

SURREY HISTORY SERVICE  
SURREY COUNTY COUNCIL

130 GOLDSWORTH ROAD, WOKING

**3043**                    **BROOKWOOD HOSPITAL, WOKING (1867-1994):  
RECORDS, 1815-1994**

3043/1/                    MANAGEMENT UNDER SURREY  
QUARTER SESSIONS AND SURREY  
COUNTY COUNCIL (1867-1948), 1854-  
1960

3043/1/1/                ANNUAL REPORTS, 1867-1947

3043/1/1/1/            Annual reports of the Committee of Visitors,  
1867-1907

Initially reports presented to the Easter  
General Quarter Sessions. From Apr 1890  
reports were presented to Surrey County  
Council and ceased to be numbered. Dates  
given refer to calendar year to which report  
applies.

- |   |   |           |
|---|---|-----------|
| 1 | First to fourth reports, presented annually 7<br>Apr 1868-4 Apr 1871. Hardback volume.<br>Includes: general rules for the Surrey County<br>Lunatic Asylum at Brookwood, pursuant to<br>the 1853 Lunatic Asylums Act (16 & 17 Vict.<br>cap.97 s.53); rules for the guidance of the<br>attendants, servants and all persons engaged<br>in the service of the Surrey County Asylum;<br>reports of the committee of visitors to<br>Quarter Sessions and attached appendices, 24<br>Dec 1861-6 Oct 1862. | 1867-1870 |
| 2 | Second to eleventh reports, presented<br>annually 6 Apr 1869-9 Apr 1878. Hardback<br>volume   | 1868-1877 |
| 3 | Twelfth to twenty-second reports, presented<br>annually 8 Apr 1879-9 Apr 1889. Hardback<br>volume   | 1878-1888 |
| 4 | Annual report, presented on 15 Apr 1890   | 1889      |
| 5 | Annual report, presented on 21 Apr 1891   | 1890      |
| 6 | Annual report, presented on 10 May 1892   | 1891      |
| 7 | Annual report, presented on 9 May 1893  | 1892      |
| 8 | Annual report, presented on 8 May 1894  | 1893      |

9	Annual report, presented on 14 May 1895	1894
10	Annual report, presented on 12 May 1896	1895
11	Annual report, presented on 11 May 1897	1896
12	Annual report, presented on 10 May 1898	1897
13	Annual report, presented on 9 May 1899	1898
14	Annual report, presented on 8 May 1900	1899
15	Annual report, presented on 14 May 1901	1900
16	Annual report, presented on 13 May 1902	1901
17	Annual report, presented on 12 May 1903	1902
18	Annual report, presented on 10 May 1904	1903
19	Annual report, presented on 9 May 1905	1904
20	Annual report, presented on 8 May 1906	1905
21	Annual report, presented on 14 May 1907	1906
22	Annual report, presented on 12 May 1908	1907

3043/1/1/2/

Annual reports of the Lunatic Asylums  
Visiting Committee, later Mental Hospitals  
Committee, 1908-1947

Annual reports from 1909-1913 were submitted jointly by the Brookwood and Netherne Standing Sub-Committees. From 1914 the structure of the annual reports was slightly changed such that the report was submitted by the Lunatic Asylums Visiting Committee rather than the separate sub-committees. The date of presentation to Surrey County Council also ceased to be noted on the cover and was replaced by a note of the financial year to which accounts apply. Dates given below refer to calendar year to which report applies. For the period of World War I full reports do not appear to have been published.

1	Annual report, presented on 11 May 1909. Report covers only Brookwood Standing Sub-Committee.	1908
2	Annual report, presented on 10 May 1910	1909

3043/1/1/2/3	Annual report, presented on 9 May 1911	1910
4	Annual report, presented on 14 May 1912	1911
5	Annual report, presented on 22 May 1913	1912
6	Annual report, presented on 10 Nov 1914	1913
7	Annual report with audited accounts for year ended 31 Mar 1915	1914
8	Annual report, presented on 12 Nov 1918. Report does not include accounts or appendices	1917
9	Annual report, presented on 11 Nov 1919. Report does not include accounts or appendices	1918
10	Annual report with audited accounts for year ended 31 Mar 1919	1919
11	Annual report with audited accounts for years ended 31 Mar 1920 and 31 Mar 1921	1920
12	Annual report with audited accounts for year ended 31 Mar 1922	1921
13	Annual report with audited accounts for year ended 31 Mar 1923	1922
14	Annual report with audited accounts for year ended 31 Mar 1924	1923
15	Annual report with audited accounts for year ended 31 Mar 1925	1924
16	Annual report with audited accounts for year ended 31 Mar 1926	1925
17	Annual report with audited accounts for year ended 31 Mar 1927	1926
18	Annual report with audited accounts for year ended 31 Mar 1928	1927
19	Annual report with audited accounts for year ended 31 Mar 1929	1928

