

Why deposit your records?

The Canadian Baptist Archives is committed to preserving the memory of the local church by providing the appropriate care needed to ensure that your church records are kept safe for future generations. Remember that your church records will continue to belong to your church, and the archives acts as a place to store and access them.

When to deposit records?

Records can be deposited in the archives when they are no longer needed for the day to day operations of the church and when they are no longer used on a yearly basis. Please notify the archivist in advance when delivering items to the archives. Please also provide a letter explaining the nature of the deposited materials and a list of the records being sent to the archives.

What records should be sent to the Canadian Baptist Archives?

- Minutes of church meetings
- Annual reports
- Baptismal, marriage, burial and membership records
- Records and minutes from all committees and groups
- Church property plans (including architectural drawings and blueprints)
- Church publications
- Church histories
- Correspondence
- Photographs (please identify the date and the people, place or event when possible)
- Special event bulletins (ordinations, anniversaries, etc.)
- Legal documents
- Sound recordings, audiovisual material on CD/DVD

What records are NOT required by the Archives?

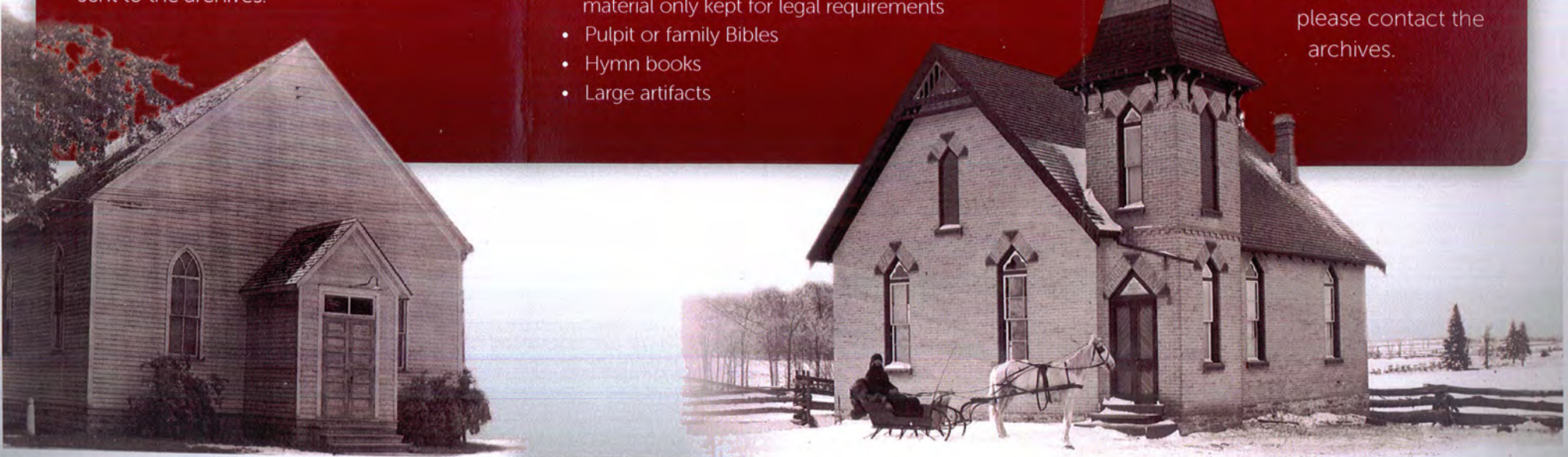
- Invoices, cancelled cheques, or other financial material only kept for legal requirements
- Pulpit or family Bibles
- Hymn books
- Large artifacts

What about digital records?

Today many church records are created digitally. The archives will accept document files created using Microsoft Office or those that have been converted to a .pdf file format. Digital photos and digital audio/video files can be sent in any format. Digital records can be sent to the archives by burning them onto a CD or DVD.

Make sure that each file name is clearly identifiable. As well, make sure that the files are organized into identifiable folders, so future access can be done quickly and efficiently. Please also send a paper copy of your church board minutes and annual reports.

For more details please contact the archives.

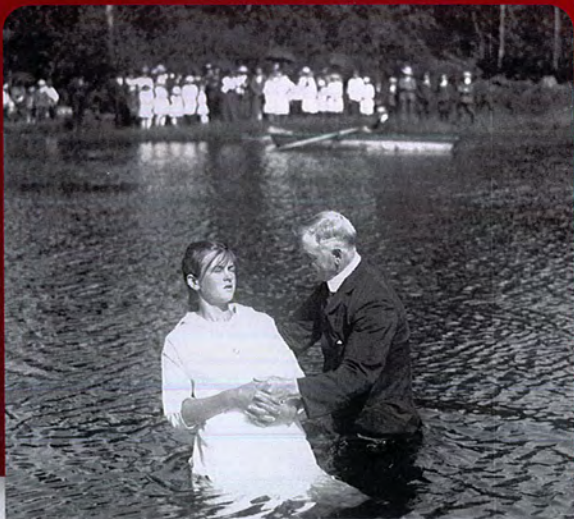


What happens to your records?

Processed: When records arrive they are reviewed to ensure that they are appropriate for the archives. Approved records are then organized and filed with each donation being given a unique reference number.

Preserved: Records are then placed in acid free folders and boxes to help preserve them. The materials are then placed in a temperature controlled environment, which helps to ensure that they will be accessible for a long period of time.

Provided: The archives makes the records accessible to researchers upon request, so that your church's story is accessible for future generations.



Want to make arrangements to make a deposit?

Want to make an appointment to use the archives?

Want to donate to the archives?

Contact Us!

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THE OFFICIAL
ARCHIVES
OF THE

**Canadian
Baptists of
Ontario and
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Canadian Baptist Archives