



## Archives Transfer

### Instructions

NOTE: Always contact the Conference Archivist before transferring material.

#### 1. Boxing your records:

- Congregations only: 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, e.g. Box 1 of 4.
- Within each box, include a list of the files and/or volumes that it contains. See Box Content List template, next page.
- Include this form with Box 1, and include a completed Box Content List within each box. 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 so they will be tracked.

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### Control Information

Date of transfer: \_\_\_\_\_

Name of congregation / church organization: \_\_\_\_\_

\_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Has the transfer been approved in minutes?  Yes  No Date of minutes: \_\_\_\_\_

Records not retained by the Archives should be:

Returned  Destroyed

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

