



**PERTH &  
KINROSS  
COUNCIL**

Education &  
Children's Services

# Family History Sources

## Perth & Kinross Council Archive

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Visit Perth & Kinross Council Archive to find out more about your ancestors and how they lived. The Local Studies department in the AK Bell Library holds all the basic tools you will need for genealogical research, but after you have consulted their parish registers, statutory registers and the census returns you may wish to flesh out the skeleton of your family tree using the Archive's collections.

The Archive holds the records of Perth & Kinross Council and its predecessors, as well as the records of individuals, families, estates, businesses and local clubs and societies. The records date from the twelfth to the twenty-first centuries and range from medieval parchments to modern files, from the formal records of local government to personal letters and diaries. We also have photographs of people and events, plans of buildings and maps of the towns, countryside and estates of Perthshire and Kinross-shire.

This guide aims to cover the major holdings relating to family history and provide suggestions concerning less obvious sources. It is not fully comprehensive, but it should provide enough information about the Archive and our collections to get you started. Reference numbers of the collections have been given and it would help if you could quote these when visiting the Archive or in any communication.

For confidential or legal reasons, or because they are too fragile, some records may not be available. All our catalogued collections are listed in our pamphlet, *Summary of Holdings*, available in the Archive searchroom. You can download a copy from [www.pkc.gov.uk/archives](http://www.pkc.gov.uk/archives) where you can also view summary descriptions of our collections.

## Hours of Opening

The records are available for free consultation in the Archive searchroom on the first floor of the AK Bell Library, Perth.

We are open Monday - Friday, 9.30 am - 5.00 pm (except on public holidays at Christmas, New Year and Easter).

To consult the records on Tuesday and Thursday evenings between 5.00 pm and 8.00 pm, at least one week's notice is required. Please contact us for further details.

## Research and Reprographic Services

Photocopies of documents can often be supplied. If you are unable to visit the Archive yourself, we can search our collections on your behalf for answers to specific enquiries. Current charges for these services are available on our website or on request.

## Property

### Abridgments of Sasines

A sasine is an official record of the transfer of ownership of heritable property, ie lands and buildings. The General Register of Sasines is kept in the National Archives of Scotland in Edinburgh, but here at the Archive we hold volumes of abridgments for Perthshire and Kinross-shire. If you are trying to trace your ancestor's ownership of property the abridgments can be useful.

Perthshire sasines	1781-1986
Kinross-shire sasines	1821-1986 <i>(with gaps)</i>

## Lists of Individuals

The majority of genealogical information is to be found in records containing lists of individuals. Such information is contained in a wide range of largely official records. The most comprehensive often relate to tax assessment, but electoral records, school records and burial records all contain information about individuals.

### County Cess and Valuation Rolls

These were compiled to facilitate the collection of cess (land tax) prior to 1855. As the rolls relate to valuations of lands sometimes only the name of the lands appear and the owner's name is absent, however, the reverse is also often true. The tax only applied to land owners and did not cover tenants.

CC1/1/8/1-41	Perthshire cess rolls	1650-1852
CC2/1/5/1-2	Kinross-shire cess rolls	1828-1842

## Perth Burgh Cess and Stent Rolls

The Perth cess and stent rolls list the inhabitants liable for tax within the burgh. All rolls contain names and occupations with the later rolls containing an indication of streets. The format of the rolls varies; in some personal stent rolls the names are alphabetised by forename.

B59/21/1-111	Perth burgh cess and stent rolls	1710-1855 <i>(with gaps)</i>
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## Valuation Rolls

Valuation rolls have been compiled annually since 1855. They name or describe the property, the proprietor, the tenant or occupier and give an annual rental value. The valuation rolls give much more information than cess or stent rolls but they do have some drawbacks. Until 1884 tenants or occupiers with a lease of less than one year or rental value of under £4 per annum were omitted. Also, it is worth bearing in mind that street naming and numbering in some areas did not become the norm until the 1930s and this sometimes makes it difficult to identify certain properties.

CC1/8/1/1A-213	County of Perth valuation rolls	1855-1978, 1983-1988
CC1/8/2/1-11	County of Kinross valuation rolls	1872-1974
CC1/8/3/1-189	Burgh of Perth valuation rolls	1869-1974

Complete sets of these valuation rolls (1855-1988) can be found at the National Archives of Scotland in Edinburgh.

## Freeholders Records

These give details of people eligible to vote for county representation prior to 1832; men who were landowners with property worth £400 Scots valued rent.

CC1/13/1-10	Perthshire freeholders	1724-1831
CC2/1/6/1	Kinross-shire freeholders	1738-1815

## Electoral Registers

The 1832 Reform Act widened the franchise to include more middle class male voters, but it was not until 1928 when all men and women over the age of 21 years were entitled to vote. The registers note the names and addresses of registered voters. Information from these registers cannot be photocopied.

