

Weymouth Historical Commission
Documentary Heritage Grant
Final Report

Inventory

The following repositories were visited and their archival records surveyed to the extent that our limited time permitted:

- The Department of Public Works
- First Church
- The Police Department
- Tufts Library
- Unitarian Church
- The Fire Department
- The School Department
- Methodist Church

Additionally, we visited the Weymouth Historical Society and the Town Hall. At both places the staff assured us that they had a good grasp of what materials they had and there was no need to inventory the holdings. Due to his long tenure at the Town Hall, the Town Clerk was able to tell us about the CETA-funded inventory project of the 1970s, the records of which (and resultant raw data) are under his care.

See the attached inventories for each repository. These are in Microsoft Excel, with the exception of the Police Department records. Due to the size and complexity of this collection of records, they are described in a more narrative format in a Word document. The materials that appear in these inventories may well have been described in greater detail during the CETA grant.

Recommendations on preservation and conservation

Importance of the Archival Environment

The total physical environment is crucial for the long-term preservation of archival materials. Environmental conditions affecting archival records include temperature and humidity, air quality, physical storage (shelving, boxes, and folders), exposure to light, and security of the room in which they are housed. In an ideal archive, there is a monitored HVAC (heating, ventilating and air conditioning) system running constantly in a pest-free windowless room with fire, burglar, water alarms, and the materials are stored in acid-free boxes on metal shelves. The costs involved in creating such a room may be prohibitive, but it is a good goal to work toward.

Temperature and relative humidity should remain stable, for wide fluctuations in either temperature or humidity speed up the aging process for archival records in all media by setting off chemical reactions. For every 18 degrees F increase in temperature, chemical activity in most substances approximately doubles. For a mixed archive like those found at various repositories in Weymouth, the temperature should be 68 +/- 2 degrees, with an RH of 45 +/- 2%. However, specific types of materials might be treated differently. For instance, some conservators advise that color film be kept at less than 32 degrees. If people were not going to spend much time in the space where the archives were stored, a colder temperature could be maintained.

Metal shelves are preferable to wooden ones, because wood, as an organic material, emits acetic and other acid residues that could be absorbed by the materials either by direct contact or vapors. Prolonged exposure to light can set off a photochemical reaction. Materials should be boxed, lights should be on only when necessary, and any windows should be covered. Original materials should be exhibited on a rotating basis, rather than having a "permanent exhibit."

The buildings in which historical records are stored should have a smoke alarm, some sort of fire suppression system, and a burglar alarm. If possible, these alarms should alert the fire department and security company directly, since there is a chance that no one would be around to hear them. If the area has a tendency to flood, there should be a water detection alarm. The building should be exterminated regularly. The air can be an archival enemy as well, for it carries molds and other pollutants that could land and propagate on the records. An air filtration system screens out many of these contaminants.

Importance of appropriate housing

The historical records of Weymouth are primarily paper-based but in addition to documents, newspaper clippings, and ledgers there are photographs, prints, and artifacts. In addition to working toward better environmental conditions, an important step toward preserving these materials would be to sort them by type and then house each type in appropriately sized acid-free folders and containers. Appropriate housing minimizes the risk that materials will be damaged by improper handling or exposure to dust and light. Each type has slightly different preservation requirements. Paper records should be stored in acid-free folders and boxes to prevent acid migration, because acid breaks down the paper. Since about 1850, the quality of paper has decreased significantly due to the use of wood pulp and alum sizing. One can neutralize the pH of this acidic paper by having a conservator wash it, which is a more involved process, or simply by isolating it. Interleaving acidic paper with acid-free paper will slow deterioration. Some items may need to be flattened, and all rusty metal fasteners and tape should be removed, for they will stain any materials they are in contact with. Extremely large rolled items, such as those found at the Department of Public Works, should remain rolled but be placed in protective boxes or wrapped in tissue. Photographs should be inserted in polypropylene or Mylar D (types of inert

plastic) sleeves before being placed in non-buffered boxes. Within each type, similarly sized items should be stored together to prevent warping. Other materials could be flagged for more intensive conservation work, warranted either by condition or research and/or monetary value.

The professional standards outlined above make it clear why small repositories can benefit through collaboration. What may be impossible for one group -- or even one town -- to accomplish can be realized if the cost and administrative burden is shared by many.

Community Awareness Plan

Weymouth should think of this grant as an incubator, a first step in creating partnerships for the many entities with historic collections and in bringing history and knowledge to the forefront.

1. Educate the Weymouth community on its history through:
 - newspaper articles on such topics as the 'hidden treasures' and the exemplary history of the Fire Department
 - television spots announcing events at the Library, Historical Society and elsewhere
 - public relations campaigns using, for instance, public radio to interview elders to tell about the many facets of early life in the region, and
 - school involvement in history, shop and other classes, for example
 - to clean and store the materials correctly,
 - to learn how things were done in earlier times,
 - to mount exhibits and prepare labeling,
 - to rebuild housing and framing materials,
 - to revisit the management techniques that made the region a leader in various industries.
2. Garner awareness on the roles that Weymouth played and continues to play regionally and statewide through exhibitions and other cultural events. Topics can include, for example:
 - the formation of the towns,
 - the geography and its impact on development,
 - people of importance, or
 - the rise and fall of various industries.
3. Attract volunteer help from schools, seniors, and local college students in search of internship opportunities.
 - It is clear from our short time at the Historical Society that there is a large group of seniors who are looking to help the town.

The school administrators indicated great enthusiasm for involving the students in preserving historical materials and in using them for various purposes.

College students have community service and internship requirements in their degree programs which the town could use to great advantage.

4. Encourage the stakeholders to build upon their enthusiastic support by completing the inventorying, cataloguing and computerizing their collections, and doing outreach to other entities with similar goals and archives. This project has high visibility because of the number of sites involved in the survey. If there is a sense of building upon good communications between sites and with their constituencies, it can have a significant impact. It is important to continue working on those lines of communications.

Currently and historically, there is a real disconnect between several of the entities with which we worked. Forming true partnerships with clear and shared goals, responsibilities and job descriptions would serve the community. Continuing on the current path will lead to continued deterioration of historic materials and an inability to get a true picture of the development of the town. It is not serving the public appropriately.

One example of this disconnect is the extensive archival work that was done but left incomplete in the late seventies. With a \$91,000 grant under Title VI of the Comprehensive Employment and Training Act of 1973, historic collections were visited and inventoried and/or catalogued. Few of the entities with which we worked were aware of the detailed data sheets that were generated from this project, most of which are at the town clerk's office (there is a file drawer of data sheets and other papers relating to the project at the historical society that should be moved to the clerk's office, if possible). It seems that the factors that contributed to the short-circuiting of that project continue to exist in full a quarter of a century later.

