



## Living Skies Region The United Church of Canada

Phone: 639-396-0200

[www.livingskiesrc.ca](http://www.livingskiesrc.ca)

## UCC Living Skies Archives

[livingskiesarchives@united-church.ca](mailto:livingskiesarchives@united-church.ca)

[www.livingskiesrc.ca/resources/archives/](http://www.livingskiesrc.ca/resources/archives/)

### How to Prepare and Submit Records to the Region Archives

1. Determine which records should be transferred. For assistance, you can consult the “What do the Archives Want?” document and/or contact the Region Archives.
2. Gather the records to be transferred into appropriate boxes and identify each box on the outside with a number out of the total (e.g. “Box 1 of 3”), as well as the name of the source (e.g. the group, congregation, or organization the records are coming from).
3. From what you can see, are there any imminent threats to the safety and integrity of the records? For example, is there visible water damage or mould on the records or their boxes or containers?  
*If there are any serious and imminent risks to the records which cannot be solved where they are, please contact the Archivist to discuss options and possible solutions.*
4. Once you have identified the records you plan to transfer, create a preliminary list – spreadsheets or word-processed documents are preferred but a clear handwritten list is also acceptable.

The inventory does *not* require every page to be accounted for, but rather an overview, organized by file, book/volume (e.g. minute books), or similar units. (See page 2 for example.) To create the inventory, you can fill-in or follow the template or create your own, including the following:

- a. BOX or CONTAINER – the number will need to match the numbers on the boxes;
- b. BOOK/VOLUME, FILE or ITEM (number), if possible;
- c. PRIVATE INFORMATION, where appropriate – for records you can identify as containing personal or otherwise private information (you can use a “P” to indicate these);
- d. TITLE or brief DESCRIPTOR – e.g. “Official Board Minutes” or “Pastoral Charge Meeting Minutes” (please include what group/individual created them, as much as possible);
- e. DATE(S) RECORDS CREATED – at least the year or range of years, in which the records were created (estimated, if necessary);
- f. ADDITIONAL NOTES – as needed for relevant information (e.g. water damage).

**Tip:** If you have a series of related records (e.g. 5 volumes of minutes), you can mark them as such, e.g. “Vol. 1-5, minutes of xyz committee, 1920-1946.” However, if volume dates are not continuous (missing years in between, for example), please record volumes individually.

5. *Contact the Archives* to let the archivist know what you have (e.g. congregation records, camp records), how many boxes there are and whether there are any serious concerns (e.g. damage).
6. Send the Archives a copy of the inventory prepared (by email, or regular mail).

### How to Contact Us

The Archives can be reached by email, at [livingskiesarchives@united-church.ca](mailto:livingskiesarchives@united-church.ca), or by phone, at 639-396-0200. Mailing Address: Living Skies Regional Council Office, 423 Main St. N., Moose Jaw, SK S6H 0W5.

For additional guidance and forms, you can also visit [www.livingskiesrc.ca/resources/archives/](http://www.livingskiesrc.ca/resources/archives/).



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*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](mailto:livingskiesarchives@united-church.ca).*

**SAMPLE INVENTORY**

Source/Donor of Records: \_\_\_\_\_

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

Box / Container Number	Book / File / Item Number (or sequence in box/container)	Private or personal info? (mark "P")	Title or Brief Description	Date(s) Records Created	Additional Notes (e.g.: damage to records, fragile items, mould/water concerns)
Box 1	1-5 (of 6)	P	Baptism, Marriage, Burial Registers (Church of X)	2008-2015	
Box 1	6 (of 6)		Minute Book, committee of XYZ	2014	Fragile pages (with water damage).
Box 2	Photos 1-23		Photographs from church fundraiser, circa 1971? [possibly around spring 1970, 1971 or 1972]	ca. 1971	Colour in many photos appears faded.