

# Reference Guide 6: Family History

## Summary

This reference guide gives a brief overview of the most commonly used genealogical sources held in Archives New Zealand's Christchurch Regional Office, and of the services that we offer to researchers. More in-depth guides to the health, justice, education, land, charitable aid and social welfare records that we hold are also available.

- September 2018

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## Introduction

### Our Holdings

We hold non-current records of Central Government in the Canterbury and West Coast regions, covering the topics listed in the contents above. Of particular importance are the archives of the Canterbury Provincial Government (1853-76), and the Canterbury Association (1848-53).

We also hold the archives of the Canterbury Regional Council (Environment Canterbury), which include those of 13 local authorities including the Lyttelton Harbour Board and the North Canterbury Catchment Board.

### Visiting Our Office

If you wish to visit our office at 15 Harvard Avenue, Wigram, Christchurch, we are open from 9:30am to 1:00pm, Monday to Friday. We are closed on public holidays. Retrievals of new requests from our stack area cease at 12.30pm. **An archivist is always available at the desk to assist you with your research.**

Please feel free to bring a **digital camera** with you when you visit, which will enable you to take photographs of any material free of charge, so long as a flash is not used. Alternatively, we do offer a pre-paid **photocopying** service for non-fragile, unbound items. We charge \$1 per page (plus a postage/email fee if not collecting). We also offer a pre-paid **digital photography** service for fragile or large format items (POA). Orders can take up to ten working days to process.

## Remote Reference Service

We do offer a research and copying service for those unable to visit us in person. Please do not hesitate to contact us via the details below for more information about this, including our fees.

Contact us:

☎ (03) 377-0760

✉ [christchurch.archives@dia.govt.nz](mailto:christchurch.archives@dia.govt.nz)

## Business Records

### Bankruptcy

There are two types of bankruptcy file: the court file, where the petition is initially filed, and a file of the Official Assignee in Bankruptcy, in whom all bankrupts' property is vested, and which may contain inventories of property and debts. Refer to: **Reference Guide 2 – Justice Records** for further information.

We hold:

- Official Assignee's files for Christchurch, Timaru and Ashburton, and Supreme/High Court files, indexes and registers from Christchurch, Timaru and West Coast courts.

*Restrictions: There is a 70 year restriction on access to Official Assignee bankruptcy files. There is a 60 year restriction on bankruptcy files, minute books and bankruptcy registers from the Supreme/High Court.*

Contact:

**NZ Insolvency and Trustee Service (Ministry of Business, Innovation & Employment)**

✉ Private Bag 4714, Christchurch 8140

☎ 0508 467 658

✉ [info@insolvency.govt.nz](mailto:info@insolvency.govt.nz)

### Companies Office

We hold:

- The files of companies struck off the register from Canterbury, from the 1870s to the mid-1990s. The files contain correspondence and annual returns giving particulars of directors and shareholders.
- Miscellaneous Companies Office registers from 1863-1978.

*Restrictions: There is a 20 year restriction (from date of closure) on access to the correspondence sections of these files.*

Contact:

**Companies Office**

☎ 0508 266 726

✉ [www.business.govt.nz/companies](http://www.business.govt.nz/companies)

# Deceased Estates

## Probate and Letters of Administration Files (Wills)

High Court probate files contain all of the legal documentation required for the granting of probate on a will, but not everyone who made a will has a probate file - the size of the estate being the determining factor in whether wills go to probate. If a person died without making a will, then there may be a file of Letters of Administration, containing the legal documentation required for the administration of the deceased person's estate. *Refer to: Reference Guide 2 – Justice Records* for further information.

*We hold:*

• *Christchurch probates from 1855-2003, Timaru probates 1871-1997 (includes Ashburton probates; and Oamaru probates post-1973), West Coast probates 1860s-1996.*

## Public Trust Wills

Public Trust wills generate a court file, but in general, until c.1950 these were filed in the Wellington High Court, and therefore archived at Archives New Zealand's Head Office there. From 1950, Public Trust wills were proved in the relevant local high courts, so from this date they can be found amongst our other probate files.

## Digitised Probate Files Online

Probate files held by Archives New Zealand's four offices are currently being digitised as part of a joint project between Archives New Zealand and FamilySearch. All probate files over 50 years old are being made available online, free of charge, for searching, viewing, and printing, via the FamilySearch website: <http://familysearch.org>

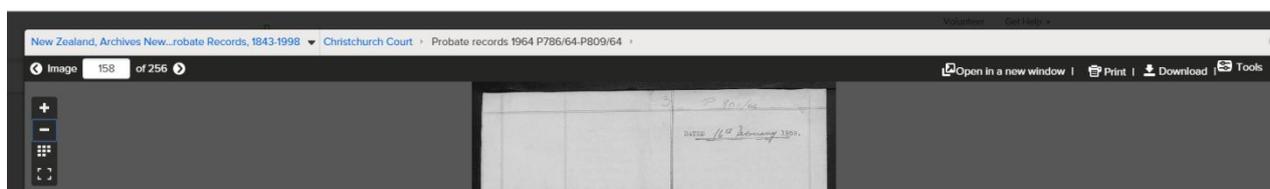
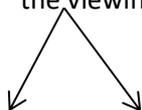
In the Christchurch Office this process is complete and all our probate files from the Canterbury and Westland regions, up to the end of 1966, have been digitised, indexed and made available on FamilySearch. At the beginning of each year, another year's worth of probates will be added to FamilySearch.

Please note that probates which have been digitised and are online will not be produced for viewing in our office, or copied for remote research requests.

