



# Which Records You Need to Keep

## COLLECTION & STORAGE OF PARISH ARCHIVAL RECORDS

What kind of archival records should parish staff collect and care for?

Virtually all of the records created by a church and parish can be viewed as records created to document an administrative activity - the business of the church or parish in its day-to-day activities.

Types and categories of parish records that should be retained and cared for by parishes include:

- Registers (Baptism, Burial, Composite, Confirmation, Cradle Roll, Marriage, Service).
- Committee minutes (e.g. Church Committee, Building Committee, Parochial Council, Parish Council, Annual Vestry Meetings, Churchwardens Vestry meetings, Choir, Mothers Union, Women's Guild, Women's Fellowship, Women's Auxiliary, Ladies Guild, Ladies Working Society, Ladies Home Mission Union, Men's Society, Temperance Society, C of E Boys Society, Girls Friendly Society, Youth Fellowship, Sunday School Teachers, Children's Library, Tennis Club, Bazaar, Annual Tea).
- Correspondence (e.g. Rector, Secretary to Parish Council, Churchwardens).
- Financial records (e.g. Pew Rent Books, Cash Books, Ledgers, Annual Reports & audited statements, annual & monthly balance sheets of income & expenditure, Annual Parish Returns).
- Architectural plans (including associated specifications & designs; also associated correspondence from Architectural Panels).
- Audio and visual recordings.
- Cemetery Trustees records (e.g. Minutes, financial records, correspondence, sectional plans).
- Collections of newspaper clippings.
- Commemorative scrolls ((often highly decorative, presented to clergy).
- Legal documents (e.g. deeds, leases, mortgages for land & buildings).
- Licensing documents (e.g. licence & consecration of church, chapel, hall, multi-function worship centre, burial ground, columbarium etc.; faculties & associated correspondence, and sketches and designs of windows, plaques, furniture, flags, banners etc.).
- Maps (showing dimensions and location of church and parish land, parish boundaries).
- Orders of Service (for induction of clergy, dedication of buildings, anniversaries of church and parish; special services for war, death of monarch, drought etc.; includes Souvenir Booklets).
- Parish newsletters, newspapers & magazines.
- Photographs & slides; negatives; etching blocks.
- Records of Parishioners (e.g. Parish Rolls of names & addresses, District Visitors books).
- Visitors Books and Attendance Books for special occasions.
- Any other ephemera or memorabilia you feel are significant for the history of your parish.

**Any other questions?**

Please do not hesitate to contact the Diocesan Archivist if you need any other advice or information.



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