

Policies and Procedures of the Upper New York Annual Conference of the United Methodist Church

May 2020

The Book of Discipline **Paragraph 641.1**

In each annual conference there shall be a conference commission on archives and history. The number of members of the commission and their terms of office shall be as the conference may determine and may include an ex officio representative of each United Methodist heritage landmark in its bounds. It shall be the duty of the commission to collect, preserve, and make accessible the historically significant records of the annual conference and its agencies, including data relating to the origin and history of the conference and its antecedents; to encourage and assist the local churches in preserving their records, compiling their histories, and celebrating their heritage; to provide for the permanent safekeeping of the historical records of all abandoned or discontinued churches in the bounds of the annual conference and its antecedents (see ¶ 2549.3); to maintain a fire-safe historical and archival depository and to see that all items which obviously will have value for future history are properly preserved therein; to provide for the ownership of real property and to receive gifts and bequests; to nominate to the General Commission on Archives and History buildings, locations, or structures within the annual conference for designation as historic sites or heritage landmarks; to maintain contact with officially designated historic sites and heritage landmarks in their bounds; to assist the bishop or the appropriate conference committee in planning for the historical hour and other appropriate historical observances at annual conference sessions; to establish retention and disposition schedules for annual conference and local church records under standards or guidelines developed by the General Commission on Archives and History; to cooperate with and report, when requested, to the general and jurisdictional commissions on archives and history; and to engage with other Wesleyan, Methodist, or Evangelical United Brethren-related denominations in lifting up our joint heritage.

The Upper New York Annual Conference Commission on Archives and History does not oversee the day to day operation of the Archives but the Commission sets the overall policy and direction of the archives, monitors the archival program and maintains appropriate contacts with necessary personnel and institutions.

MISSION STATEMENT: It shall be the duty of the commission to collect organize and preserve the historically significant records of the Annual Conference and its agencies, including records relating to the origin and history of the Conference and its antecedents. This is part of making Disciples for the transformation of the world and to be God's love with our neighbors in all places by sharing our history with all. It facilitates the use and promotes awareness of these invaluable resources by the Conference, its agencies, its members and the general public.

COLLECTION POLICY:

The Upper New York Annual Conference Commission on Archives and History:

1. Shall collect material relating to its origin and history of the conference and its antecedents. Use the GCAH Guidelines for Managing Records of the Annual Conference as a guide.
2. Maintain the historical records of all abandoned or discontinued churches within the bounds of the Annual Conference and its antecedents. Use the GCAH Guidelines for Closed Churches as a guide.
3. Personal papers of clergy, missionaries, deaconesses and lay people associated with the conference and its activities may be donated to the conference archives. The archives will accept manuscripts and printed material related to the history of the Annual Conference, United Methodism and their antecedents.
4. Personnel records should remain closed for 75 years or until the death of the individual, whichever occurs first.
5. Other closed records should remain closed for no more than 10 to 25 years. These will include real estate matters; negotiations when general knowledge could be harmful to the negotiation process; personnel issues; issues relating to an accreditation of an institution; discussions relating to pending or potential litigation or collective bargaining, communications with attorneys or accountants; deployment of security personnel or devices and negotiations involving third-party information.
6. Documents distributed at open meetings are considered public.

ACCESSION/GIFTS/TRANSFER POLICY:

Any materials may be donated to the Conference Archives and it is up to the discretion of the archivist if the donated items will be accepted based on condition, duplication of item and listing of what the archives will accept. A Certificate of Gift must be filled out to document the Gift. See ATTACHED FORM.

1. The gift must be free from any donor restrictions. The donor must have a clear title to the item.
2. It is understood that all gifts are outright and unconditional unless otherwise noted upon the Gift Agreement.
3. Gifts to the Upper NY Annual Conference Archives may be deductible in accordance with provisions of Federal Income Tax Laws.
4. The Donor name on the form has not received any goods or services from the Upper NY Annual Conference Archives in return for this gift.

5. Please indicate on the form beside the "CREDIT LINE" how you would like to be acknowledged in any news releases, exhibit labels or other publicity regarding this donation.
6. A file will be kept that records all donations/acquisitions to the collection. Noting the date of donation, donor contact information and what was donated. This will prove the new ownership by the Conference archives. Records will be kept in a binder and in a digital file.
7. Proper recognition shall be made to the donor on acceptance of the item.
8. An item may be purchased to add to the collection only if there are funds available.

ACQUISITION POLICY:

Acquisition is the process of evaluation, negotiating for, taking custody of and documenting title to any object, assembly or lot.