3043/1/1/2/20	Annual report with audited accounts for year ended 31 Mar 1930	1929
21	Annual report with audited accounts for year ended 31 Mar 1931	1930
22	Annual report with audited accounts for year ended 31 Mar 1932	1931
23	Annual report with audited accounts for year ended 31 Mar 1933	1932
24	Annual report with audited accounts for year ended 31 Mar 1934	1933
25	Annual report with audited accounts for year ended 31 Mar 1935	1934
26	Annual report with audited accounts for year ended 31 Mar 1936	1935
27	Annual report with audited accounts for year ended 31 Mar 1937	1936
28	Annual report	1937
29	Annual report	1938
30	Annual report	1939
31	Annual report	1940
32	Annual report	1941
33	Annual report	1942
34	Annual report	1943
35	Annual report	1944
36	Annual report	1945
37	Annual report	1946
38	Annual report	1947

3043/1/2/ HOSPITAL COMMITTEES, 1867-1948

3043/1/2/1/ Signed minute books of the Visiting Committee, 1867-1893

For signed minute books, Feb 1882-Sep 1884 and Oct 1893-Sep 1908, see CC767/14/1/1-9.

- |   |  |                             |
|---|--|-----------------------------|
| 1 | Signed minute book no.3. Includes manuscript quarterly reports to Quarter Sessions Easter 1867-Michaelmas 1868, with orders of the court made at each Quarter Session. | 8 Feb 1867<br>-18 Dec 1868  |
| 2 | Signed minute book no.5  | 15 Nov 1872<br>-17 Mar 1876 |
| 3 | Signed minute book no.6  | 21 Apr 1876<br>-21 Mar 1879 |
| 4 | Signed minute book no.7  | 18 Apr 1879<br>-20 Jan 1882 |
| 5 | Signed minute book no.10   | 17 Jun 1887<br>-20 Jun 1890 |
| 6 | Signed minute book no.11   | 18 Jul 1890<br>-15 Sep 1893 |

3043/1/2/2/ Signed minute books of the Brookwood Standing Sub-Committee of the Lunatic Asylums Committee, 1911-1924

For other signed minute books, 1908-1948, see CC767/14/1/10-51. For Sep-Dec 1917 only copy minutes are available: see - /1/2/4/5. Where noted, volumes are indexed by subject or person.

- |   |                                       |                             |
|---|---------------------------------------|-----------------------------|
| 1 | Signed minute book                    | 27 Jun 1911<br>-22 Mar 1912 |
| 2 | Signed minute book no.25. Indexed     | 28 Feb 1913<br>-10 Oct 1913 |
| 3 | Signed minute book. Partially indexed | 24 Mar 1916<br>-9 Jun 1916  |
| 4 | Signed minute book. Indexed           | 4 Jul 1924<br>-19 Dec 1924  |

3043/1/2/3/

Minute books of the Lunatic Asylums  
Committee, 1918-1929

Also include minutes or reports of the Finance and General Purposes Sub-Committee. Some, but not all, volumes are signed. Volumes are indexed by subject or person. For signed minute books 1908-1918 and other signed minute books 1923-1929 see CC767/16/1/1-13.

