

A GUIDE TO COLONIAL SECRETARY'S OFFICE (CSO)
INWARD AND OUTWARD CORRESPONDENCE

1828 – 1878

QUICK REFERENCE GUIDE

Inward Correspondence
(Previously referred to as CSR)

Use CSO **indexes*** to locate relevant letter (see listing overleaf).



Once the relevant letter has been located, note the **name of the writer**, the **subject** and the **date of the letter**.



Scan chronological listing in AN24 (inward correspondence)** and locate the subject and date range for the letter. Note the **volume number** the letter will be in, as well as the folio numbers.



Go to the appropriate volume which is on microfilm at **Accession 36*****.

Outward Correspondence
(Previously referred to as CSF)

Use CSO **indexes*** to locate relevant letter (see listing overleaf).



Once the relevant letter has been located, note the **subject**, the **volume number** and the **letter or page number**.



Go to the appropriate volume which is on microfilm at **Accession 49*****. Scan through the reel until the correct letter or page number is located.

* CSO Indexes and Registers can be accessed in the State Records Office Search Room.

** The AN 24 (inward correspondence) inventory is located in the State Records Office Search Room.

*** Accession 36 (inward correspondence) and Accession 49 (outward correspondence) are located on microfilm in the State Records Office Microforms Area.

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EXPLANATORY NOTES

All CSO correspondence for 1828 – 1878 has been indexed. It is necessary to use these CSO indexes to locate a letter. These indexes are on microfilm at the following accession numbers:

Indexes to inward correspondence:

| | |
|--------------|-----------------------------------------------------|
| Acc 51/12 | Dec. 1828 – Apr. 1831 |
| Acc 51/13 | 12 Apr. 1831 – 23 Aug. 1834 |
| Acc 488/12 | 1 Sept. 1834 – 21 Aug. 1845 |
| Acc 51/3 | 14 Jan. 1839 – 15 Apr. 1845 |
| Acc 265/1 | 19 Jan. 1844 – 28 Dec. 1848 |
| Acc 50/6 | 2 Jan. 1849 – 30 Dec. 1851 |
| Acc 50/7 | 3 Jan. 1852 – 26 Dec. 1853 |
| Acc 51/4 & 5 | 1 Jan. 1854 – 30 Jul. 1878 (Settlers, A-M & N-Z) |
| Acc 51/6 & 7 | 1 Jan. 1854 – 31 Dec. 1861 (Official, A-M & N-Z) |
| Acc 51/8 & 9 | 1 Jan. 1862 – 31 Dec. 1871 (Official, A-M & N-Z) |

The indexes are mainly subject based, though earlier ones are chronological. After 1854 the indexes are split into

- letters from Settlers (by surname), and
- letters from Officials (by name of official or department).

The indexes give inward correspondence a number which can be disregarded.

When the State Archives acquired the inward correspondence, they were bound into 906 volumes. They were subsequently microfilmed in the order in which they were bound.

AN 24 (inward correspondence) provides the date range, and after 1839, the subjects included within each of the 906 volumes. Once the date and subject (if stated) of the letter are known, you will need to check AN 24 to find which volume the letter is in.

Indexes to outward correspondence:

| | |
|---------------|------------------------------------------------|
| Acc 49/1 | 13 Jan. 1829 – 14 Jan. 1830 |
| Acc 50/1 | 1829 - 1830 |
| Acc 488/1 | 9 Jan. 1838 – 2 Mar. 1842 |
| Acc 488/2 | 2 Apr. 1842 – 28 Dec. 1848 |
| Acc 51/1 | 3 Jan. 1849 – 30 Dec. 1851 |
| Acc 51/1 | 2 Jan. – 30 Jun. 1854 |
| Acc 50/2 & 3 | 1854 – 1878 (Settlers, A-N & O-Z) |
| Acc 50/4&5 | Jul. 1854 – Jan. 1872 (Official, A-O & P-Z) |
| Acc 488/3 & 4 | Jan. 1872 – Jun. 1878 (Official, A-M & N-Z) |

All outward CSO correspondence was copied into letterbooks (Acc. 49). There is a reply for virtually all inward correspondence.

Up to 3 September 1854, outward letters were copied chronologically into the letterbooks. After this date, letterbooks were split into three groups: Officials, Settlers and Proclamations. Correspondence remains chronological within these groups.

By noting the letter or page number, the letter itself can be quickly located in the letterbooks.

AN 24 provides more information about CSO correspondence.

Staff in the State Records Office Search Room are always happy to assist with your query.