### HOW TO FIND PROBATES ONLINE

1. Go to the FamilySearch website at <http://familysearch.org>, and click 'Search'. **Please note that you will need a FamilySearch account to do full searches - click on the 'Free account' box, top right, to get one**
2. Click on New Zealand on the world map, and then choose New Zealand from the box that appears
3. Scroll down to 'Filter by Collection' and click on **New Zealand, Archives New Zealand, Probate records, 1843-1998.**

- Put the name that you want in the name boxes, using the whole name as listed on Archway. Put in the probate year (from Archway) if necessary. Click on the 'Match all terms exactly' box, then click 'Search'
- On the next screen, click on the person's name
- Next click on 'View the original document' - under the document image on the right
- The first page will appear. Use the arrows either side of the image number box on the top left of the viewing screen to move to the next page or go back



You can enlarge the image or set it to full screen by clicking on the options on the top left

NB: Files are grouped together by file number and year; the file you are reading will be followed and/or preceded by other people's probate files

- You can download it or print it by using the relevant buttons in the top right corner of the image screen, and following the instructions. **Please note that if you wish to print out the file, better results will be obtained by downloading it first, and printing it from your own imaging programme.**

### CHRISTCHURCH OFFICE PROBATES CURRENTLY ONLINE (2018)

All Timaru Court probates from 1871 to 1966\*

All West Coast Court probates from 1865 to 1966\*

All Christchurch Court probates from 1859 to 1966\*

\*1967 probates will be available shortly

## Testamentary Registers (Inland Revenue Department)

These are sometimes known as Death Duty Registers. They are a record of the tax payable on a deceased person's estate, and can be useful as they provide the date of death, value of the estate and normally, the executor's and legatee's names.

*We hold:*

- Testamentary Registers for Canterbury 1867-1983, and the West Coast 1875-1983.
- Native Succession Order registers 1911-1956.
- A copy of the New Zealand Estates Index 1921-73 [CH515] (Unrestricted).

*Restrictions: Access to Testamentary Registers dated from 1921 onwards is restricted. Access to post 1921 registers has never been granted by the IRD.*

## Health

We hold some patient records from the **publicly funded** hospitals listed below. Please be aware that not all patient records have survived, and we hold only very few individual case files. We also hold records relating to some orphanages, refuges and other charitable aid institutions controlled by the hospital boards for a period – (see **Reference Guide 4: Charitable Aid & Social Welfare Institutions** for more information about these). We **do not** hold records from private institutions or individual medical practitioners. Refer to: **Reference Guide 1: Health Records** for further information.

*We hold records from the following hospitals:*

• **Canterbury Hospitals**

*Amuri Hospital, Ashburton Hospital, Bottle Lake/Infectious Diseases Hospital, Burwood Hospital, Cheviot Hospital, Christchurch Public Hospital, Christchurch Women's/St. Helen's Hospital, Coronation Hospital/Cashmere Sanatorium, Country/Cottage Hospitals, Female Refuge/Essex Hospital, Kaiapoi Hospital, Lyttelton Hospital, Methven Hospital, Nurse Maude Hospital and Camp, Princess Margaret Hospital, Queen Mary Hospital (Hanmer Springs), Rakaia Maternity Cottage, Sunnyside Psychiatric Hospital, Templeton Psychiatric Hospital.*

• **South Canterbury Hospitals**

*Fairlie Hospital, Geraldine Hospital, Temuka Hospital, Timaru Hospital, Twizel Hospital, Waimate Hospital.*

• **West Coast Hospitals**

*Buller Hospital (Westport), Denniston Hospital, Grey River/Greymouth Hospital, Kawatiri Maternity (Buller Hospital), McBrearty Maternity (Greymouth Hospital), Seaview Psychiatric Hospital (Hokitika), Westland Hospital (Hokitika).*

*Restrictions: There is a 100 year restriction on access to an individual's medical information. Please note that access permission may be obtained – refer to **Reference Guide 1: Health Records** for more information.*

## Hotel Licensing

It is not easy to find out information about liquor licenses before the end of the Provincial period in 1876. Up until the mid-1870s, licenses were issued by magistrates and the information is recorded in Provincial Gazettes, Magistrates' Letterbooks and cashbooks of the Provincial Treasurers, or among other Provincial Government correspondence.

In the mid-1870s there was a change in the system. Licensing districts and courts were established, and a register of applications kept. An Act of 1881 enlarged on this and provided for a register of licenses granted, which detailed the premises, names of the owners, names of the holders of the license, disqualifications and convictions, and applications. Often the registers also contain the minutes of the court's meetings. The majority of these records have been indexed, and can be searched by licensee or hotel on our in-house index terminal in the Reading Room.

*We hold records for the following areas:*

- *Buller, Greymouth, Hokitika, Westport.*
- *Kaiapoi, Amberley: including Kowai District, Waipara and Ashley, Hurunui.*
- *Waimate, Waitaki (including Naseby), Hakataramea, Pareora.*
- *Geraldine, Temuka, Timaru.*
- *Greater Christchurch and the area immediately south of Christchurch.*
- *Motueka Licensing district: including Takaka, Collingwood, Wakefield etc.*

*Restrictions: Some West Coast licensing committee files naming individual hotels are restricted.*

# Immigration

## Canterbury Association

*We hold:*

- *Canterbury Association Shipping Papers, which relate to the organisation, contracting and sailing of the Canterbury Association ships to Lyttelton between 1850 and 1852. The amount of extant records varies from ship to ship, but papers can include passenger lists, tender documents, invoices, instructions to/reports from officers (for example, captain or surgeon), and some correspondence. [Series: 19645]*

A wealth of other Canterbury Association material has been indexed and is searchable on our in-house index terminal. Several years of correspondence (1849-1852) have also been listed and are searchable on Archway.

## Canterbury Provincial Government

Our records are generally focused on assisted immigration schemes, run by the Government. Immigration related material from the Canterbury Association and Provincial Government has been indexed by subject (e.g. vessel) and name. Please use the in-house index terminal in the Reading Room to search through these indexes.

*We hold:*

- *Reports relating to immigration, which can be found within the records of the Canterbury Provincial Government by searching the inwards correspondence registers of the Provincial Secretary.*
- *Shipping papers relating to 13 provincial immigration scheme voyages 1860-1874. See also: **Digitised Inwards Passenger Lists Online** (below), as these have also been digitised and are available online.*
- *Several special subject files relating specifically to immigration, as well as various reports in the Papers of the Provincial Council (1853-75) [see Archway].*
- *Descriptive lists of inwards correspondence to the Provincial Secretary (ICPS), some of which relates to immigration matters, are available for searching on Archway.*

A more comprehensive index relating to Canterbury arrivals is available via the Canterbury Museum. Archives New Zealand's Head Office in Wellington also has a national index to assisted immigrants (See: **Migration Reference Guide** available on our website for national holdings).

