
Place one copy of this form in each carton shipped; a copy should be appended to the minutes of the session and official board.

Archival records are unique and irreplaceable. Transfer to the Archives in person. If records must be shipped, use courier or registered mail.

Always contact the Conference Archivist before transferring material.

Date of transfer: _____

Congregation name: _____

Contact: _____

Phone: _____

Has transfer been approved in minutes? Yes No

Date of minutes: _____

Session: _____

Official board: _____

Carton: _____ **of** _____

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

Returned to the congregation Destroyed

Signature: _____

Date: _____

Secretary of Official Board: _____

Please list all volumes or files on an attached sheet. Records may be usefully arranged in the following order: minutes of boards and church courts, financial records, building and property files, registers, historic and communion rolls, correspondence, and reports of groups and committees, photographs, and other media. File folders must be labelled.