



## Staff Records and Family History

### Introduction

This information sheet details known collections of genealogical material, providing guidance to the location and extent of that information, it also suggests avenues for further research. The contact details for all organisations mentioned in this text are given in *Information Sheet No. 1: Other Sources*.

### Records held by TfL Group Archives

TfL Group Archives & Records Management Service hold many staff registers from the early railway companies which preceded London Transport, dating from 1864-1935. In addition, we have bus driver and conductor records from the London General Omnibus Company (LGOC), a major bus operator in the London area from 1856-1935. Please refer to Appendix I for a full list of these sources.

- **The TfL Group Archives Staff Index**

Eight London General Omnibus Company (LGOC) registers (1899-1925) and sixteen London County Council Tramway (LCCT) registers (1906-1915) have been indexed by surname. We intend to revise the Index as additional records are located and catalogued.

Other records that may be of use for genealogical research are accident returns, birthday honours lists and records on the employment of women and children. We also hold some staff information on those involved in the London Aircraft Production Group (LAP) who produced Halifax aircraft at London Passenger Transport Board factories during the Second World War.

Unfortunately, surviving staff files are relatively scarce, company policy for both London Transport and its predecessors was to destroy personnel files within 10 years of the termination of an individual's service. There are sporadic survivals which are being made available to researchers once they have been catalogued and conserved.

Please contact TfL Group Archives if you would like to view any records. In order to protect the rights of individuals, staff records and records containing personal data less than 75 years old (or where the individuals concerned are still alive) are not available to researchers.

## **Records at London Transport Museum**

The main source of information on individual staff members held at London's Transport Museum is the unique collection of staff magazines, available in the Library. The series of staff magazines run from 1913 to the present day, with a single earlier example from 1907. Brief references to individual staff are typically in notices of retirement, obituaries or social activities. An index to these references is in progress. The Museum also holds a number of staff registers and war memorials, which are listed in Appendix IV.

In addition to these sources, Museum staff can advise on material in other collections which provide an insight into the working life of London's transport staff. This can be particularly helpful when no personal records survive.

## **Records at the London Metropolitan Archives (LMA)**

Some early transport records have been deposited by TfL Group Archives at the London Metropolitan Archives. They mainly consist of administrative records (such as Board Minutes and Papers) from London Transport (1933-1962) and its predecessor companies (c.1855-1933). Records that relate to staff are relatively scarce. Appendix II lists those that have been identified to date.

## **Records at The National Archives (TNA)**

The National Archives (TNA) does not hold any London Transport staff records. However, it does hold some staff records from the main-line railway companies with which London Transport and its predecessor companies were associated. An information sheet on railway staff records is available from the TNA. The TNA also holds sets of London Transport and predecessor companies' staff magazines from c.1922-1981, which often includes notices or articles on staff promotions, retirements or deaths.

## **Records at Newham Archives and Local Studies Library**

Newham Archives and Local Studies Library specialise in transport issues and therefore hold many books relating to transport in London. They also hold several staff registers from the London General Omnibus Company Ltd listed in Appendix III.

## **Professional Institutions**

Professional institutions often hold records of membership, sometimes giving details of an individual's career. They may also hold papers presented to the institution by an individual. Professional membership is usually confined to those who have reached a recognised level of experience, through qualifications and training. In London Transport the majority of those belonging to professional institutions were (or are) managers.

There are numerous professional institutions that have connections to London's transport history. Of particular interest are engineering institutions such as:

- The Institution of Civil Engineers founded in 1818
- The Institution of Electrical Engineers founded in 1871
- The Institution of Mechanical Engineers (including Institution of Automobile Engineers from 1905 and the Institution of Locomotive Engineers from 1911)
- Institution of Mechanical Incorporated Engineers founded in 1988 (upon the amalgamation of the Institute of Technical Engineers in Mechanical Engineering and the Institution of Mechanical & General Technician Engineers founded in 1864)

All enquiries to these institutions should be made in writing and access is by appointment only. Contact details are given in *Information Sheet Number 1: Other Sources*.

