

Explanation of Information in Carleton's Loyalist Index.

Introduction

This project was originally known as The King's Names Project, (1984 – 1996). It should be noted that guidelines for recording information from the microfilm were not rigidly adhered to. The reasons for this include uncertainty about the final form of the project; what audience it was intended to serve; changes in the makeup of the research team; and the size and complexity of the undertaking. This resulted in a loss of consistency in the original card file from which the computer database was developed. An attempt was made to impose some sort of uniformity at the database-entry stage, and it is with this in mind that the following notes are so detailed.

The information for the Carleton Loyalist Index has been through several processes to arrive in the current format. The information on microfilm reels was entered on file cards, kept at Library and Archives Canada. The term "carded", used in places below, refers to the process of recording information on these cards. The data on the cards was then transferred to a computer database. The database was then copied to CDs which were for sale. The following explanations were included on the CDs. In 2016 the entire database was made available for free on Library and Archives Canada (LAC) web site and on the Sir Guy Carleton Branch web site. Once the LAC database was live, the original cards were destroyed.)

(Note: In the explanation of the Fields below, "we" refers to the research team that carried out the Project. These notes were written by the head of the research team in 1996 when the database was created.

Personnel Included in the Index

At first, only lists of loyalists, or people presumed to have been loyalists, were to be included. Gradually the criteria widened to include many people such as those in British regiments and in key administrative positions who were not originally from America, and in many cases returned to Britain.

Extensive files were made on many important administrative figures, such as T. A. Coffin, Brook Watson, Andrew Elliot, and Roger Morris. At first, they were recorded infrequently, only when mention was made of some aspect of their personal lives. Records were not made regarding their administrative capacities. It became increasingly difficult to distinguish between the job and the man, however, and so we began to record them rather more thoroughly.

- There are some groups of people who consistently have not been included: American officials, eg. Washington, Boudinot, etc.
- other Americans, except slave owners in the Book of Negroes. (There are probably others in cases where it was difficult to distinguish which side an individual was on.)
- British officials, eg. Lord North, Barrington, Germain, John Robinson (Secretary of the Treasury), etc.
- British agents and contractors, eg. Harley & Drummond.

- leading British military figures in America (eg. Howe, Clinton, Carleton) except for personal information.
- soldiers in British regiments other than the ones on the designated list of regiments.
- people in the Navy (except for Henry Chads, who has been carded in his capacity as Agent for Transports).

Initially it was decided not to include Generals for two reasons: because they seemed to be quite thoroughly treated in the existing calendar and because they appeared so often in the documents. Thus all ranks up to and including Colonel were included, while those from Brigadier General on up were not. This system worked reasonably well for a time, but it became apparent that those who had not been included because they were Generals later in the war, (volumes 3 & 4) appeared as Lt. Colonels in volumes 1 and 2. At this point, they began to be included more consistently regardless of stated rank. As a result files for some of the higher ranking officers are uneven. Some, such as Colonel/General Augustine Prevost, are more complete than others.

Explanation of the Fields in the Main Database

Each field in the main database is covered in turn below. Note that field names and database entries are in upper case letters.

SURNAME: This field is almost always reserved for the last name of individuals. The lone exception to this general rule is the occasional inclusion of the multiple names of business partners, for example, COCHRAN & ABBOT.

Both during the initial recording process and in the data entry process, we have tried to follow the practice of the *Dictionary of Canadian Biography* (DCB) regarding the treatment of surnames with prefixes. That is, we have considered "Des," "Du," "Van," "Von," and "La" as part of the surname and have either filed or entered the name according to the first letter of those prefixes: DES COUDRES, DU BUY, VAN COURTLAND, and so on. As with the DCB, however, "De" has not been considered part of the surname except in cases such as DELANCEY and DEPEYSTER where tradition seemed to dictate its retention. Thus most German troops are entered without the prefix, for example, RIEDESEL rather than DE RIEDESEL.

Whenever possible, we tried to group together all the index cards for a particular individual, even if the spelling of his name varied from card to card. Originally, it was our intention to select one form of the name based on his signature and use that form as the heading for a single composite entry.

