



## Guide No. 9      Depositing archives with appropriate repositories

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This handout provides advice and guidance on depositing an Area Meeting's or Local Meeting's older records and archives with an appropriate local repository. It covers the kinds of records to deposit, locating a local repository and drawing up terms of deposit. It also provides information on the location of Quaker records in the UK.

### Summary of guidance

- General rule: records more than **10 years old** should be deposited with an appropriate local repository.
- Only current records should be kept by a meeting.
- A meeting's local repository can be found by searching <http://www.nationalarchives.gov.uk/archon/>.
- The Custodian of Records should agree terms of deposit with their chosen local repository.
- Area Meetings should minute the deposit of records with a local repository.
- The Custodian of Records should maintain a list of the records of the Area Meeting and where they are located.
- The Custodian of Records should send a copy of the list of records to Friends House Library and inform the Library of any changes.

### 1. Which records should you deposit with an appropriate local repository?

Records that are no longer used by a meeting for day-to-day work, and particularly archives of a meeting, i.e. those records of historical value which need to be retained permanently (see *Guide No. 2 Meeting records and their retention and disposal*), should be deposited with an appropriate local repository. Only current records, i.e. those used regularly for day-to-day work, should be kept by a meeting. **As a general rule, Library Committee advises that records over 10 years old should be deposited.**

Depositing records with an appropriate local repository has two major advantages:

1. Repositories have the appropriate environmental and storage conditions for keeping records and archives (See *Guide No. 7 Preservation and storage of records and archives*) and employ professional archivists who are trained and experienced in caring for records and archives.
2. Deposited collections become more accessible to researchers and allow Friends to be more easily seen in a wider historical context, with other local church and civil records. Repositories can provide better access arrangements, both in terms of their opening hours and facilities for researchers. Many are open six days a week, and all will have an invigilated reading room. (See also *Guide No. 8 Use and access to records and archives*).

## **2. Finding a local repository**

Nearly all Meetings now deposit their records and so will know where their local repository is. But if not, the Custodian of Records and/or Clerk should specify the suitable repository based on other related collections. A guide to repositories in Britain is: Ian Mortimer (ed), *Record Repositories in Great Britain* (1999). There is also an online directory, ARCHON (<http://www.nationalarchives.gov.uk/archon/>), which is maintained and regularly updated by The National Archives.

Friends House Library is the official repository for records of meetings within London and Middlesex and does not normally take records from elsewhere within Britain Yearly Meeting. Area Meetings should, therefore, find the most appropriate repository local to them. This is not always an easy task due mainly to the differences between Quaker boundaries and local authority boundaries. Area Meetings overriding consideration should be that the records are deposited where they are with related records and most accessible to those who will find them of interest.

## **3. Terms of deposit**

The Custodian of Records should agree terms of deposit with the chosen repository and should contact them for advice on how to prepare records for transfer. Transfer of records to a repository should be periodic, orderly and adequately minuted by the Area Meeting (see section 4 of this guide). It is advisable to check insurance arrangements under the terms of deposit to ensure records are covered in the event of a disaster.

It is important to discuss terms of deposit with the local repository so that they are fully understood and any queries or ambiguities are cleared up, and the rights and entitlements of both the Area Meeting and the repository are clear.

If the Area Meeting is not happy with the terms of deposit, the Custodian of Records will need to negotiate new ones. This is most likely to occur over closed periods. Library Committee recommends that a closed period of 50 years is placed on most Quaker records. Closed periods are considered more fully in *Guide No. 8 Use and access to records and archives*.

The terms of deposit should be a written agreement between the Area Meeting and the chosen repository setting out the conditions of deposit. The repository should issue a receipt to the Area Meeting, acknowledging the latter's ownership of the records.

#### **4. Minuting the deposit of records**

The Area Meeting should minute the deposit of records with a repository (see sample minute below). The minute should be carefully drafted, accurately listing the records and making clear the conditions of deposit.