### **Public Carriage Office (PCO)**

The PCO became part of Transport for London in July 2000. All surviving historical records are held at the National Archives. Individual licensing records were *not* retained – there are no lists of registered hackney cab drivers. Drivers may be mentioned in records at The National Archives, however a positive result is unlikely and would probably require lengthy study by a researcher.

## **APPENDIX OF SOURCES**

### **I) Staff-related records available to researchers at the TfL Group Archives & Records Management Service:**

*Registers which have been indexed for the TfL Group Archives Staff Index are marked \*.*

#### Bus/Tram:

- **London General Omnibus Company Ltd**

LT000105/001-007*	1899-1925	LGOC Staff Records A – Z
LT000445	1904-1941	Driver and Conductor Staff Record Cards
LT000105/008*	1914-1921	LGOC Particulars of Staff who joined HM forces - clerical and mechanical staff, A - Z by work location
LT000159/001-005	1928-1935	LGOC Accident Registers

These refer to staff only, *not* passengers. The records indicate: reference number, date of accident, company, name, age, grade, code, garage or depot, place of occurrence, cause of accident, nature of injury, absented, resumed, number of weeks, and compensation paid.
- **London County Council Tramways**

LT000292/001-016*	1906-1915	LCCT Northern System Conductors Agreements
LT000292/018-046	1915-1934	LCCT Northern System Conductors Agreements
LT000541/1-9	1906-1923	LCCT Drivers' Agreements

LT000543/1-38                      1910-1934    LCCT Motormen's Agreements

These are signed agreements to enter LCCT service. They contain the full name and signature of the individual, with the date of the agreement and the date due to enter service. Sometimes the badge number is given. They do not contain any additional details.

Railways:

- **Central London Railway**  
LT000449/33                      1900-1911    Register of Traffic Staff  
Book containing lists of staff by name and information concerning their date of birth, date entered service, position held, rates of pay, details of promotion and offences.
- **City and South London Railway**  
LT000449/25                      1890-1919    Pay of All Grades  
Book concerning the payment and alterations of payment of all staff including lists of names, date entered service and grades.
- **District Railway**  
LT000449/31, 37                      1871-1903    Drivers' and Firemen's Register  
Books  
LT000449/38                      1871-1909    Register of Clerks  
LT000449/36                      1901-1905    Register of Staff
- **Great Northern & City Railway (GN&CR)**  
LT000449/21                      1903-1913    Engineers Staff Register  
LT000449/88                      1903-1913    Staff Register
- **Hammersmith & City Railway**  
LT000449/07                      1869-1930    Hammersmith and City Railway Joint  
Committee: Register of Appointed  
Staff  
LT000449/29, 40, 65                      1871-1935    Hammersmith & City Railway: Staff  
Registers  
LT000449/39                      1883-1930    Hammersmith & City Railway:  
Register of Uniform Staff
- **Metropolitan Railway**  
LT000449/45, 53-54, 85                      1863-1933    Staff Registers  
LT000449/47                      1863-1966    Staff Book 1863  
LT000449/49, 52                      1864-1919    Drivers' & Firemen's Registers  
LT000449/72                      1864-1877    Edgware Road Staff Register  
LT000449/12, 14, 16                      1870-1933    Metropolitan and Great Central Joint  
Committee: Staff Registers  
LT000449/22, 48                      1874-1919    Motormen Staff Register  
LT000449/41, 44, 61-64,  
67-71, 82, 84, 86-87                      1882-1935    Registers of Uniform Staff  
LT000449/60                      1913- 1915    Record of Alterations in Traffic

## Department

- **Metropolitan and District Railway**

LT000449/17	1864-1891	Drivers Staff Register
LT000449/35, 75-76, 79	1871- 1923	Registers of Joint Staff
LT000449/42-43	1901-1915	Joint Staff Registers Eastern Joint Stations
  
- **Metropolitan & Great Western Railway**

LT000449/74	1873-1906	Aylesbury Joint Staff
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- **Cleaners**

LT000449/56	1865-1903	Engine Cleaners, Cleaners and Firemen Staff Register
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## War:

There are two memorials with lists of staff held at 55 Broadway, one for each of the two World Wars. Enquiries to see either memorial should be made in writing to TfL Group Archives. Both memorials are sited at 100 Petty France Reception and are accessible to researchers by appointment only.

