



Are you ready to deposit records?

If the Parish has made the decision to deposit records, then the next step is making a clear list of what records you have to deposit.

A deposit list is a descriptive list of items, like a receipt.

It will be the evidence for both the parish and the Sydney Diocesan Archives of the items that have been deposited. It must list each item separately, and include:

Item Name; Parish and Church Name; Date Range of Item; Box Number

Each register, book, object, or file is an item. Each volume of the same register, minute book, or file is a separate item. Individual pieces of paper do not need to be listed when they are part of a folder or file – only the folder should be listed.

Item Name

In the accompanying form, we have created separate sections for common types of Registers. This is to help you identify titles for records but it does not limit the types of records you can deposit. Each item needs to be properly named by being entered into the appropriate section. If your records aren't covered by these categories, the Archivist can help you identify the record type.

Parish and Church Name

For each item, find the appropriate section (e.g. Marriage Registers) and fill in the parish and church that created the item you are depositing (e.g. Abbotsford St Andrew). You should group all the same type items from the same church together, and then list them chronologically.

Date Range of Item

The date range is from the first entry in the record (start date) to the last entry in that record (end date). You will need to refer to the contents of the record to get this information for your list. This information will allow you to list items chronologically, based on the start date. Enter the date as DD Month YYYY, spelling out the month name.

Example for illustrative purposes:

| Service Register | Start Date | | | | End Date | | | Comments |
|-----------------------|------------|---------|------|---|----------|----------|------|----------|
| Sydney St Bartholomew | 13 | January | 1924 | - | 15 | June | 1948 | Box 1 |
| Sydney St Bartholomew | 16 | June | 1948 | - | 27 | December | 1967 | Box 1 |
| Sydney St Swithun | 07 | March | 1934 | - | 02 | February | 1955 | Box 1 |

Box Number

If you are depositing more than one box, we need to know what each box contains. Label the boxes and assign the numbers to each item in the Comments column.