

RIGHT KEEPING OF RECORDS POLICY FOR CAQM

Right Keeping of Records Policy

1. There shall be a standard policy across Cumberland Area Quaker Meeting (CAQM) for the creation, indexing, retention, security and deposit or disposal of CAQM and Local Meetings (LM) records for which oversight lies with two Custodians of Records appointed by CAQM.
2. The basic guidelines to be followed are those contained in the summary 'Your Meetings Records', which was prepared by Friends House Library Committee.
3. Records kept shall include minutes and other significant documents to include property plans, an outline of major structural developments undertaken, and annual financial statements. Records kept should be clearly labelled with the name of the LM, the nature of the record, the dates covered by the records, and the retention qualification instructions i.e. permanent, destroy after 10 years, etc. No records shall be destroyed without consulting one of the Custodians of Records. Records regarding Safekeeping need to be kept indefinitely.
4. The documents held at home by Friends shall be kept to a minimum ideally in a safe or metal cabinet.
5. Documents held by CAQM and LMs should be no more than the current minute book or file and the book or file prior to them held locally, and in any case covering no more than the past 10 years. Earlier records with the exception of Nominations Committee and Elders and Pastoral Friends should be given to one of the CAQM Custodians of Records who should arrange for them to be lodged at Cumbria County Council Archives Centres. Elders' and Pastoral Friends' minutes shall be deposited provided that an embargo of 50 years is imposed on public access.
6. Records of purely local archival interest for example visitors' book, photographs or videos could be held for longer, while interest remains, if held in a fire secure place, and thereafter forwarded to the CAQM Custodians of Records for depositing at Cumbria County Council Archives Centres.
7. Materials used should be such that deterioration is minimised, for example on archival standard quality paper (i.e. lignum free, acid resistant papers) and, if handwritten, with permanent ink. Unless minutes are hand-written in a bound minute book, a four-hole file is considered more secure for filing. Papers should not be stuck into books with sellotape, glue, or fixed with staples or paper clips. Do not consider electronically stored records to be permanent.
8. All Meetings shall retain photographs of their Meeting House, at least of the exterior view, noting the date on which it was taken.

9. Photographic quality is best kept in polyester wallets or interleaved with archival quality paper in an album.

10. If records are taken away by other than the Local Meeting Clerk this shall be noted and signed for. Their whereabouts should be checked at least annually.

11. Local Meeting Clerks should maintain a duplicate minute book for local working purposes in order to facilitate the early deposit of original documents.

12. The extent to which this policy has been followed shall be recorded by the Local Meetings and the CAQM Trustees.

For any questions or clarifications regarding our Right Keeping of Records Policy, please contact:

- **Name:** Clerk to the Trustees
- **Email:** am.trustees@cumberlandquakers.org.uk

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