

**Cymdeithas Grefyddol
y Cyfeillion (Crynwyr)
yng Nghymru a'r
Gororau**

Cymar

**The Religious Society
of Friends (Quakers) in
Wales and the Marches**

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**Charitable Incorporated
Organisation**

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**Registered charity number:
1207878**

Right Keeping of Records Policy and Procedures

Date approved by Trustees: 2024.10.10

Received by AGM:

Date reviewed:

1. Policy

1.1 The Religious Society of Friends (Quakers) in Wales and the Marches - Cymdeithas Grefyddol y Cyfeillion (Crynwyr) yng Nghymru a'r Gororau CIO (Cymar) will keep under regular review the proper custody of its records (QFP 4.10.j) <https://qfp.quaker.org.uk/passage/4-10/>

1.2 Cymar will appoint a Custodian of Records who should be consulted for further advice. (QFP 4.39- 4.44) [4.39 | Quaker faith & practice](#).

1.3 Assistant Custodians of Records may be appointed from within each Area meeting and Crynwyr Cymru - Quakers in Wales.

1.4 Guidance on record management is available from the Library of Friends House. ([Records custodians and librarians | Quakers in Britain](#)) and should be followed.

1.5 This policy should be read in conjunction with reference to the Cymar Data Protection and Privacy Policies.

Cymar Right Keeping of Records Procedures

1. Retention of Records

The following records must be retained:

- Minutes of Cymar, CCQW and AM Meetings and associated papers
- Minutes of Cymar Trustee Meetings and associated papers
- Minutes of the Business meetings of associated Local Meetings, and any associated papers
- Minutes of Local and Area Meeting Eldership and Pastoral Care/Bugeiliaid Groups. (Confidential minutes will have a closure period of 100 years and will be held securely with access on a need-to-know-basis.)
- Annual Reports and tabular statements
- Deeds and other legal documents
- Other material that could be retained includes:
 - Minutes and notes of other committee meetings from any of our bodies
 - Material identified as being of particular potential historical significance
- Refer to the **Cymar Records Retention Schedule** which sets out in detail what records should be held for each body, under what regulatory retention period and source, the length of time records should be retained, access conditions appropriate to such documents and types of storage that may be used for further detail.

2. Accessibility

Documents should be written using a recognised accessible font (Arial is recommended by RNIB for example) and in an adequately accessible font size – 12 point is suggested.

3. Dates/Minute numbers

Minutes should be clearly titled and numbered sequentially through each year using the format YYYY.MM.DD.Minute Number or YY.MM.Minute Number, or YY/minute number. The minute number, for numbers below 10, would be preceded with a 0, for example 2023.05.25.09.

4. Indexing

Ideally, a simple index of names and subjects should be prepared for each year by

the clerk of the relevant committee. (For paper records). However, digital records may be adequately searchable without the separate preparation of an index.

5. Storage and Deposit Arrangements

5.01 Digital Storage of Records

The majority of records in Wales and the Marches will be held in a secure digital system to be determined by Cymar Trustees, e.g., Google Drive, Office 365, or alternative.

The Cymar administrator will act as the primary administrator for such a digital system, with supporting administrators drawn from other members of Cymar trustees. Such additional administrators will ideally be found using a nominations process, but may be co-opted if that proves more practical.

Cymar Trustees will adopt a permissions process, so that records are held securely and only those who need access to any particular record may be granted such access. All the other constituent bodies of Cymar will be asked to agree and adopt this process.

The management of individual sections of such a digital storage system will be carried out by the Clerks or Convenors of those Committees (and may be delegated by them to a suitably able deputy).

Most folders will be held securely and confidentially. Friends will only be granted viewing access when this is appropriate, e.g., to their Local or Area Meeting Minutes.

5.02 Paper Records

Where only paper records of a meeting exist, they should be scanned to produce a digital record. Is the thinking here more historical or current?

Where there are existing paper documents that can be archived, they may be printed on acid free paper recommended for the purpose, but this should be regarded as a 'gold standard'. Standard paper is generally acceptable Arrangements should be made to deposit records in the relevant County or National Archives on an annual basis:

- a. Clerks may retain records for a period of up to ten years to be able to refer easily to relevant matters. However, as most records are now held digitally, it will be acceptable to archive paper records on a more frequent basis. County Archives may be willing to receive documents from the previous year at the start of each calendar year when digital records are being deposited.
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- b. At the start of each year existing records may be deposited; Cymar and CCQW records should be deposited in the National Archives. Area and Local Meeting Records should be deposited in the appropriate County Archives.
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- c. The Cymar Custodian of Records is responsible for ensuring the depositing of Cymar and Trustee Minutes in the National Archives
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- d. The CCQW Custodian of Records is responsible for ensuring the

depositing of CCQW Minutes and associated papers and records in the National Archives

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- e. Area Meeting Custodians of Records are responsible for ensuring the depositing of AM minutes, associated papers and any other AM Committee papers deemed appropriate for permanent retention.
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- f. Local Meeting Clerks may be asked to deposit their own LM records and to inform the AM Custodian of Records when this has been done. Alternatively, geographical spread may make it more practical for the AM Custodian of Records to collect and deposit all records.
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- g. Digital records should be passed to the new clerk when appointed each triennium Paper records should be deposited in the appropriate archive department at the end of a Clerk's period of service if not already done.

6. Availability of Records

All records will be closed for a minimum period of 50 years, all material of a confidential nature or relating to personal data, will be closed for a period of 100 years.

7. List of useful documents

The following guides can be downloaded from the Britain Yearly Meeting website at

[Resources for Custodians of Records](#)

- Role of Records Custodian (Word)
- Legislation affecting records (PDF)
- Creation of Records (PDF)
- Minutes and Papers (PDF)
- Electronic Records (PDF)
- Preservation and storage of records and archives (PDF)
- Use and access to records and archives (PDF)
- Depositing archives with appropriate repositories (PDF)
- Disaster Planning (PDF)
- Records equipment and suppliers (PDF)
- Records Retention (PDF)
- Retention schedules (PDF)
- Example Retention Schedule (PDF)
- Cloud services (PDF)

Notes of Explanation or Caution:

Where Meeting is capitalised, it refers to a Quaker Meeting of some type – LM, AM etc. Where meeting is not capitalised, it refers to one individual meeting, e.g. a meeting of Elders and Pastoral Care.