

## WHO

A historian, archivist, or someone particularly interested, appointed by the congregation, community or organization, should be responsible for gathering, evaluating and sending materials to the Living Skies Region Archives (former Saskatchewan Conference Archives). The Region Archivist can help identify which records are eligible and should be contacted before anything is sent.

At the Region Archives office, the Archivist ensures that records are appraised and processed, so they are preserved and accessible for future reference.



**Feel free to make copies of this brochure.**

## WHERE

For safekeeping, access and cataloguing, a special agreement has been made between Living Skies Regional Council (formerly Sask. Conference) and the Provincial Archives of Saskatchewan (PAS). After processing, the records are stored with the Provincial Archives, in one of their facilities. In-person access may be provided through their Regina office reading room.

When you have material to submit please send a list to the Region Archivist.

For further information, forms and guidelines, you are welcome to e-mail us or visit our webpage.

**Living Skies Region Archives  
United Church of Canada  
c/o Lakeview United Church  
3200 McCallum Avenue  
Regina, SK S4S 0R8**

**Phone: 306-721-3311**

[livingskiesarchives@united-church.ca](mailto:livingskiesarchives@united-church.ca)  
[www.livingskiesrc.ca/resources/archives/](http://www.livingskiesrc.ca/resources/archives/)

## ARCHIVES



**United Church Records  
and the Living Skies  
Archives**

Living Skies Regional Council  
The United Church of Canada

## WHY

There are many reasons for maintaining and developing safe and well-catalogued archives.

- **Preservation:** to protect valuable material from physical damage or loss.
- **Research:** to provide materials for research in various fields.
- **History:** to stimulate interest in the history of the church and the people who are part of it.
- **Challenge:** to capture the past so as to enrich the present and to challenge the future.
- **Authority:**  
“Communities of faith, regional councils, and the General Council are each responsible for placing their records and other documents in the appropriate archives when they are no longer regularly needed.”

*The Manual of the United Church of Canada (2019)*, section A.5.6.

See also *Manual (2019)* sections A.5.1, A.5.2, A.5.3, A.5.4, and G.1.5.6.

## WHEN

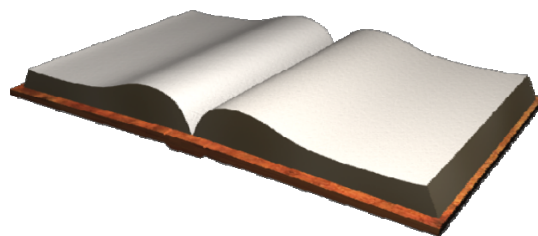
Once these materials are no longer in regular use locally, they should be transferred to the Archives, rather than being stored away or forgotten. Try not to wait 50 years before arranging a transfer – records can get lost or damaged and many other things can go wrong in that time!

Church records, including minute books and registers, belong to the organization, not to the individual. (See *Manual*, section A.5.4.)

Congregations or individuals may request a search for specific information from archived registers or other records at any time.

Please **e-mail or mail** requests to:

Living Skies Regional Council Archives  
United Church of Canada  
c/o Lakeview United Church  
3200 McCallum Avenue  
Regina, SK S4S 0R8  
[livingskiesarchives@united-church.ca](mailto:livingskiesarchives@united-church.ca)



## WHAT

### Minutes:

- Official Board meetings
- Session meetings
- Stewards meetings
- Trustees meetings
- Congregational meetings
- Presbytery meetings
- Women’s Missionary Society
- Women’s Association
- United Church Women
- Men’s Groups
- Youth Groups
- Sunday Schools

### Pictures:

- Churches (interior and exterior)
- Ministers and Spouses
- Groups, special events

### Bulletins:

- Special services

### Annual Reports

### Church Registers and Rolls:

- Baptisms
- Marriages
- Burials
- Members

### Congregational Histories.