When it came time to set up the database, however, it soon became apparent that all the information for an individual could not be included in a single computer record--in effect, that a new record would be required not for each person, but for each mention of a person. Having set aside the idea of using composite entries, choosing only one variant of a name no longer seemed to be justified, and so variant spellings of surnames are entered in the database however they appear on the document. This means that the database file itself is not strictly speaking in alphabetical order, since consecutive entries for a given individual may well be spelled

differently. Moreover, when the database file was indexed on the SURNAME field, all the records for each individual would no longer follow directly after one another. We attempted to remedy this problem by assigning each individual an identification number (see IDCODE, below).

GIVENNAME: This field may include either an individual's given name(s) or his initial(s). Names that are abbreviated on the original manuscript are usually written out in full here, for example, WILLIAM for Wm., or ARCHIBALD for Arch. In all other fields we have not used periods in abbreviations in order to save space. In this field, however, they have been retained for initials (for example, J. P. EWING) and for abbreviations of a few names (for example, JOS. READ).

As needed, the abbreviations JR (for junior) and SR (for senior) are entered in the field following the given name(s). Note that JR and SR are separated from the name by a comma, and that they are not followed by a period.

If no first name was given for a female, the husband's first name was used.

RACE: Where applicable, the letters N, M, Q, and O are used to indicate whether an individual was Negro, Mulatto, Quadroon, or Octoroon. The letter I is similarly used on occasion to denote people who were part Indian. There is no special designation for whites.

SEX: The letters M and F are used to denote male and female.

IDCODE: Each individual is assigned a separate identification number consisting of a letter and a one, two, three, or four digit numeral. Identification numbers beginning with the letter A are reserved for people whose surnames also begin with A; identification numbers beginning with the letter B are reserved for people whose surnames begin with B; and so on.

The process of assigning identification numbers is a time consuming one since they have to be added to the index cards in the card file as well as entered in the database itself. We undertook to do so, however, so that users of the database could locate quickly all the records for a given individual regardless of variant spellings of names. When doubt existed about whether 2 or more entries with the same name did in fact refer to the same person, we erred on the side of safety by assigning a new identification number. The criteria used to make a determination included signature comparisons, subject matter, and, in the case of British officers, comparisons of name, rank, and promotion date with similar information found in the British Army Lists.

OCCUPATION: This field is used mainly to denote trade (merchant, carpenter, shipmaster, etc.) or, in the case of civil officials, administrative position (Inspector General, Assistant Quarter Master General, etc.).

It is also used indicate staff appointments held by military men (paymaster, adjutant, quartermaster, aide-de-camp, major of brigade, chaplain, surgeon, surgeon's mate).

the main file. This is not the case with the British regiments. With two major exceptions, we continued to card only the British regiments set out in the King's Names Report of September 1985, comprising those units believed to have disbanded in Canada, Nova Scotia, and Newfoundland. Consequently there are gaps in the record of soldiers who transferred out of "carded" regiments into "uncarded" regiments; in addition, many individuals who could just as easily have been included in the index have undoubtedly been missed altogether.

The first exception to the decision to continue to card only those units on the "approved" list is the 82nd regiment. Although it served in North America from 1778 and was disbanded in Nova Scotia in 1783,¹ this regiment was overlooked at first and so has not been carded consistently throughout. It has been fully carded for all of volume 1 and much of volumes 2 and 4 of the calendar. In addition, a determined effort was made to re-check promotion lists, warrants, accounts, lists of officers, provost lists, lists of commissions, and other documents to pick up as many of the missed references to it as possible.

The second major exception is the 16th regiment. Although not carded throughout, the 16th was carded in two instances--documents 3883 and 10436. Document 3883 is a list of prisoners exchanged by the Spanish, including a large number from the 16th regiment. Since many of them were in the lower ranks, this document was deemed sufficiently important to card.

Occasionally people not in the designated British regiments were carded anyway--sometimes because they were also serving in another administrative capacity (and being carded in that capacity); sometimes because of the interest inherent in a particular document.

