*Do you have records ready to be submitted to the archives? Please review the Guidelines, fill in the information requested below and contact the archives before sending records.*

*If you have any questions, please feel free to email us, at* ***livingskiesarchives@united-church.ca****.*

| Source/Donor of Records:  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- | --- | --- | --- |
| **Box / Container Number** | **Book / File / Item Number** (or sequence in box/container) | **Private / personal info?** (mark “P”) | **Title or Brief Description** | **Date(s) Records Created** | **Additional Notes** (e.g.: damage to records, fragile items, mould/water concerns) |
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