## Digitised Inwards Passenger Lists Online

Archives New Zealand's Head Office in Wellington holds the surviving lists of passenger arrivals to New Zealand up to 1973. These passenger lists have been digitised and are now fully searchable online through the FamilySearch website, free of charge, by following these instructions:

### HOW TO FIND INWARDS PASSENGER LISTS ONLINE

1. Go to the FamilySearch website at <http://familysearch.org>, and click 'Search'. **Please note that you will need a FamilySearch account to do full searches - click on the 'Free account' box, top right, to get one**
2. Click on New Zealand on the world map, and then choose New Zealand from the box that appears

3. Go down to 'Filter by Collection' and click on **New Zealand, Archives New Zealand, Passenger Lists, 1839-1973**
4. Put the name that you want in the name boxes. You can either click the 'Match all terms exactly' box, to confine your search to an exact name, or leave it unticked to widen the search to variations of the name
5. Click 'Search'
6. On the next screen, check the search results and click on the name of any likely match
7. Next click on 'View the original document' - under the document image on the right - to see the image of the relevant page of the passenger list
8. Use the icons on the top left (+ -) to zoom in and out as necessary

Please bear in mind that not all passenger lists have survived, and that those people who paid their own way to New Zealand in the 19th century usually do not appear on the lists, as only lists of assisted immigrants were kept at that time. Both assisted and unassisted passengers appear in the 20<sup>th</sup> century lists.

In the Christchurch Office we hold lists of assisted immigrants arriving at Lyttelton, Christchurch from the 1850s to the mid-1880s only, and these lists have also been digitised as part of the initiative mentioned above.

You may also wish to browse our national **Migration Reference Guide**, available on our website. This has more comprehensive information about the nature of the migration records that we hold, including a number of further suggestions for research, should Family Search not prove fruitful.

## Department of Labour

The Immigration Division of the Department of Labour has transferred a number of important series of records relating to 20th century immigration.

*We hold:*

- *Certificates under the Immigration Restriction Act 1907-1957 [CH6].*
- *Index cards to temporary permit files, 1930-60 which include a separate index to stowaways, deserters and sick seamen [CH6].*
- *A nominal index to a subsidy scheme concerning UK immigration in the 1950s and 60s (card index) [CH6].*
- *Permanent Entry Files 1974-1976 [CH551].*

*Restrictions: Immigration records are restricted for 100 years after the individual's birth or 60 years following their death.*

## Justice/Courts

### Criminal and Civil Cases

Criminal record books and various civil registers generally exist from the beginnings of many communities. A lot of these court records are of interest to the family historian, but they require effort to use and are hedged about with various restrictions.

Please note that we do not always have complete series of items, and the appropriate court will generally hold the most recent material. It should be emphasised that although you may be able to find an entry in a register relating to a case that interests you, a detailed case file may not be extant.

Ask an archivist for more information about researching these holdings, and see **Reference Guide 2 – Justice Records**.

We hold records from:

- **Canterbury Courts:** Christchurch and Timaru sittings of the Supreme/High Court; and the Magistrates'/District (including Children's/Youth Court and the Family Court) and/or 'old' District Courts of Akaroa, Amberley, Arowhenua, Ashburton, Cheviot, Christchurch, Coalgate, Culverden, Cust, Darfield, Fairlie, Geraldine, Hampden, Hanmer, Kaiapoi, Kaikoura, Leeston, Little River, Lyttelton, Malvern, Methven, Oxford, Rakaia, Rangiora, Sheffield, Southbridge, Temuka, Timaru, Waiau, Waimate, and Waimea.
- **West Coast Courts:** Greymouth, Hokitika and Westport Supreme/High Court sittings; and the Magistrates'/District (including Children's/Youth Court and the Family Court) and/or Wardens' Courts of Ahaura, Arnold, Barrytown, Brunnerton, Camptown, Charleston, Cobden, Denniston, Dunganville, Goldsborough, Granity, Greenstone, Greymouth, Hokitika, Jackson's Bay, Kaniere, Karamea, Kumara, Lyell, Matainui, Matakiki, Murchison, Okarito, Reefton, Ross, Seddonville, Stafford, Waimangaroa, Westport, and Whataroa.

Court series we hold from Christchurch Supreme/High Court sittings include:

- Action/Civil Proceedings Files, Action Indexes, Action Minute Books, Action Registers, Admiralty Files, Aged and Infirm Persons Act 1912 Files, Appeal Registers, Appeal Files, Arbitration Court Files, Arbitration Court Registers, Bankruptcy Files, Bankruptcy Minute Books, Bankruptcy Registers, Civil Proceedings Registers, Companies Act Files, Compensation Court Registers, Compensation Act Files (Workers), Conciliation Board Industrial Arbitration Files, Conviction Files, Court of Review Registers, Criminal Trial Files, Criminal Indexes, Criminal Registers, Crown Books, Deeds Registration Act 1868 – Files, Debtors' Petitions, Divorce Files, Divorce Minute Books, Divorce Registers, Election Court records, Newspapers and Printers Acts Files, General Proceedings Registers, Industrial Agreement Files, Judges' Notebooks, Land Transfer Act Files, Law Practitioners Act Files, Lunatic/Mental Defective Act Files, Maps and Plans, Minute Books, Miscellaneous Files, Miscellaneous Registers, Mortgage Adjustments Files, Mortgagee Sale Files, Power of Attorney Files, Prisoners for Trial and Sentence records, Probate Files, Probate Registers, Proceedings in Chambers and Banco, Rating Sales Files, Rating Sales Registers, Returns of Prisoners Committed for Sentence, Returns of Prisoners Tried, Sentencing Files, Sheriffs' Warrants, Valuation Files (Notices of Appeal Against), Vice Admiralty Court Minute Books, Warrant of Attorney Files, Will Registers (Transcripts of Wills), Writs of Sale Files, Writs of Sale Registers.