Another example is the historical society's museum space at the library. The legal agreements governing those loans is indeterminate, the materials rarely accessible, and the management of the space vague. We were unable to ascertain the extent of some of the collections as there were extensive holdings in the library [Fire Department, churches, other] but access was unavailable and no one seemed to know what was where.

3. Seek future funding within the private sector, the foundation community and the federal government through direct appeals. Individual giving has the highest return on dollars spent, so that should be part and parcel of the outreach process. People need to know that funds can be donated and are tax deductible, facts that can be included in written and verbal communications.

An initial telephone call to funding entities to establish the availability of funds, to request materials and to research other funding sources is important. Joining the Associated Grant Makers of Massachusetts will open up many important research sources via the Foundation Center Library, which has a base there. Read the *Chronicle of Philanthropy* and other periodicals to see what is happening in the nation. Due diligence saves many hours of work and garners the most dollars for time spent. Think flexibly and creatively.

The most obvious sources of information and possible funding follow. Contact these and other funding sources to determine their targets for the year. These change regularly but technological upgrading is noted as being critical nationwide.

- The federal government:
 - National Endowment for the Arts
 - National Endowment for the Humanities
 - Institute of Museum and Library Services
 - National Archives and Record Administration
 - Department of Education
 - Corporation for National Service [AmeriCorps, Learn and Serve, Vista]
- Private foundations:
 - Gates
 - Fidelity
 - Bank of America
 - Reebok and other shoe makers
 - The Boston Foundation
- Individuals and small business people with a stake in the welfare of the region.

Next Steps

See Attachment A for a prioritized list of next steps the town can take.

Conclusion

The stakeholders were critical to the success of this year's project and will be long-term. Without their help, devotion and buy-in, the project would have been vastly more costly and time-consuming. We believe that the project has encouraged people to reflect upon how they can work toward the same goal in the coming years. This first year set the right open and constructive tone for successive years and, clearly, the benefits far outweigh whatever funds and time have been invested in the project. We are proud to have been a part of this project and enjoyed working with the citizens of Weymouth.

Acknowledgment

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Weymouth Fire Department
Survey of holdings

owner	item	content	description	pages/ volumes	condition	notes	location
Weymouth Fire Department	Broadside: Rules and Regulations	November 7, 1877	by CE Buchnell; original red-painted frame with wood backing.		water stains	needs to be conserved; rematted with acid-free mat; reframed in original fram.	hanging
Weymouth Fire Department	broadside: John L Sims [?]/ Chief	1905	original gold-painted frame; original backing of heavy cardboard stamped 'London/Character Shoes' which was part of Stetson Shoes per Lieut. Wall. Sims was the Chief until 1927		good	needs to be conserved; rematted with acid-free mat; reframed in original fram.	hanging
Weymouth Fire Department	newspaper clipping of engine Defender	June 1, 1934	old wood frame; Defender was a hose truck		good	needs to be conserved; rematted with acid-free mat; reframed in original fram.	hanging
Weymouth Fire Department	photograph, engine and firemen		old red-painted frame; old backboard		water stain with some image damage and nail hole in right	needs to be conserved; rematted with acid-free mat; reframed in original fram.	hanging
Weymouth Fire Department	photograph, 'Conqueror'		new frame		faded	needs conservation	hanging
Weymouth Fire Department	photograph, 'Active #5'		new frame		good	needs conservation	hanging
Weymouth Fire Department	Silver and silver gilt presentation trophy, 'Z L Bicknell Hose Company #2 E. Wey. By the Program Hope Co New Bedford Mass'	8-29-1891	Egyptian/Etruscan motif, heavily incised, embossed and engraved water pitcher with cover on stand shaped like a engine wagon. Two goblets on pulls of engine with the number 2; ice pail to accompany. Mounted in original glass and wood case.		excellent. Needs cleaning.		meeting room
Weymouth Fire Department	two 2-handled cups		neo-classical motif		excellent. Needs cleaning.		meeting room

Police Dept.

The records of the Weymouth police department are stored in two secure records rooms in a relatively new facility. There was evidence of an old leak in the corner of the smaller room, which caused some water damage to a couple boxes of incident cards. Otherwise, the environmental conditions appeared to be satisfactory. Most records were boxed but not all of the boxes were on shelves. There is adequate shelving and these boxes could be moved off of the floor. Most boxes have been labeled and dated. The following collection-level inventory attempts to make the collection intellectually coherent and does not necessarily reflect the physical arrangement, although the location may be noted. There are a few runs of related records but other record groups are split across the two rooms, shelved in different areas within one room, or shelved out of chronological order.

Dead computers, implementing schedules.

Prison Register 1874-1914 1 vol

Pre-printed column headings for date, name, age, height, complexion, officer, cell, time, remarks [typically lodger, occupation, nationality], dollars, cents

Register of arrests (with indexes) 1927-1954 10 vols OS

Pre-printed column headings for date, time, complainant, officer, prisoner, age, height, weight, complexion, hair, eyes, married, sex, nation, occupation, residence, offence, cell#, result

Log Books 1927-1971 77 vols.

Document all police activity. Started each year with a new volume. Required multiple volumes by the mid-1950s.

Incident Cards 1972-1987 222 boxes and Name index 54 boxes and Arrest Cards pre-1989 6 boxes. Boxes are @22" long.

In 1972 the log books were replaced with a new system of two sets of index cards. A card was filled out for every incident and if it became a case, a case number was assigned, and cards for the people involved in the case were created and filed in the name index. The cards in the name index were connected to the cards in the incident file through the case number. The incident cards are in chronological order and the name indices are in alphabetical order for each year. There are also 6 boxes labeled "arrest cards pre-1989"

Incident cards for 1988 take up a filing cabinet (about 12 linear feet).

Internal police logs, 1989-1996, are stored in 17 massive computer printout binders.

There are also about 9 boxes containing two types of logs, starting in about 1997: the press (or public) log and the daily log (aka "Incident summary log"), which is slightly more comprehensive.

Case files, numbered 3-32,532, stored in 35 5-drawer filing cabinets.

Another related run of approximately 100 banker's boxes contains case reports and motor vehicle accident reports by both police and civilians, with arrests, complaints and protective custody files included for some years. The boxes are dated ca.1974 to 2002

and are stored on shelves and on the floor. Most are in the smaller room but there are 7 boxes of incident reports (1994-1996) in the larger storage room. There is evidence that staff is in the process of sorting out records of fatalities, which are permanent records, from the run of motor vehicle accident reports.

Old arrests 1950s 6 boxes (in both rooms)

Watch reports, 1972-1988 16 boxes (1988 in loose on the shelf) These records document vehicle,s patrol requests, significant crimes, arrests, and other significant incidents that took place on each watch.

Ring sheets ca.1980s-1999 14 boxes (in both rooms)

Daily tracking of police personnel – who is watch commander, who is on duty, who is off.

