

LIBRARY COMMITTEE OF THE RELIGIOUS SOCIETY OF FRIENDS IN BRITAIN, *Your Meeting's Records: A Handbook for Clerks and Custodians of Records* (London: Quaker Books, 2nd edn, 2004), pp. viii + 50. ISBN 0-85245-363-9, Paper, £8.00.

Do not look for the first minute book of Norfolk Quarterly Meeting. It was destroyed in the fire at Holt in 1708. Apart from accidental loss, and the occasional forgetfulness of clerks who mislaid books, or always meant to enter minutes but never quite did, we are fortunate in our research area. We may be puzzling over an event that seems not to have been mentioned in the minutes, but we have, as our colleagues remind us, 'all those good Quaker records'. They are right, especially for the early period. Until the middle of the nineteenth century records were written on rag paper. Will the records of today survive? The second edition of *Your Meeting's Records* provides up-to-date advice to clerks and custodians and is 'commended to anyone who has an interest in the keeping of Quaker records'.

There are five sections. Section 1 defines what records are, and the types of record and introduces the subject of data protection. Section 2 advises on how records should be managed, with a subsection on deposit in a record office (2.3). Section 3 advises on the materials suitable for record creation, including grades of paper for various purposes from archival (the most expensive) downwards, and preservation while in current use. Section 4 advises on long-term preservation of records, and Section 5 on their administrative use. Administrative use includes subsections on the closure period, usually 50 years (5.2), use by, and supervision of researchers (5.4), and copyright permission (5.5). Appendices include a sample retention schedule (B), a specimen of indexing principles used by one clerk (D) and the arrangement used by Friends House Library (E). There is a glossary, and a directory of suppliers of materials and equipment.

Your Meeting's Records gives thorough, logical advice and is very clearly presented. QSRA take note.

Sylvia Stevens
University of Sunderland, England