

# Presbyterian Church Archives

## Digitizing and Microfilming Records

As outlined in Appendix G in the Book of Forms, General Assembly recommends congregations digitize or microfilm their records as a means for preservation and access, to extend the lifespan of a record, and to ensure a secure copy is at the Archives if anything were to happen to the original.

**What records should be copied?** The most essential records are Church Registers (Baptism, Marriage, Burial) and Session minutes. Other important records such as Annual Reports, Congregational meeting minutes, Professing Members Roll (Communion Rolls), Trustee/Property documents, and Board of Managers/Finance Committee minutes should also be considered. Once digitized and/or microfilmed, the original records and a digital copy are returned to the congregation, while a digital/microfilm copy remains in the Archives for optimal storage.

A [congregational retention schedule](#) can help determine how long records should be maintained. Records which are not required to be retained permanently would not be copied.

**How long does it take?** The turnaround time is approximately five weeks from the day we receive the records in the Archives. Archivists prepare the records, transfer them to the imaging company, and perform quality assurance prior to returning material to the congregation.

**Deciding between digital or microfilm?** Digitization is the most cost-effective method to copy records. While digital files are easy to access and search, there are uncertainties around their life expectancy due to changing technology, cost of migration, and technical obsolescence. Microfilm has been proven for long-term preservation with a life expectancy of up to 500 years if in archival storage conditions. However, microfilm prices have recently increased due to issues within the supply chain. Microfilm also requires the extra step of reaching out to the Archives, as we have the machinery to easily search the film.

**How do we get started?** Please [contact the Archives](#) and we will be happy to help you. Essentially, you just need to check with us if any of your records have been previously copied, gather and list the records to be copied, and then deliver them to us, either in person or by courier. Congregations are responsible for sending their material to the Archives, and we cover return costs.

*This process may not be affordable to all congregations. If it is not possible to digitize or microfilm your records through the Archives, we encourage you to create a copy of them in an alternative way. Please see our information sheet, [Independently Digitizing Your Records](#).*

## Digitization & Microfilm Price List

50 Wynford Dr Toronto ON M3C 1J7  
1-800-619-7301 ext. 310 or ext. 266 | [archives@presbyterian.ca](mailto:archives@presbyterian.ca)

March 2024

## Order Size Estimates

### Small Order



4 books: 1 baptism register, 1 marriage register, 1 session book, 1 communion roll

Total of 230 exposures

\$145.00 to digitize

\$190.00 to microfilm

\$265.00 to digitize and microfilm

### Medium Order



7 books: session minutes, single-sided pages

Total of 1,300 exposures

\$630.00 to digitize

\$750.00 to microfilm

\$1,100.00 to digitize and microfilm

### Large Order



22 books: 4 baptism registers, 4 marriage registers, 1 burial register, 7 session books, 2 communion rolls, 4 board of managers books

Total of 4,000 exposures

\$1,900.00 to digitize

\$2,300.00 to microfilm

\$3,350.00 to digitize and microfilm

Please Note: These are only examples. Digitization and microfilm prices depend on the dimensions of the book, whether pages are double-sided or single-sided, and how many pages are filled. Taxes are included in estimates.

## Cost Breakdown

### OPTION 1: DIGITIZATION

Service	Unit Price
Digital Imaging w/ OCR	\$0.40/exposure
USB	\$14.00
Pick-up & delivery*	\$22.00
HST	13%

Congregations will receive a copy of digitized records for their own use.

### OPTION 2: MICROFILMING

Service	Unit Price
Microfilm Exposure	\$0.40/exposure
Positive Roll	\$55.00/roll
Pick-up & delivery*	\$22.00
HST	13%

Please note that approximately 600 exposures fit on one roll of microfilm, going over this amount would result in requiring a second roll. Each roll is priced at \$49.00 + tax.

### OPTION 3: DIGITIZATION & MICROFILMING

Service	Unit Price
Digital & Microfilm Image	\$0.63/exposure
USB	\$14.00
Positive Roll	\$55.00/roll
Pick-up & delivery*	\$22.00
HST	13%

\*Pick-up & delivery covers the cost of the imaging company traveling to and from the Archives.

Prices valid until December 31, 2024

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