



# Depositing Quaker Meeting Records

Quaker meeting records remain the property -- and responsibility -- of your meeting in perpetuity. You can ensure the long-term security, preservation, and accessibility of your records by sending them to Swarthmore and Haverford (depending on where your meeting's earlier records are deposited). Our libraries have depository agreements with PYM, BYM, and NYYM, outlining our responsibilities in caring for meeting records.

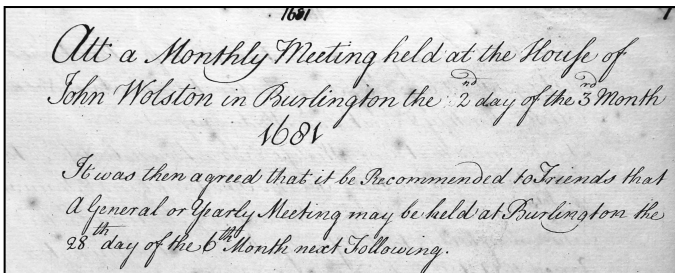
## What to Send to the Archives

- Minutes (approved)
- Marriage and general membership records
- Summary financial records
- Legal agreements and deeds
- Newsletters
- Other materials that are important to your meeting, on approval of the Archivist

## Who Can Access the Archives?

We aim to be as open, equitable, and transparent as possible in providing access to historical documents. By default, meeting records in the Haverford and Swarthmore archives are available to the general public -- anyone who walks through the door and presents a photo ID may access the records. This is true for electronic records as well: they are accessible on computers in the Library (but not published online).

An exception to our open access policy is Ministry & Counsel records, which can be restricted for a limited time (usually 50 years) due to privacy concerns. If you have a concern about other records, let us know and we can discuss an appropriate policy for your materials.



## Contact

The Libraries publish online finding aids (inventories) of records on deposit, available here: <http://archives.tricolib.brynmawr.edu/repositories/quakmeet>.

Friends Historical Library  
Swarthmore College  
500 College Avenue  
Swarthmore, PA 19081  
Contact: Jordan Landes, Curator  
Email: friends@swarthmore.edu

Haverford College Quaker and Special Collections  
370 Lancaster Ave  
Haverford, PA 19041  
Contact: Mary Crauderueff, Curator  
Email: mcrauder@haverford.edu

## Paper Records

Ideally meetings should have a “master” copy of approved minutes printed on acid-free paper; this copy should be deposited on a regular schedule at least every five years. For a variety of reasons this may be difficult for meetings to compile; the lack of an “ideal” set of records should NOT be an impediment to regular deposit of records. FHL and Haverford will accept minutes and records however they are compiled.

## Audio-visual Records

In general, photos and photographic albums and other audio visual records should be retained by the meeting. An exception to this would be oral histories of the meeting or of members (when accompanied by an agreement) and labeled photographs of the meeting house itself. If you have other audio-visual materials that should be preserved as meeting records, please contact the Libraries to discuss with us.

---

## Electronic Records

The depositories ask that digital records, in particular, be submitted in spans of a year or more; processing records properly takes time, and monthly submissions would be overwhelming.

### File names

If possible, files should be named with the name of the meeting, the document type, and the date (YYYY-MM-DD). Use hyphens or underscores between these elements, not spaces. Examples:

- PYM-MeetingMinutes-2019-04-22.pdf
- Havertown-AnnualReport-2018.pdf

### File formats

This table indicates the preserved formats and formats we will accept for electronic records. If records exist in other formats or their formats cannot be changed, please consult the FHL Digital Archivist.

Ideally, the **PDF/A** format should be used for archiving text-based electronic documents, as it is a format that will allow a file to be read long into the future. From Microsoft Word, select “Save As...” and indicate type “PDF.” Then, there should be an “Options” button, and here you can click a box for “ISO19005-1 compliant (PDF/A).”

A PDF/A can also be created in Adobe Acrobat Pro or with a free tool like PDF Creator (<http://www.pdfcreator.org/pdfcreator>). If you’re having trouble with this, consult the FHL Digital Archivist. A plain PDF is not as future-proof as the PDF/A, but we will take your records as PDFs as well.

Resource Type	Preferred format	Acceptable format
Text	<b>PDF/A, PDF</b>	TXT, RTF, XML
Images	<b>TIFF</b>	JPG, DNG, PNG, JP2
Audio	<b>WAV</b>	AIFF, FLAC, MP3
Video	<b>AVI, MOV</b>	MPEG-4 (MP4)
Presentations (slideshows)	<b>PDF/A, PDF</b>	Original (powerpoint, etc.)
Structured data (spreadsheet)	<b>PDF/A, PDF</b>	CSV, Tab-delimited, TXT, XML