**ARCHIVE RESEARCH INFORMATION**

**Thank you for your enquiry to the Household Cavalry Museum Archive.**

The Museum Archive has a large amount of documented information covering over 350 years of the history of the Household Cavalry as well as records of individuals who served in the 1st and 2nd Life Guards, Royal Horse Guards and Household Battalion. Unfortunately, we hold no individual service records of soldiers who served in the 1st (Royal) Dragoons, however some regimental information can be provided.

A research service is available and all work is undertaken by Museum Volunteers; as we receive no direct funding, there is a charge for each service.

The initial cost for this service is currently **£35.00** and is non-refundable regardless if information is found or not.

We cannot guarantee what type of information will be returned from your search but it is only that which we hold within our regimental archives. In many instances a search may reveal a substantial record of an individual and where the research requires a second hour of investigation, an additional **£15.00** will be required for copying documents, packaging and postal costs.

If you require a search of the archives to be carried out please complete the attached archive enquiry form giving as much information as possible and return the form with your cheque for **£35.00** made payable to “**Household Cavalry Museum Trust”.**

Payment can also be made by BACS.

Please make payment to: **Lloyds Bank,** Sort Code: 30 11 75, Ac No: 00370128

If you are making payment via BACS, please indicate on the research form, or by covering letter.

**GENERAL INFORMATION**

Researchers will endeavour to answer all enquiries as fully as the regimental archives will allow.

* 1. The information held by the regimental museum is primarily based on the historical records and the factual accounts of the regiments now constituting the Household Cavalry.
	2. Enquiries regarding individual soldiers should contain key information such as regimental/army number, rank, name, regiment and period when served.
	3. Enquiries regarding medals should contain relevant information regarding the type of award such as campaign medals, orders or decorations from gallantry, bravery or distinguished service.
	4. Information held by the museum regarding soldiers who dies in service may provide some additional facts to add to the records of the Commonwealth War Graves Commission and the OHM publication Soldiers who died in the Great War, Researchers should be advised to consult these records before contacting the regimental archives.
	5. If no information is available from the Household Cavalry Archives researchers may recommend other sources of information such as the Ministry of Defence who still hold all military personnel files from 1921 to the current date
	6. Researchers should also be aware of the Household Cavalry records held by The National Archives.

**ARCHIVE RESEARCH FORM**

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| Name:Tel (daytime):Email: | Address: |
| **REASON FOR ENQUIRY** |
| Family Research / Publishing / Medal Collector / Educational Purposes Other (please specify) |
| How did you hear about our archive? Advertisement □ Website □ Magazine or Journal □ |
| **SUBJECT FOR ENQUIRY** |
| Full Name:Regiment:Service No:Rank:Period of Service:Other details: |
| **The law requires permission to be granted by individuals to organisations to retain personal information. For Data Protection purposes the Museum needs your permission to retain your data. If this is not granted we cannot retain any of your information for communication or archive purposes. Please sign below:** |
| **£35 CHEQUE** is enclosed □ payable to **Household Cavalry Museum Trust****Please note a further charge may be necessary if extensive research is required.** |
| Signature: | Date: |

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| **OFFICE USE ONLY** |
| Date Received:Date Completed: | Ref No: | Researcher: |
| Payment(s) received: | Date(s): |

**ARCHIVE RESEARCH COST OUTLINES**

**Personal research enquiries:**

£35.00 initial administration fee regardless of whether information is found or not;

£15.00 additional fee for copying documents, packaging and postal costs if appropriate.

**Academic research:**

1. Access to the Windsor Archive is given free of charge wherever reasonably possible.

2. A copyright fee is chargeable for any image the Museum Archive holds **and** for any new images of the collection taken by the author for the agent.

3. The copyright fee may vary, however as standard:

* Where a book’s royalties are solely for the benefit of the Household Cavalry Regiment or solely for solely for the benefit of a UK registered armed services charity such as the Household Cavalry Foundation the fee may be **waived**.
* Where a book’s royalties are being shared between the author and a UK registered armed services charity such as the Household Cavalry Foundation the fee may be **reduced to 50%**.
* Where a book’s royalties are for the benefit if the author and/or a UK registered non-armed services charity the fee may be **reduced to £150+VAT per image**.

4. Fees are at the discretion of the collection’s owner, as are agreeing to variances of these fees according to circumstance.

5. Under all circumstances, and irrespective of the fee, a condition of reproduction is an acknowledgment of the Household Cavalry Museum’s copyright on **each and every** photo (either in the list of illustrations or under each image).