

United Church of Canada, Living Skies Region Archives

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RECEIPT OF RECORDS FOR APPRAISAL

These records are being accepted conditionally pending archival appraisal. Upon completion of a review you will be contacted regarding a decision on acquisition.

Name of Church agency, congregation or individual that created the records:

Brief Description of Records:

Extent (number of boxes, items, etc):

If records are not acquired (check one) Region Archives will dispose of records, OR Records will be returned to the Donor

Donor Name:

Name of Contact if Donor is an organization:

Address: Street/Post Office Box City / Province

Postal Code: E-mail:

Telephone: Cell:

Are these records being dropped off by someone other than the donor? YES NO

IF YES, Name:

Telephone: Cell:

E-mail address:

Signature: Date: Donor or Person Dropping Off Records

For completion by United Church Region staff (on receipt of records): Staff Receiving Records: Date: Location Received: Signature: For completion by Archivist, following appraisal: Appraisal Archivist: Date: Reference Number: Signature: