



## Deposit Agreement for Parish Archives

**Procedures to follow when depositing archives at the Presbyterian Research Centre:**

1. Notify the archivist of your intention.
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 Agreement for Parish Archives*.
4. Return both copies to the Presbyterian Research Centre.

Name of Congregation: .....

Place: .....

Presbytery: .....

Court/Committee/Organisation: .....

Contact Person: ..... Phone: .....

Address: .....

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Official Resolution authorising deposit:

<p>Text of Resolution:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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*Resolution Recorded:* Where: ..... Date: .....

*Signatures:* Clerk/Secretary: ..... Date: .....

Minister/President: ..... Date: .....

**Notes:**

Access to all resources in the care of the Presbyterian Research Centre 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.

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**Office use only:**

Date Collection received: ..... Accession No: .....

Signed: ..... Date: .....