- **World War I Underground Group Memorial Plaque**

This was created for employees of the Underground Group who died in action; the Underground Group encompassed the Underground Electric Railway Companies of London Ltd (UERL) and its subsidiary companies. The memorial is a simple series of wooden panels with gold lettering, giving only the surname and initials of the individual. The names are entered in alphabetical order.

*For Metropolitan Railway employees – see below for details of the memorial at Baker Street Station.*

- **World War II London Transport Memorial Book**

This was created for the 1,300 employees of London Transport who died in action. An alphabetical list is given in a bound volume, with entries written in illuminated manuscript. The Book was unveiled by Sir Brian Robertson (Chairman of the British Transport Commission), and dedicated by Venerable Adam Fox, Archdeacon of Westminster, at a Service at 55 Broadway on 19 August 1954. The Book was originally housed in the Library on the Ground Floor at 55 Broadway.

## **II) Staff-related records from TfL and its predecessors available to researchers at the London Metropolitan Archives (LMA):**

Arranged by company, and then in date order. The LMA reference code for each record is given first, followed by its date(s) and a brief description.

- **Cosgrove Omnibus Company Ltd**  
Acc 1297/BUS17/2            1926            Wages Book
  
- **Hammersmith & City Railway**  
Acc 1297/H&C4/1            Sep 1865        List of staff at stations
  
- **Hammersmith & City Railway Joint Committee (Metropolitan & Great Western Railway Companies)**  
Acc 1297/HCJ4/1            1865-1922     Register of staff
  
- **London General Country Services (formerly East Surrey Traction Co. Ltd)**  
Acc 1297/LGCS23/3           1928-1932     Salaries Ledger
  
- **Metropolitan Railway**  
Acc 1297/MET/4/7            1863-1878     Staff Registers (clerks)
  
- Acc 1297/MET10/143        1907-1911     General Manager's Papers:  
Subscriptions to the London School of Economics, lists of staff attending and results of examinations.
  
- Acc 1297/MET10/144        1912-1914     General Manager's Papers:  
Subscriptions to the London School of Economics, lists of staff attending and results of examinations.
  
- Acc 1297/MET10/782        [1914-1918]   General Manager's Papers:  
Summaries of staff from various departments serving with HM Forces, giving name, rank, number and unit.
  
- Acc 1297/MET10/786        1914-1919     General Manager's Papers:  
Papers concerning staff serving in the Great War 1914-1918. Include details of military honours, list of men on active service, rates of allotment and army separation allowance.
  
- Acc 1297/MET10/145        1915-1932     General Manager's Papers:  
Subscriptions to the London School of Economics, lists of staff attending and results of examinations.
  
- Acc 1297/MET10/386        1921-1928     General Manager's Papers:  
Papers concerning the East London Railway including the retirement of Mr W H Parsons and the future working of the railway by Committee. Also include information on the issue of residential passes to staff and a list of maintenance staff and engineer's staff in 1924.
  
- Acc 1297/MET10/257        1924            General Manager's Papers:  
Papers regarding apprentices.
  
- Acc 1297/MET10/256        1925            General Manager's Papers:

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|                                  |           | Papers regarding apprentices.  |
| Acc 1297/MET15/2                 | 1925      | Indenture of apprenticeship:<br>Metropolitan Railway and W Locke.  |
| Acc 1297/MET10/255               | 1926      | General Manager's Papers:<br>Papers regarding apprentices.   |
| Acc 1297/MET10/564               | 1926      | General Manager's Papers:<br>Alphabetical list of all volunteers employed by the Company during the<br>General Strike of 1926. |
| Acc 1297/MET10/254               | 1927      | General Manager's Papers:<br>Papers regarding apprentices.   |
| Acc 1297/MET10/253               | 1928      | General Manager's Papers:<br>Papers regarding apprentices.   |
| Acc 1297/MET10/252               | 1929      | General Manager's Papers:<br>Papers regarding apprentices.   |
| Acc 1297/MET10/251               | 1931-1932 | General Manager's Papers:<br>Papers regarding apprentices.   |
| <br>                             |           |  |
| • <b>Watford Omnibus Company</b> |           |  |
| Acc 1297/BUS68/2                 | 1931-1933 | Wage Book  |

