

THE USE OF THE GUIDE

The Guide is intended to provide for the scholar as easy an access as possible to the microfilms of the Kenya National Archives. To meet this aim it has been necessary to consider two factors: the nature of the documents, and the arrangement of the documents on film. The manner in which the various documents were organized by the colonial officials and the role they were intended to serve in the colonial administration are described in the section "The Organization of the Documents" and in the introduction to each section of annotated entries. To describe the arrangement of the documents on film required that the most logical organization for a guide be somewhat compromised. Filming errors, the original arrangement of the documents before filming, and the random selection of documents from a larger but unfiled section (e. g., Miscellaneous Correspondence) suggested that the Guide's utility would be impaired if it did not reflect the actual order in which materials were filmed, whether or not they were filmed in logical sequence. To meet the problem of inconsistencies in filming, a series of indices have been included with the larger annotated section. The divisions of the Guide are as follows:

- I. "The Organization of the Documents" describes briefly the functions reserved by the colonial administration for particular types of documents (see Item IV below) and the form of organization the documents may be expected to take. A description of the subject headings for Annual Reports - headings which were also applied to Handing Over Reports and Intelligence Reports - is particularly detailed and is based principally upon material from the mimeographed Kenya Government report, "Archives Microfilming Programme," compiled by D. Charman and issued in March, 1964.
- II. "The Description of the Districts and Provinces" provides details regarding changes in the administrative units, including name and boundary changes and transfers of districts from one province to another. Because documents are entered in "The Annotated Guide" (Item IV) under the name of the district or province in use at the time, an awareness of the various changes is essential.
- III. "A Listing of Ethnic Groups" correlates ethnic groups with districts. The data is based on the population census of 1963.
- IV. "The Annotated Guide" itemizes each document as it appears on film and is divided into the following sections:
 - Section I. Annual Reports (AR)
 - Section II. Political Record Books (PRB)
 - Section III. Handing Over Reports (HOR)
 - Section IV. Miscellaneous Correspondence (MC)
 - Section V. Intelligence Reports (IR)
 - Section VI. Legislative Council Debates

Each document, or in the case of MC and IR each grouping of documents, receives a separate entry number (AR/1, AR/2, PRB/1, PRB/2, etc.), and each entry includes brief annotation as to the content of the document. The nature of the annotation system varies according to the section of documents. Since AR, HOR, and IR were organized under established subject headings (see "The Organization of the Documents," p. 1), it was not considered necessary to annotate general subjects dealt with in these reports. Rather, annotation of that which is distinctive to a particular document, such as ethnological data, appended reports, particular issues, and statistics, seemed to be a more valuable indication of the usefulness of the document to the scholar. In contrast, PRB and MC annotations tend to be exhaustive since there was no set structure on which these materials were organized. In all annotations, many words, titles, and organizational names, when appearing regularly, have been abbreviated. A list of these abbreviations is found on p. x.

Legislative Council Debates, since they are published materials, are not annotated.

The system of entries in the Guide centers about the inserts, which are labels photographed by the Kenya National Archives citing the subject matter of a particular set of documents and including a statement of responsibility to the Archives. As an entry in the Annotated Guide, each insert is always capitalized (see, e. g., AR/698, AR/705, and AR/728). Generally, an insert, as in AR/698, covers a series of documents (AR/699-702) which appear routinely, and thus entry AR/698 serves but to introduce the section. In some cases, however, documents that do not require separate citation appear in an insert section and are thus annotated under the insert entry itself (e. g., AR/705). Revenue and famine

correspondence, in this example, occurs between AR/705 and AR/721, along with ARs which receive separate citations (AR/706-720). In some cases inserts cover only one document (e. g., AR/728), and the insert entry and the complete document citation combine to form one entry with normal annotation.

Filing and document numbers assigned by the Kenya National Archives are included as the first item in either an insert entry or a document citation. Where numbers are absent, they were not provided by the Kenya National Archives. Further information regarding the particular methods of citing and annotating various sections of documents is to be found in the section introductions.

- V. The "Province and District Index" provides a quick reference to all documents of the particular district or province as well as a check against discrepancies in filming. Thus materials of all types (AR, PRB, etc.) and from all locations on the film (e. g., scattered ARs) are brought together in an alphabetical listing of the administrative units. References to account for district and provincial name changes are included. The indexed item includes a reference to the numbered citation in the annotated portion of the Guide (i. e., AR/1, PRB/1, etc.). Further information is found in the introduction to this index.
- VI. The "Index of Personalities and Organizations" includes both government officials and non-government individuals and major non-government organizations and societies. Government officials are indexed only if they, in the course of their terms of service, attained the rank of District Commissioner or above. Such officials are then indexed as district officers as well. District officers who did not advance, however, are not included. Non-government individuals, as well as organizations and societies, were included or omitted on the basis of the personal judgment of the compilers. Spatial limitations prohibited the inclusion of all such entries in these categories, and while recognizing the difficulties of a partial listing, the compilers considered the inclusion of a limited index preferable to no index at all. Each indexed item includes a reference to the numbered citation in the annotated portion of the Guide (i. e., AR/1, PRB/1, etc.). For further information see the introduction to this index.
- VII. The "Subject Index to Miscellaneous Correspondence" is designed to provide guidance to the one section of documents for which there is no other indication of subject matter. As noted below, the AR, HOR, and IR sections of the Guide follow subject headings established by the government. The PRB entries, while having limited consistency in organization, are restricted in number as regards each district or province and are exhaustively annotated. Thus a reading of several annotated entries by the scholar appeared to the compilers as an adequate solution to the subject heading problem of the PRB. Miscellaneous Correspondence, the entries of which in contrast to those of PRB are numerous for each district and province, could not easily be dealt with in a similar manner. As a result, a brief subject index has been prepared to assist in the location of random files of correspondence. Each indexed item includes a reference to the numbered citation in the annotated portion of the Guide (i. e., MC/4, MC/42, etc.). Further information is provided in the introduction to this index.

In order to use the Guide most efficiently, one must be familiar with the administrative units which form the geographical basis for his investigation. If the topic centers about a particular ethnic group, "A Listing of Ethnic Groups" should serve to identify the districts and provinces in which the group is present in reasonable numbers. The "Description of the Districts and Provinces" further defines the administrative units by accounting for name and boundary changes and transfers of districts from one province to another. With relevant districts and provinces identified, one should then refer to the "Province and District Index" for entry numbers in the Guide. He should then consult the Guide under these numbers and ascertain the usefulness of the document by its annotation. Should he want to obtain the document, he should locate the reel number for that particular entry on the same page or on the immediately preceding pages of his entry number.

Instructions for the ordering of relevant microfilm reels through interlibrary loan are found on p. viii.

In the same manner, one who seeks to locate material on a particular individual or organization should consult the "Index of Personalities and Organizations" and obtain the necessary entry numbers in the Guide. For particular subjects in Miscellaneous Correspondence (MC) he should refer to the "Subject Index" and also obtain references to the MC section from the "Province and District Index" and the "Index of Personalities and Organizations."
