



How many documents does the Norfolk Record Office hold?

Over 12 million documents, it would take someone 42 years to count them all.



What did people write on  
before they had paper?

People used parchment. It was made from  
either cow or sheep skin.



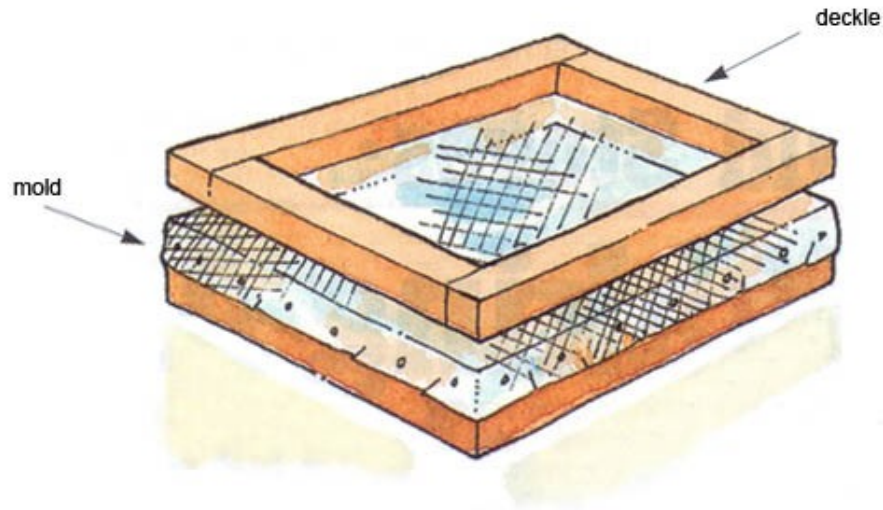
What did people write with  
before pens?

Feathers called quills. Goose, swan or crow  
feathers were sharpened with a knife and  
dipped in ink.



Where does the word  
penknife come from?

It comes from the fact that they were used to  
sharpen quill pens.



What was paper made from?

It was made from rags, which were ripped into strips and then boiled.

## TEACHER GUIDANCE/RESOURCES (continued)

### What you will need

#### The Indenture Game

Print out as many copies as needed. For example; in a class of 30; 6 copies for 6 groups of students.

Indentured documents are legal documents which are halved and shared between two people. Traditionally, these documents feature unique indented or cut, fancy edges. One person would be given one part and the other person would get the other part. When they are matched up it confirms that these people legally own the document they share.



The image to the left shows how the document is halved with a wavy or zig zig line.

Similarly, The Indenture Game documents need the answers separating from the question by cutting each page in half.

When the group comes to sort them each piece will have a corresponding half which will fit the pattern of its partner half.

#### Historiated Initial Activity

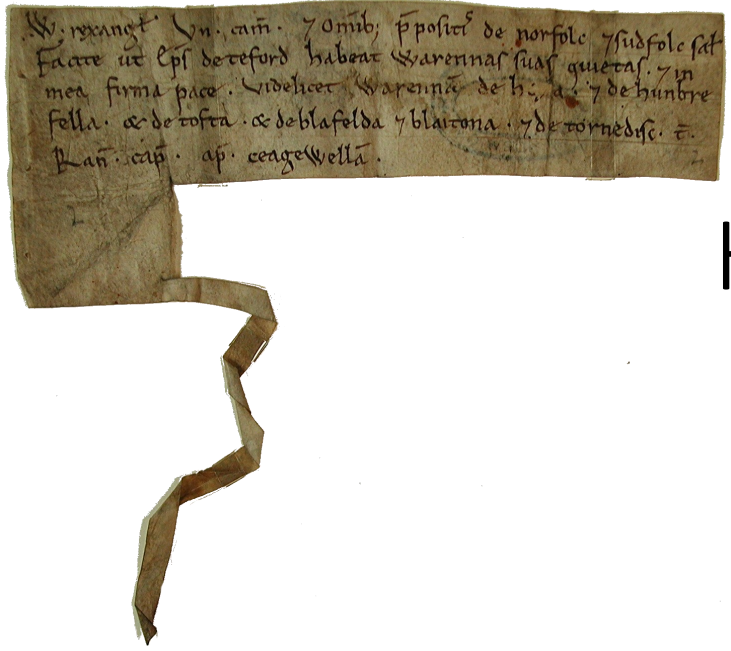
Each student should have:

- 1 sheet of plain A4 paper. If you wanted to really make this look fab you could tea stain and dry as many sheets as you need OR use bought 'aged paper'.
  - Pencil/ruler and coloured pencils
  - Quills and ink: To buy a quick search online will find you the best value approx 10 for £3.99. Ink is approx £5 for small bottle or large bottles can be decanted into lidded jars.
  - Blotting paper (kitchen roll will do!)
  - Apron (make sure to pull up sleeves.)
- NOTE: ink will temporarily stain skin! Use protective gloves if required.

#### Archive Box Making

For this activity you will need to order the correct amount of boxes from the NRO.

Contact: [norfrec@norfolk.gov.uk](mailto:norfrec@norfolk.gov.uk) and request POPI578 student boxes



How old is the oldest document?

It is over 900 years old. It is older than the Castle and Cathedral in Norwich.



What is the temperature  
of the Strongrooms?

Around  $16^{\circ}\text{C}$ , a bit like an autumn day.





What is the humidity of the strongrooms?

Around 50% humidity.



Why is the tape store separate to the rest of the strongroom?

The humidity is lower.



What would happen if there was a fire at the Norfolk Record Office?

The strongrooms would fill with a gas which would lower the oxygen levels and put the fire out.



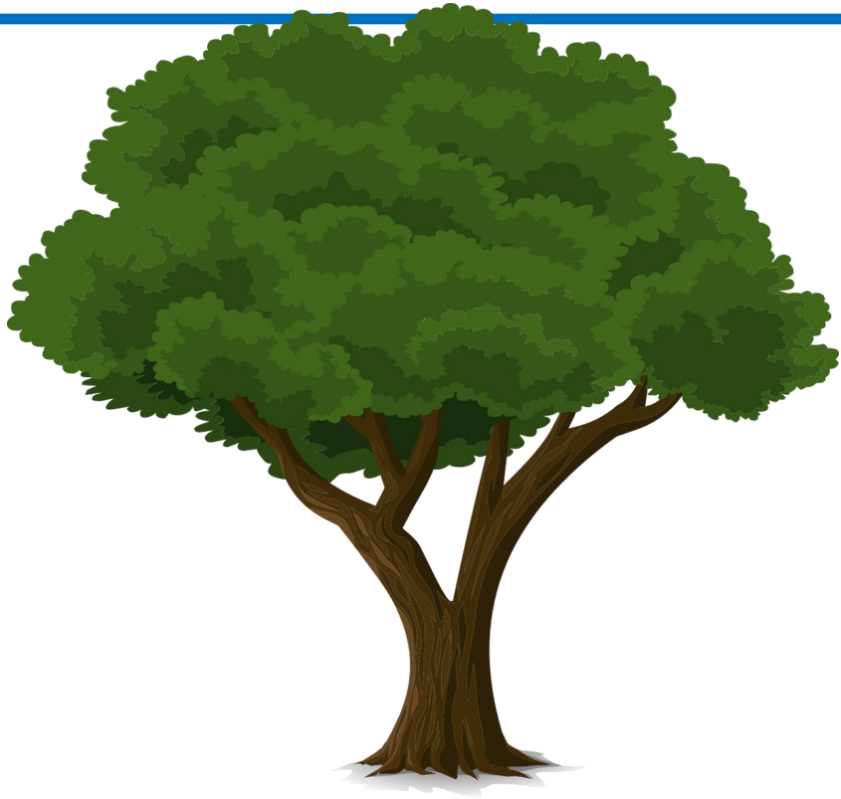
How large are the strongrooms at Norfolk Record Office?

They are larger than Norwich Castle Keep.

What was ink made of?



