

WHAT TO SEND TO THE DIOCESAN ARCHIVES?



Diocese of Toronto
Anglican Church of Canada

Guidelines for sending records to the Archives.

What should go to the Archives?

- ✓ Parish registers no longer in use
- ✓ Vestry books/Service Registers
- ✓ Annual Vestry – minutes & reports
- ✓ Church committee/parish council minutes
- ✓ Parish organizations minutes, reports & financial statements, i.e., ACW, sports teams, young people's groups, etc.
- ✓ Photo directories
- ✓ Church anniversaries, histories, pamphlets, biographies, etc.
- ✓ Book of Remembrance
Annual Reports including financial statements
- ✓ Parish Cemetery/Memorial Garden records
- ✓ Plans & Drawings (if we don't have them already)
- ✓ Any architectural renovations/additions
- ✓ Clearly identified & dated photographs of the church, clergy, congregation & special events
- ✓ Property records including plans, deeds, titles, leases, mortgages, bills of sale, construction and maintenance contracts
- ✓ Sample of church newsletters/pew bulletins/special services

What should remain at the parish?

- X Invoices/bills over 7 years old (need to be retained by parish until destroyed) *
- X Givings envelopes over 6 years old (need to be retained by parish until destroyed) *
- X Guest books
- X License agreements (church should keep these as Archives already receives a copy)
- X Insurance documents (should be kept permanently)
- X Bibles/Books of Common Prayer/Hymn books unless they contain important historic information not obtainable elsewhere
- X Church furnishings, such as plaques, crosses, silverware, etc.
- X Drafts of documents
- X HR files
- X Equipment manuals

*If the church closes before the retention period is complete, then the records need to be sent to the Archives

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LOOKING AFTER PARISH RECORDS

Parish Registers

- Use proper names, not nicknames
- Entries should be chronological
- All entries must be filled in completely and signed at the same time as the baptism, marriage, etc. to ensure information is not lost
- Any corrections made must be initialed by the officiant

Minutes and Reports

- Must be in chronological order and dated
- Minutes from one committee (i.e., Vestry) must be kept separate from minutes of another (i.e., ACW)

Photographs

- These are only of value when they are identified by name and date.
- Please label photos on the back with a very soft pencil (3B)

SENDING RECORDS TO THE ARCHIVES

- A Records Transfer Form **must** be completed and sent to the Archives before transferring the materials. This is so we have an idea of what we can expect in terms of content and quantity and advise on items that should be kept by the parish or disposed of.
- Boxes must be numbered (1 of 7, 2 of 7, etc.) and have a brief description on the side of the box (Parish Registers, Vestry Minutes, Newsletters, Photographs, etc.)

ADVANTAGES OF SENDING PARISH RECORDS TO US

- Staff are trained and follow professional archival standards to acquire, arrange, describe, preserve and make material available to researchers
- Outdated records stored in churches are susceptible to fire, water, damage, mould, silverfish, being misplaced or stolen, etc.
- Church records serve as a source of information for church histories and celebrations, community histories, and genealogical research.