

Beverly Archives Project Records, 2002 - 2010

MSS: # 020

Processed by: Amanda Ferrante, 2015

Volume: 1 box

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1. Abstract:

The collection consists of records created and collected during the daily activities of the Beverly Archives Project, an offshoot of the Beverly Historical Society whose mission was “to preserve the archival history of Beverly through its member institutions.” The BAP’s member institutions included the Church of the Nazarene (566 Cabot Street), the Dane Street Congregational Church (10 Dane Street), the First Baptist Church (221 Cabot Street), the First Parish Church (255 Cabot Street), St. John’s Episcopal Church (705 Hale Street), St. Mary’s Star of the Sea Catholic Church (253 Cabot Street), the Second Congregational Church (61 Conant Street), the City Hall Clerk’s Office, the Beverly Historical Society (117 Cabot Street), Beverly High School (100 Sohier Road), and the Beverly Public Library (32 Essex Street). The BAP solicited participation from and worked closely with each of these local institutions, and through the employment of consulting archivists aimed to advise and assist each institution in the responsible organization and storage of their respective archival holdings. The BAP was also active in raising awareness of archival resources in their local community prior to their disbanding in 2014.

2. Collection Creator: Beverly Archives Project, Beverly, Massachusetts.

3. Provenance: The Beverly Archives Project organized in 2002 as an offshoot of the Beverly

Historical Society, though their work was at times independent of the BHS. The records contained in this collection were donated to the BHS in 2015, following the BAP's disbanding in 2014.

4. Conservation/Processor's Note:

Due to the archival nature of the organization's work, a significant portion of the records were printed on low-acid paper and stored in acid-free folders. Any paper clips and staples were removed from the records, to be replaced with plastic clips where necessary. Newspaper clippings were segregated from neighboring records by placing them in plastic sheaths, and photographs were protected from adjacent materials by placing them in their own folder. Digital records stored on CD-ROMs were kept in their respective cases. The records were organized by their type or purpose, and each subseries was placed in an acid-free folder. The collection consists of 4 series which were further divided into 23 subseries. The materials are stored in 23 acid-free folders and held in 1 box.

5. Copyright:

Request for permission to publish material from the collection must be submitted in writing to the Curator of Collections at the Beverly Historical Society and Museum.

6. Preferred Citation:

Title of Document, Beverly Archives Project Records Collection, Beverly Historical Society and Museum, 117 Cabot Street, Beverly, MA 01915.

7. Historical Note:

"The **Beverly Archives Project**, formed in 2002 as an initiative of the Beverly Historical Society, is an association of institutions and individuals concerns with the preservation in Beverly's history through the archives, files, and written records held by its various institutions and residents" (BAP, 2010). At its inception the group was called the **Beverly Religious Archives Group**, though the name was changed shortly thereafter. The group's members and mission were derivative of the Beverly Historical Society, an affiliation that continued to characterize their work during the years the group was active. Between 2002 and 2010, the BAP endeavored to inform, survey, and assist various Beverly, Massachusetts public institutions and religious organizations in archiving and creating preservation strategies for their respective records. Much of their work was funded by both public and private grants, and at times involved the collaboration of professional archivists external to the organization. In addition to soliciting participation from longstanding cultural institutions, the BAP also actively reached out to Beverly residents by creating, displaying, and distributing informative materials at community events and members continue to lend their efforts to archiving and historical endeavors.

8. Scope and Content Note:

The collection consists of records created during the daily activities of the Beverly Archives Project, an organization whose mission was "to preserve the archival history of Beverly through its member institutions." The records were created and collected by the BAP between 2002 and 2010, and while the majority of the materials are paper-based, a number of photographs, CD-ROM/DVDs, and newspaper clippings are included. The collection is organized into 4 series, which are then subdivided into 23 subseries. The 23 subseries-specific folders are stored in 1

box.

9. Related Materials:

Archival Collection of the First Parish Church, First Parish Church, Beverly, MA.

Historical Records in the City Clerk's Office City of Beverly, MA.