Cancellation logs 1969-1991 3 vols

Beach permit stickers 1980-1993 4 vols

Officer in charge reports 2000-2003 2 boxes

E-911 print outs 1997-2001 5 boxes

Teletypes

Permits

Tows 1999 1 box

“Gard reports” 1 box of handwritten index cards

License to carry firearms 3 boxes

Applications for a firearms ID card and taxis 1967-1998 5 boxes

Licensing office 2 additional boxes

Business listings 1 box

Prosecutor’s records 2 boxes

Crime analyst 1989-1995

Uniform crime reports (submitted to FBI) 1970-1989 4 boxes

Drug, gun, and property logs, 1982-1996 (in binders in two different places)

New police station construction documents 2 boxes and loose materials

Station addition, 1960 (1 filing cabinet drawer labeled “auction”)

Evidence files packing list 1 box

Crime prevention 1 box

Miscellaneous or general files 4 boxes, 2 filing cabinet drawers, 1 4-drawer filing cabinet (1960-1970), another 4 drawer filing cabinet (1970-1978) (in various places)

4-drawer Filing cabinet for 1994 includes arrests, protective custody, complaints, incident reports, and misc. files.

4-drawer filing cabinet with officers reports, 1961-1979 and investigations against officers.

Detective Hayes' police records

Finger prints – stored in 4 card file drawers, plus a bunch loose in a large box. 2 drawers labeled “Name file prints “ may be an index.

Other card file drawers:

Alarms

Commercial breaking and entering, B&E arrests

Arrest cards “entered in computer” 2 drawers

Miscellaneous alphabetical card files, which may be more arrest cards 4 drawers

Financial and personnel records, ca.1990-2005 54 boxes

Most if not all of this material should be destroyed. There are bills, payroll, court slips, OT slips.

Dispatch audio tapes 1 4-drawer filing cabinet

Videotapes 2002-2005 13 boxes plus some loose on the shelf

Photographic negatives of crime scenes, evidence, and mug shots. 1960-1976 5 boxes

4”x5” negatives in separate envelopes, most noting what case they document. Numbering scheme is chronological, so for 1961 the envelopes are labeled 1-61, 2-61, etc. Mug shots are numbered 1-3043. Housed in both rooms.

Mug shot negatives, including names 3 binders: Numbered 8294-9596, 9597-11039, 11040-

Photos 1969-1993 1 box

Photographs and negatives 1 filing cabinet drawer

Photos in card file drawers:

Colored prints of men

Colored prints of women

Out of town men

Out of town women

Pile of 10 boxes by the door includes another licensing box and a box labeled “recruit applications”

Department of Public Works

	A	B	C	D	E	F	G	H	I
1	Main entry	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
2	Department of Public Works	Graphics	Photographs and negatives	1956	ca.2002	4 boxes	4	<p>Photographs, mostly 3x5, and negatives documenting construction projects. Only a handful are identified or dated.</p> <p>There are about 300 b&w photographs that seem to correlate to the following rolls of negatives: 1956: 1 roll; 1958 15 rolls; 1960 21 rolls; 1962 11 rolls; unmarked 7 (all in one box) 1959: 24 rolls 1961: 16 rolls, 3 sets of slides; 1964: 1 roll: 5 unknown rolls (all in one box) 1961: 27 rolls plus several slides 1962: 10 rolls 1967: 9 rolls</p> <p>Additionally, there are 24 envelopes of negatives dated 1970 and about 8" of b&w and color prints and their negatives, also from the 1970s. Some are dated and most have at least some identification (street names) on the envelopes.</p> <p>There is another box, labeled "Misc slides/pictures" dated ca.1965-1974, that includes 13 labeled envelopes of prints and negs and 16 cases of slides with some dates and identification.</p> <p>There is an additional box (about 1 linear foot) of more recent prints, negatives, and slides (ca.1995-2002), with identification on the envelopes.</p> <p>There is one box of about 300 b&w 9"x9" aerial photos</p>	<p>These materials should be rehoused. A rehousing and identification project could be a great volunteer task. Many of the 35mm negatives are stored in small metal cannisters without any identification, or with some clues on the box in which it is stored.</p>

Department of Public Works

	A	B	C	D	E	F	G	H	I
1	Main entry	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
3	Department of Public Works	Records	Lotting plans and atlases	ca.1876	1928			<p>Miscellaneous maps, atlases, and plans, many of them facsimiles, used by the DPW, that show boundary lines, street descriptions, water mains, zoning maps. 5 drawers in the old wood flat file. Plan of a part of Weymouth (spare on cloth) -- copy on mylar in metal flat file is the use copy</p> <p>6 out of 15 drawers in metal flat file are sewer plans, town atlas, topo plans. Other 9 drawers are the plan index.</p>	If there are some high use materials within this series, staff could consider encapsulating them.
4	Department of Public Works	Records	Field Survey Books	1907	to date		30	<p>Original field notes and drawings, which document how the surveyor determined the location of property lines and street lines in Weymouth. Occasionally other geographic and manmade features are also measured, including swamps, high tide lines, and fences.</p> <p>The volumes are arranged into several numbered series. The first, numbered 1-129, spans 1907-1955, and is missing volumes 1,86, . The second series, which appears to pick up where the first leaves off, starts with 1-B and runs through 66-B, goes from 1956 to 2005. The other large run is 211 volumes of sewer construction books, with a variety of numbering schemes (ca.1947-2005). Additionally, there are a small number of "house location" books (1-28), another set of "cross section" books, which chart elevations (44 volumes), and a set of thirty eight volumes relating to special projects (i.e. water cleaning and lining, 1994) and subcategories of records (volumes for bench marks, building locations, paving measures).</p>	<p>Volumes 2-19 of the first series have been photocopied on acidic paper and bound into nine volumes. The fact that volume one was not included in this project indicates that it has been missing for some time.</p> <p>The volumes are in good condition, especially considering they are active records. The shelves could be rearranged slightly to ensure that the volumes are neither too tight on the shelf or too loose. Staff should use the photocopies rather than the original first 19 volumes.</p>

	A	B	C	D	E	F	G	H	I
1	Main entry	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
5	Department of Public Works	Records	Deed books	1908		283 volumes and 32 boxes	12	283 deed books for Weymouth, which were transcribed at some point from the original deed books stored at Dedham. The order is difficult to discern in the first series, which is identified as "Miscellaneous Deeds" and contain deeds that are not in deed book or chronological order. The transcribers probably only transcribed those deeds that applied to Weymouth, which might account in part at least for the odd order. Other series are more orderly, including Land Court and Probate records.	The paper is somewhat embrittled and the volumes were guillotined in order to be microfilmed. They are stored in archival four-flap envelopes with velcro closures within archival boxes. According to Bob, staff do not consult the originals, they use the film.