**Restrictions:** There is a **complete restriction** on access to adoption registers and files from the courts, and also on Minute Books and Judges' Notebooks from the Magistrates'/District Courts. **All records relating to crime and punishment of individuals are restricted for 100 years.** Access permission must be obtained by applying to the registrar of the relevant court. Please see an archivist for contact details. Many of the other court files series (e.g. civil, miscellaneous, and bankruptcy files), with the notable exception of probate records, are restricted for 60 years and permission to access should be obtained from the registrar of the relevant court.

## Divorce Records

We hold:

- Registers and files from the Christchurch, Timaru, and West Coast divorce sittings of the Supreme/High Court. Our holdings of divorce files up to 1981 have been indexed by name, and these indexes are searchable via Archway.
- Registers and files from the Family Courts of Canterbury and the West Coast, relating to divorce proceedings from 1981 to the late 1980s - in most cases (exact holdings dates vary from court to court, ask an Archivist for further details).

**Restrictions:** The Supreme/High Court registers are not restricted, but the files are restricted for 100 years from the date of entry. Access to restricted files may be obtained through the registrar of the

relevant High Court. Post-1981 divorces fall under the Family Court's jurisdiction, we do hold many of these files but they are not able to be searched by name on Archway. Family Court files and registers are restricted for 100 years. See access permission contacts later in this guide for contact details.

**If you were a party to a divorce** and we hold the relevant file, Archives New Zealand can provide you with a copy of the order dissolving the marriage on production of sufficient proof of identity (i.e. photographic identification such as a passport or driver's licence), and payment of our fee; we cannot provide you with a copy of the whole file. Please ensure that you provide us with advance notice of your request via telephone or email, to enable us the time that we require to find, retrieve and copy the relevant part of the file for you.

## Land

### Lands and Survey

We hold most, but not all, of the records of the Department of Lands and Survey and its predecessor agencies, which document the administration of Crown Lands in the Canterbury and Westland areas. We also hold records from the former Land Titles Office (Lands and Deeds) and its successors which relate to the registration of land ownership.

Some of these records deal with land purchased or leased from the Crown, whilst others record the history of the land after it was purchased from the Government (though many of these records, particularly from c.1920s onwards, are still held by Land Information New Zealand).

You should contact Land Information New Zealand (LINZ) initially if you have any query about land; even if we do hold the appropriate records, LINZ has access to information (such as rural and town section numbers, and exact deeds volume and folio references), that could be crucial in your subsequent research here.

Contact:

**Land Information NZ**

 0800 665 463

 [www.linz.govt.nz](http://www.linz.govt.nz)

We hold:

- Records of the French settlement of Akaroa - land claims etc.
- The Canterbury Block and the Canterbury Land District - applications for land, crown grants, leases etc. [CH290].
- Retrospective Nominal Index to Purchasers of Rural Sections dating from early 1850s - 1870s. From this index it is possible to find the original applications to purchase Crown Land, as well as the ensuing Crown Grants. (A photocopy of this index is available in the Reading Room).
- Minutes of the Canterbury Land Board, where you can find (with luck) decisions made on applications, indexed by name.
- Outwards letter books of the Chief Surveyor and Commissioner of Crown Land
- Records on special settlements, and many land tenure files.
- We also hold a similar series of records for Westland.
- We also have Land Registry Office discharged mortgage files for Westland 1875-1954 and Canterbury c.1886-c.1960. You will need to obtain the mortgage number from the LINZ to access these files.

In addition, we have recently obtained the following material from LINZ:

- Canterbury, Nelson, Marlborough and Westland Deeds System Records [CH1032-CH1035]. The Deeds Indexes for all four districts and all of the Deeds Registers pertaining to the Canterbury District are available in our Land Register Room. **The Deeds Indexes have been digitised** and are available for viewing via Archway.
- Early Black, Red, and Green Maps of Canterbury, some Crown Grant Maps and Plans, and Survey Office Plans (SO) of the Canterbury, Nelson, Marlborough and Westland Districts [CH1031].

**Restrictions:** There is a 40 year restriction on land tenure files, see an archivist for relevant contacts. See **Reference Guide 5: Land Records** for further information about our holdings.

## Maori Land Court

*We hold:*

- *Copies of the Native Land Court Minute Books for the South Island and Chatham Islands [CH299].*
- *Maori Land Alienation files [CH270].*

The Minute Books and Alienation file series can provide, either collectively or individually, much information relating to whakapapa (genealogy). We suggest that researchers also contact the Maori Land Court itself, as they have items which will prove useful for this research. Their resources include up-to-date information relating to Maori land, the special collection of Native Titles, probate files, and the Maori Land Online database. See **Reference Guide 5: Land Records** for further information.

*Contact:*

**Maori Land Court**

20 Lichfield Street

Christchurch 8011

✉ DX Box WX11124, Christchurch

☎ (03) 962 4900

✉ mlctewaipounamu@justice.govt.nz

## Local Authorities

### Canterbury Regional Council/Environment Canterbury

We have a contractual arrangement with Environment Canterbury [Canterbury Regional Council] to store and provide access to their archival material.

*We hold:*

- *Material from ECAN itself, as well as records from its predecessor agencies: Lyttelton Harbour Board, North Canterbury Catchment Board, Canterbury United Council and the Waimakariri River Trust. Family history interest in Harbour Board items includes movement of ships to and from Lyttelton, and a set of nine photograph albums dating from 1865 which show pictorially the history of Lyttelton [CH 518].*

*Restrictions: Access permission must be obtained from Environment Canterbury in order to view some of this material.*

*Contact:*

**Denise Thompson**

Team Leader, Records and Archives, Environment Canterbury

☎ (03) 353-9007.

✉ denise.thompson@ecan.govt.nz

## Marine Department/Transport

*We hold:*

- *Files which list sick, missing, deserted and deceased seamen, 1947-66 [CH619]. There is no nominal index to these files.*

# Marriage, Birth and Death

Early Notice of Intention to Marry registers created by the Registrar of Births, Deaths and Marriages, have been indexed and can be searched at Archives New Zealand's Head Office in Wellington.

*We hold:*

- *Some un-indexed and indexed marriage records from parts of Canterbury and Westland, including Cust, Fairlie/Mount Cook, Pleasant Point, Rangiora, Timaru, Waimate and Waimangaroa (search our in-house index terminal for indexed material).*

Refer to: The national ***Personal Identity Reference Guide*** for more details (available on our website).