1	Minute book	8 Apr 1918 -25 Mar 1919
2	Minute book	7 Apr 1919 -23 Mar 1920
3	Minute book	19 Apr 1920 -15 Mar 1921
4	Minute book	11 Apr 1921 -13 Feb 1922
5	Minute book	3 Apr 1922 -19 Feb 1923
6	Minute book	20 Apr 1925 -21 Feb 1927
7	Minute book. Includes some minutes of Finance and General Purposes Sub-Committee not contained in minute book for Apr 1925-Feb 1927.	12 Apr 1926 -21 Feb 1927
8	Minute book	11 Apr 1927 -20 Feb 1928
9	Minute book	16 Apr 1928 -11 Mar 1929

3043/1/2/4/

Copy minutes of the Brookwood Standing  
Sub-Committee of the Lunatic Asylums  
Committee, 1907-1940

To -/-/-/1-8 minutes are unbound typescript copy minutes. From -/-/-/9 the minutes are bound typed volumes and are indexed by subject or person. These files and minute

books have been retained in addition to the signed minutes in order to show format of circulated minutes, some additional correspondence, cover gaps in series of signed minute books and for the indexes in later volumes.

3043/1/2/4/1	Copy minutes. Includes some minutes of Committee of Visitors prior to renaming on 27 Mar 1908. 1 file	11 Jan 1907 -25 Nov 1910
2	Copy minutes. 1 file	9 Dec 1910 -25 Jul 1913
3	Copy minutes. 1 file	23 Jul 1913 -6 Apr 1915
4	Copy minutes. 1 file	9 Apr 1915 -23 Mar 1917
5	Copy minutes. 1 file	13 Apr 1917 -28 Mar 1919
6	Copy minutes. 1 file	7 Apr 1919 -20 Dec 1920
7	Copy minutes. 1 file	21 Jan 1921 -2 Jun 1922
8	Copy minutes. 1 file	16 Jun 1922 -20 Jul 1923
9	Minute book	6 Apr 1923 -21 Mar 1924
10	Minute book	4 Apr 1924 -20 Mar 1925
11	Minute book	3 Apr 1925 -19 Mar 1926
12	Minute book	1 Apr 1926 -18 Mar 1927
13	Minute book	1 Apr 1927 -30 Mar 1928
14	Minute book	20 Apr 1928 -15 Mar 1929

3043/1/2/4/15	Minute book	5 Apr 1929 -21 Mar 1930
16	Minute book	11 Apr 1930 -20 Mar 1931
17	Minute book	17 Apr 1931 -18 Mar 1932
18	Minute book	15 Apr 1932 -17 Mar 1933
19	Minute book	21 Apr 1933 -16 Mar 1934
20	Minute book	20 Apr 1934 -15 Mar 1935
21	Minute book	5 Apr 1935 -20 Mar 1936
22	Minute book	22 Apr 1938 -17 Mar 1939
23	Minute book	21 Apr 1939 -15 Mar 1940
3043/1/2/5/	<u>Minute books of the House Committee, 1868-1900</u>	
	The house committee was established on 3 Feb 1868 and originally comprised four members, who examined the books, audited and visited the asylum. The house committee reported to the visiting committee, and does not always seem to have recorded its proceedings as minutes but in some instances as reports.	
1	Minute book	6 Mar 1868 -1 Oct 1880
2	Minute book	15 Oct 1880 -19 Sep 1890
3	Minute book	3 Oct 1890 -9 Mar 1900

3043/1/2/6/

Report books of the Inspecting Sub-Committee, 1891-1939

Established as a sub-committee of the house committee, this body originally comprised three or four members.

1	Report book	16 Jan 1891 -27 Mar 1914
2	Report book	8 May 1914 -7 Nov 1930
3	Report book, incorrectly described on cover as Outdoor Committee reports	21 Nov 1930 -1 Dec 1939

3043/1/2/7/

Report books and order book of the Outdoor Committee, 1882-1948

The committee was established in 1882 to report 'to each meeting of the house committee as to all farm, garden and out of doors business'. The committee was renamed the Farm and Garden Committee, c.Dec 1941.

1	Report book	3 Mar 1882 -2 Aug 1895
2	Report book	16 Aug 1895 -14 Jun 1907
3	Report book	18 Jan 1924 -18 Mar 1938
4	Report book, described on cover as of the Outside Committee	22 Apr 1938 -2 Jul 1948
5	Order book	18 May 1888 -15 Feb 1889
6	Loose papers originally filed as inserts to Outdoor Committee report book 1938-1948, consisting of typed note of farm committee meeting, 1 Oct 1943, chairman's report, 5 Dec 1947, and an undated handwritten note. 1 file	1 Oct 1943 -5 Dec 1947

