

Which Records Should be Sent to the Regional Council Archives?

Bermuda-Nova Scotia Archives Fundy/St. Lawrence Dawning Waters Regional Council
The United Church of Canada
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A common question from pastoral charges is which records should be sent to the Archives. The following list of records is intended as a general guideline. Please contact the archivist with any specific questions that are not covered below.

The archivist is available to make visits to pastoral charges to assist in the process of sorting through records as well as to provide advice about the proper way to store records.

If you wish to retain the information found in the records you are sending to the Archives, please feel free to make copies (photocopies, scans, photographs, etc) before you send the records along to the Archives.

Baptism/Marriage/Burial records: Send registers to the Archives as soon as they are filled. In cases where no register exists or can be located, the Archives will accept certificate stubs. If people call looking for baptism, marriage, or burial records contained in the registers which have been sent to the Archives, you can have the person requesting the certificate contact the Archives directly for this information.

Membership records: Send circuit registers, membership lists, communion rolls/registers, honour rolls, and especially the historic roll. Directories and mailing lists are not kept by the Archives.

Board and committee records: Send minute books and important correspondence of all boards, committees, and organizations such as the Council or Official Board, Session, Board of Stewards, Manse Committee, etc.

Legal/Property records: Send legal/property records, such as wills, indentures, legal/property correspondence, deeds, mortgage records, and cemetery records to the Archives.

Adult Group records: Send minute books and important correspondence of all church groups such as Couples Club, Ladies Aid Society, United Church Women, AOTS, etc. to the Archives.

Sunday School records: Send cradle rolls, statistical records, minutes, and reports of these classes to the Archives.

Youth Group records: Send record such as minute books from the Epworth League, Young People's Society, Canadian Girls in Training, etc. to the Archives.

Correspondence: Send correspondence dealing with legal or other important matters as well as minister's correspondence as it relates to the work of the congregation.

Service Bulletins: Service bulletins are a valuable historical resource. Send a sample of important dates, such as a congregation's anniversary, that provide an overview of the year in your congregation to the Archives.

Church Histories and Biographical Information: Send a copy of all congregational histories (published or unpublished) produced to the Archives. Also, send any pertinent biographical information about former clergy and other key members who have served the congregation.

Congregational financial records: Send annual financial reports as well as general ledgers to the Archives. Do not send bank statements, cancelled cheques, receipts, etc.

Annual reports and newsletters: Send one copy of all annual reports to the Archives as well as copies of newsletters produced by the congregation.

Photographs/Sound & Moving images: Send photographs, sound recordings and moving images of significant subject matter (exterior and interior of a church, an anniversary event, etc.) to the Archives. If possible, photographs should be fully identified as to subject matter, people pictured, date, location, etc (or as much information is available) in order for them to be of use to researchers. Write this information lightly on the back of the image with a pencil, or include the information along with the photographs when sending them to the Archives.

Scrapbooks

Architectural records: Send architectural records including building specifications and plans to the Archives.

Other: If a search of an old cupboard reveals that your church has been left with a former minister's sermon record books and/or diaries, please pass them on to the Archives. If you come across any strange records you don't know what to do with, you can contact the archivist for advice on whether to send them to the Archives.