For all other birth, death and marriage records, researchers should contact the office of Births, Deaths and Marriages in the first instance. Christchurch City Libraries holds some BDM indexes on microfiche, but we recommend that you first search the indexes on BDM's historical records website <https://bdmhistoricalrecords.dia.govt.nz>

*Restrictions: Although we hold regional Birth Death and Marriage registers and indexes for Nelson, Marlborough, West Coast, Canterbury and the Chatham Islands, access to these records is **totally restricted** and all enquiries should be directed to the Registrar of Births, Deaths and Marriages.*

*Contact:*

***New Zealand Registry of Births, Deaths and Marriages (Christchurch Office)***

*Level 1 BNZ Centre,  
120 Hereford Street,  
Christchurch*

*✉ P.O. Box 25211, Christchurch 8144*

*☎ 0800 22 52 52 or (04) 463 9362*

*🌐 <http://www.dia.govt.nz/Births-deaths-and-marriages> ([www.bdm.govt.nz](http://www.bdm.govt.nz))*

***Registrar General of Births, Deaths and Marriages***

*✉ P.O. Box 10-526, Wellington 6143*

*📧 [bdm.nz@dia.govt.nz](mailto:bdm.nz@dia.govt.nz)*

## Mines

### Ministry of Energy

*We hold:*

- *Files relating to companies and individuals prospecting for gold and other minerals on the West Coast.*

### Mines Inspection Offices

*We hold:*

- *Many records from the Mines Inspection Offices in Greymouth and Westport. These cover mines, tunnels and quarries for the Coast and Canterbury as well as prospecting and exploration licences.*

## Gold

Wardens' Courts were the equivalent of the Magistrates' Courts on the goldfields. Wardens' Courts dealt with the registration and enforcement of miners' rights. Disputes often arose over claim jumping, forgeries, water races, roading, and between partners of a joint claim. Granting business licences to traders operating within the goldfields was another role.

*The Wardens' Courts records that we hold include:*

- *Registers of mining privileges. As much of this material is not indexed, researching can be quite time consuming. We are progressively indexing these records and as these indexes become available they will be searchable on our in-house index terminal. Westport Warden's Court Numerical Index Books 1900-1929 [CH 80] and Hokitika Warden's Court Application Registers 1879-1886 [CH 446] are the first of these to be made available.*

## Coal

*We hold:*

- *Various records relating to state and private coal mining. Apart from the Mines Inspection records, we hold various records from State Coal on the Coast, including accident compensation files, time books etc. from the Grey Area and Buller.*

*Restrictions: Accident compensation files and some staff files are restricted; see an archivist for relevant access permission contact details.*

## Police

Similar in content and form to the court registers are the various police registers that we hold, such as the warrant books, and diaries. These are not indexed. *Christchurch Police Record Books - Communications* (Accession: CH439) have been indexed from 1878-1882, and are searchable on our in-house index terminal. We also hold *Police Gazettes* from the post-provincial period, 1877 onwards. Digital copies of the unrestricted Gazettes (including Canterbury Provincial Police Gazettes) are available for browsing online via Archway (Series: 5803 & 17653). Refer to **Reference Guide 2: Justice Records** for more information about our police holdings.

*We hold material from:*

- *Akaroa, Amberley, Blackball, Christchurch, Coalgate, Fairlie, Granity, Greymouth, Hokitika, Islington, Kaiapoi, Karamea, Leeston, Lyttelton, Methven, Murchison, Okarito, Otira, Riccarton, Timaru, Whataroa.*

*Restrictions: Access to all police records is restricted for 100 years from the date of closure, except for Police Gazettes which are restricted for 70 years.*

## Post and Telegraph

We hold records from the Chief Postmasters' offices in Greymouth, Christchurch and Timaru.

Files relating to telegraph operations have come to us from the Regional Engineers' offices in Christchurch and Greymouth. These files may also contain information on staff employed there.

We also have later records from Telecom New Zealand Limited regarding activities of Post and Telegraph.

*We hold:*

- Files on most agencies and post offices [CH16].
- General files which may contain information on postal staff.
- An incomplete collection of Post Office Gazettes, which give names of staff [CH1116].
- Early correspondence registers 1850-60s [CH 304].
- Some architectural plans of post offices.

## Railways

We hold a wealth of information on railway activities in Canterbury and Westland.

*Holdings range from:*

- Correspondence in the Provincial period (1853-1876), to registered files relating to recent times. Files concerning individual stations may contain correspondence on station masters. See the index section of this guide for details of which Railways Staff Registers have been indexed.

See the national **Government Employment** reference guide for further information about these holdings (available on our website).

## School Records

We hold Canterbury and Westland **public school** records (including records from Special Schools) from a number of sources including the various Education Department offices, the Canterbury Secondary Schools Council, the Canterbury Education Board, the Ministry of Education, and in some cases, the schools themselves. Refer to **Reference Guide 3: Education Records** for a list of schools covered.

*School records include:*

- Registers of Daily Attendance, Registers of Admission, Progress and Withdrawal, Examination Registers (later Records of Survey, and Registers of Progress and Achievement), Examination Schedules, Classification Returns and Lists, Inspection Reports, Photographs, Property Files, Maps and Plans, Ephemera, Boards of Trustees Minutes and Reports (and those of the earlier School Councils and School Committees), Principals' Correspondence, etc.
- We also hold information on teaching staff, teacher training, and educational administration - see the above guide for more information.

**We principally hold the surviving records of closed schools.** It should also be noted that if a closed school was consolidated (merged) with another school, then its records might be found with those of the latter school. The NZ Society of Genealogists has indexed many of the admission registers that we hold. These indexes are available for viewing in the Reading Room.

Note that some education records from our region are held by museums; the Canterbury Museum for example still holds some early Canterbury Education Board records, including minute books from Canterbury and the West Coast.