10. Series List:

This collection is arranged into 4 series:

- | | |
|---------------------|---|
| Series I: | Correspondence |
| Subseries A: | Internal Correspondence, 2002-2006 |
| Subseries B: | External Correspondence, 2002-2006 |
| Series II: | Administrative Records |
| Subseries A: | Invoices/Contracts, 2003-2005 |
| Subseries B: | Grant Applications, 2003-2005 |
| Subseries C: | Meeting Minutes, 2002-2006 |
| Subseries D: | Miscellaneous, 2002-2005 |
| Series III: | Community Involvement/Outreach |
| Subseries A: | Newspaper Clippings, 2003-2005 |
| Subseries B: | BAP Newsletters, 2004 |
| Subseries C: | Photographs, 2006 |
| Subseries D: | Miscellaneous, 2004-2010 |
| Series IV: | Project Records |
| Subseries A: | Beverly Church of the Nazarene, 2003 |
| Subseries B: | Beverly City Hall Clerk's Office |
| Subseries C: | Beverly High School |
| Subseries D: | Beverly Public Library |
| Subseries E: | Dane Street Congregational Church, 2003 |
| Subseries F: | First Baptist Church in Beverly, 2003 |
| Subseries G: | First Parish Church Universalist Unitarian, 2002-2005 |
| Subseries H: | Second Congregational Church, 2003 |
| Subseries I: | St. John's Episcopal Church |
| Subseries J: | St. Mary Star of the Sea Church, 2003 |
| Subseries K: | Temple B'Nai Abraham, 2003 |
| Subseries L: | Interim Project Reports, 2004-2006 |
| Subseries M: | Miscellaneous, 2002 |

11. Container List:Series I: **Correspondence**

Series/Arrangement Note: Sorted by type of correspondence, then arranged chronologically within the respective subseries. Contains internal correspondence exchanged amongst members of the BAP, as well as external correspondence exchanged with member institutions and grant funding institutions. The records were created or collected between 2002 and 2006.

Subseries	Content	Unit Shelf Eolder	Date(s)
A	Notice		N/A
A	Notice		N/A
A	Notes		03/30/2002
A	Notes		03/30/2002
A	Email		03/30/2002
A	Email		03/30/2002
A	Email		04/01/2002
A	Email		04/02/2002
A	Email		04/02/2002
A	Email		05/06/2002
A	Notes		05/11/2002
A	Notes		05/15/2002
A	Email		05/16/2002
A	Email		05/29/2002
A	Email		05/30/2002
A	Email		06/11/2002
A	Note		06/20/2002
A	Notes		06/20/2002
A	Email		06/21/2002
A	Email		07/02/2002
A	Email		07/22/2002
A	Email		08/07/2002
A	Email		08/23/2002

A	Notes		09/26/2002
A	Email		10/23/2002
A	Email		10/25/2002
A	Email		10/31/2002
A	Notes		11/02/2002
A	Email		11/12/2002
A	Email		12/03/2002
A	Notes		12/05/2002
A	Email		12/06/2002
A	Email		12/07/2002
A	Email		12/09/2002
A	Email		12/09/2002
A	Notes		12/18/2002
A	Email		12/20/2002
A	Memo		01/15/2003
A	Email		01/16/2003
A	Notes		01/24/2003
A	Email		01/28/2003
A	Notes		01/28/2003
A	Notes		02/11/2003
A	Email		07/25/2003
A	Email		08/07/2003
A	Email		09/22/2003
A	Email		12/02/2003
A	Email		01/05/2004
A	Email		01/19/2004
A	Email		01/22/2004
A	Email		02/04/2004
A	Email		04/12/2004