A copy of the minute and list of records deposited should be sent to Friends House Library so that it can update its lists of the location of each meeting's records.

##### **Sample minute:**

Minute no. <number> of <name> Meeting, <date>

We agree to deposit at <name and address of repository> the following records, the property of <name of depositor>, by minute of which they may be recalled at any time.

<list of records, or reference to a numbered list>

The records are deposited under conditions agreed between <title of depositor's staff or officer responsible> and <name of repository>.

A copy of this minute is to be sent to the Librarian of the Religious Society of Friends in Britain

<signed....>

#### **5. Listing and location of records**

Custodian of Records or Clerks should maintain a list of the records of the Area Meeting and where they are located, whether in the Meeting House or in a local repository. Local repositories should be required to provide you with a list. The list should be regularly checked and amended as necessary. Keeping a list considerably reduces the possibility of records being lost or mislaid. As

mentioned in the previous section, Custodian of Records or Clerks should send a copy of the list to Friends House Library and inform the Library of any changes.

Friends House Library has lists of transcripts of early meeting records, maintains indexes to some of the principal series of central records and holds a large collection of biographical material on Friends. Further information about these sources is available on request and the Library is glad to be kept informed of any local activity on historical Quaker records.

### **Other aids for locating Quaker records**

There are several databases and catalogues to Quaker records and archives:

#### **Access to Archives**

[www.nationalarchives.gov.uk/A2A/](http://www.nationalarchives.gov.uk/A2A/)

Catalogues describing archives held throughout England and Wales.

#### **Archives Hub**

[www.archiveshub.ac.uk/](http://www.archiveshub.ac.uk/)

National database of descriptions of archives in UK universities and colleges.

#### **Brotherton Library, Leeds University Library**

[www.leeds.ac.uk/library/spcoll/quaker/](http://www.leeds.ac.uk/library/spcoll/quaker/)

Guide to Quaker archives in the Brotherton Library

#### **The National Register of Archives**

[www.nationalarchives.gov.uk/nra/default.asp](http://www.nationalarchives.gov.uk/nra/default.asp)

Register of manuscripts and historical records that relate to British history held in archives in the UK and overseas.

#### **Quaker Family History Society**

[www.qfhs.co.uk](http://www.qfhs.co.uk)

Provides an overview of different types of Quaker records and lists of Quaker records by county.

#### **Scottish Archives Network**

[www.scan.org.uk](http://www.scan.org.uk)

Scottish equivalent of Access to Archives.

#### **Yorkshire Quaker Heritage Project**

[www.hull.ac.uk/oldlib/archives/quaker](http://www.hull.ac.uk/oldlib/archives/quaker)

Online database and guide to archives and printed collections of Yorkshire Quakers held in the Yorkshire region and elsewhere.

## 6. Further advice

For further advice on managing records and archives you can either write to Friends House Library, Euston Road, London NW1 2BJ, telephone 020 7663 1135 or send an email to [library@quaker.org.uk](mailto:library@quaker.org.uk)

### Guides in this series

- Guide No. 1 The job of the Custodian of Records
- Guide No. 2 Meetings' records and their retention and disposal
- Guide No. 3 Legislation affecting records and record-keeping
- Guide No. 4 Creation to curation of records
- Guide No. 5 Minutes and supporting papers
- Guide No. 6 Electronic records
- Guide No. 7 Preservation and storage of records and archives
- Guide No. 8 Use and access to records and archives
- Guide No. 9 Depositing archives with appropriate repositories
- Guide No. 10 Disaster preparedness
- Guide No. 11 Creating exhibitions and displays
- Guide No. 12 Records equipment and suppliers
- Guide No. 13 Glossary
- Guide No. 14 Frequently Asked Questions

All guides can be downloaded from the Britain Yearly Meeting website [www.quaker.org.uk/Library](http://www.quaker.org.uk/Library) on the Support for Meetings page or requested from the Library.

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