Department of Public Works

	A	B	C	D	E	F	G	H	I
1	Main entry	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
6	Department of Public Works	Records	Plans	1862	to date	9000 items		<p>Approximately 9,000 drawings showing street and property lines, in numerical order. There are 9 drawers of indexes that provide access to the plans (and to the field books).</p> <p>There are some additional caches of rolled plans - 16 cubbies of sewer plans that were recently reviewed and culled by DPW staff, a small metal cubby with 25 miscellaneous facsimiles of plans of various town properties. There is a roll of facsimiles of maps and birds eye views that was probably copied from originals at the historical society. There is another set of cubbies with a number of quite recent plans in it, but it also includes the "original town survey map" from 1911, which is in poor condition and may be worth preserving. Staff have a facsimile use copy.</p>	<p>Most of the plans are rolled, typically many together, in plan number order, and stored in cubbies that are about 30" deep. Several are currently overhanging the edge and should be pushed back so they have full support. Because the majority of the plans are relatively small, the DPW could consider seeking funding for a flattening project for those plans that would fit in a flat file. Oversized plans could be stored in archival tubes and placed in the larger cubby. There are 8 flat file drawers of flat plans that are also part of this series. They are stored in a wooden flat file, which is seriously large and could provide housing for the larger plans. It should be lined with paper, however.</p>
7	Department of Public Works	Records	Calculation Books	1907	1956	37 volumes	2.3	<p>These volumes were used in conjunction with the field notes to document the location of property lines and street lines. The volume identified as volume one is actually out of chronological sequence (1947). Volume 2 starts in 1907. There are no volumes 33, 38, or 39.</p>	

Weymouth School Department

	A	B	C	D	E	F	G	H
1	owner	item	content	description	pages/volumes	condition	notes	location
2	Weymouth School Department	School Committee Records	1830-1835 [2 cc]; 1836-1861 [2 cc]; 1861-1867 [2 cc]; 1869-1877; 1877-1882; 1892-1901; 1901-1911; 1911-1916; 1916-1922	bound hand-written volumes	9 volumes	good		vault
3	Weymouth School Department	Treasurer's Reports	1807-1808	bound hand-written volume; only 4 pages filled	1 volume	good		vault
4	Weymouth School Department	Purchases	August 21, 1920 to 1941	part hand written, part typed. Alphabetical	1 volume	good	many such records of later dates	vault
5	Weymouth School Department	Teacher's salaries	1900-1907	bound hand-written volume	1 volume	good		vault
6	Weymouth School Department	Hall Rental record	1935 to November 1941	bound hand-written volume	1 volume	good		vault
7	Weymouth School Department	Map of the town of Weymouth	March 29, 1905	paper glued to canvass on roller		good		vault
8	Weymouth School Department	Superintendent's Records	1891, 1892, 1893	bound hand-written volumes	3 volumes	good		vault
9	Weymouth School Department	Bills paid	1899-1901; 1901-1902; 1916-1919	bound hand-written volumes	3 volumes	good		vault
10	Weymouth School Department	Tidbits', the school yearbook	1936, 1937, 1938	red paper brochure	3	good	many more in the gold room	vault
11	Weymouth School Department	Reflector', the schools literary magazine	1928; 1936 [cover only]; March 1944; 1956; 1959 [2 cc]; June 1959; June 1960; March 1960; May 1961	paper cover brochure	10	good	may be more in the gold room	vault

Weymouth School Department

	A	B	C	D	E	F	G	H
12	Weymouth School Department	newspaper clippings re: school	various dates	newsprint	1" thick			vault
13	Weymouth School Department	Football Souvenir pamphlet	November 29, 1934; November 27, 1947	printed in color	2 brochures	good		vault
14	Weymouth School Department	Building committee notes, minutes and correspondence	1897; 1892; 1906; 1944; 1947; 1957		6 feet	various		vault
15	Weymouth School Department	Weymouth Highlights, the school newsletter	March 1, 1944		1	good		vault
16	Weymouth School Department	Annual Reports	1925, 1927, 1943		4 volumes	good		vault
17	Weymouth School Department	black and white photos	c. 1940	glued to cardboard	7	stable		vault
18	Weymouth School Department	black and white photos	c. 1940	oversized photographs of school, cafeteria; glued to cardboard	7	stable		vault
19	Weymouth School Department	Directory [and Manual] of the Public Schools	1947-1969	class writings and directories	15 volumes, 3 x 5 inches. Paper covers.	good	many more in the gold room	vault
20	Weymouth School Department	Schedule of Expenses	March 1, 1902		15 volumes			vault
21	Weymouth School Department	Rules and Regulations	1833; 1877; 1891	printed and hard bound, some paper bound	8 volumes	good		vault
22	Weymouth School Department	Graduation Exercises programs	1895; 1896	printed and pen and ink; bound with string	2 small folios	good		vault
23	Weymouth School Department	School books	various late 19th and early 20th centuries about music, grammar, etc.	printed, with pencil and ink notations	12 volumes	good		vault
24	Weymouth School Department	School Register for High and Athens	1857, 1879; evening 1916-1920	paper brochures of various sizes	8 volumes	good		vault

Weymouth School Department

	A	B	C	D	E	F	G	H
25	Weymouth School Department	glass negatives	Class photographs in paper sleeves marked with the name of the teacher; no dates but c. 1900-1930		6 negatives	one negative broken and piece lost; others stable		vault
26	Weymouth School Department	framed diploma	1863; 1883	framed		2 need conservation	one without glass; very dirty conditions	so-called gold room but supposed to be moved to the vault
27	Weymouth School Department	framed photograph of the class of 1907	1907;	bust profiles of each student on one piece of paper framed under glass; original frame		1 stable		so-called gold room but supposed to be moved to the vault
28	Weymouth School Department	framed reproductions of paintings and engravings	1950s?	subjects include Indians, Presidents Lincoln and Washington [about 2.5 x3.5 feet]/; historical European views; and other instructive and decorative. Largest is about 8 x 5 feet.	14 +/-	dirty; need attention; largest glass is broken; original glass and frames.	some in main room and some in back	so-called gold room but supposed to be moved to the vault
29	Weymouth School Department	vinyl records	1940s?	45s and 36s in sets or singles with and without covers and translations. Used for teaching, dancing, fairy tales, plays	58 records, all in one Xerox paper cardboard box	Good. in original paper sleeves and original cardboard covers		so-called gold room but supposed to be moved to the vault
30	Weymouth School Department	photographs	n.d.	high school and faculty athletic photos with dates and wins-loss record	original frames on some. Others not framed.	stable		so-called gold room but supposed to be moved to the vault

