



## **Guide Sheet 1: Records to be retained from APW Groups**

*A: What records are we to retain when the work of a parish APW group is suspended?*

One of the reasons for retaining our old records is to offer to future generations a story of our faith journey as a group of Presbyterian women. It is important then that the records we retain give a sound overview of the life and mission each group undertook during its active existence.

The records generally speaking will be similar but often there will be records created in one APW group that will not be standard across all APW groups. The list below is a guide.

A general rule to follow when considering what to archive is:

“When in Doubt KEEP!”

**1. Records to be gathered together and retained.** (A rule of thumb is to retain ONE copy only of each record)

- a) Minute Books (make sure that all books are accounted for)
- b) Membership Rolls  
Sub-Registers
- c) Correspondence - inwards and outwards files including any letters from overseas workers and missionaries, letters of acknowledgement, letters to the local parish courts, letters that cover programme planning, local activities etc.
- d) Subject Files – some groups ordered their material in subject categories, others filed the material within correspondence.
- e) Financial Records – cash books  
Receipt and expenditure records  
Annual Accounts  
Harvest Field Subs/list  
(If there is no receipt and expenditure record but there are receipt books then these should be retained.)
- f) Statistical returns to National Executive
- g) Local Annual Reports and Meeting minutes if separate from the monthly minute book.
- h) Local Presbyterian Information – meetings, minutes, news sheets etc. (This collection is required on the chance that the Presbyterian collections are incomplete)
- i) Local parish news sheets



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- j) **Busy Bee** records Minute Books, rolls, activity programmes, mission studies,
- k) Photographs – name and date these if at all possible. Please do not write on the back of the photographs as this may permanently damage the photographs. Photographs are an important visual history and give a dimension to our history that is often hard to convey in the written word.
- l) Mission Magazines – Leprosy, or SIM etc
- m) National Executive publications, programmes, newsletters etc see 2b) or 2c) below

**2. Records that can be destroyed:**

- a) Bank Statements, invoices, cheque book butts, duplicate copies of minutes and newsletters.
- b) NB. If material is coming to the Presbyterian Archives only do not retain National Executive publications, Annual Reports, newsletters etc as the National Executive collection is in the Archives.
- c) If the APW collection will be retained alongside the parish collection the above (b) can be held.

*B: Where do we send the Parish APW material when it is gathered?*

**Otago and Southland:** To the Presbyterian Archives address below.

**Other areas** need to consult with the Session to ascertain where the parish collections are held and add them to that collection.

The Archives will take the parish APW records if necessary BUT please consult the Director of Archives to discuss procedures.