A	Email		05/10/2004
A	Email		06/09/2004
A	Email		01/11/2005
A	Email		01/11/2005
A	Email		01/26/2005
A	Email		01/28/2005
A	Email		02/06/2005
A	Email		02/28/2005
A	Email		03/09/2005
A	Email		03/11/2005
A	Email		03/17/2005
A	Email		04/15/2005
A	Notes		05/31/2005
A	Email		06/13/2005
A	Email		04/07/2006
A	Email		06/25/2006
A	Email		07/27/2006
B	Memo		10/29/2002
B	Letter		02/14/2003
B	Letter		02/17/2003
B	Letter		02/18/2003
B	Letter		02/19/2003
B	Letter		02/19/2003
B	Letter		02/19/2003
B	Letter		02/20/2003
B	Letter		02/24/2003
B	Letter		03/27/2003
B	Letter		05/19/2003
B	Letter		11/17/2003

B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
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B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Memo		03/28/2005
B	Letter		10/22/2005
B	Letter		06/30/2006

Series II: Administrative Records

Series/Arrangement Note: Sorted into subseries by type of record, then arranged chronologically within the respective subseries. Contains financial and contractual records, grant applications and related drafts, meeting minutes, and miscellaneous records created or collected between 2002 and 2006.

A	Budget Form		2005
A	Commonwealth Terms and Conditions		05/30/2003
A	Commonwealth of Massachusetts		05/30/2003
A	Invoice		05/07/2004
A	Invoice		09/14/2004

A	Receipt		02/09/2005
A	Receipt		02/09/2005
A	Money Order		03/31/2005
A	Contract		12/12/2005
B	Notes re: Grant Application		N/A
B	Letter re: Grant Application		02/03/2003
B	Grant Application		02/20/2003
B	Notes re: Grant Application		01/28/2005
B	Grant Application		02/2005
B	Grant Application		03/31/2005
C	Agenda		N/A
C	Meeting Notice		N/A
C	Meeting Notice		N/A
C	Meeting Notice		N/A
C	Meeting Minutes		05/15/2002
C	Meeting Minutes		06/20/2002
C	Attendance		09/26/2002
C	Meeting Minutes		09/26/2002
C	Meeting Minutes		11/02/2002
C	Meeting Minutes		07/09/2003
C	Meeting Minutes		09/24/2003
C	Meeting Minutes		10/29/2003
C	Meeting Minutes		12/03/2003
C	Meeting Minutes		12/03/2003
C	Meeting Minutes		01/07/2004
C	Meeting Minutes		02/03/2004
C	Meeting Minutes		02/03/2004
C	Agenda		03/03/2004
C	Meeting Minutes		03/03/2004

C	Agenda		04/14/2004
C	Meeting Minutes		04/14/2004
C	Agenda		09/21/2004
C	Meeting Minutes		10/07/2004
C	Meeting Minutes		11/04/2004
C	Meeting Minutes		12/09/2004
C	Meeting Minutes		01/12/2005
C	Meeting Minutes		02/03/2005
C	Meeting Minutes		03/03/2005
C	Meeting Minutes		04/07/2005
C	Meeting Minutes		05/05/2005
C	Agenda		06/2005
C	Annual Report		06/09/2005
C	Meeting Minutes		06/09/2005
C	Annual Report		06/09/2005
C	Agenda		09/08/2005
C	Meeting Minutes		09/08/2005
C	Meeting Minutes		10/06/2005
C	Agenda		10/06/2005
C	Meeting Minutes		11/03/2005
C	Agenda		12/01/2005
C	Meeting Minutes		12/01/2005
C	Meeting Minutes		01/05/2006
C	Agenda		02/02/2006
C	Meeting Minutes		02/02/2006
D	CD-ROM (BAP Brochure)		N/A
D	Notes		N/A
D	Job Announcement		N/A
D	Job Announcement		N/A

D	Job Description		N/A
D	Contacts List		N/A
D	Contacts List		N/A
D	Notes		2002
D	Mailing List		08/23/2002
D	Mailing List		01/14/2003
D	Ad Submission		08/19/2003
D	Notes		01/07/2004
D	Contract		04/13/2004
D	CD-ROM		08/25/2005
D	CD-ROM (BAP Stationery)		09/2005
D	CD-ROM (BAP Stationery)		09/2005
D	Notes		10/22/2005
D	DVD (BAP Archives Care 101.2)		11/05/2005

Series III: Community Involvement/Outreach

Series/Arrangement Note: Sorted by type of record, then arranged chronologically within the respective subseries. Contains newspaper clippings pertaining to BAP activities, BAP newsletters, photographs pertaining to BAP activities, and miscellaneous records reflecting the BAP's relationship with its larger community. These records were created or collected between 2003 and 2010.

