

**Te Hāhi Tūhauwiri
The Religious Society of Friends (Quakers)
Yearly Meeting of Aotearoa New Zealand**

Yearly Meeting Archivist – Job Description July 2018

Background

The archives are held in a strong room in the building adjacent to the Friends' Centre in Mt Eden, Auckland. It is locked and the key is held at the Centre.

The activities of the Yearly Meeting generate material that could be of value in the future. This material needs to be indexed and preserved as archives.

Responsibilities/Tasks

The archivist is responsible for receiving minutes of NZYM committees and related documents, recording their receipt in an accession and disposal book together with dates. Every 10 years these are deposited in the Turnbull Library in Wellington. Photographs are retained and wrapped in such a way as to prevent invasion by pests.

Knowledge of these holdings is important so that enquiries can be answered. Anything removed from the holding must be recorded.

The archivist needs to encourage Friends working on behalf of the Yearly Meeting to maintain and retain records that may be of interest and then, when such material is no longer being used, to send it to the archivist. Depositors should be encouraged to sort their deposit before handing over to the archivist.

Receipt is acknowledged, and if it's not already clear, information requested on the expectations of the contributor. Some may want unused material returned while others may want to be informed about what is disposed of or kept. Sometimes sensitive records are kept sealed, and only made available after some time. The deposit is accessioned and after culling and indexing remains intact.

As increasing amounts of material are kept in digital form the archivist needs to be familiar with preserving and providing access to digital records.

The archivist has responsibility for the archives; therefore access to the archives in Mt Eden needs to be arranged through the archivist.

Time involved

As the archives are held in Auckland, travel and accommodation may be involved. Accommodation will be made available at Friends' Centre and travel costs reimbursed.