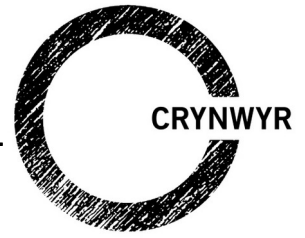


THE RELIGIOUS SOCIETY OF FRIENDS
(Quakers) IN BRITAIN



THE SOUTHERN MARCHES AREA QUAKER MEETING
CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL



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Registered charity number: 1134528

The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.

SMAQM Archives Policy

Date Agreed by SMAQM Trustees: 27th January 2019

Date accepted by SMAQM in session: 14 July 2019

Date for Policy Review: 2024

Policy

The Area Meeting should keep under regular review the proper custody of its records (QFP 4.10.j) SMAQM should appoint a Custodian of Records who should be consulted for further advice. (QFP 4.39-4.44) There are also guides on record management available from the Library of Friends House. This policy should be read in conjunction with the SMAQM Memorandum of Understanding (section 8) and with reference to the Data Protection Policy.

Procedures

1. The following records should be retained:

Minutes of Area Meetings and associated papers

Minutes of the Business meetings of Local Meetings and associated papers

Minutes of Trustees and associated papers

Minutes of Local and Area Meeting Elders /Overseers/Pastoral Care Groups. (It is understood that confidential minutes can be excluded from archived minutes).

Annual Reports and tabular statements

Deeds and other legal documents

2. Minutes should be clearly titled, and numbered sequentially through each year (year indicated by first two digits, (eg 18/)
3. A simple index of names and subjects should be prepared for each year by the clerk of the relevant committee.
4. Documents to be deposited should be printed on archive paper

Storage and Deposit

Arrangements should be related to the Triennium appointments system:

1. Clerks should retain records for a period of six years in order to be able to refer easily to relevant matters.
2. At the start of each triennium existing records older than six years should be deposited in the relevant County archives (SMAQM Area Meeting and Trustee Records at Herefordshire Archive and Records Centre (HARC), Fir Tree Lane, Rotherwas, Hereford HR2 6LA Tel: 01432 260750 ['archives@herefordshire.gov.uk'](mailto:archives@herefordshire.gov.uk); Local Meeting Records in the relevant County Archives (Shropshire, Herefordshire, Gwent, Powys) The Custodian of Records should be informed that that this has been done and the deposit form lodged with him/her.

Records less than six years old should be handed over to the new clerk.

e.g. in 2018: Records older than 2012: deposit in archives

Records for 2012 onward retained by clerk

in 2021: Records older than 2015: deposit in archives

Records for 2015 onwards: retained by clerk

Availability of Records

The Area Meeting shall determine which deposited records should be made available to researchers. (QFP 4.42)

This policy was agreed by Trustees of SMAQM on 24th March 2019 minute: 19.15

Clerk of Trustees

Accepted by Southern Marches Area Quaker Meeting on 14 July 2019, AM 19/74 (b)

Clerk of Area Meeting