



## THE SALVATION ARMY INTERNATIONAL HERITAGE CENTRE SUBJECT GUIDE

### OFFICER RECORDS

This guide offers an overview of archives and published sources available at the International Heritage Centre relating to Salvation Army officers. You can find a large number of our records via our online catalogue, but we have many more that are not publicly visible. It is worth sending us an email even if you don't find anything online so that we can check our full catalogue.

#### *Background*

The Salvation Army is a Christian church and officers are its clergy. Since 1880, all candidates for officership have been required to undergo a period of training at one of The Salvation Army's Training Colleges, Homes, Institutes or Garrisons to qualify to be commissioned as officers.

Women and men can become Salvation Army officers, and there is no distinction in terms of the ranks they are able to hold. Until 2002 in the UK, the Orders and Regulations of The Salvation Army required that officers of either sex wishing to marry had to marry another officer or resign officership. The Salvation Army historically kept records for officer couples jointly under the husband's name, which is important to bear in mind when looking for records of female married officers. Records may switch to the wife's name if she outlived her husband.

The officer records held by the International Heritage Centre predominantly relate to officers who trained in the United Kingdom and/or spent all or part of their careers serving in the United Kingdom and Ireland Territory or under International Headquarters in London. Records of officers who trained and worked in other Salvation Army Territories will normally be held by that Territory if archive facilities are available there.

There are usually at least some surviving records for most UK officers who have served in The Salvation Army from 1878 to present, although records relating to living officers are closed under the Data Protection Act. The quantity of material for individual officers or officer couples can vary greatly, and there are some substantial gaps, particularly in our early records.

MAN		WIFE
Date of Birth	10. 10. 79	Maiden Name... <sup>L.S.O.</sup> RICHARDS, Ada Maria
Nationality	British	Date of Birth... 9. 11. 87
Occupation	Boat Builder	Nationality... British
Corps out of	Wyvenhoe	Corps out of... Stirchley
Entered T.C.	21. 11. 98	T.C. 31. 12. 07
Left T.G.	4. 5. 99	Date became Officer... 5. 11. 08 Capt
Languages	English	Languages... English
Engaged to		Date Married... 2. 5. 1910
Consent given		Rank at time of Marriage... CAPT
		Number of Children... 1

Career card for John and Ada Barrell, Overseas Department [OD/1/2]

## WHAT MATERIAL DO WE HAVE?

### ARCHIVES

---

#### *Training records*

##### Records of William Booth College

We hold a complete record of Salvation Army officers trained in the UK from 1905 to 2000 for men and from 1914 to 2000 for women. There are two series of registers from the International Training College, known as William Booth College, in our archives: one series of registers is arranged alphabetically by surname [WBC/2/1], the other is chronological by training session [WBC/2/2]. These give details such as full name, date of birth, the corps at which the cadet (officer in training) was a soldier before entering training, previous occupation, languages spoken, other skills, and details of first appointment as an officer. There is also a series of sessional lists [WBC/2/3], which include a small photograph of the cadet. Some cadets were appointed as 'sergeants', which meant they remained at the college to help train the following session of cadets. We have a list of sergeants from 1899 to 1947 [WBC/2/4].

##### Records of the Candidates Department

We also hold the records of the Candidates Department, which include the application forms of candidates successfully accepted into training as cadets [CD/4]. However, applications have only survived for a small number of candidates: we hold forms covering 1882-1990, with more complete sets from 1940 onwards.

### ARCHIVES

---

#### *Career records: UK and Ireland Territory*

We hold career records for most officers who have worked in the United Kingdom and Ireland Territory during the twentieth century. If an officer retired from active service before 1941, it is unlikely that his or her complete service record will have survived. Many records were lost when The Salvation Army's International Headquarters was bombed during the Second World War and the service records of retired officers were not subsequently recreated. However, if an officer's active service continued beyond 1941, his or her service record will usually have been reconstructed.

UK officers were traditionally organised either into one of two Territorial departments—the Field Department [FD] and the Staff Department [STF]—or into one of the two Social Services Headquarters—Women's [WSW] and Men's [MSW]. The Field Department had oversight of Field or Corps Officers, the officers in charge of local Salvation Army churches ('corps'). The Staff Department managed Staff Officers working in the departments at Territorial Headquarters and in Divisional Headquarters. The Women's and Men's Social Services Headquarters had oversight of officers working in The Salvation Army's social centres throughout the Territory. The Women's and Men's branches merged to become the Social Services in 1978.