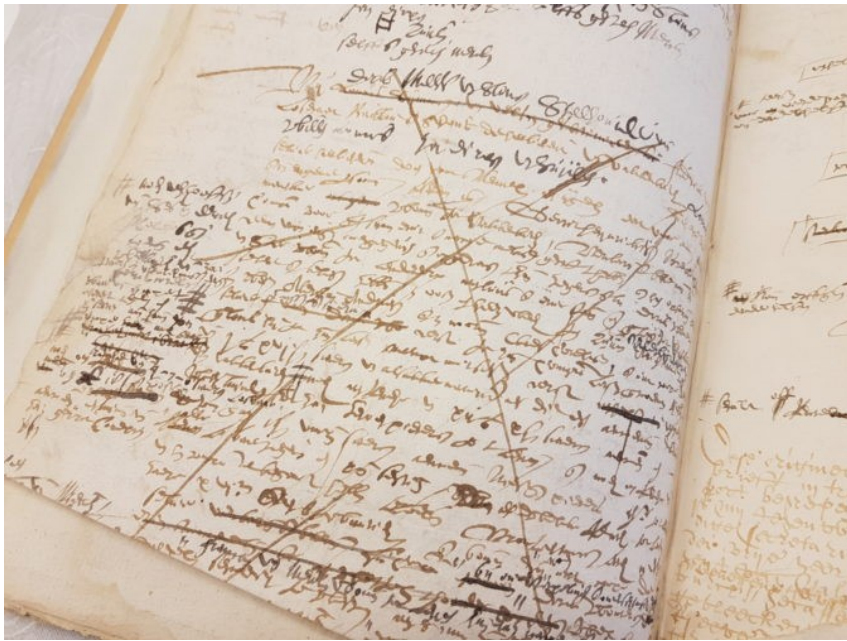
It was made of oak galls which grew on trees around eggs laid by wasps. The oak galls were mixed with gum and boiled to make black ink.



What is modern paper  
made from?

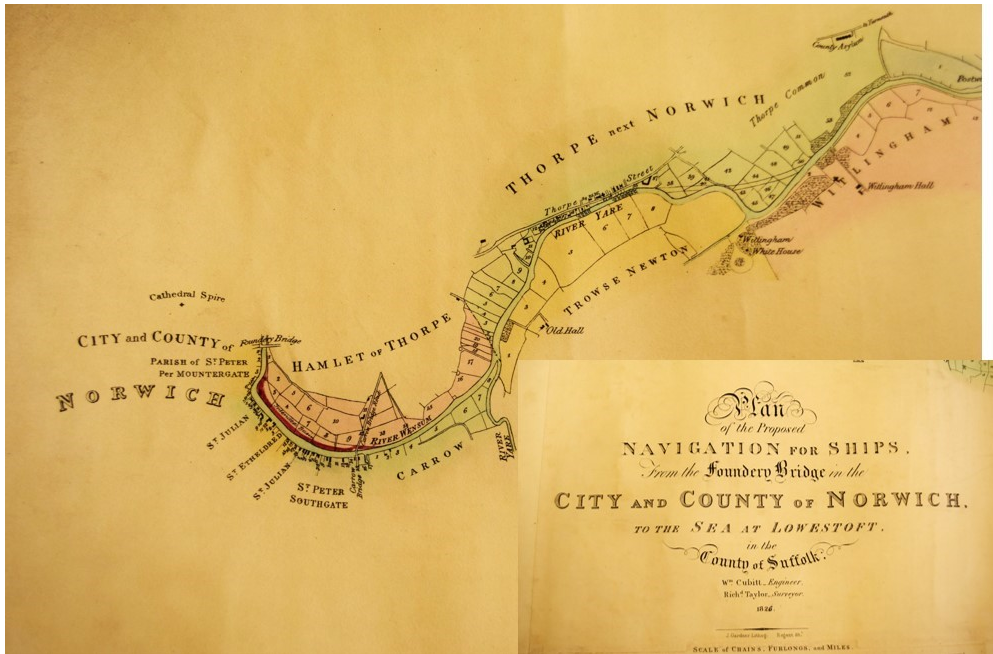
It is made from wood pulp.

How would people correct any mistakes they made when writing on parchment?



They would rub pounce onto to the mistake to rub away the ink.

What is special about the drawers we use for storing maps?



The front folds down so that we can get the map out without damaging it.