*Restrictions: Restrictions apply where school records contain private information about named individuals or families (whether students or staff), records may be restricted for 60 or 100 years, depending on the degree of sensitivity of the information. Board of Trustees minutes and papers are restricted for 10 years from date of closure. Permission to see restricted records may be obtained from the Ministry of Education. To access restricted Teachers' College files contact the Christchurch College of Education. See access permission contacts later in this guide for contact details.*

## Native Schools

The administration of native schools (called Maori schools from 1952), and the associated records, were transferred from the Head Office of the Department of Education to its Auckland office in 1948. These archives are therefore held at Archives New Zealand's Auckland Regional Office. We do, however, have some brief details about the Kaiapoi Native School 1851-52 amongst our Canterbury Association archives.

## Social Welfare

We have extensive holdings relating to publicly-administered social welfare, which are detailed in-depth in **Reference Guide 4: Charitable Aid & Social Welfare Records**. We **do not** hold any material relating to private or religious social-welfare institutions and activities.

*Our holdings include:*

- *Early charitable aid material, which can be found throughout the Canterbury Provincial Government (1853-1876) archives. This material has been nominally indexed by our volunteers, & the indexes are available via our in-house index terminal (& in the case of items of individual correspondence, on Archway). The minute books & correspondence of the North Canterbury Hospital Board (& predecessors & off-shoots) are especially important in this regard (e.g. the Lyttelton Orphanage Committee, the Charitable Aid Board, the Memorial Home & Female Refuge Committee etc.) We also hold early registers & report books from many of the charitable aid institutions themselves.*
- *We hold many records from the publicly-funded social welfare institutions, which include Special Schools, Orphanages, Children's and Charitable Aid Homes. These institutions & related records are extensively detailed in **Reference Guide 4**.*
- *We hold the Social Welfare Case Files for our area, created by the Department of Social Welfare & its predecessors (now known as the Ministry of Social Development - MSD), see below regarding access.*
- *We also hold a series of War Pension files (1946-1988).*

*Restrictions: Social Welfare Case Files are **totally restricted** as they often contain sensitive personal information, including adoption information; researchers interested in this material must approach Oranga Tamariki – Ministry for Children for assistance (see access permission contacts later in this guide for contact details). Restrictions also apply to some institutional material; access permission contacts for this material range from the health boards, to Oranga Tamariki – Ministry for Children, to the Ministry of Education – depending on the institution concerned. Related material can also be found in our court holdings, and this may also be subject to restrictions.*

## Valuation/Rating Rolls

We hold valuation rolls for Canterbury, Westland, and the Chatham Islands c.1904-c.1985. These can provide proof of a person's residence in a particular area, giving the street address and the value of the property, and sometimes even the date that a house was built on a section.

*Refer to:*

- *Accessions CH36 and CH567 for Timaru, CH82 and CH568 for the West Coast, and CH41, CH76, CH321 and CH501 for Canterbury. Unless you know the exact roll reference, searching can take some time as there is no master index or other quick method of identifying the exact record by name.*

# Research Resources

## Archway

There are three Archway terminals located in the Reading Room; Archway is Archives New Zealand's online finding aid and archival description and management system. It is internet-based, and allows researchers to search for items and lists, agency and series descriptions, as well as a variety of other descriptive and contextual information. A national system, Archway enables researchers to search for records across all four Archives New Zealand offices, using the Reading Room terminals, or any internet connected PC or device. The web address for Archway is:

 [www.archway.archives.govt.nz](http://www.archway.archives.govt.nz)

## Reference Guides

Our archivists have written a number of local reference guides which give more in-depth information about many of the most frequently used records that we hold here in the Christchurch Office; you can find printed copies of these guides on the brochure carousel beside the entrance to the Reading Room. They cover the following topics:

1. *Health Records*
2. *Justice Records*
3. *Education Records*
4. *Charitable Aid & Social Welfare Records*
5. *Land Records*
6. *Family History*

National reference guides, produced by our Head Office in Wellington, are also available on our website – these cover citizenship, personal identity, war, migration, education, mental health, and government employment. See:

 [www.archives.govt.nz](http://www.archives.govt.nz)

## Website

You can find out more about our organisation, services and holdings on our website:

 [www.archives.govt.nz](http://www.archives.govt.nz)

The website also has a number of online exhibitions, and links to our social media sites, all of which give a unique window into some of our most historically significant holdings.

## In-house Indexes

Our in-house indexing system is also available via a computer terminal in the Reading Room. The indexes that are searchable on this system, largely compiled by our volunteers, are the equivalent of traditional nominal card indexes. This system also provides access to notes and other research guides and resources created by our office.

Most of the indexes are of direct use to family historians, and are **only searchable via this terminal**. As the format and style of these indexes has changed over the years, please ask an archivist for clarification of any unclear references. To give you an example of their value, a hospital register may be listed on Archway as '*Christchurch Public Hospital – Admissions Register – 1900-1905*', however, our in-house indexing system will allow you to view a list of the patients who had entries in the register, so that you will know which register to order via Archway.

**Some of the indexes currently available for searching are:**

**Akaroa - Various public officers**

- CH973/171 - Postmaster Correspondence 1871-1872
- CH973/172 - Registration Officer Correspondence 1865-1873
- CH973/173 - Returning Officer Correspondence 1861-1873
- CH973/174 - Harbour Master Correspondence 1870-1884
- CH973/176 - Statements and Accounts by the Clerk to the Bench 1866-1867
- CH973/177 - Magistrate's Court Correspondence for Clerk of the Court 1900-1924

**Canterbury Association 1849-1852**

Most of our Canterbury Association material has been indexed; the indexes were created by volunteers when the records were held at the Canterbury Museum, and they are searchable on ISYS and in hard copy.

**Canterbury Land District**

- CH290/48a - Retrospective Nominal Index of Purchasers of Rural Sections 1850-c1881 (hard copy only)

**Canterbury Provincial Government 1853-1876 [CH 287]**

Various indexes of Papers of the Provincial Council, inwards correspondence to the Provincial Secretary and the secretary for Public Works [ICPS and ICPW] have been created, following a series of themes:

- Communication (including roads, rail, post and telegraph)
- Public Works
- Charitable Aid
- Immigration
- Public Record Office Miscellaneous (these include topics such as Chinese, Doctors, Gaols, Gold, Lunatics, Lyttelton Hospital, Miners, Westland Tramway, Lyttelton Gaol Staff.)

