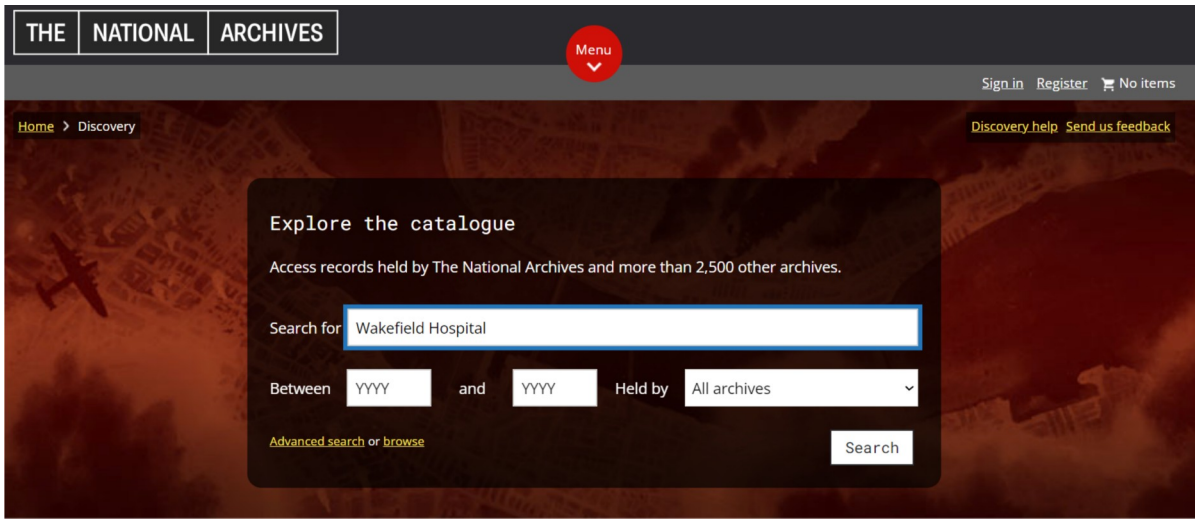
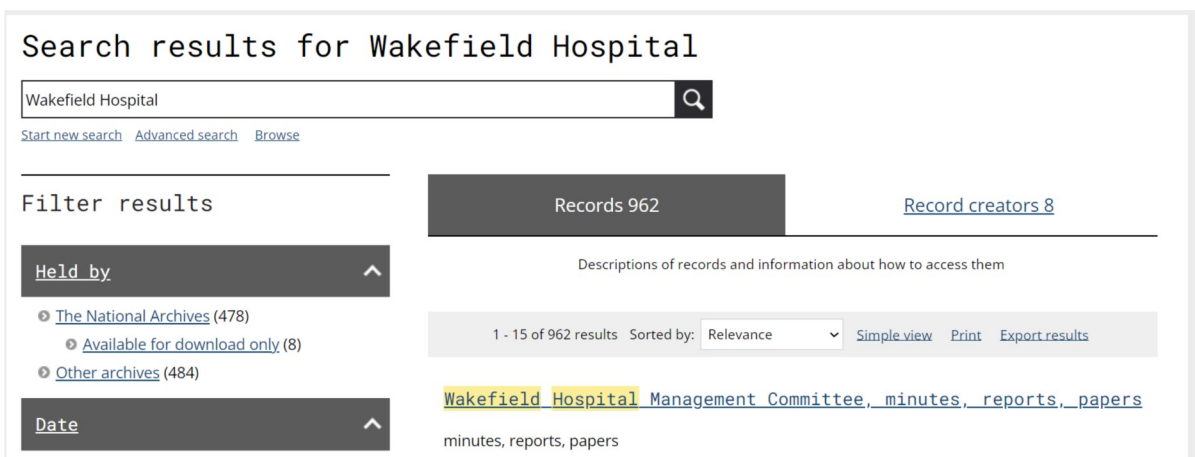


How to search for hospital records on nurses

The National Archives holds information on the existence and location of the records of UK hospitals. Go to their [home page](#) and search 'Discovery' for the hospital you want to find, in this example 'Wakefield Hospital'.



The results are a full text search catalogues of The National Archives and those held in archive offices across the UK and beyond.



You can either browse all 962 catalogue records, or you can focus on the 'Record Creators'. If you click on the Records Creators tab you will see eight entries, listing related Wakefield hospitals that may be of interest to you.