Most British and Provincial units are abbreviated as shown in the lists of regimental abbreviations. Battalion numbers are included in parentheses as part of the abbreviated form of the regimental name:

2nd Battalion, 71st Regiment71ST (2ND)
3rd Battalion, New Jersey VolunteersNJV (3RD)

Where required, the designations CAV and INF are similarly included in order to differentiate between the cavalry and infantry in a given regiment:

British Legion CavalryBL (CAV)
Queen's Rangers Infantry.....QR (INF)

In the REGIMENT field, British and Provincial units have been rationalized according to the regimental lists. For example, soldiers in the Royal Fusiliers, are recorded in this field as being in the 7TH regiment. Similarly, those in the Royal Americans are found under 60TH; those in the Royal Highland Emigrants are found under 84TH; those in any of the household guard units (Grenadier, Coldstream, or Scots Guards) comprising the so-called Brigade of Guards are

¹ Charles H. Stewart, The Service of British Regiments in Canada and North America (Ottawa, 1962), PAC Finding Aid 828. (Note: PAC stands for "Public Archives of Canada", now Library and Archives Canada.)

found under BG; those in Skinner's Brigade are found under NJV; those in Farming's Corps are found under KAR; etc. To be faithful to the original document, however, the name of the regiment is given in the SUBJECT field as it appears on the manuscript. The example below illustrates how one hypothetical case--that of a lieutenant described only as having served in the first battalion of "Skinner's Brigade was handled:"

RANK: LT

REGIMENT: NW (1ST)

SUBJECT: SERVED IN 1ST BATT, SKINNER'S BRIGADE

German units in the Headquarters Papers are often identified by the name of the commanding officer: RIEDESEL, LOSSBERG, KNOBLAUCH, KOSPOTH, etc. They also may be identified by the name of the region in which they were raised: BRUNSWICK, WALDECK, HESSEHANAU, etc. An appropriate abbreviation has been created to identify the German regiments. See the German Regiments list in the Abbreviations document.

SEEALSO: This field is reserved for cross-referencing from one record to another. It is used most often when dealing with business partnerships. Rather than duplicating information for each member of such partnerships, all entries in the database are made under the name of the partnership. For example, information pertaining to the firm of Eyre, Atkinson, and Walton is entered once under EYRE, ATKINSON, & WALTON, not separately under each name. However, the SEEALSO field directs a user of the index from either of the other names to the appropriate place in the database:

SURNAME: ATKINSON

SEEALSO: EYRE, ATKINSON, & WALTON

ORIGIN: The fields ORIGIN1, ORIGIN2, ORIGIN3 are reserved for place of origin, as follows:

- ORIGIN1 - village, town, city, township
- ORIGIN2 - county, district
- ORIGIN3 - state, province, country

In general, place names are entered as they appear on the document. No attempt has been made to identify places by modern-day names rather than those used at the time. There is one exception: CHARLESTON is used consistently--even where the original reads "Charles Town" or "Charlestown."

The names of cities and towns are written out in full except for the use of the abbreviation "ST" for Saint, as in ST AUGUSTINE or ST JOHN.

County and district names are also written out in full, except for the use of the abbreviation "CO" for county, as in QUEEN'S CO. Once again, no period is used in such abbreviations. Although intended mainly for county or district names, the ORIGIN2 field is also used to denote places that are identified by a geographical feature such as an island or river. Examples include STATEN ISLAND, LONG ISLAND, and ST JOHN'S RIVER. with

zip-code addresses (MA for Massachusetts, PA for Pennsylvania, NY for New York, etc.). The only exceptions are East and West Florida, which are written out in full.

RESIDENCE: The fields RESIDENCE1, RESIDENCE2, RESIDENCE3 are used to denote current place of residence or military posting as follows:

- RESIDENCE1 - village, town, city, township
- RESIDENCE2 - county, district
- RESIDENCE3 - state, province, country

Spelling and the use of abbreviations in these fields conform to the ORIGIN fields (see above). These fields are used to denote the place of refuge (often New York) of loyalists who were forced to flee from their place of origin. They are also used to denote the towns, cities, and states where military men were stationed, civil officials and departmental employees were employed, etc.

DESTINAT: The fields DESTINAT1, DESTINAT2, DESTINAT3 are used to denote destination as follows:

- DESTINAT1 - village, town, city, township
- DESTINAT2 - county, district
- DESTINAT3 - state, province, country

Spelling and abbreviations in these fields conform to the ORIGIN fields (see above). These fields are used to denote the ultimate destinations of loyalists forced to flee the Thirteen Colonies at the end of the war. They are also used regularly in the case of shipmasters to denote the destinations of sailing ships.