**III) Staff-related records available to researchers at the Newham Archives and Local Studies Library:**

- **London General Omnibus Company Ltd**

HCVC388.3041LON	1908-1910	Drivers Record Book, A-L
HCVC388.3041LON	1899-1904	Drivers Record Book M-Z
HCVC388.3041LON	1910-1914	Drivers Record Book
HCVC388.3043LON	1903-1911	Inspectors and Timekeepers Record Book Number 6
HCVC388.3042LON	1904-1909	Conductors Record Book Number 5
HCVC388.3042LON	1896-1909	Conductors Register Number 6
HCVC388.3042LON	1912-1913	Conductors Register Number 8
HCVC388.3042LON	1912-1913	Conductors Register Number 9

**IV) Records and Memorials with lists of staff held at London Transport Museum:**

Please contact the Museum Library to arrange to consult the following documents:

- **London County Council Tramways**

“Record of service in the Great War 1914-1918 by members of the Council's staff” (1922)

A copy of this book was given to all LCC staff who served in the war or their next of kin. It gives brief details of their war service, including tramways staff.

- **London Road Car Company**  
Discipline register                      1904-1908
- **London Tramways Company**  
Staff register                              c.1890
- **Metropolitan Railway**  
List of officers and staff in receipt of £200 per annum and upwards, c.1899  
Register of female staff      c.1915-1920

Please contact the Museum to enquire about access to the following war memorials held in the collection:

- **World War I Audit Office Staff Memorial Plaque**  
LTM Inventory Reference 1997/13161
- **World War I Surveyors Department, London General Omnibus Company, Staff Memorial Plaque**  
LTM Inventory Reference 1996/2976
- **World War II Elmers End Bus Garage, Memorial Plaque**  
LTM Inventory Reference 2000/8161  
This commemorates and lists the names of ten London Transport staff who were killed on 18 July 1944 when the garage was directly hit by a German V1 flying bomb.
- **World War II ‘44<sup>th</sup> Battalion, City of London, Home Guard, LPTB’ Memorial Plaque**  
LTM Inventory Reference 1996/113
- **WW2 ‘London Transport Workers Memorial Laboratory’ Memorial Plaque**  
LTM Inventory Reference 2000/15806  
This is a section of the façade from Manor House Hospital, Golders Green circa 1950.

#### V) War Memorials still on-site in London

- **World War I Hendon Bus Garage Memorial Plaque**
- **World War I Metropolitan Electric Tramways Finchley Depot Memorial Plaque**  
Both plaques are situated in front of the Finchley United Services Club in Ballards Lane on the corner of Dale Grove, Finchley.



- **World War I Metropolitan Railway Memorial Plaque at Baker Street Station**

This was created for employees of the Metropolitan Railway Company Ltd, who died in action. It was erected by the Directors, Officers and Staff of the Company. The panel has two columns of names: approximately 140 in total. The names are in alphabetical order, with the surname, forename and middle initial given.

The memorial is situated on Platform Five at Baker Street Station (Hammersmith & City Line / Circle Line Eastbound Platform). It is situated just beyond the iron gates at the main entrance to the platform, on the wall to the right. It is in a reasonably accessible place for viewing during normal opening hours. Please remember that the memorial is sited in a working station and visitors should co-operate with station staff as required. It would be recommended to visit outside of rush hours.

Photography of the memorial is NOT PERMITTED. Flash photography is not allowed on the platforms of stations as it can impair train drivers' vision. A copy of a photograph of this memorial plaque may be ordered from London's Transport Museum Picture Library.