

NORTH-EAST THAMES AREA MEETING AND LOCAL MEETINGS

ARCHIVING – THE BARE BONES

The MINUTES we take at Local Business Meetings – top copy to be on ACID FREE PAPER – will be of future interest to researchers, mainly to see how things were done on that particular date.

LOCAL MEETINGS should not hold any Minutes more than 50 years old. These and indeed more recent Minutes, if thought appropriate, should be dealt with as follows:-

- 1. A Minute to be made at LBM authorising that they be archived,**
- 2. A copy of the Minute to be sent to Area Meeting Clerk and Area Meeting Archivist,**
- 3. The files taken to Friends House Library and a receipt obtained,**
- 4. The receipt to be passed to AM Archivist,**
- 5. A report made to LBM with a copy of the receipt for the LM Clerk,**
- 6. Copy Minute to AM Clerk.**

Minutes of Premises Committees, Elders and Overseers to be dealt with in the same way at the discretion of the Local Meeting.

More detailed information is contained in ‘Your Meeting’s Records’ a handbook for clerks and custodians of records. This can be borrowed from the AM Archivist on request.

Issued by AM Archivist Audrey Regan

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