



**Living Skies Region**  
**United Church of Canada**  
Office phone: 306-704-0181  
www.sk.united-church.ca

**UCC Living Skies Archives**  
306-721-3311  
livingskiesarchives@united-church.ca  
www.sk.united-church.ca/archives/

## **Donating Private Records to the Archives**

Alongside records originating from churches, presbyteries and related entities, the Living Skies Region Archives collects some *private records* – that is, the papers, photographs and related records created by individuals and organizations associated with the United Church in Saskatchewan.

Records from private sources in our collection generally come from:

- Individuals associated with Living Skies Region or the former Saskatchewan Conference (e.g. clergy, missionaries, and active laypersons);
- Organizations directly affiliated with Living Skies Region or the former Saskatchewan Conference but not a part of its organizational structure;
- Inter-Church Coalitions, and other inter-denominational/ecumenical organizations, in which The United Church, the Living Skies Region, or the former Saskatchewan Conference, plays or played a major role.

These records may come in a variety of forms, from paper manuscripts of sermons or letters, to notebooks or journals, to photographs, albums or audio recordings.

### ***Offering Records to the Archives***

If you have records you would like to offer the Region 4 Archives, **please e-mail or mail us** the following information:

1. Name of the person offering the records (the Donor);
2. Name of the person writing to us (the Contact Person), if different from the donor;
3. What are the records? (e.g. personal journals, audio recordings of oral history, digital photos)
4. When were the records created? (e.g. date estimate 1920-1945)
5. Who originally created the records and where? (e.g. Rev. Barbara Smith, of Anytown, SK)
6. How are the records related to the United Church of Canada, its congregations, constituent bodies, activities, etc.? (e.g. journals include early memories of United Church youth group)

This will help us understand a bit about the records you are offering us. If items are brought or sent to the archives for review, the donor will also need to fill out a **Receipt for Appraisal** (form).

### ***Contact Information***

Email Address: livingskiesarchives@united-church.ca

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

### ***What Happens Next?***

The archivist will review the information and contact you to discuss further.