3043/1/2/8/	<u>Supplementary committee papers, 1872-1945</u>	
1	Report of the Committee of Visitors of Brookwood Asylum to Her Majesty's Justices of the Peace for Surrey	20 Sep 1872
2	Notice recording names of members of committees at the asylum. 1 sheet	1895-1896
3	Miscellaneous papers relating to the visiting committee, including letter from clerk to the committee concerning conveyance of members. 1 division of a file	14 Dec 1904 -25 Mar 1908
4	File of draft reports to the Brookwood Standing Sub-committee of the Lunatic Asylums Committee by the clerk and steward, including list of staff for superannuation.	Sep 1934 -Dec 1945
5	Miscellaneous file relating to the Surrey County Council Lunatic Asylums Committee, including: proposed establishment, Netherne hospital, Merstham, Jul 1946; particulars of remuneration paid to staff at mental institutions, May 1941; proposed establishment of Brookwood, Dec 1946; correspondence relating to centralisation of accounts, Jun 1939.	Jun 1939 -Jul 1946
3043/1/3/	RULES OF THE HOSPITAL, 1867-1945	
3043/1/3/1/	<u>General rules, 1867-1945</u>	
1	General rules for the Surrey County Lunatic Asylum at Brookwood made by the Committee of Visitors. 1 vol	1867
2	Rules for the guidance of attendants and servants and all persons engaged in the service of the Surrey County Asylum at Brookwood. 1 vol	1871
3	General rules for the Surrey County Lunatic Asylum at Brookwood, made by the Committee of Visitors at a Special Meeting 20 Dec 1878 and approved by the Home Secretary 13 Jan 1879. 2 vols	1879

3043/1/3/1/4	General rules for the Surrey County Lunatic Asylum at Brookwood, made by the Committee of Visitors at a Special Meeting 21 Nov 1890 and approved by the Home Secretary 8 Dec 1890. 1 vol	1890
5	Rules for the guidance of nurses, attendants and servants at the Surrey County Mental Hospitals of Brookwood and Netherne. 2 vols, one of which contains uncredited manuscript alterations.	1929
6	Regulations to be observed by artisans employed in the works department of the Surrey County Mental Hospitals at Brookwood, Netherne and Botleys Park. Includes annotations by C.A. Ekins. 1 pamphlet of 14 rules	1932
7	Regulations for the guidance of all artisans employed by the Works Department at the Surrey County Mental Hospitals at Brookwood and Netherne. 1 pamphlet of 12 rules	nd [early 20th cent]
8	Rules for the guidance of nurses, attendants and servants at the Surrey County Mental Hospitals of Brookwood, Netherne and Botleys Park. 1 vol	1933
9	Annotated typescript of general rules, created by a special sub-committee of the Surrey County Mental Hospitals Committee. Incorrectly described on cover as 'ARP Scrap-Book'. 1 binder	Nov 1944 -Oct 1945
3043/1/3/2/	<u>Notices and warnings of rules, 1870-1932</u>	
1	Notice of rules for visitors to patients	nd [c.1870]
2	Notice of rules for visitors to patients	nd [late 19th cent-early 20th cent]
3	General rules for the head attendant	nd [late 19th cent]
4	General rules for the assistant head attendant	nd [late 19th cent]

3043/1/3/2/5	Notice to artisans, 23 Jul 1877; certificate of approval of plan of construction work, 7 Mar 1901.	23 Jul 1877 -7 Mar 1901
6	Printed <i>Rules and Regulations for the Fire Brigade</i> . Described as being in possession of dormitory night nurse. Stored as an insert.	May 1884
7	Notice for the attention of contractor's workmen, consisting of eight rules.	Sep 1884
8	Hall porter's rules, Nov 1890; small bundle of undated letters; schedule of insurance compensation to staff, Jul 1912; undated mortuary notice; rules for the guidance of nurses bathing patients, Jun 1932. 5 items	1890-1932
9	Printed notice from P. Macdonald, registrar, relating to process for registration of deaths at Brookwood Asylum.	Mar 1911
10	Ledger of manuscript staff rules, duties and instructions.	nd [1890s]
3043/1/4/	INSPECTION: COMMISSIONERS IN LUNACY, LATER BOARD OF CONTROL, 1854-1960  The Commissioners in Lunacy were the official inspectorate which had authority over all asylums in England and Wales. Further to the 1913 Mental Deficiency Act (3 & 4 Geo.V cap.28) the Commissioners were redesignated as the Board of Control.	
3043/1/4/1/	<u>Signed reports of visits to Brookwood, 1867-1960</u>  Manuscript volumes containing original reports.	
1	Signed reports. 1 vol	12 Dec 1867 -1 Aug 1916
2	Signed reports. 1 vol	10 Jul 1917 -22 Mar 1960

