

**MICROFILM EDITION OF THE
MISSIONARY FILES
Volume One, Part Two
Methodist Episcopal Church
Board Correspondence
1884-1915**

From the Holdings of the General Commission
on Archives and History

Primary Source Media



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Board Correspondence

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115 reels

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How to Use This Finding Aid

The following pages contain an administrative history of the agency which gives summary information about the agency's history and development; followed by a general description of the collection in the scope and content note. If more detailed information is warranted then series descriptions also appear. The container listing appears last and is the listing of material in each box, or container, of this collection.

The reel listing section is essentially a listing of file folders, or artifact items, in the collection. Each folder, or item, is listed next to the reel on which it can be found. Each folder also lists the inclusive dates of the material in the folder.

Restrictions

Denominational agency journals, reports and committee minutes are open to the public unless they have been closed in accordance with requirements specified in the *Discipline*. Denominational agency staff office records are closed for 25 years after creation. Personnel records are closed for at least 75 years. Appeals can be made to the General Commission on Archives and History, P.O. Box 127, Madison, NJ 07940.

Detailed use restrictions relating to our collections can be requested from the office of the archivist at the General Commission on Archives and History. Before using any material for publication from this collection a formal request for permission to publish is expected and required.

Source of Acquisition

This material was acquired under paragraph 1711 of the *Discipline* of The United Methodist Church which requires a normal and routine transfer of agency records to the Archives. Please contact the Archives if you have any questions about the origin or transfer procedure of an individual series, or components, of this collection.

Preferred Citation

When citing material from this collection please use the following format: *Direct reference to the item or its file folder*, Missionary Files - 1897-1940, United Methodist Church Archives - GCAH, Madison, New Jersey.

Biographical or History Note

For a complete history please refer to the Agency history volume for this record group. The correspondence in this part was created under the Missionary Society of the Methodist Episcopal Church. The Missionary Society was created in 1820 and was reorganized in 1907. Prior to the 1907 reorganization the Society handled both foreign and domestic missions. The material in this subseries represents the foreign missionary concerns of the Society and its successor, the Board of Foreign Missions.

Scope and Content Note

These files are primarily outgoing correspondence from the Mission Society staff. See Volume One/Part One for correspondence from the missionaries for this same time period. The files contain correspondence with missionaries as well as routine business and management issues. Topics deal with applicants (called reenforcements), gifts, wills, estates, annuities as well as the issues of sending missionaries and answering the regular reports and correspondence.

Organization and Arrangement

These are letterpress books. Each book deals with a specific topic. The staffs' names appear on the volume if their letters are filed in the book. Each book usually begins with an index detailing to whom the letters were written.

Subject Terms

The following list represents the formal Library of Congress and Art and Architecture Thesaurus subject terms assigned to this collection.

Missions; Africa; China; Europe; Germany; Bulgaria; South America; Mexico; India; Financial records; Administrative agencies

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METHODIST EPISCOPAL CHURCH

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