

Records Committee: Current: *Oversee the preservation of yearly meeting and monthly meeting records in the Quaker Archives at the Guilford College Library. Usually consists of Recording Clerk of the Monthly Meeting.*

4-27-2024: this committee in its current form is being laid down. A replacement process for archival documentation will happen sometime before 2024 Annual Sessions.

6-13-2024 Susan Lees' Draft update for Archival Records: The Archival Contact Person, in coordination with Guilford College's Archival Office, monitors the updating of the yearly and monthly meeting records that are sent to the Quaker Archives at Guilford College. The monthly meeting Recording Clerk, or other representative, ensures that the monthly meeting records are sent to Quaker Archives on a timely regular basis. Records usually consist of monthly meeting business minutes, Minutes (statements) of record, and life recordings (obituaries) of late members or attenders of the monthly meeting.

OR: The Archival Liaison, in coordination with Guilford College Archives, informs the monthly meetings of the status of their records in the Archives. The monthly meeting Recording Clerk, or other representative, ensures that the monthly meeting records are sent to Quaker Archives on a timely regular basis. Records may include Monthly Meeting business minutes, statements of record on specific topics, and life recordings (obituaries) of individuals important to that monthly meeting.

Gwen's proposal (basically a combination of the two)::

The NCYM-C Archives Liaison, in coordination with Guilford College's Quaker Archies, monitors the updating of the yearly and monthly meeting records sent to the Quaker Archives at Guilford College and reminds monthly meetings of the importance of maintaining archives and the status of their records at the Quaker Archives. The monthly meeting Recording Clerk, or other representative, ensures that the monthly meeting records are sent to Quaker Archives on a timely regular basis. Records usually consist of monthly meeting business minutes, Minutes (statements) of record, and life recordings (obituaries) of late members or attenders of the monthly meeting.

Rationale: The above proposed role streamlines communication and facilitates effective coordination of yearly meeting related records and meetings archives maintained in the Quaker Archives at Guilford College. Past structures were dependent upon the archivist at Guilford being active with the yearly meeting and not sustainable if there were individuals other than those present in place employed at the

college or active in the yearly meeting. Earlier structures were put in place during very different times and the Quaker Archivist now coordinates with over 5 different yearly meeting and associations as well as independent meetings and organizations so more intentional simplified structures needed.