



# Presbyterian Research Centre

Incorporating the Archives and the Hewitson Library  
Presbyterian Church of Aotearoa New Zealand

AGR002

## Deposit Agreement for Presbytery Archives

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

1. Ensure that formal approval is sought to authorise the deposit of presbytery records.
2. Complete two copies of the *Deposit Agreement for Presbytery Archives*.
3. Return **both** copies to the Presbyterian Research Centre.
4. On completion of the acquisition one copy will be returned for your files.

a) Name of Presbytery: .....

b) Presbytery Clerk: ..... Phone: .....

Address: .....

.....

.....

c) *Official Resolution authorising deposit:*

Text of Resolution:

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.....

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*Resolution Recorded:* Where: ..... Date: .....

*Signatures:* Presbytery Clerk: ..... Date: .....

Moderator: ..... 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.

Presbytery records are open to Presbytery and General Assembly officials and academic researchers at the discretion of the archivist. All personal and sensitive material has a restricted access for 75 years from the closure of the file.

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**Office use only:**

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

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

Archivist: Eva Garbutt  
ph: +64 3 4730777  
email: pcanzarchives@knoxcollege.ac.nz  
postal: Knox College, Arden street, Opoho, Dunedin 9010, New Zealand