Weymouth School Department

	A	B	C	D	E	F	G	H
31	Weymouth School Department	Polaroid cameras	early	J66, 360 and 360 with flash in original cases with attachments	some complete	good		so-called gold room but supposed to be moved to the vault
32	Weymouth School Department	Directory [and Manual] of the Public Schools	misc. dates, 20th century	The Maroon and Gold. Class writings and directories.	15 volumes, 3 x 5 inches. Paper covers. Box of 66	good	see others in the vault which are not in as good shape as these	so-called gold room but supposed to be moved to the vault
33	Weymouth School Department	newsboy badges	mid 20th century	tin stars with a pin on the back	10	good		so-called gold room but supposed to be moved to the vault
34	Weymouth School Department	voltimeter	1911	in a wooden box	Brass and other metals in an oak [?]box. about 10 inches to a side on the box	complete and good		so-called gold room but supposed to be moved to the vault
35	Weymouth School Department	camera	mid-20th century	Boltex '155 super'zoom camera		good		so-called gold room but supposed to be moved to the vault

Weymouth School Department

	A	B	C	D	E	F	G	H
36	Weymouth School Department	photographs	mid-20th century	black and white photographs of class athletes	11	differing conditions, matted and not		so-called gold room but supposed to be moved to the vault
37	Weymouth School Department	pamphlets of graduation exercises, directories and manuals	misc. dates, 20th century		Xerox box full	good		so-called gold room but supposed to be moved to the vault
38	Weymouth School Department	record of pupils		bound volumes, written in pen and ink	3	good		so-called gold room but supposed to be moved to the vault
39	Weymouth School Department	school plans and drawings		Various types on various papers. Most used regularly but some obsolete; microfiche of them, too	2 16-drawer flat files and some additional rolled plans throughout the room	good	not up to date. School doesn't have the software instructions to use the fiche	so-called gold room but supposed to be moved to the vault
40								

Tufts Library

Main entry/author	Item	Dates	Notes
Tufts, Mercy	Diary	1799 (Jan-Dec)	Wife of Cotton Tufts, Jr.
Tufts, Cotton	Account book	1818-1826	
[Fifield, Dr. Noah]	Ledger	1809-1839	With index. Almost entirely lists of small sums owed under each person's account, with reference made to other volumes of records.
Second Social Library of Weymouth	Record book	1823-1841	Includes list of 814 books, proprietor's names for the delivery of books (number code shows what books they took out, along with dates of borrow
Second Social Library of Weymouth	Record book	1835-1847	Continues patron records started in the first volume.
Female Evangelical Society of Braintree and Weymouth	Constitution, names of members, & minutes	1818-1864	Two receipts for \$30 rec'd from the Society by the Mass. Home Missionary Society are laid in
Weymouth North High School, Class of 1897	Herbarium and plant descriptions	1895 (June)	"Fifty one flowers of Weymouth and vicinity analyzed between May 9 and June 26, by the Class of '97, Weymouth North High School" Most of the specimens are still pasted down and in very good condition. The descriptions are very complete, and the names of those students who worked on the project are listed in the flyleaf inscription.
Weymouth School Committee	Report	1843	Joshua Emery, Jr. was Chairman. Presented to Tufts Library May 6, 1914 by Mrs. Abbie J. Bicknell.
Andrus, Edward	Diary	1861 (Oct. 21-Dec 31)	Civil War diary of man in Mass. 12th, Co. H. Extremely long last entry for the last day of 1861. On the next page is written, "February 22 1862. This memorandum with a miniature of husband a letter and 30 dollars in money was brought me by a stranger
Smith, William	Sermon notes	1768	
Garrison, William Lloyd	A.L.S. to J. B. Estlin	1852 (July 21)	Letter of introduction for William C. Fifield, written from Boston
Garrison, William Lloyd	A.L.S. to Rev. Francis Bishop	1852 (July 20)	Letter of introduction for William C. Fifield, written from Boston
Garrison, William Lloyd	Spelling exercise	1862 (Oct)	Signed "W.L.G. Jr." -- son of?
The Society for the Reformation of Morals	Constitution, names of subscribers, and minutes	1811-1818	Jacob Norton and Noah Fifield both served as clerk. There is also a letter (1816) from the society to the selectmen of the towns of Weymouth and Braintree relating to the selling of ardent spirits.
The Society for the Reformation of Morals in Weymouth and Braintree	Address on temperance given by Dr. Noah Fifield	1818	According to note with mss., later printed by Parmenter and Norton, 1818.
Vining, A. E.	Diary	1864	1st Artillery, Co. F, based in Fort Craig, VA. There is also a handwritten transcription of the diary. Given by Martha Vining Parker. Pencil is very faint and impossible to read in most of the journal.
Bates, Lebbeus	A.L.S. to brother Capt. Joshua Bates, Jr., of Weymouth	1790 (January 19)	Written from Cumington, telling of the death of their brother John
Bates, Lebbeus	A.L.S. to brother Capt. Joshua Bates, Jr., of Weymouth	1792 (March 30)	
Bates, Joshua	A.L.S. to William B. Rogers	1862 (Oct 18)	Agreeing to Rogers' request for a cast of the Megatherium for the Boston Society of Natural History.
Fifield, Mary Sanborn (D.1845)	Portfolio of drawings and verse	ca.1830-1845	Couple letters that do not belong are tucked in as well.
Weston family	Pencil drawings	1852	Note says, "Drawings by the Westons sent home to Mrs. H. C. Fifield from Europe 1852" Two booklets of quite nice drawings.
Tufts, Cotton	Letters	ca.1750-1838	About 40 letters to Cotton Tufts and drafts of his letters to friends and family. There is a folder of handwritten transcripts that appears to be of these letters.
Douglass, Frederick	Photograph	1846	ca.8x5 oval albumen print.Unfortunately there is a spot on his cheek. Mat dirty but intact.
Fifield Homestead	Drawing	1848	Homestead was on Front Street. No longer there. Need to remove drawing from frame and acidic mat.
Fifield-Porter Families	Photographs		Roughly twenty five in all, mainly cartes de visite but also some cased images, most identified, including a great dag of Noah Fifield.
Adams, Mother A	A.L.S. to Thomas B. Adams, c/o John Adams in Philadelphia	1801 (Oct 5)	Related the death of uncle Quincy.
Porter, Susanna B.	Grammar School Compositions	1856	On topics like "China and the Chinese," "City Life," "The Drunkard's Home"
Recipes		1840	Weymouth recipes contributed (probably) to an Anti-Slavery Fair
Fifield, Mary	Diary fragment	1836	Daughter of Noah. Sewed shut to show the account of the "Great Muster" and sham fight in Weymouth, October, 1836.
Weymouth and Braintree Female Emancipation Society	Papers and printed materials	Collected by Hannah C. Fifield, the Secretary of the Society.	
Chapman, Henry G.	A.L.s.S.	1848 (Aug 30, Dec 3)	Two letters to William Fifield, written from Paris
Quincy, Edmund	A.L.s.S.	1840-1854	4 letters to Hannah Cranch Fifield
North Weymouth Improvement Association	Minutes	1884-1912	Volume starts with a preamble and by-laws. Detached boards
Paine, E. P.	Library inventory	1883	79 page listing of book titles and authors started in 1883, according to the flyleaf inscription
Stout, Rex	"Black Orchids" typescript	ca.1943	Stout donated his draft to the Quincy Books and Authors War Bond Rally, which was held in 1943. The person who acquired it by purchasing \$105,000 in war bonds anonymously donated it to Tufts Library