DOCUMENT: This field is used to indicate type of document. We tried to standardize it as much as possible by using a keyword system, but the collection is so large, and the documents in it are so diverse, that inconsistencies were unavoidable. Some documents can be entered in one category just as easily as another; many others simply do not fall into any category at all. In the case of the former, deciding how to categorize a given document is often subjective, but, once made, such decisions should be adhered to and the document should be handled the same way each time it appears. A list of the **only** keyword expressions to be used, along with a brief explanation of each is provided below.

ACCOUNT -used for a wide range of financial accounts, often pertaining to expenses in government departments. Salaries are not entered here but under LIST OF PAY.

ADDRESS -used for formal addresses presented to the king, the commander-in-chief, or another authority by a legislative body or group of inhabitants. Similar to joint petitions, but will be headed "Address."

CORONER'S REPORT -used for a series of coroner's inquisitions, mostly conducted by William Waddell.

CERTIFICATE -used for certificates issued by various government officials. Note that certificates are often attached to petitions and memorials. If such certificates are separate documents, as distinguished by a separate document number, then use CERTIFICATE in the

document field. But if they are considered part of the petition, in other words, do not have a separate document number, then use PETITION in the document field, even in the case of the certifier. In such cases, use the subject field to indicate that an individual is merely certifying someone else's petition, not submitting one of his own.

DEPOSITION -used for depositions and affidavits. For the person swearing the deposition, use DEPOSITION OF. For a person mentioned in a deposition, use DEPOSITION (MENTIONED).

INVOICE -used mostly for invoices of clothing, foodstuffs, and other cargoes shipped to America.

LETTER -used for all types of correspondence. For the sender, use LETTER FROM. For the recipient, use LETTER TO. When a person other than the sender or recipient is merely mentioned in a letter, use LETTER (MENTIONED).

LIST OF BILLS -almost exclusively used for the lists of bills drawn on Harley and Drummond.

LIST OF HORSES -used for lists of people whose horses were drawing forage as well as for lists of horses going to auction, etc.

LIST OF OFFICIALS -used for lists of government officials, frequently described in the document head as drawing their pay by warrant. These documents perhaps could have been entered under LIST OF PAY or RETURN OF EMPLOYEES. At first glance some of them resemble warrant lists, but we decided not to list them under LIST OF PAY because there is a distinction to be made between lists of people paid by warrant (which these are) and lists of actual, numbered warrants. We did not enter them under RETURN OF EMPLOYEES because there seemed to be a difference in kind between sorts of offices mentioned in these documents (Deputy Judge Advocate, etc.) and the sorts of occupations entered under RETURN OF EMPLOYEES (labourers, sawyers, drivers, etc.).

LIST OF ORIGINAL WILLS -used for just one document, a 20-page list of wills in the custody of the secretary of New York (doc. 9671).

LIST OF PAY -used for abstracts, accounts, and lists of pay (usually but not necessarily pertaining to military salaries). Also used for lists of warrants, but not for warrants of pay.

LIST OF PRISONERS -used for lists of prisoners of war, whether British, German, or Provincial. For civilians (as well as for military personnel held by the British authorities) see STATE OF THE PROVOST, below.

LIST OF PROMOTIONS -used for lists of promotions and lists of vacancies in regiments owing to promotions.

MEMORANDUM -used for all documents headed "Note" or "Notes" as well as those actually headed "Memorandum." Also used for brief or informal notes of some transaction or an outline of an intended instrument, such as a note for a warrant.

ORDER(S) -mainly used for military orders or instructions.

ORDERLY BOOK -used for two orderly books (docs. 3343 and 10437), both quite lengthy.

PETITION -used for both petitions and memorials. For the sender, use PETITION FROM or, in the case of a joint petition, PETITION FROM (WITH OTHERS). For the recipient, use PETITION TO. If a person other than the sender or recipient is merely mentioned in a petition, use PETITION (MENTIONED).

PROCEEDINGS -used for the proceedings, minutes, or reports of various boards, courts, councils, etc.

PROCLAMATION -used occasionally for official proclamations issued by the commander-in-chief or another authority.

PROPOSAL -used for written proposals of one sort or another, often but not necessarily military in nature. Usually headed "Proposal for...", "Plan for..." or "Prospectus for..."