CC1/8/4/1-3	County of Perth registers	1901-1914
CC1/8/4-13	County of Kinross registers	1899-1929 <i>(with gaps)</i>

CC1/8/4/14-107	Perth City, Perthshire and Kinross-shire registers	1931-1974
TRC1/2/1/1-19	Tayside Region registers	1975-1993 <i>(with gaps)</i>
PE1/18/1-3	Perth burgh registers of parliamentary voters	1832-1874
PE1/18/4-68	Perth burgh registers of parliamentary and municipal voters	1835-1915
CC1/8/5/1--122	Perth burgh registers	1920-1971 <i>(with gaps)</i>
CC2/1/6/3-4	Kinrosshire registers of voters	1832-1863

### Perth Burgh Surveys

Surveys were sometimes conducted for tax purposes and there are two surviving 18C lists of inhabitants residing in Perth burgh. The first survey provides the name of the head of the family and their employment, the number of heads of the family (ie 2 equals husband and wife), the number and sex of the children and servants, the number of boarders or lodgers, and the number in the household belonging to the Established, Secession, Episcopal or Independent Church. Unfortunately the addresses are not given, although there is a surname index. The second survey was ordered of landlords to provide lists of their tenants, sub-tenants and families, together with their occupations and from which county or parish they came. This survey has a surname index.

B59/24/1/36	Inhabitants of Perth	1766
B59/24/1/40	Inhabitants of Households	1773

### Perth Militia Survey

A form was sent out to householders within the Perth burgh requiring them to list the name of every man in their house aged 18 to 45 who was liable for service with the militia. The returns give the name, occupation and street of the householder together with the names of any inhabitants eligible for service. Names of women appear only if they are the householder. There is a surname index.

PE 66/36	Perth Militia Survey	1802
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### School Records

These date largely from the 1872 Education (Scotland) Act which introduced state controlled elementary schooling. The most useful records to the genealogist are the registers of admission and withdrawal, which give the date

of admission to the school, name, date of birth, name and address of parent or guardian, last school attended, date and reason for leaving. Teachers sometimes omitted to fill in all the columns, especially the reason for leaving. The majority of registers held by the Archive are for schools that have closed.

CC1/5/1/1-16	PCC Secondary Education Committee	1893-1919
CC1/5/2/1-32	Perthshire Education Authority	1919-1926
CC1/5/3/1-55	Perth & Kinross Education Committee	1930-1973
CC1/5/4-6	Educational trusts	1841-1965
CC1/5/7/1-200	School log books	1863-1986
CC1/5/8/1-163	Registers of admissions and withdrawals	1869-1992
CC1/5/9-146	School boards and management committees	1873-1975
CC1/5/148/1-28	Schools daily registers	1856-1988
CC1/5/150/1-75	School records of work	1912-1987
CC1/5/151 - 153	School prospectuses	1899-1944
CC1/5/154/1-180	Educational endowment files	1884-1981

For reasons of confidentiality only records that are over 100 years old can be viewed, although in some cases Archive staff may search on your behalf. Data protection legislation also applies.

## Parochial Records

The Poor Law (Scotland) Act of 1845 set up parochial boards to administer poor relief on a parish basis, and in 1894 this responsibility passed to parish councils. Records vary from parish to parish but in the main you will probably find a minute book containing, amongst other business, the names and fate of applicants for poor relief. The records of two poorhouses, which supply relatively detailed information about the inhabitants, have survived.

CC1/7/1-70	County of Perth civil parishes	1845-1930
CC2/6/1-6	Kinross County parish records	1831-1930
CC1/19/1/	Atholl, Weem and Breadalbane Combination Poorhouse	1859-1930
CC1/19/2/	Upper Strathearn Combination Poorhouse	1861-1947

For reasons of confidentiality only records that are over 100 years old can be viewed, although in some cases Archive staff may search on your behalf. Data protection legislation also applies.

## Burial Registers

The Archive holds burial registers for Perth Burgh from the late 18C. The earlier registers are particularly useful as they often contain the age, address, occupation, nearest relation and cause of death. From 1855 the information is minimal, but some registers contain lair numbers.

PE1/20/1-75	Perth Town Council cemetery records	1794-1973
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## Legal Records

Legal records can have a wide variety of purposes; recording criminal activities, marital or financial disputes as well as legal transactions. Names and addresses are usually given, but they also provide a flavour of an ancestor's character and daily life.

### Perth Burgh Register of Deeds

This covers a variety of legal transactions including bonds, contracts of sale, protests and dispositions. It was often a stipulation of legal transactions that they be registered in case of any future disputes. There are two series, each with an index of persons and places.

