

# Governance Gold

No 5: August 2015  
Quaker records



For the attention of AM and LM Clerks and also Clerks of AM Trustees

## Governance update from the Recording Clerk's Office

*Quaker faith & practice (Qf&p)* gives us full guidance as to how to be in right ordering for our church affairs. Our faithfulness in following our agreed process upholds our Quaker community. In these papers we are highlighting matters for your attention and action. Please keep these papers for ongoing reference.

### Action requested

Please remember our responsibilities to keep the records of our Quaker Meetings safe.

### Why

The Religious Society of Friends has throughout its history sought to be meticulous in the keeping of records.

The National Archives defines a record as 'recorded information regardless of media or format, created and received in the course of individual or organisational activity which provides reliable evidence of policy, actions and decisions'.

Records are kept to fulfil administrative, business, financial, accounting and legal obligations. They provide evidence of decisions, activities, relationships, rights and obligations, and inform current and future work. Some records are of historical value and should be retained permanently as archives. See [www.quaker.org.uk/records-custodians](http://www.quaker.org.uk/records-custodians) for further information.

**Please note:** *Qf&p* 4.40 (given below) includes a catch-all statement as section d. Records kept under this section should include documents and notes on safeguarding matters.

### *Quaker faith & practice*

"It is advised that the following be preserved in Friends' ownership:

- a. minute books of yearly, general, area and local meetings;
- b. minute books of elders and overseers and of standing committees of meetings for church affairs;
- c. official registers of members (11.37), printed lists of members and attenders (11.39), marriage registers (16.55), registers of burials (17.12), burial ground plans (14.31), registers of properties and trusts (15.18);
- d. such other documents as it is reasonable to expect may be needed for future reference.

It is an essential part of the stewardship of the meeting's assets that the custodian should maintain a full catalogue of records and where they are located, whether kept in meeting house safes or strongrooms or elsewhere. It is advised that area meetings should check the accuracy and completeness of their catalogues at least triennially." *Qf&p* 4.40