### Career cards

We have alphabetical series of career cards for officers who worked under each of these four departments [FD/1, STF/1, WSW/1, MSW/1]. Career cards are the service records of Salvation Army officers. They include details of all appointments held by the officer or officer couple, with dates, and dates of promotions. Married couples shared career cards under the husband's name, although any appointments held individually by the woman officer before marriage are usually given. Details of any children are also included on couples' cards. Some cards have photographs.

### Dispositions of Forces

We have Dispositions of Forces for the United Kingdom and Ireland Territory for 1883, 1905, 1906, 1921, 1931 and a complete series from 1949 to present [STF/2; WMY/3/3]. These are annually published directories of current corps and Territorial Headquarters posts in the UK and Ireland Territory and the officers or employees who hold them. We also hold a Disposition of Forces from 1893 which covers officers serving in the Home Office (the National Headquarters of the former British Territory) and British Divisional Headquarters, but not corps officers [WMY/3/2].

### Field Officers' Roll Book

The papers of William Booth College include a roll book that gives details of some cadets who were appointed to corps ('to the Field') from the Training College [WBC/2/17]. This is a useful source because it covers the pre-1941 period for which most career cards have been lost. It includes appointments from as early as 1876 up to 1974, but only covers a limited number of Field Officers whose names can be searched in our online catalogue.

## ARCHIVES

---

### *Career records: International Headquarters*

We hold career records of most officers who have worked under The Salvation Army's International Headquarters during the twentieth century. As above, complete service records for officers who retired before 1941 have generally been lost.

### Career cards

We have alphabetical series of career cards from three historical International Headquarters departments: the Staff Department [SFD/1], the Overseas Department [OD/1], and the Intelligence Office [IO/1]. The Staff Department had oversight of Staff Officers working in the administrative departments of International Headquarters in the UK, whereas the Overseas Department managed UK-born officers stationed in International Territories and senior-ranking officers from all countries working in International Territories. The specifics of the work undertaken by the Intelligence Office are largely undocumented but the department's career cards include officers from all over the world.

In 1991, The Salvation Army's International Headquarters underwent major restructuring and the Overseas Department was replaced by five Zonal Departments: Africa, Americas and Caribbean, Europe, South Asia and South Pacific and East Asia. We also hold a series of career cards from one of these Zonal Departments: Europe [EUZ/1/5].

#### Officer files

In addition to career cards, the records of the Staff Department [SFD]; the Secretary's Department [SEC/1/1] and its successor, the Administration Department [AD/2]; the Overseas Department [OD/1] and its successors, the Americas and Caribbean [ACZ], Europe [EUZ], South Pacific and East Asia [PEZ] and South Asia [SAZ] Zonal Departments include more substantial files on some officers. These include correspondence files, career files, retirement files and funeral files. Files relating to living officers are closed under the Data Protection Act.

#### International leaders' files

The records of some departments also include file series specifically relating to senior ranking officers who have held international leadership appointments. These include Colonels, Lieutenant-Commissioners, Commissioners and Generals. These file series can be found in the Administration Department [AD/1/1], International Finance Department [IFD/1/1] and Overseas Department [OD/1/6] collections. Files relating to living officers are closed under the Data Protection Act.

#### Chief of the Staff's circulars

The Chief of the Staff, who is the second-in-command of The Salvation Army worldwide, publishes circular letters giving information on Officers' promotions, appointments, retirements and promotions to Glory (deaths). These relate to officers working internationally, with the rank of Lieutenant-Commissioner or above (ie the highest three ranks of The Salvation Army). We have these covering 1938-2013 [COS/2/3].

#### Editorial and Literary Department press cuttings files

The Editorial and Literary Department kept files of press cuttings relating to UK officers and a select number of high-ranking International officers. The files comprise cuttings from Salvation Army periodicals relating to the officer or officer couple, and may include associated material (photographs, correspondence, copies of career cards, etc) used in preparing the article(s). In many cases the only cutting in the file is an obituary, but for some officers the collected cuttings document their career in full. These cover the mid to late twentieth century [EDL/1].

