

GUIDE: BRAC COUNCIL CORRESPONDENCE

About Council Correspondence

Councils are required to maintain a record of correspondence sent (Letter Books) and received (Inward Correspondence), and refer to all aspects of Council operations.

Most items in this Guide can be ordered via the PROV catalogue. Visit our [Maps & Plans](#) page for resources that will help you identify which council's records are relevant to your research.

City of Sandhurst-City of Bendigo Council Inward Correspondence



1855-1899

Letters to council are wide and varied in both author or content and offer fascinating historical and aesthetical insight. Most documents are kept in packets arranged by date range (between a fortnight and a month's worth of correspondence per packet). Some early pieces are arranged by topic. Items can be ordered by packet (in the case of a box order, only one packet will be provided at a time).

To find items relevant to your research, search key terms in the [City of Sandhurst Inward Correspondence 1855-1899 Index](#) and use the notes to place an order through the PROV catalogue. The Index lists the following information:

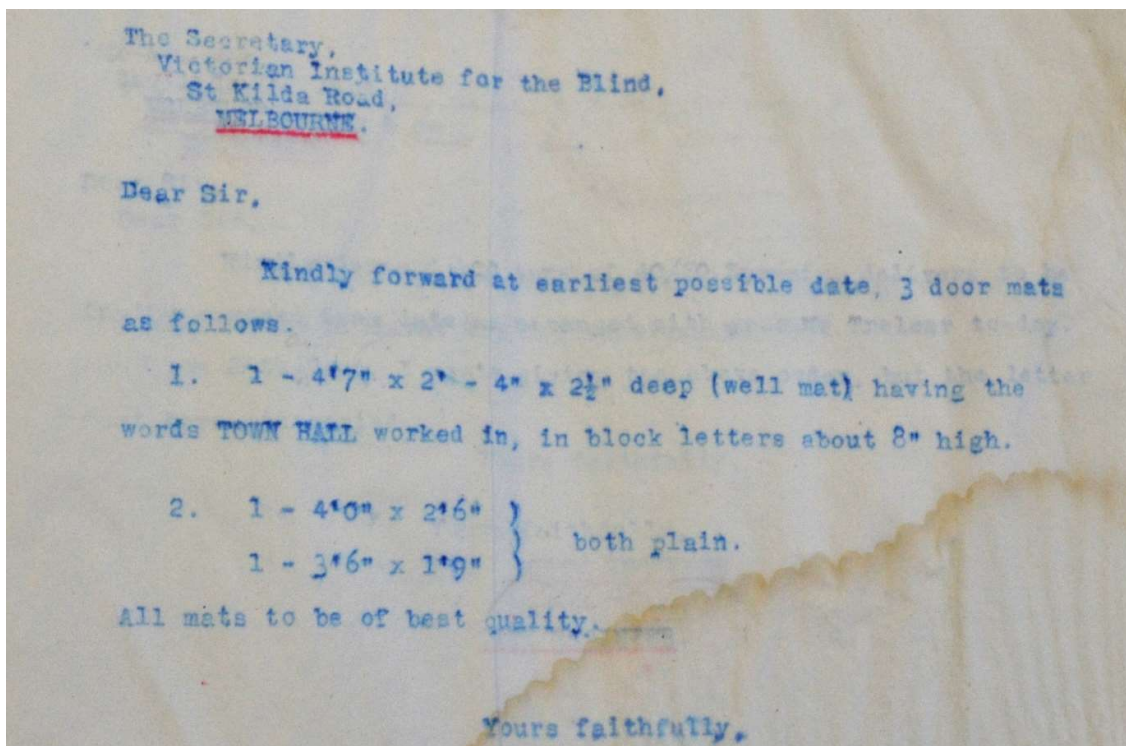
- Date & Author
- General topic
- More specific contents

It's sometimes possible to match responses to correspondence in this series in the **City of Sandhurst Letter Books** (see below).

1900-1994

Items in this collection are not catalogued and must be ordered directly through BRAC via email using the [Uncatalogued Item Order Form](#). This 20th century series is held at the Nolen Street Repository and at least a week's notice is required to retrieve items. Letters in this series are ordered both by year and subject and a broad index for the early units in this series can be found on the [Collections](#) page of the website.

City of Sandhurst-City of Bendigo Council Outward Correspondence (Letter Books)



1856-1860 1864-1868 1879-1885
1904-1906 1908-1909 1921-1923 1927-1930

Letter books record copies of all correspondence sent out by Council staff both in response to received letters and also in following up Council Business. Later books are type written but many of the earlier editions are in very poor condition with ink-on-rice-paper being very difficult and sometimes impossible to read.

In some instances, responses in these books can be related to letters received by Council in the **Inward Correspondence** series.

Also in the BRAC Collection

Shire of McIvor Outward Letter Books

1873-1874 1883-1892 1891-1898 1909-1910
1937-1958 1977 1980-1994

Shire of East Loddon Inward Correspondence

1916-1918 and 1934-1955

Shire of East Loddon Outward Correspondence (Letter Books)

1888-1894 1893-1901 1905-1906 1905-1910
1916-1918 1927-1933 1938-1940 1944-1995