

## INTRODUCTION

The Secretariat Circulars of the East Africa Protectorate and Kenya Colony and Protectorate are contained in five reels of film. Included are most circulars and circular letters issued by the British administration from 1916 through 1962. As presented in this index, these documents total 4,164 titles. They were photographed by the Kenya National Archives through a joint microfilm project with Syracuse University under successive grants from the National Science Foundation.

This index was compiled during 1982-83 under a grant from the National Endowment for the Humanities.

Secretariat Circulars were features of colonial rule in Kenya from as early as the year 1900 and represent an additional continuity in yearly issue up to 1916. While none appear in the reels or the index, many of them can be found scattered throughout the various provincial files.

Generally, the circulars and the accompanying circular letters were issued as explanations, reminders, clarifications, and interpretations of laws, rules, regulations, and policy within the colony. Others were circulated to notify officials of amendments and other changes involving those laws, rules, regulations, and policy. Some were simply announcements of special events or important visitors and indicated practices and procedures to be followed at such times.

Throughout the period (1916-1962) the colonial administration identified its circulars and letters by a variety of names:

1. Secretariat Circular.
2. Secretariat Circular Letter.
3. Circular.
4. Circular Letter.
5. Letter.
6. Secretariat (Establishment) Circular.
7. Secretariat (Establishment) Circular Letter.
8. Establishment Circular.
9. Establishment Circular Letter.
10. Chief Secretary's Circular.

11. Secretariat Memorandum.

12. Note.

In addition, the government released a number of unidentified documents, all of which were in circular or circular letter form.

Departmental and individual sources of the circulars were:

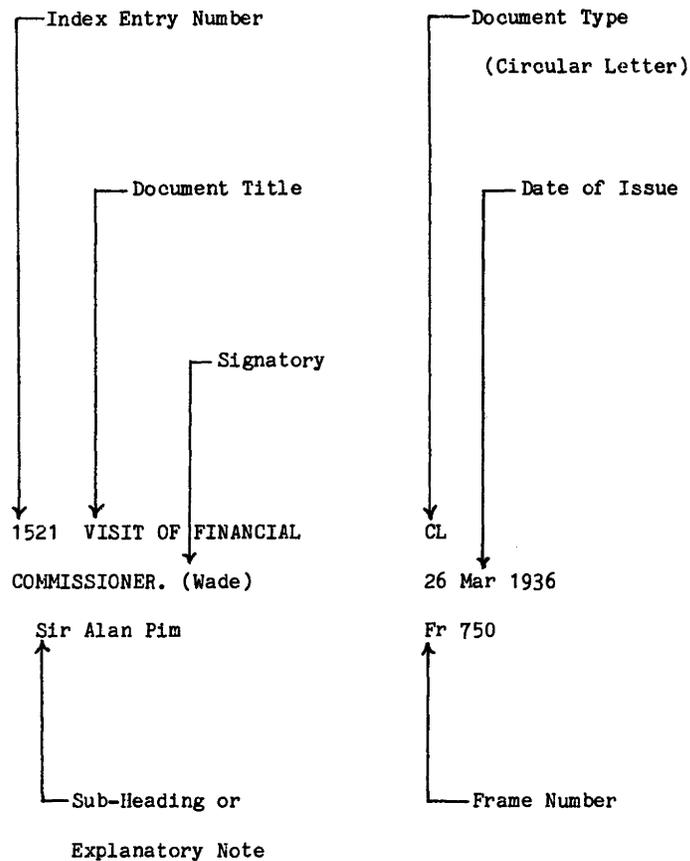
1. The Secretariat (1916-26, 1928-30, 1932-54).
2. Native Affairs Department (1931).
3. Office of the Chief Native Commissioner (1931).
4. Office of the Member for Agriculture and Natural Resources (1950).
5. Office of the Chief Secretary (1954-61).
6. Establishment(s) Division (1954-58, 1960-61).
7. Office of Leader of the House (1961).
8. Governor's Office (1962).

The principal signatories of the circulars and circular letters were holders of the offices of Colonial Secretary, Acting Colonial Secretary, Chief Secretary, Acting Chief Secretary, Director of Establishments, and Acting Director of Establishments. As many as 30 more offices and positions were represented by the 125 identified signers of the documents.

From 1916 through 1920, many circulars are missing.

1916	Reel 3	69 of 86 missing.
1917	Reel 3	68 of 80 missing.
1918	Reel 3	79 of 102 missing.
1919	Reel 3	75 of 113 missing.
1920	Reel 3	41 of 88 missing.

After 1922 most files are complete. An exception is the circulars of 1927 which are totally missing from the films. Circulars and letters for that year, numbering over one hundred items, can be found throughout the various provincial records.

FORMAT:

Index Entry Number: Assigned to each document by the compilers of the index and running consecutively from 1 to 4164, reel 1 through reel 5. Its use is only for ease of indexing since there is no continuous pagination and frame numbers are repeated on each reel.

Document Title: In all but a few instances, it is transcribed as written. Particular spellings and phraseology of the times are retained, as are a small number of mistakes and omissions. The following forms are used where problems exist:

1. (UNTITLED): no title given.