The items listed below will be collected by this archive:

1. All official publications of the Conference- print or digital. Denominational magazines and periodicals, like *Interpreter*, *Circuit Rider*, *Methodist History*, etc.
2. All minutes of conference boards and agencies, General Conference Minutes and Books of Resolutions, Annual Conference Journals of current Conference and previous Conferences. General Conference *Daily Christian Advocate*.
3. Records of the Conference Office.
4. Reports of the District Superintendents and the conference camps.
5. Published and written histories of the Annual Conference and its antecedents.
6. Histories, yearbooks, directories of local churches and any other historically significant information.
7. Records of clergy- public and restricted.
8. Artifacts of historical significance.
9. Any books on Methodist history relevant to a researcher.
10. Records relating to the Annual Conference sessions and other special events.
11. Historical records of all abandoned or discontinued churches within the bounds of the Annual Conference and its antecedents. This may include artifacts of historical nature but limited by the archivist due to space concerns. Pulpit bibles with only historical information listed in them. If space is limited, pictures of the artifact can be taken, and the artifact can be given to another church or historical society. Also see GCAH [Guidelines for Closed Churches](#).
12. Personal papers of clergy, missionaries, deaconesses and lay people associated with the conference. The archives will accept manuscripts and printed material related to the history of the Annual Conference, United Methodism and their antecedents.

13. Personnel records should remain closed for 75 years or until the death of the individual.
14. Other closed records should remain closed for no more than 10 to 25 years. These will include real estate matters; negotiations when general knowledge could be harmful to the negotiation process; personnel issues; issues relating to an accreditation of an institution; discussions relating to pending or potential litigation or collective bargaining, communications with attorneys or accountants; deployment of security personnel or devices and negotiations involving third-party information.
15. Any of these may be in a written format or audio/visual/digital format. These may include photographs, slides, negatives, film, audio tape, Video, CDs, DVDs, framed photographs, scrapbooks, photo albums, diaries and journals.

DEACCESSIONING POLICY:

Deaccession is the process of permanently removing accessioned materials from the collection.

In order for an item to be deaccessioned, it must meet two or more of the criteria below:

1. The item does not relate to the Conference and its history or antecedents or is not relevant to the archives and its accession policy.
2. The item has deteriorated beyond usefulness.
3. The item lacks physical integrity.
4. The item is duplicated in the collection.
5. The item has lost its identity or its authenticity.
6. The Archives is unable to preserve the object properly in accordance with the priorities of the Archives.
7. Or the item has been accidentally accessioned twice by mistake.

The archivist will make the final determination if the item will be deaccessioned. If the item can be recycled, it can go to recycling. The item may be better off in another Conference archives, local church or public repository and the archives can transfer the item to them, especially if it doesn't fit in our collection anymore. As a last resort, the item can be put in the trash.

All Deaccession forms must be kept in a binder and in a digital format for future reference.

See DEACCESSION FORM.

LOAN POLICY:

The Library portion of the Upper NY Conference Archives is a Non-Circulating library to other repositories. Researchers are encouraged to visit our archives to use the book or contact the archives to copy what is needed from the book.

Unless authorized in writing by the lender, the borrower will not clean, alter, repair or restore the item(s). Evidence of damage or loss will be reported immediately to the lender.

Loans of artifacts for special celebrations will be allowed. The person who retrieves the item will be responsible for the care and transportation of the item. The item will be returned to the archives in a timely manner as indicated on the loan agreement. When the loan is returned a receipt form will be completed and sent to the borrower or given to the borrower at the time of return. Records of all loans will be kept on file in the archives in a binder.

Upper New York Annual Conference Staff may borrow materials from the archives, but materials must stay within the Conference building and a loan form must be completed by staff if the materials are physically removed from the archives.

See LOAN FORM.

COLLECTION CARE POLICIES:

The Upper NY Annual Conference has provided space in the Conference Center for storage and care of the Conference Archival collection. The archivist will be in charge of the collection and communicate with Conference staff as needed to maintain care of the collection.

General Considerations:

1. The archives should be located in a fire-resistant or fireproof building and equipped with fire extinguishers.
2. Temperature and humidity conditions should be maintained as constant as possible. Since most archives store many different types of material together, each with different optimum storage conditions, it will be impossible to provide ideal conditions for all material. Suggested ranges: Temperature: 60-70F (16-21C). Relative humidity: 40%-50% and recorded every day that the archives is open. We have a hygrometer that does a good job of this. Recordings can go in a notebook for future reference and documentation.
3. The doors to archives areas should have locks; access to keys should be strictly limited.
4. The archives should be equipped with a heat and smoke detector system and preferably a water detector system.

