MANUAL FOR
DEVELOPING A BAPTIST ARCHIVES

BY
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PREFACE

This volume has been produced as a special project of the Baptist World Alliance (BWA) Commission on Baptist Heritage during the 1985-90 BWA quinquennium. The Manual is designed to assist Baptist bodies, agencies, and institutions in establishing and operating an archives in order to preserve and make available for study archival records, publications, and other historical materials pertaining to their life and work. The BWA Commission on Baptist Heritage is pleased to publish this volume in response to the request of many BWA member bodies for assistance in developing a Baptist archives.

Eljee Bentley, archivist of Woman's Missionary Union, Auxiliary of the Southern Baptist Convention, and Lynn E. May, Jr., executive director of the Historical Commission of the Southern Baptist Convention, both members of the BWA Commission on Baptist Heritage, prepared and published the Manual at the request of the BWA Commission. Appreciation is expressed to Bill Sumners, archivist and director of library and archives for the Historical Commission, SBC, who assisted in planning and publishing this volume. Bentley prepared the manuscript and May edited it with assistance from Sumners.

The Manual provides step by step guidelines for developing and operating a Baptist archives. TheAppendices include basic forms needed for the operation of an archives. It includes examples of completed forms as well as blank forms which can be photocopied, adapted, and used by any archives.

The BWA Commission on Baptist Heritage is indebted to one of its members, James E. Scirrat, and his congregation, the East Meadows Baptist Church of Fort Worth, Texas, for their gift of $500.00 which helped to fund the publication of this Manual and the International Directory of Baptist Archives/Libraries. Their generosity is deeply appreciated.

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## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. What Is an Archives?</td>
<td>1</td>
</tr>
<tr>
<td>B. Why Establish an Archives?</td>
<td>1</td>
</tr>
<tr>
<td>I. GETTING STARTED</td>
<td>2</td>
</tr>
<tr>
<td>A. What Is a Program Statement?</td>
<td>2</td>
</tr>
<tr>
<td>B. Writing a Program Statement.</td>
<td>3</td>
</tr>
<tr>
<td>C. Adopting a Program Statement</td>
<td>4</td>
</tr>
<tr>
<td>II. ACQUIRING HISTORICAL RECORDS</td>
<td>5</td>
</tr>
<tr>
<td>A. Adopting an Acquisition Policy</td>
<td>5</td>
</tr>
<tr>
<td>1. Your Own Records</td>
<td>5</td>
</tr>
<tr>
<td>2. Personal Papers</td>
<td>5</td>
</tr>
<tr>
<td>3. Other Records</td>
<td>5</td>
</tr>
<tr>
<td>4. Formats</td>
<td>6</td>
</tr>
<tr>
<td>5. Supporting Library</td>
<td>6</td>
</tr>
<tr>
<td>B. Getting What You Want</td>
<td>7</td>
</tr>
<tr>
<td>1. Surveys of Organizational Records</td>
<td>7</td>
</tr>
<tr>
<td>2. Gifts</td>
<td>7</td>
</tr>
<tr>
<td>C. Appraisal</td>
<td>8</td>
</tr>
<tr>
<td>III. ORGANIZING HISTORICAL RECORDS</td>
<td>9</td>
</tr>
<tr>
<td>A. Accessioning</td>
<td>9</td>
</tr>
<tr>
<td>B. Arranging and Describing</td>
<td>9</td>
</tr>
<tr>
<td>1. Record Groups</td>
<td>9</td>
</tr>
<tr>
<td>2. Record Series</td>
<td>10</td>
</tr>
<tr>
<td>3. Personal Papers and Records of Other Organizations</td>
<td>11</td>
</tr>
<tr>
<td>4. Description</td>
<td>11</td>
</tr>
<tr>
<td>IV. PRESERVING HISTORICAL RECORDS</td>
<td>12</td>
</tr>
<tr>
<td>A. Choosing Space and Materials</td>
<td>13</td>
</tr>
<tr>
<td>B. Processing</td>
<td>13</td>
</tr>
<tr>
<td>1. Non-Paper Records</td>
<td>14</td>
</tr>
<tr>
<td>2. Lists</td>
<td>15</td>
</tr>
<tr>
<td>V. USING HISTORICAL RECORDS</td>
<td>15</td>
</tr>
<tr>
<td>A. Adopting a Users Policy</td>
<td>15</td>
</tr>
<tr>
<td>B. Serving Users</td>
<td>15</td>
</tr>
<tr>
<td>1. Information</td>
<td>15</td>
</tr>
<tr>
<td>2. Duplication</td>
<td>16</td>
</tr>
<tr>
<td>3. Loans</td>
<td>16</td>
</tr>
<tr>
<td>4. Research Area</td>
<td>16</td>
</tr>
<tr>
<td>5. Exhibits</td>
<td>17</td>
</tr>
<tr>
<td>CONCLUSION</td>
<td>17</td>
</tr>
<tr>
<td>BIBLIOGRAPHY</td>
<td>19</td>
</tr>
<tr>
<td>APPENDICES A (Examples) and B (Blank Forms)</td>
<td>20-42</td>
</tr>
</tbody>
</table>
A. What Is An Archives?

The English word archives has three meanings.

First, archives are noncurrent records kept because they possess information of permanent value. They are your convention's, union's or body's old records. They are the minutes, reports, correspondence, speeches, newsletters, programs, photographs, and publications that the organization created or received in doing its work but no longer needs in order to do that work. They are the old records that your organization should keep, because they contain important facts about the organization. They are its historical records. Archives, used in this way, are also called archival holdings or archival materials.

Second, archives means the place where archival holdings are kept. This place is also called an archival repository.

Third, archives means the agency or department that is responsible for selecting, preserving, and making available archival holdings.

When we speak of developing an archives, we are using archives to mean the agency or department. The Baptist Heritage Commission of the Baptist World Alliance encourages every member body of the Baptist World Alliance to establish an agency or department to be responsible for selecting, preserving, and making available that body's historical records.

B. Why Establish An Archives?

Your convention, union, or body can benefit from an archives. The archives will serve as a collective memory. It can provide the necessary facts in financial and legal matters. It can answer questions about the past, helping your leaders to plan for the future. It will make knowledge of your history possible. The archives will preserve your heritage in documents, enabling your descendants to know and understand their past.

Where are these documents now? They may be scattered, kept by individual leaders of your convention, union, or body. An archives can locate your historical records and put them in a central location. Perhaps your historical records are crowding office files, requiring space that is needed for current work. An archives can remove historical records and also help office workers identify current records which have no permanent value and can be discarded.

Your records may be disintegrating. The materials on which your past is recorded—paper, film, tape—do not last unless carefully preserved. An archives can provide the
proper environment and see to it that your records are organized. Without organization, they will be useless, merely boxes of old papers. An archives makes historical records available to persons seeking information.

An archives will serve your convention, union, or body by acquiring, selecting, preserving, and making available your historical records for present and future use.

