

Archives and Records Management Guidelines for Committees of General Assembly & Assembly Council

In order to ensure that a complete and accurate record of the life and work of the Church will be available, it is strongly encouraged that committees (sub-committees, task-forces etc.) of the national Church, routinely transfer and deposit with the Archives, those minutes, reports, correspondence and other "official" documents created by that committee which are no longer required on a regular basis.

Records usually become in-active between 2 and 7 years after they were first created. It is encouraged, therefore, that committees decide upon a suitable retention period for their records, after which they would be transferred to the Archives for storage and safe-keeping [i.e. as a convener, you might find you need to consult the records from the past 5 years, but not the ones older than that. Those older ones can therefore be sent to the Archives. If at some point you need information from those older records, just give us a call or email and we will help provide the documentation you need].



To prevent duplication in the Archives, and to help ensure accuracy, it is also encouraged that one member of the committee, usually the Secretary or Convener, be responsible for maintaining the "official" copy of the records of the committee. Other committee members can certainly hold on to their own copies, however, the copy sent to the Archives should be that "official" set maintained by the Secretary, or some other designated individual.

If you, or someone you know, has been Secretary of a committee of the General Assembly, or of the Assembly Council, and you have files relating to the work of the committee, please transfer them to the Archives. It's important that we don't lose this evidence of the life and work of our Church.

For more information, please contact the Archives at:

416-441-1111 or 1-800-619-7301

ext. 310 or ext. 266

Or visit our website at:

www.presbyterianarchives.ca