How to search for hospital records on nurses

Filter results

Country ^
England (8)

Creator type ^
Organisation (8)

Date ^

1950+ (7)
 1925 - 1949 (7)
 1900 - 1924 (4)
 1800 - 1899 (2)

Refine

Records 962 **Record creators 8**

Names of individuals, families or organisations who created records

1 - 8 of 8 results Sorted by: Relevance [Print](#) [Export results](#)

[Snapethorpe Hospital, Wakefield](#) Organisation
Date: 1907 - 1954
1 collection(s) held by 1 archive(s)
Place: Wakefield; Yorkshire, West Riding; West Yorkshire; Yorkshire and the Humber; England; Yorkshire

[Manygates Hospital, Wakefield](#) Organisation
Date: 1919 - 1971
1 collection(s) held by 1 archive(s)
Place: Wakefield; Yorkshire, West Riding; West Yorkshire; Yorkshire and the Humber; England; Yorkshire

[Fieldhead Hospital, Wakefield](#) Organisation
Date: 1947 - 1995
1 collection(s) held by 1 archive(s)
Place: Wakefield; Yorkshire, West Riding; West Yorkshire; Yorkshire and the Humber; England; Yorkshire

[Wakefield County Hospital](#) Organisation
Date: 1899 - 1948
1 collection(s) held by 1 archive(s)
Place: Wakefield; Yorkshire, West Riding; West Yorkshire; Yorkshire and the Humber; England; Yorkshire

This list includes 'Stanley Royd and Fieldhead Hospitals, Wakefield'. Click on the hospital name and it will show you where the main surviving records are held.

[Browse by Records Creators](#)

Stanley Royd and Fieldhead Hospitals, Wakefield

This page summarises records created by this Organisation

The summary includes a brief description of the collection(s) (usually including the covering dates of the collection), the name of the archive where they are held, and reference information to help you find the collection.

[View details of this record creator](#)

Collections

	Description	Held by	Reference	Further information
1	1950s-2003: patient case notes	West Yorkshire Archive Service, Wakefield	C85	See Annual Return 2011
2	1947-1995: general registers, register of discharges and patient statistics	West Yorkshire Archive Service, Wakefield	C85	See Annual Return 2012

Click on the '1950s-2003: patient case notes' link and it will take you to another record that will highlight a link to details of the local record office. It may also have a link to their online catalogue.

How to search for hospital records on nurses

Record creator
→ [Stanley Royd and Fieldhead Hospitals, Wakefield](#)

Catalogue description
patient case notes

Reference:	C85 (click here to view this record in archive's external catalogue)
Description:	patient case notes
Date:	1950s-2003
Held by:	West Yorkshire Archive Service, Wakefield , not available at The National Archives
Other reference:	See Annual Return 2011

Have you found an error with this catalogue description? [Let us know](#)

This record is held by West Yorkshire Archive Service, Wakefield

[See contact details](#)

Help with your research
How to [use this catalogue](#)

The link takes you to summary information about the record office:

[Home](#) > [Discovery](#) > [Your search results](#) > West Yorkshire Archive Service, Wakefield [Start new search](#) [Print](#) [Discovery help](#) ★ [Bookmark](#)

West Yorkshire Archive Service, Wakefield

[Browse repositories](#)

