

Fundy St. Lawrence Dawning Waters Regional Council/Regional Council 15 Archives
21 Wright St., Sackville NB E4L 4P8
Phone: 1-800-268-3781 ext. 6159
Email: swallace@united-church.ca

Archives Records Transfer Form

Place one copy of this form in each carton shipped and number each box; a copy should be appended to the minutes of the Council or Official Board. Archival records are unique and irreplaceable so if at all possible, transfer to the Archives in person. If records must be shipped, it is ideal to use courier or registered mail.

Please contact the Regional Archivist before transferring material.

Date of transfer: _____

Congregation name: _____

Contact: _____

Phone/Email: _____

Has transfer been approved in the Board or Council minutes?: Yes No

Date of minutes: _____

If you have a letter from Council or the Official Board approving the transfer of records, please send it along with the records.

Records not be retained by the Archives should be (pick one)

Returned to the congregation Destroyed

Signature of Secretary or Contact: _____

Date: _____

Secretary of Official Board or Council: _____

Please list all volumes or files on an attached sheet. Records may be usefully arranged in the following order: minutes of boards and church courts, financial records, building and property files, registers, historic and communion rolls, correspondence, and reports of groups and committees, photographs, and other media. File folders must be labelled.

If you have any questions about this process, please feel free to contact the Archivist.

Box _____ of _____