I. GETTING STARTED

An archives needs authority. Employees of your convention, union, or body will be reluctant to surrender the records in their office files unless they are instructed to surrender them. Leaders will not wish to give their correspondence to an archives without official assurance that they are acting correctly. Your governing body should establish the archives and give it authority to do its work.

A first step is to declare ownership of your records. Employees and leaders may believe that the records they have are their personal property. They may not realize that the records they create and receive in doing the work of your convention, union, or body belong to that organization. Your governing body should declare ownership.

A second step might be to appoint a committee. The committee should be representative of your convention, union, or body. It should include highly respected leaders and people who are not so well known, clergy and laypersons, employees from different areas of work, persons from different geographic areas. Such a committee, composed of members who will bring different points of view, is likely to consider all the questions that your convention, union, or body will have about an archives. Such a committee can write an archives program statement to recommend to your governing body.

A. What Is a Program Statement?

A program statement defines a program. By voting for an archives program statement, your governing body establishes the archives and grants authority for the archives to carry out the program described in the program statement.

The program statement should state that the governing body is establishing the archives and is authorizing the archives to act on behalf of the body. It should state the purpose and functions of the archives. It should declare the place of the archives in your organizational setting: To whom is the archives responsible? What are the limits of its authority? In the program statement, your governing body
might repeat the declaration of ownership of the records.

A program statement may have a different name. It could be called policy or policy statement. An example is in Appendix A.

B. Writing a Program Statement

The program statement your governing body adopts may be quite different from the one that appears in the Appendix. Each program statement is unique, because the needs and abilities of each organization that establishes an archives are unique. Your archives is to serve your convention, union, or body and should do the work that that organization (1) wants it to do and (2) can pay for.

The persons assigned to write your organization's program statement will need time. They must discover what your organization wants from an archives and what it needs. They must find out what resources are available: money; space; people. They should evaluate future support for an archives. It is better to begin small with the potential for growth than to begin an extensive archival program that will have to be abandoned for lack of funds.

The persons writing your program statement must learn something about archives and archival work. They can learn about archives by reading this manual and some of the booklets listed in the Bibliography. They can learn by talking with archivists. Some sources of information and assistance are listed with the Bibliography.

They will want to consider the answers to many questions.

* * * * *

QUESTIONS TO CONSIDER

What historical records does your archives want to acquire? Do you want records of churches? records of associations? records of geographic or administrative divisions? or only the records of your convention, union, or body? Do you want records of influential leaders? Do you want records of other organizations related to your organization? Are other existing archives collecting some of these historical records?

Do you want historical records in all formats or media? Do you want film, photographs, slides, audiocassettes, videocassettes, maps, blueprints, paintings, furniture, three-dimensional museum objects? Do you want machine-readable records such as computer discs? Are records in all formats equally useful? Can you store records in all formats?
Where will you store your historical records? How will you guarantee a good environment? What equipment and supplies will you need?

How will you acquire historical records? Will your governing body adopt a records management program so that records will automatically pass to the archives? Will you accept items on loan? Will you purchase records or, at least, pay for their transfer to your place of storage? Will you accept confidential correspondence? How will you control access to it?

Who will be able to use the historical records? Where can they be used? Will you loan them? Will you photocopy records; and if so, what are your obligations under copyright law? Will you offer reference and research services?

What auxiliary programs will you carry out? Will you do oral histories? Will you offer exhibits? publications? Will you microfilm your historical records?

How many people will be needed to work in the archives? Can you use volunteers?

How will your archives be financed?

* * * * *

They will want to consider these questions, even though they will not answer all of them in the program statement they are writing. In that statement, for example, they will not specify where the records are to be stored nor how many persons are to be employed. But they need to investigate storage and labor costs in order to make sure that the archives program they propose is one the convention, union, or body can support.

A program statement should not contain details but should be the framework on which the details can later be hung. A program statement is basic policy, that which does not need frequent amendment.

C. Adopting a Program Statement

Once the program statement is written, the governing body of your convention, union, or body should formally adopt it, making the archives program official policy. Ideally, the archives program should be written into your organization's constitution or bylaws.
Its adoption should be publicized. You want the members of your convention, union, or body to know that there is an official archives, an agency to which they should deposit any of the organization's records they might possess. They also need to be aware of the services and assistance provided by the archives.

II. ACQUIRING HISTORICAL RECORDS

Getting things to put in your archives will not be a problem. The difficulty lies in getting those things that truly document the life of your convention, union, or body. You must know what you want to acquire.

A. Adopting an Acquisition Policy

State what you want in an acquisition policy that may or may not be part of your program statement. An acquisition policy sets limits to what you will acquire. It defines the scope of your collection.

1. YOUR OWN RECORDS

You want the historical records of your convention, union, or body. These include the constituting documents, policy and procedure manuals, financial and legal records, minutes and proceedings, annuals, yearbooks, reports, official sermons and messages, correspondence, agendas and programs, publications, photographs, and sound recordings of that organization and its subordinate departments, agencies, and divisions. These are yours by right once your organization has made the archives its official repository.

2. PERSONAL PAPERS

You may want the personal papers of leaders of your convention, union, or body. These include personal photographs, correspondence, diaries, and other items treasured and kept by individuals and usually disposed of by their heirs. Personal papers give clues to understanding their owners and so may help future researchers understand why these leaders acted as they did. Personal items often make interesting exhibits. Visitors to Woman's Missionary Union, Auxiliary to Southern Baptist Convention, are thrilled to see Annie Armstrong's notebooks. The notebooks contain little information useful to a researcher but are treasured as an artifact.

On the other hand, personal papers require time and space. Be certain that you have the right to refuse donations and to discard what you do not want.

3. OTHER RECORDS
You may also want the records of administrative and geographic divisions that are independent of your convention, union, or body. You may want the records of associations and local churches. Whether you would attempt to acquire these records depends on (1) your resources and (2) whether these bodies are establishing their own archives.

A new archives with limited resources might do well to restrict its own acquisitions and to encourage administrative and geographic divisions, associations and churches to establish their own archives. The Southern Baptist Historical Commission, which is the official archives for the Southern Baptist Convention in the United States, encourages state conventions, associations, and churches to document their own histories; but it also acquires microfilm copies of associational and church records. In other words, the Commission does not attempt to be the archives for associations and churches, but it does try to get some of their records on microfilm, a format that does not require a lot of space.

4. FORMATS

You may want to limit your acquisitions to formats that hold the most information in the smallest space. Large framed portraits, a former president's favorite chair, antique office equipment, blueprints of your first headquarters are nice to have, especially if you plan exhibits. But how important are they as historical records? Will they fit on a shelf?

Paper takes more space than microfilm. And most archives are microfilming their most important holdings. Yet few are discarding the original papers, for they are afraid the film may not last as long as paper. They use the microfilm as a backup copy, storing it in a place other than where the papers are stored.

Microfilm, other types of film, slides, sound recordings, computer discs and tapes—each presents specific storage problems. And each requires equipment of some kind in order to be viewed or heard if your archives is to serve as a research center. Your acquisition policy should include what formats as well as what records you want.

