



# The United Church of Canada Living Skies Regional Council

## Records Transfer Authorization

### Transfer of Presbytery Records to Archives

(Please contact Regional Archivist before sending records.)

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

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

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

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

**Records Source:**  
(e.g. committee)

**List attached?** Y / N

**Contact Person:**  
(e.g. secretary)

**E-list available?** Y / N

**Media/Format(s):**  
(circle all applicable)

Paper

Digital

Photos / Slides

Audio

Video

**Access / Privacy Restrictions?** \_\_\_\_\_

**Description of material recommended for transfer:**

(Brief summary and/or notes only – attach list for detailed information)

**Transferred by:** \_\_\_\_\_  
(Representative name -- PRINTED)

**Role:** \_\_\_\_\_  
(e.g. chair, secretary)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Confirmation of Transfer** (to be completed by Regional staff)

**Reference No.:** \_\_\_\_\_

**# Boxes:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
Regional Archivist or designate (signature)

**Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Extent:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

[Based on UCC Archives Forms and Records Management Policy and Procedures Manual (2013)]

**Guidelines are available to help identify which records should go to archives. Contact the Regional Archivist for assistance, at [livingskiesarchives@united-church.ca](mailto:livingskiesarchives@united-church.ca), or visit [www.livingskiesrc.ca/resources/archives/](http://www.livingskiesrc.ca/resources/archives/).**

