

Archives Transfer

Instructions

NOTE: Always contact the Conference Archivist before transferring material.

1. Boxing your records:

For congregations

Arrange your records in the following order: registers, historic and communion rolls, minutes of boards and church courts, correspondence, reports of groups and committees, financial records, building and property files, photographs, and other media. File folders must be labeled.

- Number each box that you are transferring.
- Within each box, include a list of the files and/or volumes that it contains. Give file name and date range.
- Attach this form to one of the boxes you are shipping. Keep a copy for your files.

2. Shipping your records:

Archives are unique and irreplaceable. If possible, transfer them to the Archives in person. If the records must be shipped, use a courier or registered mail.

Control Information

Date of transfer: _____

Name & address of congregation / church office: _____

Contact name: _____

Phone: _____ E-mail: _____

For congregations

Has this transfer been approved in the Board or Session minutes? Yes No

Records not retained by the Archives should be:

Returned Destroyed

Signature: _____ Date: _____