

## **Meeting Archives**

Each Meeting and Worship Group creates records that have a historical value for future generations. They show how we evolved, who we were, what we were concerned about, and what actions we took. They are useful not only to Quakers but to others interested in the social development of our communities such as students in the new discipline of Florida studies. We have a duty and responsibility to safeguard these records so that they are available to all who will need them.

The Yearly Meeting has arranged for the records of Meetings and Worship Groups (minutes, letters, membership records, legal documents, images, newsletters, audio and video recordings, scrapbooks) to be stored, either as paper documents, or in digital format (CDs or DVDs), in the archive repository at the Smathers Library of the University of Florida in Gainesville.

Paper records for deposit should be on acid-free paper and should have all staples, paper clips, three-ring binders, and other metal fasteners removed. Newspaper clippings should be photocopied to acid-free paper. Digital records, on CDs or DVDs, should be clearly labeled as to their content. Scanned documents should be in the form of portable document files (PDF).

When preparing items for deposit make a list. For example: Business Meeting Minutes 1989-2000; Worship & Ministry Committee Minutes 1974-86; Meeting Newsletters 1999-2002; Clerk's correspondence 1985-1992; Membership Records 1938-99; photos of Meeting House dedication 2003. Include a copy of the list with the material for deposit to help in preparing an index to the records. Also keep a copy of the list since the materials deposited still belong to your meeting.

Any documents that are confidential should be separated and clearly marked so that access to them can be restricted.

Magnetic tape recordings deteriorate in storage and should be converted to a digital format.

The archives committee has not yet begun the task of indexing the records collection already in Gainesville. We hope that eventually the collection will be part of the library's on-line catalogue. In this way it will be far more useful to us and to other researchers.

Records for deposit can be sent directly to:

SEYM Archive  
c/o Florence Turcotte  
Special & Area Studies Collections  
University of Florida  
P.O. Box 117005  
208 Smathers Library  
Gainesville, FL 32611-7005

For more information and guidance on the preparation of records see *Handbook on Records: Their Creation, Maintenance and Preservation in the Meeting. Baltimore Yearly Meeting: Committee on Records, 1996 61pp. (Available from Quaker Books, \$10.00)*

Archive Committee. (January 2009)