

Beverly Archives Project Records 2002 - 2010

MSS: # 020
Volume: 1 box

Processed by: Amanda Ferrante, 2015

Abstract:

The collection consists of records created and collected during the daily activities of the Beverly Archives Project, an offshoot of Historic Beverly 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, Historic Beverly (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.

Collection Creator:

Beverly Archives Project, Beverly, Massachusetts.

Provenance:

The Beverly Archives Project organized in 2002 as an offshoot of Historic Beverly, though their work was at times independent of HB. The records contained in this collection were donated to HB in 2015, following the BAP’s disbanding in 2014.

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.

Copyright:

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

Preferred Citation:

Title of Document, Beverly Archives Project Records Collection, Historic Beverly, 117 Cabot Street, Beverly, MA 01915.

Biographical/Historical Note

“The **Beverly Archives Project**, formed in 2002 as an initiative of Historic Beverly, 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 Historic Beverly, 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.

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.

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.

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

Content List

Series I: Correspondence (2002-2006)

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.

Location	Box	Folder	Subseries	Content	Date(s)
			A	Notice	Undated
			A	Notice	Undated
			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	Letter	12/04/2003
			B	Letter	02/13/2004
			B	Letter	01/2005
			B	Letter	01/13/2005
			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	Letter	10/22/2005
			B	Letter	06/30/2006

**Series II: Administrative Records|
(2002-2006)**

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.

Location	Box	Folder	Subseries	Content	Date(s)
			A	Budget Form	2005
			A	Commonwealth Terms and Conditions	05/30/2003
			A	Commonwealth of Massachusetts Standard Contract Form	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	Undated
			B	Letter re: Grant Application	02/03/2003
			B	Grant Application	02/20/2003
			B	Notes re: Grant	01/28/2005

				Application	
			B	Grant Application	02/2005
			B	Grant Application	03/31/2005
			C	Agenda	Undated
			C	Meeting Notice	Undated
			C	Meeting Notice	Undated
			C	Meeting Notice	Undated
			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)	Undated
			D	Notes	Undated
			D	Job Announcement	Undated
			D	Job Announcement	Undated
			D	Job Description	Undated
			D	Contacts List	Undated
			D	Contacts List	Undated
			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
(2003-2005, 2007-2008, 2010)**

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.

Location	Box	Folder	Subseries	Content	Date(s)
			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
			A	Newspaper Clipping	07/14/2005
			A	Newspaper Clipping	07/14/2005

			A	Photocopy	07/14/2005
			A	Photocopy	07/14/2005
			B	Newsletter	01/2004
			B	Newsletter	02/2004
			B	Newsletter	03/2004
			B	Newsletter	04/2004
			B	Newsletter	05-06/2004
			C	Photograph	Undated
			C	Photograph	Undated
			C	Photograph	Undated
			C	Photograph	Undated
			C	Photograph	Undated
			C	Photograph	Undated
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			C	Photograph	Undated
			D	Flyer	Undated
			D	Notes	Undated
			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	08/04/2010

**Series IV: Project Records
(2002-2005, 2013)**

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.

Location	Box	Folder	Subseries	Content	Date(s)
			A	Survey of Historical Records Repositories	06/17/2003
			B	Notes	Undated
			B	Notes	Undated
			B	Notes	Undated

			B	Notes	Undated
			B	Photocopy	Undated
			B	Photocopy	Undated
			B	Notes	Undated
			B	Photocopy	Undated
			B	Photocopy	Undated
			B	Photocopy	Undated
			B	Photocopy	Undated
			C	Photocopy	Undated
			C	Transcription	Undated
			C	Notes	Undated
			D	Notes	Undated
			D	Notes	Undated
			E	Survey of Historical Records Repositories	06/29/2003
			F	Notes	Undated
			F	Survey of Historical Records Repositories	06/13/2003
			G	Notes	Undated
			G	Archival Holdings Inventory	05/12/2002
			G	Survey of Historical Records Repositories	10/06/2005
			H	Notes	Undated
			H	Survey of Historical Records Repositories	06/17/2013
			I	Survey of Historical Records Repositories	Undated
			I	Notes	Undated
			J	Notes	Undated
			J	Survey of Historical Records Repositories	09/29/2003
			K	Notes	Undated
			K	Survey of Historical	07/05/2003

				Records Repositories	
			L	Interim Project Report	Undated
			L	Interim Project Report	06/30/2004
			M	Survey of Historical Records Repositories	Undated
			M	Inventory	Undated
			M	Survey Sites	Undated
			M	Notes	Undated
			M	Notes	Undated
			M	Notes	Undated
			M	Photocopy	Undated
			M	Photocopy	Undated
			M	Photocopy	Undated
			M	Photocopy	Undated
			M	Slide Printout	Undated
			M	Notes	Undated
			M	Notes	Undated
			M	Notes	Undated
			M	Slide Printout	Undated
			M	Slide Printout	Undated
			M	Slide Printout	Undated
			M	Notes	Undated
			M	Inventory	Undated
			M	Project Notes	Undated

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>

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