First Church

	A	B	C	D	E	F	G	H	I
1	Main entry/author	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
2	First Church	Records	Singing School	1822	1885	9 volumes	1	<p>Manuscript volume containing the constitution and minutes of the United Singing School of the First Church.</p> <p>2 Church Psalmody (Boston, T. R. Marvin, 1848) stamped</p> <p>Psalms, Hymn,s and Spiritual Songs of the Reverend Issac Watts (Boston, Crocker and Brewster, 1839) stamped</p> <p>Another Psalmody, lacking title page (Boston, ca. 1831) stamped</p> <p>2 songbooks, (Boston, Wilkins and Carter, 1837) stamped</p> <p>Songs for the Sanctuary, New Yrk, 1867, note on fly, "David A. Elms Pew 31" Split binding. NOT stamped</p> <p>Select songs, by Peloubet 1885 (not stamped</p> <p>U.S.S. North Parish Weymouth)</p>	1822 volume has mold damage and a musty air -- do not keep in plastic sleeve
3	First Church	Records	Histories	1912	1970		0.2	<p>A small series of church histories in one folder, mainly typewritten, some undated, focusing on the early history fo the church. The most polished history was published, probably in 1912, and was called, "The First Church in Weymouth: The Manual, containing a brief history and bylaws...</p> <p>There are six copies total, including one with notes and inserts by the clerk.</p>	

First Church

	A	B	C	D	E	F	G	H	I
1	Main entry/author	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
4	First Church	Records	Records	1824	1921	5 volumes	0.5	<p>Records of the church business conducted at Annual, Parish, and Special Meetings, in three volumes: 1824-1838 1838-1905 1906-1921 (loose pages in a durabilt binder) Additionally there are two ther volumes of church records, which are more informal. Volume 1: list of members, 1765-1872 baptisms, 1834-1872 deaths, 1833-1873 marriages, 1834-1873 Church Records mainly kept by Minister Joshua Emery (in three sections) 1833-1873.</p> <p>Volume 2: list of members, 1873-1910 more informal records of church business, including minutes of the ecclesiastical council, kept either by the minister or clerks, 1873-1911.</p>	Remove papers from durabilt. Book covers for red rot.
5	First Church	Records	Newsletters	1943	1946		0.2	<p>Newsletters written by First Church to send to members fighting in World War II, giving "News for (and of) Those in the Service." Regular features included "Pastor's Letters," "Christian Endeavor News," and possibly most importantly, "High School Sport News."</p> <p>Legal-sized sheets, typically four pages long, sometimes more if there were sketches. 1943: 3 issues 1944: 11 issues 1945: 7 issues 1946: 1 issue n.d. 1 issue</p>	

First Church

	A	B	C	D	E	F	G	H	I
1	Main entry/author	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
6	First Church	Records	Architectural plans			2 volumes	0.3	2 volumes of plans for additions and alterations to the First Church, drafted by Collens, Willis, and Beckonert of Boston in 1954. The plans were never actualized. Three photographs of the church altar are laid into one volume.	
7	First Church	Records	Financial records			4 volumes	0.3	Account book/cash book, 1886-1922. Includes fair level of detail about accounts, especially donations to public charities. Cash book with inserts, 1922-1943. Cash book, 1943-1949 Ledger, 1944-1949	
8	First Church	Records	Church Sponsored Societies	1833	1890s			<p>First Religious Charitable Society, Constitution and Minutes, 1839-1844. The reverse of the volume includes cash credit accounts for the various benevolent societies: Education, Home Missionary, Foreign Missionary, Bible Society, Tract Society, Monthly Concert of Prayer, A Seaman's Friend Society, Sabbath School Union, and several more, 1838-1845.</p> <p>We were not able to get into the drawer that held the following materials, so do not have any details about them.</p> <p>Records of the Ladies Benevolent Society, first founded as the Female Religious Society in 1833. The name was changed to L.B.S. in 1863.</p> <p>Records of the Women's Missionary Society, 1890</p> <p>Records of the Wide Awake Workers, 1890s.</p>	
9	First Church. Youth Group	Graphics	A Day in the Life of the Church	1957		47 items	0.3	Color slides taken by the youth group to document the church.	

First Church

	A	B	C	D	E	F	G	H	I
1	Main entry/author	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
10	First Church	Papers		1805	1974		2	<p>There are three subseries of papers:</p> <p>Eight folders arranged chronologically by Minister, beginning with one for pre-1824, and then following with Josiah Bent, with subfolders dividing the papers by year, up to 1906. They include committee reports, membership withdrawals, warrants, audits of accounts, and documentation of celebrations and the building. There is also the constitution and subscriber list of the Ladies Missionary Society (1826) attempts by Minister Josiah Bent Jr. to be released from the church (1833), and a folder of withdrawals. An additional folder for Edward Norton (1905-1906) never had anything placed in it.</p> <p>There are also about 8" of folders, dated 1910-1974, plus a handful of subject folders ("church silver") that include printed programs, reports, additional copies of the WWII newsletters, and some baptismal record stubs.</p> <p>There are also 6 oversized plastic sleeves containing documents that have been displayed in the past, including the founding of the Pilgrim Church (1852) and the final report of the building committee, including specifications for the present</p>	<p>Folders should be replaced with archival folders. Oversized documents need to be removed from plastic sleeves.</p>

First Church

	A	B	C	D	E	F	G	H	I
1	Main entry/author	Type	Title	Date first	Date last	Extent (boxes)	Extent (LF)	General note	Conservation note
11	First Church	Records	Bibles	1750	1873	2 volumes	0.8	<p>William Smith's Bible, kept in the church. 1750/51 Bible printed in England by Thomas Baskett. It was the gift of Mrs. Eleanor Coley on December 6, 1770, and was used until 1852, when it was replaced by the present bible.</p> <p>1873 Bible, on top of filing cabinet, printed in Boston by W. L. Richardson & Co. Elaborate volume with gilt stamped leather binding, brass clasps, in very good shape.</p>	