5. SUPPORTING LIBRARY

You may want to include a supporting library in your acquisition policy, especially if you are planning to offer reference and research services in a place where there is no library. The library need not be large but should include histories of your convention, union, or body; biographies and memoirs of its leaders; and other reference tools that would help researchers understand your historical records.
B. Getting What You Want

Once your acquisition policy is adopted, go after the records which fit within the scope of your policy. Share with officers and employees of your convention, union, or body a copy of your program statement which authorizes you to secure particular materials for the archives. Inform them that you are preparing to receive records that are no longer useful to them in their work. Remind them that the records belong to the organization. Emphasize that you will provide guidelines for them concerning what records you want and how to transfer them.

Note Well: You want groups of records, not individual items. You want file folders, not one piece of paper from this file and another from another file.

Archivists use the phrase record series to refer to a group of records arranged and maintained together because the records have some relationship one to the other. They may relate to a particular subject or function, be the result of the same activity, or have a particular form. You want records series.

1. SURVEYS OF ORGANIZATIONAL RECORDS

Discover what records series each officer and employee has. You may want to use a survey form; a sample is in Appendix A and a blank form in Appendix B. Send the form to each person, asking for its return by a certain date. Or make an appointment with each person and you two fill out the survey form together.

After you have completed the surveys, look at the completed forms and decide which records series you want from which persons. You want those series that contain the most thorough documentation in the most concise form. You want to acquire each series from the person most responsible for the function or activity it documents. You may choose to take everything from the officers and chief executives. They are most responsible and they are personally of great significance in the history of your convention, union, or body. From other employees you would take only those records series that have information found nowhere else. For more help, see below under "Appraisal."

Tell officers and employees which records series should be transferred to the archives. Ask them not to remove papers from file folders or reorganize the records. You will find it easier to understand the records if you can receive them arranged just as they were used.

2. GIFTS
Ask former officers and employees, or their heirs, for records of your convention, union, or body that they may have. These records belong to your organization, but they are in the possession of individuals who may or may not choose to give them to you. Ask for them politely, and treat their return as a gift.

If you want personal papers and other records, ask for them. Advertise. Mention specific items that you seek such as issues of a newsletter or certain years' annual meeting programs. Publicize your archives. Tell the press of gifts you receive, letting people know that you accept donations.

You may want to use a statement of gift to transfer the ownership of gifts to your archives. A statement of gift includes the name of the donor (the person giving the gift), the name of the recipient (your archives), a description of the gift, any conditions or restrictions to the gift (for example, restricting access for a number of years), a statement indicating transfer of ownership, the date of transfer, and the signature of the donor.

C. Appraisal

Before accepting anything, whether by gift or by transfer from officers and employees of your convention, union, or body, you should decide whether the records offered are worth having. The first question to ask is: Do they fall within your acquisition policy? If they do, then you should ask these additional questions.

Do they have continuing administrative, legal, or financial value to your convention, union, or body? Do they provide evidence that documents the organization, policies, decisions, functioning, and performance of your convention, body, or union?

Do they provide information about persons, places, events, and actions?

Is the evidence or information they provide unique? Could a researcher learn the same things from other records or only from these?

Are they usable? Can they be understood? Are they in good condition? Can they be preserved? How many records like these are there? Some record series, for example manuscripts for a magazine, are just too large to keep. Instead of keeping the whole series, keep a sample such as the manuscripts for one month's issue every ten years.

This process of determining the value of what is offered to an archives is called appraisal.
III. ORGANIZING HISTORICAL RECORDS

The name of the process by which records are received in an archives is accessioning. Accessioning is the first step in organizing your records, in giving you control over your holdings - legal, physical, and intellectual control.

A. Accessioning

Each item or group of items that is accepted by an archives is called an accession and is given an accession number, a number unique to that item or group of items. You may use any numbering system. Many archives use the last two digits of the year plus a number for each new accession. The first accession of 1990 will be 90.1, the second 90.2 and so on.

The number is written on the containers in which that accession is stored. The number also goes on an accession record that describes the item or group of items, tells from whom they came, gives the date, and indicates where they will be kept. Accession records may be kept in a book or on separate sheets of paper. A sample is in Appendix A and a blank form is in Appendix B.

Accession records are kept in numerical order. But you may find it handy to have this same information filed by the name of the donor or of the office from which the records were transferred. Statement of gifts, correspondence, and other papers relating to gifts or transfer of records should be filed with the appropriate accession records.

Accession everything in your archives. You may find that your convention, union, or body already has a historical collection, records that someone had the foresight to keep but did not accession. Assign a number and make an accession record each record series, in order to establish a written record of what is where in your archives.

B. Arranging and Describing

Accessioning makes it possible to find things. Arranging and describing gives you better control over your archival holdings.

1. RECORD GROUPS

Archivists arrange official records by record groups, so the first step in arranging your holdings is to establish your groups. Consider how your convention, union, or body is organized. Prepare an organizational chart. Include every board, agency, or department that creates or receives records. Consider offices that no longer exist but whose records you want; does some current office have the same or similar responsibilities? Expand your chart to include all
units that ever created or received records.

Name a record group for each unit of your convention, union, or body that has or had authority to carry on activities in a somewhat independent manner. These are the units that will have unique records. Your first record group, for example Record Group 1, will be that of your governing body. A second, Record Group 2, might be your board of missions; a third, your board of education.

Record groups are subdivided into subgroups. Your first record group would include subgroups for each office within your governing body: 1A for president; 1B for secretary; 1C for treasurer. You may subdivide subgroups and will probably find it necessary if you have a complicated organizational chart.

Once you have established your record groups, keep them. Do not change your arrangement scheme every time your convention, union, or body reorganizes. Consider the functions of new units and fit them into your scheme. If, however, new units have entirely new functions, establish new subgroups or record groups.

2. RECORD SERIES

Within each subgroup are many record series. If you have forgotten what a record series is, look back on page 7. Archivists do not arrange record series but keep them arranged as they were used in the office. The user has already established an arrangement scheme, usually chronological or alphabetical. The archivist discovers the scheme and uses or adapts that arrangement system.

Within a record series there may be subseries. For example, annual meetings would be a series; one year's annual meeting would be a subseries. One year's meeting generates many records, and these would be in file units arranged as the person who was responsible for that meeting used them. To maintain them as they were used allows the future researcher to most fully understand that meeting.

Unfortunately, not all records will reach your archives neatly arranged. When they do not, you will have to establish order. Discover the source of the records to determine the record group: What unit in your organizational chart created or received them? Consider the subject or form of the records to determine the record series. Look at the file units of that record series you already have. Do the new records contain new valuable information? If so, arrange them to fit in with the already established arrangement.

You rearrange the records of your convention, union, or body as little as possible. You keep them in a manner that reflects its organizational structure and workings. The
arrangement tells part of the story.

3. PERSONAL PAPERS AND RECORDS OF OTHER ORGANIZATIONS

Personal papers and records of organizations other than your convention, union, or body are different. They are not your records and do not belong to any of your record groups. You will want to establish separate arrangement schemes for them.

