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Records Transfer Form

This form must be completed and emailed to archives@toronto.anglican.ca before arranging transfer of materials. We will then contact you to arrange delivery.

Retain a copy of this form for your records. Please also place a copy of the form in one of the boxes. Shaded areas are for Diocesan Archives staff use only.

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Always contact the Archivist before transferring material.
Date of transfer:
Parish:
Name of Priest:
lame of Depositor (if different):
mail:
elephone:
Please list all volumes or files on the attached sheet. Records may be usefully arranged in the ollowing order: minutes, financial records, building and property files, registers, orrespondence, reports of groups and committees, photographs, and other media. Records nust be clearly organized and labelled. Please indicate if records are paper or digital.
Please ensure you sign the form on page 3.
are the items being transferred due to the church closing? \Box Yes \Box No
Records not retained by the Archives should be (tick one):
☐ Returned ☐ Destroyed

BOX NO.	FILE/ITEM DESCRIPTION (INCLUDE DATE RANGE)	RETENTION SCHEDULE (if applicable)	MEDIA TYPE (paper or digital)	NOTES (for office use only)
e.g. USB stick	e.g. Vestry Minutes 2010-2018	Permanent	Digital	5,
e.g. Box 1	e.g. Giving Envelopes 2014* (*would only be sent to Diocese if church was closing within 7 years of records created)	2021	Paper	

Anglican Diocese of Toronto Archives, 135 Adelaide Street East, Toronto, M5C 1L8 Tel. (416) 363 6021 Email: archives@toronto.anglican.ca

	Please continue on a separate sheet if necessary			
TOTAL NUMBER OF BOXES				
OTHER) (Please print)	HORIZED BY (INCUMBENT,	SIGNATURE	DATE	
DATE RECEIVED	BY ARCHIVES	SIGNATURE OF RECEIVING ARCHIVIST		

Once the boxes have been received by the Diocesan Archives, a signed copy of this form will be returned to the parish for their records.