

3.6.1. Acquisition

i. Canadian Yearly Meeting, its Committees, Regional and Monthly Meetings are advised to deposit their records for storage in the Vault.

Documents that may be deposited include:

- Minutes and collateral materials
- Publications
- Membership records including births, deaths and marriages
- Meeting histories
- Meeting place photographs
- Photographs of events when accompanied by names, places and dates
- Cemetery records

ii. Records of Monthly and Regional Meetings remain the property of the originating Meeting although deposited for safe storage.

iii. All Monthly Meetings are responsible for the records of their constituent Meetings. When a constituent Meeting is laid down the responsible Meeting should forward records of laid down Meeting for the historic record.

iv. Monthly Meetings are encouraged to deposit their records annually or at the change of a Clerk of the Meeting.

v. Canadian Yearly Meeting (CYM) and its Committees: Canadian Yearly Meeting is responsible for its records, records of Representative Meeting and of CYM Committees, bodies and its representatives to other bodies.

vi. Records of Canadian Yearly Meeting including Representative Meeting, CYM and RM Committees, bodies and its representatives to other bodies are the property of Canadian Yearly Meeting.

vii. CYM, Representative Meeting and CYM Committees, bodies and representatives to other bodies are advised to deposit records of their activities on a regular basis, minimally at the change of Clerk or representative. They are encouraged to do this annually at the end of each fiscal year (December 31).

viii. Individuals who are members of Canadian Yearly Meeting or who have served CYM or one of its constituent Meetings may deposit Quaker related content such as:

- Genealogical records or manuscripts
- Letters, diaries, notebooks, certificates
- Canadian Quaker biographies
- Oral and/or transcribed histories with photographs
- Publications by and about Canadian Friends (fiction or non-fiction)
- Music tapes, CDs scores
- Artistic creations by Friends (may be photographed for Archives).

ix. Mode of deposit: Meetings may deposit records either as hard copy or electronically.

- When depositing records as hard copy Friends are encouraged to file in acid free files labelling files with pencil with the name of the Meeting, and dates of the records included in the file. Backup documentation for minutes should be included. Records need to be copied on acid-free paper to ensure they survive over the long term. In 2020, most paper is acid-free.
- When depositing records electronically Meetings are encouraged to send a donation to CQLA to cover the costs of printing and processing the electronically deposited materials to ensure long term storage.