You might call all of them collections and assign them numbers and/or names. For example, you might establish presidents' collections as Collection Group 1. Each president would be a subgroup. In each subgroup could be that president's own personal papers plus donations from other people of items that relate to that president.

Arrange items within a collection in the manner that seems most reasonable. Arrangement could be by types of materials: diaries, letters, photographs, clippings. It could be alphabetical or chronological. If items are already arranged, leave them as they are.

If organizations other than your convention, union, or body designate you as their official archives, you will want to establish for each of them a record group arrangement. Follow the same procedures as in arranging your own organization's records.

For more help in the hands-on work of arranging materials, see under "Processing" on page 13.

4. DESCRIPTION

Arrangement helps you get records into permanent storage. Description helps you find them again.

Description is the preparation of finding aids. Description is writing the answers to these questions: Whose records were these? What activities do they document? When were these records made? What is their format? How many are there? How much storage space do they take? Are they in good condition? Are there restrictions on their use? Where are these records? How are they arranged?

You prepared the first finding aid for items in your archives when you accessioned them. You made an accession record that answered several of the questions listed above. As you process (see below), making decisions about the arrangement of those items, you will learn more about them and can answer more of the questions. You can add that information to the accession record and enhance its value as a tool. See the samples in Appendix A to see how an accession record can be altered after the items have been arranged.
You can add lists of file units to your accession record. You may never have time to list every folder title in every record series, but you may find it helpful to have lists for record series that are most popular with researchers. An example of a list is in Appendix A and a blank form in Appendix B. Lists can be added to inventories. A complete inventory of your archival holdings would begin with a brief history of your convention, union, or body and a description of its organizational structure and its major activities. The inventory would continue by describing Record Group 1, giving the history, structure, and functions of the offices whose records are in that record group. It would describe each subgroup and record series. It would indicate the dates and quantity of records in each record series and subseries and how they are arranged. Then it would go to Record Group 2, 3, and all that you have. For a sample of a partial inventory, see Appendix A.

Inventories and accession records, even with lists added, are finding aids for those who are acquainted with organizational structure and know which office would have been responsible for the records they seek. Most researchers would prefer subject indexes. Unfortunately, indexing is very slow work and cannot be a priority for a new archives.

Some archives provide subject access to archival holdings with a card catalog similar to that used by libraries. The card should include the collection/accession number, title or main entry, size (number of items or dimensions), brief description of material, access restrictions and subject headings. The catalog card may also refer to a more detailed inventory, index or listings available to researchers.

Make copies of this card. One copy will be filed numerically by the accession number. This file corresponds to a librarian's shelf list of books. Other copies will be filed alphabetically in the main file: one copy by title; each of the other copies by one of the listed subjects. Before filing, you will have typed each of the subjects on the top of a separate card. See examples in Appendix A.

Descriptions of all your holdings, even if those descriptions are brief, are preferable to detailed descriptions of only a few record series. Complete accession records for everything in your archives before you begin work on other kinds of finding aids.

IV. PRESERVING HISTORICAL RECORDS

You cannot wait to take the steps necessary for preserving your historical records. The persons writing the program statement should inform the governing authority of your convention, union, or body that its records should be stored in
a controlled environment.

A. Choosing Space and Materials

You want space that can be kept at a constant temperature and relative humidity, preferably at a temperature below 19 degrees Celsius and a relative humidity slightly below 50 percent. You want space without ultraviolet light; you want neither windows nor fluorescent bulbs. You want space that is free of insects and rodents. You want space where there is little danger of fire, floods, or theft. You want a room you can lock.

You want shelving that is environmentally sound, preferably steel with baked enamel. You do not want wood, for it has a high acid content which will cause paper records to deteriorate. You want shelving that makes the best use of your space, taking the least room to hold the largest quantity of records.

You want containers and file folders that fit your records and are as acid-free as possible. See the Bibliography for sources of acid-free materials.

You may not get all that you want, at least not all at once. But know the ideal and strive for it. Find ways to make the best of what you have. For example if you have fluorescent lighting, cover the bulbs with ultraviolet shields. If you have wood shelving, paint it.

B. Processing

Processing is what archivists call the hands-on work of taking records from the containers in which they reached the archives, looking through them, and placing them in containers for permanent storage. You process records as you are arranging and describing them.

Processing includes taking conservation measures. You reduce the quantity of what you have to store by discarding what has no value as a historical record. Examples are copies of what is stored elsewhere, notes that cannot be read, blank paper. You remove rubber bands that will disintegrate and paper clips that will rust. You unfold folded letters. You make photocopies of newspaper clippings, keeping the photocopies and discarding the newsprint that will yellow so quickly.

Processing includes making storage decisions. For example, you would remove a three-dimensional object from paper records in order to prevent the paper from bending around the object. You would separate newspaper-size from letter-size records in order that each could be stored in the proper size container.
Note Well: Before you remove items for separate storage, include in your accession record a description of these items and where they will be stored. In addition, label these items with their accession number in order that you can easily identify their source.

Place paper records in acid-free file folders. Using the file units of your arrangement scheme, label the folders, and place them in the acid-free boxes that fit that size folder. Fill the boxes so that the papers will not bend or curl but can be removed easily. (Folders and boxes come in more than one size.)

1. NON-PAPER RECORDS

Non-paper records can be stored at the same temperature and humidity as paper but in order to make efficient use of space are best stored by format. Besides, they present unique storage problems.

Films, slides, videotapes, and all types of sound recordings ought to be stored vertically rather than stacked on top of one another. They must be kept dust free. Tapes must be kept away from any machinery or equipment that might build up a magnetic field that would erase them.

Photographs can remain in folders with paper records. Or they can be removed and stored in a photograph collection. No matter where stored, each photograph should be in a separate acid-free envelope. There are suitable plastic envelopes, but plastics with chlorine or nitrate are not suitable; they will disintegrate, destroying the photographs and other records in your archives. Each negative belongs in a separate envelope.

Do not keep negatives, however, or any film made before 1950 unless you are sure they are safe. Before 1950 a nitrate-based material that causes fires was used for most negatives and film. Safe film has the word "safety" on it. It burns slowly, melting rather than leaving ashes.

Photographs should not remain mounted or in frames. Quite often the mounting and framing materials are acidic. Wood frames are especially dangerous. Photographs may be left in albums but sheets of acid-free paper should be placed between the pages of the album. One photographic image should never touch another such image.

Some albums, like scrapbooks, are of very poor quality paper. If you receive such an album or scrapbook, you will want to remove the photographs and other items from the pages before they disintegrate. Before removing them, record the original arrangement of the album or scrapbook. Have it microfilmed, or very carefully photocopy each of its pages.
2. LISTS

You will probably find it convenient to make separate lists of these non-paper records: films, slides, videotapes, disks, audiotapes, and photographs if you choose to store them separate from records. The first film you receive becomes Film #1, the second Film #2. Many of these items then will have two separate identifications. One is the same as the paper records with which you received them. This identification tells you to which record series the item belongs. The second is the format number and tells you where the item is stored.

