

Further information is available from:

The Librarian
Strict Baptist Historical Society
David J Woodruff
10 Priory Road
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What does the Strict Baptist Historical Society do?

We encourage the preservation of all books, documents and materials of historical interest connected to the Particular Baptists and the Strict Baptists.

We hold an annual meeting in March each year with a lecture, on Particular Baptist and Strict Baptist history. The lecture is subsequently published in our annual bulletin. We also publish a newsletter each year with articles, news, views and letters of interest to the membership.

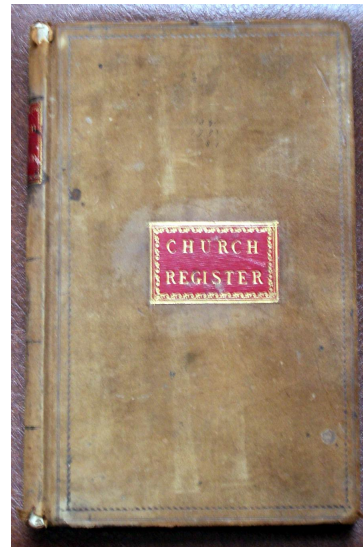
We maintain a library in Dunstable where we hold a large collection of books, magazines and church records. These materials are often used for research into the history of Particular Baptists, Strict Baptists and for wider historical research.

We publish a range of books and booklets of interest to our membership and many others worldwide.

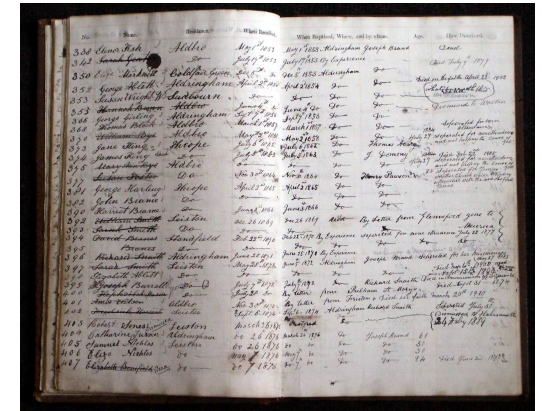
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The Strict Baptist HISTORICAL SOCIETY



What do we do with our records?

Web site: www.strictbaptisthistory.org.uk

What do we do with our Records ?

This is a question that we hear again and again – This leaflet is an attempt to answer it.

Where are *your* records at present?

- * In a box under the table in a damp Vestry
- * In a cupboard under the stairs
- * In the Church Secretary's attic
- * In the Church Treasurer's garage

If these are the answers to this question then it is time you did something about them

What should you keep?

1. All Minute books for the Trustees, Church and Deacons meetings, Sunday School, Youth organisations, etc.
2. Church Members Lists
3. Copies of Trust Deeds and any other legal documents
4. All Account Books beyond the necessary six years which the Charity Commissioners and Inland Revenue demand
5. All leaflets and newspaper cuttings of special events-
6. Photographs of the Church, and its organisations and special events
7. Architects Drawings and Bills of Quantity for new buildings or extensions
8. Copies of any history that has been written about the Church

How should you keep them?

1. Identify and date all photographs (carefully on the back) if you can
2. Remove all paper clips and staples that are liable to go rusty
3. Put loose papers into folders as flat as possible - creases will eventually cause disintegration
4. Pack books and folders into archival boxes that can be purchased from good stationers
5. Label the folders and boxes so that you can find what you have put in them



Where should you keep them?

In a cool, dry and secure place if you are determined to keep them on Church premises.

By far the better arrangement is to hand your Church records over to the local **County Record Office** for safe keeping. In such a place the conditions are right for preservation and security. You should make an agreement with the record office that allows access at any time by the Church. The records will also be available for supervised researchers. Before it is signed, make certain that the access described in the agreement is what the Church wants.

The address of your local record office can be found in the telephone directory under the County Council, Metropolitan District or Unitary Authority.

Before you hand the records over, make a list. This is important, as most record offices have a backlog of material to be catalogued and it helps them if a list is provided.

The Church should keep a copy of the list in the current Church Minute Book and also send a copy of the list with a note of which Record Office they are deposited in, to the Strict Baptist Historical Society Librarian.

ANYTOWN BAPTIST CHURCH *List of material deposited in the* *Anyshire County Record Office on* *15 March 2009*

1. *Church Meeting Minutes*
1900-1935
2. *Church Meeting Minutes*
1936-1992
3. *Deacons Meeting Minutes*
1900-1935
4. *Deacons Meeting Minutes*
1936-1992
5. ...