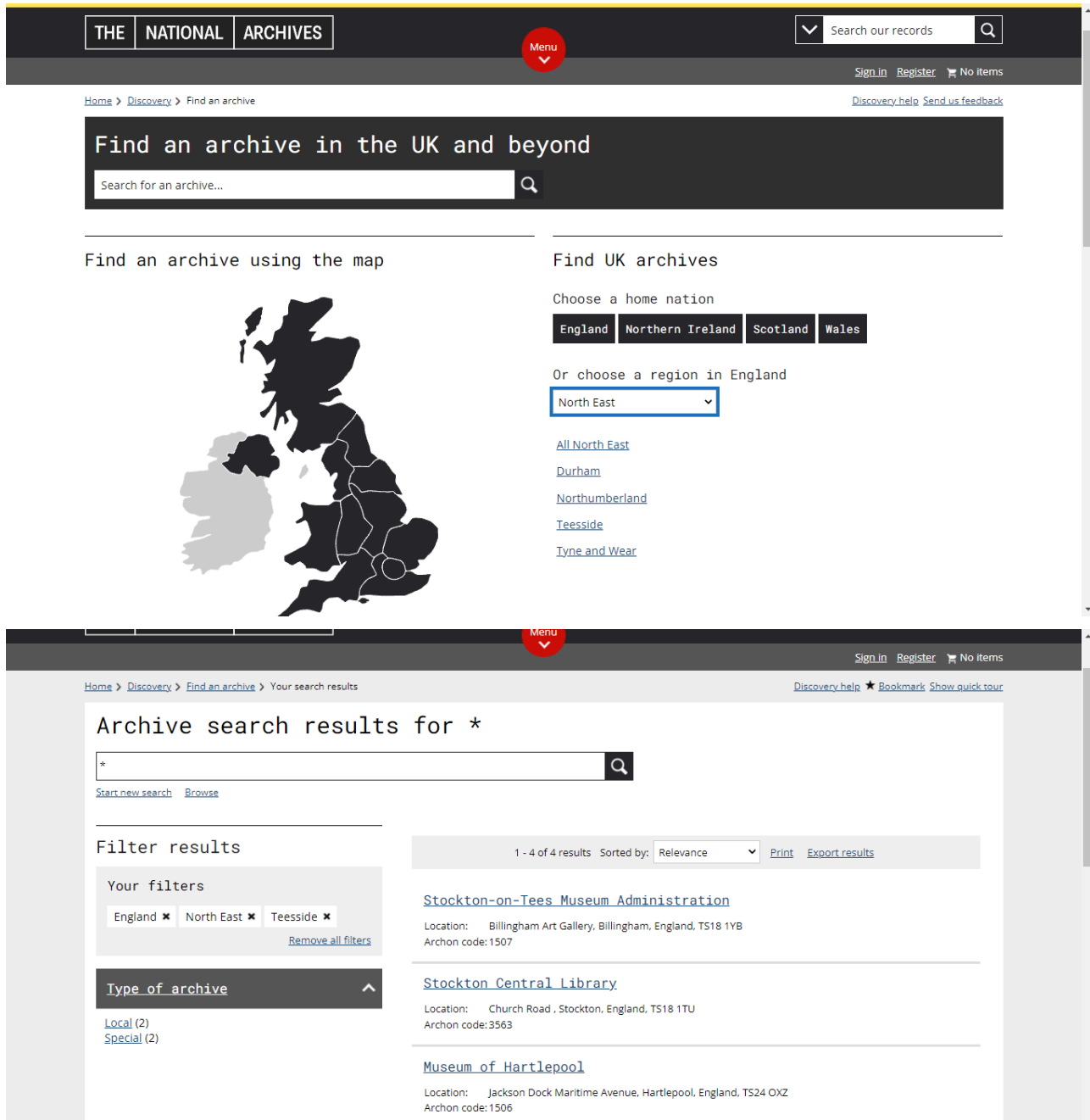
<p>West Yorkshire History Centre</p> <p>127 Kirkgate Wakefield England WF1 1JG</p> <p>View on map</p> <p>Visit website</p> <p>Telephone: 0113 535 0142</p> <p>Email: wakefield@wyjs.org.uk</p> <p>Documents must be pre-ordered in advance of your visit</p> <p>Reprographics: see their online guide</p> <p>ARCHON code: 201</p> <p>If you are an archivist or custodian of this archive you can use the archive update form to add or update the details in Discovery</p>	<p>Open: Monday-Tuesday, Friday 10-4</p> <ul style="list-style-type: none"> • Book in advance • Wheelchair access • Research Service • Readers ticket required
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The next links either to the archive office or to their online archive catalogue take you away from The National Archives website. Before contacting the record office have a look at their website and any catalogues or research guides to see if you can find out more.

How to find a record office in the UK

The National Archives has a Directory that enables you to [Find an Archive Office](#).

This has options for you to browse or search by location. For example if you choose North East, and then Teesside you will be able to browse the record offices in that location.