**Charitable Aid**

- CH384, 5/3, 2 - Register of Outdoor Relief Destitute Children 1885
- CH384, 1/3, 1 - Lyttelton Orphanage Minute Book 1885-1888
- CH384, 1/3, 2 - Lyttelton Orphanage Minute Book 1888-1890
- CH 287, CP 639a/15, PPC Return of Children Supported by the Provincial Government in the Orphanage Lyttelton, 30.9.1870
- CH 287, CP 644a/9, PPC Report of the Master of the Orphanage Asylum Lyttelton 3 January 1872: Register of Children that have been in the Institution during the Year
- CH 287, CP 650d/1, PPC Report of the Master of the Orphan Asylum Lyttelton 1872: Register of Children in Orphanage from 1 October 1871 to 30 September 1872
- CH 287, CP 658a/18, PPC Report by the Master of the Orphan Asylum Lyttelton May 1874: Register of Children at 25 May 1874

**Courts**

- CH24/291 & 292 - Timaru Resident Magistrate's Court – Outwards Letterbooks [Woolcombe] 1859-1871 & 1859-1973

**Customs Department, Lyttelton**

- CH443, 1-1.01 - Inwards Correspondence 1865
- CH443, 1-1.02 - Inwards Correspondence 1866
- CH443, 2-2.01 - Outwards Correspondence 1849-1854
- CH443, 2-2.02 - Outwards Correspondence 1855-1858
- CH443, 2-2.03 - Outwards Correspondence 1858-1860
- CH443, 2-2.04 - Outwards Correspondence 1864-1865
- CH443, 2-2.05 - Outwards Correspondence 1866-1867

**Divorce**

- CH208 - Christchurch Divorces 1870-1969
- CH24 - Timaru Divorces 1909-1960
- CH924 - Timaru Divorces 1960-1977
- CH925 - Timaru Divorces 1978
- CH367 - Timaru Divorces 1979-1981
- CH826 - West Coast Divorces 1909-1981

**Education**

- CH290, 7-9 - Lyttelton, Grammar and Kaiapoi schools 1851-1852
- CH790/1 - St Albans School Admission Register 1879-1881
- CH278 - Canterbury Education Board salary cards 1885-1993

### **Female Refuge**

- CH384 - Female Refuge Indexes 1876-1902
- CH395/1a - Female Refuge / Essex Home (Hospital) Register of Weekly Returns 1887-1891
- CH395/1b - Female Refuge / Essex Home (Hospital) Register of Weekly Returns 1891-1895
- CH395/1c - Female Refuge / Essex Home (Hospital) Register of Weekly Returns 1895-1898
- CH395/1d - Female Refuge / Essex Home (Hospital) Case Book 1886-1894
- CH395/2a - Female Refuge / Essex Home (Hospital) Register of Weekly Returns 1898-1903
- CH395/2b - Female Refuge/Essex Home (Hospital) Register of Weekly Returns 1903-1908
- CH395/3a - Female Refuge / Essex Home (Hospital) Register of Weekly Returns 1908-1911
- CH395/4a - Female Refuge/Essex Hospital Diary 1903
- CH395/4b - Female Refuge/Essex Hospital Diary 1904
- CH395/4c - Female Refuge/Essex Hospital Diary 1909
- CH823/109/112 - Female Refuge/Essex Hospital Diary 1905-1908

### **Hokitika Land**

- CH75/6a - Licenses to Occupy for Crown Grants Delivered 1868-1870
- CH75/6b - Licenses to Occupy 1870-1872
- CH75/6c - Licenses to Occupy 1872-1873
- CH75/7c - Town Sections Hokitika, Okarito, Greymouth Rural and Suburban Sections Register
- CH501 - Applications for Rural, Urban and Pasturage Land 1864-1904

### **Hospitals**

- CH22/87 - Seaview Hospital Casebook 1869-1876
- CH22/88 - Seaview Hospital Casebook 1884-1897
- CH22/89 - Seaview Hospital Casebook 1888-1910
- CH22/73 - Seaview Hospital Register of Patients & Admissions 1869-1912
- CH22/78 – Register of discharges, deaths, or removals - Westland County Gaol (1869-72); Register of patients on remand-Hokitika Lunatic Asylum / Mental Hospital [Seaview] (1878-1900)
- CH293/158 - Christchurch Hospital Admission and Discharge register 1879-1880
- CH373/7 - Convalescent Camp, Avon Pine Sanatorium & Nurse Maude Hospital 1903-1906
- CH384 9/1, 1-12 Christchurch Hospital Admission Registers 1869-1911
- CH384, 9/3, 1-7 Christchurch Hospital Admission and Discharge Registers 1863-1901
- CH384, 9/2 - Bottle Lake Hospital Admission Register- Burwood 1903-1906
- CH391/19 - Westland Hospital Register of Patients 1882-1906
- CH886/169c - Timaru Hospital Old Men's Home Register 1884-1911
- CH373/20 - Nurse Maude Hospital and Camp - Register of Patients 1906-1908
- CH527/236 - Ashburton Hospital Old Man's Home Register of Patients 1903-1908
- CH527/244 - Ashburton Home – Return of Patients 1899-1903
- CH886/89 - Waimate Hospital Register of Admissions & Discharges 1878-1889
- CH886/153 - Waimate Hospital Register of Patients 1884-1908

### **Licensing**

Licensing indexes cover registers of licenses, applications and minute books. Licensing for many districts was often done through the local Magistrate's Court, which is where the bulk of our records come from.

