

GLOUCESTERSHIRE AREA QUAKER MEETING ROLE DESCRIPTION

AM Custodian of Records

The primary responsibility of this role is to serve as custodian of our records, ensuring their timely transfer to safe deposit and archive. The aim is to maintain orderly records of Quaker life in and around Gloucestershire for reference and research. The role involves between 2 and 4 hours per month, including attendance at AM meetings as appropriate.

Experience and qualities needed

A key quality helpful for this role is a methodical approach to creating and keeping documents, together with an active interest in local and Quaker history.

The main responsibilities

These are:

- 1 Advising local Meetings on producing minutes and other records suitable for archiving; ensuring they deposit these in a timely way with the Custodian for safe storage in the AM intermediate records store.
2. Seeking out and taking care of records of any Meetings that are laid down.
3. Issuing receipts for records store and maintain an inventory of those currently held there.
4. Maintaining an up-to-date protocol for Retention, Processing and Closure Periods for AM records, as advised in Quaker guidance *(see below)
5. Transferring records held in AM Record Stores to Gloucestershire County Archive as defined by the protocol, holding receipts issued by the Archive when depositing them.
- 6 Reporting at regular intervals to AM on status of records within Local Meetings and the Archive.
- 7 Liaising with those who have an interest in Friends' records inside and outside Society, including Friends House Library staff.

Support and learning:

On custody of records, QF&P 4.41 is essential reading. As appropriate (when extra work is called for) AM may appoint a team to support the custodian. Training funded by AM, is available through workshop days at Friends House and at Woodbrooke.

*Further guidance to be found within British Quakers website page on Quaker roles:
www.quaker.org.uk/our-organisation/quaker-roles/record-custodians-librarians

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