



PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

ARCHIVES

AGR/001

Knox College, Arden Street, Dunedin, New Zealand

Deposit Form for Parish Archives

Procedures to follow when depositing archives at the Archives Office

1. **Notify the Archivist of your intention to deposit your archives**
2. **Ensure that formal approval is sought from the parish courts or organisations through a resolution of the appropriate body.**
3. **Complete two copies of the *Deposit of Parish Archives Form***
4. **Return both copies to the Archives Office**

a. *Name of Congregation:* _____

Place: _____

Presbytery: _____

b.

Court/Committee/Organisation: _____

c. Contact Person: _____ Phone: _____

Address: _____

d. *Official Resolution authorising Deposit/Donation:*

Text of Resolution: _____

Resolution Recorded: Where: _____ Date: _____

Signatures: Clerk/Secretary: _____ Date: _____

Minister/President: _____ Date: _____

Notes:

Access to all resources in the care of the Presbyterian Archives is carefully controlled and takes place within the policies established to govern access to parish archives.

Parish records are open to bona fide researchers at the discretion of the Archivist, other than personal and sensitive material which has restricted access.

(Office use only)

Date Collection received: _____ Receipt Number: _____

Place Assigned: _____ Accession

Number: _____ Signed: _____ Date: _____

Director of Archives: Yvonne Wilkie,
Phone: 03 4730109; Fax 03 473 8466

Archives Office: Knox College, 1 Arden Street, Dunedin.
Email: pcanzarchives@knoxcollege.ac.nz

Web site: www.archives.presbyterian.org.nz