

**~ Dissolved Congregations ~**  
**What records should be transferred to the Archives**

The following is a list of those congregational records that have permanent value and should be gathered together and transferred to the Archives when a congregation is dissolved. It is designed as a helpful guide. Not all of the records listed will have been kept by every congregation, while some documents not in the list may in turn have archival value. Every congregation is different and the types of records they have kept will reflect that uniqueness.

**Please contact the Archives before you begin gathering records together so that we can help with the process.**

For congregations in or near the Greater Toronto area we can do site visits to assist with identifying archival records and with transferring them to the Archives.

Type of Record
Session Minutes
Church Registers – Baptism, Marriage and Burial
Professing Members Roll/Communion Rolls
Annual Reports
Congregational Meeting Minutes
Board of Managers Meeting Minutes
Trustees Minutes
Legal Documents - Deeds and other property documents
Insurance Policies
Estate/Bequest Documents
General Ledgers (Revenue & Expense Ledgers)
Minutes of Congregational Organizations (WMS/AMS Auxiliary, Sabbath School, Young Peoples, etc.)
Architectural Plans
Congregational History Books/Booklets (one copy)
Select items of historical significance <b><i>(please contact the Archives for further information)</i></b>

#### Recent Financial Records

- Bank Reconciliations
- Bank Statements/Cancelled Cheques
- Invoices/Receipts of Payment
- Official Receipts for Income Tax Purposes
- Church Offering Envelopes Records

***(only transfer those that are less than 8 years old; any that are 8 years and older should be shredded)***

#### Personnel Files

- Employment applications (successful candidates)/employment contracts
- Covenant of Care/Leading With Care agreements
- Any Leading With Care incident documents
- Police Record Check log
- Resignation/Termination documents

#### Recent Personnel Records

- Sick leave, time sheets, attendance sheets, vacation sheets, performance reviews, disciplinary notes or letters, etc.

***(only transfer those that are less than 5 years old; any that are 5 years and older should be shredded)***

Please Note: before a church is dissolved it is encouraged that photographs of the exterior and interior be taken including photographs of any memorial plaques, honor rolls, special stained glass windows, etc.