#### **Licensing - Canterbury**

- CH14, 173-178 - Kaiapoi Magistrate's Court records 1931-1946
- CH14, 225-233 - Hurunui and Waipara Licensing Districts 1896-1946
- CH132, 700-702 - Little River Magistrate's Court records 1882-1923
- CH221, 1-33 - Christchurch Licensing Committee 1881-1964, including records covering Christchurch, Riccarton, Avon, Lyttelton, Ellesmere, Selwyn and Fendalton
- CH937, 14b - Malvern Licensing District 1882-1902
- CH937, 14c - Courtenay Licensing District 1882-1905

#### **Licensing - South Canterbury**

- CH24, 196-204 - Timaru Magistrate's Court 1894-1965
- CH24, 415-422 - Temuka Magistrate's Court 1886-1947
- CH24, 527-539 - Waimate Magistrate's Court 1882-1962

### **Miscellaneous**

- CH488/9a - Westport Harbour Board - Return of Masters 1931-1939
- CH508/1 - Westport Harbour Board - Record of Deserters 1903-1926
- CH287, CP120, ICPS 754/1871 - Deportation of Western Australian/Irish Convicts
- CH61/15c Box 8, 22/1/1 - Immigration - Chinese - 1925-52

**Police**

- CH439/12 1,1 - Christchurch Police Communications 1878
- CH439/13 1,2 - Christchurch Police Communications 1879-1880
- CH439/14 1,3 - Christchurch Police Communications 1880
- CH439/15 1,4 - Christchurch Police Communications 1880-1882

**Railways**

- CH15/3 - NZR Westport Workshop - Register of Apprentices - Locomotive 45 1890-1929
- CH15/3 - NZR Westport Workshop - Staff Register - Locomotive 15 1914-1954
- CH142/44a - NZR Greymouth - Index to Staff Register 1886-1924
- CH287 CP649a/5 - Canterbury Northern Railway – Gatekeepers 12.4.1872
- CH287 CP667b/5 - Return of All Persons Employed by the Canterbury Railway 3.6.1875

**Women's Suffrage Petition**

- We have a transcript of the 1893 Suffrage Petition searchable on the ISYS terminals, but a digital copy of the petition is now available online (fully indexed and photographed) via the NZ History website: <http://www.nzhistory.net.nz>

## Contact Details

### Access Permission

**For permission to access restricted court material, contact:**

Christchurch District Court [includes Family Court] (Registrar)  
Justice & Emergency Services Precinct, 20 Lichfield Street, Christchurch.

✉ DX: WX10021 CHRISTCHURCH.

☎ 0800 268 787 or +64 9 583 1900

✉ [christchurch.dc@justice.govt.nz](mailto:christchurch.dc@justice.govt.nz)

Christchurch High Court (Registrar)  
Justice & Emergency Services Precinct, 20 Lichfield Street, Christchurch.

✉ DX: WX10021 CHRISTCHURCH.

☎ 0800 268 787 or +64 9 583 1900

✉ [christchurchhc@justice.govt.nz](mailto:christchurchhc@justice.govt.nz)

Greymouth High/District Court [includes Family Court] (Registrar)  
60 Guinness Street, Greymouth 7805.

✉ DX: WX10403 GREYMOUTH

☎ 0800 268 787 or +64 9 583 1900

✉ [greymouth.dc@justice.govt.nz](mailto:greymouth.dc@justice.govt.nz)

Timaru High/District Court [includes Family Court] (Registrar)  
12-14 North Street, Timaru.

✉ DX: WX10639 Timaru.

☎ 0800 268 787 or +64 9 583 1900

✉ [timaru.dc@justice.govt.nz](mailto:timaru.dc@justice.govt.nz)

**For permission to access restricted social welfare/adoption material, contact:**

Oranga Tamariki – Ministry for Children  
Manager, Privacy Official Information Services, Privacy Official Information Team or  
Adoption Services

✉ PO Box 546, Wellington 6011.

☎ 0508 326 459 (Adoption and Case Files)

✉ [webadoption@ot.govt.nz](mailto:webadoption@ot.govt.nz) (Adoption)

**For permission to access restricted police material, contact:**

National Manager, Legal Services  
New Zealand Police National Headquarters  
✉ P.O. Box 3017, Wellington 6140.  
☎ 04 474 9499  
✉ archives.request@police.govt.nz

**For permission to access restricted health material from hospitals in Canterbury and Westland, contact:**

Greg Brogden (Senior Corporate Solicitor)  
Canterbury District Health Board  
✉ P.O. Box 1600, Christchurch 8140.  
✉ greg.brogden@cdhb.health.nz

**For permission to access restricted health material from hospitals in South Canterbury, contact:**

The Privacy Officer, South Canterbury District Health Board  
✉ Private Bag 911, Timaru 7940.

**For permission to access restricted education material, please contact:**

The Ministry of Education (Christchurch)  
48 Hereford Street, West End, Christchurch 8013.  
✉ P.O. Box 2522, Christchurch 8140.  
✉ enquiries.christchurch@education.govt.nz  
☎ (03) 378 7300

Manager - Records Services  
Ministry of Education (Head Office)  
✉ P.O. Box 1666, Thorndon, Wellington 6140  
✉ records.services@education.govt.nz  
☎ (04) 463 8000

**For permission to access restricted business records, contact:**

NZ Insolvency and Trustee Service (Bankruptcy)  
✉ Private Bag 4714, Christchurch 8140.  
☎ 0508 467 658

Companies Office (Dead companies files)  
☎ 0508 266 726

## Archives New Zealand Offices

**Christchurch Regional Office**

**Archives New Zealand**

15 Harvard Avenue, Wigram,  
Christchurch 8042.  
✉ P.O. Box 642, Christchurch 8140,  
New Zealand.  
☎ (03) 377-0760  
✉ christchurch.archives@dia.govt.nz

**Wellington Head Office**

**Archives New Zealand**

10 Mulgrave Street, Thorndon,  
Wellington 6011.  
✉ P.O. Box 12-050, Wellington 6144,  
New Zealand.  
☎ (04) 499-5595  
✉ research.archives@dia.govt.nz

**Auckland Regional Office**

**Archives New Zealand**

95 Richard Pearse Drive, Mangere,  
Manukau 2022, Auckland.  
✉ P. O. Box 201103, Auckland Airport,  
Manukau 2150, Auckland, New Zealand.  
☎ (09) 270-1100  
✉ auckland.archives@dia.govt.nz

**Dunedin Regional Office**

**Archives New Zealand**

556 George Street, Dunedin 9016.  
✉ P.O. Box 6183, Dunedin North, Dunedin 9059,  
New Zealand.  
☎ (03) 477-0404  
✉ dunedin.archives@dia.govt.nz