

MORAVIAN ARCHIVES
41 West Locust Street, Bethlehem, Pennsylvania 18018-2757
Telephone: (610) 866-3255 Fax: (610) 866-9210
email: info@moravianchurcharchives.org
www.moravianchurcharchives.org

**Congregation Records to be deposited
in the Archives of the Northern Province**

The numbers between brackets refer to the Book of Order of the Northern Province, latest edition.

The following records are to be deposited in the Archives when they are no longer in current use (§1034.a), preferably at regular intervals (10 or 20 years). By depositing the records in the Archives the records will be open to public access, except for sensitive records that remain restricted for 75 years after their creation. These records are marked here with an *; they can only be used by written permission of the pastor or chairman of the board concerned.¹

Materials should be organized and placed in strong boxes (15 ½ x 12 ½ x 10 ½ inches). The height of the boxes is not to exceed 10 ½ inches. The folders are to be labeled (e.g. "elders minutes, 1950-1955"). The boxes will be labeled by us.

1. Church Register (register of baptisms, confirmations, marriages, and burials) (§1031.a)
2. Minutes
 - a. *Board of Elders
 - b. *Board of Trustees
 - c. *Joint Board
 - d. Church Council
 - e. materials given at church council (reports, etc.)
 - f. minutes and records of other committees, such as Christian Education, Stewardship, etc.
3. Financial Records
 - a. annual budget (if not included in 2.e)
 - b. annual financial statement (if not included in 2.e)
4. Documentation
 - a. directories of members ("Catalog" or Membership lists) (§1031.b)
 - b. *congregation diary (§1031.c)
 - c. memoirs
 - d. histories of the congregation; histories of organizations within the congregation
 - e. special brochures concerning any facet of church life
 - f. programs and printed materials used for anniversaries, dedications, etc.
 - g. photographs (please identify people, occasion and year on back)
 - h. building plans for church-owned buildings
5. Newsletters

¹If a congregation closes, permission to see restricted records needs to be requested from the Provincial Elders' Conference.