

OHIO VALLEY YEARLY MEETING

GUIDELINES FOR SUBMITTING MEETING RECORDS TO OVYM ARCHIVES, WATSON LIBRARY, WILMINGTON COLLEGE

The documentation of Quaker history through Ohio Valley Yearly Meeting records is a shared responsibility. Future historians, family members and genealogists will thank you for your archiving and preservation efforts.

WHICH MEETING DOCUMENTS should be archived?

This is the decision of the Monthly Meeting. The clerk, recording clerk, clerks of committees and treasurer will want to discuss and create a policy. If your meeting has a Records Committee or a Records Coordinator, they would assist with this decision.

Some examples of meeting records for permanent archival storage:

- Monthly Meeting minutes
- Monthly Meeting committee minutes, such as Worship and Ministry
- Real property records and other legal documents
- Outgoing correspondence
- Incoming correspondence, if not routine
- Financial records
- Membership records
- Cemetery records
- Memorial minutes
- Newsletters
- Policy manuals
- Newspaper clippings, programs for special events, publications, and other miscellanea
- Photographs, videotapes or DVDs of programs, and other visuals
- Three-dimensional artifacts – confer with Quaker Heritage Center Curator about gifting these

WHEN should the records be archived?

Some Monthly Meetings keep the most recent five years of records available at the meetinghouse, and deposit older records annually. This is also the decision of each MM. If the meeting has a backfile of several years of records, it is permissible to make a “catch-up” deposit.

- For your convenience, it is best to make an appointment with Watson staff when depositing records to the OVYM archives.

WHAT INFORMATION should be included with the records?

Please include an inventory of the folders, notebooks or registers in the deposit, with the meeting’s official name, subgroup/committee name, location of meeting, and dates of the records deposited. Records should be clearly organized and identified, including all possible contexts (e.g., locations of photos and names of those photographed, citations for clippings, background of event programs). We will also ask for name and contact information of the person submitting the records.

- Meeting minutes and other documents should have a header with the official MM name and date, and a footer with the presiding and recording clerks’ names. We strongly suggest adding this information as future records are created.

WHAT FORMAT is best for meeting records?

Preferred format for meeting records – 2 copies, one in paper and one electronic, stored on a flash drive. Please do not deliver records in three-ring binders unless binders are archival. (Watson librarians can advise about sources for these.) Comb binders are OK.

BEST E-Format – The optimum electronic format for meeting records is PDF; Word or Works files can be easily changed by anyone. PDF files are read-only and therefore stable.

Recent versions of Word (Word 2007 and after) include the option to Save as PDF. You can also use free online converters, such as PDFOnline, to convert meeting documents:
<http://www.pdfonline.com/convert-pdf/>

HANDWRITTEN MEETING RECORDS – Some meetings may have old ledgers of handwritten minutes or other records. If this is the meeting's permanent record, we will be happy to accept this time-honored format. Please be sure that the meeting's official name, subgroup/committee name, location of meeting, and dates are prominently indicated.

FOR QUESTIONS OR APPOINTMENTS:

library @wilmington.edu

Jean Mulhern, Library Director (937)382-6661 x346

Patti Kinsinger, Head, Reference Services/Quaker Research Coordinator 382-6661 x441

Lee Bowman, Cataloger / Librarian 382-6661 x394

S. Arthur Watson Library

Wilmington College

Pyle Center Box 1227

1870 Quaker Way

Wilmington, OH 45177

WATSON LIBRARY WEBSITE:

<http://www2.wilmington.edu/academics/watson-library.cfm>

Need more information about archival practices for Quaker meetings? Consult Baltimore Yearly Meeting Handbook on Records

<http://trilogy.brynmawr.edu/speccoll/bym/Handbook%20on%20Records3.htm>

Philadelphia Yearly Meeting Directions for Clerks and Recorders of Constituent Meetings

<http://trilogy.brynmawr.edu/speccoll/rsg/mmguidelines.html>