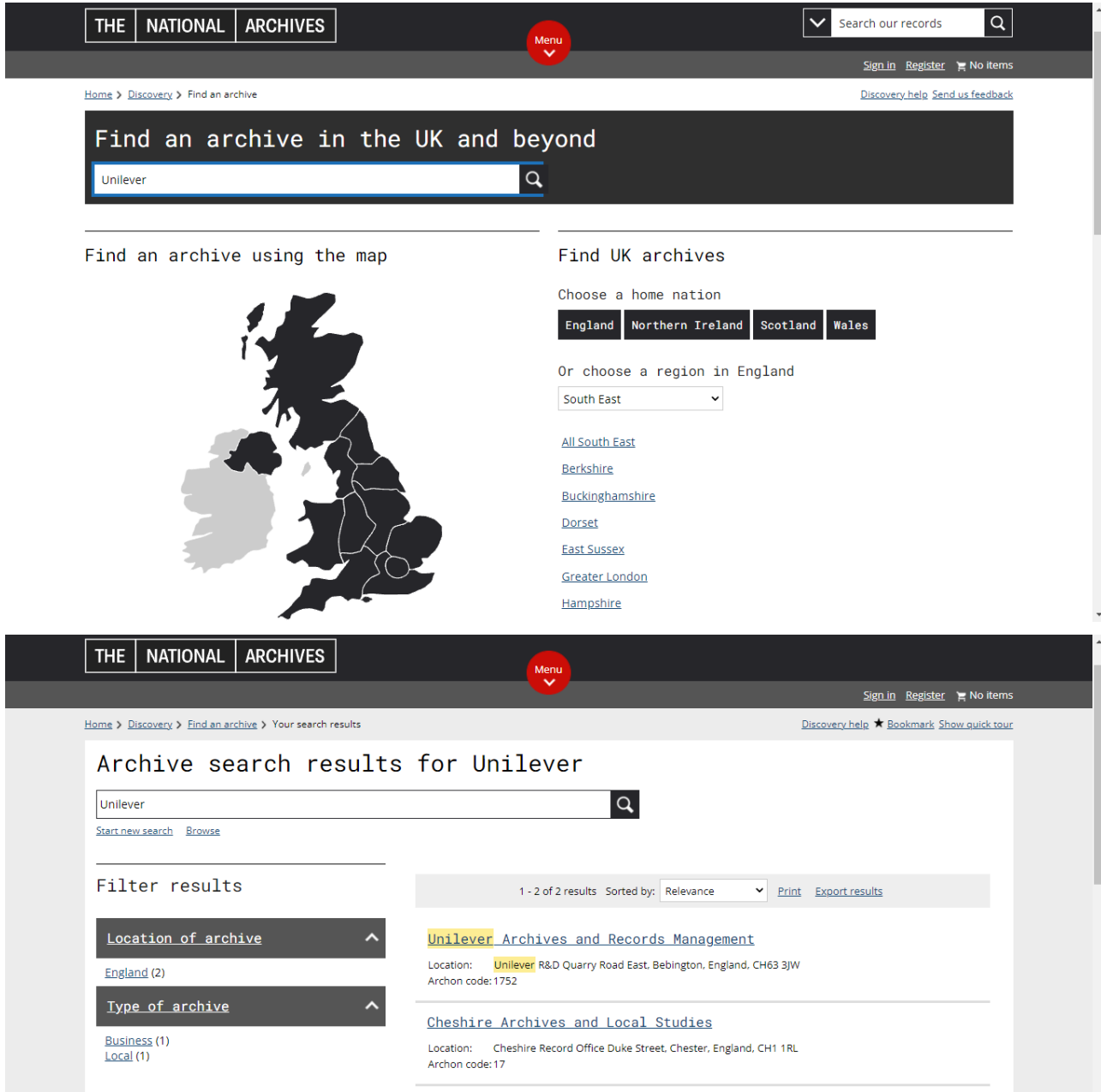


The screenshot shows the National Archives website interface. At the top, there is a navigation bar with 'THE NATIONAL ARCHIVES' and a search bar. Below this is a breadcrumb trail: Home > Discovery > Find an archive. The main heading is 'Find an archive in the UK and beyond' with a search input field. Below the heading, there are two columns: 'Find an archive using the map' with a map of the UK, and 'Find UK archives' with options to choose a home nation (England, Northern Ireland, Scotland, Wales) or a region in England (North East, All North East, Durham, Northumberland, Teesside, Tyne and Wear). The search results section shows 'Archive search results for *' with a search bar containing an asterisk. The results are filtered by 'England', 'North East', and 'Teesside'. The results list three items: 'Stockton-on-Tees Museum Administration', 'Stockton Central Library', and 'Museum of Hartlepool', each with its location and Archon code.