3043/1/4/2/

Patients book, 1927-1960

- |   |   |                            |
|---|---|----------------------------|
| 1 | Ledger recording notes of private interviews with patients by the Commissioners, described on cover as Patients Book. | 6 Dec 1927<br>-22 Mar 1960 |
|---|---|----------------------------|

3043/1/4/3/

Reports to the Lord Chancellor, 1854-1917

Each volume contains statistics and reports relating to asylums in England and Wales. Unless otherwise noted the volumes of individual reports are softback bound, volumes of multiple reports are hardback bound. Printed by Eyre and Spottiswoode, London. Many volumes are signed on the cover by Dr Brushfield.

- |    |   |                       |
|----|---|-----------------------|
| 1  | Eighth report. 1 vol  | Jun 1854              |
| 2  | Eleventh to fifteenth reports. 1 vol  | Jul 1857<br>-Mar 1861 |
| 3  | Sixteenth to nineteenth reports. 1 vol  | Jul 1862<br>-Jun 1865 |
| 4  | Sixteenth report. 1 vol   | Jul 1862              |
| 5  | Seventeenth report. 1 vol   | Jun 1863              |
| 6  | Eighteenth report. 1 vol  | Jun 1864              |
| 7  | Nineteenth report. 1 vol  | Jun 1865              |
| 8  | Twentieth report. 1 vol   | Jun 1866              |
| 9  | Twenty-second report. 1 vol   | Jun 1868              |
| 10 | Twenty-third report. 1 vol  | Jul 1869              |
| 11 | Typed extracts from twenty-third report, with attached notes of unknown authorship relating to Brookwood Hospital. 1 file | Jul 1869              |
| 12 | Twenty-fourth to twenty-sixth reports. 1 vol  | Jul 1870<br>-Jul 1872 |
| 13 | Twenty-seventh to twenty-ninth reports. 1 vol   | Jun 1873<br>-Jul 1875 |
| 14 | Thirtieth to thirty-second reports. 1 vol   | Jun 1876<br>-Jul 1878 |

3043/1/4/3/15	Thirty-third report. 1 vol	Aug 1879
16	Thirty-fourth report. 1 vol	Aug 1880
17	Thirty-fifth report. 1 vol	Jul 1881
18	Thirty-sixth report. 1 vol	Jul 1882
19	Thirty-seventh report. 1 vol	Jul 1883
20	Thirty-eighth report. 1 vol	Jul 1884
21	Thirty-ninth report. 1 vol	Jul 1885
22	Fortieth report. 1 vol	Jun 1886
23	Forty-second report. 1 vol	Jul 1888
24	Forty-fourth report. 1 vol	Jul 1890
25	Forty-fifth report. 1 vol	Jun 1891
26	Forty-sixth report. 1 vol	Jun 1892
27	Forty-eighth report. 1 vol	Jun 1894
28	Forty-ninth report. 1 vol	Jun 1895
29	Fiftieth report. 1 vol	Jul 1896
30	Fifty-first report. 1 vol	Jul 1897
31	Fifty-second report. 1 vol	Jun 1898
32	Fifty-third report. 1 vol	Jun 1899
33	Fifty-fourth report. 1 vol. Front cover missing	Jul 1900
34	Fifty-eighth report. 1 vol	Jun 1904
35	Sixty-second report. 1 vol	Jun 1908
36	Sixty-third report. 1 vol	Jun 1909
37	Sixty-fourth report. 1 vol	Jun 1910
38	Sixty-fifth report. Part I, report vol	Jun 1911
39	Sixty-fifth report. Part II, appendices. 1 vol	Jun 1911
40	Sixty-sixth report. Part I, report vol	Jun 1912

