

Friends:

Attached is the report that was submitted on behalf of the records committee in 2012.

There is no report from the records committee in 2013, but below is an informal report about efforts our coordinator has been making to follow through on projects initiated as indicated in the 2012 report.

I am keeping electronic copies of materials since I arrived until I have time to print them nicely and file them. The files need to be re-organized—there is no logic to their placement in the cabinets, and this needs to change. This was worsened by the fact that when I first arrived we bought a new, more secure, cabinet (that could be locked). We move files without much thought as to what should actually be locked and what doesn't need to be. This organizational work is, as they say, on the back burner until early January when, with a lull in WQ activities in the first week of that month, I can focus on operational elements like archival records. This is probably also when I will take the next batch of materials to Swarthmore College. There are still some missing files in some of the years, but we haven't been able to find them. My aim by the end of January 2014 is to have all records through 2013 (minutes of business meetings and accompanying materials, sing-in sheets of business meetings and quarterly meetings, any accompanying materials from quarterly meetings, and print newsletters) housed safely at Swarthmore College and printed nicely and stored in a well-organized filing system in the office. I will explore electronic storing options at Swarthmore College; I understand they have begun encouraging folks to begin switching to electronic archival methods.

On another note, I am in preliminary conversations with PYM's library folks to get a volunteer down to catalog our library and integrate it with their listings. I would like to know whether Friends resonate with this effort.

Sincerely,  
Zachary T. Dutton  
Western Quarterly Meeting Coordinator

**WESTERN QUARTERLY MEETING**  
**Religious Society of Friends**  
**Western Quarterly Meeting Business Meeting**  
**Tuesday, November 13, 2012**  
**7:00 pm**

**Records Committee Report**

1. The minutes of our Quarterly Meeting and the Interim Meeting sessions since Dec. 2010 are up-to-date. Amy will check if write ups of QM sessions, now being published in the QM Newsletter, are filed properly.
2. Minutes from QM and Interim Meetings have been copied and the originals will be sent to Swarthmore, for archive, by the end of December 2012.
3. The newsletters are also on file since 2009 (Amy will check on that year)
4. The last time minutes from QM & Interim Meeting were sent to the Swarthmore archive was in 1996. They will be sent again by the end of December 2012.

Submitted by John Beer  
Revised by Amy Vitsorek