THE BEDFORD ESTATES

Research Enquiry Form

Please return completed forms to archive@woburn.co.uk

The Bedford Estates Archive is a private archive. We respond to public enquiries when possible. We receive hundreds of enquiries each year and always have a backlog - there may be a 3 month wait for a response to an enquiry. We apologise for any inconvenience this may cause. We do our best to meet your deadlines but business demands on the time of the archive mean this is not always possible.

Before we proceed with research requests we check what relevant documents we have and provide an approximate idea of how long the research will take. If you choose to proceed we will raise an invoice (which outlines payment methods). Once payment is received we schedule the research. We must emphasise that we cannot guarantee results and cannot give refunds based on a lack of information.

Please note that all records are closed for 100 years, so enquiries relating to information from the past century usually cannot be answered.

Name	
Email	
Telephone	
Address *required for postal enquiries and invoice purposes*	

Research Enquiry
Please be specific about the question you wish to have answered. Include information already known and relevant (e.g. names, dates of birth, marriage & death, approximate dates of employment & position held) and bibliographic references to indicate where the information originated.

Building history enquiries
We require precise details of geographic location - street names and numbers may have changed over time. Please ensure you have viewed your own title deeds before contacting us.

Family history enquiries
Information held in the archives at The Bedford Estates is not comprehensive. Genealogical information held in the archives is confined to the following categories: i) Members of the main branch of the Russell family ii) Tenants holding properties such as farms or cottages directly of the estate – rental details only. iii) Estate and household staff – employment details only. Records are not complete for any of these categories, and the Estate do not hold birth, death or marriage records, nor information relating to the family members of tenants and employees. We do not hold job descriptions.

Research Enquiry Information

Research Charges

We can undertake research at a charge of £75 (up to a maximum of two hours and includes up to 5 digital captures). Additional captures are chargeable at £2.50 per capture up to a maximum of 30 captures. These prices are exclusive of VAT, postage and packing.

Our historic staff database can be searched for free (please be aware the database is not comprehensive). If the name is found a fee of £10 would be made and this would include a digital copy of the original record.

OFFICE USE ONLY

Research Request Approved:
Date:

Invoice Paid:
Date:

Research completed:
Date:

How we use your data

The Bedford Estates is responsible for your personal data. We have administrative and technical measures in place to keep your data secure. We will use your data to fulfil our contract with you. Failure to provide the information requested may mean we cannot enter into a contract with you. We only share your data with third parties where there is a requirement to do so by law. Contracts and evidence of payment are kept for 7 years. Please direct any questions about your personal data to archive@woburn.co.uk in the first instance. For full details of your rights and how to contact the ICO see www.woburn.co.uk/privacy

Last reviewed: Jan. 2022