3043/1/4/3/41	Sixty-sixth report. Part II, appendices. 1 vol	Jun 1912
42	Sixty-seventh report. Part I, report vol	Jun 1913
43	Sixty-seventh report. Part II, appendices. 1 vol	Jun 1913
44	Sixty-eighth report. Part I, report vol	Jun 1914
45	Sixty-eighth report. Part II, appendices. 1 vol	Jun 1914
46	First annual report of the Board of Control for the year 1914. Part I, report vol	Feb 1916
47	First annual report of the Board of Control. Part II, appendices. 1 vol	1915
48	Second annual report of the Board of Control for the year 1915. Part I, report vol	Feb 1917
49	Second annual report of the Board of Control for the year 1915. Part II, appendices. 1 vol	1917
3043/1/4/4/	<u>Half yearly returns to commissioners, 1890-1891</u>	
	Record names and dates of admission of pauper lunatics at Brookwood on the stated date.	
1	Half yearly return of female lunatics	1 Jul 1890
2	Half yearly return of female lunatics	1 Jan 1891
3	Half yearly return of male lunatics	1 Jan 1891
3043/1/4/5/	<u>Circulars, 1866-1881</u>	
1	Circulars from the Commissioners in Lunacy	10 Oct 1866 -15 Nov 1881
3043/1/5/	INSPECTION: BOARD OF GUARDIANS AND MAGISTRATES, 1867-1945	
3043/1/5/1/	<u>Board of Guardians, 1867-1945</u>	
1	Visitors' book. Contains signed reports of visits mostly by officers of Boards of Guardians and poor law unions.	18 Nov 1867 -9 Aug 1945

3043/1/5/2/	<u>Visiting magistrates, 1874-1885</u>	
1	Visiting magistrates' attendance book. Signatures only are entered to 12 Jun 1874. No further information at all is recorded until the magistrates' visit of 26 Dec 1881, from which date onwards comments and observations are included.	20 Feb 1874 -2 Jan 1885
3043/1/6/	ADMINISTRATIVE RECORDS OF THE MEDICAL SUPERINTENDENT, 1866-1939	
3043/1/6/1/	<u>Medical Superintendent's reports to visiting committee, 1866-1939</u>	
	Ledgers recording formal reports to meetings of the visiting committee and its successors. Information varies dependent on date, but usually includes recommendations for discharge of patients, staff changes and issues relating to the running of the hospital. This series is directly succeeded by the Physician Superintendent's reports to the hospital management committee listed under records of the hospital management committee (3043/2/7/1-3).	
1	Additional Surry (sic) Asylum Medical Superintendent report book [vol.1]	7 Jun 1866 -31 Dec 1875
2	Medical Superintendent's report book, vol.2	21 Jan 1876 -20 Apr 1882
3	Medical Superintendent's report book, vol.3	14 Apr 1882 -16 Dec 1887
4	Medical Superintendent's report book, vol.4	20 Jan 1888 -16 Dec 1892
5	Medical Superintendent's report book, vol.5	7 Jan 1893 -18 Dec 1896
6	Medical Superintendent's report book, vol.6	1 Jan 1897 -27 Dec 1901
7	Medical Superintendent's report book, vol.7	10 Jan 1902 -13 Sep 1907
8	Medical Superintendent's report book, vol.8	27 Sep 1907 -17 Apr 1914

3043/1/6/1/9	Medical Superintendent's report book, vol.9 Volume includes loose inserts.	8 May 1914 -25 Jan 1918
10	Medical Superintendent's report book [vol.10]	8 Feb 1918 -1 Jul 1922
11	Medical Superintendent's report book, vol.11	22 Jul 1922 -21 Dec 1928
12	Medical Superintendent's report book, vol.12	4 Jan 1929 -15 Sep 1939
3043/1/6/2/	<u>Diaries of unidentified creator, possibly the Medical Superintendent, 1874-1877</u>  Includes names and chargeable poor law union of patients admitted, with occasional notes of administrative engagements and purchases of goods.	
1	Diary	1 Jan 1874 -31 Dec 1874
2	Diary	1 Jan 1876 -31 Dec 1876
3	Diary	1 Jan 1877 -31 Dec 1877
3043/1/6/3/	<u>Diaries of the Medical Superintendent, 1882- 1910</u>  Ledgers recording which wards and hospital buildings visited by the superintendent on each day of the month. Includes brief note as to the weather on each day.	
1	Medical Superintendent's diary	1 Apr 1882 -31 Dec 1886
2	Medical Superintendent's diary	1 Jan 1887 -31 Dec 1891
3	Medical Superintendent's diary	1 Jan 1892 -31 Dec 1897
4	Medical Superintendent's diary	1 Jan 1898 -31 Dec 1902
5	Medical Superintendent's diary	1 Jan 1903 -31 Dec 1907