## ARCHIVES

---

### *Career records: Salvation Army Assurance Society*

From 1891 until 1972, The Salvation Army ran an insurance company in the UK called the Salvation Army Assurance Society. In 1972 it merged with the

Wesleyan and General Assurance Society which continues to operate today as Wesleyan independently of The Salvation Army.

#### Career cards

We hold career cards for many officers who worked for the Society in the mid-twentieth century [SAAS/4/1].

#### Dispositions of Forces

We also hold Dispositions of Head Office, Provincial, Divisional and District Staff of the Salvation Army Assurance Society for 1907, 1912, 1917 and 1928 [SAAS/4/2].

### ARCHIVES

---

#### *Career records: International Territories*

We hold a small number of career records for officers who served in International Territories that do not have their own archives or where Salvation Army work has ceased. These are:

#### India Central Territory

Career cards, c1940s [IC/3/1]

#### Japan Territory

Career cards, 1932-1974 [JP/2]

#### North China Territory

Career cards and Territorial rolls, 1919-1951 [CHI/3]

#### Sweden and Latvia Territory

During the Second World War, Salvation Army leaders in Sweden provided a 'helping hand' to The Salvation Army in occupied Europe where direct contact could not be maintained with International Headquarters in London. From 1941, The Salvation Army in Sweden was forced to cease formal communication with International Headquarters and the Swedish Territory became a de facto International Headquarters for mainland Europe.

The file series from this period [SL/0] includes some correspondence files relating to officers. Files relating to living officers are closed under the Data Protection Act.

### ARCHIVES

---

#### *Resigned or dismissed officers*

Historically, The Salvation Army did not retain the career cards or other career records of officers who resigned or were dismissed from officership, so it can be difficult to track the careers of resigned or dismissed officers beyond their

training records. The Women's and Men's Social Services career cards are an exception where the cards of those who left officership were retained.

#### Registers of Resignations and Dismissals

We have a series of registers documenting resignations and dismissals from International Headquarters covering all non-UK territories from 1938 to 1987. These do not give any substantial career details.

#### Resignation correspondence files

Some more recent records of officers who resigned or were dismissed in the UK have survived, although many are closed under the Data Protection Act. These cover officers who resigned or were dismissed between 1958 and 1992, and some give career details. Our staff can search these records by name and advise as to whether they are open or closed.

### ARCHIVES

---

#### *Burial records*

We hold records relating to burials at two London cemeteries where The Salvation Army has plots for officers: Abney Park Cemetery and Camberwell New Cemetery [SFD/5]. Our records include registers of Salvation Army-owned graves and vaults for both cemeteries, giving name, date of burial and grave number for Salvation Army burials. These cover 1886-1963 for Abney Park and 1933-2001 for Camberwell New Cemetery. We also hold some correspondence relating to the arrangements for particular funerals and the maintenance of graves.

### ARCHIVES

---

#### *Personal papers*

We hold the personal papers of many UK and International Salvation Army officers. These collections range in size from one or two items to substantial collections of correspondence, photographs and other family papers. Most of our more substantial collections have been catalogued and can be found in our online catalogue, but we have many smaller collections that are not yet visible to the public, so it is worth emailing us to check.

### ARCHIVES

---

#### *Photographs*

We hold portrait photographs of many UK and International Salvation Army officers from the 1880s onwards. These cannot usually be found in our online catalogue, so it is worth emailing us to check.

## PUBLISHED SOURCES

---

### *Salvation Army periodicals: appointment lists*

Several Salvation Army periodicals historically published information about officers' appointments and promotions, either in the form of an 'Official Gazette' or a list of 'Field Changes'. Depending on the periodical or the type of list, these were published weekly, monthly or annually.

The information given in the Official Gazettes and Field Change lists is condensed into an officer's career card, so career cards are the more efficient source of information. However, in the cases where an officer's career card has not survived, these lists can be used to trace an officer's career. Heritage Centre staff will not search these lists on an enquirer's behalf because they are not indexed, but anyone is welcome to consult these in our public reading room.

#### Official Gazettes

Official Gazettes were historically included in *The War Cry* (Staff Officers, UK and international) [PER/23], *The Indian or South Asian War Cry* (officers in the Indian sub-continent) [PER/9], *The Deliverer* (Women's Social Services officers) [PER/6], and *Assurance* (Assurance Society officers) [PER/2].

