BTPHG PERSONAL SERVICE RECORD FORMS
NOTES FOR COMPLETION

Every retired BTP officer is asked to complete a form.
In the absence of any Force publication recording an officer's service once an officer retires, this record is the ONLY means of recording your service. The form is comprehensive, but it may be the only opportunity you have. Your family, future generations and future historians will be very grateful.

FORM PSR 1
This is the form for retired officers to self-complete.

Completing the Forms
These forms are downloadable from the BTPHG website at:
https://www.btphg.org.uk/?page_id=658

It would be very helpful if they could be completed electronically and emailed to the address shown on that page (service_records@btphg.org.uk). Doing it this way avoids someone else having to transcribe the form later. It is important to 'save' your form with your surname, then first name then your year of birth. As - *'ATKINS Tommy Cedric 1958'*

But if this computer process is not for you, that's fine. Blank forms can be printed off from the web site or obtained from -
    Bill Rogerson, BTPHG Secretary, 30, Lon Gardener, Valley, Holyhead LL65 3DN.
Complete the form in (printed) long-hand and send it to -
    Martin McKay, 18, Lancing Road, Orpington, Kent, BR6 0QT.

Additional Information
You may continue on as many free-hand pages as you like. Please include any anecdotes, snippets or even your life history! Other documents can be scanned and sent with the forms. (Please ensure each such document is identifiable to you). If you have photos you would like to send us (as well as the portrait photo), please refer to the separate notes attached.

Your Portrait Photo
In addition to the Form, we ask that you send a head and shoulders portrait photo of yourself. This can be from when you are serving or after retirement but please state the year it was taken. A digital photo of reasonable resolution is preferred but a print is fine if you are sending the form by post - please ensure you put your name & date on the back.
One important point to ensure no errors occur with digital photos - Please re-name the photo with your name, e.g. *'ATKINS Tommy Cedric'*.

Protecting Your Data, an Important Note:
As it says on each of the forms - they are intended to be historical documents and will not be made publicly available during the lifetime of the subject.
Forms will be kept electronically by BTPHG and a printed copy will be placed in the Group's archives. No personal details will be released to a third party for any purpose other than historical research and then only within the limitation of the foregoing paragraph.

For more information see our Privacy Policy on the website at:
https://www.btphg.org.uk/?page_id=6791

BTPHG: If you are not already a member, please consider joining the Group
The BTP History Group exists to protect and promote the rich history of the force and the smaller railway, dock and canal forces from which today's modern force has evolved. Of course, we welcome active participation but if you join merely as a supporter that too would be welcome. It costs just £15 for a one-off joining fee with no further subscriptions. This is the Group's principal source of income - your support will be much valued. You can join online, download an application form from the website or request a form from the Secretary.

Donating or Lending photos to BTPHG
BTPHG has an on-going project to create a digital photographic archive.
Many thousands of interesting photos are held by individuals as well as the prints in the archive. We are keen to capture all of these. So, if you have some photos, or know someone who has, here's what to do -
　　If you can scan (or re-photograph) them, please do so.
　　Digital copies should be as high a resolution as possible sent as attachments.
　　(Please do not send low resolution 'auto-email' versions).
　　If there just a few that can be emailed, send them one or two at time to:

　　service_records@btphg.org.uk

If more than it is practical to email, put them on a CD and post as below.

Whether by email or by post it is important to include any information connected to each photo- *"when, where, who and what".* This can be tedious if there are a lot of people on the photo (include a photocopy with names marked on?) but the archive catalogue entry needs to be as complete as possible, and this may be the only opportunity to capture the photo and the subject matter for posterity.

To send CDs or prints by post, email service_records@btphg.org.uk and we will provide you with a postal address.

Please say whether you are gifting prints or loaning them. If the latter, a S.A.E. would help enormously but, in any event, all loaned prints will be returned so long as you have included your address.

Updated 23.07.2023 MM

(Original 2011 VH)

See below for information on completing PSR 2 or PSR 3 forms.

FORM PSR 2

This is a form for BTP History Group members (or anyone else) to complete in respect of another officer from any period.

These additional notes relate only to the completion of PSR 2 forms

When completing a PSR 2 form relating to someone other than yourself, it is important to note the source(s) of information. Where appropriate enter a progressive number, starting with '1', in the 'Ref No.' column on the right-hand edge of the form, then show the source against the appropriate number in Box C at the end. If you are updating or amending an existing PRS 2 form, please enter your initials against any amendments you make.

There will of course be many sources of information. The following list is the most common and by using the initials or key words it will make things easier and quicker and provide some consistency.

Initials or Keyword	SOURCE
Archive	When researching a public archive - show the details.
BL	Blue Line the old BTP Force newsletter - show issue No.
HL	History Lines: BTPHG Newsletter
Kalamazoo	A punched record system introduced by FHQ in the 1970s
Mag	Magazine - then show name and issue No.
N/Paper	Newspaper - show title, date & page No.
OBIT RL	Retired Lines newsletter obituary. Show issue No. Similarly, show the source of any other Obituary
PA	Police Almanac - show the year e.g. PA 1902
PRC	Police record card (held by FHQ)
PRC(S)	Smaller Index card holding personnel information (Held by FHQ)
PJ	BTP Police Journal, Example: PJ3/11/43 would be Police Journal Volume 3, Number 11, Page 43
Register	Any official register or ledger - show details
RL	Retired Lines NARBTPO Newsletter - show issue No.
SPI	Subject Provided Information (When 'interviewing' someone or using something they have written)
TL	The Line, BTP Force newsletter- show issue No.

If you are intending to complete a PSR 2 form and you know that subject is alive and contactable, please encourage them to complete a PSR 1 form instead; or try to seek their permission before completing.

FORM PSR 3

The PSR 3 form is for any updates to previously submitted PSR1 or PSR2 forms.