



---

## **PARISH ARCHIVES**

Approved by: Diocesan Council

10 August 2017

---

### **1. PURPOSE**

The purpose of this policy is to inform parish archivists and other parishioners of their responsibilities regarding the records in the possession of their parish.

### **2. IMPORTANCE OF PARISH RECORDS**

Parishes keep records for two quite separate but equally important reasons:

- a. To satisfy the requirements of running an efficient organisation, including legal and financial responsibilities
- b. To leave a record of what we did, how we lived and worshipped for future generations to research

### **3. THE DIOCESAN ARCHIVES**

Parishes are encouraged to transfer their archival items, once no longer actively in use, to the Diocesan Archives to ensure that they are stored according to best practice and are available to all members of the Anglican community. There is however no obligation for parishes to transfer their archival items if they are being properly cared for in the parish.

Records of temporary value (inactive records) should be sentenced according to the Diocesan Records Disposal Authority and only disposed of after the assigned time period.

At no time should a collection be given to the Diocesan Archives without prior consultation with the Diocesan Archivist.

### **4. PARISHES SHOULD CONSIDER TRANSFERRING MATERIAL WHEN:**

- a. Records are over 25 years' old
- b. Records are too bulky to store at your parish
- c. Records are in danger from how they are stored. E.g. damp, fire, security
- d. The parish is to be merged or closed