5. The archives should be protected by a security alarm system.
6. If there are windows in the archives, they should be covered with ultraviolet screening and heavily curtained
7. If fluorescent lighting is used in the archives, it should be covered with ultraviolet filter screens, particularly in display areas and areas in which archival material is stored on open shelves.
8. The archives should be located near a loading dock.
9. The archives should be located near running water.

Considerations for a reading room where access and use may be supervised and restricted:

1. The reading room should be near the stacks.
2. The reading room should accommodate several users.
3. The reading room should be well lighted and appropriately furnished for quiet study. The furniture should not have places where persons can conceal archival material.
4. The reading room should also contain guides to the collection; a desk and chair for supervisory personnel; an area for checking book bags, briefcases, and coats; and an area for registering visitors.

Considerations for other area requirements:

1. Archives require a stack area where access can be limited to archives personnel. The size of the stacks will be determined by the present size of the holdings and the number of annual accessions.
2. An area must be provided for processing unorganized collections. This area should be separated from both the reading area and the stacks. A regular office may serve this function. It should have shelving, a large flat table, a chair, and enough space to accommodate the staff and supplies used for processing.

Equipment:

1. Shelving should be provided for present holdings plus five years' projected accessions.
2. Shelving should be metal with adjustable shelves of adequate width and load-bearing capacity.
3. Special storage equipment for oversize items such as large photographs, maps, and blueprints should be provided, as well as appropriate filing cabinets as needed.
4. Photocopy machine for making copies of materials.
5. Computer to maintain the inventory of the collection.

ACCESS POLICIES:

1. Researchers need to contact the Upper New York Conference Archives to arrange a visit.
2. Administrative records of a general agency are closed for twenty-five (25) years.
3. Agency personnel files are closed for seventy-five years (75) after termination of employment.
4. For individuals wishing to view more current documents, an appeal in writing must be submitted to the Archivist.
5. Permission to quote from material in our collection must be obtained by the researcher from the Archivist with copies sent to the UNY Commission on Archives and History. The researcher is responsible to be compliant with copyright regulations.
6. Permission to photocopy will depend on the condition of the material and number of copies requested. Cost will be \$0.10 per copy for 8 ½ X 11 size paper and \$0.25 per copy for 11 X 17 size paper.
7. All copying will be done by archival staff.

USE OF RECORDS POLICIES:

1. Materials in this repository do not circulate and must be only be used in the research room.
2. Sign in the daily logbook and sign the Rules of the Research Room Form. Research Room forms are kept in a file or binder.
3. Briefcases, coats, notebooks, envelopes, computer or scanner cases and folders with pockets may not be brought into the research area. No food or drink.
4. Place all cellphones on silent as to not disturb other researchers.
5. Only pencils, cell phones or personal computers are to be used to take notes.
6. Researchers may use personal computers, digital cameras cell phones and scanners with the permission of the Archivist. A signed FORM is required for use indicating what will be scanned and what the intended use will be.
7. Use care when handling the items in the collection. Turn pages slowly and carefully. You will be furnished white cotton gloves to wear when handling photographs, manuscript documents or maps requiring special protection. Access to certain materials may be restricted due to extremely fragile condition.
8. One volume or container of records will be issued to a patron at a time. When the patron is finished with that item, the records will be returned to the archives staff/desk and the patron may use another volume or container. Containers/volumes should be used one at a time even if more than one container or volume has been requested.
9. When the patron has completed his work or leaves temporarily, the volume or container must be returned to the staff.
10. Manuscripts must not be marked, altered or defaced.
11. All manuscripts and volumes must be laid flat on the table and not on the lap of the patron or propped up against the table. Old, leather-bound books should be placed in a book cradle, so that they are only open 60-80 degrees.
12. Only one folder of loose papers may be opened at a time to prevent mixing.
13. Papers are not to be rearranged under any circumstances. If the researcher thinks the papers are out of order, the patron is asked to bring it to the attention of the archivist.

14. No smoking, drinking, or eating is allowed in the Research room.
15. The patron is to comply with all copyright regulations. Copy services are governed, as applicable by Copyright Law (U.S. Code Title 17) and by the New York Freedom of Information Act (Public Law Art.6). Copies of materials that are protected by copyright are furnished for “private study, scholarship, or research” and are not to be used or reproduced for any other purpose without the permission of the copyright owner. The Archives reserves the right to refuse to copy materials protected by copyright, if the archivist feels that the copyright law would be violated. In providing copies of materials, the Archives does not assume any liability for infringement of copyright or other rights.

