

# Transferring Records to the Synod Archives



This guide assists Presbyteries and Congregations in deciding which records to transfer to the Synod Archives for ongoing preservation. Records may be received in physical or digital format (PDF only).

Record type	Examples	Guidance/Notes
<b>Meeting Minutes</b> <i>(including working papers, reports and agendas)</i>	<ul style="list-style-type: none"> <li>• Presbytery Meeting Minutes</li> <li>• Presbytery Standing Committee Minutes</li> <li>• Presbytery Committee Minutes</li> <li>• Pastoral Relations Committee Minutes</li> <li>• Finance &amp; Property Minutes</li> <li>• Board Minutes, Trust Minutes, Executive Minutes</li> <li>• Church Council Minutes, Elders Council Minutes</li> <li>• Congregational Meeting Minutes</li> </ul>	<p>All minutes should be the final approved version and signed to serve as the legal record of proceedings.</p> <p><b>*Please note:</b>  <i>We accept unsigned minutes if they are the only copy available</i></p>
<b>Correspondence</b> <i>(Significant correspondence pertaining to or supporting meeting minutes)</i>	<ul style="list-style-type: none"> <li>• Pastoral issues</li> <li>• Financial or property transactions</li> <li>• Letters that raise issues of policy</li> </ul>	
<b>Rolls</b>	Membership Rolls (including committee membership)	
<b>Registers</b>	<ul style="list-style-type: none"> <li>• Baptism</li> <li>• Marriage</li> <li>• Funeral/Burial</li> </ul>	
<b>Financial Records</b>	Annual Reports only	
<b>Historical</b>	<ul style="list-style-type: none"> <li>• Histories of the local church or histories that mention the church in a significant way</li> <li>• Reports on special events (e.g. anniversaries)</li> <li>• Published material or newsletters that describe a significant event</li> </ul>	
<b>Employment/Work Conditions</b> <i>(relating to child contact)</i>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Agreements</li> <li>• Timesheets</li> </ul>	
<b>Photographs</b>	<ul style="list-style-type: none"> <li>• Photographs of buildings that are being built, altered or destroyed</li> <li>• Photos of special events within the life of the Presbytery/Congregation</li> <li>• Photographs of ministers</li> </ul>	<p>Physical photographs must have details (names) and dates written on the back with a 2B pencil. Photos without details will not be kept.</p>
<b>Property Plans</b> <i>(with detailed descriptive information e.g location, date, name)</i>	All original building plans (DA/BA approved, architectural drawings, modifications, additions) of church buildings, manses, halls, toilet blocks, pathways (etc) to be sent to UCA Property Services	Contact Property Services: <b>Property@nswact.uca.org.au</b> when no longer required
<b>Activities &amp; Groups</b> <i>(relating to children - minutes, attendance &amp; membership rolls, records of staff, leaders, volunteers)</i>	<ul style="list-style-type: none"> <li>• KUCA / Sunday School (rolls, minutes etc)</li> <li>• Youth Fellowship Groups / Clubs / Church Camps</li> <li>• Playgroups, childcare centre / kindergarten / OOSH records (before &amp; after school care)</li> <li>• Volunteers (church involvement, especially with children)</li> </ul>	

## PREPARING RECORDS FOR TRANSFER TO THE SYNOD ARCHIVES

- Place records in chronological order into manila folders or bound volumes
- Label each folder, file or book with the name of the Church Council/Committee and years covered
- Personal or sensitive information should be placed in an envelope, sealed, labelled and marked CONFIDENTIAL
- Remove all staples, paper clips, pins and plastic sleeves



For additional advice and assistance, please contact the Synod Archives:

**ArchivesP@nswact.uca.org.au**