

## 2024 Annual Report of the Archives and Historical Records Committee

This year the Committee began work with the selection of a new Outreach Archivist, Tamara Gaydos. We also welcomed new committee member, Andy Grannell, who has been a wonderful addition to our committee with his enthusiasm.

The core work this year of the committee has been threefold:

- Support for the work Tamara has led with Danielle Kovacs in reviewing and updating the process for submission of meeting records to UMass Special Collections and University Archives (SCUA);
- The nearly complete development of records retention schedule for monthly and quarterly meetings;
- Support to the Indigenous Boarding School working group, with a statement regarding access to records, as well as mentoring a summer intern, Charlie Barnard.

We continue to hold as a goal for future work the development of a better relationship with the Maine Historical Society, which holds many records from Maine meetings and statewide committees.

Much of the committee time was reviewing and supporting Tamara in her work with SCUA and outreach to Meetings. This is evident in the reports from both Tamara Gaydos and Danielle Kovacs included below.

Danielle Kovacs, Curator of Collections at SCUA, reports:

- Completed digitization of the bound volumes. The digital objects are currently available online via the Internet Archive but there are plans to add them to Credo, SCUA's digital repository.
- Met with the Archives Committee to review and update archives policies, including process for acquiring and describing new/additions to collections; deed of gift and transfer forms; workflow and expectations.
- Collaborated with Tamara Gaydos to create collection transfer forms and update the current deed of gift.
- Updated all finding aids to reflect recent additions to collections; acquired and ingested digital accessions, communicated with meeting contacts to assist in acquisitions.

Tamara Gaydos reports:

I began my position as Outreach Archivist in October 2023. In November, I visited SCUA and met with Danielle Kovacs and Aaron Rubenstein to determine policies and procedures and examined the NEYM records at SCUA. I updated the deeds of gift and instructions to meetings which are located on the NEYM website. In February, I emailed all monthly and quarterly meetings to encourage them to donate their records to SCUA. This included researching what

SCUA already had in its collection. I worked with Danielle to find physical and electronic donations, update finding aids, codify procedures, make sure donations were added to finding aids, and catch up on acknowledgements. I worked with several meetings to facilitate the transfer of their records to SCUA. With Carol Forsythe, I advised the Friends Camp Director on how to improve her grant application for archiving old records she found. I attended monthly meetings with the Archives Committee and worked with them on policies for donating electronic records and a records collections policy.