These regulations also apply to materials that are photographed or scanned, as well as digitalized materials downloaded from online archival collections.

16. Permission to photocopy will depend on the condition of the material and number of copies requested. Cost will be \$0.10 per copy for 8 ½ X 11 size paper and \$0.25 per copy for 11 X 17 size paper.
17. Anyone who violates these rules may lose access privileges to the Archives.

UPPER NEW YORK ANNUAL CONFERENCE ARCHIVES
7481 Henry Clay Blvd.
Liverpool, NY 13088
315-898-2000

ACCESSION RECORD

Date Received: _____ Accession Number: _____

Received From: _____

Address and phone: _____

Email Address: _____

Accession Title: _____

Restrictions:

Archives Location: _____ Database Number: _____

Total Size: _____

General Description: and condition of material:

Contents:	<u>Size</u>	<u>Size</u>	<u>Size</u>		
Audio Recordings	_____	Memorabilia	_____	Photocopies	_____
Correspondence	_____	Microfilm	_____	Printed materials	_____
Diaries/Manuscripts	_____	Movie Film	_____	Publications	_____
Financial records	_____	Newspapers	_____	Reports	_____
Legal documents	_____	Photographs	_____	Research materials	_____
Maps/Charts	_____	Other	_____		

Arrangement of Material:

Alphabetic _____ Chronologic _____ Numeric _____

Topical (Subject) _____ Not Arranged _____ Other _____

Approximate Inclusive Dates: _____

Acquisition Information:

Donation _____ Transfer _____

Copied Material _____ Purchase(s) _____

Other _____

NOTES:

Credit Line _____

Date acknowledged: _____

Archivist: _____

Received from signature: _____ Date: _____

Contact information for this person in case there are questions:

phone _____ email _____

UPPER NEW YORK ANNUAL CONFERENCE ARCHIVES
7481 Henry Clay Blvd.
Liverpool, NY 13088
315-898-2000

PERMISSION TO SCAN OR PHOTOGRAPH

Researcher's Name: _____ DATE: _____

Researcher's Address: _____

Researcher's Phone: _____

Researcher's email address: _____

ITEMS SCANNED or PHOTOGRAPHED: (Copyright Laws in effect)

INTENDED USE: PRIVATE _____ or PUBLIC _____

CREDIT TO BE USED:

UPPER NEW YORK ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH ARCHIVES

Researcher Signature: _____

Archivist: _____

UPPER NEW YORK ANNUAL CONFERENCE ARCHIVES
7481 Henry Clay Blvd.
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315-898-2000

CERTIFICATE OF GIFT

Name: _____

Address: _____

City/State/Zip: _____

(Name)_____ conveys without reservation to the Upper New York Annual Conference Archives and its successors and assigns the following Materials: (Description) or ("See attached")

as an unrestricted gift, and transfer(s) to the Upper New York Annual Conference Archives all legal title, copyright, literary property rights and all other rights in the materials I/we hold in them except as noted below: (Restrictions, if any)

I/we agree that any items in the materials described which are believed to be inappropriate to the holdings of the Upper New York Annual Conference Archives shall be disposed of by the archivist as he/she sees fit.

The Upper New York Annual Conference Archives in return undertakes to house, care for, and otherwise administer these materials in the best interest of impartial scholarship, subject to the conditions specified above.

Signature of Donor(s): _____ Date: _____

Title (if rep. of organization or business) _____

Signature or Archivist _____ Date: _____

Date of receipt of gift: _____

Please credit this donation as follows:

CREDIT LINE _____

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Liverpool, NY 13088
315-898-2000

DEACCESSION FORM

Use one form for each item removed from the collection. Make two copies of this form. One copy to be placed in the folder (or location) from which item was removed, and another in a master binder of removed records.

Date of Removal: _____

Removed by: _____

Removed to: _____

Collection Name/Number: _____

Accession Number: _____

Location of item: _____

Description of Item: _____

Type of Item: _____

ITEM TO BE REMOVED MUST MEET TWO OF THE FOLLOWING REASONS BELOW.

REASONS FOR REMOVAL:

1. The item does not relate to the conference and its history or antecedents or is not relevant to the archives and its accession policy.
2. The item had deteriorated beyond usefulness.
3. The item lacks physical integrity
4. The item is duplicated in the collection
5. The item has lost its identity or its authenticity
6. The Archives is unable to preserve the object properly in accordance with the priorities of the Archives
7. The item has been accidentally accessioned twice by mistake.

