

**Maritime Conference Archives**  
**21 Wright St., Sackville NB E4L 4P8**  
**Phone: 506-536-1334 ext. 7**  
**Email: archives@marconf.ca**

## **Maritime Conference Archives Records Transfer Form**

Place one copy of this form in each carton shipped and number each box; a copy should be appended to the minutes of the Council or Official Board. Archival records are unique and irreplaceable so if at all possible, transfer to the Archives in person. If records must be shipped, it is ideal to use courier or registered mail.

Please contact the Conference Archivist before transferring material.

Date of transfer: \_\_\_\_\_

Congregation name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Has transfer been approved in the Board or Council minutes?:     Yes         No

Date of minutes: \_\_\_\_\_

If you have a letter from Council or the Official Board approving the transfer of records, please send it along with the records.

Records not be retained by the Archives should be (pick one)

Returned to the congregation         Destroyed

Signature of Secretary or Contact: \_\_\_\_\_

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

Secretary of Official Board or Council: \_\_\_\_\_

Please list all volumes or files on an attached sheet. Records may be usefully arranged in the following order: minutes of boards and church courts, financial records, building and property files, registers, historic and communion rolls, correspondence, and reports of groups and committees, photographs, and other media. File folders must be labelled.

If you have any questions about this process, please feel free to contact the Archivist.

**Box \_\_\_\_\_ of \_\_\_\_\_**