V. USING HISTORICAL RECORDS

Your convention, union, or body will want to use the historical records; and you want that body to use the records or it will soon lose interest in funding the archives. But providing service to users takes time away from the work of preserving the records. Finding a balance is necessary.

A. Adopting a Users Policy

From the beginning, determine what services the archives will provide for users and state these in a users policy that may or may not be part of the program statement adopted by your governing board.

Here are some questions to consider before writing the policy.

Who will the archives serve? anyone who requests service? any member of a church connected with the convention, union, or body? leaders of the convention, union, or body? Will leaders' requests have priority over others' requests?

What services will the archives provide? information about archival holdings? information from the archival holdings? copies of items? loan of items? preparation of exhibits? Will the archives have an area for researchers? Will there be limits to any of these services? Will there be charges for any of them?

How much time can the archives staff give to user services? How can limits be placed on the time spent serving users?

B. Serving Users

Once the users policy is adopted, make it known and abide by it. Do not make exceptions.

1. INFORMATION

Most requests for service will be for information. You
will want to provide information about the holdings of your archives to all who might wonder where information is available about your convention, union, or body. Such information could be no more than a general statement that ____ archives has the historical records of ____ Baptist Union from ____ (date of earliest record in the holdings) through ____ (date of last record) include separate mention of any items, record series, collections that people might not expect to find with the records of ____ Baptist Union.

Requests for information from your holdings take more time. Someone must receive the request whether it is made by phone or mail or in person and must make certain exactly what information is required. Someone must look in the historical records for the information, research that may take a few minutes but can take several weeks. Someone must phone or write and mail the information to the requester.

2. DUPLICATION

Many requests are for copies: copies of reports, sermons, photographs, programs, publications. If you have a photocopy machine, copies are easy to make. But duplicating material has dangers. Making copies may harm a very fragile piece of paper. Giving copies of records removes those records from the control of your convention, union, or body. Giving copies of some items in your archives may violate copyright laws. For example, the person who preached the sermon probably possesses the copyright to it. Find out what the laws of your country require before making copies.

The United States copyright laws treat archives as libraries and allow them to duplicate some copyrighted material provided certain rules are followed. Archives cannot make complete copies of published works, must keep a record of what has been duplicated for whom, and must inform the person who receives the copy that he or she cannot make copies of the copy. The duplication form in Appendix A is used to inform the receiver and as a record for the archives. A blank form is in Appendix B.

3. LOANS

Some requests are for loans. As a general rule, archives do not loan, for most of their holdings are one-of-a-kind, irreplaceable items. Archives could loan second copies of publications. They may be required to loan to certain leaders of their convention, union, or body.

4. RESEARCH AREA

The archives may want to provide an area where persons wanting information from the archival holdings can do their own research. This area should not be in the room where the
records are stored. No one except authorized staff should ever enter the storage room. Otherwise, the archives could not assure the convention, union, or body that its records were secure.

To insure security, the research area should be located so that a member of the archives staff can see the researchers and watch that they do not remove any materials from the archives. The research area can be small but needs a desk or table and chairs.

Persons who come to do research in an archives register and are interviewed by a member of the staff in order that they can be directed to the correct sources of information. They are told the rules. (A sample of rules for an archives research area is in Appendix A.) They seat themselves and a member of the staff brings them the records, one box at a time.

5. EXHIBITS

The archives may be asked to prepare exhibits for permanent display in a headquarters building or for temporary display at meeting place. Exhibits draw attention to the history of the convention, union, or body, and to the archives.

Once you have been told or have decided the theme of the exhibit or what story the exhibit should tell, choose the items that best tell that story. Use different kinds of items: letter, program, minutes, photograph, newspaper clipping, artifact. To get color, place the items on colored mats and/or drape the exhibit table or case with colored textiles.

Discover what security there will be for the exhibit. You cannot allow irreplaceable, one-of-a-kind items to be displayed unless they are in a locked case or under constant guard. If such security is not possible, make copies of the original items and display them. You may prefer to display copies even if the exhibit will be protected.

* * * * *

CONCLUSION

Your Baptist Convention, union or other organization needs to preserve its records and other historical material in order to be able to document its history in the future. These materials need to be accessible to current leaders of your Baptist body for reference. They also need to be available to scholars and other researchers to study, interpret, and write the history of your Baptist body or organization.
This *Manual* provides guidelines for establishing and operating a Baptist archives to meet the above needs. Initially you may not be able to provide the ideal place, adequate funding, or personnel for a fully operational archives, but do not wait to begin.

Take these basic steps: secure authorization, develop policies and procedures, designate a place, assign responsibility, and begin the process of collecting and preserving materials of your Baptist body or organization. Then, as resources permit, move forward with other steps to make your archives fully operational. Developing an archives for your Baptist body or organization can help assure future generations that they will be able to document and understand their heritage.

The sources described in the following bibliography can be helpful as you establish and operate your archives. Firms from which you can order archival supplies are also listed.
SOURCES OF INFORMATION

Seek help from archivists and others who work in archives or with historical collections connected with religious institutions, universities, libraries, and your government. Contact societies of archivists. Many of them offer helpful conferences and workshops.

In the United States the Society of American Archivists (SAA) offers for beginning as well as experienced archivists conferences, workshops, and publications. Publications are listed in an online catalog. Contact the SAA office to inquire about conferences and workshops.

Society of American Archivists
527 South Wells
Fifth Floor
Chicago, IL 60607
Phone 312-922-0140
FAX 312-347-1452
Email info@archivists.org
Web page www.archivists.org

SOURCES OF MATERIALS

Try to find local sources of materials by asking archivists and others who work with historical collections. Or contact these firms for catalogs and price lists.

The Hollinger Corporation
3810 S. Four Mile Drive
acid-free boxes, folders, paper
Arlington, VA 22206
Phone 703-671-6600 or 800-634-0491
Email hollingercorp@interserf.net

University Products, Inc.
P. O. Box 101
variety of products
Holyoke, MA 01041
Phone 413-532-3372

Light Impressions Corporation
P. O. Box 940
materials to preserve and exhibit
Rochester, NY 14603
Phone 800-828-6216

(revised 1998)
# APPENDIX A - EXAMPLES

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Page</th>
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<tbody>
<tr>
<td>1.</td>
<td>Program Statement</td>
<td>21-22</td>
</tr>
<tr>
<td>2.</td>
<td>Records Survey</td>
<td>23-24</td>
</tr>
<tr>
<td>3.</td>
<td>Instructions</td>
<td>25-26</td>
</tr>
<tr>
<td>4.</td>
<td>Statement of Gift</td>
<td>27</td>
</tr>
<tr>
<td>5.</td>
<td>Listing</td>
<td>28</td>
</tr>
<tr>
<td>6.</td>
<td>Accession Record</td>
<td>29-30</td>
</tr>
<tr>
<td>7.</td>
<td>Catalog cards</td>
<td>31</td>
</tr>
<tr>
<td>8.</td>
<td>Inventory</td>
<td>32</td>
</tr>
<tr>
<td>9.</td>
<td>Request for Reproduction</td>
<td>33</td>
</tr>
<tr>
<td>10.</td>
<td>Rules Governing the Use of Archival Materials</td>
<td>34</td>
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# APPENDIX B - BLANK FORMS

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<td>Records Survey</td>
<td>35-36</td>
</tr>
<tr>
<td>2.</td>
<td>Statement of Gift</td>
<td>37</td>
</tr>
<tr>
<td>3.</td>
<td>Listing</td>
<td>38</td>
</tr>
<tr>
<td>4.</td>
<td>Accession Record</td>
<td>39-40</td>
</tr>
<tr>
<td>5.</td>
<td>Request for Reproduction</td>
<td>41-42</td>
</tr>
</tbody>
</table>
ARCHIVES

Program Statement

AUTHORIZATION

Woman's Missionary Union, Auxiliary to Southern Baptist Convention (WMU, SBC), affirms that the WMU, SBC Archives is the agency responsible for and the repository of the records, artifacts, and materials of permanent historical value to WMU, SBC.