How to search for hospital records on nurses

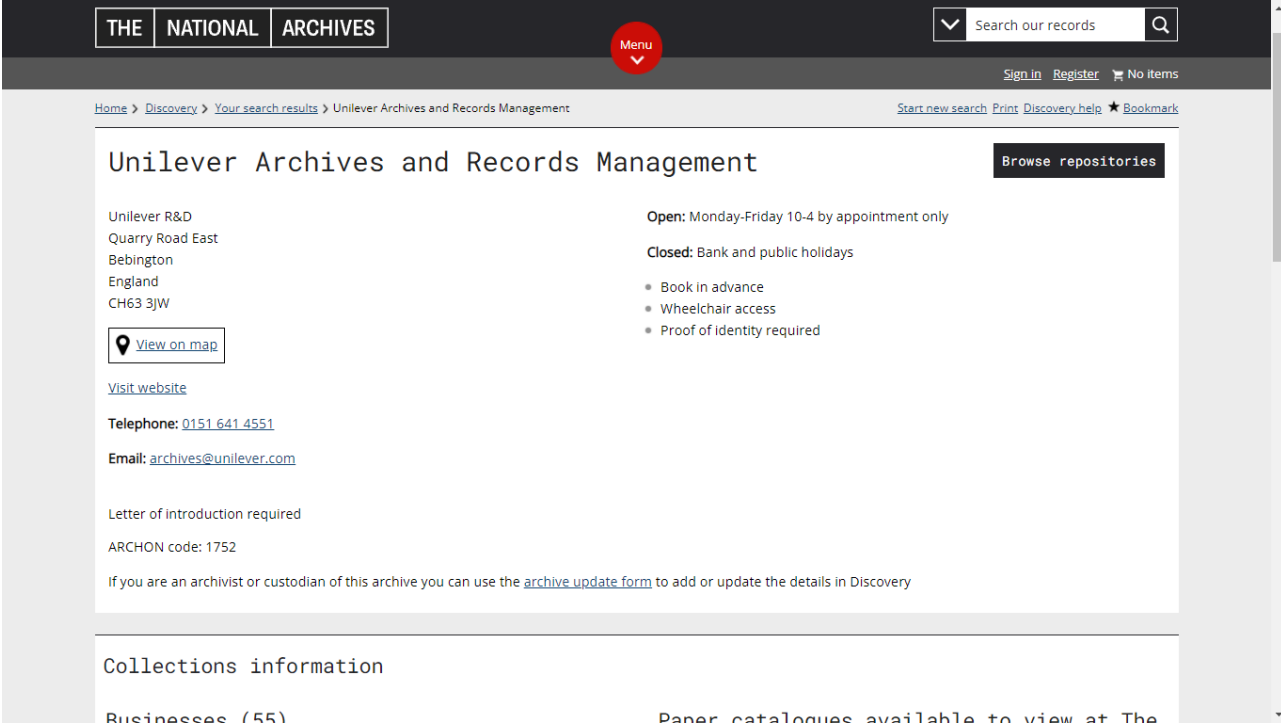
It allows you to search by organisation name. If an organisation maintains its own archive it will be listed here.

For example, type 'Unilever' into the search box.



The screenshot shows the National Archives website interface. At the top, there is a navigation bar with 'THE NATIONAL ARCHIVES' and a search box containing 'Unilever'. Below this, a large search box prompts the user to 'Find an archive in the UK and beyond' with 'Unilever' entered. The page is divided into two main sections: 'Find an archive using the map' and 'Find UK archives'. The 'Find UK archives' section includes options to choose a home nation (England, Northern Ireland, Scotland, Wales) and a region in England (South East). Below these are links for various regions like All South East, Berkshire, Buckinghamshire, Dorset, East Sussex, Greater London, and Hampshire. The bottom section shows the search results for 'Unilever', listing two results: 'Unilever Archives and Records Management' and 'Cheshire Archives and Local Studies'. The first result includes location and Archon code information.

How to search for hospital records on nurses



The screenshot shows the 'Unilever Archives and Records Management' page on The National Archives website. The page header includes 'THE NATIONAL ARCHIVES' and a search bar. The main content area is titled 'Unilever Archives and Records Management' and includes a 'Browse repositories' button. The page provides contact information for Unilever R&D, including the address (Quarry Road East, Bebington, England, CH63 3JW), telephone (0151 641 4551), and email (archives@unilever.com). It also lists opening hours (Monday-Friday 10-4 by appointment only), closed days (Bank and public holidays), and access requirements (Book in advance, Wheelchair access, Proof of Identity required). A 'View on map' button is present. The page also mentions 'Letter of introduction required' and 'ARCHON code: 1752'. At the bottom, there is a section for 'Collections information' with a link to 'Businesses (55)' and a note that 'Paper catalogues available to view at The'.