RECEIPT -used for receipts of various types (for payment or goods received, for despatches and others papers received, for warrants received). Usually headed "Receipt for..." or "Received from..." The only receipts not included in this field are receipts for military commissions, which are considered lists of commissions and entered under RETURN OF TROOPS.

REPORT -similar to STATEMENT, below, but tends to be used for official documents (military reports, etc.) as opposed to unofficial ones. Follow the lead of the calendar, which takes its cue from the headings of the documents themselves.

RESOLUTION(S) -used for resolutions of a government or legislative body, for example, Congress.

RETURN OF EMPLOYEES -used for returns and/or lists of civilian employees. Includes workers in the Barrack Master General's Dept., the Commissary General's Dept., the Quarter Master General's Dept., the Indian Dept., etc.; members of the civil branch of the Artillery and of the Engineers' Dept.; hospital staff; etc.

RETURN OF HOSPITALS -used only for a few lists of patients, or of sick and wounded. For hospital staff, see RETURN OF EMPLOYEES.

RETURN OF LOYALISTS -used for lists of loyalists and refugees, including people who are receiving support from the gov't; people who are undergoing persecution; people who are fleeing or have fled to British North America and elsewhere; widows of provincial officers; etc.

RETURN OF PROPERTY -used for a few lists of barrack houses, vestry houses, vestry tenants, etc.

RETURN OF TROOPS -used for all muster rolls, lists of commissions, lists of officers, returns of various military units. Includes all lists of military personnel except pay lists, promotion lists, and lists of military prisoners.

RETURN OF VESSELS -used for returns of vessels entered and cleared from various ports, lists of ships carrying provisions, etc.

SCHEDULE -used for schedules of correspondence, schedules of despatches, and schedules of accounts.

STATE OF THE PROVOST -used for the weekly reports of the provost. Does not include prisoners of war (see above, LIST OF PRISONERS).

STATEMENT -used for statements, narratives, and representations.

WARRANT OF PAY -used only for the warrants of pay themselves, not for lists of warrants.

SUBJECT: By necessity this is something of a free-form field. Its purpose is two-fold: (a) to provide, where necessary, more detailed information about the subject matter of a particular document than can be included in the document field; (b) to provide additional information about the person mentioned in the document--information that is pertinent but does not readily fit into any of the other fields. We have tried to ensure as much consistency as possible whenever there were multiple computer entries for a single document.

CONTInuation: This field contains additional information which would not fit into the SUBJECT field. The same rules apply here.

DATE: "Date," as used in this field, refers to the date of the document itself, and does not necessarily have any bearing on the timing of the subject matter of the document.

The British Headquarters Papers and the calendar based on them have both been organized chronologically, a process that often involved giving precedence to one of a number of dates that might appear on a given document. The date entered in the database is the one used by the organizers of the document collection and the compilers of the calendar to locate each document within the chronological sequence.

Where a given document actually consists of a number of documents compiled over an extended period of time (for example, document 9509, a series of returns of vessels entered and cleared from New York City between 1 May and 30 October 1783; or document 10437, General Howe's orderly book from 17 June 1775 to 26 May 1776), **the date entered in the DATE field is the concluding date.** Thus in the two instances noted above, the dates entered are 1783/10/30 and 1776/05/26. This same rule of thumb also applies to abstracts of pay, which generally cover 3-month periods. Note that other dates given on a document, whether arrival and departure dates in the case of shipping records; promotion dates in the case of military records; etc., should be entered in the SUBJECT field where required. Consider the following example taken from document 9509, the above-mentioned compilation of weekly returns of vessels. Shipmaster James Adams of the "Betsey" sailed from New York for Martha's Vineyard on 30 May 1783. This date is included in the SUBJECT field as follows, but the DATE of the document remains 10/1783/10/30, since that is the date of the concluding document in the series. SUBJECT: DEPARTED NEW YORK FOR MARTHA'S VINEYARD, 30/5/1783 DATE: 1783/10/30

If a document was originally enclosed with another document, and has since been located in the manuscript collection (and thus the calendar) according to the date of the covering document rather than its own date, then the date of the covering document is entered in the DATE field for both documents.

