



Archives Department
The Duke of Wellington's Regiment Museum
Charity Number 246188
Bankfield Museum, Boothtown Road, Halifax, HX3 6HG
Email: archives@dwr.org.uk



Dear Sir or Madam,

Thank you for your recent enquiry and request for research information from our Regimental Archives.

Details of our Archives Research Service are enclosed.

If you wish us to undertake the research for you could you please complete and return the attached proforma. Please make your donation payable to "The Duke of Wellington's Regiment".

In completing the form please ensure you include as much information as possible. We aim to respond to enquiries within a month but cannot guarantee this as our researchers have to work in their own spare time. Your cheque will not be cashed until the enquiry is complete.

The Regimental Museum and Archives is a registered charity, as such we are able to reclaim the income tax from the Inland Revenue for all donations received. I would be most grateful if you would consider completing the enclosed Gift Aid Certificate, which will enable me to claim the tax on your kind donation.

Yours sincerely,

Peter Cole

Lieutenant Colonel (Ret'd)
Archives Manager

HISTORICAL RESEARCH SERVICE

1. **General.** We have a small team who can carry out historical research for you in our archives on topics relating to the Regiment. However, before asking us to do this, it is important you appreciate the limits of what we are able to do.

The information we hold mainly relates to the historical records of events of the Regiment and its various Battalions, although we do have details of some notable individuals, including those who were either killed in action (kia), died of wounds (dow), died from illness or accident during their service, or were awarded gallantry medals. The Archives does not hold personal details about individual soldiers. These may be obtained from the [Army Personnel Centre \(APC\)](#), at Kentigern House, Glasgow.

The APC holds Officers' and Soldiers' records dating back to 1920. If you require information of soldiers who served prior to 1920 you need to contact the [National Archives](#), at Kew, Surrey. Be aware that a considerable number of records were lost during the London Blitz in World War Two, as a result of a bombing raid, when approximately 60% of all records were destroyed or badly damaged.

Please note that The **West Yorkshire Regiment (14th Regiment of Foot)** is not the same as the **West Riding Regiment (33rd Regiment of Foot)**. We do not have any information about them. You will need to contact the [York Army Museum](#).

For **Duke of Wellington's Regiment - West Riding Regiment - 33rd Regiment of Foot and 76th Regiment of Foot** related historical enquiries please download and use the Archives Research Request form below. **Major research cannot start until a form has been received.**

The archives is only manned by 'spare time' volunteers, usually on Wednesday and Thursday, most weeks. It may be some time before emails are replied to.
E-Mail: historical.enquiries@dwr.org.uk

Please be aware that some information may take time for our staff to obtain and research. Although we will endeavour to reply within four weeks, from receipt of the form, we cannot guarantee it.

2. **What we need to know.**

a. The key information we nearly always need to know is when a soldier served and in which Battalion. The Battalion is especially important for those who served in WW1, when we raised 23 Battalions, and WW2 where we raised 12 Battalions, most of which saw action in widely differing theatres of war.

b. If the soldier was awarded a gallantry medal, was killed in action or died whilst serving we can normally find the details from records we hold here (principally the London Gazette, various Regimental Rolls of Honour for the World Wars and Commonwealth War Graves Commission Records) to supply enough information to identify the Battalion and hence have the starting point we need.

c. However, in nearly all other cases we will need to refer you, in the first instance to those offices where the service records are kept. Individual service records can be obtained via the Veterans Agency:

Website: www.veterans-uk.info

Email: veterans.help@spva.gsi.gov.uk

Tel: 0800 169 2277

3. **Application Form.** Once you have established the key information we need as a starting point then should you wish us to carry out any research in our archives please complete as fully as possible the Research Service Form at Annex A. Any additional information should be added on a separate sheet of paper.

4. **Research.** Once we have the basic information of when he served and in which Battalion we can then tell you what actions he would have been involved in and where he would have served in more detail. In most instances, unless specific mention is made of him in the histories or war diaries, or he was awarded a gallantry medal, we cannot tell you about any specific actions he would have carried out as an individual soldier.

5. **Donations.** In asking us to carry out research for you we would ask you to make a donation to go towards covering the cost of looking after the archives and meeting our volunteer researcher's travel costs etc. In making this donation we would wish to point out that the archives and research facilities are maintained entirely at Regimental expense, rather than the public purse, and without some recovery of cost we could not continue to provide the service. I am sure you will understand the necessity for this. That said, should your financial circumstances be such that the donation would impose a financial strain on you please let us know and we will still try to provide you with the information you seek. The donations we would suggest are as follows:

a. Enquiry research for one hour or part of an hour - UK £20.00. Overseas £25.00 (this is sufficient for most enquiries). (Payable by Sterling cheque only).

b. Additional research time at £10.00 per half hour (only with your approval).

c. Photocopying. The cost of photocopying up to 15 sheets of A4 paper is included in the suggested donation.

d. Please make cheques payable to DWR Regimental Museum. Your cheque will not be cashed until the research has been completed.

5. **Gift Aid.** The Archives, as part of our Regimental Museum, is a registered charity (number 246188) and we would ask that UK taxpayers would consider completing the attached Gift Aid Form, which will allow us to reclaim the tax paid on your donation and increase its value in helping to maintain and enhance the Archives.

6. **Visiting.** Applications to visit the Archives must be made in writing, to enable our small team of Volunteers to arrange this at a mutually convenient time.

Peter Cole

Lieutenant Colonel (Ret'd)
Archives Manager

Annex:

- A. Research Service Application Form
- B. Gift Aid Certificate

**RESEARCH APPLICATION FORM
DWR ARCHIVES**

Please return this form to:

**Regimental Archives
The Duke of Wellington's Regiment (West Riding)
Bankfield Museum
Boothtown Road
HALIFAX
HX3 6HG**

Your Name:

Your Address:

Postcode: _____

Email

Tel No:

1. Research Required:

2. Information which may help: Please write down anything which may help, including any sources that you have already used. The following could be important – dates of service, death, enlistment, promotion, retirement, ranks held, regimental numbers, battalions, medals (these frequently show name and regiment/battalion served on the rim or reverse). Continue on separate sheet if necessary.

3. I enclose my donation cheque for £..... payable to:

“DWR Regimental Museum”.

4. We anticipate that research would normally take our archivists up to one hour to complete, and our suggested donation of £20.00 is based on this. If you consider that the information you seek will clearly take longer, we would ask you to consider a more appropriate donation.

Signed:

Date:

Charity Gift Aid Declaration – single donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £ to:

Name of Charity DWR Regimental Museum (Charity No. 246188)

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

My Details

Title First name or initial(s)

Surname :.....

Full Home Address:

Postcode Date

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.