

## **HBCA Information Sheet: Personnel Records**

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The Hudson's Bay Company Archives is an excellent source of information for those studying individuals who were at some point employed by the Hudson's Bay Company. Depending on the period and location of employment, researchers may be able to find a variety of documentation on specific employees, such as age, parish of origin, locations where employed, positions held and occasionally photographs. It is important to keep in mind, however, that the records created by the HBC reflect its business operations; therefore, genealogical information may be limited. Records which are available for borrowing on microfilm can be ordered through our Microfilm Loan Program. Microfilm numbers can be found in our Keystone Archives Descriptive Database by searching series titles in the Archival Descriptions database, and consulting the list of records linked to the series description.

The following are series of records that contain information about HBC employees.

<b>Series Title</b>	<b>Dates</b>	<b>Location Codes</b>	<b>Available for microfilm loan</b>
Servants' contracts	1780-ca. 1926	A.32/1-60	Yes
Officers' and servants' ledgers and account books	1719-1922	A.16/1-114	Yes
Officers' and servants' wills	1763-1921	A.36/1-15	Yes
Lists of HBC servants	1774-1841	A.30/1-17	Yes
Servants' character and staff records	1822-1832, 1851-1905	A.34/1-5, 8	Yes
Northern Department servants' engagement registers	1823-1893	B.239/u/1-3	Yes
Northern Department abstracts of servants' accounts	1821-1892	B.239/g/1-113 B.235/g	Yes
Southern Department abstracts of servants' accounts	1821-1892	B.135/g/1-74	Yes
Montreal Department abstracts of servants' accounts	1821-1850 1853-1892	B.134/g/1-66	Yes
Columbia District abstracts of servants' accounts	1827-1844	B.223/g/1-8	Yes
Oregon Department abstracts of servants' accounts	1853-1862	B.223/g/9-17	Yes
Western Department abstracts of servants' accounts	1853-1892	B.226/g/1-39	Yes
Abstracts of servants' accounts	1892-1923	D.33/1-22 B.239/g/114	Yes
Departmental and district staff records	1871-1915	D.38/8-44	Yes
Confidential reports on clerks and postmasters	1873-1894	D.38/6-7	Yes
Fur trade and saleshops engagement registers and character reports	1887-1912	D.38/54-57	Yes
Fur Trade Department personnel records	1880-1925	RG3/40A/1	No
Fur Trade Department personnel records	1866-1925	RG3/40A/2	No
Fur Trade Department personnel records	1862-1930	RG3/40B/1	No
Management personnel files	1903-1977	RG2/38/1-128	No
Officers' and servants' ledgers maintained by the Canadian Committee	1917-1937	RG2/50/1-4	No

Ex long service employees files	1928-1973	RG2/36/1-39	No
Ex long service employees individual files	1903-1972	RG2/37/1-207	No
Fur Trade Department personnel dossiers	1930-1937	RG3/41A	No

The Hudson's Bay Company Archives also contains some records of the former North West Company, which united with the HBC in 1821. To find microfilm numbers for these records, consult the on-line finding aids on our website.

Series Title	Dates	Location Codes	Available for microfilm loan
North West Company servants' contracts	1798-1803	F.5/1	Yes
North West Company employee accounts ledger	1811-1821	F.4/32	Yes

### Further Sources

Researchers should note that records created at fur trading posts and stores can contain valuable information about employees as well, especially account books. Post and store records can be searched for in the Keystone Archives Descriptive Database by searching for the names of specific posts where an individual may have worked.

### Suggested Reading

Briggs, Elizabeth and Anne Morton. *Biographical Resources at the Hudson's Bay Company Archives, Volumes 1 & 2*. Winnipeg: Westgarth, 1996-2003.