2. (ILLEGIBLE TITLE): title faded, out of focus, or otherwise unreadable.
3. (ILLEGIBLE DOCUMENT): document faded, out of focus, or otherwise unreadable.
4. (NO TITLE PAGE): title page omitted, either skipped in filming or never included in the file.
5. (PARTIAL DOCUMENT): page(s) missing, either skipped in filming or never included in the file.

Signatory: The last name of the signer of the document, enclosed in parentheses. The following forms are used where problems exist:

1. (No Sig): no apparent signature affixed.
2. (Illeg Sig): signature faded, out of focus, or otherwise unreadable.

Sub-Heading or Explanatory Note: Indented on the line below the signature. It is intended to expand the reader's awareness of the scope of the document. Its two main functions are:

1. A listing of important names, organizations, ordinances, etc.
2. An explanatory note when content is obscure in the title, when the title fails to indicate the full content of the document, or when the title is missing.

Document Type: Five different abbreviations are used in the index:

1. SC (numbered and unnumbered): identifies all circulars regardless of their actual names: Secretariat Circulars, Circulars, Secretariat (Establishment) Circulars, Establishment Circulars, Chief Secretary's Circulars, and Service Circular.
2. CL (numbered and unnumbered): identifies all circular letters regardless of their actual names: Secretariat Circular Letters, Circular Letters, Letters, Secretariat (Establishment) Circular Letters, and Establishment Circular Letters.

3. (CL?): identifies all unspecified documents that have been issued in circular or circular letter form and are probably circular letters.
4. NOTE.
5. CM: Circular Memorandum.

Date of Issue: The date the document was written. Chronology throughout the files is generally consistent. Most of the time, where inconsistencies are present, the document identification number determines the order. Four date forms are used:

1. 21 Jun 1936: standard use.
2. ? Jun 1936: day illegible.
3. No Date: date omitted.
4. Illeg Date: date faded, out of focus, or otherwise unreadable.

Frame Number: In compilation of annual files, no apparent attempt was made at continuous pagination. During filming, however, an automatic counter registered the frame number, which is visible alongside each document. These numbers are useful only in respect to each reel since they are not continued from reel to reel. They begin anew on each successive film. Three indexing forms are used:

1. Fr 621                    single-frame document.
2. Fr 621,22                two-frame document.
3. Fr 621-23                multiframe document.

Five general problems occur throughout the films:

1. Lighting or illumination problems are infrequent and can best be observed in faded frames, indicating over-exposure, and darkened frames, indicating under-exposure. The only such problem of extended length occurs on reel 4 for the years 1949 through 1951, frames 885-1230.
2. Most documents were filmed one per frame. Occasionally, circulars and circular letters were photographed two per frame. This resulted in a duplication of a frame

number for successive documents.

3. Where circulars were photographed twice, the frame count corresponds. A one-page circular, filmed twice, is indexed as a two-frame document.
4. Breaks in frame numeration in the index are related to:
  - (a) File covers.
  - (b) File title pages.
  - (c) Film identification labels.
  - (d) Blank frames.

5. The files were not filmed in an annual chronology, but that is a problem of file compilation and not of filming.

Reel composition is as follows:

Reel 1	1921-23, 1925-26, 1928-29, 1932-35.
Reel 2	1936-42.
Reel 3	1916-22, 1924, 1928, 1930-31, 1937, 1942-44.
Reel 4	1945-59.
Reel 5	1951-62.

A number of other problems are apparent within the reels. Some, such as an occasional document out of numerical or date sequence, are of a minor nature. Several other incongruities and sources of possible error, however, emphasize the necessity for caution in using the circulars for documentation.

1. Reel 1, 1929, 57 circulars, Fr 752-834, filmed in reverse order (57 through 1).
2. Reel 3, 1937, SC 22, Fr 915, filmed through back of page.  
At first glance, document may appear to be omitted.
3. Reel 4, 1949, SC 16-36, Fr 904-38, filmed out of sequence.
4. Total or partial duplication of circular files.

Reel 1, 1921, also on Reel 2.
Reel 1, 1922, also on Reel 3.
Reel 1, 1928, also on Reel 3.
Reel 2, 1941, also on Reel 2 (elsewhere).
Reel 3, 1933, also on Reel 3 (elsewhere).

5. A few annual files contain documents from a different year.  
Reel 3, 1931 - circular from 1940.  
Reel 4, 1950 - circular from 1947.  
Reel 4, 1955 - circular from 1945.
6. The pages of some multipage documents have been filmed (perhaps compiled) in improper order. Consequently, the title page may appear as the last or a middle page.
7. Pages of other multipage documents have been filmed (perhaps compiled) in improper order, resulting in the interruption of page continuity by the inclusion of another circular or letter.

The five reels may be viewed at Syracuse University or borrowed on interlibrary loan from the Cooperative Africana Microform Project (CAMP), Center for Research Libraries, 5721 South Cottage Grove Avenue, Chicago, Illinois 60637.

At the request of the Kenya government, both Syracuse University and CAMP conform to the practice of the Kenya National Archives by denying access to any unpublished documents written within the last thirty years.

Positive copies of the microfilms may be purchased only from the Kenya National Archives.

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Catalogued at Syracuse University as Film 2807.