B59/8/1-54	Old Series	1566-c1805
B59/9/1-25	New Series	1809-1879

### Criminal and Civil Cases

You can find records relating to the crimes, trials and treatment of offenders from Perthshire, Forfarshire, Fife and Kinross. The records are found in a variety of different series, and cover processes, details of transportations, public executions and other sentences. There is an index of 18C sentences and death warrants. Civil cases tend to cover marital and financial disputes.

B59/26/2/1	Criminal processes	1681-1817
B59/26/3/1-9	Executions	1693-1823
B59/26/11/1-3	Sentences and death warrants	1696-1834
CC2/1/4/3-20	Kinross Prison registers, journals and inspection books	1840-1878
PE 51	Perth burgh criminal and civil cases	1768-1900
B59/26/5/1-73	Processes of civil cases	1646-1902

## Police Records

These contain details of mostly minor criminal offences such as theft or breach of the peace. They are divided into two forces, Perth & Kinross County Constabulary and Perth Burgh Police and comprise a variety of records ranging from criminal activities to descriptions of prisoners. The police records also contain details of policemen employed.

Many of these records are subject to a 100 year closure for reasons of confidentiality, although in some cases Archive staff may search for an individual on your behalf. Data protection legislation also applies.

POL1/36-52	Registers and reports of offenders and criminals	c1855-1960
POL1/16-21	Registers of candidates, officers and constables of Perthshire police	1862-1921

## Other Legal Records

These cover a variety of licences issued to individuals for services and goods.

PE 1/40	Perth burgh porters, carters, brokers and hackney carriages	1840-1978
JP21/2/2	Licences to sell alcohol, Kinross	1810-1937
CC1/14/2-16	Licences to sell alcohol, Perthshire and Districts	1784-c1976

## Occupational Records

### Burgess Records

In order to be able to trade in Perth and be admitted to the privileges of the Guildry Incorporation you had to become a burgess. The Perth burgh accounts give details of payments of entry dues. There is an index to names.

B59/19	Burgess records	1670-1765
PE 2/1	Burgess records	1765-1801

People visiting Perth were often admitted as honorary burgesses by the council, and anyone from an army officer to a member of an aristocrat's entourage may appear in the roll. There is an index to surnames.

B59/24/1/17	Honorary and Gratis Burgess Roll	1705-1772
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## Incorporation Records

To practise certain crafts in Perth, membership of the relevant incorporation was required. Parts of the following collections contain lists and references to members.

MS 67	Glovers Incorporation	c1329-1956
MS70	Tailors Incorporation	1525-1967
MS92	Bakers Incorporation	1652-1973
MS122	Fleshers Incorporation	1603-1967
MS156	Shoemakers Incorporation	1793-1997

## Apprentice Records

Apprenticeships were the most common and necessary means of learning a trade and some indentures between masters and apprentices have survived for Perth.

B59/29/45-46	Indentures of Apprenticeship	1721-1795
B59/29/172	Indentures of Apprenticeship	1748-1784
B59/29/94	Indentures of Apprenticeship	1765-1813

## Gifts and Deposits

Gifts and deposits are records that have been gifted or are on indefinite loan by their owners to the Archive. The wide variety of such records may mean that you could find your ancestors in almost any of the collections. It is important to be flexible, and although a search could take quite a long time, the results could be really worthwhile.

## Estate Records

Records are held for some estates, and may contain details of farm tenants, farm workers, domestic servants and lists of other tenants and employees, as well as incumbent families. They can help to build a picture of life on the estate.

## Business and Industry

These include collections created by law firms and their clients, by manufacturers, retailers and other commercial institutions. They can include lists of employees, as well as financial and administrative records, title deeds and other legal papers, advertising ephemera and plans. Some may also include personal and recreational papers.

## **Unions, Guilds and Associations**

If your ancestor took part in social or political activities you may find them mentioned in the records of the many clubs, societies and organisations that the Archive holds.

## **People, Family and Communities**

These records include the personal papers of individuals as well as genealogical collections relating to particular families. They also contain the histories of specific towns or villages. These records, created by the area's communities, provide valuable insights into change and development over the centuries.

## **Education, Leisure and Recreation**

If your ancestor took part in sporting, social or educational activities you may find them mentioned in the records of the many clubs, societies and organisations that the Archive holds. These records can range from the minute books of a local Women's Rural Institute, to those of an improvement society to those of a golf club.

## **Church and Philanthropy**

Most kirk session and other church records are held at the NAS, but a few collections relating to local congregations are held by us, as are records relating to some local charities, which often include membership lists.

## **Data Protection**

Perth & Kinross Council Archive complies with the Data Protection Act (1998), which means that records concerning living persons will not be made available to another person except in exceptional circumstances. For details, please contact the Archivist.

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting  
Jan Merchant on 01738 477012

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