

Presbyterian Church Archives

Digitizing Records

As outlined in Appendix G in the Book of Forms, the General Assembly recommends that congregations digitize their records to preserve them, extend their lifespan, and ensure a copy is kept in the Archives in the event the original records are lost or damaged.

What records should be copied? The most important records to preserve include Church Registers (Baptism, Marriage, Burial) and Session minutes. Other key records such as Annual Reports, Congregational Meeting Minutes, Communion Rolls, Trustee/Property documents, and Board of Managers/Finance Committee Minutes should also be considered. Once digitized, the original records are returned to the congregation along with a copy of the digital files. *You may also want to consider digitizing existing microfilm reels.*

Original records must be retained after digitization. Digital copies are intended to supplement original records, not to replace them

A [congregational retention schedule](#) can help determine how long records should be kept. Records that do not need to be retained permanently should not be copied.

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

What are the benefits of digitization? Digitization is the most cost-effective method to copy records. Digital files are easily accessible and searchable. Since the congregation receives a copy of the digital files, they are not reliant on contacting the Archives to view the copies as they would need to with microfilm.

How do we get started? Please [contact the Archives](#) and we will be happy to assist you. You'll need to check with us to see if any of your records have already been copied, compile a list of the records you wish to preserve, and then deliver them to us either in person or by courier. Congregations are responsible for sending their material to the Archives, but we will cover the costs of returning them.

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

Digitization Price List

Cost Breakdown

DIGITIZING FROM ORIGINALS

| Service | Unit Price |
|------------------------|---------------|
| Digital Imaging | 0.41/exposure |
| Digital Imaging w/ OCR | 0.44/exposure |
| File Transfer (USB) | \$11.00 |
| Pick-up & delivery* | \$24.00 |
| HST | 13% |

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

DIGITIZING FROM MICROFILM

| Service | Unit Price |
|------------------------|---------------|
| Digital Imaging | 0.37/exposure |
| Digital Imaging w/ OCR | 0.40/exposure |
| File Transfer (USB) | \$11.00 |
| Pick-up & delivery* | \$24.00 |
| HST | 13% |

Approximately 600 exposures fit on one roll of microfilm: 3 reels = approx. 1,800 exposures.

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

Prices valid until December 31, 2026

Order Size Estimates

Small Orders



4 books: 1 baptism register, 1 marriage register, 1 session book, 1 communion roll
Total of 230 exposures
\$154 to digitize w/ OCR

1 reel of microfilm
Total of 600 exposures
\$311 to digitize w/ OCR

Medium Orders



7 books: session minutes, single-sided
Total of 1,300 exposures
\$686 to digitize w/ OCR

3 reels of microfilm
Total of 1,800 exposures
\$935 to digitize w/ OCR

Large Orders



22 books: 4 baptism registers, 4 marriage registers, 7 session books, 2 communion rolls, 4 board of managers books
Total of 4,000 exposures
\$2,028 to digitize w/ OCR

8 reels of microfilm
Total of 4,800 exposures
\$2,426 to digitize w/ OCR

Please note: These are only estimates. Digitization costs may vary depending 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.