



How to Transfer Your Records

The Sydney Diocesan Archives is the appropriate repository for all records deemed worthy of permanent retention created by offices and officers of the Diocese of Sydney. Parishes are not required to deposit their records into the Sydney Diocesan Archives, but we encourage you to do so. Our trained staff and secure facilities provide safe housing for the records, ensuring their preservation and confidentiality. It relieves the church of not only caring for physical records, but also handling tasks like providing copies of baptism records and answering family history questions. Please do not hesitate to contact the Sydney Diocesan Archivist for advice and guidance on the deposit of your records.

How does a parish or church prepare records for deposit into the Sydney Diocesan Archives?

Authorisation

The deposit must be approved by the Parish Council, the rector, the churchwardens, and the Archivist before the transfer can happen. The parish's decision should be minuted in the Parish Council Minute Book.

Deposit list

All deposits to the Archives must be accompanied by a deposit list. This must include a complete descriptive title for each item, the date range for each item, and, if there are multiple boxes, which box it is in. Each volume of a register, minute book, or file is a separate item. This list will be the evidence for both the parish and the Sydney Diocesan Archives of the items deposited.

Preparation

The records need to be securely boxed, and not too heavy to lift. In general, a box to be lifted and carried should not weigh over **16-20 kilograms**. The box must be able to close and keep files protected during their transfer.

Transferal

The Minister or a delegated person should contact the Sydney Diocesan Archivist to make arrangements for deposit. It is usual that the Minister or authorised person brings the records to the Archives, and hands over the records to the Diocesan Archivist, accompanied by the deposit list, and a formal letter of deposit from the Minister. The building in which the Diocesan Archives is situated (St James' Hall) has a private underground car park, where a visiting vehicle may park for a short time.

Subsequent access after deposit

The purpose of deposit is to place the records in a secure environment where they will be protected in terms of both physical storage and confidentiality of content. Once the parish has deposited its records in the Diocesan Archives, these records cannot be moved in and out again, as this would compromise their security and increase the risk of damage or loss.



However, the parish staff and/or parish historians are very welcome to make an appointment to use the records on site, for research for as long and as often as is required. A research visit also enables the researcher to use other diocesan records which may have a bearing upon the history of the parish.

If the parish is holding a special celebration, such as a centenary, it is possible for certain registers to be loaned to the Minister for the duration of the celebration (e.g. a weekend), with the Minister assuming responsibility for their safety.

Any other questions?

Please do not hesitate to contact the Diocesan Archivist to make arrangements for deposit of your records; to discuss the condition or storage of your parish records; or for any other advice or information you might require.

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