#### Field Changes

Lists of Field Changes in the United Kingdom and Ireland were printed in *The Officer* several times a year from 1893-1913 [PER/15]. The list later moved to *The War Cry* where it was published annually in May (c1930-1970s) [PER/23].

#### First World War appointments

*Under the Colours*, the magazine of The Salvation Army's Naval and Military League, printed a monthly list of Salvation Army officers engaged in war work in the UK and France between 1915 and 1919 [PER/21].

## PUBLISHED SOURCES

---

### *Salvation Army periodicals: obituaries*

Obituaries for most Salvation Army Officers connected to the UK and Ireland Territory or International Headquarters were published in *The War Cry* (1880-1986) [PER/23]. These moved to *Salvationist* in March 1986 and continue to be published there today [PER/18].

*Assurance* published obituaries for some officers who served in the Assurance Society [PER/2], and *The Indian or South Asian War Cry* published obituaries for officers who served in the Indian sub-continent [PER/9].

Obituaries are generally published one to six months after the officer's death.

## PUBLISHED SOURCES

---

### *Salvation Army Year Books*

The Year Book of The Salvation Army [PER/28], published annually by International Headquarters from 1906 to present, includes three lists relating to officers:

#### "Who's Who", "Officers on Active Service" or "Biographical Information"

A worldwide list of Staff Officers of certain ranks giving some personal details such as their current appointment, details of spouse and date of training. The ranks covered are as follows: 1906-1913 Lieutenant-Colonel and above; 1915-1916 Brigadier and above; 1917-1924 Major and above; 1925-1930 Staff-Captain and above; 1931-1932 Major and above; 1933-1959 Brigadier and above; 1960-present Lieutenant-Colonel and above.

#### Retired officers

Retired Staff Officers worldwide appeared in the "Who's Who" until 1929; from 1930 onwards there is a separate list for retired officers.

#### "Roll Call", "Obituary" or "Promotions to Glory"

A list of officers of all ranks promoted to Glory in the preceding year, 1906-present. Only gives very basic detail.

## PUBLISHED SOURCES

---

### *Biographies*

The biography section of our library includes over 450 volumes, many of which relate to Salvation Army officers. These can be found in our online catalogue. For a comprehensive list of the biographies of women officers, see our sixth subject guide: Women in Ministry.

We also hold two mid-twentieth-century Salvation Army-published series of inspiring stories about officers and their work, *Liberty booklets* and *Trophy booklets*.

## OTHER POINTS OF CONTACT

---

### *Territorial Heritage Centres and Archives*

The Salvation Army has Archives and Heritage Centres in several other Territories. Records of officers who trained and worked these Territories are held in the Territorial Centres and not by us. These Territories are:

#### Australia

The Salvation Army Museum - Australia, housed across two sites, holds the Territorial Archives:

32a Barnsbury Grove  
Bexley North (Sydney)  
Tel: (02) 9502 0424  
Email: [don.callaghan@salvationarmy.org.au](mailto:don.callaghan@salvationarmy.org.au)

69 Bourke St  
Melbourne  
Tel: (03) 9653 3270  
Email: [lindsay.cox@salvationarmy.org.au](mailto:lindsay.cox@salvationarmy.org.au)

#### Canada and Bermuda

Territorial Archives  
26 Howden Rd,  
Scarborough, ON M1R 3E4  
Email: [Heritage\\_Centre@can.salvationarmy.org](mailto:Heritage_Centre@can.salvationarmy.org)

#### New Zealand, Fiji and Tonga

Heritage Centre & Archives  
20 William Booth Grove  
Trentham  
Tel: +64 4 528 8628  
Email: [archives@salvationarmy.org.nz](mailto:archives@salvationarmy.org.nz)  
Website: <https://archives.salvationarmy.org.nz/>

#### Switzerland, Austria and Hungary Territory

Heilsarmee Museum & Archiv  
Laupenstrasse 5  
(Eingang Hofseite)  
3001 Bern  
Tel. 031 388 05 79  
<https://www.heilsarmee.ch/museum-archiv>

#### USA

The Salvation Army National Archives  
615 Slaters Lane  
22314 Alexandria, Virginia  
Tel: +1 703 684 5500  
Email: [Archives@usn.salvationarmy.org](mailto:Archives@usn.salvationarmy.org)