NATIONAL ARCHIVES OF AUSTRALIA

Navy administrative records held in Melbourne

Navy administrative records held in Melbourne cover the period from Federation in 1901 until 1959. The records are held in series described as 'correspondence files' or 'correspondence series' which in general cover the wide range of naval policy, operational and administrative issues dealt with by the Department or service arm.

Until 1911 when the Royal Australian Navy (RAN) was formed, naval matters were included in the Department of Defence general correspondence series. From April 1911, when a separate Department of the Navy was created, naval matters were handled on Navy recordkeeping systems and will only be located in Defence series if the matter was referred to the Department of Defence.

The table below lists the main series of Navy administrative records held by the Melbourne office.

Using the records

Most of the series listed in the table are controlled by a three number multiple numbering system similar to that used by the Army for administrative records. For more information of the multiple numbering system please see *Fact sheet 135 – Army administrative records*.

It is often possible to identify individual record items from these series by using the control records such as index cards and registers that were created with the records. Several of the subject indexes to the Navy series are available in the research centre of the Victorian Archives Centre. These records can be difficult to use for those unfamiliar with them, and working with them is usually time consuming.

Some of the records listed in the table have the term 'personnel file' or 'personnel matters' included in the description. Despite this description, the files relate mainly to administrative matters (such as conditions of service, staffing or industrial matters) and are not individual personnel files in the usual understanding of this term. While these records may provide information about individuals, it is recommended that genealogical researchers commence their research by consulting the records listed in Fact Sheets relating to Navy service below.

Navy correspondence records in the Melbourne office

Title or description of record	Date range	Series number
Correspondence files	1911–21	MP472/1
Correspondence files	1911–21	MP1049/14
Correspondence files	1911–21	MP1185/6
Correspondence files (personnel files)	1911–21	MT574/1
Correspondence files	1922–23	MP525/1
Correspondence files	1922–23	B5572
Correspondence files (personnel files)	1922–23	MT574/2
Secret and confidential correspondence files	1911–22	MP1049/1
Secret and confidential correspondence files	1911–22	MP1185/8
Correspondence files	1923–50	MP124/6
Correspondence files	1923–50	MP138/1
Correspondence files	1923–50	MP139/1
Correspondence files	1923–50	MP150/1
Correspondence files	1923–50	MP151/1
Correspondence files	1923–50	MP692/1
Correspondence files	1923–50	MP981/1
Correspondence files	1923–50	MP1049/3
Correspondence files	1923–50	MP1185/9
Secret and confidential correspondence files	1923–50	MP1049/5
Secret and confidential correspondence files	1923–50	MP1049/9
Secret and confidential correspondence files	1923–50	MP1185/8
Correspondence files relating to civil personnel matters	1923–50	MT917/1
Correspondence files relating to civil personnel matters	1923–50	MP763/1
Correspondence files relating to civil personnel matters	1923–50	B4881
Correspondence files relating to civil personnel matters (industrial)	1923–50	MP1049/7
Correspondence files relating to naval personnel matters	1923–50	MT856/1
Correspondence files relating to naval personnel matters	1923–50	MT1214/1
Correspondence files relating to naval personnel matters	1923–50	MT1334/1
Correspondence files	1951–59	MP691/1
Correspondence files	1951–59	MP1185/12
Confidential and restricted correspondence files	1951–59	MP926/1
Confidential and restricted correspondence files	1951–59	MP1049/18
Confidential and restricted correspondence files	1951–59	MP1185/11
Secret correspondence files	1951–59	MP1049/6
Secret correspondence files	1951–59	MP1185/10

Correspondence files relating to naval personnel matters	1951–59	MT1136/1
Navy Historical Records files	1944–75	B6121

For more information

For further information on Navy records see:

- *Fact sheet 30 - Navy service records*
- *Fact sheet 31 - Navy crew and ships records*
- *Fact sheet 137 - Navy service records held in Melbourne*