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CITY OF SALFORD

CULTURAL SERVICES DEPARTMENT

Archives catalogue

U255

Lower Broughton Citizens' Advice Bureau records, 1979-84.

Deposited: Mrs. J. Mann, Organiser, Lower Broughton Citizens' Advice Bureau, Lucy Street, off Great Clowes Street, Salford, M7 9ZT, September, 1985 (indefinite loan).

Catalogued: Mrs. J. Stringer, September, 1985.

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, Second Floor, Macintosh House, Shambles Square, Manchester, M4 3AF.

REGISTRATION

The following series of books, U255/R1-6, were kept to record enquiries and give the date, a running "Serial No." for each series, the name and address of the enquirer, the initials of the member of staff receiving the enquiry, the reason for the enquiry, action taken and "Category No.". Day books were marked "A", "B", "C" and "D".

U255/R1/1-9	Day books marked "A" (9 vols.)	1979-83
/R2/1-8	Day books marked "B" (8 vols.)	1979-83
/R3/1-3	Day books marked "Consumer" or "C" (3 vols., first vol. with attached typed list of headings indicating category numbers for headings for various consumer matters)	1979-83
/R4/1	Day book marked "D" (1 vol.)	1979-82
/R5/1	Vol. marked "Solicitor Rota Scheme" giving name of solicitor and firm, date and time of appointment, name and address of enquirer, nature of enquiry, advice given/and or action taken, related day book serial number and "Worker's Initials" (1 vol.)	1981-83
/R6/1-3	Vols. marked "Message Book", containing messages and notes exchanged between Organiser and members of staff, with attached newspaper cuttings and other papers, at end of each vol. a list of "Worker's Phone Numbers" (3 vols. enclosing loose papers)	1979-84