Methodist Church Survey

	A	B	C	D	E	F	G	H
1	owner	item	content	description	pages/volumes	condition	notes	location
2	Weymouth United Methodist Church	notebooks	misc.		2 3-hole		put together by the Church and not reviewed	Church Office
3	Weymouth United Methodist Church	Quarterly Conference Reports		spiral bound volumes, hand written in ink and pencil	2 volumes	good		Cupboard 1, shelf 1
4	Weymouth United Methodist Church	Bibles		leather covered hard bound volumes with gilt edges and brass fittings	3 volumes	good	for use at Altar	Cupboard 1, shelf 1
5	Weymouth United Methodist Church	Bibles		leather covered soft bound volumes	3 volumes	good	for use by Congregation	Cupboard 1, shelf 1
6	Weymouth United Methodist Church	Testament and Psalms	1885	small folio	1 vol	good		Cupboard 1, shelf 1
7	Weymouth United Methodist Church	The Permanent Record for Quarterly Conferences	1939-1940	hard bound	1 vol	good		Cupboard 1, shelf 1
8	Weymouth United Methodist Church	banking misc.	20th century and current	misc.	2 shelves: 16 x36 inches and 36 x 36 inches	good		Cupboard 1, shelf 3

Methodist Church Survey

	A	B	C	D	E	F	G	H
9	Weymouth United Methodist Church	The Recorder	1/1910; 1912 [12 cc];1913 [11 cc]; 1914 [13 cc]; 1915 [13 cc];1916 [12 cc]; 1917 [1cc]	paper covered booklet, some duplicates. News, ads.	4x 6inches; 40 copies		called First Church, East Weymouth in 1910, and then First Methodist Episcopal Church by 12/1912	Cupboard 1, Shelf 2
10	Weymouth United Methodist Church	Church Log	1914-1930	bound with hand written expense and income records	1 vol	binding gone		Cupboard 1, Shelf 2
11	Weymouth United Methodist Church	Program of the One Hundredth Anniversary First Methodist Episcopal Church of East Weymouth	May 13 to 20, 1923		brochure	good		Cupboard 1, Shelf 2
12	Weymouth United Methodist Church	Secretary's Report	Sep-38	spiral bound volumes, hand written in ink and pencil	notebook	good		Cupboard 1, Shelf 2

Methodist Church Survey

	A	B	C	D	E	F	G	H
13	Weymouth United Methodist Church	Meeting, Treasurer's and Secretary's Reports and logs	1886 to 1954 and current	paper covered composition book with ink and pencil writing: 1866 to 1887 [Quarterly Conference Report]; 1877 to 1887 [2 copies, cash books]; 1879 to 1901; 4/1886 to 8/1939; 1887 to 1914; 1887 to 1907; 1888 to 1896; 1901 to 1914; 1907 to 1918; 1/21/1906 to 5/7/1910 [Epworth League Log]; 1911 to 1940 [expense/income log]; 6/1923 to 7/1936; 3/1928 to 6/1930; 1936 to 1942 [Annas Good Fellowship Club]; 1936 to 1939; 1937 to 1940; 1942 to 1943; 12/1945 to 4/1946; 6/1945 to 1951 [Secretary's Report; 1947 to 1954	21 + vols	good		Cupboard 1, Shelf 2
14	Weymouth United Methodist Church	Engraving and printing plates	c. 1950	metal and lino on wood plates of church, people housed in boxes 'Super Six Rubber Heals/Overhead Rubber Company/Boston MA'	36+; most in cardboard boxes	good		Cupboard 1, Shelf 3
15	Weymouth United Methodist Church	framed documents	c. 1969	church charter; certificates; pew plan		framed. 4 Good		Cupboard 1, Shelf 2
16	Weymouth United Methodist Church	member log	1880s until 1907	alphabetical log of members; in ink	1 volume; paper bound	good		Cupboard 1, Shelf 2
17	Weymouth United Methodist Church	Secretary's Report	1973 - 1978	Good Fellowship Meeting, handwritten in ink	composition book	good		Cupboard 1, Shelf 2
18	Weymouth United Methodist Church	Secretary's Report	1936 - 1942	Wesleyan Club; handwritten in ink	composition book	good		Cupboard 1, Shelf 2

Methodist Church Survey

	A	B	C	D	E	F	G	H
19	Weymouth United Methodist Church	Log	October 1925 to October 1940; October 1952 to May 1965; 1852 to 1865	Women's Foreign Missionary Society; in ink	hard bound	good		Cupboard 1, Shelf 2
20	Weymouth United Methodist Church	log	1823 to late 1850s	Wesleyan Singing Society; in ink	hard bound	good		Cupboard 1, shelf 2
21	Weymouth United Methodist Church	Sunday School Logs			16 inches	good		Cupboard 2, Shelf 3
22	Weymouth United Methodist Church	Treasurer's Reports			16 inches	good		Cupboard 2, Shelf 3
23	Weymouth United Methodist Church	Secretary's Reports			24 inches	good		Cupboard 2, Shelf 2
24	Weymouth United Methodist Church	Magazines and published books			2 inches; 3 books	good		Cupboard 2, Shelf 3
25	Weymouth United Methodist Church	Women's Society Records			18 inches	good		Cupboard 2, Shelf 2

Methodist Church Survey

	A	B	C	D	E	F	G	H
26	Weymouth United Methodist Church	Annual Reports			16 inches	good		Cupboard 2, Shelf 1
27	Weymouth United Methodist Church	Conference Reports			32 inches	good		Cupboard 2, Shelf 1
28	Weymouth United Methodist Church	Banking records				good		Cupboard 2, Shelf 4
29	Weymouth United Methodist Church	engraving plates	late 20th century			good		Cupboard 2, Shelf 4
30	Weymouth United Methodist Church	hymnals	20th century and current			good		Cupboard 2, Shelf 5
31	Weymouth United Methodist Church	board reports				good		Cupboard 2, Shelf 2
32	Weymouth United Methodist Church	other	20th century and current			good		Cupboard 2, Shelf 5
33	Weymouth United Methodist Church	other	20th century and current	4 unopened boxes; some large books, 2+ bibles, old accordion files and logs				cupboard 1, shelf 4