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7481 Henry Clay Blvd.
Liverpool, NY 13088
315-898-2000

LOAN AGREEMENT

BORROWER: Name: _____
Address: _____
Phone: _____ FAX: _____
Email: _____

LENDER: Upper New York Annual Conference Archives
7481 Henry Clay Blvd.
Liverpool, NY 13088
315-898-2000 FAX: 315-898-2198

In accordance with the **Terms and Conditions printed on the reverse side** of this form,
the Items listed below are borrowed for the period:

From _____ To _____

LOAN NUMBER: _____ PURPOSE: _____

Accession Number	Description	Condition

SHIPPING AND PACKAGING (Arrangements will be as follows, unless otherwise agreed to in writing):

CREDIT LINE: Upper New York Annual Conference of the United Methodist Church Archives

Signature of Lender:

Signature of Borrower:

Title: _____

Title: _____

Date: _____

Date: _____

TERMS AND CONDITIONS:

The Library portion of the Upper NY Conference Archives is a Non-Circulating library to other repositories. Researchers are encouraged to visit our archives to use the book or contact the archives to copy what is needed from the book.

Unless authorized in writing by the lender, the borrower will not, clean, alter, repair or restore the item(s). Evidence of damage or loss will be reported immediately to the lender.

Loans of artifacts for special celebrations will be allowed. The person who retrieves the item will be responsible for the care and transportation of the item. The item will be returned to the archives in a timely manner as indicated on the loan agreement. When the loan is returned a receipt form will be completed and sent to the borrower or given to the borrower at the time of return. Records of all loans will be kept on file in the archives in a binder and in a digital format.

Upper New York Annual Conference Staff may borrow materials from the archives, but materials must stay within the Conference building and a loan form must be completed by staff if the materials are physically removed from the archives.

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315-898-2000

RULES OF THE RESEARCH ROOM

1. Materials in this repository do not circulate and must be only be used in the research room.
2. Sign in the daily logbook and sign the Usage Form.
3. Briefcases, coats, notebooks, computer and/or scanner cases, envelopes and folders with pockets may not be brought into the research area.
4. Place all cellphones on silent as to not disturb other researchers.
5. Only pencils, cellphones or computers are to be used to take notes.
6. Researchers may use personal cellphones, computers, digital cameras and scanners with the permission of the Archivist. A signed FORM is required for use indicating what will be scanned and what the intended use will be.
7. Use care when handling the items in the collection. Turn pages slowly and carefully. You will be furnished white cotton gloves to wear when handling photographs, manuscript documents or maps requiring special protection. Access to certain materials may be restricted due to extremely fragile condition. Failure to observe special procedures when appropriate may result in curtailment of privileges.
8. One volume or container of records will be issued to a patron at a time. When the patron is finished with that item, the record will be returned to the archives staff/desk and the patron may use another volume or container. Containers/volumes should be used one at a time even if more than one container or volume has been requested.
9. When the patron has completed his work or leave temporarily, the volume or container must be returned to the staff.
10. Manuscripts must not be marked, altered or defaced.

11. All manuscripts and volumes must be laid flat on the table and not on the lap of the patron or propped up against the table. Leather bound books should be placed in a book cradle so that the pages are opened to 60°-80°.
12. Only one folder of loose papers may be opened at a time to prevent mixing.
13. Papers are not to be rearranged under any circumstances. If the researcher thinks the papers are out of order, the patron is asked to bring it to the attention of the archivist.
14. No smoking, drinking, or eating is allowed in the Research room.
15. The patron is to comply with all copyright regulations. Copy services are governed, as applicable by Copyright Law (U.S. Code Title 17) and by the New York Freedom of Information Act (Public Law Art.6). Copies of materials that are protected by copyright are furnished for “private study, scholarship, or research” and are not to be used or reproduced for any other purpose without the permission of the copyright owner. The Archives reserves the right to refuse to copy materials protected by copyright, if the archivist feels that the copyright law would be violated. In providing copies of materials, the Archives does not assume any liability for infringement of copyright or other rights. These regulations also apply to materials that are photographed or scanned, as well as digitized materials downloaded from online archival collections.
16. Permission to photocopy will depend on the condition of the material and number of copies requested. Cost will be \$0.10 per copy for 8 ½ X 11 size paper and \$0.25 per copy for 11 X 17 size paper.
17. Anyone who violates these rules may lose access privileges to the Archives.

SIGNED: _____

DATE: _____