Some organisations, like Unilever, hold a surprising number of records related to nursing, either because they employed (factory) nurses or because they made products for nurses who appeared in promotional material.

However most archives that survive will be held in local record offices, so it's best to start your research there, before delving into more specialist archives.

What to expect from a record office

Most Record Offices will have a website which, like [West Yorkshire Archive Service \(WYAS\)](#) include:

- an online catalogue
- guides to collections (these usually include a family history guide)
- contact us
- opening hours / how to arrange a visit
- events and sometimes exhibitions
- details of social media.

Following our example of Stanley Royd Hospital, WYAS has a useful Family History Guide which includes a short section on hospital staff records.

WYAS, also have a guide to accessing Mental Health Records – as Stanley Royd was a mental health hospital, it is useful to look at this guide.

The guides include useful information to help you understand the restrictions that may be placed on records that you would like to access.

It is likely that you will need to arrange a visit to the record office and physically view relevant items, so doing some research before you visit is vital.



The screenshot shows the website for West Yorkshire Joint Services. The header includes the logo and navigation links: Services, About Us, Our News, Work for us, Contact Us, and a search bar. The breadcrumb trail reads: Home > West Yorkshire Archive Service > Our collections > Collection Guides. The main content area is divided into two columns. The left column, titled 'Our collections', features social media icons (Facebook, Twitter, LinkedIn, Email) and a list of collection categories: Search our Catalogue, Our Collections Online, Collection Guides, Bradford Collections, Calderdale Collections, Kirklees Collections, Leeds Collections, Wakefield Collections, and The John Goodchild Collection. The right column, titled 'Collection Guides', lists various guides: Collections Guide 1 - parish registers, Collections Guide 2 - Nonconformist records, Collections Guide 3 - Bishops Transcripts, Collections Guide 4 - Wills, Collections Guide 5 - Roman Catholic Registers, Collections Guide 6 - Police Records, Collections Guide 8 - Donating Archives, Collections Guide 9 - Tithe, Collections Guide 10 - First World War Records, User Guide 2 - Publications for sale, User Guide 5 - Fees and Charges, User Guide 6 - Access to mental Health Records, and User Guide 7 - Deeds for Family Historians.

Searching a Record Office catalogue

How to search for hospital records on nurses

It is highly unlikely that your nurse is individually named in the online catalogue, or that the records have been digitised and made available to search online. It is always worth searching for your individual nurse's name but be prepared to be disappointed.

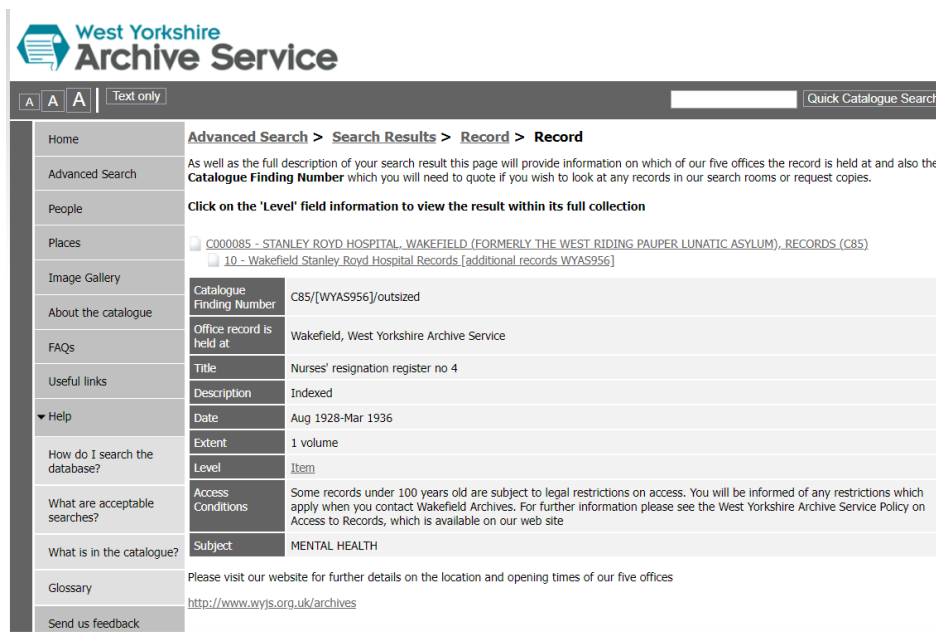
Records that may contain your nurse's name and additional details are more likely to be in physical records; these records may not include the word nurse in the catalogue description. So, what records should you be looking for? Stanley Royd Hospital Records at WYAS is a typical example. Records that could be useful include:

- staff service registers
- staff wages and salaries
- photographs and newspaper articles
- hospital magazine
- service register – salaries.

