

Archives staff produced, over more than half a century, a number of nominal **indexes** for these records. Each indexing project appears to have had unique guidelines, quite unlike modern standards. The card index for the old "S Series", from which RG 4 was formed, contains references to many types of licences and bonds. Unfortunately, the coverage is neither systematic nor complete. Cross-referencing is quite inconsistent -- see for examples such names as Gauthier dit Laframboise. Some cards are filed by type of licence sought, others by name of applicant.

Several sub-series have been indexed in more recent times. These indexes are available in the Reference Room:

Marriage Bonds (volumes 29-41A)	filed separately; also available on microfilm, reels H-1125 and H-1126
Medical Licences (volumes 47-55) Bonds (volumes 133-138)	in the General Index in the General Index

Photocopying will be carried out from the microfilm where possible, to minimize the risks of damage to the original documents. For publication or exhibition purposes, however, photographs from the originals can be supplied at the standard charge for such copies. When requesting photocopies, researchers should use the form of citation recommended below.

When consulting the series through interlibrary loan of the microfilm, researchers may request photocopies through the borrowing institution. Where that institution has the necessary equipment, no further authorization is required from the Public Archives before photocopies of individual documents are produced. Requests for certified copies, photographs from the originals or copies of complete reels must be referred to the Public Archives of Canada.

Citations in publications and in requests for photocopies should follow the examples given below. Where the documents do not bear page numbers, particular attention should be given to providing the date and applicant's name or other specific clues to ensure accurate identification of the document.

PAC, RG 4, B 28, vol. 29, bond 20; marriage bond of Peter Shepherd, 1818 (microfilm reel H-1129).

PAC, RG 4, B 28, vol. 50, p. 861. (Applications for medical licences can be found by volume and page number alone.)

PAC, RG 4, B 28, vol. 61; bond 239 from Joseph Marchand and certificate of his good character, for a licence to operate a tavern (4 pages).

PAC, RG 4, B 28, vol. 111, pp 417-422; application for a fur trade licence and bond submitted by Peter Bartie & Co., 1769 (microfilm reel H-1096).

PAC, RG 4, B 28, vol. 133, bond 337; surety offered for the office of bailiff by Joseph Dorion, 1843 (2 pages).