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CITY OF SALFORD

CULTURAL SERVICES DEPARTMENT

Archives catalogue

U143

Swinton Citizens' Advice Bureau records, 1974-80.

Deposited: Mrs. D. Hammond, Organiser, Swinton Citizens' Advice Bureau, 175 Chorley Road, Swinton, Manchester, M27 2AE, February, 1981 (indefinite loan).

Catalogued: Mrs. J. Stringer and A.N. Cross, February, 1981.

Location: Archives Centre, 658/662 Liverpool Road, Irlam, Manchester, M30 5AD.

There is an embargo of 50 years on the production of these records to members of the public without the permission of the Area Officer, National Association of Citizens' Advice Bureaux, Gaddum Centre, 274 Deansgate, Manchester, M3 4HF.

REGISTRATION

The following day books, U143/R1-3, were kept to record enquiries and indicate the name and address of the enquirer, the enquiry, the action taken, the initials of the member of staff receiving the enquiry and a number allotted for the category of the enquiry and used for statistical purposes. A running number was ascribed to each enquiry starting at 1 and ending at 10,000 and then starting again at 1. The day books U143/R1-3 are marked "A", "B" and "D". No day books marked "C" were received.

U143/R1/1-9	Day books, marked "A" (8 vols., 1 envelope containing loose papers)	1975-77
/R2/1-9	Day books, marked "B" (9 vols.)	1975-78
/R3/1	Day book, marked "D" (1 vol.)	1975-76
/R4/1	Vol. containing lists of names of enquirers in series A, B, C and D, entries being arranged firstly by first letter of surname (or of name of organisation) and then by month, apparently of enquirers making enquiries relating to finance (1 vol. marked "4")	1974-76

MAY 1981

UNOFFICIAL COLLECTIONS

REGISTRATION (contd.)

U143/R5/1-2	Vols. each marked "Legal" (2 vols., occasional cross references from nos. in A, B, C or D series, e.g. "A626", also occasional nos. beginning with letter L. e.g. "L5", "A4091 L11")	1975-78
/R6/1	Vol. marked "Legal Content Cases" and "L1- ", referenced with a running number 1-88, 1977-78 (1 vol.; first few pages with entries made in 1974 (some with nos. from A or other series added, e.g. "B3C") stapled together)	1974, 1977-78
/R7/1-2	Vols. marked "Finance" (2 vols. for inquiries relating to finance (e.g. income tax, mortgage, insurance claims) with occasional cross references from nos. in A or other series (e.g. "B3961") or with another number apparently taken from running number for one of these other series)	1975-77
/R8/1-2	Vols. each marked "Message Book" containing messages and notes inserted by Organiser or staff, with various attached papers (2 vols., very informative on the work of the Bureau)	1976-80