Records that helpfully include the word nurse or matron include the following, (i.e. be aware of the sources listed above or you may miss out on key sources for your ancestor):

- student nurses prize-givings
- assistant matron's or night superintendent's report book
- nurses' resignation registers.

Records, such as the salary registers, change names over time. Check the dates to see if any relevant records survive for your nursing ancestor. For example, the file 'Nursing Resignation No 4' covers the dates Aug 1928-Mar 1936. The catalogue tells you that it is indexed. This is a physical index which is probably at the front or the back of the volume. Registers with indexes will save you time when physically checking for your nurse and help you manage your time when you visit the record office. Records without indexes, or which are not in alphabetical order by surname, will take you longer to look through.



West Yorkshire Archive Service

Text only Quick Catalogue Search

Home **Advanced Search > Search Results > Record > Record**

Advanced Search As well as the full description of your search result this page will provide information on which of our five offices the record is held at and also the **Catalogue Finding Number** which you will need to quote if you wish to look at any records in our search rooms or request copies.

People **Click on the 'Level' field information to view the result within its full collection**

Places C000085 - STANLEY ROYD HOSPITAL, WAKEFIELD (FORMERLY THE WEST RIDING PAUPER LUNATIC ASYLUM), RECORDS (C85)
 10 - Wakefield Stanley Royd Hospital Records [additional records WYAS956]

Image Gallery

About the catalogue

FAQs

Useful links

▼ Help

How do I search the database?

What are acceptable searches?

What is in the catalogue?

Glossary

Send us feedback

Catalogue Finding Number	C85/[WYAS956]/outsized
Office record is held at	Wakefield, West Yorkshire Archive Service
Title	Nurses' resignation register no 4
Description	Indexed
Date	Aug 1928-Mar 1936
Extent	1 volume
Level	Item
Access Conditions	Some records under 100 years old are subject to legal restrictions on access. You will be informed of any restrictions which apply when you contact Wakefield Archives. For further information please see the West Yorkshire Archive Service Policy on Access to Records, which is available on our web site
Subject	MENTAL HEALTH

Please visit our website for further details on the location and opening times of our five offices
<http://www.wyjs.org.uk/archives>

When you have looked through the online catalogue and guides you may have identified some records you think could be useful. You will have questions. Catalogues

How to search for hospital records on nurses

can be confusing, and you may not know where to start. Becoming more familiar with the catalogues and guides may help answer your questions or will at least help you open up a conversation with the record office.

At this point, contact the record office so that they can help.

When asking for help you may find it best to write an email. Focus on what records you want to look at and what you are hoping to find. Do tell them that you are looking for a nurse, give the name, dates, and how you think your nurse had a connection (were they a student at the hospital, did they work there, or was it the nearest hospital to where they lived?). Ask the archivist whether the records you have identified are likely to help your research, or if they have any advice.

The archivist will want to help and should be able to point you at relevant records if any survive. Sometimes no records will survive for the dates your nurse was active.

There are some practical restrictions that you may not be familiar with that the record office team will need to work within:

- Some staff records will be closed – the record office will be complying with legislation that protects personal data (GDPR/DPA)
- Some record offices have limited opening hours, or limited spaces for researchers
- Record offices will need time to retrieve the records you wish to research in time for your visit, hence booking in advance
- Most record offices will request a form of identification from you – their collections are unique and they are obliged to protect them
- Record offices will have ‘rules’, most commonly to leave bags outside the reading room, to use a pencil or laptop, not to eat or drink.

Have a look on the website to find out how the record office works, and if you have any questions ask the archive team. Record Offices are very proud of the records they hold and are keen for researchers to access them.

You can find out more about the work of the record office by following them on social media – most now have accounts on Facebook, Twitter or Instagram. This may help you discover the range of services they provide.

Record Office websites will often have links to local (family) history groups or talks and events which you may find useful.