Unitarian Church

Main entry/author	Item	Dates	Extent	General note
First Unitarian Universalist Church	Minute book	1836-1878	1 volume	Boards detached
First Unitarian Universalist Church	All Souls Church Minutes	1891-1939	1 volume	
First Unitarian Universalist Church	Parish records	1836-1940	2 volumes	Preprinted volumes -include lists of pastors & vital records. 1900-1940: very well documented
First Unitarian Universalist Church	Minutes	1940-1945	1 volume	
First Unitarian Universalist Church	Record book	ca.1940-1960	1 volume	List of pastors and vital records
First Unitarian Universalist Church	Parish Committee Minutes	1884-1885, 1902-	2 volumes	Includes Sunday School attendance
First Unitarian Universalist Church	Parish Committee Minutes	1915	1 volume	
First Unitarian Universalist Church	First Universalist Society Constitution &	1865	1 volume	As amended in 1865
First Unitarian Universalist Church	First Universalist Society Trustee meetings	1950-1957	1 volume	Volume has some finance committee and other papers from 1958 laid in
First Unitarian Universalist Church	Young Peoples Society of Christian Education	1890-1898	1 volume	Eight volumes: minutes. Some include lists of members w/ papers laid in: 1852-1875 (group was called ladies sewing circle); 1872-1879 (includes constitution); 1879-1884; 1884-1892; 1893-1902; 1902-1906; 1899-1904; 1918-1926
First Unitarian Universalist Church	Ladies Social Circle	1852-1926	8 volumes	
First Unitarian Universalist Church	Library records and Sunday School attendance	1871	1 volume	
First Unitarian Universalist Church	Sunday School	1865-1870	1 volume	
First Unitarian Universalist Church	Sunday School	1884-1892	1 volume	Minutes, etc.
First Unitarian Universalist Church	Universalist Mission Circle	1919-1950	1 volume	Accounts
Second Unitarian Universalist Church	Records	1866-1948	5 volumes	Complete set of minutes. Volumes include bylaws, articles of association, & lists of members. Volume dates: 1866-1876; 1876-1886; 1887-1916; 1917-1940; 1941-1948
Second Unitarian Universalist	Registrar's Records	1869-1978	3 volumes	Vital records. Volumes have the following overlapping date spans: 1869-1978 ("1 of 3"); 1893-1958 ("2 of 3"); 1869-1968 ("3 of 3")
Second Unitarian Universalist	Treasurer's Records	1893-1913	1 volume	
Second Unitarian Universalist	Church of Christ & Church of Our Saviour	1869-1929	1 volume	Records of churches affiliated with the Second Unitarian Universalists.
Second Unitarian Universalist Church	Social Circle Records	1857-1861	2 volumes	One volume, 1857-1859, includes minutes for those years & copies of the constitution, bylaws, & a list of members. 2nd volume, 1857-1861 includes minutes for 1859-1861 & another copy of the constitution, bylaws, & list of members.
Second Unitarian Universalist	Social Circle Records	1942-1966	2 binders	Two binders, dated 1942-1951 and 1951-1966.
Second Unitarian Universalist	Universalist Christian Union Records	1869-1871	1 volume	Volume includes constitution and list of members
Second Unitarian Universalist Church	Secunich Club Minutes	1941-1978	5 volumes	Complete set of minutes: 1941-1948; 1948-1959; 1959-1964; 1964-1968; 1969-1978. When 2nd and 3rd UU Churches merged in 1978; Secunich Club joined the Unity Club.
Second Unitarian Universalist	Secunich Club Financial Records	1948-1977	1 volume	
Third Unitarian Universalist Church	Parish records	1874-1967	2 volumes	Vital records. Volumes have overlapping dates and early information was copied into book at a later date: 1874-1965 and 1953-1966-1977
Third Unitarian Universalist Church	Church Register	1966-1977	1 volume	
Third Unitarian Universalist Church	Records	1958-1970	2 volumes	Records of annual meeting of the Church & the Board of Management's monthly meetings, 1958-1963; 1964-1970. Some papers are laid in and taped in.
Third Unitarian Universalist Church	Records	1968-1969	1 volume	Records of church controversy.
Third Unitarian Universalist Church	Treasurer's Accounts	1873-1913	1 volume	
Third Unitarian Universalist Church	Society for Religious Improvement	1888-1892	1 volume	Volume includes minutes and the constitution.
Third Unitarian Universalist Church	Reform Club	1876-1879	1 volume	Minutes. We "think" this group is affiliated with the 3rd UUC.
Third Unitarian Universalist Church	Young People's Christian Union	1892-1924	4 volumes	One volume of membership records, 1892-1912, and three volumes of minutes: 1892-1896, 1896-1901, and 1915-1924.
Third Unitarian Universalist Church	Ladies Sewing Circle	1887-1900	1 volume	Minutes and other records of the group.
Third Unitarian Universalist Church	Sunday School Records	1882-1957	12 volumes	Volume w/ list of officers, 1886-1892. Attendance records w/ large gaps: 1882-1885 (adult class), 1883-1886, 1891-1895, 1893, 1894-1897, 1902-1906, 1948-1951, 1952-1953, 1955-1957. Alphabetical list -library books, 1887; Treasurer's accounts, 1892-1947.
Third Unitarian Universalist Church	Unity Club Records	1926-1978	13 volumes & loose papers	The Unity Club was affiliated with Church of Good Tidings, founded 1936. Records include volumes of minutes: 1926-1931, 1931-1944, 1944-1949, 1949-1954, 1954-1958, 1958-1962, 1962-1969, 1972-1978; a volume of bylaws & members, 1939-1941; Treasurer's accounts, 1926-1940, 1940-1958, 1963-1975, 1975-1978: collection of programs & other papers.
Third Unitarian Universalist Church	Couples Club Records	1941-1998	3 volumes	Minutes and other records for 1941-1960, 1967-1979, 1980-1998.
Third Unitarian Universalist Church	Women's Mission Circle	1922-1958	1 volume	Treasurer's accounts, 1922-1934 and Programs, 1931-1958.

Weymouth Historical Commission
Documentary Heritage Grant
Next Steps

Attachment A

Topic	Recommendations
archival analyses	Completing an inventory of the holdings within the many entities of the town is paramount. A good catalogue entered onto a proven software program will allow all stakeholders to load their archives onto a searchable website. Until you know in detail what you have, you can't go to the next steps.
communications	Consistent, honest, effective communications are key to the success of any venture. We recommend that a central point of contact [a town archivist, perhaps] be named. Holding regular meetings amongst stakeholders, collaboratively establishing clearly defined objectives, providing basic training in process, and gaining momentum as a team with the same goals will serve the town well.
funding	Researching the multitude of funding sources will reveal that there are local, state and federal funding sources, corporations and foundations will a role in the history of the town who are looking to help, and individuals who have ties to the area and only need to be asked for their help. Immediately, we suggest checking into the IMLS [Institute of Museum and Library Services] for CAP and MAP grants, and to MHRAB for additional grants to build upon this one. There are many grants available for technological advances from corporations and foundations. Checking in Boston at the Associated Grant Makers of Massachusetts where there is a Foundation Library would be your first step in that research.
developing policies and procedures	Establishing policies and procedures for processing, acquiring, deaccessioning, managing, preserving, and using the archives is key to their long-term existence. There are many models to use, all on the web. The impact of not having these in place could be fiscally significant for the town and for the privately held collections. As an example, the Library does not have a legal document identifying their role in protecting, exhibiting and borrowing the holdings from the Historical Society. As repositories of fellow citizens' cherished objects, as entities given the right to exist because the public believes in history, education and the betterment of mankind, as those responsible to protect our cultural and intellectual heritage, all of the entities we visited must be certain that they fulfill their responsibilities as dictated by their legal status.