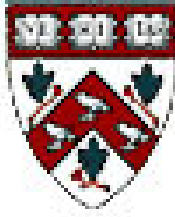


*For Congregational Archivist/Historian/Clerk/Administrator*



## **ANDOVER-HARVARD THEOLOGICAL LIBRARY**

*Harvard Divinity School  
45 Francis Avenue  
Cambridge, Massachusetts 02138*

*Manuscripts and Archives Office  
Fran O'Donnell, Curator  
(617) 496-5153  
frances\_odonnell@harvard.edu*

October 20, 2004

Hello,

This is a message from Fran O'Donnell, curator of manuscripts and archives at the Andover-Harvard Theological Library at Harvard Divinity School. As you probably know, this library serves as the archives for the Unitarian Universalist Association. Therefore we are interested in acquiring records that would be of historical interest. I would encourage you to donate your records here - many people are interested in UU history, and the records we have here already are used often. We give the records the best care possible - they are kept in acid free folders and boxes, and are stored in a temperature and humidity controlled warehouse, in order to preserve them for longtime use.

Please see the following website for guidelines concerning what records we take and how to transfer them here.

<http://www.hds.harvard.edu/library/bms/guidelines/congguide.html>

You may also want to take a look at the website we have for the archives, which appears below my signature. If you have any further questions, please do not hesitate to contact me!

Sincerely,  
Fran O'Donnell  
Curator

<http://www.hds.harvard.edu/library/bms/index.html>