3043/1/6/3/6	Medical Superintendent's diary	1 Jan 1908 -30 Sep 1910
3043/1/6/4/	<u>Correspondence, 1889</u>	
1	Letter to Dr Barton, Medical Superintendent, from Porters Brothers of London relating to an analysis of lime	21 Nov 1889
3043/1/7/	FINANCIAL AFFAIRS, 1867-1948	
3043/1/7/1/	<u>Financial account books, 1925-1937</u>	
	Ledgers show credits, debits and balances to accounts during financial year. Arranged and, where noted, indexed by account. Signed annually by the district auditor.	
1	Ledger. Indexed	1 Apr 1925 -31 Mar 1926
2	Ledger. Indexed	1 Apr 1926 -31 Mar 1927
3	Ledger. Indexed	1 Apr 1927 -31 Mar 1928
4	Ledger	1 Apr 1928 -31 Mar 1929
5	Ledger	1 Apr 1929 -31 Mar 1930
6	Ledger	1 Apr 1931 -31 Mar 1932
7	Ledger. Indexed	1 Apr 1932 -31 Mar 1933
8	Ledger. Indexed	1 Apr 1933 -31 Mar 1934
9	Ledger	1 Apr 1934 -31 Mar 1935
10	Ledger	1 Apr 1936 -31 Mar 1937

3043/1/7/2/	<u>Treasurer's account books, 1933-1937</u>	
	Record details of payments and recipients for maintenance, building, salaries and other treasurer's accounts with quarterly totals. Includes names of firms and staff.	
1	Treasurer's account book	1 Apr 1933 -31 Mar 1936
2	Treasurer's account book	1 Apr 1936 -31 Mar 1937
3043/1/7/3/	<u>General financial accounts, 1867-1939</u>	
1	Building account book, recording payments to workmen and surveyor.	29 Jun 1867 -19 Dec 1867
2	Post orders and stamps. Account book, recording daily and quarterly payments.	21 Oct 1867 -30 Sep 1876
3	Petty cash receipts. Account book, recording daily and quarterly payments.	1 Jan 1868 -29 Dec 1876
4	Petty cash account book. 1 vol	1 Apr 1919 -14 Oct 1920
5	Petty cash account book. 1 vol	1 Apr 1937 -31 Oct 1939
3043/1/8/	STAFF AND APPOINTMENTS: REGISTERS, 1866-1949	
	For an alphabetical list of employees, 1907-1924, compiled by the Brookwood Cemetery Society, see 6518/16.	
3043/1/8/1/	<u>Staff registers, 1866-1939</u>	
1	Register of officers, attendants and servants. Arranged in separate sections for male attendants and servants, female attendants and servants, and officers, within which arrangement is by date of starting service. Information for each staff member includes: date of appointment; date of resignation or dismissal; observations, often including	1 Mar 1866 -8 Nov 1929

salary and reason for resignation or dismissal. Final dates of appointments included in register: officers, including nurses, 24 Sep 1925; male attendants and servants, 10 Feb 1926; female attendants and servants, 8 Nov 1929.