PURPOSE

The purpose of the Archives is to document the founding, development, organization, management, goals, and achievements of Woman's Missionary Union, Auxiliary to Southern Baptist Convention (WMU, SBC), in order that present and future personnel, Board members, constituencies and publics of WMU, SBC, can know, understand, and value its heritage.

FUNCTIONS

1. To appraise, collect, arrange, describe, preserve, and make available those records, artifacts, and materials of permanent historical value to WMU, SBC.

2. To provide reference and research services in order to (1) assist in the ongoing work of WMU, SBC, and (2) promote knowledge, understanding, and valuing of WMU, SBC, and its programs.

3. To serve as a center for qualified researchers wanting to use such records and materials.

4. To supplement existing records, artifacts, and materials with oral histories and other special projects.

5. To prepare exhibits and other media that communicate information about and the value of (1) WMU, SBC, and its programs and (2) the Archives.
Archives Program Statement

RESPONSIBILITY

1. Responsibility for the Archives lies with the Associate Executive Director, Office of Missions Coordination.

2. The Archivist has operational responsibility. Operational responsibility includes performing the functions of appraisal, collection, arrangement, description, preservation, reference and research services, oral history and other special projects, exhibition and publication.

RELATIONSHIPS

1. The Archives is in the Office of Missions Coordination.

2. The Archives is related to Library Services. The Archivist is a member of the Library Services Team, of which the Librarian is leader.

Archives as used in this statement refers to the area of responsibility within the management structure of WMU, SBC.

See the definition of archives (Evans et al.: "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers, "reprint from The American Archivist, July 1974):

1. The noncurrent records of an organization or institution preserved because of their continuing value; also referred to as archival materials or archival holdings.

2. The agency responsible for selecting, preserving, and making available archival materials; also referred to as an archival agency.

3. The building or part of a building where such materials are located; also referred to as an archival repository.
RECORDS SURVEY

Please complete one sheet for each records series.

<table>
<thead>
<tr>
<th>SYSTEM</th>
<th>SECTION</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Publications</td>
<td>Royal Service Editor</td>
</tr>
</tbody>
</table>

1. OFFICE FUNCTION:
Plan curriculum for Baptist Women organizations and other contents of Royal Service. Select and train writers. Edit manuscripts. Oversee work of editorial assistant and artist.

2. Person giving information:
   - Name: Sally Johnson
   - Title: Editorial Assistant
   - Date: 10/10/85

3. RECORDS SERIES TITLE:
   Subject: Correspondence

4. FORMAT: Paper, 8½" by 11"

5. DATES INCLUDED: 1981-85

6. RECORDS SERIES DESCRIPTION:
   Records relating to: Writers correspondence about assignments and manuscripts; readers comments about magazines
   Kinds of information contained in records:
   Writer Agreements; check requisitions; newsletters; programs; photographs
   How is material arranged? Chronologically ✔ Category ✔ Alphabetically by Subject 
   Quantity of material: 12 linear inches 20 file folders 0 notebooks

7. MONTHLY REFERENCE RATE: How often are records in this series referred to which are:
   1 to 6 months old 6 ; 7 to 12 months old 4 ; 13 to 24 months old Never ; 25 months and older Never
   Reference file: as necessary

8. IS THIS SERIES COMPLETE, or will more records be added to this series? How much? How often?
   Complete: No Continuing: 2 linear inches per year

9. YES NO QUESTIONNAIRE (Please indicate answer for each question)
   - A. Is this the official copy of the record? If not where is it?
     - X
   - B. Does the series contain confidential information requiring security handling?
     - X
YES

<table>
<thead>
<tr>
<th></th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Is this a vital record? Can everyday business operations continue without it?

D. Do one or two documents in the file make it necessary to keep the entire folder for a long period?

E. Is the information contained in this series ever published? Where?

F. Is the information contained in this series ever analyzed and/or recorded in a summarized report? Where?

G. Is there a duplication of this series in your office, or in another office? If yes, where?

H. Is this series (or a major portion of it) regularly microfilmed?

I. Does the record series result in a computer printout?

10. RETENTION REQUIREMENTS: The following requires the series to be kept:

   A. State Law _______ years.  
   B. Statute of Limitations _______ years.  
   C. Federal Laws _______ years.  
   D. Audit Period, State _______ years.  
   E. Audit Period, Federal _______ years.  
   F. Administrative Needs _______ year.  
   G. Research for Policy _______ years.  
   H. Historical Value _______ years.  

   (Attach copies of federal or state laws.)

11. FILE SERIES CUT OFF AT THE END OF EACH:

   _______ Calendar Year  
   __________ Fiscal Year  
   _______ Other - No Cut Off

12. SECTION OR OFFICE RECOMMENDATIONS FOR RETENTION:

   _______ Hold in current file area _______ month(s) _______ year(s);

   _______ Transfer to holding area _______ year(s);

   _______ Destroy.

   _______ Transfer to Archives for permanent retention

   _______ Destroy immediately after cut-off.

   _______ Other

Form Received by  
Sue Stein  
Date: 10/15/85
Please complete one sheet for each record series.

Fill in the System, Section, and Office identification information. Repeat this for each sheet filled out.

1. OFFICE FUNCTION: Include in the Office Function statement a summary of what the office does to meet its objectives. Each summary should include the major activities performed in meeting these objectives.

2. Person giving information: Put your name and your job title as the person who is giving information for this form.

3. RECORDS SERIES TITLE: A records series is a group of records or documents having

   a. a common arrangement and
   b. a common relationship to the functions of the office that created or received them.

   The records series title should be as brief as possible but also as specific as possible. Do not lump several together as "Miscellaneous Financial Records," "Routine Correspondence Files," or "Ledgers." The records series title should be a short familiar title, descriptive of the informational content in the file.

4. FORMAT: Tell the format of the records series, such as documents, slides, cassette tapes, computer printouts, microfilm rolls, etc.

5. DATES INCLUDED: Give dates included in the file. The earliest date is the date of the oldest document in the file. If the records series is an active record, or one that will continue to accumulate, omit the final date, e.g. 1956-. If the records series is no longer accumulating, give the date of the latest or newest document in the file.

