

# *Transferring Records to the Archives upon Closure or Amalgamation of a Church*



## Step-by-Step Guide

1. Records should be transferred into bankers boxes. If bankers boxes are not available, any clean boxes free of pests and debris may be used as long as they can comfortably hold files without folding or damaging the records.
2. Do not overfill boxes. Overfilled boxes can damage the records they contain, and they do not easily stack for storage. Ideally, the boxes will be at least  $\frac{3}{4}$  full.
3. Once you have boxes you can begin going through your files.
  - a. Financial records such as bank deposit books, bank statements, invoices, deposit records and envelopes older than 7 years should be destroyed. If no confidential or personal information is present (e.g., name of donor, address, credit card information, account numbers, etc.) these financial records can be recycled normally. Items such as invoices from suppliers fall into the category of records that can be recycled. Financial records that do include confidential or personal information must be shredded. If you are unable to arrange shredding, these records can be put in any box (free of pests), sealed, clearly labeled "shred," and sent to the Archives for destruction.
  - b. General Ledgers (GLs) and financial records for the current year plus 6 years should be sent to Archives and boxed together. Please box by year.
  - c. Keep documents in existing file folders with existing file titles. This helps Archives staff to understand how these records were organized and accessed at the church.
  - d. Review for obvious duplicates in the file and remove these duplicates for destruction (shredding/recycling as appropriate).
  - e. Review for documents that were not created by the church, such as instruction manuals for electronics and equipment purchased by the church, publications/magazines the church had a subscription to, etc. These types of records do not have archival or legal value to the Diocese and can be recycled.
  - f. All insurance policies and license/lease agreements should be sent to the Archives.
  - g. Review for and discard duplicates. If there are 2 copies of a record and one contains extensive notations, keep both copies.
  - h. Significant correspondence (be it in electronic or paper format) should be sent to the archives, preferably in the order it has been filed at the church. Significant correspondence is any correspondence that talks about something the church did and is more than a notice (e.g., a reminder about an upcoming meeting would not be significant correspondence as the meeting minutes would be the main source of information about the meeting).

See the [Collections Guidelines](#) and [Parish Records Retention Guidelines](#) for more information on the Diocesan Archives' collection policy, as well as a list of record types that the Archives accepts.

4. As you put files in a box, label the box with a box number and enter the box number and file name on the [Records Transfer Form](#). Do this for each file you are sending. This allows the Archivist to compare the box contents to the listing and also to find things quickly before the record transfer has been fully processed.
5. Note on the Records Transfer Form if there is any significant damage that the archives should be aware of, such as insect damage, mold growth, water damage, etc. This will alert archives staff that these particular records must be isolated from the other documents and processed first. Box any records with mold or insect damage separately from unaffected items to decrease the chance of spread.