



## **Guide Sheet 2: Records to be retained from Presbyterian Associations**

*A: What records are we to retain when the work of a Presbyterian Association 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 role, functions, spirit and mission of each Presbyterian Association.

The records generally speaking will be similar but often there will be records created in one Presbyterian that will not be standard across all Presbyterials. 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)

### **Minute Books**

- a) Executive, Monthly Meeting, Annual Meeting (make sure that all books are accounted for)
- b) Membership Rolls  
Subscription Registers
- c) Correspondence - inwards and outwards files including any letters from overseas workers and missionaries, letters of acknowledgement, letters to the local parish groups, letters that cover programme planning, local activities etc.
- d) Subject Files – some Presbyterian secretaries have ordered their material in subject categories, others file the material within correspondence.
- e) Financial Records – cash books  
Receipt and expenditure records  
Annual Accounts

(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) National Executive Department material relating to each Presbyterian – Missions Department, Prayer & Study, Special Projects etc
- h) Local Parish material – such as newsletters, annual reports.



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- i) 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.
- j) Mission Magazines – Leprosy, SIM etc
- k) National Executive publications, programmes, newsletters etc
- l) Conference planning records – national and regional.
- m) Scrapbooks
- n) Audio tapes

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

- a) Bank Statements, invoices, cheque book butts, duplicate copies of minutes and newsletters.
- b) APW published Annual Reports
- c) Harvest Fields

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

**All Presbyterian Association collections are to be forwarded to the Presbyterian Archives: address below.**

Please notify the Director of Archives before forwarding collections.

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Presbyterian Church Archives  
Knox College  
1 Arden Street

Director of Archives: Yvonne Wilkie  
phone: 03 4730107 ext 7851  
fax: 03 473 8466

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email: [pcanzarchives@knoxcollege.ac.nz](mailto:pcanzarchives@knoxcollege.ac.nz)

See our web site: [www.archives.presbyterian.org.nz](http://www.archives.presbyterian.org.nz)