



ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF BRISBANE
Records and Archives Centre

TRANSFER OF PARISH RECORDS TO ARCHIVES

Records no longer current or required in a Parish should be transferred to the Diocesan Records and Archives Centre for long-term preservation. Parish records stored in the Archives are available for access by appointment with the Diocesan Archivist (see contact details below).

If you are transferring records to the Archives, please detail their contents on this form and forward this form with the records. *(If there is insufficient room on this form, please continue the list on another form.)* Address for delivery of records:

Records and Archives Centre, Church House, 419 Ann Street, Brisbane Qld 4000

Records and Archives Centre, Anglican Diocese of Brisbane, GPO Box 421, Brisbane Qld 4001

Desley Soden, Diocesan Archivist, (07) 3835 2212 or archives@anglicanbrisbane.org.au

CHECKLIST

1. Before you transfer any records to the Records and Archives Centre, please:

- Take hard copies of electronic records. *(Electronic records may be sent. However, technology changes constantly and there is no certainty that such records will be able to be read in the future.)*
- Sort records and remove any duplicates.
- Remove plastic sleeves and inserts.
- Remove metal paper clips, bull dog clips and fold-back clips.
- Identify photographs giving eg. event, people, place, date. *(Use soft pencil on the back of the photo – alternatively, attach a label giving details to the back of the photo)*
- Group records appropriately into separate folders.
- Label each folder.
- Write beginning and end dates for the contents on the front of each folder.
DO NOT use acronyms – use full names.

2. Obtain archive boxes or clean strong cardboard boxes for the transfer of your records.

3. Pack your box/es

For each box:

- Place the first folder at the FRONT of the box.
- List that folder with its box number on your form.
- Place the next folder behind the first folder.
- List that folder on your form.
- Continue as above until box is full.
- Place the form/s listing the contents of that box at the VERY FRONT of the box.

4. Arrange transfer of your box/es to the Records and Archives Centre.

Office Use Only

Records received	
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