A	Newspaper Clipping		07/17/2003
A	Newspaper Clipping		07/17/2003
A	Newspaper Clipping		08/03/2003
A	Newspaper Clipping		07/27/2004
A	Photocopy		07/27/2004
A	Newspaper Clipping		07/29/2004
A	Newspaper Clipping		08/05/2004
A	Newspaper Clipping		08/05/2004
A	Newspaper Clipping		07/08/2005
A	Photocopy		07/08/2005

C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
C	Photograph		N/A
D	Flyer		N/A
D	Notes		N/A
D	Press Release		07/26/2004
D	Beverly Arts Fest Packet		05/23/2005
D	BAP Fund-Raiser Calendar		2007
D	BAP People of Beverly Calendar		2008
D	Beverly Archives Trivia Questionnaire		08/04/201

Series IV: **Project Records**

Series/Arrangement Note: Sorted by type/subject matter of records, then arranged chronologically within the respective subseries. Contains records pertaining to the Beverly Church of the Nazarene, the Beverly City Hall Clerk's Office, Beverly High School, Beverly Public Library, Dane Street Congregational Church, First Baptist Church in Beverly, First Parish Church Universalist Unitarian, Second Congregational Church, St. John's Episcopal Church, St. Mary Star of the Sea Church, and Temple B'Nai Abraham, as well as interim project reports and miscellaneous related items. The records were created or collected between 2002 and 2006.

A	Survey of Historical Records		06/17/2003
B	Notes		N/A
B	Notes		N/A
B	Notes		N/A
B	Notes		N/A

B	Photocopy		N/A
B	Photocopy		N/A
B	Notes		N/A
B	Photocopy		N/A
B	Photocopy		N/A
B	Photocopy		N/A
B	Photocopy		N/A
B	Photocopy		N/A
C	Photocopy		N/A
C	Transcription		N/A
C	Notes		N/A
D	Notes		N/A
D	Notes		N/A
E	Survey of Historical Records		06/29/2003
F	Notes		N/A
F	Survey of Historical Records		06/13/2003
G	Notes		N/A
G	Archival Holdings Inventory		05/12/2002
G	Survey of Historical Records		10/06/2005
H	Notes		N/A
H	Survey of Historical Records		06/17/2013
I	Survey of Historical Records		N/A
I	Notes		N/A
J	Notes		N/A
J	Survey of Historical Records		09/29/2003
K	Notes		N/A
K	Survey of Historical Records		07/05/2003
L	Interim Project Report		N/A
L	Interim Project Report		06/30/2004
M	Survey of Historical Records		N/A

M	Inventory		N/A
M	Survey Sites		N/A
M	Notes		N/A
M	Notes		N/A
M	Notes		N/A
M	Photocopy		N/A
M	Photocopy		N/A
M	Photocopy		N/A
M	Photocopy		N/A
M	Slide Printout		N/A
M	Notes		N/A
M	Notes		N/A
M	Notes		N/A
M	Slide Printout		N/A
M	Slide Printout		N/A
M	Slide Printout		N/A
M	Notes		N/A
M	Inventory		N/A
M	Project Notes		N/A

12. Bibliography:

Beverly Archives Project. (2010, July 24). Finding Aid to Historical Records in the City Clerk's Office City of Beverly, MA. Retrieved from <http://www.beverlyma.gov/wp-content/uploads/2014/05/Records-Restoration-Beverly-City-Clerk.pdf>

Beverly Archives Project meets this Wednesday (2012, January 23). In *Wicked Local*. Retrieved August 22, 2015, from <http://beverly.wickedlocal.com/article/20120123/NEWS/301239765>