6. RECORDS SERIES DESCRIPTION: The records series description should tell what the records in the series relate to or what their function is, the type of documents or information contained in the series, how the material is arranged, and how much material there is in this records series.

Records relating to: State what function the records have, or what objectives the records support. This may be a single event, a re-occurring event, a procedure, etc. This statement might read "Memos relating to MAC IV," "Files containing subscription requests," "Scrapbook showing earliest publications," or "Files relating to setting denominational calendar."

Kinds of information contained in records: List or describe kinds of information contained in the file, such as

addresses    circulars    maps    proceedings
applications claims    newsletters    programs
announcements correspondence    notes    receipts
bills    inventories    notices    releases
bonds    journals    orders    reports
books    ledgers    payrolls    reprints
bulletins letterbooks    photographs    requests
cases    lists    plans    schedules
scrapbooks
statements
studies
summaries
surveys
vouchers
warrants
worksheets

How is material arranged? Describe the filing arrangement, whether chronologically, numerically, or alphabetically. Note any subarrangements.

Quantity of material: Give some measure of the amount of material in records series, such as 283 filmstrips, 25 legal file drawers, five shelves, etc. Give linear or cubic feet, if possible, and any significant or unusual sizes of materials in the records series.

7. MONTHLY REFERENCE RATE: Give the number of times you refer to information in this records series according to the specified dates. When the information in the series is up to six months old, it might be referenced 6 times per month; when the information is 7-12 months old, frequency may drop to once per month.

8. IS THIS SERIES COMPLETE...? These may be older files, about a project that has been completed, saved to refer to because of policy decisions which may come up later. Alternatively, material may be added to the records series. Give the expected amount of increase, stated at appropriate intervals, e.g. none file drawer per year, three microfilm rolls per month, etc.

9. QUESTIONNAIRE: Answer each question. If there is a doubt about any question, please consult the records manager.

A. Official Record: This refers to the copy of this record series that comes from the originating or receiving office. Did your office receive or issue this record?

10. RETENTION REQUIREMENTS: Are you required to keep the records in this series to fulfill some requirement outside your own office's use? Such reasons might be governmental regulations, the need to refer to it later to make policy decisions, or for its historical value.

11. FILE SERIES CUT OFF AT THE END OF EACH:
At what date do you "change folders" or begin a new file?

12. SECTION OR OFFICE RECOMMENDATIONS FOR RETENTION:
Please give your office's or department director's recommendations for retaining this series in current files that are used "everyday," in a holding area which would hold non-current but still useful records, permanently in the archives, or for the records' destruction after a given time period.
STATEMENT OF GIFT

I, Betty Gilreath (name of donor)

4401 Foxcroft Road (address)

Charlotte, NC 28211 (city, state, zip code)

desire and intend to make a gift of certain personal property, relinquishing all right, title, interest, and literary property rights in and to that property. To effectuate this intent, I hereby give, transfer, and deliver to

Woman's Missionary Union, SBC (name of recipient)

100 Missionary Ridge (address)

Birmingham, AL 35223 (city, state, zip code)

the property described herein:

Fran Gilreath’s Forward Steps work and keepsakes: includes 3 scrapbooks, Notebook, Cape, crown, sceptre, and bracelet.

This gift is made without any restrictions or conditions unless such restrictions are noted on the face of this instrument.

Betty Gilreath (donor signature)

March 22, 1985 (date)

Mary Jones Johnson (witness signature)
WOMAN'S MISSIONARY UNION ARCHIVES

LISTING

RECORD GROUP   Education (5)

SUB GROUP   Interpretation (5D)

SERIES   Beverly Sutton, Director 1979-84 (5D5.2)

SUB SERIES   Office files (5D5.2A)

Accession Number  88-048

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<thead>
<tr>
<th>BOX</th>
<th>FOLDER LABEL</th>
<th>DATES INCLUDED</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Conferences: Black Pastors</td>
<td>1980</td>
</tr>
<tr>
<td></td>
<td>Black Women Leaders</td>
<td>1980,82</td>
</tr>
<tr>
<td></td>
<td>Conference Leading (3 folders)</td>
<td>1983,84</td>
</tr>
<tr>
<td></td>
<td>Non-WMU weeks Ridgecrest, Glorieta</td>
<td>1980-83</td>
</tr>
<tr>
<td></td>
<td>Pioneer Training</td>
<td>1981</td>
</tr>
<tr>
<td></td>
<td>Small Church Regional (cancelled)</td>
<td>1982</td>
</tr>
<tr>
<td></td>
<td>Western Conference Leading</td>
<td>1984</td>
</tr>
<tr>
<td></td>
<td>Field Engagements (samples only)</td>
<td>1979-82</td>
</tr>
<tr>
<td>2</td>
<td>Minutes, Field Services Department (3 folders)</td>
<td>1979-81</td>
</tr>
<tr>
<td></td>
<td>Projects: Seminary Interns (3 folders)</td>
<td>1979,81,84</td>
</tr>
<tr>
<td></td>
<td>Teams: Enlistment (5 folders)</td>
<td>1982-84</td>
</tr>
<tr>
<td></td>
<td>Relocation, Field Services and Conferences (2 folders)</td>
<td>1982-84</td>
</tr>
<tr>
<td></td>
<td>Year Book</td>
<td>1981-82</td>
</tr>
</tbody>
</table>
ACCESSION NUMBER 83-089

Date Received 8/5/83

Source Sue (Mrs. Hale) Dixon

Address 104 Miller Drive
Pauls Valley, OK 73075

Title WMU Memorabilia
(1938-1957)

Preliminary Description: (Laura Malbits) (President of WMU 1934-45)
Memorabilia relating to Mrs. F.W. Armstrong and WMU Training School. Includes:
(1) 2 Training School programs (Oct. 2, 1940 and May 11, 1942),
(2) 3 photos of 1940 cornerstone ceremony at Training School,
(3) Obituary of Mrs. Armstrong, and
(4) Golden Jubilee booklet with note from Mrs. Armstrong.

Items (1) and (2) placed in WMU Training School Collection (CG2)
Items (3) and (4) placed in Laura Armstrong Collection (CG1A7)

Temporary Location 83-089

Permanent Location CG2

CG1A7
PROCESSING RECORD

(Check each step as you complete it. While processing, note all important subjects, persons, events, etc. Also note specific documents that need physical repair or special handling.)

Appraised (If material is removed, give reason.)

Processed

Additional conservation measures needed (Specify.)

Arranged and labeled

Description prepared

Indexed

Shelved (Give location.)

