Officers aim to visit parishes at least once every 5 years, usually in association with a parish visitation by the Archdeacon. Such visits will be arranged by the Officer, in liaison with the Archdeacon's PA, prior to the Archdeacon's visitation. However, visits can be requested by parishes, e.g., when it would be helpful to organise and archive accumulating records.

The Records Officers will help the parish to ensure that records are kept in good order and in the correct conditions. They will advise on how and where they are kept and which materials should be archived.

The Officers will also encourage parishes to start collecting materials relevant to church life today, for example parish magazines, details of special events, etc. which will begin to form the basis of the 'future history' of parishes. Anything which illustrates how the parish adjusted during the covid pandemic should also be sampled and stored: digital materials are particularly at risk of being lost.



## ***Useful Telephone Numbers/Websites/Email Addresses***

**Records Officers:** *(all addresses below are @leeds.anglican.org)*

<i>Bradford</i>	Charles Wilson	<a href="mailto:charles.wilson@leeds.anglican.org">charles.wilson</a>	01535 653 523
	Gillian Wilson	<a href="mailto:gillian.wilson@leeds.anglican.org">gillian.wilson</a>	01535 653 523
<i>Huddersfield</i>	Diane Freeman	<a href="mailto:diane.freeman@leeds.anglican.org">diane.freeman</a>	07870 349 065
<i>Leeds (North)</i>	Lynne Barber	<a href="mailto:lynne.barber@leeds.anglican.org">lynne.barber</a>	01943 466 493
	Ian Cowling	<a href="mailto:ian.cowling@leeds.anglican.org">ian.cowling</a>	01113 250 6792
<i>Leeds (South)</i>	Ian Rex	<a href="mailto:ian.rex@leeds.anglican.org">ian.rex</a>	01113 263 8656
<i>Ripon</i>	Maggie Morris	<a href="mailto:maggie.morris@leeds.anglican.org">maggie.morris</a>	01833 627 084
	Jenny Thompson	<a href="mailto:jenny.thompson@leeds.anglican.org">jenny.thompson</a>	07815 796 004
<i>Wakefield &amp; coordintor</i>	Paul Harris	<a href="mailto:paul.harris@leeds.anglican.org">paul.harris</a>	01977 707 056

The officers are assigned to an Episcopal Area but may work across boundaries, depending on their home base and availability.

### **Archives:**

***The Diocesan Archive is the West Yorkshire Archive Service:***

<http://www.wyjs.org.uk/archive-services>

[with links to 5 district offices in Bradford, Calderdale, Kirklees, Leeds and the West Yorkshire History Centre, Wakefield].

***Archives serving other parts of the Diocese:***

*North Yorkshire* <https://www.northyorks.gov.uk/county-record-office>

*Lancashire* <http://www.lancashire.gov.uk/libraries-and-archives/archives-and-record-office>

*North East* <http://www.durhamrecordoffice.org.uk/>

For more information about church records:

***Church of England Records Office***

15 Galleywall Road, South Bermondsey, London, SE16 3PB

<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

### **Diocesan Links**

***Diocese of Leeds:*** Church House, 17-19 York Place, Leeds, LS1 2EX  
<http://www.leeds.anglican.org> 0113 200 0540

***Diocesan Registrar:*** David Whitaker  
[david.whitaker@luptonfawcett.law](mailto:david.whitaker@luptonfawcett.law) 0113 280 2102

***Diocesan Secretary:*** Jonathan Wood  
[jonathan.wood@leeds.anglican.org](mailto:jonathan.wood@leeds.anglican.org) 0113 353 0272