- |              |   |                             |
|--------------|---|-----------------------------|
| 3043/1/8/1/2 | Index to register of officers, attendants and servants, recording page numbers for entries in -/-/-/1 above. Index is arranged under initial letter of staff surname in approximate page order. 1 vol   | (1866-1929)                 |
| 3            | Register of male and female staff. Information for each staff member includes: occupation; date of appointment; date of resignation or dismissal; observations. Dates recorded are from first appointment to last appointment, the final date of resignation recorded being 19 May 1940. Indexed.   | 15 Apr 1926<br>-6 Sep 1939  |
| 4            | Register of female staff. Information for each staff member includes: month of birth; date of entering service; promotions; date of leaving service; in some instances remarks explaining departure or resignation; in some instances home address. Covering dates recorded are those of staff entering service. Indexed. [For details of female staff, 1936-1962, see under Brookwood Hospital Management Committee Staff and Appointments.] | 19 Aug 1895<br>-17 Jul 1936 |
| 3043/1/8/2/  | <p><u>Registers of wages, 1898-1937</u></p> <p>For other salaries and wages accounts for male staff, 1908-1920, and female staff, 1910-1915, see 6518/1-11.</p>   |                             |
| 9            | Summary of salaries and wages account and artisans weekly wages account no.1  | 1898-1909                   |
| 10           | Salaries and wages account  | 1904-1905                   |
| 1            | Salaries and wages account for officers, attendants and servants. 1 ledger, arranged by month   | 30 Apr 1906<br>-31 Mar 1907 |
| 2            | Artisans weekly wages account no.5. Information for each artisan staff member includes: occupation; weekly rate of pay; wages; signature. 1 ledger  | 3 Aug 1906<br>-2 Apr 1909   |

3043/1/8/2/3	Salaries and wages account for male staff. 1 ledger, arranged by month.	31 Jan 1918 -31 Mar 1920
4	Summary of wages, recording deductions from building and repairs fund and maintenance accounts for each week. 1 ledger, arranged by quarter.	30 Jun 1921 -30 Jan 1931
5	Salaries and wages account for female staff. Information for each staff member includes: weekly salary; value of board and lodging; superannuation and National Insurance contributions; in most instances date of engagement, meaning start of employment. 1 ledger, arranged by month.	1 Apr 1923 -30 Sep 1924
6	Salaries and wages account for officers. Information for each staff member includes: annual salary; value of emoluments; pension fund and National Insurance contributions; in many instances date of engagement, meaning start of employment. 1 ledger, arranged by month.	1 Apr 1933 -31 Mar 1937
7	Salaries and wages account. Information for each staff member includes: weekly salary; emoluments; deductions. 1 ledger, arranged by week.	3 Apr 1936 -1 Jan 1937
8	Female staff ration money book  [3043/1/8/2/9-10: see above]	1935-1937
3043/1/8/3/	<u>Schedules of rates of pay, c.1900-1913</u>	
1	Table of scales of pay for attendants. 1 binder	nd [c.1900]
4	Statement of rates of pay	1904
2	Schedule of rates of pay. Indexed by occupation, including for each hospital position: annual rates of pay; number of days of annual leave; value of emoluments and money allowances; remarks. 1 ledger	Apr 1910
3	Schedule of rates of pay. Includes for each hospital position: annual rates of pay; number of days of annual leave; value of emoluments and money allowances; remarks. 1 ledger	Oct 1913

3043/1/8/4/

Pension registers, 1910-1937

Registers record pensions paid to staff for each calendar month, including names of pension recipients.

1	Superannuation certificate book	8 Apr 1910 -22 Jan 1915
2	Pension register	1 Jul 1924 -31 Mar 1933
3	Pension register. Includes loose insert of returns of particulars of pensions to Finance Department, Surrey County Council, Apr 1937.	1 Apr 1933 -31 Mar 1937

Uniform account books, 1921-1937

Arranged quarterly. Include names and signatures of nurses.

vol 10	Uniform account book, described on cover as 'Uniforms (Nurses etc.) Account'	1 Oct 1921 -Feb 1932
vol 11	Uniform account book	1 Apr 1932 -31 Mar 1937

Miscellaneous, 1903-1949

Box 92/1	Ledger recording breaches of discipline by staff. Creator unknown.	1 Dec 1903 -5 Dec 1906
Box 75/11	Sanction of removal order book. Asylum visiting committees were required under section 6 of the 1909 Asylum Officers Superannuation Act (9 Edw. VII cap.48) to send a notice allowing staff to be removed to another asylum. This was required in order to aggregate the leaving staff member's time of service in asylums. Receipts arranged in order of date of meeting of Visiting Committee. Indexed.	9 Dec 1910 -18 Nov 1949
vol 36	Register of employee agreements, described on cover as Obligation Book. Includes staff signatures agreeing to contractual obligations and receipt of hospital property.	17 Sep 1923 -5 Jan 1928
42	Record of attendants late for duty, kept by the hall porter. 1 manuscript notebook	9 Dec 1925 -14 Dec 1938

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Richard Anderson/ IS  
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