(Fill out two copies: One remains with the materials; the other copy is filed in the Accession Record Notebook.)
|        | 1. Southern Baptist Convention—Missions. 2. Evangelistic work. 3. Church growth—Southern Baptist Convention. 4. Church work—Baptists. I. Title II. Title: Bold mission thrust. |

19 DEC 89  20119655 NTHLs1

**Shelf card**

|        | 1. Southern Baptist Convention—Missions. 2. Evangelistic work. 3. Church growth—Southern Baptist Convention. 4. Church work—Baptists. |

19 DEC 89  20119655 NTHAdc

**Subject card**
North American Baptist Women's Union, one of the continental unions associated with the Baptist World Alliance Women's Department, was organized in 1951. Its purpose is to provide Baptist women with information about the Baptist World Alliance, to promote closer relationships between the Baptist women of North America and those in other parts of the world, and to suggest opportunities for service for women. It meets in a Continental Assembly every five years. Between assemblies business is conducted by the Executive Committee, composed of the elected officers and representatives of each member body.

Woman's Missionary Union is a founding member of NABWU, and individual WMU members have played leading roles in the organization. From 1967 through 1981 NABWU's publication, The Tie, was handled by WMU staff.

The Tie, NABWU's newsletter that is usually published twice each year, began publication in the spring of 1961. Loose copies are filed chronologically. Issues 1961-1983 are on microfilm.

Memorabilia includes brief histories of the organization, programs and other printed pieces from General Assemblies, and clippings - all filed chronologically. (1 Hollinger box)

Audiovisuals include black and white photos of individuals and events, slides taken or used at events, and audiocassettes of speakers. The photographs, most of which came from WMU's The Tie files, are interfiled with those of Baptist World Alliance Women's Department (CG 2 A). Photos or individuals are filed alphabetically; photos of events are filed chronologically. (2 Hollinger boxes) Audiocassettes are accessioned with other audiocassettes; see register. Slides have not been sorted.
WOMAN'S MISSIONARY UNION ARCHIVES

REQUEST FOR REPRODUCTION

I need reproductions of the items listed below. I have read the copyright warning, and I understand that I am bound by it and the conditions on the back of this sheet. I assume all responsibility for infringement of copyright and exempt Woman's Missionary Union, the Archives, and its staff from all liability.

Kimberly Crockett
(Signature)

Date May 9, 1970

Address 516 E. Glenn Avenue
Auburn, AL 36830

Phone (205) 875-6012

I will use the copies for research for seminar paper

Items copied

<table>
<thead>
<tr>
<th>RECORD GROUP/COLLECTION AND SERIES</th>
<th>BOX</th>
<th>FOLDER</th>
<th>ITEM</th>
<th>RETURNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>9</td>
<td></td>
<td>1853</td>
<td>Letter 9/5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1955-58</td>
<td>Letter 6/10</td>
</tr>
<tr>
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<td>Letter 10/25</td>
</tr>
</tbody>
</table>

(Applicant signs two copies; one s/he keeps, the other is for the Archives Handled Requests file)
WOMAN'S MISSIONARY UNION ARCHIVES

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In citing unpublished materials located in the WMU Archives, use this form: title of collection/record group, identification of series and document; Archives; Woman's Missionary Union, Southern Baptist Convention.
# Records Survey

Please complete one sheet for each records series.

<table>
<thead>
<tr>
<th>System</th>
<th>Section</th>
<th>Office</th>
</tr>
</thead>
</table>

1. **Office Function:**

2. **Person giving information:**
   - **Name:**
   - **Title:**
   - **Date:**

3. **Records Series Title:**

4. **Format:**

5. **Dates Included:**

6. **Records Series Description:**

   Records relating to:

   Kinds of information contained in records:

   How is material arranged? Chronologically Category alphabetically by __________

   Quantity of material: ______ linear inches ______ file folders ______ notebooks

7. **Monthly Reference Rate:**

   How often are records in this series referred to which are:
   - 1 to 6 months old ______;
   - 7 to 12 months old ______;
   - 13 to 24 months old ______;
   - 25 months and older ______?

   Reference file: as necessary

8. **Is this Series Complete, or will more records be added to this series?**

   How much?

   How often?

   Complete Continuing ______ linear inches per year

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Questionnaire** (Please indicate answer for each question)

9. A. Is this the official copy of the record? If not where is it?

10. B. Does the series contain confidential information requiring security handling?
YES

NO

C. Is this a vital record? Can everyday business operations continue without it?

D. Do one or two documents in the file make it necessary to keep the entire folder for a long period?

E. Is the information contained in this series ever published? Where?

F. Is the information contained in this series ever analyzed and/or recorded in a summarized report? Where?

G. Is there a duplication of this series in your office, or in another office? If yes, where?

H. Is this series (or a major portion of it) regularly microfilmed?

I. Does the record series result in a computer printout?

10. RETENTION REQUIREMENTS: The following requires the series to be kept:

A. State Law ______ years.
B. Statute of Limitations ______ years.
C. Federal Laws ______ years.
D. Audit Period, State ______ years.
E. Audit Period, Federal ______ years.
F. Administrative Needs ______ years.
G. Research for Policy ______ years.
H. Historical Value ______ years.

(Attach copies of federal or state laws.)

11. FILE SERIES CUT OFF AT THE END OF EACH:

___________ Calendar Year __________ Fiscal Year ________ Other  No Cut Off ______

12. SECTION OR OFFICE RECOMMENDATIONS FOR RETENTION:

___________ Hold in current file area ______ month(s) ________ year(s);

___________ Transfer to holding area ______ year(s);

___________ Destroy.

___________ Transfer to Archives for permanent retention

___________ Destroy immediately after cut-off.

___________ Other ____________________________

Form Received by ______________________________ Date __________
STATEMENT OF GIFT

I, ____________________________ (name of donor)

_____________________________ (address)

_____________________________ (city, state, zip code)

desire and intend to make a gift of certain personal property, relinquishing all right, title, interest, and literary property rights in and to that property. To effectuate this intent, I hereby give, transfer, and deliver to

_____________________________ (name of recipient)

_____________________________ (address)

_____________________________ (city, state, zip code)

the property described herein:

This gift is made without any restrictions or conditions unless such restrictions are noted on the face of this instrument.

_____________________________ (donor signature)

_____________________________ (date)

_____________________________ (witness signature)
<table>
<thead>
<tr>
<th>BOX</th>
<th>FOLDER LABEL</th>
<th>DATES INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

LISTING

RECORD GROUP
SUB GROUP
SERIES
SUB SERIES

Accession Number
ACCESSION RECORD

ACCESSION NUMBER __________________________________________

Date Received ____________________________________________

Source _________________________________________________

Address _________________________________________________

Acknowledged ____________________

Donor File _____________________

Title ____________________________________________________

Preliminary Description:

Temporary Location _______________________________________

Permanent Location _______________________________________
PROCESSING RECORD

(Check each step as you complete it. While processing, note all important subjects, persons, events, etc. Also note specific documents that need physical repair or special handling.)

Appraised (If material is removed, give reason.)

Processed

Additional conservation measures needed (Specify.)

Arranged and labeled

Description prepared

Indexed

Shelved (Give location.)

(Fill out two copies: One remains with the materials; the other copy is filed in the Accession Record Notebook.)
WOMAN'S MISSIONARY UNION ARCHIVES

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(Signature)                        Date ______________________

Address ____________________________ Phone ______________________

I will use the copies for

Items copied

RECORD GROUP/ BOX FOLDER ITEM RETURNED
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