



Accession Number: (for office use only) \_\_\_\_\_

## Records Transfer Form

This form *must* be completed and emailed to [archives@toronto.anglican.ca](mailto: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.

### **Always contact the Archivist before transferring material.**

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

Parish: \_\_\_\_\_

Name of Priest: \_\_\_\_\_

Name of Depositor (if different): \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please list all volumes or files on the attached sheet. Records may be usefully arranged in the following order: minutes, financial records, building and property files, registers, correspondence, reports of groups and committees, photographs, and other media. Records must 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?

Yes                       No

Records not retained by the Archives should be (tick one):

Returned                       Destroyed



	<i>Please continue on a separate sheet if necessary</i>			
TOTAL NUMBER OF BOXES		_____		
TRANSFER AUTHORIZED BY (INCUMBENT, OTHER) <i>(Please print)</i>	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.*