

MODERN MINUTES KEEPING

It is no longer necessary, and in some ways counterproductive, to keep minutes in the cumbersome old minutes books. The paper in the books has holes in it and the Department of History tells us that is where they will deteriorate. If you wish to continue using the books, read no further; if you'd like to try a new way here are the rules:

1. You must use "acid-free" paper.
2. The paper may be made from any cellulose fiber as long as the active acid pulp is eliminated during processing.
3. The paper must have a ph minimum of 8.5.
4. The paper must have a buffer of calcium carbonate at c. 3% to supply alkaline reserves.
5. The paper must be lignin and sulfur free.
6. The paper must be 25% cotton or rag for strength (100% is even better)

In addition, I make a copy of the completed minutes - with the presbytery stamp and keep them in a binder; the originals go in an acid-free folder labeled with the year. Whenever I need a copy of the minutes for someone I go to my copy, not my original. The only time my originals come out is when I go to the Synod of the Northeast for the reading of presbytery minutes.

Archival Supply Sources:

Gaylord Bros., PO Box 4901, Syracuse, NY 13221-4901
Customer Service: 800-634-6307
Orders: 800-448-6160 www.gaylord.com

Light Impressions, PO Box 940, Rochester, NY 14603-0940
Orders: 800-828-6216 www.lightimpressionsdirect.com

University Products, Inc., Box 101, Holyoke, MA 01041-0101
Customer Service: 800-628-1912 www.universityproducts.com

If you have any questions call me at 631-499-7171 or send me an e-mail me at statedclerk@presbyteryofli.org.