

## Annual Report for Archives & Historical Records

This year the committee has continued its work with two primary foci. We have begun the work of creating a guideline records management and records retention policy for use by monthly meetings. We plan to provide guidelines on what Meetings need to keep as well as what should be archived. We also met with interested Friends from Maine as a follow-up to last year's workshop and began planning for a workshop in Maine. In connection with this work, Andy Grannell has joined us and contributed to both our understanding of some of the needs of meetings in Maine as well as supporting the research efforts into Yearly Meeting participation and support of Indigenous boarding schools. We look forward to his appointment to the committee.

Elise Riley, the Yearly Meeting outreach archivist, supported Meetings by providing reference or consultation via email on topics such as donation, preparing and organizing records, and historic records. She also worked specifically with Vassalboro MM, Dover MM, Mt. Toby MM, Northeast Kingdom MM, and NEYM's office to donate 1932 files to SCUA. She also initiated contact with the Maine Historical Society as part of the follow-up to the workshop she co-hosted on Preserve Your History: Maintaining Your Quaker Meeting's Historical Records & Archives held in 2022. Elise has been a real asset to the work of the committee as she has helped to define the role of outreach archivist. The committee has valued her professional advice and is grateful for her many contributions, including suggestions for fine-tuning the job description. We will miss her as she moves on at the end of April 2023.

We also want to acknowledge the work of UMASS, Amherst Special Collections and University Archives which has found funding to digitize bound NEYM, quarterlies, and monthlies records. In addition, some funds remaining from our grant to them to complete the organization of records transferred from Rhode Island Historical Society will be used to digitize loose materials. SCUA gladly responded to a request to prioritize the digitization work to support the research on boarding schools.