

## Recorder

The Recorder shall see that a record of membership is kept on forms provided by the Yearly Meeting, making sure that all records are faithfully and accurately kept for all time. Such records cover vital statistics pertaining to the member and his or her immediate family, whether or not they are all members of the Meeting. Any changes relating to the membership, such as births, deaths, transfers, releases, or marriages, shall be promptly recorded.

Once each year, the Recorder shall answer a questionnaire from the Statistical Clerk of Yearly Meeting giving information regarding the Monthly Meeting. A copy of this report shall be a part of the permanent records of the Monthly Meeting.

The Recorder also makes sure that other important records of the Meeting are being properly cared for. Minute and record books in current use may be kept by the officer responsible for them. All others shall be preserved, together with important correspondence and legal papers, such as deeds, conveyances, and trusts, in a permanent repository, protected from fire and loss. All minutes and records shall be kept on paper of high quality. Typewritten records are preferable to handwritten ones.

Further advice about Recorder duties are covered in Faith and Practice, in the Appendix, "Recommendations for Monthly Meeting Records."

*(excerpted from Pacific Yearly Meeting Faith and Practice, 1987)  
Reviewed, 1999*