*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) | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |
|  |  | |  |  |  | |  | |