



# The United Church of Canada Living Skies Region

## Records Transfer Authorization

### Transfer of Congregational Records to Archives

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 Regional Archivist before transferring material.***

**Title of Records:** \_\_\_\_\_

**Control No.:**  
(from Archives)

**Records Date(s):** \_\_\_\_\_

**Total # Containers:**  
(e.g. boxes)

**Date of Transfer:** \_\_\_\_\_

**List enclosed? Y / N**

**Congregation Name:** \_\_\_\_\_

**Contact (Name):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

*Has the transfer been approved in the minutes?* Y / N

**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 arranged in the following order: minutes of boards and church courts, financial records, building and property files, registers, historic and communion rolls, correspondence, reports of groups and committees, photographs, and other media. File folders must be labelled.