Entries in the DATE field are of the form yyyy/mm/dd, but if the day and/or month are not available, they may also be entered as follows: yyyy/mm; or as yyyy. We have used a question mark immediately following the date to indicate that a given date is an estimate (yyyy/mm? or yyyy?)•

PLACE: This field is reserved for the place of origin of the document. As with the origin, residence, and destination fields, above, place names are spelled as they are on the document, except in the case of some major centres (most notably Charleston), which have been rationalized.

Many documents originated within a specific department or office, for example, in the Superintendent's Office in New York, or at the War Office in London. Whenever possible, the names of these institutions have been written out in full, but in a few cases abbreviations proved necessary--usually when the name of the department or office appeared in combination with a place name, as in, "Superintendent's Office, New York". In order to accommodate such occurrences, the following abbreviations have been used:

- Adjutant General's Office ADJ GEN OFFICE
- Army Victualling Office ARMY VICT OFFICE

- Commissary General's Office COMY GEN OFFICE
- Headquarters..... HQ
- Quarter Master General's Office QM GEN OFFICE
- Secretary's Office SECY OFFICE
- Superintendent's Office SUPT OFFICE

PAGE: This field is used to denote the number of the document and, if given, the page number within that document. The document number itself may be a 1, 2, 3, 4, or 5 digit numeral. Where required, the page number follows in parentheses, for example, 9509 (44). Only one document number is entered per record, but if an individual is mentioned on successive pages of a single document, a series of page numbers follows: 10033 (24,36,87). Separate records were created in the case of a shipmaster who appears more than once on document 9509 (a series of weekly returns of vessels) since each mention refers to a completely different sailing, with different departure and arrival dates, etc.

SUBJECT: ARRIVED NEW YORK FROM CORK, 23/7/1783 PAGE: 9509 (45)
 SUBJECT: DEPARTED NEW YORK FOR PLYMOUTH, 28/7/1783 PAGE: 9509 (52)

Only one record was created in the case of a prisoner who appears repeatedly on document 10420 (a series of weekly reports of the provost), so long as the information pertaining to him (ie. his name, date of confinement, crime, etc.) remained unchanged from page to page.

SUBJECT: CONFINED, 4/8/1783, FOR THEFT PAGE: 10420 (13,15,17,19)

If, by chance, the subject matter changes at some point, however, then a new record would be needed.

SUBJECT: CONFINED, 4/8/1783, FOR THEFT PAGE: 10420 (13,15)
 SUBJECT: CONFINED, 4/8/1783, FOR THEFT; SENTENCED TO DEATH PAGE: 10420 (17,19)

REGIMENT: This field identifies Regiments by a short form. The Regiments are either British, German or Provincial. Tables with the short forms for the three categories of Regiment are given in the Abbreviations document.

British Regiments

Source: Philip R. N. Katcher, *King George's Army 1775-1783, A handbook of British, American and German regiments*

Katcher lists British regiments in the same order as they were listed during the revolution: the regiments of horse first; then the artillery, the foot guards, and the regiments of foot by numerical designation. In 1782 each foot regiment, which previously had been known only by number and "ancient" name, was given a shire designation. These are not given in this list, but

the ancient names are in parentheses alongside the numerical listing. . Abbreviations for British regiments and their full names are found in Table 2 in the document “Abbreviations”

German Regiments

Sources:

Atwood, Rodney. *The Hessians: Mercenaries from Hessen-Kassel in the American Revolution*. Cambridge, 1980.

Eelking, Max von. *Die deutschen Hilfstruppen im nordamerika-nischen Befreiungskriege 1776 bis 1783*. Hannover, 1863. English translation, J. G. Rosengarten, *The German Allied Troops in the North American War of Independence 1776-1783*. Albany, 1893.

Katcher, Philip. *King George's Army 1775-1783, A handbook of British, American and German regiments*. Berkshire, 1973.

Lowell, Edward J. *The Hessians and the other German Auxiliaries of Great Britain in the Revolutionary War*. New York, 1884.

Abbreviations used for German regiments and their full names are found in Table 3 in the document “Abbreviations”

Provincial Regiments

Carleton’s Loyalist Index also includes reference to many Provincial Regiments. The abbreviations and full names are found in Table 4 in the document “Abbreviations:.”