HOW TO 7: ARCHIVING records, a guide for Committee Members and Clerks.

The FIRST thing to do… DON'T PANIC

Are you an office Bearer or Committee record creator and keeper? It's that time of the year to document your records!

1. KEEP CALM!
2. Is there a guideline available on what to do? YES!
3. Is there an established Retention and Disposal Schedule? YES!
4. Can the Meeting Archivist offer assistance? YES!

SECOND STEP… Get ready

1. Don't throw anything out – just yet!
2. Establish what records you have:
   a. Where are the records kept? In your office, the back shed, at Meeting House or elsewhere?
   b. Do you need to collect records from other committee members? Get all the records in 1 place.
   c. Are any folders/boxes already documented?
   d. Do any records need re-housing?
   e. Are any temporary records ready for destruction?
   f. Get your notepad and pencils ready

THIRD STEP… Start documenting

1. Make a rough list of everything you have, make notes on anything useful e.g. type of record, date ranges, creator (committee or individual); why was the record created etc.
2. Make a note of who gave you the records if you didn't create them
3. Print out all permanent digital records onto quality (non-recycled) white bond paper, if you can afford the expense use Archival quality paper (Meeting may help cover these costs, ask your Clerk/s)
4. Keep the records in order – are they arranged numerically, by date , alphabetically by name or subject
5. As you go, re-house the records into appropriate Archival quality folders/containers (if not already done) Type 2 boxes are best; otherwise plastic roller containers with secure lids work well
6. Keep a copy of your work, e.g. box lists (1 for the box and 1 for the archivist) – see the examples attached
7. If you have any other finding aids (indexes or notes) please keep a copy in the box

FINAL STEP… CONTACT the Regional Meeting Archivist

- If you need any help
- If you need to hand over records for permanent retention
- If you need permission to dispose of old temporary records
- If you need archival supplies

Please contact ##### on Ph ###### (TXT or leave a message) or by email: ############

Your box lists may look something like this:

Box 1 – Permanent records

- QRM – Photographs of KGMH Children's Meeting Artworks, 01/01/1985-30/05/2018
- QRM – KGMH Meeting for Business, Minutes and Agendas, 02/03/2015-31/12/2018
- QRM - Safe Quaker Communities Correspondence, 15/02/2003-15/02/2018
- QRM – Peace and Social Justice Committee, Minutes, 09/01/2010-09/12/2015

Box 2 – Temporary records

- QRM – Treasurer's cheque book stubs, 01/07/1964-30/06/1985
- QRM - Cash books, 01/09/1985-30/10/1995
- QRM – Bookshop sales, reconciliations, 31/01/1995-30/09/2005
- QRM – General correspondence, Members and Attenders re Picnic days 01/01/2011-31/12/2012